

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQ9-EFGC-AHM5C, version 1)

Details

Submitted 3/31/2025 (99 days ago) by Mary Barrie

Alternate Identifier NYR20A354

Submission ID HQ9-EFGC-AHM5C

Status Deemed Complete

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

Town of Rotterdam

Permit ID #:

NYR20A354

MS4 Operator Type

Traditional land use control

Traditional Land Use Control

Town

Traditional Land Use Control

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

Legal Municipal/Entity Mailing address

1100 Sunrise Boulevard
Schenectady, NY 12306
Schenectady

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Mollie Collins	5183557575	mcollins@rotterdamny.org

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Mary Barrie	5183557575	mbarrie@rotterdamny.org

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Mary Barrie	5183557575	mbarrie@rotterdamny.org

Part IV

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

Yes

MS4 General Permit Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

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

Yes

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

Yes

Mapping

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

Yes

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

GIS and paper

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

No

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

Monitoring locations need to be added to the mapping after field verifications.

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

No

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

Mapping will be altered based on field verification and post-construction SMPs.

Legal Authority

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

No

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

Not newly designated

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

NONE PROVIDED

Part V

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

No

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

SMWP reviewed annually at a minimum as BMPs are added.

Part VI

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

MCM 1

MCM 3

MCM 2

Minimum Control Measure 1

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

Yes

What focus areas were identified?

Areas with construction activities

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

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

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

Yes

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

Residents

Construction: Developers, contractors, and design professionals

Commercial: Business owners and staff

Industrial: Owners and staff

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

Yes

What education and outreach topics were identified?

Restaurants, on-site septic, high traffic areas, industrial zones

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

Yes

What is the method(s) used for distribution of educational messages?

Displays in public areas (e.g., town halls, library, parks)

Electronic materials (e.g., websites, email listservs)

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

No

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

Still developing literature for website and hand-delivering to target audience

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

No

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

Still in development

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

SCQWCC is developing a brochure to target restaurants. Most of Rotterdam where the restaurants are located are on State highways and do not impact Rotterdam's MS4 system. It was felt necessary for overall water quality concerns to provide educational materials to target them. Several industrial areas are also part of our target audience for good housekeeping concerns.

Minimum Control Measure 2

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

Yes

What was the opportunity for public involvement/participation in the SWMP?

Citizen volunteers to educate other individuals about the SWMP
Coordination with other pre-existing public involvement/participation opportunities

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

Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?

Displays in public areas (e.g., town halls, library, parks)
Electronic materials (e.g., websites, email listservs)
Printed materials (e.g., mail inserts, brochures and newsletters)

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

Yes

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

Yes

What opportunity for review and comment on the draft annual report has been provided?

Posting of draft Annual Report on a public website

Presentation of the draft Annual Report

Annually: Have the comments received on the SWMP Plan been summarized? (Part VI.B.2.c.i.)

N/A

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

none received to date

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

N/A

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

None received to date

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

NONE PROVIDED

Minimum Control Measure 3

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

Yes

How many monitoring locations are on the inventory?

7

How many MS4 outfalls are on the inventory?

270

How many interconnections are on the inventory?

0

How many municipal facility intraconnections are on the inventory?

0

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

No

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

Still in development

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

Yes

How many high priority monitoring locations are on the inventory?

7

How many high priority MS4 outfalls are on the inventory?

7

How many high priority interconnections are on the inventory?

0

How many high priority municipal facility intraconnections are on the inventory?

0

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

No

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

Still in development

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

Yes

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

No

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

Still in development

How many monitoring locations have been inspected?

0

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

No

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

Still in development

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

Yes

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

Yes

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

Yes

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

Yes

How many individuals were trained on the MS4 Operator's illicit discharge track down procedures?

5

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

Yes

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

Yes

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

Yes

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

Yes

How many individuals were trained on the MS4 Operator's illicit discharge elimination procedures?

2

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

Yes

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

Yes

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

Elimination procedures vary from detection procedures. More staff are trained to detect illicit discharges.

Minimum Control Measure 4

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

Yes

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

Yes

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

2

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

Yes

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

Yes

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

Yes

How many construction sites are on the inventory?

23

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

Yes

How many high priority construction sites are on the inventory?

3

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Final construction sites are inspected prior to Notice of Termination signoff.

Minimum Control Measure 5

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

Yes

How many post-construction SMPs are on the inventory?

51

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

No

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

Older projects are not responsive to requests for inspection reports

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

Yes

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

No

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

Older projects are not responsive to requests for inspection reports

How many post-construction SMPs have been inspected at the required frequency?

17

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

Yes

How many individuals were trained on the MS4 Operator's post-construction SMP inspection and maintenance procedures?

3

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

Yes

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

Yes

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

NONE PROVIDED

Minimum Control Measure 6

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

Yes

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

Yes

Which BMPs have been incorporated into the municipal facility program?

Minimize Exposure

Spill Prevention and Response Procedures

Manage Vegetated Areas and Open Space on Municipal Property

Waste, Garbage, and Floatable Debris

Salt Storage Piles or Pile Containing Salt

Follow a Preventive Maintenance Program

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

Yes

How many individuals were trained on the MS4 Operator's municipal facility procedures?

2

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

Yes

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

Yes

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

Yes

How many municipal facilities are on the inventory?

7

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

Yes

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

No

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

All municipal properties are considered low priority.

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

Yes

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

N/A

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

All municipal facilities are low priority

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

N/A

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

No high priority municipal facilities

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

N/A

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

No high priority municipal facilities

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

Yes

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

Yes

Which BMPs have been incorporated into the municipal operations program?

Minimize Exposure

Spill Prevention and Response Procedures

Manage Vegetated Areas and Open Space on Municipal Property

Waste, Garbage, and Floatable Debris

Follow a Preventive Maintenance Program

Salt Storage Piles or Pile Containing Salt

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

Yes

How many individuals were trained on the MS4 Operator's municipal operations procedures?

2

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

Yes

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

Yes

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

Yes

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

Yes

How many catch basins have been inspected?

721

How many catch basins that were inspected had a sump >50% full of trash, sediment, and debris?

721

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

Yes

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

Yes

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

Yes

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

Yes

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

Sand/salt mixture used for deicing on all town roads. All roads are swept twice a year.

Part VIII

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

No

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

NONE PROVIDED

Part IX

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

No

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

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

NONE PROVIDED

Certification

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

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

[Certification Form](#)

Attach completed certification form.

Executed signature page MS4 Annual Report Interim Progress Certification 2025.pdf - 03/31/2025 11:51 AM

Comment

NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
3/31/2025 11:51 AM	Executed signature page MS4 Annual Report Interim Progress Certification 2025.pdf	Attachment	Mary Barrie

Status History

	User	Processing Status
1/6/2025 1:01:11 PM	Mary Barrie	Draft
3/31/2025 11:52:30 AM	Mary Barrie	Submitting
3/31/2025 11:52:48 AM	Mary Barrie	Submitted
4/4/2025 2:12:52 PM	Michelle Nowak	Deemed Complete

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Mary Barrie	3/31/2025 11:52:48 AM
Review	Michelle Nowak	4/4/2025 2:12:45 PM

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Water Permits
625 Broadway, Albany, New York 12233-3505
P: (518) 402-8111 | F: (518) 402-9029
www.dec.ny.gov

MS4 Operator Certification Form for eReports
SPDES General Permit for
Stormwater Discharges From
Municipal Separate Storm Sewer Systems (GP-0-24-001)

Instructions

As required by Part V.B.2. and Part V.B.3. of GP-0-24-001, the MS4 Operator must submit the Annual Report and the Interim Progress Certification, respectively. As stated in Part V.B.5. of GP-0-24-001, all reports must be signed in accordance with Part X.J. of GP-0-24-001.

MS4 Operator Name: Town of Rotterdam

Permit ID: NYR20A 354

eReport Submission Number: HQ9-EFGC-AHM5C

MS4 Operator Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (please print or type)

Mollie Collins

Title

Town Supervisor

Signature

Mollie A. Collins

Date

3/31/25