

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 8, 2025
Re: April 1, 2025 minutes

Please review the attached.

MINUTES OF THE APRIL 1, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS (via Zoom)
COUNCILPERSON ALISON BOAK
COUNCILPERSON NAMASHA SCHELLING
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN CLERK ERIN TROSTLE

NOT

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:30 pm.

II. CALL FOR EXECUTIVE SESSION

Supervisor Hansan called for two executive sessions, one to be held at 6:30 pm on Tuesday, April 15, and the other to be held immediately following the conclusion of the regular meeting.

III. ANNOUNCEMENTS

- The Pound Ridge Land Conservancy will host a work session at the Armstrong Preserve on Saturday, April 5. Visit the PRLC website for more information.
- The town's annual Easter Egg Hunt is scheduled for Saturday, April 5. Registration is available online through Community Pass.
- The Pound Ridge Business Association will present a "Made in New York" outdoor market at the Village Green on Sunday, April 27.
- Senior program information for spring and summer is now available on the Recreation Department page of the town website. Hard copies will be mailed to seniors soon.
- Pound Ridge barber Philip Canonaco has retired after operating Philip's Men's Hair Salon in Scotts Corners for many years.

IV. MINUTES

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye, to approve the minutes of the March 18, 2025 Town Board meeting.

V. CALL FOR PUBLIC HEARINGS

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye, to call for two public hearings at the April 15 meeting, one on a proposed franchise agreement with Verizon New York and the other on the draft MS4 report.

VI. PUBLIC COMMENT I

Resident John Nathan, of 155 Upper Shad Road, said that future Town Board meetings should include updates on his ongoing lawsuit against the Town and the members of the Town Board.

Resident John McCown, of 25 Miller Road, reiterated Mr. Nathan's comment. Mr. McCown also said that the town should not seek additional grant funding for water infrastructure, that the town's 2023 financial statements contain an inaccuracy, and that the wording of the agenda was objectionable.

Resident Ellen Kearns, of 125 Brook Farm Road East, suggested that a new firehouse be built at the Village Green and that the firehouse property become a public park.

Resident Katherine Biagiarelli, of 312 Salem Road, repeated several comments she had made in previous meetings regarding Recreation Commission meetings and senior programs.

VII. NEW BUSINESS

A. Town Attorney – Litigation update (*Simons v. NYS EFC and NYS DOH*)

Due to the unanticipated absence of the Town Attorney, the discussion was postponed until the April 15 meeting.

B. Town Board – Westchester Power MOU

RESOLUTION 88-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the Memorandum of Understanding for Participation in the Westchester Power Contract for Communities in the NYSEG Service Territory, with the election of the 50% renewable option as the default energy supply.

C. Finance Department – Agreement with financial advisor

RESOLUTION 89-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the Financial Advisory Services Agreement with Capital markets Advisors LLC for debt issuance services, subject to the following:

- Revision of Section 7 “Modification and Termination” so that the agreement can be terminated by either party with thirty days’ written notice with or without cause
- Revision of Item 2.03 to change the payment term from thirty to sixty days
- Review and approval of the contract by the Town Attorney

D. Water District – Additional funding for water infrastructure

RESOLUTION 90-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby approves Laberge Contract Addendum No. 2022102-03; AND BE IT FURTHER

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign and submit applications for Fiscal Year 2026 Congressionally Directed Spending (CDS), also known as Community Project Funding (CPF), to the offices of Senator Kirsten Gillibrand, Senator Chuck Schumer, and Congressman Mike Lawler.

E. Receiver of Taxes – Approval for printing costs

RESOLUTION 91-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the expenditure of \$2,572.23, as budgeted, for the printing of 2025 town and county tax bills, receipts, and envelopes.

F. Recreation Department – Permission to advertise for part-time bus driver

RESOLUTION 92-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Recreation Superintendent to advertise for a part-time driver for the senior bus.

G. Town Clerk

1. Scotts Corners maintenance services

RESOLUTION 93-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby awards the bid for maintenance services in Scotts Corners for 2025 to Luppino Landscaping.

2. Cemetery plot sales

RESOLUTION 94-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following cemetery plot sales, both to former Pound Ridge residents:

<u>Plot</u>	<u>Price</u>	<u>Purchaser</u>
Plot 402-A, Section 3 (one gravesite)	\$1,000.00	Nina Eisenman 224 Vail Lane, North Salem, NY 10560
Plot 409-A, Section 3 (one gravesite)	\$1,000.00	Steven R. Powers 91 Main Street, South Salem, NY 10590

3. Special event permit for Bake-Off Challenge

RESOLUTION 95-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the special event permit application by the Pound Ridge Partnership for the Pound Ridge Bake-Off Challenge, to be held on June 14, 2025 from 10:00 am to 1:00 pm at the Village Green.

4. Special event permit for Color Run

RESOLUTION 96-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the special event permit application by the Pound Ridge Partnership and the Human Rights Advisory Committee for the 2025 Color Run, to be held on Sunday, June 1.

5. County shared services initiative

RESOLUTION 97-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign Appendix C of the County-Wide Shared Services Municipal Savings Report to enable the town to receive \$17,040.10 in matching funds from the state.

6. Standard Work Day

RESOLUTION 98-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby adopts standard work days for elected and appointed officials.

[Note: An error in the relevant form was discovered after the meeting, rendering the foregoing resolution moot. The Town Clerk will present corrected forms to the Town Board at the April 15 meeting.]

7. Special event permit for Summer Sundays concert series

RESOLUTION 99-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the Pound Ridge Partnership's special event permit application for a Summer Sundays concert series on June 15, June 29, July 27, and August 24 at the Village Green.

8. Highway bid results

RESOLUTION 100-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby awards the 2025 Highway materials bids as follows:

<u>Category</u>	<u>Vendor</u>	<u>Item</u>	<u>Price</u>
Catch Basin and Vor-Tech Cleaning	Fred A. Cook, Jr.	Vacuum truck	\$1,900/day
			\$9,500/week
		Laborer	\$800/day
			\$4,000/week
Tree Work (two-year term)	Barney Zipkin	75' Bucket truck w/ operator.....	\$1,300/day
			\$6,000/week
		Chip truck w/ operator and chipper.....	\$1,000/day
			\$5,000/week
		Stump grinder w/ operator.....	\$1,000/day
			\$4,800/week
		83' Track lift with operator.....	\$1,500/day
			\$6,500/week
		127' 38-ton crane w/ operator.....	\$2,400/day
			\$9,600/week
Heavy Equipment	AC&S Excavating	Additional grounds person.....	\$680/day
			\$2,700/week
		Log truck w/ operator.....	\$1,300/day
			\$5,200/week
		Large dump truck w/ operator.....	\$1,200/day
			\$6,000/week
		Large excavator w/ operator.....	\$1,800/day
			\$9,000/week

Heavy Equipment (continued)

Mini excavator w/
 operator.....\$1,400/day
 \$7,000/week
 Excavator w/ hammer
 and operator.....\$2,800/day
 \$14,000/week
 306 CAT.....\$1,500/day
 \$7,500/week

Fred A. Cook, Jr. Vacuum excavator w/
 operator and labor\$2,800/day
 \$14,000/week

Blacktop Laid in Place Clove Excavators Blacktop laid in place.....\$112.95/ton

Bituminous Concrete Peckham
 Base course type 1.....\$94.90/ton
 Base course type 3.....\$96.00/ton
 Shim course type 5\$119.50/ton
 Top course type 6f.....\$97.00/ton
 Top course type 6f
 Modified\$97.00/ton
 Top course type 7\$104.00/ton
 Playground mix.....\$104.00/ton
 Curb mix.....\$115.50/ton
 Recycled item 4\$10.00/ton
 (asphalt blend)

Aggregates and Road Sand Thalle
 Recycled item 4\$20.00/ton
 (concrete)
 3/4" trap rock\$37.00/ton
 3/8" bluestone.....\$41.00/ton
 Rip-rap stone 5"-6"\$39.00/ton
 Rip-rap stone ≤ 5"\$39.00/ton
 Light stone fill 8"-12"\$40.00/ton
 3/4" brown item 4\$31.00/ton
 Wingdale
 3/4" stone.....\$34.50/ton
 Gray item 4\$32.50/ton
 Putnam
 3/4" white item 4\$31.50/ton

Refuse/Carting	Win Industries	3 cans w/ weekly pickup.....	\$95/month
		30 yards as requested.....	\$235/pull + \$110/ton
		20 yards as requested	\$235/pull + \$110/ton
		10 yards w/ weekly pickup.....	\$346.98/month
	CRP Sanitation	2 yards w/ weekly pickup.....	\$130/month

Recyclables and Household Junk	Win Industries	30 yards household junk (no hazardous materials, tires, chemicals, etc.)	\$235/pull + \$110/ton
		30 yards cardboard	\$235/pull
		30 yards mixed paper.....	\$235/pull
		30 yards commingled.....	\$235/pull + \$110/ton
		30 yards metal.....	\$235/pull

H. Human Rights Advisory Committee – Appointment of Amy Lee and Jennifer Savage

RESOLUTION 101-25

Board Action: Motion by Councilperson Schelling, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby appoints Amy Lee and Jennifer Savage as members of the Human Rights Advisory Committee through 2026.

VIII. PUBLIC COMMENT II

There were no further comments from members of the public.

IX. FINANCIAL MATTERS – Pay bills

RESOLUTION 102-25

Board Action: Motion by Councilperson Boak, seconded by Councilperson Briggs, the motion passing 4–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 07-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00263–A00290	\$17,114.92
Highway Fund	D00068–D00073	\$4,091.55

X. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:25 pm.

XI. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 8:25 pm.

RESOLUTION 103-24

Board Action: Motion by Councilperson Boak, seconded by Councilperson Briggs, the motion passing 4-0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes and allows the following advance-of-audit payment as detailed in Abstract 07-2025:

Fund	Claim Numbers	Total Amount
Parking District	ST00010	\$1,202.98

XII. ADJOURNMENT: There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 8:26 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
April 4, 2025

CABLE FRANCHISE RENEWAL AGREEMENT

BY AND BETWEEN

THE TOWN OF POUND RIDGE, NEW YORK

AND

VERIZON NEW YORK INC.

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EXHIBIT

Exhibit A: Municipal Buildings to be Provided Cable Service Subject to Section 3.3

THIS CABLE FRANCHISE RENEWAL AGREEMENT (the “Franchise” or “Agreement”) is entered into by and between the Town of Pound Ridge, a validly organized and existing political subdivision of the State of New York (the “Local Franchising Authority” or “LFA”) and Verizon New York Inc., a corporation duly organized under the applicable laws of the State of New York (the “Franchisee”).

WHEREAS, the LFA is a “franchising authority” in accordance with Title VI of the Communications Act, (*see* 47 U.S.C. §522(10)) and is authorized to grant one or more nonexclusive cable franchises pursuant to Article 11 of the New York Public Service Law, as amended, and Title 16, Chapter VIII, Parts 890.60 through 899, of the Official Compilation of Codes, Rules and Regulations of the State of New York, as amended;

WHEREAS, the LFA granted to Franchisee effective as of October 16, 2009, a nonexclusive initial Franchise to install, maintain, extend, and operate a Cable System in the LFA for a term of fifteen (15) years (the “Initial Franchise”);

WHEREAS, the Franchisee has operated a Cable System in accordance with the Initial Franchise as of the effective date on its existing Telecommunication Services facilities consisting of a Fiber to the Premises Telecommunications Network (“FTTP Network”) in the Franchise Area which also transmits Non-Cable Services pursuant to authority granted by Section 27 of the New York Transportation Corporations Law, as amended, and Title II of the Communications Act, which Non-Cable Services are not subject to the Cable Law or Title VI of the Communications Act;

WHEREAS, pursuant to and in accordance with applicable federal and state law, the LFA undertook a process to determine whether it should renew the Initial Franchise and the terms for such a renewal;

WHEREAS, the LFA has examined the past performance of Franchisee and has determined that Franchisee is and has been in material compliance with the Initial Franchise and applicable law;

WHEREAS, the LFA has identified the future cable-related needs and interests of the LFA and its community, has considered and approved the financial, technical and legal qualifications of Franchisee, and has determined that Franchisee’s Cable System is adequate and feasible in a full public proceeding affording due process to all parties;

WHEREAS, pursuant to and in accordance with applicable federal and state law, the Franchisee submitted to the LFA a proposal to renew the Initial Franchise to operate a Cable System in the Franchise Area;

WHEREAS, following good faith negotiations between the parties, the Local Franchise Authority and Franchisee have agreed on the terms for a renewal Franchise under which Franchisee will continue to operate its Cable System in the Franchise Area; and

WHEREAS, the LFA has determined that in accordance with the provisions of the Cable Law, this Franchise complies with NY PSC's franchise standards and the grant of a nonexclusive franchise to Franchisee is consistent with the public interest.

NOW, THEREFORE, in consideration of the LFA's grant of a franchise to Franchisee, Franchisee's promise to continue to provide Cable Service to residents of the Franchise Area pursuant to and consistent with the Cable Law (as hereinafter defined), pursuant to the terms and conditions set forth herein, the promises and undertakings herein, and other good and valuable consideration, the receipt and the adequacy of which are hereby acknowledged,

THE SIGNATORIES DO HEREBY AGREE AS FOLLOWS:

1. **DEFINITIONS**

Except as otherwise provided herein, the definitions and word usages set forth in the Cable Law are incorporated herein and shall apply in this Agreement. In addition, the following definitions shall apply:

1.1. *Access Channel*: A video Channel, which Franchisee shall make available to the LFA without charge for Public, Educational, or Governmental noncommercial use for the transmission of video programming as directed by the LFA.

1.2. *Affiliate*: Any Person who, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with, the Franchisee.

1.3. *Basic Service*: Any service tier, which includes the retransmission of local television broadcast signals as well as the PEG Access Channels required by this Franchise.

1.4. *Cable Law*: Article 11 of the New York Public Service Law, as amended, and Title 16, Chapter VIII, Parts 890.60 through 899, of the Official Compilation of Codes, Rules and Regulations of the State of New York, as amended, to the extent authorized under and consistent with federal law.

1.5. *Cable Service* or *Cable Services*: Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(6), as amended.

1.6. *Cable System* or *System*: Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(7), as amended.

1.7. *Channel*: Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(4), as amended.

1.8. *Communications Act*: The Communications Act of 1934, as amended.

1.9. *Control*: The ability to exercise *de facto* or *de jure* control over day-to-day policies and operations or the management of Franchisee's affairs.

1.10. *Educational Access Channel*: An Access Channel available for noncommercial use solely by local public schools and public school districts in the Franchise Area and other not-for-profit educational institutions chartered or licensed by the New York State Department of Education or Board of Regents in the Franchise Area.

1.11. *FCC*: The United States Federal Communications Commission, or successor governmental entity thereto.

1.12. *Force Majeure*: An event or events reasonably beyond the ability of Franchisee to anticipate and control. This includes, but is not limited to, severe or unusual weather conditions, strikes, labor disturbances and disputes, war or act of war (whether an actual declaration of war is made or not), insurrection, riots, act of public enemy, incidences of terrorism, acts of vandalism, epidemics, actions or inactions of any government instrumentality or public utility including condemnation, accidents for which the Franchisee is not primarily responsible, fire, flood, or other acts of God, or work delays caused by waiting for utility providers to service or monitor utility poles to which Franchisee's FTTP Network is attached, and unavailability of materials and/or qualified labor to perform the work necessary.

1.13. *Franchise Area*: The entire existing territorial limits of the LFA, and such additional areas as may be annexed or acquired, but not including any portion of an incorporated village or city located wholly or partially within the territorial limits of the LFA.

1.14. *Franchisee*: Verizon New York Inc. and its lawful and permitted successors, assigns and transferees.

1.15. *Government Access Channel*: An Access Channel available for the sole noncommercial use of the LFA.

1.16. *Gross Revenue*: All revenue, as determined in accordance with generally accepted accounting principles, which is derived by Franchisee from the operation of the Cable System to provide Cable Service in the Franchise Area, subject to the following inclusions and exclusions.

1.16.1. Gross Revenue includes, without limitation: all Subscriber and customer revenues earned or accrued net of bad debts including revenue for:

1.16.1.1. Basic Service;

1.16.1.2. all fees charged to any Subscribers for any and all Cable Service provided by Franchisee over the Cable System in the Franchise Area, including without limitation Cable Service related program guides, the installation, disconnection or reconnection of Cable Service;

1.16.1.3. revenues from late or delinquent charge fees;

1.16.1.4. Cable Service related repair calls;

1.16.1.5. the provision of converters, remote controls, additional outlets and/or other Cable Service related Subscriber premises equipment, whether by lease or fee;

1.16.1.6. video on demand Cable Service and pay per view Cable Service;

1.16.1.7. revenues from the sale or lease of access channel(s) or channel capacity;

1.16.1.8. compensation received by Franchisee that is derived from the operation of Franchisee's Cable System to provide Cable Service with respect to commissions that are paid to Franchisee as compensation for promotion or exhibition of any products or services on the Cable System, such as "home shopping" or a similar channel, subject to the exceptions below; and

. Gross Revenue includes a pro rata portion of all revenue derived by Franchisee pursuant to compensation arrangements for advertising derived from the operation of Franchisee's Cable System to provide Cable Service within the Franchise Area, subject to the exceptions below. The allocation of home shopping and advertising revenue shall be based on the number of Subscribers in the Franchise Area divided by the total number of subscribers in relation to the relevant local, regional or national compensation arrangement. Advertising commissions paid to third parties shall not be netted against advertising revenue included in Gross Revenue.

Gross Revenue shall not include: Revenues received by any Affiliate or other Person in exchange for supplying goods or services used by Franchisee to provide Cable Service over the Cable System; bad debts written off by Franchisee in the normal course of its business (provided, however, that bad debt recoveries shall be included in Gross Revenue during the period collected); refunds, rebates or discounts made to Subscribers or other third parties; any revenues classified, in whole or in part, as Non-Cable Services revenue under federal or state law including, without limitation, revenue received from Telecommunications Services; revenue received from Information Services, including, without limitation, Internet Access service, electronic mail service, electronic bulletin board service, or similar online computer services; charges made to the public for commercial or cable television that is used for two-way communication; and any other revenues attributed by Franchisee to Non-Cable Services in accordance with FCC or state public utility regulatory commission rules, regulations, standards or orders, as may be amended from time to time; fees, taxes and surcharges on Non-Cable Services, including, but not limited to the NY Municipal Construction Surcharge; any revenue of Franchisee or any other Person which is received directly from the sale of merchandise through any Cable Service distributed over the Cable System, however, that portion of such revenue which represents or can be attributed to a Subscriber fee or a payment for the use of the Cable System for the sale of such merchandise shall be included in Gross Revenue; the sale of Cable Services on the Cable System for resale in which the purchaser is required to collect cable Franchise Fees from purchaser's customer; the sale of Cable Services to customers, which are exempt, as required or allowed by the LFA including, without limitation, the provision of Cable Services to public institutions as required or permitted herein; any tax of general applicability imposed upon Franchisee or upon Subscribers by a city,

state, federal or any other governmental entity and required to be collected by Franchisee and remitted to the taxing entity (including, but not limited to, sales/use tax, gross receipts tax, excise tax, utility users tax, public service tax, communication taxes and non-cable franchise fees); any foregone revenue which Franchisee chooses not to receive in exchange for its provision of free or reduced cost cable or other communications services to any Person, including without limitation, employees of Franchisee and public institutions or other institutions designated in the Franchise (provided, however, that such foregone revenue which Franchisee chooses not to receive in exchange for trades, barter, services or other items of value shall be included in Gross Revenue); sales of capital assets or sales of surplus equipment; program launch fees, i.e., reimbursement by programmers to Franchisee of marketing costs incurred by Franchisee for the introduction of new programming; directory or Internet advertising revenue including, but not limited to, yellow page, white page, banner advertisement and electronic publishing; or any fees or charges collected from Subscribers or other third parties for any PEG grant payments.

1.17. *Information Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. §153(24), as amended.

1.18. *Internet Access*: Dial-up or broadband access service that enables Subscribers to access the Internet.

1.19. *Local Franchise Authority (LFA)*: The Town of Pound Ridge, New York, or the lawful successor, transferee, or assignee thereof.

1.20. *Non-Cable Services*: Any service that does not constitute the provision of Cable Service including, but not limited to, Information Services and Telecommunications Services.

1.21. *NY PSC*: The New York Public Service Commission.

1.22. *PEG*: Public, Educational, and Governmental.

1.23. *PEG Access Designee*: Any entity designated by the LFA for the purpose of owning and/or operating the equipment and facilities used in the production and/or broadcast of PEG Access Channel programming for the LFA, including but not limited to any access corporation.

1.24. *Person*: An individual, partnership, association, joint stock company, trust, corporation, or governmental entity.

1.25. *Public Access Channel*: An Access Channel available for noncommercial use solely by the residents in the Franchise Area on a first-come, first-served, nondiscriminatory basis.

1.26. *Public Rights-of-Way*: The surface and the area across, in, over, along, upon and below the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys, and boulevards, including, public utility easements and public lands and waterways used as Public

Rights-of-Way, as the same now or may thereafter exist, which are under the jurisdiction or control of the LFA. Public Rights-of-Way do not include the airwaves above a right-of-way with regard to cellular or other non-wire communications or broadcast services.

1.27. *Subscriber*: A Person who lawfully receives Cable Service over the Cable System with Franchisee's express permission.

1.28. *Telecommunication Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(53), as amended.

1.29. *Title VI*: Title VI of the Communications Act, Cable Communications, as amended.

1.30. *Transfer of the Franchise*:

1.30.1. Any transaction in which:

1.30.1.1. a fifty percent (50%) ownership or other interest in Franchisee is transferred, directly or indirectly, from one Person or group of Persons to another Person or group of Persons, so that Control of Franchisee is transferred; or

1.30.1.2. the rights held by Franchisee under the Franchise and the certificate of confirmation issued therefor by the NY PSC are transferred or assigned to another Person or group of Persons.

1.30.2. However, notwithstanding Sub-sections 1.30.1.1 and 1.30.1.2 above, a *Transfer of the Franchise* shall not include transfer of an ownership or other interest in Franchisee to the parent of Franchisee or to another Affiliate of Franchisee; transfer of an interest in the Franchise or the rights held by the Franchisee under the Franchise to the parent of Franchisee or to another Affiliate of Franchisee; any action which is the result of a merger of the parent of the Franchisee; or any action which is the result of a merger of another Affiliate of the Franchisee.

1.31. *Video Programming*: Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(20), as amended.

1.32. *Video Service Provider or VSP*: Any entity using any portion of the Public Rights-of-Way to provide Video Programming services to multiple subscribers within the territorial boundaries of the LFA, for purchase, barter, or free of charge, regardless of the transmission method, facilities or technologies used. A VSP shall include, but is not limited to, any entity that provides Cable Services, multi-channel multipoint distribution services, broadcast satellite services, satellite delivered services, wireless services, and internet-protocol based services within the territorial boundaries of the LFA.

2. **GRANT OF AUTHORITY; LIMITS AND RESERVATIONS**

2.1. *Grant of Authority:* Subject to the terms and conditions of this Agreement and the Cable Law, the LFA hereby grants the Franchisee the right to own, construct, operate and maintain a Cable System along the Public Rights-of-Way within the Franchise Area, in order to provide Cable Service. No privilege or power of eminent domain is bestowed by this grant; nor is such a privilege or power bestowed by this Agreement.

2.2. *The FTTP Network:* Upon delivery of Cable Service, by subjecting Franchisee's mixed-use facilities to the NY PSC's minimum franchise standards and the LFA's police power, the LFA has not been granted broad new authority through this Franchise over the construction, placement and operation of Franchisee's mixed-use facilities; provided, however, that nothing herein shall be construed to limit the LFA's existing authority with respect to the Franchisee's mixed use facilities pursuant to Title II of the Communications Act, Section 27 of the Transportation Corporations Law, and lawful and applicable local laws, including any lawful right to compel relocation of such facilities in the event of road-widenings and other adjustments to the Public-Rights-of-Way.

2.3. *Effective Date and Term:* This Franchise shall become effective on the date that the NY PSC issues an order approving renewal for this Franchise (the "Effective Date"), following its approval by the LFA's governing authority authorized to grant franchises and its acceptance by the Franchisee. The term of this Franchise shall be five (5) years from the Effective Date unless the Franchise is earlier terminated by Franchisee pursuant to the terms of Sections 2.4 or 2.5 or revoked by the LFA as provided herein. The Franchisee shall memorialize the Effective Date by notifying the LFA in writing of the same, which notification shall become a part of this Franchise.

2.4. *Termination Generally:* Notwithstanding any provision herein to the contrary, Franchisee may terminate this Agreement and all obligations hereunder at any time during the term of this Agreement for any reason, in Franchisee's sole discretion, upon one hundred and eighty (180) days' written notice to the LFA.

2.5. *Modification/Termination Based on VSP Requirements:*

2.5.1. If there is a change in federal, state, or local law that reduces any material financial and/or operational obligation that the LFA has required from or imposed upon a VSP, or if the LFA enters into any franchise, agreement, license, or grant of authorization to a VSP to provide Video Programming services to residential subscribers in the LFA with terms or conditions materially less burdensome than those imposed by this Franchise, Franchisee and the LFA shall, within sixty (60) days of the LFA's receipt of Franchisee's written notice, commence negotiations to modify this Franchise to create reasonable competitive equity between Franchisee and such other VSPs. Any modification of the Franchise pursuant to the terms of this section shall not trigger the requirements of Subpart 892-1 of the NY PSC rules and regulations.

2.5.2 Franchisee's notice pursuant to Section 2.5.1. shall specify the change in law and the resulting change in obligations. Franchisee shall respond to reasonable

information requests from the LFA, as may be necessary to review the change in obligations resulting from the cited law.

2.5.3 In the event the parties do not reach mutually acceptable agreement on a modification requested by Franchisee, Franchisee shall, at any time and in its sole discretion, have the option of exercising any of the following actions:

a. Commence franchise renewal proceedings in accordance with 47 U.S.C. §546 with the Franchise term being accelerated, thus being deemed to expire thirty-six (36) months from the date of Franchisee's written notice to seek relief hereunder;

b. Terminate the franchise within two (2) years from notice to the LFA;

c. If agreed by both parties, submit the matter to commercial arbitration by a mutually-selected arbitrator in accordance with the rules of the American Arbitration Association; or

d. Submit the matter to mediation by a mutually-acceptable mediator.

2.5. 2.5.4. 2.6. *Grant Not Exclusive:* The Franchise and the rights granted herein to use and occupy the Public Rights-of-Way to provide Cable Services shall not be exclusive, and the LFA reserves the right to grant other franchises for similar uses or for other uses of the Public Rights-of-Way, or any portions thereof, to any Person, or to make any such use itself, at any time during the term of this Franchise. Any such rights which are granted shall not adversely impact the authority as granted under this Franchise and shall not interfere with existing facilities of the Cable System or Franchisee's FTTP Network.

2.6. *Franchise Subject to Federal Law:* Notwithstanding any provision to the contrary herein, this Franchise is subject to and shall be governed by all applicable provisions of federal law as it may be amended, including but not limited to the Communications Act.

2.7. *No Waiver:*

2.7.1. The failure of the LFA on one or more occasions to exercise a right under this Franchise, the Cable Law or other applicable state or federal law, or to require compliance or performance under this Franchise, shall not be deemed to constitute a waiver of such right or a waiver of compliance or performance of this Agreement, nor shall it excuse Franchisee from compliance or performance, unless such right or such compliance or performance has been specifically waived in writing.

2.7.2. The failure of the Franchisee on one or more occasions to exercise a right under this Franchise, the Cable Law or other applicable state or federal law, or to require performance under this Franchise, shall not be deemed to constitute a waiver of such right or a

waiver of performance of this Agreement, nor shall it excuse the LFA from performance, unless such right or such performance has been specifically waived in writing.

2.8. *Construction of Agreement:*

2.8.1. The provisions of this Franchise shall be liberally construed to effectuate their objectives.

2.8.2. Nothing herein shall be construed to limit the scope or applicability of Section 625 of the Communications Act, 47 U.S.C. § 545, as amended.

2.8.3. The LFA and the Franchisee each acknowledge that they have received independent legal advice in entering into this Agreement. In the event that a dispute arises over the meaning or application of any term(s) of this Agreement, such term(s) shall not be construed by the reference to any doctrine calling for ambiguities to be construed against the drafter of this Agreement.

2.9. *Compliance with Federal and State Privacy Laws:* Franchisee shall comply with the privacy provisions of Section 631 of the Communications Act and all other applicable federal and state privacy laws and regulations. The parties agree that, during the term hereof, Franchisee shall not be subject to any local laws or ordinances which conflict with such applicable federal and/or state privacy laws, or which would impose additional or distinct requirements upon Franchisee with respect to Subscriber privacy other than those which are expressly set forth in applicable federal and/or state privacy laws.

2.10. *Police Powers:* The LFA shall not subject Franchisee to any local laws that are inconsistent with this Franchise, provided, however, that nothing in this Franchise shall be construed to prohibit the LFA's reasonable, necessary and lawful exercise of its police powers including, without limitation, in addition to the implementation and enforcement of the provisions of this Agreement and existing applicable laws and regulations, the enactment, adoption, implementation and enforcement of such additional laws and regulations as the LFA may deem necessary in the exercise of its police power; provided, however that such laws and regulations are reasonable and not materially in conflict with the privileges granted in this Franchise and consistent with all federal and state laws, regulations and orders.

2.11. *Restoration of Municipal Property:* Any municipal property damaged or destroyed shall be repaired or replaced within a reasonable period of time by Franchisee and restored to pre-existing condition.

2.10. *Restoration of Subscriber Premises:* Franchisee shall ensure that private property is restored to pre-existing condition in a reasonable period of time if damaged by Franchisee's employees or agents in any respect in connection with the installation, repair, or disconnection of Cable Service.

3. **PROVISION OF CABLE SERVICE**

3.1. *Franchise Area:*

3.1.1. *Franchise Area:* Subject to the issuance of all necessary permits by the LFA, Franchisee shall continue to offer Cable Service to all residential households of the Franchise Area and may make Cable Service available to businesses in the Franchise Area, except: (A) for periods of Force Majeure; (B) for periods of delay caused by the LFA; (C) for periods of delay resulting from Franchisee's inability to obtain authority to access rights-of-way in the Franchise Area; (D) in areas where developments or buildings are subject to claimed exclusive arrangements with other providers; (E) in areas, developments, buildings or other residential dwelling units where Franchisee cannot gain access after good faith efforts, including, but not limited to, circumstances where Franchisee cannot access the area, development, or building by using Franchisee's existing network pathways and which would thus require the construction of new trunk, feeder, or distribution lines in accordance with NY PSC rules and regulations; (F) in areas, developments, buildings or other residential dwelling units where the provision of Cable Service is economically infeasible because such provision requires nonstandard facilities which are not available on a commercially reasonable basis, in accordance with NY PSC rules and regulations; (G) in areas, developments, buildings or other residential dwelling units where the occupied residential dwelling unit density does not meet the density and other requirements set forth in Subsection 3.1.1.1. and Section 3.2; and (H) in areas, developments, buildings, or other residential dwelling units that are not habitable or have not been constructed as of the Effective Date.

3.1.1.1. *Density Requirement:* Subject to Subsection 3.1.1, Franchisee shall make Cable Services available to residential dwelling units in all areas of the Franchise Area where the average density is equal to or greater than thirty-five (35) occupied residential dwelling units per mile as measured in strand footage from the nearest technically feasible point on the active FTTP Network trunk or feeder line.

3.2. *Availability of Cable Service:* Franchisee shall make Cable Service available to all residential dwelling units and may make Cable Service available to businesses within the Franchise Area in conformance with Section 3.1, and Franchisee shall not discriminate between or among any individuals in the availability of Cable Service or based upon the income of the residents in a local area. In the areas in which Franchisee shall provide Cable Service, Franchisee shall be required to connect, at Franchisee's expense, other than a standard installation charge, all residential dwelling units that are within one hundred fifty (150) feet of aerial trunk or feeder lines not otherwise already served by Franchisee's FTTP Network. Franchisee shall be allowed to recover, from a Subscriber that requests such connection, the actual costs incurred for residential dwelling unit connections that exceed one hundred fifty (150) feet or are in an area with a density of less than thirty-five (35) occupied residential dwelling units per mile and the actual costs incurred to connect any non-residential dwelling unit Subscriber, provided, however, that Franchisee may seek a waiver of any requirement that it extend service to any party requesting the same in an area with a density of less than thirty-five (35) occupied residential dwelling units per mile if such would not be possible within the limitations of economic feasibility. For underground

installations, Franchisee shall charge the Subscriber Franchisee's actual cost. Such cost shall be submitted to said Subscriber, in writing, before installation is begun.

3.3. *Cable Service to Public Buildings:* In accordance with applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order") and the decision on appeal by the Sixth Circuit Court of Appeals, within a reasonable period of time following the Effective Date, the Franchisee may provide written notice to the LFA regarding the manner and process by which the Franchisee shall implement the 621 Order's requirements regarding the provision of free or discounted Cable Service to public buildings under the Franchise. Subject to Section 3.1, if requested in writing by the LFA and within sixty (60) days following such request, Franchisee shall provide, within the Franchise Area, one service outlet activated for Basic Service to each municipal facility, fire station, public school, police station, public library, and other public buildings as are designated by the LFA and set forth in Exhibit A; provided, however, that if it is necessary to extend Franchisee's aerial trunk or feeder lines more than five hundred (500) feet solely to provide service to any such school or public building, the LFA shall have the option either of paying Franchisee's direct costs for such extension in excess of five hundred (500) feet, or of releasing Franchisee from the obligation to provide service to such school or public building. For underground installations, Franchisee shall charge the Subscriber Franchisee's actual cost. Such cost shall be submitted, in writing, before installation is begun. Franchisee may charge for Basic Service in accordance with applicable law, which as of the Effective Date is Franchisee's marginal cost of providing such service. Franchisee shall be permitted to recover, from any school or other public building owner entitled to free service, the direct cost of installing, when requested to do so, more than one outlet or concealed inside wiring; provided, however, that Franchisee shall not charge for the provision of Basic Service to the additional service outlets once installed unless Franchisee decides to charge marginal cost. Cable Service may not be resold or otherwise used in contravention of Franchisee's rights with third parties respecting programming. Equipment provided by Franchisee, if any, shall be replaced at retail rates if lost, stolen or damaged. The parties hereto agree that the exercise of any conditional obligations set forth in this Section 3.3 shall not constitute a modification or amendment of the Franchise within the meaning of Subpart 892-1 of the NY PSC rules and regulations.

3.4. *Contribution in Aid:* Notwithstanding the foregoing, Franchisee shall comply at all times, with the requirements of Section 895.5 of NY PSC rules and regulations.

4. **SYSTEM FACILITIES**

4.1. *Quality of Materials and Work:* Franchisee shall operate and maintain its System using materials of good and durable quality, and all work involved in the construction, installation, maintenance and repair of the Cable System shall be performed in a safe, thorough and reliable manner.

4.2. *System Characteristics:* During the term hereof Franchisee's Cable System shall meet or exceed the following requirements:

4.2.1. The System shall be operated with an initial digital carrier passband between 50 and 860 MHz and shall provide for a minimum channel capacity of not less than 77 channels on the Effective Date.

4.2.2. The System shall be operated as an active two-way plant for Subscriber interaction, if any, required for the selection or use of Cable Service.

4.3. *Interconnection:* The Franchisee shall operate its Cable System so that it may be interconnected with other cable systems in the Franchise Area. Interconnection of systems may be made by direct cable connection, microwave link, satellite, or other appropriate methods.

4.4. *Emergency Alert System:* Franchisee shall comply with the Emergency Alert System ("EAS") requirements of the FCC and applicable state and local EAS Plans, in order that emergency messages may be distributed over the System.

5. **PEG SERVICES**

5.1. *PEG Set Aside:*

5.1.1. In order to ensure universal availability of public, educational and government programming, Franchisee shall provide capacity on its Basic Service tier for up to one (1) dedicated Public Access Channel, one (1) dedicated Educational Access Channel, and up to one (1) dedicated Government Access Channel (collectively, "PEG Access Channels").

5.1.2. The LFA hereby authorizes Franchisee to transmit PEG Access Channel programming within and without LFA jurisdictional boundaries. Franchisee specifically reserves the right to make or change channel assignments in its sole discretion. If a PEG Channel provided under this Article is not being utilized by the LFA, Franchisee may utilize such PEG Channel, in its sole discretion, until such time as the LFA elects to utilize the PEG Channel for its intended purpose in accordance with Section 895.4 of the NY PSC rules and regulations.

5.1.3. Franchisee shall provide the technical ability to play back pre-recorded programming provided to Franchisee consistent with this Section. Franchisee shall transmit programming consistent with the dedicated uses of PEG Access Channels. Franchisee shall comply at all times with the requirements of Section 895.4 of the NY PSC rules and regulations.

5.2. *Indemnity for PEG:* The LFA shall require all local producers and users of any of the PEG facilities or Channels to agree in writing to authorize Franchisee to transmit programming consistent with this Agreement and to defend and hold harmless Franchisee and the LFA from and against any and all liability or other injury, including the reasonable cost of defending claims or litigation, arising from or in connection with claims for failure to comply with applicable federal laws, rules, regulations or other requirements of local, state or federal authorities; for claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; for unauthorized use of any trademark, trade name or service mark; for breach of contractual or other obligations owing to third parties by the producer or user; and for any other

injury or damage in law or equity, which result from the use of a PEG facility or Channel. The LFA shall establish rules and regulations for use of PEG facilities, consistent with, and as required by, 47 U.S.C. §531.

5.3. *Recovery of Costs:* To the extent permitted by federal law, the Franchisee shall be allowed to recover from Subscribers any costs arising from the provision of PEG Access Channel services and to include such costs as a separately billed line item on each Subscriber's bill. Without limiting the forgoing, if allowed under state and federal laws, Franchisee may externalize, line-item, or otherwise pass-through interconnection and any franchise-related costs to Subscribers.

5.4. *No PEG Access Designee Rights:* The LFA and the Franchisee herein acknowledge and agree that any PEG Access Designee is not a party to this Franchise and that any provisions herein that may affect a PEG Access Designee are not intended to create any rights on behalf of any PEG Access Designee.

6. **FRANCHISE FEES**

6.1. *Payment to LFA:* Franchisee shall pay to the LFA a Franchise Fee of five percent (5%) of annual Gross Revenue (the "Franchise Fee"). In accordance with Title VI, the twelve (12) month period applicable under the Franchise for the computation of the Franchise Fee shall be a calendar year. Such payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Franchisee shall be allowed to submit or correct any payments that were incorrectly omitted, and shall be refunded any payments that were incorrectly submitted, in connection with the quarterly Franchise Fee remittances within ninety (90) days following the close of the calendar year for which such payments were applicable.

6.2. *Supporting Information:* Each Franchise Fee payment shall be accompanied by a brief report prepared by a representative of Franchisee showing the basis for the computation.

6.3. *Limitation on Franchise Fee Actions:* The parties agree that the period of limitation for recovery of any Franchise Fee payable hereunder shall be six (6) years from the date on which payment by Franchisee is due, but cannot exceed the date of records retention reflected in Section 7.

6.4. *Bundled Services:* If Cable Services subject to the Franchise Fee required under this Section 6 are provided to Subscribers in conjunction with Non-Cable Services, then the calculation of Gross Revenue shall be adjusted, if needed, to include only the value of the Cable Services billed to Subscribers, as reflected on the books and records of Franchisee in accordance with FCC rules, regulations, standards or orders.

6.5. *Section 626 Set-Off:*

6.5.1. Except as provided in 6.5.2. below, the Franchise Fee shall not constitute a set off against the special franchise tax as provided for in N.Y. Real Property Tax Law Section 626. The operation of this subparagraph shall be strictly limited to Franchise Fees lawfully

imposed upon Cable Service, and shall not be construed to affect the Franchisee's rights under any provision of state or federal law regarding the provision of services other than Cable Service.

6.5.2. Section 6.5.1 will no longer be valid and Franchisee may immediately begin applying the Franchise Fee as an off-set to the special franchise tax as provided for in N.Y. Real Property Tax Law Section 626 if (a) the LFA enters into a new or renewal cable franchise agreement with a VSP and does not include a provision in the agreement that is substantially similar to Section 6.5.1, above, in restricting the use of a Franchise Fee as an off-set to the special franchise tax; (b) the LFA otherwise permits a VSP to use a Franchise Fee as an off-set to the special franchise tax; or (c) a VSP subject to a Franchise Fee by the LFA uses the Franchise Fee as an off-set to the special franchise tax with the knowledge of the LFA.

7. REPORTS AND RECORDS

7.1. *Open Books and Records:* Upon reasonable written notice to the Franchisee and with no less than thirty (30) business days written notice to the Franchisee, the LFA shall have the right to inspect Franchisee's books and records pertaining to Franchisee's provision of Cable Service in the Franchise Area during Franchisee's regular business hours at an office of the Franchisee and on a nondisruptive basis, as are reasonably necessary to ensure compliance with the terms of this Franchise. Such notice shall specifically reference the section or subsection of the Franchise which is under review, so that Franchisee may organize the necessary books and records for appropriate access by the LFA. Any such inspection by the LFA shall be completed in an expeditious and timely manner. Franchisee shall not be required to maintain any books and records for Franchise compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, Franchisee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose any of its or an Affiliate's books and records not relating to the provision of Cable Service in the Franchise Area. The LFA shall treat any information disclosed by Franchisee as confidential and shall only disclose it to employees, representatives, and agents thereof who have a need to know, or in order to enforce the provisions hereof. Franchisee shall not be required to provide Subscriber information in violation of Section 631 of the Communications Act, 47 U.S.C. §551.

7.2. *Records Required:* Franchisee shall at all times maintain:

7.2.1. Records of all written complaints for a period of three (3) years after receipt by Franchisee. The term "complaint" as used herein refers to complaints about any aspect of the Cable System or Franchisee's cable operations, including, without limitation, complaints about employee courtesy. Complaints recorded will not be limited to complaints requiring an employee service call;

7.2.2. Records of outages for a period of three (3) years after occurrence, indicating date, duration, area, and the number of Subscribers affected, type of outage, and cause;

7.2.3. Records of service calls for repair and maintenance for a period of three (3) years after resolution by Franchisee, indicating the date and time service was required, the

date of acknowledgment and date and time service was scheduled (if it was scheduled), and the date and time service was provided, and (if different) the date and time the problem was resolved;

7.2.4. Records of installation/reconnection and requests for service extension for a period of three (3) years after the request was fulfilled by Franchisee, indicating the date of request, date of acknowledgment, and the date and time service was extended; and

7.2.5. A map showing the area of coverage for the provisioning of Cable Services.

7.3. *System-Wide Statistics:* Any valid reporting requirement in the Franchise may be satisfied with system-wide statistics, except those related to Franchise Fees and consumer complaints.

8. **INSURANCE AND INDEMNIFICATION**

8.1. *Insurance:*

8.1.1. Franchisee shall maintain in full force and effect, at its own cost and expense, during the term of this Franchise, the following insurance coverage:

8.1.1.1. Commercial General Liability Insurance in the amount of eleven million dollars (\$11,000,000) per occurrence for property damage and bodily injury and eleven million dollars (\$11,000,000) general aggregate. Such insurance shall cover the construction, operation and maintenance of the Cable System, and the conduct of the Franchisee's Cable Service business in the Town.

8.1.1.2. Automobile Liability Insurance in the amount of eleven million dollars (\$11,000,000) combined single limit each accident for bodily injury and property damage coverage.

8.1.1.3. Workers' Compensation Insurance meeting the statutory requirements of the State of New York and Employers' Liability Insurance in the following amounts: (A) Bodily Injury by Accident: \$100,000; and (B) Bodily Injury by Disease-each employee: \$100,000; \$500,000 disease-policy limit.

8.1.2. The LFA shall be included as an additional insured as their interests may appear under this Franchise on the Commercial General Liability Insurance and Automobile Liability Insurance required herein.

8.1.3. Upon receipt of notice from its insurer(s), the Franchisee shall provide the LFA with thirty (30) days' prior written notice of cancellation of any required coverage.

8.1.4. Each of the required insurance policies shall be with insurers qualified to do business in the State of New York, with an A.M. Best Financial Strength rating of A- or better.

8.1.5. Upon written request, the Franchisee shall deliver to the LFA Certificates of Insurance showing evidence of the required coverage.

8.2. *Indemnification:*

8.2.1. Franchisee agrees to indemnify the LFA and its officers, boards, elected officials and employees for, and hold it harmless from, all liability, damage, cost or expense arising from claims of injury to persons or damage to property occasioned by reason of any conduct undertaken pursuant to the Franchise, or by reason of any suit or claim for royalties, programming license fees or infringement of patent rights arising out of Franchisee's provision of Cable Services over the Cable System other than PEG facilities and Channels, provided that the LFA shall give Franchisee prompt written notice of a claim or action for which it seeks indemnification pursuant to this Subsection; and in any event the LFA shall provide Franchisee with such written notice within a period of time that allows Franchisee to take action to avoid entry of a default judgment and does not prejudice Franchisee's ability to defend the claim or action. Notwithstanding the foregoing, Franchisee shall not indemnify the LFA for any damages, liability or claims resulting from the willful misconduct or negligence of the LFA, its officers, agents, employees, attorneys, consultants, independent contractors or third parties or for any activity or function conducted by any Person other than Franchisee in connection with PEG Access or EAS.

8.2.2. With respect to Franchisee's indemnity obligations set forth in Subsection 8.2.1, Franchisee shall provide the defense of any claims brought against the LFA by selecting counsel of Franchisee's choice to defend the claim, subject to the consent of the LFA, which shall not be unreasonably withheld. Nothing herein shall be deemed to prevent the LFA from cooperating with the Franchisee and participating in the defense of any litigation by its own counsel at its own cost and expense, provided however, that after consultation with the LFA, Franchisee shall have the right to defend, settle or compromise any claim or action arising hereunder, and Franchisee shall have the authority to decide the appropriateness and the amount of any such settlement. In the event that the terms of any such proposed settlement includes the release of the LFA and the LFA does not consent to the terms of any such settlement or compromise, Franchisee shall not settle the claim or action but its obligation to indemnify the LFA shall in no event exceed the amount of such settlement.

8.2.3. The LFA shall be responsible for its own acts of willful misconduct, negligence, or breach, subject to any and all defenses and limitations of liability provided by law. The Franchisee shall not be required to indemnify the LFA for acts of the LFA which constitute willful misconduct or negligence on the part of the LFA, its officers, employees, agents, attorneys, consultants, independent contractors or third parties.

9. **TRANSFER OF FRANCHISE**

Subject to Section 617 of the Communications Act, 47 U.S.C. § 537, as amended, no Transfer of the Franchise shall occur without the prior consent of the LFA, provided that such consent shall not be unreasonably withheld, delayed or conditioned. In considering an application for the Transfer of the Franchise, the LFA may consider the applicant's: (i) technical ability; (ii) financial ability; (iii) good character; and (iv) other qualifications necessary to continue to operate

the Cable System consistent with the terms of the Franchise. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, by assignment of any rights, title, or interest of the Franchisee in the Franchise or Cable System in order to secure indebtedness, or for transactions otherwise excluded under Section 1.30 above.

10. RENEWAL OF FRANCHISE

10.1. *Governing Law:* The LFA and Franchisee agree that any proceedings undertaken by the LFA that relate to the renewal of this Franchise shall be governed by and comply with the provisions of Section 12.12 below, the Cable Law and Section 626 of the Communications Act, 47 U.S.C. § 546, as amended.

10.2. *Needs Assessment:* In addition to the procedures set forth in Section 626 of the Communications Act, the LFA shall notify Franchisee of all of its assessments regarding the identity of future cable-related community needs and interests, as well as the past performance of Franchisee under the then current Franchise term. Such assessments shall be provided to Franchisee by the LFA promptly so that Franchisee will have adequate time to submit a proposal under Section 626 of the Communications Act and complete renewal of the Franchise prior to expiration of its term.

10.3. *Informal Negotiations:* Notwithstanding anything to the contrary set forth herein, Franchisee and the LFA agree that at any time during the term of the then current Franchise, while affording the public appropriate notice and opportunity to comment, the LFA and Franchisee may agree to undertake and finalize informal negotiations regarding renewal of the then current Franchise and the LFA may grant a renewal thereof.

10.4. *Consistent Terms:* Franchisee and the LFA consider the terms set forth in this Article 10 to be consistent with the express provisions of Section 626 of the Communications Act and the Cable Law.

11. ENFORCEMENT AND TERMINATION OF FRANCHISE

11.1. *Notice of Violation:* If at any time the LFA believes that Franchisee has not complied with the terms of the Franchise, the LFA shall informally discuss the matter with Franchisee. If these discussions do not lead to resolution of the problem in a reasonable time, the LFA shall then notify Franchisee in writing of the exact nature of the alleged noncompliance in a reasonable time (for purposes of this Article, the “Noncompliance Notice”).

11.2. *Franchisee’s Right to Cure or Respond:* Franchisee shall have sixty (60) days from receipt of the Noncompliance Notice to: (i) respond to the LFA, if Franchisee contests (in whole or in part) the assertion of noncompliance; (ii) cure such noncompliance; or (iii) in the event that, by its nature, such noncompliance cannot be cured within such sixty (60) day period, initiate reasonable steps to remedy such noncompliance and notify the LFA of the steps being taken and the date by which Franchisee projects that it will complete cure of such noncompliance. Upon cure of any noncompliance, the LFA shall provide written confirmation that such cure has been effected.

11.3. *Public Hearing:* The LFA shall schedule a public hearing if the LFA seeks to continue its investigation into the alleged noncompliance (i) if Franchisee fails to respond to the Noncompliance Notice pursuant to the procedures required by this Article, or (ii) if Franchisee has not remedied the alleged noncompliance within forty-five (45) days or the date projected pursuant to Section 11.2(iii) above. The LFA shall provide Franchisee at least forty-five (45) days prior written notice of such public hearing, which will specify the time, place and purpose of such public hearing, and provide Franchisee the opportunity to be heard.

11.4. *Enforcement:* Subject to Section 12.12 below and applicable federal and state law, in the event the LFA, after the public hearing set forth in Section 11.3, determines that Franchisee is in default of any provision of this Franchise, the LFA may:

11.4.1. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages; or

11.4.2. Commence an action at law for monetary damages or seek other equitable relief; or

11.4.3. In the case of a substantial noncompliance with a material provision of this Franchise, seek to revoke the Franchise in accordance with Section 11.5.

11.5. *Revocation:* Should the LFA seek to revoke this Franchise after following the procedures set forth above in this Article, including the public hearing described in Section 11.3, the LFA shall give written notice to Franchisee of such intent. The notice shall set forth the specific nature of the noncompliance. The Franchisee shall have forty-five (45) days from receipt of such notice to object in writing and to state its reasons for such objection. In the event the LFA has not received a satisfactory response from Franchisee, it may then seek termination of the Franchise at a second public hearing. The LFA shall cause to be served upon the Franchisee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise.

11.5.1. At the designated public hearing, Franchisee shall be provided a fair opportunity for full participation, including the rights to be represented by legal counsel, to introduce relevant evidence, to question witnesses and to request the production of evidence, which request shall not be unreasonably denied subject to federal and state law, including the New York Freedom of Information Law. A complete verbatim record and transcript shall be made of such hearing.

11.5.2. Following the second public hearing, Franchisee shall be provided up to thirty (30) days to submit its proposed findings and conclusions to the LFA in writing and thereafter the LFA shall determine (i) whether an event of default has occurred under this Franchise; (ii) whether such event of default is excusable; and (iii) whether such event of default has been cured or will be cured by the Franchisee. The LFA shall also determine whether it will revoke the Franchise based on the information presented, or, where applicable, grant additional time to the Franchisee to effect any cure. If the LFA determines that it will revoke the Franchise, the LFA shall promptly provide Franchisee with a written determination setting forth the LFA's reasoning

for such revocation. Franchisee may appeal such written determination of the LFA to an appropriate court, which shall have the power to review the decision of the LFA *de novo*. Franchisee shall be entitled to such relief as the court finds appropriate. Such appeal must be taken within sixty (60) days of Franchisee's receipt of the written determination of the LFA.

11.5.3. The LFA may, at its sole discretion, take any lawful action that it deems appropriate to enforce the LFA's rights under the Franchise in lieu of revocation of the Franchise.

11.6. *Abandonment of Service:* Franchisee shall not abandon any Cable Service or portion thereof without the LFA's prior written consent as provided in the Cable Law. Notwithstanding the foregoing, the parties agree that if Franchisee invokes Section 2.4 of the Franchise (*Termination Generally*) and a timely termination notice is provided, the LFA's prior written consent is considered granted.

12. **MISCELLANEOUS PROVISIONS**

12.1. *Actions of Parties:* In any action by the LFA or Franchisee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld, delayed or conditioned.

12.2. *Binding Acceptance:* This Agreement shall bind and benefit the parties hereto and their respective receivers, trustees, successors and assigns, and the promises and obligations herein shall survive the expiration date hereof.

12.3. *Preemption:* In the event that federal or state law, rules, or regulations preempt a provision or limit the enforceability of a provision of this Agreement, the provision shall be read to be preempted to the extent, and for the time, but only to the extent and for the time, required by law. In the event such federal or state law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no longer preempted, such provision shall thereupon return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the LFA.

12.4. *Force Majeure:* Franchisee shall not be held in default under, or in noncompliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by a Force Majeure. Furthermore, the parties hereby agree that it is not the LFA's intention to subject Franchisee to penalties, fines, forfeitures or revocation of the Franchise for violations of the Franchise where the violation was a good faith error that resulted in no or minimal negative impact on Subscribers, or where strict performance would result in practical difficulties and hardship being placed upon Franchisee that outweigh the benefit to be derived by the LFA and/or Subscribers.

12.5. *Delivery of Payments:* Franchisee may use electronic funds transfer to make any payments to the LFA required under this Agreement.

12.6. *Notices:* Unless otherwise expressly stated herein, notices required under the Franchise shall be mailed first class, postage prepaid, to the addressees below. Each party may change its designee by providing written notice to the other party.

Notices to Franchisee shall be mailed to:

Verizon
1300 I St. NW
Suite 500 East
Washington, DC 20005
Attention: Tonya Rutherford, VP and Deputy General Counsel

with a copy to:

Verizon
111 Main Street, 6th Floor
White Plains, NY 10601
Attention: Pamela Goldstein, Associate General Counsel

Notices to the LFA shall be mailed to:

Supervisor
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576

with a copy to:

Town Attorney
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576

12.7. *Entire Agreement:* This Franchise and the Exhibit hereto constitute the entire agreement between Franchisee and the LFA and supersede all prior or contemporaneous agreements, representations or understandings (whether written or oral) of the parties regarding the subject matter hereof. Any local laws or parts of local laws that materially conflict with the provisions of this Agreement are superseded by this Agreement.

12.8. *Amendments and Modifications:* Amendments and/or modifications to this Franchise shall be mutually agreed to in writing by the parties and subject to the approval of the NY PSC, pursuant to the Cable Law, except as provided herein.

12.9. *Captions:* The captions and headings of articles and sections throughout this Agreement are intended solely to facilitate reading and reference to the articles, sections and provisions of this Agreement. Such captions shall not affect the meaning or interpretation of this Agreement.

12.10. *Severability:* If any section, subsection, sub-subsection, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, subsection, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise.

12.11. *Recitals:* The recitals set forth in this Agreement are incorporated into the body of this Agreement as if they had been originally set forth herein.

12.12. *FTTP Network Transfer Prohibition:* Under no circumstance including, without limitation, upon expiration, revocation, termination, denial of renewal of the Franchise or any other action to forbid or disallow Franchisee from providing Cable Services, shall Franchisee or its assignees be required to sell any right, title, interest, use or control of any portion of Franchisee's FTTP Network including, without limitation, the Cable System and any capacity used for Cable Service or otherwise, to the LFA or any third party. Franchisee shall not be required to remove the FTTP Network or to relocate the FTTP Network or any portion thereof as a result of revocation, expiration, termination, denial of renewal or any other action to forbid or disallow Franchisee from providing Cable Services. This provision is not intended to contravene leased access requirements under Title VI or PEG requirements set out in this Agreement.

12.13. *NY PSC Approval:* This Franchise is subject to the approval of the NY PSC. Franchisee shall file an application for such approval with the NY PSC within sixty (60) days after the date hereof. Franchisee shall also file any necessary notices with the FCC.

12.14. *Rates and Charges:* The rates and charges for Cable Service provided pursuant to this Franchise shall be subject to regulation in accordance with federal law.

12.15. *Publishing Information:* LFA hereby requests that Franchisee omit publishing information specified in 47 C.F.R. § 76.952 from Subscriber bills.

12.16. *Employment Practices:* Franchisee will not refuse to hire, nor will it bar or discharge from employment, nor discriminate against any person in compensation or in terms, conditions, or privileges of employment because of age, race, creed, color, national origin, or sex.

12.17. *Customer Service:* Franchisee shall comply with the consumer protection and customer service standards set forth in Parts 890 and 896 of the NY PSC rules and regulations.

12.18. *No Third-Party Beneficiaries:* Except as expressly provided in this Agreement, this Agreement is not intended to, and does not, create any rights or benefits on behalf of any Person other than the parties to this Agreement.

12.19. *LFA Official*: The Town Supervisor of the LFA is the LFA official that is responsible for the continuing administration of this Agreement.

12.20. *No Waiver of LFA's Rights*: Notwithstanding anything to the contrary in this Agreement, no provision of this Agreement shall be construed as a waiver of the LFA's rights under applicable federal and state law.

12.22. *Counterparts*: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Further, this Agreement may be executed by facsimile, email, electronic signature or other electronic means, and so executed shall have the full force and legal effect as an executed original of this Agreement.

[SIGNATURE PAGE FOLLOWS]

AGREED TO THIS 15th DAY OF APRIL, 2025.

LFA:

Town of Pound Ridge

By:

Kevin Hansan
Supervisor

FRANCHISEE:

Verizon New York Inc.

Approved as to form:

By:

Eugene B. Barrins
Vice President - New York Metro Region
Wireline Network Field Operations

Verizon Law Department

Signature Page

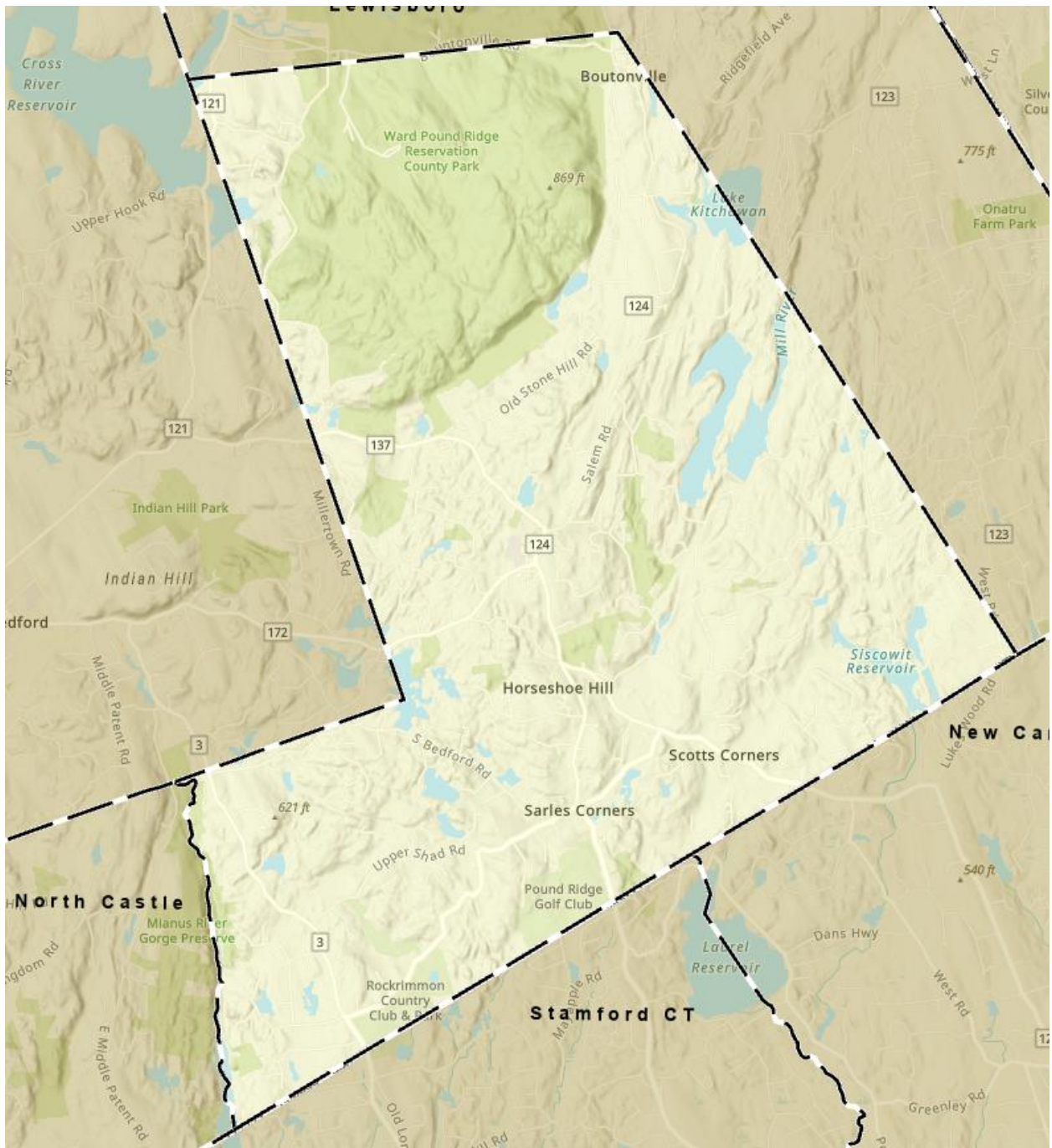
Pound Ridge/Verizon New York Inc.
Franchise Renewal Agreement/2025

EXHIBIT A

TOWN BUILDINGS TO BE PROVIDED CABLE SERVICE SUBJECT TO SECTION 3.3

Townhouse – 179 Westchester Avenue
Town Park Maintenance Building – 199 Westchester Avenue
Police Building – 179 Westchester Avenue, as modified or renovated
Pine Terrace – Maintenance Department – 179 Westchester Avenue
Conant Hall – 257 Westchester Avenue
Ambulance Corps. – 89 Westchester Avenue
Fire Department – 80 Westchester Avenue
Library – 271 Westchester Avenue
*Highway Department – Buildings – 290 Stone Hill Road
*Community Center (to be constructed) – Town Park – 199 Westchester Avenue

* Extensions will be at no charge.



DRAFT STORMWATER MANAGEMENT PROGRAM

**Town of Pound Ridge
Westchester County, New York
April 1, 2025**

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DRAFT

Introduction

Stormwater results from excess precipitation (rain or snow melt) that does not soak into the ground but runs off, potentially into waterways such as streams and wetlands. Stormwater can flow from rooftops, over pavement and bare soil, and through forests and lawns while picking up a variety of materials on its way. The quality of runoff depends on the season, local meteorology, geography, and the land use activities which lie in the path of the flow. Although the quantity of pollutants from a single residential, commercial, industrial, or construction site may seem unimportant, the combined concentrations of contaminants threaten our lakes, rivers, wetlands, and other waterbodies.

Pollution conveyed by stormwater degrades the quality of drinking water and damages fisheries and the habitats of plants and animals that depend on clean water for survival. Pollutants carried by stormwater can also affect recreational uses of waterbodies by making them unsafe for wading, swimming, boating, and fishing.

To address stormwater quality issues, the Environmental Protection Agency (EPA) developed the Phase II Stormwater Rule, which was finalized in 1999. The rule regulates owners or operators of small Municipal Separate Storm Sewer Systems (MS4s). The Town of Pound Ridge is a recognized MS4 in northern Westchester County, New York. In a town like Pound Ridge, stormwater runoff can be one of the major sources of pollution if not controlled and monitored.

To protect water quality, regulated small MS4s are required to obtain a permit from New York State Department of Environmental Conservation (DEC) and develop programs to reduce pollutants that may enter into and be discharged from their separate storm sewer system. The required program comprises six elements that, when implemented together, are expected to reduce pollutants in stormwater and help protect the receiving waterbodies.

Summary of the New York State MS4 Program

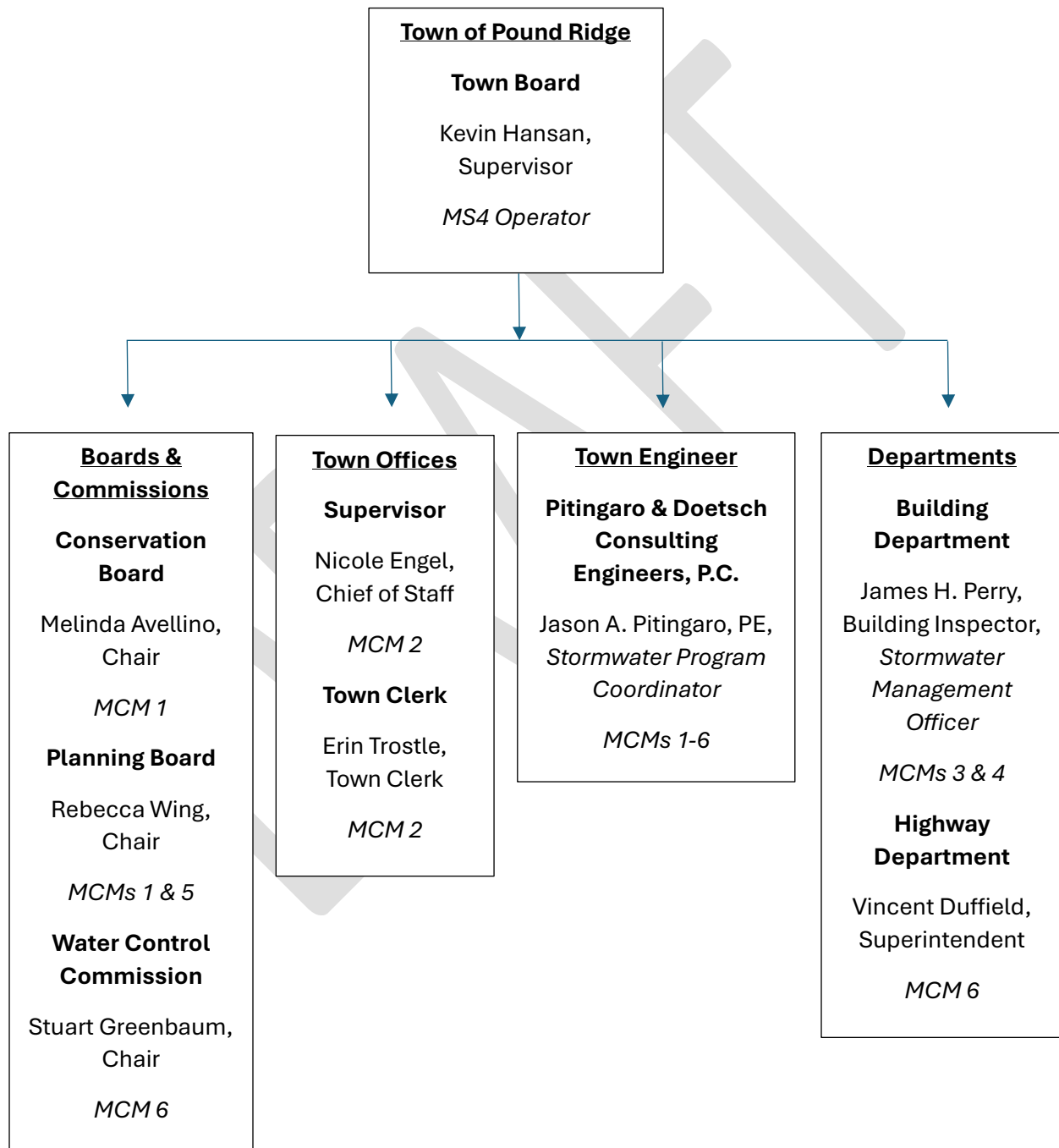
As a delegated state under the National Pollutant Discharge Elimination System (NPDES) program, New York administers EPA's Phase II Stormwater Rule. New York State has issued a Municipal Separate Storm Sewer System General Permit (GP-0-24-001) that details each of the conditions that must be addressed by the regulated small MS4 in order for them to be authorized to discharge stormwater. In its broadest sense, this General Permit requires that regulated entities (e.g., the Town of Pound Ridge) develop, implement, and enforce a Stormwater Management Program (SWMP). The primary focus of the Stormwater Management Program is to properly address and manage the pollutants contained in stormwater runoff that are transported through the MS4 and discharged to waters of the State to satisfy the water quality requirements of the NY State Environmental Conservation Law (ECL) and the federal Clean Water Act (CWA). The regulated entity must also prepare a Stormwater Management Program Plan (SWMP Plan or SWMPP) that documents the practices, procedures, and policies that are in place and those that are being implemented to protect water quality.

A draft of this SWMP Plan was first made available on July 3, 2024.

The Town of Pound Ridge, which operates under MS4 Permit #NYR20A226, first adopted a Stormwater Management Program in 2003 and as a regulated MS4 (aka an MS4 Operator) has since worked with the DEC to more fully develop the program to meet the requirements outlined in the General Permit. The SWMP Plan identifies the actions to be taken by the MS4 to meet the six required program elements, each of which is referred to as a Minimum

Control Measure (MCM) in the MS4 General Permit. These six MCMs (identified and summarized below), when developed and implemented together, result in significant reductions of pollutants being discharged through the MS4. The Town is required to submit two reports each year to DEC documenting compliance with each MCM. These reports are available for public review and comment on the Town website. A copy of this SWMP Plan is kept on file in the Town Clerk's office and Building Department, and it is available for public inspection upon request.

Staffing Plan/Organizational Chart



Information is to be communicated among all those identified via email. An up-to-date copy of the SWMP Plan is to be provided by the Town Engineer to the Town Clerk and Building Department on a regular, ongoing basis.

Stormwater Program Coordinator Contact Information

Pitingaro & Doetsch Consulting Engineers, P.C.

Jason A. Pitingaro, PE, Town Engineer

20 Industrial Drive, Middletown NY 10941

(845) 703-8140

info@panddengineers.com

Plan Updates

A regulated MS4 must regularly update the SWMP Plan.

The Town of Pound Ridge has updated this SWMP Plan on the following dates:

June 3, 2024

April 1, 2025

Legal Authority

A regulated MS4 must maintain adequate legal authority to implement the General Permit.

The Town of Pound Ridge maintains adequate legal authority to implement the General Permit and thereby control pollutant discharges. The Town of Pound Ridge adopted Chapter 91A, Storm Sewers, and Chapter 91B, Stormwater Management and Erosion and Sediment Control, into the Town Code on April 10, 2008, by L.L. No. 3-2008, which covers illicit discharge detection and elimination and minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public.

Enforcement Response Plan (ERP)

A well-developed ERP is crucial to the prevention and mitigation of illicit discharges. A combination of verbal warnings, written notices, citations, stop work orders, withholding of plan approvals and other additional measures are set as protocol to address repeat and continuing violations.

The Pound Ridge Town Board adopted chapter 91A, Article I, Illicit Discharge Detection and Elimination and 91B, Stormwater Management and Erosion and Sediment Control, into the Town Code on April 10, 2008, by L.L. No. 3-2008, which covers enforcement and penalties for offenses related to illicit discharges. Appendix I contains a list of instances of non-compliance.

Reporting

Reports must be submitted electronically to the DEC using the forms located on DEC's website. Required reports include annual reports due by April 1 of each reporting year (for the period of January 3 to January 2 the following year) and interim progress certifications due by October 1 (for the period of January 3 through June 30) and April 1 of the following year (for the period of July 1 through January 2 of the following year).

Appendices C and D of the SWMP Plan document the Town of Pound Ridge's completion of required annual reports and interim progress certifications.

SWMP Evaluation

Once every five years, a regulated MS4 must evaluate the SWMP for compliance with the terms and conditions of Municipal Separate Storm Sewer System General Permit (GP-0-24-001) or the latest General Permit should the former be superseded, including the effectiveness of the SWMP Plan and status of achieving requirements.

The SWMP Plan was last evaluated in 2024, and it will be due for reevaluation in 2029.

Minimum Control Measures

Minimum Control Measure 1: Public Education and Outreach Program

A well-informed and educated community is central to the success of the MS4 program. Educating the public of the personal responsibilities that are expected of them and others in the community, including the individual actions that can be taken to protect or improve the quality of the receiving waterbodies, will provide an increased level of compliance. Therefore, the General Permit requires the regulated MS4 to develop and implement a formal program to educate the public concerning the issues of stormwater pollution.

The Pound Ridge Conservation Board takes on primary responsibility for developing and distributing information and educational materials relating to water quality. The Conservation Board regularly informs the public through guest speakers and presentations, flyers, community e-news, and Facebook posts. The Conservation Board also maintains a catalog of educational resources on its webpage (<https://www.townofpoundridge.com/conservationboard>).

Since 2019, efforts have been underway to become a Climate Smart Community (<https://climatesmart.ny.gov/>). The Town of Pound Ridge established a Climate Smart Community Task Force, and in 2021, the Town was recognized as a Bronze-Certified Climate Smart Community. Educating the public regarding the role of climate change in stormwater pollution prevention will encourage climate-conscious development, which will in turn help reduce the impacts of stormwater runoff from storms of increasing intensity and frequency as well as periods of draught and excess precipitation.

The General Permit requires that the regulated MS4 identify and document the focus areas of the SWMP Plan.

The Geographic Areas of Concern described later in this SWMP Plan generally include three focus areas: the Scotts Corners business district, East of Hudson Watershed, and areas discharging to waters with protective water quality classifications (Class AA-S, A-S, AA, A, B, SA, or SB).

1. Scotts Corners

The Town of Pound Ridge has formed a task force comprising members of the Town Board and qualified Pound Ridge residents to address water quality in Scotts Corners.

Water and Wastewater Task Force (established 2015): *Goal is to identify a long-term wastewater solution for the Scotts Corners Business District. The task force worked collaboratively to conduct a feasibility study and secure an engineering recommendation for a wastewater strategy for the District, to be followed by a funding strategy and grant application process. Stormwater management in the Business District will also be addressed by the task force, and public meetings will be held by the Town Board to review the recommendations.*

2. East of Hudson Watershed (Phosphorus Impaired)

Impairment in the East of Hudson Watershed is being addressed by the implementation of Chapter 91A, Storm Sewers, and Chapter 91B, Stormwater Management and Erosion and Sediment Control, into the Town Code on April 10, 2008, by L.L. No. 3-2008, which covers illicit discharge detection and elimination and minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public.

The Town of Pound Ridge joined nine other municipalities and the County of Westchester and DEC to create the Croton Watershed Water Quality Protection Plan (The Croton Plan) to identify and reduce water quality impacts in the watershed. The Town of Pound Ridge will be involved in implementing The Croton Plan's recommendations, and the Conservation Board has been tasked with educating the public of the plan and its goals (<https://www.townofpoundridge.com/conservationboard/croton-watershed-water-quality-protection-plan-croton-plan>).

3. Protected Waterways

The Conservation Board has developed a Natural Resource Inventory for Pound Ridge, which describes the water resources in the Town and provides links to additional sources of information.

The General Permit also requires that the regulated MS4 identify and document applicable audiences and associated pollutant-generating activities that the outreach and education will address for each focus area.

The Town of Pound Ridge contains the following four target audiences: residents; commercial business owners and staff; developers, contractors, and design professionals engaged in construction activities in the Town; and municipal staff.

1. Residents

Focus Areas: Scotts Corners, East of Hudson Watershed, Protected Waterways

2. Commercial Business Owners and Staff

Focus Areas: Scotts Corners

3. Developers, Contractors, and Design Professionals

Focus Areas: Scotts Corners, East of Hudson Watershed, Protected Waterways

4. Municipal Staff

Focus Areas: Scotts Corners, East of Hudson Watershed, Protected Waterways

The General Permit requires that the regulated MS4 make information related to the prevention of illicit discharges available to municipal employees, businesses, and the public. The information must include what types of discharges are allowable, what an illicit discharge is and why it is prohibited, environmental hazards associated with illicit discharges and improper waste disposal, proper handling and disposal practices for the most common behaviors within the community, and how to report illicit discharges.

The Town of Pound Ridge adopted Chapter 91A, Storm Sewers, into the Town Code on April 10, 2008, by L.L. No. 3-2008, which covers Illicit Discharge Detection and Elimination. It is publicly accessible via ecode360.

The Conservation Board has developed a User's Guide for proper handling and disposal practices in the community (<https://www.townofpoundridge.com/conservationboard/pound-ridge-user-guide-and-tips>) and a pamphlet describing

the dangers of stormwater runoff (<https://www.townofpoundridge.com/conservationboard/water-and-septic-systems>). The Conservation Board also disseminates educational information to the public via e-newsletters.

Once every five years, a regulated MS4 must identify and document which of the following methods are used for the distribution of educational messages: printed materials, electronic materials, mass media, workshops or focus groups, displays in public areas, and social media. Additionally, once every five years, the regulated MS4 must deliver and document an educational message to each target audience for each focus area.

The Town of Pound Ridge uses printed materials, electronic materials, focus groups, displays in public areas, and social media to distribute educational messages.

The Town of Pound Ridge will deliver an educational message to each target audience for each focus area at least once by 2029. Completion of this requirement will be documented in this SWMP Plan.

The General Permit requires that once a year, by April 1, the regulated MS4 must review and update the focus areas and target audiences and document the completion of this requirement in the SWMP Plan.

The Town of Pound Ridge last reviewed and updated the focus areas and target audiences on March 31, 2025.

The General Permit requires that regulated MS4s in the East of Hudson Watershed (a phosphorus-impaired watershed) provide educational messages with information specific to phosphorus to applicable target audiences twice a year, once from March to August and once from September to February.

The Town of Pound Ridge adopted Chapter 91A, Storm Sewers, and Chapter 91B, Stormwater Management and Erosion and Sediment Control, into the Town Code on April 10, 2008, by L.L. No. 3-2008. This law prohibits illicit discharges and promotes best management practices to reduce pollutant loading, including phosphorus loading in the East of Hudson Watershed.

The Town of Pound Ridge's local Conservation Board provides educational messages with information specific to phosphorus to applicable target audiences twice a year.

Minimum Control Measure 2: Public Involvement and Participation

Similar to educating the public, MCM 2 focuses on involving the public in both the development and implementation of the program. To address the goals of MCM 2, the General Permit requires the regulated MS4 to develop and implement a formal program to involve the public in activities and decisions that relate to the issues of stormwater pollution.

Annually, the public has the opportunity to participate in the development and implementation of the SWMP.

The Town of Pound Ridge Supervisor's Office disseminates e-newsletters to residents. The Supervisor's newsletters contain information regarding the Town of Pound Ridge's various boards, commissions, committees, and task forces and their efforts, including those efforts related to reducing pollution and impacts from stormwater runoff and on-site septic systems. The Supervisor also notifies the public of available open positions on these boards, commissions, committees, and task forces.

The Town Clerk notices public hearings on the SWMP and annual report to solicit public comment and participation in the MS4 program at Town Board meetings at least once annually. Notices of public hearings and a draft copy of the annual report are posted on the Town's website at least once annually, and the draft report is presented at the meeting.

In 2025, a notice of public hearing was issued on April 3, 2025, and the draft copy of the annual report was posted on April 7, 2025.

The Town Engineer, in his function as Stormwater Program Coordinator, will receive and respond to public concerns regarding stormwater management or compliance with permit requirements. The Town Engineer's contact information is included in the notices of public hearing.

Additionally, above and beyond the formal public participation in the SWMP required by the General Permit, the Town of Pound Ridge has a proud tradition of volunteerism, with many private groups, organizations, and individuals collaborating with the Town's boards, commissions, committees, and task forces to engage in activities that reduce erosion and pollution and by extension reduce pollutants in stormwater runoff. Some examples of such activities include but are not limited to the following: Pound Ridge Garden Club landscape projects, Adopt-a-Triangle (established 2013) for the planting and care of focal triangles, Pound Ridge Partnership beautification plantings, monthly volunteer planting maintenance (established 2022), natural area restoration and invasive removals at the Henry Morgenthau Preserve (2019-2020) and Olesen Preserve (2021), The Invasives Project Pound Ridge (established 2012) for the removal of invasive plants and restoration of native species on private properties, Recycle Right with Riley (established 2019), the Friends of Pound Ridge Earth Day Everyday initiative (established 2021) to educate the public of waste reduction best practices, and too many more to list. Volunteers from the public are integral to the Town of Pound Ridge's stormwater management efforts.

Minimum Control Measure 3: Illicit Discharge Detection and Elimination

A significant portion of flow volume from some MS4s is not directly attributable to precipitation runoff. It is due to illicit and/or inappropriate discharges and connections to the MS4. Illicit discharges enter the system through direct (e.g., wastewater piping either mistakenly or deliberately connected to a storm drain) or indirect (e.g., infiltration into the MS4 from cracked or failing sanitary systems, spills collected by storm drains, or the direct discharge of anything other than stormwater into a storm drain) connections. These untreated discharges can contribute high levels of pollutants, including heavy metals, toxins, oil and grease, nutrients, viruses, and bacteria to receiving waterbodies. Therefore, the MS4 General Permit requires the regulated MS4 to develop and implement a program to detect, prevent, and eliminate these types of discharges.

The Town of Pound Ridge adopted Chapter 91A, Storm Sewers, into the Town Code on April 10, 2008, by L.L. No. 3-2008, which covers Illicit Discharge Detection and Elimination. The Building Inspector's office investigates any suspected illicit discharges and initiates any necessary enforcement actions.

Illicit Discharge Reporting

*James H. Perry, Building Inspector – jperry@townofpoundridge.com
(<https://www.townofpoundridge.com/building>)*

Within 30 days of an illicit discharge, the regulated MS4 must document each report in this SWMP Plan. The information must include the date of report, location, nature of the illicit discharge, follow-up actions taken or needed, and inspection and enforcement outcomes.

Illicit discharges are documented in Appendix L.

The General Permit requires that by 2027 the regulated MS4 develop and maintain an inventory of monitoring locations in the SWMP Plan, with locations prioritized as either high priority or low priority. High priority locations include those at a high-priority municipal facility, those discharging within the a TMDL watersheds or protected waters (Class AA-S, A-S, AA, A, B, SA, or SB), and those with confirmed citizen complaints on three or more separate occasions.

The Town of Pound Ridge will develop an inventory by 2027. The inventory will be documented in Appendix J of this SWMP Plan.

By 2026, the regulated MS4 must develop and implement a monitoring location inspection and sampling program.

The Town of Pound Ridge will develop and implement a monitoring location inspection and sampling program by 2026. The program will be documented in Appendix K of this SWMP Plan. Monitoring Locations Inspection and Sampling Field Sheets will be completed.

By 2026, the regulated MS4 must develop and implement an illicit discharge track down program to identify the sources of illicit discharges and responsible parties. The program must be reviewed at least once annually by April 1, with completion of the review documented in the SWMP Plan.

The current procedures are effective at reporting, identifying, and eliminating illicit discharges. There remain no changes to the current Town Code Chapter 91A, which covers tracking of illicit discharge detection and elimination.

The Town of Pound Ridge will review and incorporate the time frames and training provisions from the General Permit into this SWMP Plan by 2026.

The procedures were last reviewed on March 31, 2025.

By 2026, the regulated MS4 must develop and implement an illicit discharge elimination program. The program must be reviewed at least once annually by April 1, with completion of the review documented in the SWMP Plan.

The current procedures are effective at reporting, identifying, and eliminating illicit discharges. There remain no changes to the current Town Code Chapter 91A, which covers tracking of illicit discharge detection and elimination.

The Town of Pound Ridge will review and incorporate the time frames and training provisions from the General Permit into this SWMP Plan by 2026.

The procedures were last reviewed on March 31, 2025.

Minimum Control Measure 4: Construction Site Stormwater Runoff Control

Construction sites can present a serious risk to water quality. Stormwater runoff from construction sites may contain pollutants that, if not properly controlled, can become mobilized and eventually discharged into local rivers and streams causing physical, chemical, and biological harm to our surface waters. For example, excess sediment can disrupt aquatic habits or require dredging. Therefore, the MS4 General Permit requires the regulated MS4 to develop and implement a program to oversee construction activities to ensure they are properly controlled.

The Town of Pound Ridge adopted Chapter 91B, Stormwater Management and Erosion and Sediment Control, into the Town Code on April 10, 2008, by L.L. No. 2-2008, which covers minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public. Construction projects are required to submit a stormwater pollution prevention plan (SWPPP) as part of any application to the Planning Board for subdivision, site plan, or special permit approval. The SWPPP is reviewed by the Town Engineer on behalf of the MS4. The Building Inspector's office performs erosion and sediment control inspections on active construction sites, and the Town Engineer inspects all stormwater management practices for compliance with the approved plans.

SWPPP Reviewer

Jason A. Pitingaro, PE— info@panddengineers.com
845-703-8140

Construction Site Complaints

James H. Perry, Building Inspector — jperry@townofpoundridge.com
914-764-4635
(<https://www.townofpoundridge.com/building>)

Construction site complaints must be documented with the date of report, location, nature of the illicit discharge, follow-up actions taken or needed, and inspection and enforcement outcomes.

Construction site complaints are included in Appendix M.

The General Permit requires that regulated MS4s develop and implement a Construction Oversight Program (COP). The COP aims to monitor and enforce proper stormwater pollution prevention practices on construction sites, ensuring that new developments minimize the discharge of pollutants into waterways. The regulated MS4's stormwater management staff are responsible for implementing the requirements and may not deviate from the COP. The regulated MS4 and its staff are responsible for abiding by all requirements of the MS4 GP-0-24-001 Permit.

The Town of Pound Ridge's Construction Oversight Program is contained in Appendix N. All sites with construction activity identified in the Construction Inventory will be inspected annually and recorded.

High-priority construction sites will be inspected during active construction after the pre-construction meeting utilizing either a qualified inspector's weekly inspection reports or the Town's inspectors.

The COP must be reviewed and updated annually by April 1.

The Town of Pound Ridge reviewed and updated its COP on March 31, 2025.

The General Permit requires that regulated MS4s develop and maintain an inventory of all applicable construction sites in the SWMP Plan.

Appendix O of this SWMP Plan contains the Town of Pound Ridge's Construction Site Inventory, Inspection Tracking, and Prioritization. The construction site inventory keeps track of all applicable construction sites.

Individuals responsible for construction site inspections must either meet the definition of a qualified professional or qualified inspector or receive at least four hours of DEC-endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other DEC-endorsed entity. Said training must take place at least once every three years.

Qualified Construction Site Inspectors

Pitingaro & Doetsch Consulting Engineers, P.C.

Jason A. Pitingaro, PE, Town Engineer, Stormwater Program Coordinator

Theodore Taylor, EIT, Civil Engineer

Lena Li, Environmental Scientist

info@panddengineers.com

845-703-8140

Town of Pound Ridge

James H. Perry, Building Inspector

jhperry@townofpoundridge.com

914-764-4635

All inspections are documented on the DEC's Construction Site Inspection Report Form and contained within Appendix P.

The General Permit requires that regulated MS4s located in the East of Hudson Watershed develop, implement, and enforce a program that ensures on-site wastewater systems such as septic tanks, cesspools, and absorption fields, are properly operated and do not contribute pollutants to stormwater runoff.

The County of Westchester Department of Health regulates all septic systems within the Town of Pound Ridge. The County's Septic Management Program protects the water quality of Westchester County. Under this program, the Health Department licenses and trains septic company workers to ensure proper work is done. Westchester County requires contractors who pump out septic systems to file reports with the county's Health Department about every septic collection they make.

The Pound Ridge Town Board adopted chapter 86, Article I, Separate Sewage Disposal Systems and On-site Wastewater Systems into the Town Code on April 14, 2011, by L.L. No. 2-2011, which requires that owners of parcels within the Town of Pound Ridge that utilize on-site wastewater treatment systems to have the system inspected at least once every five years with records of the same maintained by the owner for at least six years thereafter.

Minimum Control Measure 5: Post-construction Stormwater Management

Increases in impervious cover reduce the ability of water to infiltrate into the ground, which results in an increase in surface runoff that can lead to flooding and changes to stream morphology. Additionally, as runoff flows over areas altered by development, it picks up pollutants that have accumulated on the surface of the impervious cover, such as oil and grease, pesticides, and heavy metals. To reduce the impact that new, as well as existing, development has on the quantity of pollutants contained in the runoff, strategies and management practices should be implemented to

mimic the predevelopment conditions to the maximum extent practicable. To address this, the General Permit requires the regulated MS4 develop and implement a program to oversee the design, construction, and maintenance of post-construction stormwater practices in order to eliminate the potential impacts that development (both new and existing) has on receiving waterbodies.

The Town Engineer inspects all post-construction stormwater management practices for compliance with the approved plans. The Planning Board strictly enforces lot requirements in the Town's Zoning Code when approving new buildings and major changes to existing buildings.

The General Permit requires that regulated MS4s document the inventory of post-construction stormwater management practices (SMPs) in the SWMP Plan.

The Town of Pound Ridge has developed and maintained an inventory for post-construction SMPs, which includes post-construction SMPs covered by the Construction General Permit or individual SPDES permit and all new post-construction SMPs constructed as part of the stormwater runoff control program (those reviewed and approved by the Town of Pound Ridge Planning Board). Appendix Q of this SWMP Plan contains the Town's post-construction stormwater management practice (SMP) inventory and inspection tracking.

By 2025, regulated MS4s must develop and implement a post-construction SMP inspection and maintenance program to ensure that each post-construction SMP identified in the SMP inventory is inspected and maintained at the required frequencies.

The Town of Pound Ridge has developed and implemented a post-construction SMP inspection and maintenance program. Appendix R of this SWMP Plan contains the Town's program.

The program was last reviewed and updated on March 31, 2025.

The Town of Pound Ridge is a participating member municipality of the East of Hudson Watershed Corporation (EOHWC), a local development corporation established to install stormwater retrofit projects to meet the requirements for phosphorus reduction in the watershed and further MS4 stormwater quality projects in the Croton Watershed.

In 2021, the EOHWC completed the Parkview Channel Stabilization (PR-CR-701) project in the Town of Pound Ridge to reduce phosphorus in the Croton Watershed. Utilizing the Alternative Channel Stabilization Phosphorus Loading Calculation Method (Alt-CSM), the project is estimated to reduce phosphorus loading by at least 9.25 kg/year.

In the 2009 Croton Watershed Phase II Phosphorus TMDL Implementation Plan, the Town of Pound Ridge was assigned a five-year phosphorus reduction of 9.5 kg in five years.

Minimum Control Measure 6: Pollution Prevention and Good Housekeeping

Municipal operation and maintenance activities can become sources of pollutants that need to be minimized through the SWMP. Good housekeeping measures for municipal operations will reduce or prevent this pollution from entering nearby waterbodies with stormwater runoff. This measure applies to pollution that: (1) collects on streets, parking lots, open spaces; (2) results from municipal vehicle storage and maintenance; (3) results from actions such as poor maintenance of storm sewer systems and outfalls or environmentally damaging land development and flood management practices; or (4) originates from or is controlled at municipal facilities and properties or municipal operations in the community.

The Pound Ridge Highway Department regularly inspects and cleans catch basins and stormwater outfalls on a rotating basis. The Highway Department also conducts street sweeping throughout the Town to ensure that sediment is not accumulating and being washed into storm drains. All streets in phosphorus-impaired sewersheds are swept from April 1 throughout October 31.

The General Permit requires that by 2027, the regulated MS4 develop and implement a municipal facility program and municipal operations and maintenance program and then incorporate best management practices (BMPs) into those programs to minimize the discharge of pollutants associated with its municipal facilities.

The Town of Pound Ridge will develop and implement municipal facility and operations programs and incorporate BMPs into the programs by 2027.

Understanding the Problem

One of the initial steps in the development of a Stormwater Management Program for the Town of Pound Ridge is obtaining a solid understanding of the MS4 system and how it is being used. Understanding the system involves understanding five components that affect the system: where the system is located in Town, what makes up the system, Geographic Areas of Concern, Pollutants of Concern, and receiving waters. These five factors help to define the specific needs or problems of the Town that need to be addressed by the MS4. These needs vary from Town to Town, and therefore information specific to the Town of Pound Ridge must be understood. In addition, changing climate patterns, particularly of precipitation, should be considered. In the future, Pound Ridge can expect more frequent and longer dry periods intermixed with heavier rain events. Heavier rain events produce more runoff, sheet flow, and flooding.

The availability of GIS technology has greatly enhanced the Town's understanding of natural resources. It is used daily by the Building Inspector and substantiates the town's *Natural Resources Inventory* (<https://www.townofpoundridge.com/conservationboard/natural-resources-inventory>). The Town GIS viewer is accessible on the Town website (https://www.axisgis.com/Pound_RidgeNY/). Many of the shapefiles and data layers, often referred to as maps, uploaded onto the Town GIS support the Stormwater Management Program for the Town of Pound Ridge. The Town GIS allows the viewer to switch base maps, zoom in and out, see street views, and more. The “quick reference maps” included in this document (on the cover and on page 10) are screen shots of maps available on the Town GIS. They do not provide satisfactory detail, lack a scale and legend, and are not proper maps. Town boundaries are delineated and the map is oriented with north at the top of the page. These “quick reference maps” are not intended to substitute for the Town GIS maps, nor can they be substituted for site visits, on-the-ground delineations, or surveys. The User's agreement for the Town GIS applies.

The following shapefiles and overlays, referred to as maps, are available on the Westchester County GIS (<https://giswww.westchestergov.com/gismap/default.aspx>) and the Town GIS. These layers provide an understanding of component parts of the stormwater system in Pound Ridge, including the absence of storm pipes, sewer manholes, and mains:

Infrastructure Features (Westchester County GIS)

- Outfalls
- Catch Basins and Drainage Manholes

- Storm Pipes
- Sewer Manholes
- Sewer Mains
- Surface Waters
- Interconnections
- Conveyance System
- Impaired Waters
- Areas of Concern
- Post Construction SMPs
- Location of confirmed/suspected illicit discharges
- Land cover types and topography

Pound Ridge, NY (Town GIS)

- Property Map
- Lakes, Rivers and Streams Maps (Westchester GIS)
- Flood Map (FEMA)
- Wetland Map (NWI)
- **Zoning Map (Westchester GIS)**
- Open Space Maps
- Habitats and Wildlife Maps
- Special Interest Maps
- **Water Resources Maps**
 - Dams (NYS Inventory)
 - **Aquation-Pound Ridge Watersheds (AWC)**
 - Water Well Program (DEC)
 - Water Quality Classifications (DEC)
 - **Waterbody Inventory-Priority Waterbodies List (DEC)**
- Geology and Soils Maps

The General Permit requires that regulated MS4s update their mapping.

By 2027, the Town of Pound Ridge must map the following:

- *Areas with potential to contribute phosphorus to the TMDL waterbody*
- *Post-construction SMPs and ownership*
- *Municipal facilities*
- *Monitoring locations with associated prioritization*
- *Newly designed storm-sewershed boundaries*
- *Focus areas*

By 2029, the Town of Pound Ridge must map the following:

- *MS4 infrastructure*
 - *Conveyance system type (closed pipe or open drainage) and direction of flow*
 - *Stormwater structures – Type (drop inlet, catch basin, or manhole) and number of connections*
- *Privately owned post-construction SMPs*

The System in Pound Ridge

Pound Ridge, approximately 23.1 square miles or 14,771 acres in size, is one of the last remaining low density, predominately residential towns in the tristate metropolitan area. Land use in Pound Ridge includes extensive parklands, preserves, and watershed lands. Over one-third of the Town is comprised of open space. Land preservation is achieved through purchases, conservation easements and individual donations; the Town's Open Space Acquisition Committee; and four private organizations: Henry Morgenthau Preserve, Pound Ridge Land Conservancy, Mianus River Gorge, and Westchester Land Trust.

The Town of Pound Ridge contains no centralized wastewater collection and treatment infrastructure. At this time, with no known exceptions, residents and businesses use wells for potable water and on-site subsurface sewage disposal systems for wastewater treatment. Several reservoirs in Pound Ridge provide drinking water to New York City and to Stamford and Greenwich in Connecticut. Quality and quantity of ground and surface waters are therefore very important to residents of Pound Ridge.

Understanding the land uses of the Town helps to identify where potential impacts could occur. The GIS technology (discussed above) assists in the understanding of Town land uses and can help identify possible sources and locations of pollution. Pollution can result from obvious and less-than-obvious sources.

As defined in the Clean Water Act, section 502, nonpoint source (NPS) pollution generally results from land runoff, precipitation, atmospheric deposition, drainage, seepage or hydrologic modification. NPS pollution, unlike pollution from industrial and sewage treatment plants, comes from many diffuse sources such as rainfall or snowmelt moving over and through the ground. As the runoff flows, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and groundwaters. The term "point source" means any discernible, confined and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. This term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

In Pound Ridge, NPS seems to be greater than point source pollution. Residential tank failures or leaking underground storage tanks, oil company spills due to over filling tanks, and NYSEG electrical transformers on telephone poles damaged by storms or vehicular accidents are point source issues identified in a review by Toxic Targeting, Inc for the Town of Pound Ridge (2016). There are no permitted discharge points in Pound Ridge.

Stormwater discharges, collectively known as outfalls, often drain naturally into the woods in Pound Ridge, but can also discharge directly into a stream or other surface waterbody. With wells, septic systems, and stormwater discharges into natural areas, Pound Ridge is connected to and relies upon a natural system of soil, woodlands, and water bodies to filter, clean, and store its water.

Description of The System

A Municipal Separate Storm Sewer Systems is defined as "any conveyance or system of conveyances used for collecting or conveying stormwater that are owned or operated by a State, City, Town, Village, Borough, County, parish, district, association, or other public body. The specific components of the system include roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches,

man-made channels, or storm drains. The GIS technology (discussed above) assists in the understanding of components of the Town MS4 system which can help identify possible sources and locations of pollution.

Geographic Areas of Concern

These areas have the potential to generate pollutants that could enter the MS4 system. Examples of Geographic Areas of Concern might include commercial areas, older residential areas served by individual septic systems, areas of growth (construction activities that have the potential to impact the MS4 are regulated), areas where industrial activities occur, or areas that may be adjacent to or contributing discharge to waters already identified as being impaired (discussed later in this report). The business district of Pound Ridge, known as Scotts Corners, is the primary Geographic Area of Concern (GAC) in Town and is located in three small areas, mainly along Westchester Avenue near the Town's southern border. Several septic systems in this area are aged, known to be overtaxed and in danger of failure. In 2015, The Pound Ridge Town Board authorized the formation of the Wastewater Task Force to develop potential solutions to the problems associated with septic systems in Scotts Corners.

To a lesser degree, Lake Kitchawan, Siscowit Reservoir, Stone Mill River, and the Mianus River plus tributaries are Geographic Areas of Concern (see DEC Water Bodies Inventory/ Priority Waterbody List, under Receiving Waters in this report). These waters have been identified as being affected by pollutants transferred by urban/storm runoff and other sources.

Pollutants of Concern

It is important to understand the types of pollutants that can be anticipated from certain types of land use activities. Pollutants of Concern (POCs) are pollutants that are reasonably expected to be present in the stormwater discharge. The following is a list of Pollutants of Concern as determined by the DEC, to which the Town of Pound Ridge added road salt. POCs often result from common uses of land within communities and have the potential to be contained in stormwater:

1. **Nitrogen**- Dissolved in water. Common sources are residential fertilizer use, atmospheric deposition, and illicit discharges.
2. **Metals**- May come from illicit discharges, municipal operations, and atmospheric deposition.
3. **Pathogens**- Possibly from illicit discharges and pet wastes left on paved surfaces.
4. **Phosphorus**- Attaches to soil particles. A common source is fertilizer used in household, business or municipal operations.
5. **Dissolved Oxygen/ Oxygen Demand**- Bio-degradable materials that consume dissolved oxygen in water as they decay. Sources include illicit discharges and municipal operations.
6. **Silt/ Sediment**- Soil/dirt that fall out of suspension quickly. Common sources include construction, soil erosion, and municipal operations.
7. **Temperature**- Discharging surface runoff that has increased temperature due to extended contact with impervious cover.
8. **Turbidity**- Smaller soil particles that make the water cloudy. Common sources include construction, soil erosion, and municipal operations.
9. **Floatables**- Street litter that floats on or near the surface.
10. **Road salt**- Of concern to the Town of Pound Ridge are the lingering effects of road salt applied in the winter. A private well was determined to have been adversely affected by road salt (circa 2002).

Receiving Waters

The following information about waterbodies in Pound Ridge is helpful in understanding our system, state classification levels, evidence of impairments, and potential sources of pollution for the identification of Geographic Areas of Concern.

Stream and Waterbody Classifications in Pound Ridge, NY		
Waterbody Segment	Classification	Managed/Protected to Support
Hudson River Estuary Watershed		
Cross River Reservoir	AA (T), A(T)	(AA) Drinking water, culinary or food processing purposes, primary and secondary contact recreation, and fishing.
		(A) Drinking water, fishing and contact recreation.
		(T) segments may support trout.
Minor Tributaries to Cross River Reservoir	A, B, C	(A) Drinking water, fishing and contact recreation.
		(B) Fishing and contact recreation.
		(C) Fishing and non-contact recreation.
Upper Cross/Waccabuc River and tributaries	A(TS), A(T), C	(A) Drinking water, fishing, and contact recreation.
		(C) Fishing and non-contact recreation.
		(TS) segments may support trout spawning.
		(T) segments may support trout.
Lake Kitchawan	B	Fishing and contact recreation.
Stone Hill River, Upper and tributaries	B(T), B, C	(B) Fishing and contact recreation.
		(C) Fishing and non-contact recreation.
		(T) segments may support trout.
Stone Hill River, Lower and tributaries	B(T), B, C(T), C	(B) Fishing and contact recreation.
		(C) Fishing and non-contact recreation.

		(T) segments may support trout.
Blue Heron Lake	B	Fishing and contact recreation.
Long Island Sound Watershed		
Trinity Lake	AA-S	Drinking water, culinary or food processing purposes, primary and secondary contact recreation, and fishing.
Mallard Lake	AA-S	See above.
Mill River and tributaries	AA-S	See above.
Minor Tributaries to Connecticut	AA-S	See above.
Siscowit Reservoir	AA-S	See above.
Mianus River and tributaries	AA-S	See above.
Mianus Reservoir and tributary lakes	AA-S	See above.
Tributary to Siscowit Reservoir	A	Drinking water, fishing, and contact recreation.
(all these segments have their own entry in the Priority Waterbody Inventory except this one)		

Freshwater stream segments and open waterbodies are classified by the letters AA, A, B, C, or D, which is the lowest classification. Additional designations of “T” or “TS” can be added to Class A, B, or C streams if a water body has sufficient amounts of dissolved oxygen to support trout (T) and/or trout spawning (TS). It is important to note that the DEC waterbody classification does not relate directly to water quality; rather, it reflects the quality expected of a waterbody, or, stated differently, the “goal” for the use of that waterbody.

The streams that flow through Pound Ridge originate within the Town boundaries with the exception of the Mill River. The source of the Mill River is about three miles east in Ridgefield, Connecticut. In general, the streams in the northern portion of Pound Ridge (the Croton Watershed) are Class B or

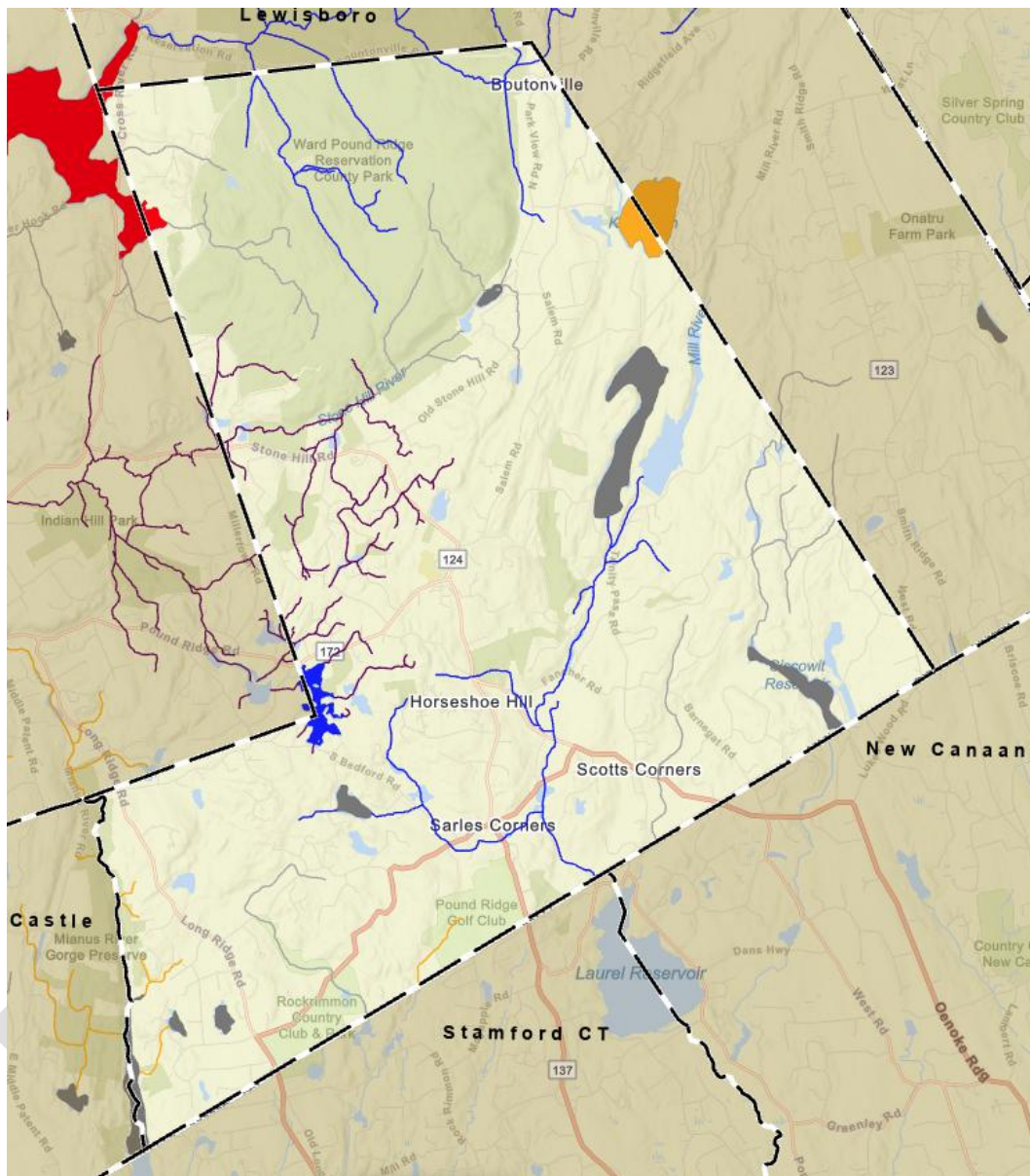
C. Segments of a stream may have different classifications. For example, part of Stone Hill River south of Sachs Park is classified as B and the part to the north is classified as C. The standards are determined to be B (T) and C (T), or sufficient to support trout.

Those streams in the southern portion (Inland Long Island Sound Basin) are typically Class AA-S streams (S=special), or protected surface water sources of drinking water, a classification applied for by water utilities in Connecticut, granted by DEC, and one that affords the streams greater protection.

Waterbodies that are designated as “C (T)” or higher (e.g., “C (TS),” “B,” “A,” or “AA”) are collectively referred to as *protected streams* and are subject to additional regulations and require a State permit for disturbance of the bed or banks. Waterbodies can receive more comprehensive protection at the municipal level. In Pound Ridge, the Town’s freshwater wetlands regulations protect all waters of one quarter acre or greater in size, including the banks. A permit from the Town’s Water Control Commission is required for activities within 150 feet of the freshwater feature, including intermittent streams and ponds.

A reference for state classifications and regulated streams is the Environmental Resource mapper located at the NYS DEC website <https://gisservices.dec.ny.gov/gis/erm/>. For any questions, contact the regional DEC office for more information.

Waterbody Inventory-Priority Waterbodies List Map (DEC)



On the DEC Waterbody Inventory-Priority Waterbodies List Map (above), several waterbodies are marked as unassessed (e.g., Trinity Lake, in dark gray); no known impact is indicated for Blue Heron Lake (in bright blue); and minor impacts are indicated to Lake Kitchawan (in orange), a Class B waterbody. The Cross River Reservoir is indicated as impaired (in red).

Two DEC Waterbody Inventory/ Priority Waterbodies Lists track the degree to which waterbodies are meeting their “best uses” based on their DEC classification. These lists summarize general water quality conditions and monitor progress towards the identification and resolution of water quality problems, pollutants, and sources.

1. The *Lower Hudson River Waterbody Inventory and Priority Waterbodies List* (<http://www.dec.ny.gov/chemical/36740.html>) is based on data and information collected

through the 2007 DEC sampling session. For this report, the Lower Hudson River Basin is subdivided into ten smaller watersheds. Portions of the report for the Croton Watershed apply to Pound Ridge (http://www.dec.ny.gov/docs/water_pdf/wilhudscroton.pdf) and reports on two local water bodies are of interest.

- Cross River Reservoir is listed as “impaired segment.” Fish consumption use of the Cross River Reservoir is considered to be impaired by mercury. In addition, water supply uses are considered to be threatened by nutrients and other pollutants from various nonpoint sources.
 - Lake Kitchawan is reported as having “minor impact.” Water supply and recreational uses in Lake Kitchawan may experience minor impacts, such as algal blooms, due to elevated nutrient concentrations (phosphorus) from urban runoff, septic systems, and other nonpoint sources. Due to the lack of any current information, conditions in the lake need to be verified.
 - The classification of upper Stone Hill River and tributaries are “unassessed.”
 - Other water bodies within Pound Ridge in this report are listed as having “no known impact” or “unassessed.”
2. The portions of the *Atlantic Ocean/ Long Island Sound Basin Waterbody Inventory and Priority Waterbodies List* (http://www.dec.ny.gov/dohcs/water_pdf/pwlalis11v2.pdf) that apply to Pound Ridge are:
- Mill River and its tributaries are reported as having “no known impacts.”
 - Siscowit Reservoir is reported as “unassessed.”
 - Trinity Lake is reported as “unassessed.”

Data from the Waterbody Inventory/Priority Waterbody List, DEC DOW 2008 (<http://www.dec.ny.gov/chemical/36730.html>) suggests the following pollutants and sources in Pound Ridge and vicinity:

Pollutant	Source	Waterbody
Metals (mercury)	Atmospheric deposition	Cross River Reservoir
Suspected: nutrients (phosphorous)	Urban/storm runoff, other source (wildlife)	Lake Kitchawan;
		Siscowit Reservoir;
		Mianus River and tribs
Suspected: D.O./oxygen demand, nutrients	Urban/storm runoff, other source (wildlife)	Stone Mill River, Lower and tributaries;
		Siscowit Reservoir;
		Mianus River and tribs
Possible: Silt/sediment	Unknown	Stone Mill River, Lower and tributaries;

Appendix A - List of MS4 Web Resources

DEC Resources

- MS4 Permit & Forms web page: <http://www.dec.ny.gov/chemical/43150.html>
- MS4 Toolbox web page: <http://www.dec.ny.gov/chemical/8695.html>

EPA Resources

- EPA MS4 Designation Document: <https://www.epa.gov/npdes/stormwater-discharges-municipal-sources-developing-ms4-program>
- EPA's MS4 Fact Sheet Series: <https://www.epa.gov/system/files/documents/2024-05/ms4-resources-fact-sheet.pdf>
- EPA Menu of Best Management Practices: <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater>
- National Pollutant Discharge Elimination System (NPDES): <https://www.epa.gov/npdes>

Other Resources

- Stormwater Managers Resource Center: https://www.stormwatercenter.net/SMRC_home.htm
- Center of Watershed Protection: <https://cwp.org>
- Project WET: <http://projectwet.org/>
- County Soil and Water Conservation District (SWCD) Offices: <http://www.nys-soilandwater.org/DisLawPPT/dislaw.html>
- County Water Quality Coordinating Committee Contacts (WQCC): <https://www.cnyrpdb.org/programs/env/reg/wqcc.asp>
- New York Association of Regional Councils (NYSARC): [https://www.cnyrpdb.org/NYSARCwater/?The-New-York-State-Association-of-Regional-Councils-\(NYSARC\)-48](https://www.cnyrpdb.org/NYSARCwater/?The-New-York-State-Association-of-Regional-Councils-(NYSARC)-48)
- New York State Association of Regional Councils Water Resource Program: <https://www.cnyrpdb.org/NYSARCwater/>

Appendix B – Notice of Intent (NOI)

DRAFT

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

3/2/2024

Re: Acknowledgement of Notice of Intent for Coverage under SPDES General Permit for Municipal Separate Storm Sewer Systems (GP-0-24-001)

Dear Town of Pound Ridge,

This is to acknowledge that the New York State Department of Environmental Conservation (DEC) received a complete electronic Notice of Intent (eNOI) for the MS4 Operator:

Town of Pound Ridge

Pursuant to 6 NYCRR 750-1.21(d) and Part II of the SPDES MS4 GP, GP-0-24-001, Town of Pound Ridge is authorized to discharge stormwater under the terms and conditions of the SPDES MS4 GP, GP-0-24-001, starting on the effective date of **01/03/2024**. Town of Pound Ridge must comply with all requirements contained in the MS4 GP, GP-0-24-001.

The following SPDES ID No. should be included in all correspondences with the DEC:

SPDES ID No: NYR20A226

Should you have any questions regarding any aspect of the requirements in the MS4 GP, GP-0-24-001, please contact MS4GP@dec.ny.gov or (518) 402-8111.

Sincerely,



Meredith Streeter, P.E.
Chief, Central Section
Bureau of Water Permit



Department of
Environmental
Conservation

MS4 Notice of Intent

version 1.1

(Submission #: HQ1-6CVK-B0GNA, version 2)

Details

Submitted 3/1/2024 (96 days ago) by Lena Li

Alternate Identifier NYR20A226

Submission ID HQ1-6CVK-B0GNA

Status Deemed Complete

Form Input

MS4 Operator Information

Is this NOI for an MS4 Operator continuing coverage?

Yes

Permit ID #:

NYR20A226

MS4 Operator Type

Traditional land use control

Traditional Land Use Control

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

Municipality Name or Legal Entity Name

Town of Pound Ridge

Legal Municipal/Entity Mailing address

179 Westchester Avenue

Pound Ridge, NY 10576

Westchester County

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Kevin Hansan	(914) 764-3985	supervisor@townofpoundridge.com

NOI Preparer

NOI Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Jason Pitingaro	(845) 703-8140	pitingaro@panddengineers.com

NAICS Codes

Federal, State or Local Government - 924110

Military Bases - 928110

Highway, road or other thoroughfare system - 237310

Large Hospitals - 622110

Public Colleges and Universities - 611310

Correctional Institutions - 922140

[NAICS Code Lookup](#)

NAICS Code

924110

Is the MS4 Operator working with other MS4 Operators to implement the Stormwater Management Program?

No

Does the MS4 Operator have any facilities that need to obtain MSGP coverage under MSGP permit?

No

MS4 Location Information

MS4 Facility Name

Town of Pound Ridge

On the map below, place the pin at the center of the MS4 Operator. This can be either the geographic center or the population center.

Central point of the MS4 Operator

41.21179947322617,-73.5752047961626

Waterbody Information (1 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Mianus River and tribs - 1702-0136

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (2 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Minor Tribs to Connecticut - 1702-0135

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (3 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Mill River and tribs - 1702-0137

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (4 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Minor Tribs to Connecticut - 1702-0135

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (5 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Siscowit Reservoir - 1702-0253

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (6 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Trinity Lake - 1702-0252

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (7 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Minor Tribs to Cross River Reservoir - 1302-0138

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (8 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Upper Cross/Waccabuc River and tribs - 1302-0139

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (9 of 9)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Stone Hill River, Upper, and tribs - 1302-0143

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

CERTIFICATION

The MS4 Operator has read and understands the SPDES MS4 General Permit, GP-0-24-001, as it pertains to permit requirements as well as the timeframes for compliance set forth in the permit.

Yes

I am the ranking elected official or Principal Executive Officer for the MS4 Operator and will be signing the form electronically.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form from the link below. Complete and sign the certification. Then upload the certification form to this NOI.

This certification form must be signed and uploaded every time the NOI is submitted.

[Certification Form](#)

Attach completed certification form.

signedcertform-Pound Ridge.pdf - 02/14/2024 03:30 PM

Comment

NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
3/2/2024 4:08 PM	MS4 eNOI Acknowledgement.pdf	Generated Document	Christina Chiappetta
2/14/2024 3:30 PM	signedcertform-Pound Ridge.pdf	Attachment	Lena Li

Appendix C – Interim Progress Report

DRAFT

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MS4 Interim Progress Certification6 Month Requirements

version 1.0

(Submission #: HQ6-2P0R-E17SY, version 1)

Details

Submitted	10/1/2024 (182 days ago) by Lena Li
Alternate Identifier	NYR20A226
Submission ID	HQ6-2P0R-E17SY
Status	Deemed Complete
Active Steps	Review

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name
Town of Pound Ridge

Permit ID #:
NYR20A226

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

179 Westchester Avenue
Pound Ridge, NY 10576
Westchester County

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Kevin Hansan	(914) 764-3985	supervisor@townofpoundridge.com

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Jason Pitingaro	(845) 703-8140	pitingaro@panddengineers.com

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Kevin Hansan	(914) 764-3985	supervisor@townofpoundridge.com

Part I-V

MS4 General Permit Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Part II

Obtaining Permit Coverage

Has a complete Notice of Intent (NOI) been submitted? (Part II.A.)

Yes

Part IV

Administrative

Has a written staffing/organizational chart, which includes job titles and other entities as identified in Part IV.A.1, and the roles and responsibilities for each, corresponding to the required elements of the SWMP been developed? (Part IV.A.2.)

Yes

SWMP Plan

Has the current SWMP Plan, and any documentation associated with the implementation of the SWMP Plan, been made available during normal business hours? (Part IV.B.2.a.)

Yes

Is a copy of the current SWMP Plan available for public inspection during normal business hours at a location that is accessible to the public, or on a public website? (Part IV.B.2.b.)

Yes

Mapping

Are the required components included in the comprehensive system mapping? (Part IV.D.1.)

Yes

Legal Authority

Has adequate legal authority been maintained? (Part IV.E.)

Yes

Enforcement Measures & Tracking

Has an enforcement response plan (ERP) which clearly describes the action(s) to be taken for violations that the MS4 Operator has enacted for illicit discharge been developed? (Part IV.F.1.)

Yes

Has an enforcement response plan (ERP) which clearly describes the action(s) to be taken for violations that the MS4 Operator has enacted for construction been developed? (Part IV.F.1.)

Yes

Has an enforcement response plan (ERP) which clearly describes the action(s) to be taken for violations that the MS4 Operator has enacted for post-construction been developed? (Part IV.F.1.)

Yes

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

NONE PROVIDED

Part VI & VII

Minimum Control Measure 1

Has information related to the prevention of illicit discharges been made available? (Part VI/VII.A.1.d.)

Yes

Minimum Control Measure 2

Has a local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements been identified? (Part VI/VII.B.1.c.)

Yes

Minimum Control Measure 3

Has an email or phone number to allow the public to report illicit discharges been established? (Part VI/VII.C.1.a.i.)

Yes

Minimum Control Measure 4

Has an email or phone number to allow the public to report complaints related to construction stormwater activity been established? (Part VI/VII.D.2.a.)

Yes

Has a construction site inventory been developed? (Part VI/VII.D.4.a.)

Yes

Minimum Control Measure 5

Has the inventory of post-construction stormwater management practices (SMPs) been maintained from previous iterations of this SPDES general permit? (Part VI/VII.E.2.a.i.)

Yes

Has the inventory of post-construction stormwater management practices (SMPs) been developed as they are approved/discovered or after the owner/operator of the construction activity has filed the Notice of Termination? (Part VI/VII.E.2.a.ii.)

Yes

Minimum Control Measure 6

Have procedures for sweeping and/or cleaning of municipal streets, bridges, parking lots, and right of ways been developed? (Part VI/VII.F.3.d.i.)

Yes

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

NONE PROVIDED

Part VIII

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

No

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

NONE PROVIDED

Part IX

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

No

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

NONE PROVIDED

Compliance Schedule Review

Compliance Schedule Resources

Use the following links for more information on the permit and compliance schedule:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

What is the status for compliance items due within one year of effective date of coverage (EDC), January 2, 2025?

Citation	Compliance Items	Compliance Progress
Part VI/VII.D.3.	Develop and implement a construction oversight program	In Progress
Part VI/VII.D.5.a.	Prioritize construction sites	In Progress
Part VI/VII.E.4.	Develop and implement a post-construction stormwater management practice inspection and maintenance program	In Progress
Part VIII.C.7.b.iv.	Evaluate the effectiveness of deterrents, population controls, and other measures that may reduce bird related pathogen contributions	In Progress
Part VIII.C.7.c.	Make dog waste receptacles available in areas where pets/domestic animals may frequent	In Progress
Part IX.A.6.f.i.a. and IX.B.6.f.i.a.	Submit to the Department a retrofit plan that identifies the required components	In Progress

Have you reviewed compliance items due within two years of EDC, January 2, 2026?

Yes

Have you reviewed compliance items due within three years of EDC, January 2, 2027?
Yes

Have you reviewed compliance items due within four years of EDC, January 2, 2028?
Yes

Have you reviewed compliance items due within five years of EDC, January 2, 2029?
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

I am the ranking elected official or Principal Executive Officer for the MS4 Operator and will be signing the form electronically.
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.
[Interim Progress Report Cert Form - Pound Ridge.pdf - 10/01/2024 03:09 PM](#)
Comment
NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
10/1/2024 3:09 PM	Interim Progress Report Cert Form - Pound Ridge.pdf	Attachment	Lena Li

Status History

	User	Processing Status
8/22/2024 9:41:59 AM	Lena Li	Draft
10/1/2024 3:10:18 PM	Lena Li	Submitting
10/1/2024 3:10:32 PM	Lena Li	Submitted
11/12/2024 9:53:04 AM	Audra Beach	Deemed Complete

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Lena Li	10/1/2024 3:10:32 PM
Review		

Appendix D – Annual Report

DRAFT

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MS4 Annual Report/Interim Progress Certification 2025

version 1.0

(Submission #: HQA-ZTET-3TMJB, version 1)

Details

Submitted 4/1/2025 (0 days ago) by Lena Li

Alternate Identifier NYR20A226

Submission ID HQA-ZTET-3TMJB

Status Submitted

Active Steps Review

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name
Town of Pound Ridge

Permit ID #:
NYR20A226

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
179 Westchester Avenue
Pound Ridge, NY 10576
Westchester County

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Kevin Hansan	(914) 764-3985	supervisor@townofpoundridge.com

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Jason Pitingaro	(845) 703-8140	pitingaro@panddengineers.com

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Jason Pitingaro	(845) 703-8140	pitingaro@panddengineers.com

Part IV

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

No

MS4 General Permit Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

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

N/A

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

No other entities.

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

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.

Item not due this year.

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.

Item not due this year.

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.)

N/A

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

Not a newly designated MS4 Operator.

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.

Item not due this year.

Part VI

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

NONE PROVIDED

Minimum Control Measure 1

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

No

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

Item not due this year.

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

Yes

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

Residents

Commercial: Business owners and staff

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?

Stormwater management, water resources, road salt, rain gardens, and water testing.

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?

Printed materials (e.g., mail inserts, brochures, and newsletters)

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

Workshops or focus groups

Mass media (e.g., newspapers, public service announcements on radio or cable)

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

Social Media (e.g., Facebook, Twitter, blogs)

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

Yes

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

No

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

Item not due this year.

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

NONE PROVIDED

Minimum Control Measure 2

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

Yes

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

Citizen advisory group on stormwater management
Public hearings or meetings
Coordination with other pre-existing public involvement/participation opportunities
Reporting concerns about activities or behaviors observed

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?

Public notice
Printed materials (e.g., mail inserts, brochures and newsletters)
Electronic materials (e.g., websites, email listservs)
Mass media (e.g., newspapers, public service announcements on radio or cable)

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

No

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

A public hearing is scheduled for April 15, 2025.

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

No

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

A public hearing is scheduled for April 15, 2025.

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.

A public hearing is scheduled for April 15, 2025.

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.

A public hearing is schedule for April 15, 2025.

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.)

No

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

Item not due this year.

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.

Item not due this year.

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

No

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

Item not due this year.

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.

Item not due this year.

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

No

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

Item not due this year.

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.

Item not due this year.

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.

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

Yes

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

Yes

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

NONE PROVIDED

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.)

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

Yes

How many construction sites are on the inventory?

40

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?

0

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

No

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

Item not due this year.

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.)

No

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

Item not due this year.

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.)

No

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

Item not due this year.

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:

NONE PROVIDED

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?

6

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.

Item not due this year.

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

Yes

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

Yes

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

No

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

Item not due this year.

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

Yes

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

No

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

Item not due this year.

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.)

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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.

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

0

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

No

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

Item not due this year.

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

0

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

0

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

No

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

Item not due this year.

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

0

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

No

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

Item not due this year.

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

0

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

Yes

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

Yes

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

No

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

Item not due this year.

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

No

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

Item not due this year.

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

NONE PROVIDED

Part VIII

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

No

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

NONE PROVIDED

Part IX

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

No

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

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

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.

Annual Report Cert Form.pdf - 03/31/2025 10:55 AM

Comment

NONE PROVIDED

Attachments

Appendix E – Public Notices

DRAFT

Town of Pound Ridge

Office of the Town Clerk

Town Clerk

Erin D. Trostle
townclerk@townofpoundridge.com
914-764-5549



Deputy Town Clerk

Joshua M. Hayes
deputyclerk@townofpoundridge.com
914-764-5212

NOTICE OF PUBLIC HEARING ON DRAFT 2024 ANNUAL REPORT AND STORMWATER MANAGEMENT PROGRAM PLAN

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Pound Ridge will hold a public hearing at its regular meeting on April 15, 2025, commencing at 7:30 pm or as soon thereafter as time permits, to hear public comment on the Draft 2024 Annual Report and Stormwater Management Program Plan (SWMP Plan) that is required of the town as the operator of a Municipal Separate Storm Sewer System (MS4). All those wishing to be heard will be heard.

The public may attend the meeting either in person at the Town House, 179 Westchester Avenue, Pound Ridge, NY 10576, or virtually via Zoom videoconference. To join the meeting virtually, please use the following login/dial-in information:

Join with video: <https://us02web.zoom.us/j/85808095100>

Join by phone with audio only: Dial-in number: 929-205-6099
Meeting ID: 858 0809 5100

Alternatively, those who prefer to watch the meeting but not to participate may view livestream video at <https://vimeo.com/event/2423847>.

The Draft 2024 Annual Report describes compliance activities conducted during the period ending January 2, 2025, as well as future activities. The report will be available for review in the Town Clerk's office at 179 Westchester Avenue, Pound Ridge, NY 10576 during regular business hours beginning on April 4, 2025, and it will remain available for thirty (30) days. An electronic copy of the report will also be made available on the Town's website.

Comments on the report, including concerns regarding stormwater management or compliance with permit requirements, may be submitted either at the public hearing or in writing. Written comments should be submitted to all three of the following individuals via email:

Nicole Engel – chiefstaff@townofpoundridge.com
Jason Pitingaro, PE, Town Engineer – info@panddengineers.com
Erin Trostle – townclerk@townofpoundridge.com

All comments must be received by May 5, 2025. The Town Engineer will respond to public concerns regarding stormwater management or compliance with permit requirements.

Dated April 3, 2025
By Order of the Town Board
Town of Pound Ridge, New York

Appendix F – Public Participation & Involvement

DRAFT

Appendix G – Employee/Maintenance Personnel Training

DRAFT

Appendix H – Correspondence

DRAFT

Appendix I – Enforcement Tracking

DRAFT

Name of Owner/Operator of Facility of the Violation	Location of Stormwater Source	Description of Violation	Schedule for Returning to Compliance	Enforcement Response Used	Additional Documentation	Referrals to other Departments/ Agencies	Date Resolved

Appendix J – Monitoring Locations

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Appendix K – Monitoring Locations Inspection and Sampling Program

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Monitoring Locations Inspection and Sampling Field Sheet

Section 1: Background Data

Subwatershed:		Monitoring Location ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.): Last 24 hours: Last 48 hours:		
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial <input type="checkbox"/> Ultra-Urban Residential <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Commercial		<input type="checkbox"/> Open Space <input type="checkbox"/> Institutional Other: _____ Known Industries: _____	
Notes (e.g., origin, if known):			

Section 2: Monitoring Location Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP	<input type="checkbox"/> Circular <input type="checkbox"/> Single	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
	<input type="checkbox"/> PVC <input type="checkbox"/> HDPE	<input type="checkbox"/> Elliptical <input type="checkbox"/> Double		
	<input type="checkbox"/> Steel	<input type="checkbox"/> Box <input type="checkbox"/> Triple		
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete	<input type="checkbox"/> Trapezoid	Depth: _____ Top Width: _____ Bottom Width: _____	
	<input type="checkbox"/> Earthen	<input type="checkbox"/> Parabolic		
	<input type="checkbox"/> Rip-Rap	<input type="checkbox"/> Other: _____		
	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 5</i>			
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING MONITORING LOCATIONS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume	Liter	Bottle	
	Time to fill	Sec		
<input type="checkbox"/> Flow #2	Flow depth	In	Tape measure	
	Flow width	____' ____"	Tape measure	
	Measured length	____' ____"	Tape measure	
	Time of travel	S	Stopwatch	
Temperature		°F	Thermometer	
pH		pH Units	Test strip/Probe	
Ammonia		mg/L	Test strip	

Monitoring Locations Inspection and Sampling Field Sheet

Section 4: Physical Indicators for Flowing Monitoring Locations Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☐ No (If No, Skip to Section 5)

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 – Slight cloudiness	<input type="checkbox"/> 2 - Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/slight; origin not obvious	<input type="checkbox"/> 2 - Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Monitoring Locations

Are physical indicators that are not related to flow present? ☐ Yes ☐ No (If No, Skip to Section 6)

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Monitoring Location Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Monitoring Location Characterization

<input type="checkbox"/> Unlikely <input type="checkbox"/> Potential (presence of two or more indicators) <input type="checkbox"/> Suspect (one or more indicators with a severity of 3) <input type="checkbox"/> Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow <input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Appendix L – Illicit Discharge Reports

DRAFT

Appendix M – Construction Site Complaints

DRAFT

Appendix N – Construction Oversight Program

DRAFT

Construction Oversight Procedure (COP)

Responsibilities

Each of the Town of Pound Ridge's stormwater staff is responsible for implementing the requirements and may not defer from this COP. The Town is responsible for abiding by all requirements of the MS4 GP-0-24-001 Permit.

- The positions responsible for oversight inspections are the Stormwater Program Coordinator and Stormwater Management Officer.
- The position(s) who has authority to implement enforcement procedures is the Stormwater Management Officer as well as the Town Supervisor.

MS4 Permit Requirements

1. Oversight Inspection

- a. Required to be completed on any construction site that is greater than or equal to one acre or is part of a common plan of development or sale which collectively disturbs land greater than or equal to one acre.
- b. The Town of Pound Ridge or site owner/contractor's qualified professional must inspect all phases of construction, including prior to land disturbance, during active construction, and following active construction.
- c. Oversight inspections are required to be completed monthly for non-priority construction sites and biweekly for priority construction sites.

2. Qualified Personnel

- a. The oversight inspection must be performed by a "qualified person" as described in the MS4 Permit.
- b. For existing staff, training on the Town's construction oversight procedures will be given prior to conducting any construction oversight activities and once every five (5) years thereafter.
- c. If new staff are added, training on the Town's construction oversight procedures will be given prior to conducting any construction oversight activities.
- d. If the construction oversight procedures are updated, training on the updates will be given to staff prior to conducting construction oversight.

3. Record Retention

- a. The Town of Pound Ridge must maintain records for at least five years of all applicable construction project documents, which could include the following:
 - Site plan reviews
 - SWPPPs
 - Inspections
 - Enforcement Actions (notices of violation, stop work orders)

Process

1. Pre-construction

- a. The Town of Pound Ridge will perform a pre-construction SWPPP review and meeting which at minimum will include:
 - i. A review of the site design

- ii. Planned operations at the construction site
 - iii. Planned Best Management Practice(s) (BMPs) during the construction phase
 - iv. Planned long-term storm water run-off BMPs
 - v. Documentation:
 - 1. SWPPP Review Checklist
 - 2. Pre-construction Meeting
- b. The Town of Pound Ridge will determine whether the construction site will be identified as priority.
- c. The Town of Pound Ridge must provide the site owner/contractor with the procedure for notifying the Town of Pound Ridge of their completion of active construction.
- d. The Town of Pound Ridge will perform a pre-construction electronic oversight inspection or onsite oversight inspection with the site owner/contractor.
 - i. This pre-construction inspection must occur before land disturbance and will verify that the owner/contractor has placed all site-specific construction BMPs prescribed by the SWPPP.
 - ii. Documentation:
 - 1. Pre-construction inspection: Document the inspection
- e. The operator will submit a Notice of Intent (NOI) through the nForm SPDES eReporting Tool online (nForm) before earth disturbing activities.

2. During Construction

- a. Electronic Oversight Inspection
 - i. The owner's/contractor's qualified professional will perform their required oversight inspections.
 - 1. The report must use geo-located and time-stamped photos of all BMPs implemented at the construction site.
 - 2. All photos must be sufficient to depict that the BMP(s) is meeting its proper function to eliminate or control pollutants on site.
 - 3. The report should show compliance with the Construction General Permit (CGP), Town of Pound Ridge Permits, if applicable, and the site-specific SWPPP.
 - a. This report includes all documentation regarding corrections taken as a result of the owner's/contractor's self-inspection.
- b. Onsite Oversight Inspection
 - i. An onsite oversight inspection by the Town of Pound Ridge may be warranted under the following conditions:
 - 1. Compliance with the CGP and site-specific SWPPP cannot be reasonably determined during an electronic oversight inspection.
 - 2. A perceived or reported threat to water quality that is immediate and/or imminent, or a reported complaint.
 - 3. Failure to install BMPs prior to land disturbance.
 - 4. Illicit discharge, unknown/unidentified non-storm water discharge, or prohibited discharge per CGP/MS4 permits.

5. The site owner/contractor requests that oversight inspections be performed onsite.
 6. Any other oversight inspection listed below that cannot be fulfilled.
 - c. An oversight inspection is performed by following these steps:
 - i. Review the SWPPP
 - ii. Review the SWPPP signage for compliance with the CGP
 1. Placed in a safe, conspicuous, and publicly accessible location near the entrance
 2. Includes SPDES permit tracking number, contact information, and method of SWPPP access
 - iii. Review the operator self SWPPP inspection reports
 - iv. Review the entire perimeter and any downgradient areas
 - v. Review points of vehicle/equipment exit
 - vi. Review any discharge points (keep in mind that these are not always piped inlets)
 - vii. Review all BMPs installed to mitigate or prevent sediment, erosion, and pollution
 - viii. Review all stabilizing areas (especially steep slopes)
 - ix. Review all pollutant generating activities such as fueling areas, washout areas, etc.
 - x. Observe all discharges (if prohibited or unauthorized this is an immediate and/or imminent threat to water quality)
 - xi. Observe all conditions that could result in polluted storm water discharge (including sediment in the street/gutter)
 - xii. Determine if any additional sediment, erosion, and/or pollution prevention controls are needed
 - xiii. Verify that all above activities are accounted for and updated in the site's SWPPP and Map
 - xiv. Any deficiencies must be noted in the oversight inspection form
 - d. If the storm water BMPs on a construction site are found to be deficient by the Town of Pound Ridge's inspector, steps will be taken to address the deficiencies as outlined in the Enforcement for Construction Site's Standard Operating Procedures (SOP).
 - i. Violations could include:
 1. Failure to maintain BMPs
 2. Failure to install BMPs
 3. An illicit discharge
 4. Failure to conduct inspections
 5. Failure to update SWPPP
 6. Any other CGP requirements that are deficient
3. After Construction
- a. The site owner/contractor will request through nForm, a Notice of Termination (NOT) once these conditions have been met:
 - i. All temporary storm water control measures have been removed
 - ii. The site has achieved final stabilization

- iii. All construction materials, waste, and equipment have been removed
 - iv. All potential pollutants and pollution-generating activities have been removed
- b. Town of Pound Ridge staff who have the requisite authority will be notified of the request to approve the site owner's/contractor's NOT via an email notification from nForm.
- c. Town of Pound Ridge Staff staff will verify through an oversight inspection whether all NOT requirements have been met and approve or deny the NOT submission via nForm.
- d. Town of Pound Ridge staff will document the NOT inspection and maintain a record of it.
- e. All documents related to each applicable construction site must be retained for five years or until construction is completed, whichever is longer.

Appendix O – Construction Site Inventory, Inspection Tracking, and Prioritization

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[illegible]

Appendix P – Construction Site Inspection Report Form

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**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



New York State Department of Environmental Conservation Construction Site Inspection Report for SPDES MS4 General Permit GP-0-24-001			
Project Name:		Date:	
Project Location:		Weather:	
Permit # (if any): NYR	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Entry Time:	Exit Time:
Name of SPDES Permittee:		Inspection Type:	<input type="checkbox"/> NOT <input type="checkbox"/> Complaint
Phone Number(s):			<input type="checkbox"/> Compliance <input type="checkbox"/> Referral
On-site Representative(s) and Company(s):		MS4 Operator Name:	
		MS4 Permit ID: NYR20A	

SPDES Authority

Yes No N/A

1. ☐ ☐ ☐ Does the project have permit coverage?
2. ☐ ☐ ☐ Is a copy of the NOI and Acknowledgment Letter available on site and accessible for viewing?
3. ☐ ☐ ☐ Is a copy of the MS4 SWPPP Acceptance Form available on site and accessible for viewing?
4. ☐ ☐ ☐ Is an up-to-date copy of the signed SWPPP retained at the construction site?
5. ☐ ☐ ☐ Is a copy of the SPDES General Permit retained at the construction site?
6. ☐ ☐ ☐ Does the NOI accurately report the number of acres to be disturbed?

Citation

GP-0-20-001: I.A & II. B
 GP-0-20-001: II.D.2
 GP-0-20-001: II.D.2
 GP-0-20-001: II.D.2. & III.A.4
 GP-0-20-001: II.D.2
 GP-0-20-001: II.B.4

SWPPP Content

Yes No N/A

7. ☐ ☐ ☐ Does the SWPPP describe and identify the erosion and sediment control measures to be employed?
8. ☐ ☐ ☐ Does the SWPPP provide an inspection schedule and maintenance requirements for the E&SC measures?
9. ☐ ☐ ☐ Does the SWPPP describe and identify the stormwater management practices to be employed?
10. ☐ ☐ ☐ Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?
11. ☐ ☐ ☐ Does the SWPPP identify at least one trained individual from each contractor(s) and subcontractor(s) companies?
12. ☐ ☐ ☐ Does the SWPPP include all the necessary Contractor Certification Statements and signatures?
13. ☐ ☐ ☐ Is the SWPPP signed by the permittee?
14. ☐ ☐ ☐ Is the SWPPP prepared by a qualified professional (if post-construction stormwater management required)?
15. ☐ ☐ ☐ Do the SMPs conform to the Enhanced Phosphorus Removal Standards (projects in TMDL watersheds)?

Citation

GP-0-20-001: III.B.1.e
 GP-0-20-001: III.B.1.i
 GP-0-20-001: III.B.2
 GP-0-20-001: III.A.6
 GP-0-20-001: III.A.6
 GP-0-20-001: VII.H.2
 GP-0-20-001: III.A.3
 GP-0-20-001: III.B.3

Recordkeeping

Yes No N/A

16. ☐ ☐ ☐ Are self-inspections performed as required by the permit (weekly, or twice weekly for >5 acres disturbed)?
17. ☐ ☐ ☐ Are the self-inspections performed and signed by a qualified inspector and retained on site?
18. ☐ ☐ ☐ Do the qualified inspector's reports include the minimum reporting requirements?
19. ☐ ☐ ☐ Do inspection reports identify corrective measures that have not been implemented or are recurring?

Citation

GP-0-20-001: IV.C.2.a. & b
 GP-0-20-001: II.C.2., IV.C.6 & VII.H.3
 GP-0-20-001: IV.C.4
 GP-0-20-001: IV.C.5



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DIVISION OF WATER



Visual Observations

Yes No N/A				Citation	
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all erosion and sediment control measures installed properly?	GP-0-20-001: VII.L
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all erosion and sediment control measures being maintained properly?	GP-0-20-001: IV.A.1
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was written authorization issued for any disturbance greater than 5 acres?	GP-0-20-001: II.D.3
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have stabilization measures been implemented in inactive areas per Permit (>5acres) or ESC Standard?	GP-0-20-001: II.D.3.b & III.B.1.f
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are post-construction stormwater management practices constructed/installed correctly?	GP-0-20-001: III.B.2
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal?	GP-0-20-001: V.A.2
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was there a discharge from the site on the day of inspection?	
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence that a discharge caused or contributed to a violation of water quality standards?	ECL 17-0501, 6 NYCRR 703.2 & GP-0-20-001: I.D

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge:

Describe any other water quality standards or permit violations:



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DIVISION OF WATER



Additional Comments:

☐ Photographs attached

Overall Inspection Rating: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory	
Name/Agency of Lead Inspector:	Signature of Lead Inspector:
Names/Agencies of Other Inspectors:	

**Appendix Q – Post-construction Stormwater Management Practice (SMP)
Inventory and Inspection Tracking**

DRAFT

**Appendix R – Post-construction Stormwater Management Practice (SMP)
Inspection and Maintenance Program**


DRAFT

Bioretention Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				




BR Drainage Area

Look for areas that are uphill from the Bioretention cell.

Problem (Check if Present)	Follow-Up Actions
<div style="display: flex; align-items: center;">  <div> <input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt) </div> </div>	<div style="margin-left: 20px;"> <input type="checkbox"/> Seed and mulch areas of bare soil to establish vegetation. <input type="checkbox"/> Fill in erosion areas with soil, compact, and seed and straw to establish vegetation. <input type="checkbox"/> If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> Other: </div>



BR Drainage Area

Look for areas that are uphill from the Bioretention cell.

Problem (Check if Present)	Follow-Up Actions
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Large areas of soil have been eroded, or larger channels are forming. May require rerouting of flow paths.
 <input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials	<input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc. <input type="checkbox"/> Other:
 <input type="checkbox"/> Open containers of oil, grease, paint, or other substances	<input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous. <input type="checkbox"/> Other:



BR Inlets

Stand in the Bioretention cell itself and look for all the places where water flows in. Often there will be multiple points of inflow to the practice.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Inlets collect grit and debris or grass/weeds. Some water may not be getting into the Bioretention cell. The objective is to have a clear pathway for water to flow into the cell.</p>	<p><input type="checkbox"/> Use a flat shovel to remove grit and debris (especially at curb inlets or openings). Parking lots generate fine grit that will accumulate at these spots.</p> <p><input type="checkbox"/> Pull out clumps of growing grass or weeds and scoop out the soil or grit that the plants are growing in.</p> <p><input type="checkbox"/> Remove any grass clippings, leaves, sticks, and other debris that is collecting at inlets.</p> <p><input type="checkbox"/> For pipes and ditches, remove sediment and debris that is partially blocking the pipe or ditch opening where it enters the Bioretention cell.</p> <p><input type="checkbox"/> Dispose of all material properly where it will not re-enter the Bioretention cell.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Inlets are blocked to the extent that most of the water does not seem to be entering the Bioretention cell.</p>
 <p><input type="checkbox"/> Some or all of the inlets are eroding so that rills, gullies, and other erosion is present, or there is bare dirt that is washing into the Bioretention cell.</p>	<p><input type="checkbox"/> For small areas of erosion, smooth out the eroded part and apply rock or stone (e.g., river cobble) to prevent further erosion. Usually, filter fabric is placed under the rock or stone.</p> <p><input type="checkbox"/> In some cases, reseeding and applying erosion-control matting can be used to prevent further erosion. Some of these materials may be available at a garden center, but it may be best to consult a landscape contractor.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Erosion is occurring at most of the inlets, and it looks like there is too much water that is concentrating at these points. The inlet design may have to be modified.</p>



BR Ponding Area

Examine the entire Bioretention surface and side slopes

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Mulch (if used) needs to be replaced or replenished. The mulch layer had decomposed or is less than 1-inch thick. 	<ul style="list-style-type: none"> <input type="checkbox"/> Add new mulch to a total depth (including any existing mulch that is left) of 2 to 3 inches. The mulch should be shredded hardwood mulch that is less likely to float away during rainstorms. <input type="checkbox"/> Avoid adding too much mulch so that inlets are obstructed or certain areas become higher than the rest of the Bioretention surface. <input type="checkbox"/> Other:
 <ul style="list-style-type: none"> <input type="checkbox"/> Minor areas of sediment, grit, trash, or other debris are accumulating on the bottom. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use a shovel to scoop out minor areas of sediment or grit, especially in the spring after winter sanding materials may wash in and accumulate. Dispose of the material where it cannot re-enter the Bioretention cell . <input type="checkbox"/> If removing the material creates a hole or low area, fill with soil mix that matches original mix and cover with mulch so that the Bioretention surface area is as flat as possible. <input type="checkbox"/> Remove trash, vegetative debris, and other undesirable materials. <input type="checkbox"/> Other: <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Sediment has accumulated more than 2-inches deep and covers 25% or more of the Bioretention surface. <input type="checkbox"/> Kick-Out to Level 2 Inspection: The Bioretention cell is too densely vegetated to assess sediment accumulation or ponding; see BR-4, Vegetation.


BR Ponding Area

Examine the entire Bioretention surface and side slopes

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> There is erosion in the bottom or on the side slopes. Water seems to be carving out rills as it flows across the Bioretention surface or on the slopes, or sinkholes are forming in certain areas. <input type="checkbox"/> Source: Stormwater Maintenance, LLC. 	<ul style="list-style-type: none"> <input type="checkbox"/> Try filling the eroded areas with clean topsoil or sand, and cover with mulch. <input type="checkbox"/> If the problem recurs, you may have to use stone (e.g., river cobble) to fill in problem areas. <input type="checkbox"/> If the erosion is on a side slope, fill with clay that can be compacted and seed and mulch the area. <input type="checkbox"/> Other:
 <ul style="list-style-type: none"> <input type="checkbox"/> The bottom of the Bioretention cell is not flat, and the water pools at one end, along an edge, or in certain pockets. The whole bottom is not uniformly covered with water. See design plan to verify that bioretention surface is intended to be flat. Check during or immediately after a rainstorm. 	<ul style="list-style-type: none"> <input type="checkbox"/> If the problem is minor (just small, isolated areas are not covered with water), try raking the surface OR adding mulch to low spots to create a more level surface. You may need to remove and replace plantings in order to properly even off the surface. <input type="checkbox"/> Check the surface with a string and bubble level to get the surface as flat as possible. <input type="checkbox"/> Other:
	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem persists or the erosion is more than 3-inches deep and seems to be an issue with how water enters and moves through the Bioretention cell. <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem does not seem to be caused by flowing water, but a collapse or sinking of the surface (e.g., "sinkhole") due to some underground problem.
	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Ponding water is isolated to less than half of the Bioretention surface area, and there seem to be elevation differences of more than a couple of inches across the surface.


BR Ponding Area

Examine the entire Bioretention surface and side slopes

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Water stands on the surface more than 72 hours after a rainstorm and /or wetland-type vegetation is present. The Bioretention cell does not appear to be draining properly.</p>	<p><input type="checkbox"/> Kick-Out to Level 2 Inspection: This is generally a serious problem, and it will be necessary to activate a Level 2 Inspection.</p>


BR Vegetation

Examine all Bioretention cell vegetation.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Vegetation requires regular maintenance—pulling weeds, removing dead and diseased plants, replacing mulch around plants, adding plants to fill in areas that are not well vegetated, etc.</p>	<p><input type="checkbox"/> If you can identify which plants are weeds or not intended to be part of the planting plan, eliminate these, preferably by hand pulling.</p> <p><input type="checkbox"/> If weeds are widespread, check with the local stormwater authority and/or Extension Office about proper use of herbicides for areas connected with the flow of water.</p> <p><input type="checkbox"/> Even vegetation that is intended to be present can become large, overgrown, and/or crowd out surrounding plants. Prune and thin accordingly.</p> <p><input type="checkbox"/> If weeds or invasive plants have overtaken the whole Bioretention cell, bush-hog the entire area before seedheads form in the spring. It will be necessary to remove the root mat manually or with appropriate herbicides, as noted above.</p> <p><input type="checkbox"/> Re-plant with species that are aesthetically pleasing and seem to be doing well in the Bioretention cell.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: You are unsure of the original planting design, or the vegetation maintenance task is beyond your capabilities of time, expertise, or resources. If you are unsure of the health of the vegetation (e.g. salt damage, invasives, which plants are undesirable) or the appropriate season to conduct vegetation management, consult a landscape professional before undertaking any cutting, pruning, mowing, or brush hogging.</p>


BR Vegetation

Examine all Bioretention cell vegetation.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Vegetation is too thin, is not healthy, and there are many spots that are not well vegetated.</p>	<p><input type="checkbox"/> The original plants are likely not suited for the actual conditions within the Bioretention cell . If you are knowledgeable about plants, select and plant more appropriate vegetation (preferably native plants) so that almost the entire surface area will be covered by the end of the second growing season.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: For all but small practices (e.g., rain gardens), this task will likely require a landscape design professional or horticulturalist.</p>

BR Outlets

Examine outlets that release water out of the Bioretention cell.

Problem (Check if Present)	Follow-Up Actions
<p><input type="checkbox"/> Erosion at outlet</p>	<p><input type="checkbox"/> Add stone to reduce the impact from the water flowing out of the outlet pipe or weir during storms.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Rills have formed and erosion problem becomes more severe.</p>
 <p><input type="checkbox"/> Outlet obstructed with mulch, sediment, debris, trash, etc.</p>	<p><input type="checkbox"/> Remove the debris and dispose of it where it cannot re-enter the Bioretention cell .</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Outlet is completely clogged or obstructed; there is too much material to remove by hand or with simple hand tools.</p>

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Bioretention Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				

Level 2 Inspection: BIORETENTION
NOTE: Key Source for this Information (CSN, 2013)

Recommended Repairs	Triggers for Level 3 Inspection
Observed Condition: Water Stands on Surface for More than 72 Hours after Storm	
<p><input type="checkbox"/> Condition 1: Small pockets of standing water</p> <p>Use a soil probe or auger to examine the soil profile. If isolated areas have accumulated grit, fines, or vegetative debris or have bad soil media, try scraping off top 3 inches of media and replacing with clean material. Also check to see that surface is level and water is not ponding selectively in certain areas.</p> <p><input type="checkbox"/> Condition 2: Standing water is widespread or covers entire surface</p> <p>Requires diagnosis and resolution of problem:</p> <ul style="list-style-type: none"> • Clogged underdrain? • Filter fabric between soil media and underdrain stone? • Need to install underdrain if not present? • Too much sediment/grit washing in from drainage area? • Too much ponding depth? • Improper soil media? 	<ul style="list-style-type: none"> • Soil media is clogged and problem is not evident from Level 2 inspection. • Level 2 inspection identifies problem, but it cannot be resolved easily or is associated with the original design of the practice. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Vegetation is sparse or out of control	
<p><input type="checkbox"/> Condition 1: Original design planting plan seems good but has not been maintained, so there are many invasives and/or dead plants</p> <p>Will require some horticultural experience to restore vegetation to intended condition by weeding, pruning, removing plants, and adding new plants.</p> <p><input type="checkbox"/> Condition 2: Original design planting plan is unknown or cannot be actualized</p> <p>A landscape architect or horticulturalist will be needed to redo the planting plan. Will likely require analysis of soil pH, moisture, organic content, sun/shade, and other conditions to make sure plants match conditions. Plan should include invasive plant management and maintenance plan to include mulching, watering, disease intervention, periodic thinning/pruning, etc.</p>	<ul style="list-style-type: none"> • Vegetation deviates significantly from original planting plan; Bioretention has been neglected and suffered from deferred maintenance. • Owner/responsible party does not know how to maintain the practice. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Bioretention does not conform to original design plan in surface area or storage	
<p><input type="checkbox"/> Condition 1: Level 2 Inspection reveals that practice is too small based on design dimension, does not have adequate storage (e.g., ponding depth) based on the plan, and/or does not treat the drainage area runoff as indicated on the plan</p> <p>Small areas of deviation can be corrected by the property owner or responsible party, but it is likely that a Qualified Professional will have to revisit the design and attempt a redesign that meets original objectives or that can be resubmitted to the municipality for approval.</p>	<ul style="list-style-type: none"> • More than a 25% departure from the approved plan in surface area, storage, or drainage area; sometimes less than this threshold at the discretion of the Level 2 inspector. <p><input type="checkbox"/> Level 3 inspection necessary</p>

Level 2 Inspection: BIORETENTION
NOTE: Key Source for this Information (CSN, 2013)

Recommended Repairs	Triggers for Level 3 Inspection
<p>Observed Condition: Severe erosion of filter bed, inlets, or around outlets</p>	
<p><input type="checkbox"/> Condition 1: Erosion at inlets</p> <p>The lining (e.g., grass, matting, stone, rock) may not be adequate for the actual flow velocities coming through the inlets. First line of defense is to try a more non-erosive lining and/or to extend the lining further down to where inlet slopes meet the Bioretention surface. If problem persists, analysis by a Qualified Professional is warranted.</p> <p><input type="checkbox"/> Condition 2: Erosion of Bioretention filter bed</p> <p>This is often caused by “preferential flow paths” through and along the Bioretention surface. The source of flow should be analyzed and methods employed to dissipate energy and disperse the flow (e.g., check dams, rock splash pads).</p> <p><input type="checkbox"/> Condition 3: Erosion on side slopes</p> <p>Again, the issue is likely linked with unanticipated flow paths down the side slopes (probably overland flow that concentrates as it hits the edge of the slope). For small or isolated areas, try filling, compacting, and re-establishing healthy ground cover vegetation. If the problem is more widespread, further analysis is required to determine how to redirect the flow.</p>	<ul style="list-style-type: none"> • Erosion (rills, gullies) is more than 12 inches deep at inlets or the filter bed or more than 3 inches deep on side slopes. • If the issue is not caused by moving water but some sort of subsurface defect. This may manifest as a sinkhole or linear depression and be associated with problems with the underdrain stone or pipe or underlying soil. <p><input type="checkbox"/> Level 3 inspection necessary</p>
<p>Observed Condition: Significant sediment accumulation, indicating an uncontrolled source of sediment</p>	
<p><input type="checkbox"/> Condition 1: Isolated areas of sediment accumulation, generally less than 3-inches deep</p> <p>Sediment source may be from a one-time or isolated event. Remove accumulated sediment and top 2 to 3 inches of Bioretention soil media; replace with clean material. Check drainage area for any ongoing sources of sediment.</p> <p><input type="checkbox"/> Condition 2: Majority of the surface is caked with “hard pan” (thin layer of clogging material) or accumulated sediment that is 3-inches deep or more</p> <p>This can be caused by an improper construction sequence (drainage area not fully stabilized prior to installation of Bioretention soil media) or another chronic source of sediment in the drainage area. Augering several holes down through the media can indicate how severe the problem is; often the damage is confined to the first several inches of soil media. Removing and replacing this top layer (or to the depth where sediment incursion is seen in auger holes) can be adequate, as long as the problem does not recur.</p>	<ul style="list-style-type: none"> • More than 2 inches of accumulated sediment cover 25% or more of the Bioretention surface area. • “Hard pan” of thin, crusty layer covers majority of Bioretention surface area and seems to be impeding flow of water down through the soil media. • New sources of sediment seem to be accumulating with each significant rainfall event. <p><input type="checkbox"/> Level 3 inspection necessary</p>

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Disconnection & Sheetflow Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Table 2.4.1 D&S Drainage Area

Visually inspect any surfaces in the drainage area.


Problem (Check if Present)	Follow-Up Actions
 <input type="checkbox"/> Changes in flow; more runoff; runoff bypassing the practice	<input type="checkbox"/> For rooftop areas, make sure downspouts are still disconnected and conveying water into the treatment area. <input type="checkbox"/> Look for and remove any "dams" of sediment and grass clippings that prevent water from entering the treatment area as sheet flow. <input type="checkbox"/> Other:

Table 2.4.1 D&S Drainage Area

Visually inspect any surfaces in the drainage area.




Problem (Check if Present)	Follow-Up Actions
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Changes to drainage area size or amount of runoff due to construction, tillage, etc.
	<div> <input type="checkbox"/> For parking lots in the drainage area—sediment, grass clippings, or other debris has accumulated at pavement edge. <input type="checkbox"/> Kick-Out to Level 2 Inspection: Sediment is widespread and cannot be removed by manual sweeping. </div>
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: This will likely require special expertise to diagnose and fix pavement edge.

Table 2.4.2 D&S Level Spreader/Energy Dissipator

Inspect the energy dissipator closely, during a rain event if possible.



Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Debris and/or sediment accumulated behind or around the level spreader. 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove debris and sediment by hand and ensure that the area behind the level spreader is relatively flat. Too much debris and sediment can cause runoff to bypass the level spreader structure. <input type="checkbox"/> Other:
 <ul style="list-style-type: none"> <input type="checkbox"/> Sinking, cracking, sloughing, or other structural problem makes the energy dissipator no longer level. 	<ul style="list-style-type: none"> <input type="checkbox"/> For stone/gravel spreaders, add new material or rake out as needed to make it even. <input type="checkbox"/> Other: <input type="checkbox"/> Kick-Out to Level 2 Inspection: Structural issues that cannot be easily fixed by hand

Table 2.4.3 D&S Treatment Area

Examine where flow enters the treatment area as well as the whole flow path. Look for signs of concentrated flow.



Problem (Check if Present)	Follow-Up Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Trash and/or debris in the treatment area 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect trash/debris and dispose of properly.
 <ul style="list-style-type: none"> <input type="checkbox"/> Grass filter strip has grown very tall, to the point that runoff cannot easily enter or is getting concentrated. 	<ul style="list-style-type: none"> <input type="checkbox"/> Mow filter strip twice a year or more frequently in a residential yard.

Table 2.4.3 D&S Treatment Area

Examine where flow enters the treatment area as well as the whole flow path. Look for signs of concentrated flow.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Sparse vegetation or bare spots	<input type="checkbox"/> For grassy areas, add topsoil (as needed), grass seed, mulch, and water during the growing season to re-establish consistent vegetation cover. <input type="checkbox"/> Other:
 <input type="checkbox"/> Rills or gullies are forming in treatment area where flow has become concentrated	<input type="checkbox"/> For minor rills, fill in with soil, compact, and add seed and straw to establish vegetation. <input type="checkbox"/> Other: <input type="checkbox"/> Kick-Out to Level 2 Inspection: Rills are more than 2" to 3" deep and require more than just hand raking and re-seeding.

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Level 2 Inspection – DISCONNECTION AND SHEETFLOW

Recommended Repairs

Triggers for Level 3 Inspection

Observed Condition: Significant sediment on pavement that drains to disconnection area (e.g., grass strip)

- ☐ Condition 1: Sediment on parking lot is widespread

Enlist a mechanical sweeper or vacuum sweeper to remove sediment across entire pavement surface. Pay special attention to downhill edges of pavement where more sediment may have accumulated.

- Sediment accumulation is so serious that it cannot be sufficiently removed with mechanical sweeper. May indicate a high sediment load from uphill in the drainage area that needs to be mitigated.

- ☐ Level 3 inspection necessary

Observed Condition: Pavement edge deteriorating

- ☐ Condition 1: Dips or damage at pavement edge causing runoff to concentrate

Determine whether the damaged edge is causing significant enough concentration of runoff to warrant repair or regrading of the pavement.

- Edge must be patched or re-paved to make secure and level.
- Parking lot not draining properly to the energy dissipator and treatment area.

- ☐ Level 3 inspection necessary

Observed Condition: Level spreader/energy dissipator

- ☐ Condition 1: Level spreader sinking or uneven

If basic equipment can be used, prop up and secure any section of level spreader that is sinking. Regrade soil all around level spreader and add stone as necessary to prevent erosion and bypassing.

- ☐ Condition 2: Level spreader is broken

These repairs can be simple for small, residential-scale practices, such as at a downspout. Ensure the level spreader is level across, keyed in to soil at the edges, and made of durable material that can withstand the flow of water running across it.

Larger or more complicated level spreaders (e.g., concrete) will likely require specialized skill and equipment.

- Level spreader requires specialized equipment, regrading, or large amount of material to make level again.
- Level spreader needs to be re-designed and replaced.

- ☐ Level 3 inspection necessary

Level 2 Inspection – DISCONNECTION AND SHEETFLOW

Recommended Repairs	Triggers for Level 3 Inspection
<p>Observed Condition: Erosion in treatment area</p> <p><input type="checkbox"/> Condition 1: Rills from concentrated flow</p> <p>Inspect energy dissipator to see whether it needs to be improved to better spread out incoming flow. Regrade flow path to ensure that it is relatively flat (if minor). If major re-grading is needed, the treatment area may need to be redesigned and fixed with specialized equipment.</p>	<ul style="list-style-type: none"> • Major rills and gullies • Treatment area needs to be re-designed and major grading needed. <p><input type="checkbox"/> Level 3 inspection necessary</p>

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Green Roof Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other 	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				


GR Vegetation and Surface

Visually inspect the surface and vegetation of the practice.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Wilting or nutrient-deprived vegetation; bare areas developing on the roof	<input type="checkbox"/> Water or irrigate. <input type="checkbox"/> Prune or remove dead or dying vegetation. <input type="checkbox"/> Other:

GR Vegetation and Surface

Visually inspect the surface and vegetation of the practice.

Problem (Check if Present)	Follow-Up Actions
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Greater than 20% plant dieoff or wilting, even after rainy periods. May require new vegetation or indicate a problem with the soil medium. <input type="checkbox"/> Kick-Out to Level 2 Inspection: Yellowing vegetation may indicate a need for fertilizer, but do not fertilize unless explicitly included in the management plan or with a Level 2 Inspection. <input type="checkbox"/> Kick-Out to Level 2 Inspection: Bare areas with no vegetation growing. These may become weed problems in the future.
 <input type="checkbox"/> Weeds or moss	<input type="checkbox"/> Remove weeds by hand. <input type="checkbox"/> Apply lime to kill moss. <input type="checkbox"/> Other: <input type="checkbox"/> Kick-Out to Level 2 Inspection: Weeds cover more than 25% of the surface, or the original planting plan has been compromised.
<input type="checkbox"/> Ponding between storm events	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Surface ponding more than 24 hours after a storm event presents a hazard and needs to be addressed immediately.

GR Overflows and Drains

Review the specific maintenance plan for this practice to determine where inspection ports are. Remove the cover and inspect the port.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Inspection port for roof drainage (can be clogged with debris)	<input type="checkbox"/> Remove debris by hand or flush through with a hose. <input type="checkbox"/> Other: <input type="checkbox"/> Kick-Out to Level 2 Inspection: Debris cannot be removed, or it appears that debris has accumulated in the underdrains.
<input type="checkbox"/> Damage to other roof drainage structures (e.g., roof scuppers)	<input type="checkbox"/> Call contractor or individual in charge of regular building maintenance. This is a building maintenance issue. <input type="checkbox"/> Other:

Additional Notes:

Inspector: _____

Date: _____

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Inspector/Operator: _____

Date: _____

Green Roof Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection: GREEN ROOF

Recommended Repairs and Required Skills	Triggers for Level 3 Inspection
Observed Condition: Unhealthy or Dying Vegetation	
<p><input type="checkbox"/> Condition 1: Large number of plants dying from wilt</p> <p>If this is a one-time occurrence, review weather and landscaping records to see whether the die off seems reasonable. If so, deeply water immediately, and plant reinforcements in the spring.</p> <p><input type="checkbox"/> Condition 2: Vegetation is dying and yellowing</p> <p>For yellowing vegetation, consider testing the media for pH, nutrient levels, and other factors that may affect growth. Problems identified would go to a Level 3 inspector (see note to right).</p>	<ul style="list-style-type: none"> • More than 25% die off • Plants are unhealthy for a prolonged period of time or need to be replanted repeatedly, indicating that a new planting plan may be necessary, or the planting medium is not functioning properly. • pH or other media constituents are not conducive to plant growth, and the media needs to be amended (e.g., lime, fertilizer). This should be handled by a green roof vendor or green roof plant specialist. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Ponding Between Storm Events or Debris Accumulation	
<p><input type="checkbox"/> Condition 1: Further inspection shows debris is clogging the outflow drainpipe</p> <p>Remove debris by hand and revisit within 24 hours to see whether this action fixed the problem.</p> <p><input type="checkbox"/> Condition 2: Debris has backed up to include the underdrain</p> <p>Attempt to remove by hand or flush out with a hose.</p>	<ul style="list-style-type: none"> • Ponding continues even after debris has been removed. This may indicate a problem with either the media or the underdrain system. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Structural Damage to Overflows	
<p><input type="checkbox"/> Condition: If the damage is minor, repair damage directly, per original design drawings</p>	<ul style="list-style-type: none"> • Most instances of structural damage will need to be referred to the designer or a qualified green roof vendor. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Roof is Leaking or indication that the membrane has a leak	
<p><input type="checkbox"/> Condition: Roof is leaking</p>	<ul style="list-style-type: none"> • Any leaks in the membrane trigger a Level 3 inspection or an inspection by the original installer or designer. <p><input type="checkbox"/> Level 3 inspection necessary</p>

Notes:

Inspector: _____

Date: _____

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Inspector/Operator: _____


Date: _____

Infiltration Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other 	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				




IN Drainage Area

Look for both pervious and impervious areas that are uphill from the Infiltration cell.

Problem (Check if Present)		Follow-Up Actions
	<input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)	<input type="checkbox"/> Seed and straw areas of bare soil to establish vegetation. <input type="checkbox"/> Fill in erosion areas with soil, compact, and seed and straw to get vegetation established. <input type="checkbox"/> If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> Other:


IN Drainage Area

Look for both pervious and impervious areas that are uphill from the Infiltration cell.

Problem (Check if Present)		Follow-Up Actions
		<input type="checkbox"/> Kick-Out to Level 2 Inspection: Large areas of soil have been eroded, or larger channels are forming. May require rerouting of flow paths.
<input type="checkbox"/> For Dry Wells: Leaves, sticks, or other debris in gutters and downspouts		<input type="checkbox"/> Remove all debris by hand. <input type="checkbox"/> Other:
	<input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials	<input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc. <input type="checkbox"/> Other:
	<input type="checkbox"/> Open containers of oil, grease, paint, or other substances	<input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous. <input type="checkbox"/> Other:



IN Inlets

Look for all the places where water flows into the Infiltration practice.

Problem (Check if Present)	Follow-Up Actions
<div data-bbox="94 359 708 821" data-label="Image">  </div> <ul style="list-style-type: none"> <input type="checkbox"/> Inlets are collecting grit and debris or grass/weeds are growing. Some water may not be getting into the Infiltration practice. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use a flat shovel to remove grit and debris (especially at curb inlets or openings). Parking lots generate fine grit that will accumulate at these spots. <input type="checkbox"/> Pull out clumps of growing grass or weeds and scoop out the soil or grit that the plants are growing in. <input type="checkbox"/> Remove any grass clippings, leaves, sticks, and other debris that is collecting at inlets. <input type="checkbox"/> For pipes and ditches, remove sediment and debris that is partially blocking the pipe or ditch opening where it enters the Infiltration practice. <input type="checkbox"/> Dispose of all material properly in an area where it will not re-enter the practice. <input type="checkbox"/> Other: <div data-bbox="724 810 1539 1003" style="background-color: #f0f0f0; padding: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Inlets are blocked to the extent that most of the water does not seem to be entering the Infiltration practice. </div>
<ul style="list-style-type: none"> <input type="checkbox"/> Some or all of the inlets are eroding so that rills, gullies, and other erosion is present, or there is bare dirt that is washing into the Infiltration practice. 	<ul style="list-style-type: none"> <input type="checkbox"/> For small areas of erosion, smooth out the eroded part and apply rock or stone (e.g., river cobble) to prevent further erosion. Usually, filter fabric is placed under the rock or stone. <input type="checkbox"/> In some cases, reseeding and applying erosion-control matting can be used to prevent further erosion. Some of these materials may be available at a garden center, but it may be best to consult a landscape contractor. <input type="checkbox"/> Other: <div data-bbox="724 1335 1539 1549" style="background-color: #f0f0f0; padding: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Erosion is occurring at most of the inlets and it looks like there is too much water that is concentrating at these points. The inlet design may have to be modified. </div>



IN Infiltration Area

Examine the surface of the infiltration area and the observation well. Note: The following Problem and Follow-Up Actions apply to infiltration practice pretreatment areas also.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> For grass-covered Infiltration practices: grass has grown very tall,</p> <p><i>Photo credit: Stormwater Maintenance, LLC</i></p>	<p><input type="checkbox"/> Mow infiltration area at least twice per year.</p> <p><input type="checkbox"/> Other:</p>
 <p><input type="checkbox"/> For grass-covered Infiltration practices: sparse vegetation cover or bare spots</p>	<p><input type="checkbox"/> Add topsoil (as needed), grass seed, straw, and water during the growing season to re-establish consistent grass coverage.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Sparse vegetation cover can be a sign that the infiltration area is not infiltrating at the proper rate and water is standing too long after a storm. The surface may be saturated or squishy, and the conditions do not enable grass to grow. This situation should be evaluated by a Level 2 Inspection and likely corrected by a qualified contractor.</p>
<p><input type="checkbox"/> Minor areas of sediment, grit, trash, or other debris are accumulating on the surface.</p>	<p><input type="checkbox"/> Use a shovel to scoop out minor areas of sediment or grit, especially in the spring after winter sanding materials may wash in and accumulate. Dispose of the material where it cannot re-enter the Infiltration practice.</p> <p><input type="checkbox"/> If removing the material creates a hole or low area, rake the surface smooth and level.</p> <p><input type="checkbox"/> Remove trash, debris, and other undesirable materials.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Sediment has accumulated more than 2-inches deep and covers 25% or more of the surface of the Infiltration area.</p>


IN Infiltration Area

Examine the surface of the infiltration area and the observation well. Note: The following Problem and Follow-Up Actions apply to infiltration practice pretreatment areas also.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> There is erosion on the surface; water seems to be carving out rills as it flows across the surface of the Infiltration area or sinkholes are forming in certain areas. 	<ul style="list-style-type: none"> <input type="checkbox"/> For minor areas of erosion, try filling the eroded areas with clean topsoil, sand, or stone (whatever the existing cover is). <input type="checkbox"/> If the problem recurs, you may have to use larger stone (e.g., river cobble) to fill in problem areas. <input type="checkbox"/> Other: <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem persists or the erosion is more than 3-inches deep and seems to be an issue with how water enters and moves through the infiltration area. <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem does not seem to be caused by flowing water but a collapse or sinking of the surface (e.g., "sinkhole") due to some underground problem.
 <ul style="list-style-type: none"> <input type="checkbox"/> Observation well is damaged or cap is missing 	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Requires replacing pipes or caps.


IN Infiltration Area

Examine the surface of the infiltration area and the observation well. Note: The following Problem and Follow-Up Actions apply to infiltration practice pretreatment areas also.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Water still visible in the observation well more than 72 hours after a rain storm. The Infiltration practice does not appear to be draining properly.</p>	<p><input type="checkbox"/> Kick-Out to Level 2 Inspection: This is generally a serious problem, and it will be necessary to activate a Level 2 Inspection.</p>

IN Outlets

Locate and inspect all outlets.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Outlet obstructed with sediment, debris, trash, etc.</p>	<p><input type="checkbox"/> Remove the debris and dispose of it where it cannot re-enter the infiltration area.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Outlet is completely obstructed; there is too much material to remove by hand or with simple hand tools.</p>
<p><input type="checkbox"/> Rills or gullies are forming at outlet.</p>	<p><input type="checkbox"/> For minor rills, fill in with soil, compact, and seed and straw to establish vegetation.</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Rills are more than 2" to 3" deep and require more than just hand raking and re-seeding.</p>

Additional Notes:

Inspector: _____

Date: _____

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Inspector/Operator: _____

Date: _____

Infiltration Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection: INFILTRATION

Recommended Repairs

Triggers for Level 3 Inspection

Observed Condition: Water Stands on Surface for More than 72 Hours after Storm

☐ Condition 1: Small pockets of standing water

For infiltration basins with soil, use a soil probe or auger to examine the soil profile. For gravel infiltration trenches or basins, use a shovel to dig into the gravel layer where the problem is occurring. If isolated areas have accumulated grit, fine silt, or vegetative debris or have bad soil or clogged gravel, try removing and replacing with clean material. If the practice is supposed to have grass cover, it will likely be necessary to replant once the problem is resolved.

☐ Condition 2: Standing water is widespread or covers entire surface

Look in the observation well (if it exists) and use a tape measure to estimate the depth of water standing in the soil or gravel. Requires diagnosis and resolution of problem:

- Too much sediment/grit washing in from drainage area?
- Too much ponding depth?
- Improper infiltration media?
- Underlying soil not suitable for infiltration?

As above, the resolution will likely require replanting and re-establishment of good grass cover if this is part of the design.

- Infiltration media is clogged and problem cannot be diagnosed from Level 2 inspection.
- Level 2 inspection identifies problem, but it cannot be resolved easily or it is associated with the original design of the practice.

☐ Level 3 Inspection necessary

Observed Condition: Severe erosion of infiltration bed, inlets, or around outlets

☐ Condition 1: Erosion at inlets

The lining (e.g., grass, matting, stone, rock) may not be adequate for the actual flow velocities coming through the inlets. First line of defense is to try a less erosive lining and/or extending the lining further down to where inlet slopes meet the infiltration surface. If problem persists, analysis by a Qualified Professional is warranted.

☐ Condition 2: Erosion of infiltration bed

This is often caused by "preferential flow paths" along the surface. The source of flow should be analyzed and methods employed to dissipate energy and disperse the flow (e.g., check dams, rock splash pads).

- Erosion (rills, gullies) is more than 12 inches deep
- The issue is not caused by moving water but some sort of subsurface defect, which may manifest as a sinkhole or linear depression and be associated with problems with the underlying stone or soil.

☐ Level 3 Inspection necessary

Notes:

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Date: _____

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Inspector/Operator: _____


Date: _____

Permeable Pavement Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				




PP Drainage Area

Look for areas that are uphill from the Permeable pavement.

Problem (Check if Present)		Follow-Up Actions
	<input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)	<input type="checkbox"/> Seed and straw areas of bare soil to establish vegetation. <input type="checkbox"/> Fill in erosion areas with soil, compact, and seed and straw to establish vegetation. <input type="checkbox"/> If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> Other:

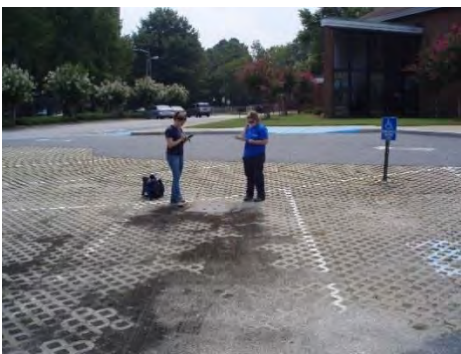



PP Drainage Area

Look for areas that are uphill from the Permeable pavement.

Problem (Check if Present)		Follow-Up Actions
		<input type="checkbox"/> Kick-Out to Level 2 Inspection: Large areas of soil have been eroded, or larger channels are forming. May require rerouting of flow paths.
	<input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials	<input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc. <input type="checkbox"/> Other:
	<input type="checkbox"/> Open containers of oil, grease, paint, or other substances	<input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous. <input type="checkbox"/> Other:

PP Surface

Examine the entire permeable pavement surface.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Dirt and grit accumulating on pavement surface 	<ul style="list-style-type: none"> <input type="checkbox"/> For small areas (e.g., driveways, patios), try a leaf blower or sweep the area to remove the dirt/grit from the Permeable pavement and properly dispose of the material. <input type="checkbox"/> If dirt/grit remain in the joint areas between paver blocks, agitate with a rough brush and vacuum the surface with a wet/dry vac. <input type="checkbox"/> Remove and replace clogged blocks in segmented pavers. <input type="checkbox"/> For larger areas (e.g., parking lots, courtyards), hire a vacuum sweeper to restore the surface to a cleaner condition. <input type="checkbox"/> Other: <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Grit is widespread and cannot be removed by manual sweeping. </div>
 <ul style="list-style-type: none"> <input type="checkbox"/> Grass and weeds are growing on the permeable pavement surface (applies only to pavement types that are not intended to be covered in vegetation). 	<ul style="list-style-type: none"> <input type="checkbox"/> If paver type is not intended to be covered in vegetation, remove the grass/weeds either mechanically (pulling, by hand or with a flame weeder) or with a herbicide approved for use in or near water (consult your local Extension Office for suggestions). <input type="checkbox"/> Follow the actions listed above for removing dirt/grit from the pavement surface. <input type="checkbox"/> Other: <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Grass/weeds cover more than 25% of surface area. </div>
 <ul style="list-style-type: none"> <input type="checkbox"/> Slumping, sinking, cracking, or breaking of the pavement surface (Source: CSN, 2013) 	<ul style="list-style-type: none"> <input type="checkbox"/> For small areas (e.g., patios, small driveway), it may be possible to remove the damaged pavers, check and fill in the underlying gravel, and replace with new materials. <input type="checkbox"/> Other: <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Problem affects more than a small, isolated area. Will typically require a qualified contractor to fix it. <input type="checkbox"/> Problem recurs or occurs in multiple small locations. </div>
 <ul style="list-style-type: none"> <input type="checkbox"/> Water stands on Permeable pavement for days after a rainstorm; the Permeable pavement is clogged and doesn't let water through. (Source: CSN, 2013) 	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: This is generally a serious problem, and it will be necessary to activate a Level 2 Inspection.

Additional Notes:

Inspector: _____

Date: _____

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Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Permeable Pavement Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection: PERMEABLE PAVEMENT

Recommended Repairs and Required Skills

Triggers for Level 3 Inspection

Observed Condition: Bare Soil or Erosion in the Drainage Area

- ☐ Condition 1: Extensive problem spots, but no channels or rills forming

Reseed problem areas. If problem persists or grass does not take, consider hiring a landscape contractor.

- ☐ Condition 2: Problem is extensive, and rills/channels are beginning to form

May be necessary to divert or redirect water that is causing the erosion problem. If it appears that simple regrading—such as installing a berm or leveling a low spot—will fix the problem, make repairs and check to ensure that the problem is repaired after the next storm.

- Large rills or gullies are forming in the drainage area.
- An attempt to regrade the drainage area has been unsuccessful
- Fixing the problem would require major regrading (i.e., redirecting more than a 100-square-foot area.
- It is not clear why the problem is occurring.

- ☐ Level 3 inspection necessary

Observed Condition: Dirt or Grit Accumulating, or Grass Growing on Pavement Surface

- ☐ Condition 1: Grit beginning to form but is isolated to a small area or does not fill the joints between paver blocks

Try to agitate and sweep by hand, or hire a contractor with a vacuum sweeper. Also investigate the drainage area for potential sediment sources. If no obvious sources are found, discuss winter sanding and salting operations with the property owner to identify whether this could be the source.

- ☐ Condition 2: Grit is forming and cannot be removed with agitation and hand sweeping

Hire a vendor with a regenerative air vacuum sweeper, maximum power 2,500 rpm; avoid sweepers that use water.

- More than 2 inches of sand/dirt/grit are on some of the pavement surface.
- More than 25% of the pavement surface is covered with sand/dirt/grit to the extent that joints between paver blocks are filled.
- Regenerative air sweeper cannot remove grit.

- ☐ Level 3 inspection necessary

Level 2 Inspection: PERMEABLE PAVEMENT

Recommended Repairs and Required Skills

Triggers for Level 3 Inspection

Observed Condition: Structural Damage

- ☐ Condition 1: Portions of porous asphalt or permeable pavers are damaged, and the cause is known to be at the surface.

If the damage is from a single event such as heavy equipment or heavy fallen objects, or the surface has been damaged by wear over time, hire a contractor experienced in permeable pavement installation to repair the damaged areas.

- ☐ Condition 2: Damage to other structures, such as drainage infrastructure

If possible, repair or replace damaged items, or hire a contractor with permeable pavement experience if the damaged infrastructure is within the pavement surface.

- More than 25% of the surface needs to be repaired or replaced.
- It appears that the underlying material has “caved in,” indicating an underlying water conveyance or soil stabilization issue.
- Problem is repaired but recurs within less than five years.

- ☐ Level 3 inspection necessary

Observed Condition: Ponding on the Pavement Surface

- ☐ Condition 1: Underdrains (if present) may be clogged

Check to see whether underdrains are clogged by inspecting cleanouts (if present) or catch basins and looking for debris. If underdrains appear clogged, it may be necessary to hire a router service to ream out the underdrains.

- ☐ Condition 2: At time of Level 2 inspection, water is not ponded, and there is no obvious clogging of the surface.

Conduct a flood test to determine whether the ponding is an ongoing problem.

- Water stands on the pavement surface more than 72 hours after a storm, and the problem cannot be resolved by unclogging underdrains.
- More than 25% of the pavement surface is covered with sand/dirt/grit to the extent that joints between paver blocks are filled.

- ☐ Level 3 inspection necessary

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____



Pond and Wetland Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other 	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

PW Drainage Area


Look for areas that are uphill from the pond.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)	<input type="checkbox"/> Seed and straw areas of bare soil to establish vegetation. <input type="checkbox"/> Fill in eroded areas with soil, compact, seed and mulch with straw to establish vegetation. <input type="checkbox"/> Other:

<input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)	<input type="checkbox"/> Kick-Out to Level 2 Inspection: If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> If large areas of soil have been eroded or larger channels are forming, this may require rerouting of flow paths or use of an erosion-control seed mat or blanket to reestablish acceptable ground cover or anchor sod where it is practical.
 <input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials	<input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc. <input type="checkbox"/> Remove excessive vegetation or woody debris that can block drainage systems. <input type="checkbox"/> Other:
 <input type="checkbox"/> Open containers of oil, grease, paint, or other substances exposed to rain in the drainage area	<input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous. <input type="checkbox"/> Other:



Pond Inlets

Look for all areas where water flows into the pond during storms. Note that there may be multiple points of inflow and types of structures (e.g., pipes, open ditches, etc.).

Problem (Check if Present)	Follow-Up Actions
 <input type="checkbox"/> Inlets are buried, covered or filled with silt, debris, or trash, or blocked by excessive vegetation.	<div> <input type="checkbox"/> If the problem can be remedied with hand tools and done in a safe manner, remove vegetation, trash, woody debris, etc. from blocking inlet structures. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 or 3 Inspection: If the amount of material is too large to handle OR there are ANY safety concerns about working in standing water, soft sediment, etc., the work will likely have to be performed by a qualified contractor. </div>


Pond Inlets

Look for all areas where water flows into the pond during storms. Note that there may be multiple points of inflow and types of structures (e.g., pipes, open ditches, etc.).

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Inlets are buried, covered or filled with silt, debris, or trash, or blocked by excessive vegetation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 or 3 Inspection: If the amount of material is too large to handle OR there are ANY safety concerns about working in standing water, soft sediment, etc., the work will likely have to be performed by a qualified contractor.
 <ul style="list-style-type: none"> <input type="checkbox"/> Inlets are broken, and, with pieces of pipe or concrete falling into the pond, there is erosion around the inlet, there is open space under the pipe, or there is erosion where the inlet meets the pond 	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: These types of structural or erosion problems are more serious and will require a qualified contractor to repair.




PW Pond Area and Embankments

Examine both interior and exterior pond banks as well as the pond body. Observe from the inlet pipes to the outfall structure and emergency overflow.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> The pretreatment area(s) or forebay(s) are filled with sediment, trash, vegetation, or other debris. 	<ul style="list-style-type: none"> <input type="checkbox"/> If the problem can be remedied with hand tools and done in a safe manner, use a flat shovel or other equipment to remove small amounts of sediment. <input type="checkbox"/> Remove trash and excessive vegetation from forebays if this can be done in a safe manner. <input type="checkbox"/> Other:



PW Pond Area and Embankments

Examine both interior and exterior pond banks as well as the pond body. Observe from the inlet pipes to the outfall structure and emergency overflow.

Problem (Check if Present)		Follow-Up Actions
	<input type="checkbox"/> The pretreatment area(s) or forebay(s) are filled with sediment, trash, vegetation, or other debris.	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Large amounts of sediment or debris will have to be removed by a qualified contractor. ANY condition that poses a safety concern for working in standing water or soft sediments should be referred to a Level 2 Inspection or qualified contractor.
	<input type="checkbox"/> The pond area itself has accumulated sediment, trash, debris, or excessive vegetation that is choking the flow of the water, OR the pond area is covered with algae or aquatic plants.	<div> <input type="checkbox"/> Level 1 includes handling only small amounts of material that can be removed by hand, or with rakes or other hand tools. Do not attempt any repair that poses a safety issue. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Most cases will call for a Level 2 Inspection and/or a qualified contractor. <input type="checkbox"/> You are not sure what type and amount of vegetation is supposed to be in the pond. <input type="checkbox"/> The algae or aquatic plants should be identified so that proper control techniques can be applied. </div>
	<input type="checkbox"/> The side slopes of the pond are unstable, eroding, and have areas of bare dirt.	<div> <input type="checkbox"/> If there are only minor areas, try filling in small rills or gullies with topsoil, compacting, and seeding and mulching all bare dirt areas with an appropriate seed. Alternatively, try using herbaceous plugs to get vegetation established in tricky areas, such as steep slopes. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Erosion and many bare dirt areas on steep side slopes will require a Level 2 Inspection and repair by a qualified contractor. </div>


PW Pond Area and Embankments

Examine both interior and exterior pond banks as well as the pond body. Observe from the inlet pipes to the outfall structure and emergency overflow.

Problem (Check if Present)		Follow-Up Actions
	<input type="checkbox"/> The riser structure is clogged with trash, debris, sediment, vegetation, etc., OR is open, unlocked, or has a steep drop and poses a safety concern. The pond level may have dropped below its "normal" level.	<div> <input type="checkbox"/> If you can safely access the riser on foot or with a small boat, clear minor amounts of debris and remove it from the pond area for safe disposal. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The riser cannot be accessed safely, the amount of debris is substantial, or the riser seems to be completely clogged and the water level has risen too high. <input type="checkbox"/> There are safety issues with the riser and concern about access to pipes, drops, or any other life safety concern. <input type="checkbox"/> The riser is leaning, broken, settling or slumping, corroded, eroded or any other structural problem. </div>
	<input type="checkbox"/> The dam/embankment is slumping, sinking, settling, eroding, or has medium or large trees growing on it.	<div> <input type="checkbox"/> If there are small isolated areas, try to fix them by adding clean material (clay and topsoil) and seeding and mulching. <input type="checkbox"/> Periodically mow embankments to enable inspection of the banks and to minimize establishment of woody vegetation. <input type="checkbox"/> Remove any woody vegetation that has already established on embankments. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Most of these situations will require a Level 2 Inspection or evaluation and repair by a qualified contractor. Seepage through the dam or problems with the pipe through the dam can be a serious issue that should be addressed to avoid possible dam failure. </div>


PW Pond Area and Embankments

Examine both interior and exterior pond banks as well as the pond body. Observe from the inlet pipes to the outfall structure and emergency overflow.

Problem (Check if Present)		Follow-Up Actions
	<ul style="list-style-type: none"> <input type="checkbox"/> The emergency spillway or outfall (if it exists) has <input type="checkbox"/> Erosion, settlement, or loss of material. Rock-lined spillways have excessive debris or vegetation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clear light debris and vegetation. <input type="checkbox"/> Other: <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Displacement of rock lining, excessive vegetation and erosion/settlement may warrant review and decision by Level 2 Inspector to check against original plan. <input type="checkbox"/> Any uncertainty about the integrity of the emergency spillway should be referred to a Level 2 Inspector. <input type="checkbox"/> Erosion or settlement such that design has been compromised should be reviewed by an engineer.

PW Pond Outlet

Examine the outlet of the pipe on the downstream side of the dam/embankment where it empties into a stream, channel, or drainage system.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> The pond outlet is clogged with sediment, trash, debris, vegetation, or is eroding, caving in, slumping, or falling apart. 	<ul style="list-style-type: none"> <input type="checkbox"/> If there is a minor blockage, remove the debris or vegetation to allow free flow of water. <input type="checkbox"/> Remove any accumulated trash at the outlet. <input type="checkbox"/> Outlet: <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: <input type="checkbox"/> If the area at the outlet cannot be easily accessed or if the blockage is substantial, a Level 2 Inspection is warranted. <input type="checkbox"/> Erosion at and downstream of the outfall should be evaluated by a qualified professional. <input type="checkbox"/> Any structural problems, such as broken pipes, structures falling into the stream, or holes or tunnels around the outfall pipe, should be evaluated by a Level 2 Inspector and will require repair by a qualified contractor. <input type="checkbox"/> The pool of water at the outlet pipe is discolored, has an odor, or has excessive algae or vegetative growth.

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

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Inspector/Operator: _____

Date: _____

Pond and Wetland Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection: PONDS and WETLANDS

Recommended Repairs and Required Skills

Triggers for Level 3 Inspection

Observed Condition: Bare Soil or Erosion in the Drainage Area

- ☐ Condition 1: Extensive problem spots, but no channels or rills forming

Reseed problem areas. If problem persists or grass does not take, consider hiring a landscape contractor.

- ☐ Condition 2: Problem is extensive, and rills/channels are beginning to form

May be necessary to divert or redirect water that is causing the erosion problem. If it appears that simple regrading—such as installing a berm or leveling a low spot—will fix the problem, make repairs and ensure that the problem is repaired after the next storm.

- Large rills or gullies are forming in the drainage area.
- An attempt to regrade the drainage area has been unsuccessful.
- Fixing the problem would require major regrading (i.e., redirecting more than a 100-square-foot area).
- It is not clear why the problem is occurring.

- ☐ Level 3 inspection necessary

Observed Condition: Manholes or Inlet Pipe Buried or Covered with Vegetation

- ☐ Condition 1: Nearest manhole and inlet pipe not found

Consult as-built drawings to get to closest suspected location and use metal detector to search for metal manhole cover. If unsuccessful, identify nearest drain inlets and approximate pipe direction to locate next manhole.

- ☐ Condition 2: Manhole located and inspected

Never enter a manhole, except by following confined-space entry protocols.

If outlet pipe is not visible or greater than 25% full of sediment/debris or trash, it will typically require a qualified contractor to flush, clean and clear blockages.

- ☐ Condition 3: Inlet pipe not found at pond

Clear vegetation and brush that may be covering the inlet pipe. Buried inlet pipes may be found through use of a metal probe.

- ☐ Condition 4: Inlet pipe buried in sediment or blocked by vegetation

Once located, the pipe path can be cleared of vegetation with brush hook or other brush tools. Light digging may clear sediment from the end of the pipe.

- To locate buried manholes and lost storm lines, it is sometimes necessary to hire a pipeline inspection contractor with televising equipment or ground-penetrating radar and enter at the closest upstream access point.
- Locating a buried inlet pipe may require wading in the edge of the pond and using a metal probe and brush axe to find and expose the pipe.
- If other than light digging is necessary to remove accumulated sediment, a contractor with heavy equipment may be required.

- ☐ Level 3 inspection necessary

Level 2 Inspection: PONDS and WETLANDS

Recommended Repairs and Required Skills	Triggers for Level 3 Inspection
Observed Condition: Pipe or Headwall Settlement, Erosion, Corrosion or Failure	
<p><input type="checkbox"/> Condition 1: Pipe or headwall settlement or failure</p> <p>Severe sinkholes, settlement or corrosion should be kicked out to Level 3 Inspection.</p> <p><input type="checkbox"/> Condition 2: Flow not confined to pipe and visible outside pipe wall</p> <p>With flashlight, observe the inside of the pipe and note its condition. Take photographs. Look for sinkholes developing that indicate pipe failure beneath the surface. Kick out to Level 3 inspection.</p>	<ul style="list-style-type: none"> Where blockages are visible, a decision is needed on whether to clear them or leave in place. If a third of the pipe is full of sediment, it should be removed by a contractor with pipe-cleaning equipment. Corrosion of inlet pipes that allows flow around the pipe exterior is a structural concern because it can lead to settlement, sinkholes and undermining pond embankment. Evidence of this type of failure may require specialized pipe-inspection equipment and investigation by an engineer. <p><input type="checkbox"/> Level 3 inspection necessary</p>
Observed Condition: Pond Conditions	
<p><input type="checkbox"/> Condition 1: Pond pre-treatment zone is full of sediment or not constructed as shown on as-built drawings.</p> <p><input type="checkbox"/> Condition 2: Excessive buildup of sediment or overgrowth</p> <p>If the pre-treatment area or pond pool is overgrown or filled with sediment so that the original design is compromised, corrective measures are required. If plants have died, then replanting is necessary. If none of the original design exists due to alteration or sediment, kick out to Level 3 inspection.</p>	<ul style="list-style-type: none"> It may require inspection by an engineer to determine next steps for clearing, replanting or reconstruction. Erosion or settlement such that design has been compromised should be reviewed by an engineer. Recurring erosion may require redesign and/or regrading to direct flow away from eroding area. If sediment has filled more than 50% of the pond's capacity, dredging is likely needed and should be evaluated by a qualified contractor. Removal or control of excessive algae or aquatic plants can be assessed by a qualified pond maintenance company. <p><input type="checkbox"/> Level 3 inspection necessary</p>

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Rainwater Harvesting Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other 	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				

RWH Conveyance System and Filter

Inspect any gutters, downspouts, drainage pipes, and filters connected to the Rainwater Harvesting System.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Leaves, sticks, or other debris in gutters and downspouts	<input type="checkbox"/> Remove all debris by hand. <input type="checkbox"/> Other:
<input type="checkbox"/> Leaves, sticks, or other debris in filter(s)	<input type="checkbox"/> Clean out all debris and organic matter buildup by hand or by spraying with a hose. <input type="checkbox"/> Other:

RWH Conveyance System and Filter

Inspect any gutters, downspouts, drainage pipes, and filters connected to the Rainwater Harvesting System.

Problem (Check if Present)	Follow-Up Actions
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Filter (first-flush diverter or vortex filter outside the tank) does not seem to be operating, is completely clogged, or does not appear to be trapping any debris.
<input type="checkbox"/> Loose or disconnected junctions between gutters, pipes, or filters	<input type="checkbox"/> Secure any loose junctions or parts and make sure they are properly sealed to prevent leaks, <input type="checkbox"/> Other:

RWH Storage Tank

Inspect for any leaks or blockages when tank is full. Drain tank to visually inspect interior without breaking the plane of the opening with any part of the body. This is a confined space that should only be entered by those with special training.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Tank is above ground and not freeze proof.	Winterize the tank by performing the following steps: <input type="checkbox"/> Drain down water level in the tank before winter to avoid damage from freezing temperatures. <input type="checkbox"/> Drain water from pipes and pumps. <input type="checkbox"/> Disconnect conveyance pipes from the tank to enable roof runoff to bypass the tank during winter.
<input type="checkbox"/> Mosquito larvae or other insects present in the water	<input type="checkbox"/> Add mosquito dunks to water. <input type="checkbox"/> Ensure that insect screens are installed on all openings and are properly sealed (inlet and outlets). <input type="checkbox"/> Other:
<input type="checkbox"/> Debris, algae, or organic matter accumulated in tank	<input type="checkbox"/> Remove as much as possible, by hand. <input type="checkbox"/> Other:
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: For large tanks that cannot easily be accessed for inspection and/or cleaning, defer to Level 2 Inspection.
<input type="checkbox"/> Tank does not appear to fill fully even during large rains, or water level drops quickly after filling.	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Water is bypassing the tank and/or there are leaks in the tank wall. This will likely require special expertise to diagnose and fix.
<input type="checkbox"/> Problems with pumps, filters, or other mechanical components	<input type="checkbox"/> Kick-Out to Level 2 Inspection: This will likely require special expertise to diagnose and fix.

RWH Outlets

Examine the outlet pipe(s) and the point at which it overflows onto the ground.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Slow flow from outlet caused by faulty or clogged valve	<input type="checkbox"/> If clogging seems to be the problem, ream out sediment from valve if this can be done from exterior. <input type="checkbox"/> Other:
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Valve needs to be replaced or cannot be cleaned out from outside of tank.
<input type="checkbox"/> Flow from outlet is backing up toward building foundation.	<input type="checkbox"/> Add flexible pipe to end of outlet pipe to divert flow further away and downhill from building.
<input type="checkbox"/> Erosion or drainage issues at outlet	<input type="checkbox"/> Add a gravel and/or stone pad to reduce the impact from the water flowing out of the outlet pipe during storms. <input type="checkbox"/> Other:
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Rills have formed, erosion or drainage problems are more severe or cannot be resolved, or there is discoloration or other unusual conditions around the outlet.

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Rainwater Harvesting Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection – RAINWATER HARVESTING

Recommended Repairs

Triggers for Level 3 Inspection

Observed Condition: Tank is not filling properly or water level drops quickly

☐ Condition 1: Tank is not filling properly

Look for signs of water bypassing the tank. Inspect the conveyance system and filters to make sure that all parts are properly connected and not leaking. Observe the system during a rainstorm to make sure that water is not backing up and spilling out of the gutters or getting excessively diverted by the filter. Adjust angles and placement of filter as needed.

☐ Condition 2: Water level drops quickly after filling

Requires diagnosis and resolution of problem:

- Leaking valve or spigot?
- Crack in tank wall?
- Pump turning on unnecessarily?

- Gutters, pipes, and/or filter appear to be undersized or not properly designed.
- Structural or mechanical problem requires special expertise in rainwater harvesting systems.

☐ Level 3 Inspection necessary

Observed Condition: Tank is sinking, leaning, or at risk of collapse

☐ Condition 1: Foundation is not stable

This repair may need specialized equipment and skill, depending on the size and type of tank. For smaller tanks (like rain barrels), drain and disconnect the tank to move it aside. Compact the underlying soil and create a solid, level base for the tank with concrete blocks or gravel. Seek professional help for larger tanks.

☐ Condition 2: Other structural problem

Seek professional help.

- Tanks cannot be easily adjusted or fixed by hand.

☐ Level 3 Inspection necessary

Observed Condition: Severe erosion at outlet

☐ Condition 1: Erosion gets worse even after re-seeding or adding stone

There are several potential solutions to this continued erosion. Add geotextile fabric below the stone to protect the soil. Dig out a pit at the outfall and fill with gravel or stone to absorb the velocity of the water spilling out the tank. If the outlet flows onto a steep slope, consider extending the pipe length to a flatter area. Some of these actions may require help from a contractor.

- Erosion control cannot easily be installed by hand.
- Erosion recurs after previous repairs.
- Downstream drainage concerns

☐ Level 3 Inspection necessary

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

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Inspector/Operator: _____

Date: _____

Sand and Organic Filter Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type			Type of Site
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				




SF Drainage Area

Look for both pervious and impervious areas that are uphill from the filter.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt; reference below)	<input type="checkbox"/> Seed and straw areas of bare soil to get vegetation established. <input type="checkbox"/> Fill in erosion areas with soil, compact, and seed and straw to establish vegetation. <input type="checkbox"/> If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> Other:




SF Drainage Area

Look for both pervious and impervious areas that are uphill from the filter.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)</p>	<p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Large areas of soil have been eroded, or larger channels are forming. May require rerouting of flow paths.</p>
 <p><input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials</p>	<p><input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc.</p> <p><input type="checkbox"/> Other:</p>
 <p><input type="checkbox"/> Open containers of oil, grease, paint, or other substances</p>	<p><input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous.</p> <p><input type="checkbox"/> Other:</p>



SF Inlets

Look for all the places where water flows into the filter practice.

Problem (Check if Present)		Follow-Up Actions
	<input type="checkbox"/> Inlets are collecting grit and debris or grass/weeds growing. Some water may not be getting into the filter practice.	<div> <input type="checkbox"/> Use a flat shovel to remove grit and debris (especially at curb inlets or openings). Parking lots generate fine grit that accumulates at these spots. <input type="checkbox"/> Pull out clumps of growing grass or weeds and scoop out the soil or grit that the plants are growing in. <input type="checkbox"/> Remove any grass clippings, leaves, sticks, and other debris that is collecting at inlets. <input type="checkbox"/> For pipes and ditches, remove sediment and debris that is partially blocking the pipe or ditch opening where it enters the Filter practice. <input type="checkbox"/> Dispose of all material properly in an area where it will not re-enter the practice. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Inlets are blocked to the extent that most of the water does not seem to be entering the filter practice. </div>
	<input type="checkbox"/> Some or all of the inlets are eroding so that rills, gullies, and other erosion are present, or there is dirt washing into the filter practice.	<div> <input type="checkbox"/> For small areas of erosion, smooth out the eroded part and apply rock or stone (e.g., river cobble) to prevent further erosion. Usually, filter fabric is placed under the rock or stone. <input type="checkbox"/> In some cases, reseeding and applying erosion-control matting can be used to prevent further erosion. Some of these materials may be available at a garden center, but it may be best to consult a landscape contractor. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Erosion is occurring at most of the inlets and it looks like there is too much water concentrating at these points. The inlet design may have to be modified. </div>
	<input type="checkbox"/> For an underground filter, water is ponding and doesn't seem to be getting through the filter.	<div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: This is generally a more serious problem and should be referred for a Level 2 Inspection because it will require opening up the filter vault to check for clogging. </div>


SF Filter Area (for Surface Sand Filters)

Examine the surface of the filter and the observation well, if present.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Filter has grass and vegetation growing on more than 25% of the filter bed, threatening to clog the filter. 	<ul style="list-style-type: none"> <input type="checkbox"/> Vegetation growing in the filter bed should be removed either manually or with a water-safe herbicide (e.g., glyphosate without surfactants). <input type="checkbox"/> Other: <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The filter seems clogged, or vegetation and weeds have proliferated past the point where the Level 1 person can manage it. </div>
<ul style="list-style-type: none"> <input type="checkbox"/> Minor amounts of sediment, grit, trash, or other debris are accumulating on the surface. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use a shovel to scoop out minor amounts of sediment or grit, especially in the spring after winter sanding materials wash in and accumulate. Dispose of the material where it cannot re-enter the filter. <input type="checkbox"/> If removing the material creates a hole or low area, rake the surface smooth and level. <input type="checkbox"/> Remove trash, debris, and other undesirable materials. <input type="checkbox"/> Other: <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Sediment (other than sand) has accumulated more than 2-inches deep and covers 25% or more of the surface of the filter area. </div>
 <ul style="list-style-type: none"> <input type="checkbox"/> There is erosion on the surface; water seems to be carving out rills as it flows across the filter surface, or sinkholes are forming in certain areas. 	<ul style="list-style-type: none"> <input type="checkbox"/> For minor areas of erosion, try filling the eroded areas with clean, coarse construction sand. <input type="checkbox"/> Other: <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem persists or the erosion is more than 3-inches deep and seems to be an issue with how water enters and moves through the filter area. <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem does not seem to be caused by flowing water but by a collapse or sinking of the surface (e.g., "sinkhole") due to some underground problem. </div>

SF Filter Area (for Surface Sand Filters)

Examine the surface of the filter and the observation well, if present.

Problem (Check if Present)	Follow-Up Actions
<div>  <div> <input type="checkbox"/> Water is still visible on the surface and/or the standpipe (if present) more than 72 hours after a rainstorm. The filter practice drains very slowly or is completely clogged. </div> </div>	<div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: This is generally a serious problem, and it will be necessary to activate a Level 2 Inspection. </div>

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

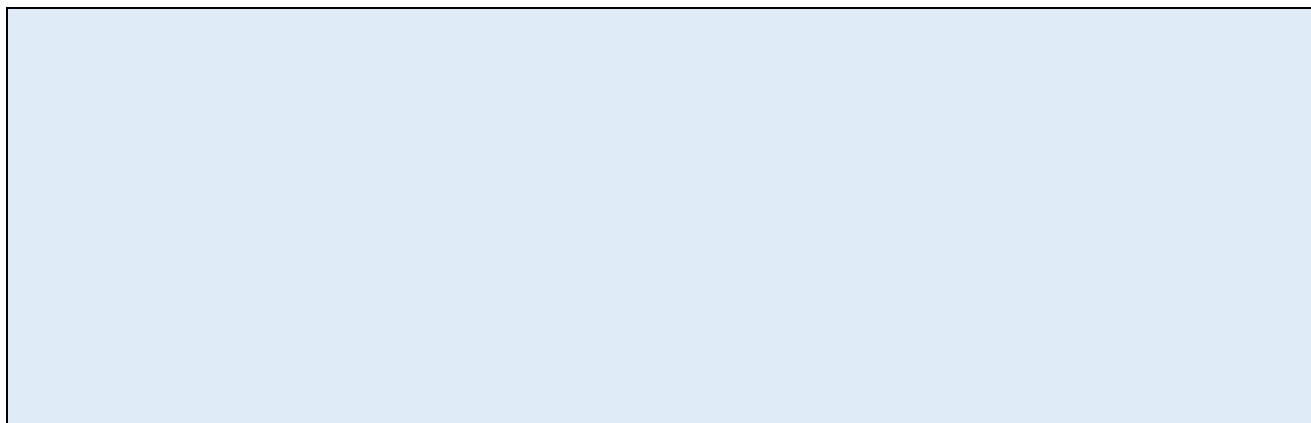
Sand and Organic Filter Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Table 3.12.1 Level 2 Inspection: SAND AND ORGANIC FILTERS

Recommended Repairs	Triggers for Level 3 Inspection
<p>Observed Condition: Water Stands on Surface for More than 72 Hours after Storm</p> <p><input type="checkbox"/> Condition 1: Small pockets of standing water</p> <p>Use a soil probe or auger to examine the sand or filter profile. If isolated areas have accumulated grit, fine silt, vegetative debris, oily sludge or bad sand media, try scraping off top 3 inches of media and replacing with clean, coarse construction sand.</p> <p><input type="checkbox"/> Condition 2: Standing water is widespread or covers entire surface</p> <p>Look in the underdrain cleanout (if present) and use a tape measure to estimate the depth of water standing in the sand layer. Requires diagnosis and resolution of problem:</p> <ul style="list-style-type: none"> • Clogged underdrain • Filter fabric between the sand layer and underdrain gravel OR on top of the sand filter layer (usually held in place by a thin layer of gravel) • Too much sediment/grit/vegetative debris/oily sludge washing in from drainage area • Too much ponding depth • Improper sand media 	
	<ul style="list-style-type: none"> • Sand or organic media is clogged, but problem was not evident from Level 2 inspection. • Level 2 inspection identifies problem, but it cannot be resolved easily or is associated with the original design of the practice. • The problem seems to be filter fabric placement, but this is specified in the original design. • The entire filter media layer or filter cartridges need to be replaced. • The problem is associated with improper configuration of underdrain pipes or outlet structures. <p><input type="checkbox"/> Level 3 Inspection necessary</p>

Notes:



Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____




Date: _____

Swale Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				


SW Drainage Area

Look at areas that are uphill from the swale.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Bare soil, erosion of the ground (rills washing out the dirt)</p>	<p> <input type="checkbox"/> Seed and mulch or sod areas of bare soil to establish vegetation. <input type="checkbox"/> Fill in erosion areas with soil, compact, and add seed and straw to establish vegetation. <input type="checkbox"/> If a rill or small channel is forming, try to redirect water flowing to this area by creating a small berm or adding topsoil to areas that are heavily compacted. <input type="checkbox"/> Other: </p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Large areas of soil have been eroded, or larger channels are forming. May require rerouting of flow paths</p>
 <p><input type="checkbox"/> Piles of grass clippings, mulch, dirt, salt, or other materials</p>	<p> <input type="checkbox"/> Remove or cover piles of grass clippings, mulch, dirt, etc. <input type="checkbox"/> Other: </p>
 <p><input type="checkbox"/> Open containers of oil, grease, paint, or other substances</p>	<p><input type="checkbox"/> Cover or properly dispose of materials; consult your local solid waste authority for guidance on materials that may be toxic or hazardous.</p>
<p><input type="checkbox"/> Grass dying at edge of road</p>	<p> <input type="checkbox"/> Seed and mulch; add topsoil or compost if needed. <input type="checkbox"/> Other: </p> <p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Grass on edge of pavement continues to die off for unknown reasons. Swale edge may need to be replaced with other materials (e.g., stone diaphragm).</p>


SW Inlets

Stand in the swale and look for all the places where water flows in.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Inlets or the swale edge are collecting grit, grass clippings, or debris or have grass/weeds growing. Some water may not be getting into the swale. The objective is to have a clear pathway for water to flow into the swale.	<div data-bbox="948 373 1531 892"> <input type="checkbox"/> Use a flat shovel to remove grit and debris (especially at curb inlets or opening). Parking lots will generate fine grit that will accumulate at these spots. <input type="checkbox"/> Pull out clumps of growing grass or weeds, and scoop out the soil or grit that the plants are growing in. <input type="checkbox"/> Remove any grass clippings, leaves, sticks, and other debris that is collecting at inlets or along the edge of the swale where water is supposed to enter. <input type="checkbox"/> For pipes and ditches, remove sediment and debris that is partially blocking the pipe or ditch opening where it enters the swale. <input type="checkbox"/> Dispose of all material properly in an area where it will not re-enter the swale. <input type="checkbox"/> Other: </div> <div data-bbox="948 940 1531 1035"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Inlets are blocked to the extent that most of the water does not seem to be entering the swale. </div>
<div data-bbox="94 1157 618 1528">  </div> <input type="checkbox"/> Some or all of the inlets are eroding so that rills, gullies, and other erosion are present, or there is bare dirt that is washing into the swale.	<div data-bbox="948 1094 1531 1388"> <input type="checkbox"/> For small areas of erosion, smooth out the eroded part and apply rock or stone (e.g., river cobble) to prevent further erosion. Usually, filter fabric is placed under the rock or stone. <input type="checkbox"/> In some cases, reseeding and applying an erosion control matting can be used to prevent further erosion. Some of these materials may be available at a garden center, but it may be best to consult a landscape contractor. <input type="checkbox"/> Other: </div> <div data-bbox="948 1478 1531 1572"> <input type="checkbox"/> Level 2 Inspection: Erosion is occurring at most of the inlets or along much of the swale edge. The inlet design may have to be modified. </div>


SW Surface Area

Examine the entire swale surface and side slopes.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Minor areas of sediment, grit, trash, or other debris are accumulating in the swale.	<div> <input type="checkbox"/> Use a shovel to scoop out minor areas of sediment or grit, especially in the spring after winter sanding materials may wash in and accumulate. Dispose of the material where it cannot re-enter the swale. <input type="checkbox"/> If removing the material creates a hole or low area, fill with good topsoil and add seed and straw to re-vegetate. <input type="checkbox"/> Remove trash, vegetative debris, and other undesirable materials. <input type="checkbox"/> If the swale is densely vegetated, it may be difficult to do the maintenance; check for excessive ponding or other issues described in this section to see if the accumulated material is causing a problem. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Sediment has accumulated more than 3 inches deep and covers 25% or more of the swale surface. <input type="checkbox"/> The source of sediment is unknown or cannot be controlled with simple measures. </div>
 <input type="checkbox"/> There is erosion in the bottom or on the side slopes. Water seems to be carving out rills as it flows through the swale or on the slopes.	<div> <input type="checkbox"/> Try filling the eroded areas with clean topsoil, and then seed and mulch to establish vegetation. <input type="checkbox"/> If the problem recurs, you may have to use some type of matting, stone (e.g., river cobble), or other material to fill in eroded areas. <input type="checkbox"/> If the erosion is on a side slope, fill with soil and cover with erosion-control matting or at least straw mulch after re-seeding. </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem persists or the erosion is more than 3 inches deep and seems to be an issue with how water enters and moves through the swale. <input type="checkbox"/> Kick-Out to Level 2 Inspection: The problem does not seem to be caused by flowing water, but a collapse or sinking of the surface (e.g., "sinkhole") due to some underground problem. </div>
<input type="checkbox"/> Water does not flow evenly down the length of the swale, but ponds in certain areas for long periods of time (e.g., 72 hours after a storm). The swale does not seem to have "positive drainage." Check during or immediately after a rain storm.	<div> <input type="checkbox"/> If the problem is minor (just small, isolated areas), try using a metal rake or other tools to create a more even flow path; remove excessive vegetative growth, sediment, or other debris that may be blocking the flow. <input type="checkbox"/> Other: </div> <div> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Water ponds in more than 25% of the swale for three days or more after a storm. The issue may be with the underlying soil or the grade of the swale. <input type="checkbox"/> Water ponds behind check dams for three days or more after a storm. Check dams may be clogged or not functioning properly. </div>


SW Surface Area

Examine the entire swale surface and side slopes.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Check dams (if present): water is flowing around the edges of check dams, creating erosion or sinkholes on the uphill or downhill side, or the check dams are breaking apart or breaching .</p>	<p><input type="checkbox"/> If the problem is isolated to just a few check dams, try simple repairs.</p> <p><input type="checkbox"/> It is very important for the center of each check dam (where most of the water flows) to be lower (by at least several inches) than the edges of the check dams where they meet the side slopes. Also, the check dams should be keyed into side slopes so water does not flow between the check dam and side slope.</p> <p><input type="checkbox"/> Use a level to check the right check-dam configuration, as noted above. Repair by moving around stone, filling and compacting soil, or adding new material so that water will be directed to the center of the check dam instead of the edges.</p> <p><input type="checkbox"/> Other:</p>
	<p><input type="checkbox"/> Kick-Out to Level 2 Inspection: Many check dams are impacted and/or the problem seems to be a design issue with height, spacing, shape, or materials used to construct them.</p>


SW Vegetation

Assess the swale vegetation.

Problem (Check if Present)	Follow-Up Actions
 <p><input type="checkbox"/> Vegetation is too overgrown to access swale for maintenance activities</p>	<p><input type="checkbox"/> Mow or bush-hog the path.</p> <p><input type="checkbox"/> Other:</p>

SW Vegetation

Assess the swale vegetation.

Problem (Check if Present)	Follow-Up Actions
 <ul style="list-style-type: none"> <input type="checkbox"/> Vegetation requires regular maintenance: pulling weeds, removing dead and diseased plants, adding plants to fill in areas that are not well vegetated, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> If you can identify which plants are weeds or not intended to be part of the planting plan, eliminate these, preferably by hand pulling. <input type="checkbox"/> If weeds are widespread, check with the local stormwater authority and/or Extension Office about proper use of herbicides for areas connected with the flow of water. <input type="checkbox"/> Even vegetation that is intended to be present can become large, overgrown, block flow, and/or crowd out surrounding plants. Prune and thin accordingly. <input type="checkbox"/> If weeds or invasive plants have overtaken the whole swale, bush-hog the entire area before seed heads form in the spring. It will be necessary to remove the root mat manually or with appropriate herbicides, as noted above. <input type="checkbox"/> Replant with species that are aesthetically pleasing and seem to be doing well in the swale. <input type="checkbox"/> Other:
<ul style="list-style-type: none"> <input type="checkbox"/> Vegetation is too thin, is not healthy, and there are many spots that are not well vegetated. 	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: You are unsure of the original planting design or the vegetation maintenance task is beyond your capabilities of time, expertise, or resources. If you are unsure of the health of the vegetation (e.g. salt damage, invasives, which plants are undesirable) or the appropriate season to conduct vegetation management, consult a landscape professional before undertaking any cutting, pruning, mowing, or brush hogging.
	<ul style="list-style-type: none"> <input type="checkbox"/> The original plants are likely not suited for the actual conditions within the swale. If you are knowledgeable about plants, select and plant more appropriate vegetation (preferably native plants) so that almost the entire surface area will be covered by the end of the second growing season. <input type="checkbox"/> Other:
	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: For all but small practices (e.g., in residential yards), this task will likely require a landscape design professional or horticulturalist.

SW Outlets

Examine outlets that release water out of the swale.

Problem (Check if Present)	Follow-Up Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Outlet is obstructed with mulch, sediment, debris, trash, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove the debris and dispose of it where it cannot re-enter the swale. <input type="checkbox"/> Other:
	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-Out to Level 2 Inspection: Outlet is completely clogged or obstructed; there is too much material to remove by hand or with simple hand tools.

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Swale Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

Level 2 Inspection: SWALE

Recommended Repairs	Triggers for Level 3 Inspection
Observed Condition: Water Stands on Surface for More than 72 Hours after Storm	
<p><input type="checkbox"/> Condition 1: Small pockets of standing water</p> <p>Use a soil probe or auger to examine the soil profile. If isolated areas have accumulated grit, fines, or vegetative debris or have compacted soil, try scraping off top 3 to 6 inches of soil and replacing with clean material. Also check to see that surface is level and water is not ponding selectively in certain areas.</p> <p><input type="checkbox"/> Condition 2: Standing water is widespread or covers entire surface</p> <p>Requires diagnosis and resolution of problem:</p> <ul style="list-style-type: none"> • Bad or compacted soil • Filter fabric on the swale bottom • Too much sediment/grit washing in from drainage area? • Too much ponding depth? • Longitudinal slope is too flat? 	<ul style="list-style-type: none"> • Soil is overly compacted or clogged and problem is not evident from Level 2 inspection. • Level 2 inspection identifies problem, but it cannot be resolved easily or is associated with the original design of the practice (e.g., not enough slope down through the swale). <p><input type="checkbox"/> Level 3 inspection necessary</p>

Observed Condition: Vegetation is predominantly weeds and invasive species

<p>For a small area, weed and dig up invasive plants. Replant with natives or plants from original planting plan.</p> <p>If longer than 100 feet, develop a new planting plan and have it professionally reviewed.</p>	<ul style="list-style-type: none"> • Vegetation deviates significantly from original planting plan; swale has been neglected and suffered from deferred maintenance. • Owner/responsible party does not know how to maintain the practice. • For large area, hire a professional to develop a grading plan and develop a planting plan. <p><input type="checkbox"/> Level 3 inspection necessary</p>
--	---

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Tree Planting Stormwater Management Practices Level 1 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date			Inspection Time	
Inspector				
Date of Last Inspection				

TP Watering

Inspect the trees to determine whether they need watering.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Soil is not moist to the touch and/or it has not rained in a week, and leaves/needles are starting to appear wilted/dry.	<input type="checkbox"/> Water trees deeply and slowly near the base. Soaker hoses and drip irrigation work best for deep watering of trees and shrubs. <input type="checkbox"/> Other:

TP Mulch

Mulch should be applied in the late spring and during leaf fall. Check the depth of mulch regularly. Rake the old mulch to break up any matted layers and to refresh the appearance.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Mulch is too thin or thick (should be approximately 3" deep) or does not extend to tree canopy (or 5' radius if tree has a larger than 10' canopy reach).	<input type="checkbox"/> Add or remove mulch around tree canopy to maximum 5' radius but not within 3" of the bark. <input type="checkbox"/> If mulch is against the stems or tree trunks, pull it back several inches to expose the base of the trunk and root crown. <input type="checkbox"/> Other:

TP Pruning

Examine the branches and tree shape.

Problem (Check if Present)	Follow-Up Actions
<input type="checkbox"/> Presence of suckers, dead or diseased branches, branches that interfere with pedestrian traffic	<input type="checkbox"/> Selective cutting <input type="checkbox"/> Prune to make the tree more aesthetically pleasing and remove disease. <input type="checkbox"/> Other:
	<input type="checkbox"/> Kick-Out to Level 2 Inspection: Use an arborist or landscaper for more extensive pruning jobs.

Additional Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Tree Planting Stormwater Management Practices Level 2 Inspection Checklist

SMP ID #		SMP Owner		<input type="checkbox"/> Private <input type="checkbox"/> Public
SMP Location (Address; Latitude & Longitude)				
	Latitude		Longitude	
Party Responsible for Maintenance	System Type		Type of Site	
<input type="checkbox"/> Same as SMP Owner <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Continuous Use <input type="checkbox"/> Other	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> State	
Inspection Date		Inspection Time		
Inspector				
Date of Last Inspection				

Level 2 Inspection: TREE PLANTING	
Recommended Repairs	Triggers for Level 3 Inspection
Observed Condition: Appearance of fungus or pest damage	
<input type="checkbox"/> Condition 1: Fungus, discoloration, browning leaves or holes in leaves Check with arborist or other tree professional about the best way to proceed. This requires a Level 3 inspection. <input type="checkbox"/> Condition 2: Burrowing insects, holes Check with arborist or other tree professional about the best way to proceed. This requires a Level 3 inspection.	<ul style="list-style-type: none"> Any concerns about how to address infestation or disease <input type="checkbox"/> Level 3 inspection necessary

Notes:

Inspector: _____

Date: _____

Complete the following if follow-up/corrective actions were identified during this inspection:

Certified Completion of Follow-Up Actions:

"I hereby certify that the follow-up/corrective actions identified in the inspection performed on _____ (DATE) have been completed and any required maintenance deficiencies have been adequately corrected."

Inspector/Operator: _____

Date: _____

Post-Construction Stormwater Management Practice (SMP) Inspection & Maintenance Procedures

Responsibilities

Each of the Town of Pound Ridge's stormwater staff is responsible for implementing the requirements and may not defer from these SMP Inspection & Maintenance Procedures. The Town is responsible for abiding by all requirements of the MS4 GP-0-24-001 Permit.

- The positions responsible for SMP inspections are the Stormwater Program Coordinator and Stormwater Management Officer.
- The position(s) who has authority to implement enforcement procedures is the Stormwater Management Officer as well as the Town Supervisor.

MS4 Permit Requirements

1. Frequency
 - a. The Town of Pound Ridge must ensure each post-construction SMP identified in the post-construction SMP inventory is inspected at the frequency specified in the NYSDEC Maintenance Guidance 2017 or as specific in the approved SWPPP. Inspection frequencies should be noted in the inventory and monitored.
2. Documentation
 - a. The Town of Pound Ridge must document SMP inspections using the Post-construction SMP Inspection Checklist.
3. Follow-up Actions
 - a. Within 30 days of the inspection, any required follow-up actions must be completed and documented.
 - Maintenance
 - Repair
 - Higher-level inspection
 - b. Within 60 days of inspection, enforcement actions must be initiated if follow-up actions are not complete.
4. Training
 - a. For existing staff, training on the Town's post-construction SMP inspection procedures will be given prior to conducting any inspections and once every five (5) years thereafter.
 - b. If new staff are added, training on the Town's post-construction SMP inspection procedures will be given prior to conducting any inspections.
 - c. If the post-construction SMP inspection procedures are updated, training on the updates will be given to staff prior to conducting inspections.
 - d. Name/Title/Contact Information of Individuals Trained
 - i. James H. Perry, Building Inspector/Stormwater Management Officer, jperry@townofpoundridge.com
 - ii. Jason A. Pitingaro, PE, Town Engineer/Stormwater Program Coordinator, info@panddengineers.com
 - iii. Theodore Taylor, EIT, Civil Engineer, info@panddengineers.com
 - iv. Lena Li, Environmental Scientist, info@panddengineers.com

Appendix S – Municipal Facility Program

DRAFT



**Department of
Environmental
Conservation**

**Municipal Facility Assessment Form
For SPDES MS4 General Permit,
GP-0-24-001**

Assessments must be conducted by a person with the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility and evaluate the effectiveness of best management practices required by the SPDES MS4 General Permit (GP-0-24-001).

MS4 Permit ID:

MS4 Operator Name:

Facility Name:

Facility Type:

Date:

Weather Conditions:

Is stormwater runoff present during this assessment? ☐ Yes ☐ No

Comments:

General

Yes

No

1 Is this a high priority municipal facility?

☐

☐

2 If this is a high priority municipal facility, does the facility qualify for a No Exposure Certification?

☐

☐

3 If this is a high priority municipal facility, is there a completed SWPPP available?

☐

☐

4 Does the facility have any MS4 outfalls?

☐

☐

5 Does the facility have any interconnections?

☐

☐

6 Does the facility have any municipal facility intraconnections?

☐

☐

Comments:

Good Housekeeping

Yes

No

7 Are paved surfaces free of trash, sediment, and/or debris?

☐

☐

8 Date the paved area was last swept or vacuumed.

☐

☐

9 Do outdoor waste receptacles have covers?

☐

☐

10 Are the waste receptacles emptied on a regular basis?

☐

☐

11 Are there signs of leaks, contaminants or overfilling at the waste receptacle area?

☐

☐

12 Are the following facility areas free of accumulated trash, sediment, debris, contaminants, and spills:

☐

☐

- Salt storage areas

☐

☐

- Container storage areas

☐

☐

- Maintenance areas

☐

☐

	- Staging areas	<input type="checkbox"/>	<input type="checkbox"/>
	- Material stockpile areas	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<u>Vehicle and Equipment Areas</u>		<input type="checkbox"/> <u>N/A</u>	
13	Are vehicle/equipment parked indoors or under a roof?	<input type="checkbox"/>	<input type="checkbox"/>
14	Are vehicles/equipment washed in only designated areas?	<input type="checkbox"/>	<input type="checkbox"/>
15	Are vehicles washed regularly to remove contamination and prevent them from polluting stormwater?	<input type="checkbox"/>	<input type="checkbox"/>
16	Is all wash water treated in an oil water separator prior to discharge?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is all wash water managed so it does not enter the MS4?	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
<u>Vehicle/Equipment Maintenance</u>		<input type="checkbox"/> <u>N/A</u>	
18	Is equipment stored under shelter or elevated and covered?	<input type="checkbox"/>	<input type="checkbox"/>
19	Are fluids drained over a drip pan or pad?	<input type="checkbox"/>	<input type="checkbox"/>
20	Are funnels or pumps used when transferring fluids?	<input type="checkbox"/>	<input type="checkbox"/>
21	Are waste rags and used absorbent pads disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>
22	Are any vehicles and/or equipment leaking fluids?	<input type="checkbox"/>	<input type="checkbox"/>
23	Are drip pans immediately placed under leaks?	<input type="checkbox"/>	<input type="checkbox"/>
24	Are materials, equipment, and activities located so that leaks are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas)?	<input type="checkbox"/>	<input type="checkbox"/>
25	Are vehicles inspected daily for leaks?		
Comments:			
<u>Fueling areas</u>		<input type="checkbox"/> <u>N/A</u>	
26	Is fueling performed under a canopy or roof?	<input type="checkbox"/>	<input type="checkbox"/>
27	Are spill cleanup materials available at the fueling area?	<input type="checkbox"/>	<input type="checkbox"/>
28	Are breakaway valves used on fueling hoses?	<input type="checkbox"/>	<input type="checkbox"/>
29	Is the fueling handle lock disconnected so the operator must attend the fueling?	<input type="checkbox"/>	<input type="checkbox"/>
30	Is stormwater runoff from fueling area treated in an oil/water separator?	<input type="checkbox"/>	<input type="checkbox"/>
31	Is the fueling automatic stop inspected regularly to ensure it is working properly?	<input type="checkbox"/>	<input type="checkbox"/>
32	Are all fuel deliveries monitored?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

<u>Salt Storage Piles or Pile Containing Salt</u>				<input type="checkbox"/> <u>N/A</u>	Yes	No
33	Is salt stored in a salt storage building or under a roof?				<input type="checkbox"/>	<input type="checkbox"/>
34	Are controls in place to minimize spills while adding or removing material from the pile?				<input type="checkbox"/>	<input type="checkbox"/>
35	Are salt spills cleaned up promptly?				<input type="checkbox"/>	<input type="checkbox"/>
36	Is overflow and tracked salt removed promptly from loading areas?				<input type="checkbox"/>	<input type="checkbox"/>
37	Is stormwater draining away from the salt pile directed to a vegetated filter area				<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
<u>Fluids Management</u>				<input type="checkbox"/> <u>N/A</u>	Yes	No
38	Are all drums and containers of fluids stored with proper cover and containment?				<input type="checkbox"/>	<input type="checkbox"/>
39	Are fluids stored in appropriate containers and/or storage cabinets?				<input type="checkbox"/>	<input type="checkbox"/>
40	Are all fluids kept in original containers or labeled in a manner that describes the contents adequately?				<input type="checkbox"/>	<input type="checkbox"/>
41	Are Material Safety Data Sheets (MSDS/SDS) readily available?				<input type="checkbox"/>	<input type="checkbox"/>
42	Are all containers that are stored free of leaks or deposits?				<input type="checkbox"/>	<input type="checkbox"/>
43	Are containers of product inspected regularly?				<input type="checkbox"/>	<input type="checkbox"/>
44	Is used oil and antifreeze stored indoors and/or on spill containment pallets?				<input type="checkbox"/>	<input type="checkbox"/>
45	Is used oil and antifreeze properly disposed of or recycled?				<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
<u>Lead Acid Batteries</u>				<input type="checkbox"/> <u>N/A</u>	Yes	No
46	Are lead-acid batteries stored indoors on spill containment pallets or in bins?				<input type="checkbox"/>	<input type="checkbox"/>
47	Are intact batteries stored on an acid-resistant rack or tub?				<input type="checkbox"/>	<input type="checkbox"/>
48	Are cracked or leaking batteries stored in labeled, closed, leak-proof containers?				<input type="checkbox"/>	<input type="checkbox"/>
49	Is the date each battery was placed in storage recorded?				<input type="checkbox"/>	<input type="checkbox"/>
50	Are batteries stacked more than 5 high?				<input type="checkbox"/>	<input type="checkbox"/>
51	Are batteries inspected regularly for leaks?				<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
<u>Spill Prevention and Response Procedures</u>				<input type="checkbox"/> <u>N/A</u>	Yes	No
52	Are vehicles inspected daily for leaks?				<input type="checkbox"/>	<input type="checkbox"/>

53	Is spill control equipment and absorbents readily available?	<input type="checkbox"/>	<input type="checkbox"/>
54	Are emergency phone numbers posted in conspicuous areas?	<input type="checkbox"/>	<input type="checkbox"/>
55	Are spills contained and cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<u>General Material Storage Areas</u>		<input type="checkbox"/> <u>N/A</u>	
56	Are leaking or damaged materials stored inside a building or another type of storm resistance shelter?	<input type="checkbox"/>	<input type="checkbox"/>
57	Are all material stockpiles within containment structures (e.g., concrete barriers, earthen berms) or stored in a manner that does not allow discharge of impacted stormwater?	<input type="checkbox"/>	<input type="checkbox"/>
58	Are used fuel tanks and other scrap metal and parts drained of fluids and stored under cover?	<input type="checkbox"/>	<input type="checkbox"/>
59	Are outdoor containers covered?	<input type="checkbox"/>	<input type="checkbox"/>
60	Are piles of spoils, asphalt, debris, etc. stored under a roof or cover?	<input type="checkbox"/>	<input type="checkbox"/>
61	Are spills of material or debris cleaned up promptly?	<input type="checkbox"/>	<input type="checkbox"/>
62	Are used tire storage piles placed away from storm drains or conveyances?	<input type="checkbox"/>	<input type="checkbox"/>
63	Are tires recycled frequently to keep the number of stored tires manageable?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<u>Stormwater Management</u>		Yes	No
64	Are employees trained on the municipal facility procedures?	<input type="checkbox"/>	<input type="checkbox"/>
66	Are BMPs and treatment structures working as designed?	<input type="checkbox"/>	<input type="checkbox"/>
67	Are BMPs and treatment structures free from debris buildup or overgrown vegetation that may impair function?	<input type="checkbox"/>	<input type="checkbox"/>
68	Catch basins should be cleaned in accordance with the timeframes listed in Part VI.F.3.c.iii. / Part VII.F.3.c.iii, depending on the MS4 Operator type. Based on this, do any catch basins need to be cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
69	Are berms, curbing or other methods used to divert and direct discharges adequate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
70	Are rooftop drains directed to areas away from pavement?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<u>Erosion and Sediment Controls</u>		Yes	No
71	Are soil stabilization measures (e.g., seed and mulch, rolled erosion control products) considered in areas that have the potential for significant soil erosion?	<input type="checkbox"/>	<input type="checkbox"/>
72	Are natural buffers maintained around surface waters?	<input type="checkbox"/>	<input type="checkbox"/>
73	Are flow velocity dissipation devices in place at monitoring locations and channel outlets (rock riprap, stone check dams, concrete baffles)?	<input type="checkbox"/>	<input type="checkbox"/>
74	Do controls conform to the NYS Standards and Specifications for Erosion and Sediment Control (2016), or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:			
<u>Corrective Actions and Comment</u>			
Describe Inspection findings and if necessary, the corrective actions taken			
Inspector Signature		Date:	



**Department of
Environmental
Conservation**

NO EXPOSURE CERTIFICATION

**For High Priority Municipal Facilities
in SPDES MS4 General Permit, GP-0-24-001**

The completed No Exposure Certification must be documented in the SWMP Plan.
Please do not submit this form to the Department unless requested.

I. Owner/Facility Information

Owner/Operator Name:

Mailing Address:

City/State/Zip:

Contact Name:

Phone No.:

Facility Name:

Street Address:

City/State/Zip:

County:

Latitude:

Longitude:

II. Exposure Checklist

Are any of the following materials or activities exposed to precipitation, now or in the foreseeable future? (Please check either "Yes" or "No" in the appropriate box.) If you answer "Yes" to any of these questions (1) through (11), you are not eligible for no exposure.

YES

NO

1 Using, storing or cleaning machinery or equipment, and areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater

2 Materials or residuals on the ground or in stormwater inlets from spills/leaks

4 Material handling equipment (except adequately maintained vehicles)

5 Materials or products during loading/unloading or transporting activities

6 Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to stormwater does not result in the discharge of pollutants)

7 Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers

8 Materials or products handled/stored on roads or railways owned or maintained by the discharger

9 Waste material (except waste in covered, non-leaking containers [e.g., dumpster])

III. Certification

I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from SPDES stormwater permitting. I certify under penalty of law that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)). I understand that I am obligated to submit a no exposure certification form upon request to the NPDES permitting authority or to the operator of the local municipal separate storm sewer system (MS4) into which the facility discharges (where applicable). I understand that I must allow the SPDES permitting authority, or MS4 Operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request.

Printed Name:

Title/Position:

Signature:

Date:



Department of
Environmental
Conservation

Storm Event Data Form
for SPDES MS4 General Permit,
GP-0-24-001

Do not submit this form to the Department; keep this form with the municipal facility's SWPPP and in the MS4 Operator's SWMP Plan.

Permit Number:

N Y R 2 0 A

Facility Name:

Contact First Name:

Contact Last Name:

Contact Phone:

Contact Email:

Storm Event Date:

Storm Duration (in hours):

Rainfall Measurement from Storm Event (in inches):

Date of Last Measurable Storm Event:

Duration Between Storm Event Sampled and End of Previous Measurable Storm (in hours):

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 gather and evaluate 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.

Facility Operator First Name (please print or type)

/ /

Date

Facility Operator Last Name (please print or type)

Signature



If yes, describe

5. Is there something floating on the surface of the sample? ☐ Yes ☐ No

If yes, describe

6. Is there something suspended in the water column of the sample? ☐ Yes ☐ No

If yes, describe

7. Is there something settled on the bottom of the sample?..... ☐ Yes ☐ No

If yes, describe

8. Is there foam or material forming on the top of the sample surface?..... ☐ Yes ☐ No

If yes, describe

Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample:

Appendix T – Municipal Facility Inventory, Assessment, and Prioritization

DRAFT

Appendix U – Municipal Operations Program

DRAFT

TOWN OF POUND RIDGE
Revised Request for Quotes (RFQ): Clean-Up and Junk Removal Services Property
Address: 22 Sherwood Road, Pound Ridge, NY 10576

DATE ISSUED: [Date], 2025
SUBMISSIONS DUE: [Deadline], 2025

I. PURPOSE

The Town of Pound Ridge is soliciting competitive quotes from qualified contractors for clean-up and junk removal services at 22 Sherwood Road, a private property currently out of compliance with the Town Code. This effort is to remedy public health and safety issues, improve neighborhood conditions, and return the property to compliant and productive use.

II. SCOPE OF WORK

The contractor will be responsible for:

- Removing junk, refuse, and debris as defined in Town Code § 72-2.
- Removing at least 12 derelict vehicles in accordance with § 72-15.
- Disposing of all materials at appropriate licensed facilities.
- Submitting "after" photos and dump receipts or requesting a visual inspection upon completion.
- Providing their own permits, labor, trucks, equipment, and tools.
- Managing hazardous materials (if applicable) following legal disposal protocols.

A **mandatory site walkthrough** will be held on [Insert Date] at 10:00 AM. Bidders must attend in order to submit a quote.

III. QUOTE FORMAT AND PRICING

Contractors must submit pricing in the following format:

Description	Unit/Flat Rate Notes	
Debris removal (per ton)	\$	Includes towing/disposal
Hazardous waste removal (per item)	\$	Identify materials included
Equipment & labor (hourly rate)	\$	
Flat-rate for entire job	\$	Optional bundled pricing
Salvage deduction (if applicable)	\$	Describe methodology

Include assumptions or exclusions, if any.

IV. MINIMUM QUALIFICATIONS

- Minimum 3 years in junk removal business or equivalent principal experience.
- No recent code violations in Westchester County.
- Capacity to complete work promptly.
- Knowledge of safe disposal of hazardous materials.
- Ability to meet all insurance and documentation requirements listed below.

V. INSURANCE REQUIREMENTS

- General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Umbrella Liability: \$1,000,000
- Automobile Liability: \$1,000,000 per accident
- Workers Compensation with Waiver of Subrogation
- Policy endorsement naming the Town of Pound Ridge as additional insured on a primary, non-contributory basis

VI. SELECTION CRITERIA Quotes will be evaluated based on:

- Cost competitiveness (50%)
- Contractor experience and qualifications (20%)
- Capacity and equipment (15%)
- Project approach and understanding (15%)

The Town reserves the right to select multiple vendors or none. Selected contractors may be placed on a roster for future on-call services.

SUBMISSION INSTRUCTIONS

Submit one (1) hard copy and one (1) electronic copy of your quote, clearly marked:

Subject: RFQ – Clean-Up & Junk Removal, 22 Sherwood Road

To:

Erin Trostle, Town Clerk
179 Westchester Avenue
Pound Ridge, NY 10576
Email: townclerk@townofpoundridge.com

Deadline: Quotes must be received by [Time], [Date], 2025.

VII. QUESTIONS

Primary Contact: Erin Trostle, Town Clerk – townclerk@townofpoundridge.com
Secondary Contact: Jim Perry, Building Inspector – jperry@townofpoundridge.com

VIII. TOWN CODE §72-2 and § 72-15

The Town Code defines junk, refuse, and debris under § 72-2: Definitions. Litter includes the following: “garbage, refuse and rubbish; all waste materials customarily handled and collected by refuse collectors or junk dealers; items known as “junk,” regardless of size, discarded or abandoned by reason of obsolescence, age or state of repair or intended to be discarded, abandoned or junked, including but not limited to discarded household furnishings and appliances, crates, boxes, cartons, building materials, vehicles, machines, farm equipment, parts of vehicles or machines or equipment; signs, handbills, discarded reading material, newspapers, magazines and similar paper goods; cans, containers, boxes, cartons and wrappers, with or without the contents; leaves, branches, shrubs, brush, grass clippings, roots and other decomposable botanical matter not originating from the property, and earth or fill (other than that used as grading material on the property) and rocks, brick and all other various types of construction materials.”

The Town Code addresses disposal of abandoned vehicles in § 72-15. “So much of this chapter as relates to abandonment or keeping of derelict vehicles shall be in addition to and not in substitution of the remedies available to the Town under any state or local law empowering the Town to remove and dispose of such vehicles.” There are at least 12 motor vehicles on the property to be removed.

IX. SUBMISSION REQUIREMENT QUESTIONNAIRE

For RFQ: Clean-Up and Junk Removal Services at 22 Sherwood Road

Principal Contact Information

Name:

Business:

Address:

Phone:

Email:

Qualifications of Project Team

Describe the qualifications and/or relevant experience providing clean-up services described in this RFQ. List the names and qualifications of your project team, including the name, company, and experience of all relevant contractors and subcontractors that will be on the team. If the principal contact is not the team leader, or if there are multiple team leaders, please indicate their roles.

Name:

Company:

Experience:

Capacity

Describe your capacity to handle the volume of work on which you are bidding. How many persons do you employ or plan to partner with? How many trucks, trailers, and other relevant cleanup equipment (i.e. backhoes, trackhoes, loaders, etc.) do you have available to you? How many clean-up requests can you fulfill per month?

Clean-Up and Recycling Procedures

Briefly describe your procedure for cleaning up waste, refuse, and debris from a property. What types of items are salvaged or recycled and where do they go? How much material will be reused, recycled, refurbished, etc., and how much will go to the landfill?

Hazardous Material Disposal Experience

Describe your experience and knowledge of hazardous material disposal (i.e. asbestos, paints, flammables, chemicals, batteries, etc.). Indicate any specific procedures for disposal and additional costs for disposal, if any.

Project Quote Summary

Description:

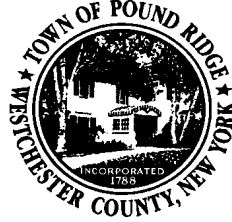
Price:

If materials of value may be salvaged from the property, describe how it will offset your price charged for the job. Describe the procedure you will use to calculate a discount based on the materials that may be salvaged. This type of salvage activity shall not include any architectural or structural materials or items considered part of the building or real property.

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: April 8, 2025

Re: Teen Travel Coach Bus Pricing

The Recreation Department is requesting approval to book and pay the cost for the coach bus trips. The company JTR and Hudson Coach came very close in pricing points. Would like to move forward with JTR since we use them last year and are comfortable with the company. This is within the budget. Please find below a list of dates, locations, and pricing for each coach bus trip.

1. July 2-Marquis Theatre, \$1,720
2. July 11- Six Flags MA, \$2,160
3. July 23- Mets Game, Citi Field, \$1,620
4. July 28-American Dream, East Rutherford NJ, \$1,640
5. July 31- Yankee Game, Bronx NY, \$1,620
6. August 4- Mystic Aquarium, CT, \$2,240
7. August 7, Six Flags, NJ, \$2240

Sincerely,

Andrea Russo
Superintendent of Recreation & Parks

Andrea Russo

From: Ben Delventhal <ben@seeyouonthebus.com>
Sent: Thursday, March 27, 2025 10:04 AM
To: Andrea Russo
Subject: RE: Pound Ridge 2025 Teen Travel Coach Bus Trip Price Quote Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for considering JTR for your transportation needs.

Price per 56 passenger:

7/2 Marquies Theater - \$1720
7/11 – Six Flags New England - \$2160
7/23 – Citi Field - \$1620
7/28 – American Dream - \$1640
7/30 – Sold Out
7/31 – Yankee Stadium - \$1620
8/4 – Mystic Aquarium - \$2240
8/7 – Six Flags NJ - \$2240

Group is responsible for bus parking.
Price does not include driver gratuity.
This quote is valid for 30 days.
Please note this is a price quotation, nothing has been booked.

Thank you

Ben Delventhal
Red Carpet Coach Ltd.
DBA JTR Transportation
192 Cottage Street
Poughkeepsie, NY 12601
845-483-0432

From: Andrea Russo [mailto:arusso@townofpoundridge.com]
Sent: Wednesday, March 26, 2025 2:31 PM
To: Andrea Russo <arusso@townofpoundridge.com>
Subject: Pound Ridge 2025 Teen Travel Coach Bus Trip Price Quote Request

Hello Good Afternoon,

Please see attached a list of trips for Pound Ridge's 2025 teen travel schedule. Hoping I could received a quote for each trip. Please let me know if you have any questions. Looking for a full coach bus with a bathroom to seat no more than 50 passengers. Look forward to hearing from you.

All the best,

Andrea Russo

From: hudsoncoach@optonline.net
Sent: Wednesday, April 2, 2025 11:10 AM
To: Andrea Russo
Subject: Re: RE: Attn: Dina

Hi Andrea

Prices below for 56 passenger with times and locations you sent

July 2 Marquis theater is \$1600.00

July 11 six flags agawam \$2200.00 Plus you would pay for parking on day of trip

July 23rd mets game \$1600.00 Plus you would pay for parking

July 28th american dream \$1600.00 plus parking

July 30 Medieval times \$1400.00 plus you would pay for parking

July 31 Yankee game \$1500.00 Plus you would pay for parking you should check parking now to get a spot and heard very expensive

August 4th mystic \$2300.00 plus parking

August 7th six flags NJ \$2200.00 plus you would pay for parking

THIS is a quote it does not reserve the bus for you

Let us know if you want to reserve

Cancellation polciy 30 days prior no fees charged , 16-29 25% charged 15 days and under full price of bus

NOTE: There is a cleanup fee of \$250.00 depending on how the bus comes back after your event At the time of reserving the bus a separate credit card authorization form will be sent to you for this fee to be charged after the event if it is required

NOTE: All trips require an adult 21 or Older & There is no alcohol permitted on bus.

Please do not hesitate to contact our office with any questions or concerns.

Sincerely,
Dina
Hudson Valley Charter Svc
PH# 914-788-1000

Andrea Russo

From: bambamfih1@aol.com
Sent: Tuesday, April 1, 2025 10:53 AM
To: Ray Mata; Andrea Russo; bambamfih1
Subject: Re: Pound Ridge 2025 Teen Travel Coach Bus Trip Price Quote Request
Attachments: 2025 Teen Traval - Coach Bus.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Andrea,

Thank you for sending us the RFP for your summer camp transportation needs.

Unfortunately we will not be able to accommodate any more requests for Coach Buses. Our fleet is already committed during the summer months.

Sincerely;

Keith Ruggiero
Accounts Manager
County Coach Corp.

| arusso@townofpoundridge.com

On Tuesday, April 1, 2025 at 10:36:40 AM EDT, Ray Mata <rmata@countycoach.com> wrote:

From: Andrea Russo <arusso@townofpoundridge.com>
Sent: Tuesday, April 01, 2025 10:23 AM
To: Andrea Russo <arusso@townofpoundridge.com>
Subject: FW: Pound Ridge 2025 Teen Travel Coach Bus Trip Price Quote Request

Hi,

I am hoping to revisit the attached request for coach bus trips. Thank you.

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: April 10, 2025

Re: Camp, Pool, Road Race Apparel & Pint Glass Order

I respectfully request to purchase our camper shirts, staff shirts, lifeguard shirts, and 5k Road Race shirts from Diamondback Sportswear, in addition to pint glasses. Diamondback Sportswear came in with the lowest price (\$7,608.25).

Respectfully,

Andrea Russo
Superintendent of Recreation & Parks

Diamondback Promotions and Sportswear

1575 Stillwell Ave
Bronx, NY 10461 US
+17189944988
tatiana@diamondbackny.com
www.diamondbackny.com

**Estimate**

ADDRESS
Andrea Russo
Town of Pound Ridge
179 Westchester Ave
Pound Ridge, NY 10576

SHIP TO
Andrea Russo
Town of Pound Ridge
179 Westchester Ave
Pound Ridge, NY 10576

ESTIMATE 1311
DATE 04/10/2025

P. O. #
2025 SUMMER CAMP

DATE	DESCRIPTION	QTY	RATE	AMOUNT
SAN MAR	Tees (PC54) in kelly green with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	54	7.00	378.00
SAN MAR	Tees (PC54) in white with hunter green print L/C: Day Camp Logo Back: Staff / Care & Kindness	100	6.50	650.00
SAN MAR	Polo (G880) shirt royal blue with white print L/C: Day Camp Logo	37	8.50	314.50
SAN MAR	Polo (G880) shirt royal blue with white print L/C: Day Camp Logo SIZE XXL	2	10.50	21.00
SAN MAR	Tees (PC54) in neon orange with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	40	5.50	220.00
SAN MAR	Tees (PC54) in neon green with print Front: Teen Travel Camp	85	5.00	425.00
SAN MAR	Tees (PC54) in yellow with black print L/C: Teen Travel camp logo Back: Staff / Care & Kindness	18	7.50	135.00
SAN MAR	Tees (PC54) in light blue with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	10	6.50	65.00
SAN MAR	Tees (PC54) in white with black print. Full front: Camp logo	300	5.00	1,500.00
SAN MAR	Tees (PC54) in red with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	55	6.75	371.25

SAN MAR	Tank top in white with red print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	55	7.50	412.50
BRODER	Hooded sweatshirts (g185) in red with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	50	16.50	825.00
BRODER	Hooded sweatshirts (g185) in navy with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	20	16.50	330.00
SAN MAR	Tank tops in navy blue with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	30	7.50	225.00
SAN MAR	Tees (PC54) in royal with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: DIRECTOR (arched over emergency response cross)	18	9.00	162.00
OVERSIZE	Oversize: Tees (PC54) in royal with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: DIRECTOR (arched over emergency response cross)	2	11.00	22.00
SAN MAR	Adult Tees (PC54) in red with navy/white print FRONT: 2-color road race logo	134	6.50	871.00
OVERSIZE	Same as above, Oversize size XXL	12	8.00	96.00
OVERSIZE	Same as above, Oversize size XXXL	4	10.00	40.00
SAN MAR	Youth Tees (PC54Y) in red with navy/white print FRONT: 2-color road race logo	40	6.50	260.00
Promotional Items	Pint glasses (TBD) Front: Road Race Logo in black	100	2.35	235.00
SET UP	Set up fee	1	50.00	50.00
Shipping & Handling	SHIPPING COST FOR GLASSES TO BE DETERMINED	1	0.00	0.00

SUBTOTAL

7,608.25

Total AIA
\$7,855.30

Day/Teen Camp 2025 Shirt Order

DAY CAMP	
T-Shirts -Color: Kelly Green Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 54 AS - 20 AM - 20 AL - 10 AXL - 4
T-shirts - Color: White Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: Hunter Green	Quantity: 100 AS - 30 AM - 35 AL - 25 AXL - 10
Polo Shirts - Royal Blue Left Chest: Day Camp Logo Print Color: White, stitch or print	Quantity: 39 AS - 11 AM - 9 AL - 10 AXL - 7 A2XL - 2
Camper: T-Shirts, Color: White Full Front/Across Chest: Day Camp Logo Print Color: BLACK	Quantity: 300 4T - 28 YS - 70 YM - 100 YL - 70 AS - 30 AM - 10
T-Shirts Color -Neon Orange Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: white	Quantity: 40 AS - 6 AM - 14 AL - 10 AXL - 10
T-Shirts - Light Blue Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 10 AS - 5 AM - 5
TEEN TRAVEL Camp	
Camper T-Shirts: Color- Neon Green Full Front/Across Chest: Teen Travel Camp Logo Print color: White	Quantity: 85 AS - 30 AM - 40 AL - 10 AXL - 5
T-Shirts-Color-Yellow Left Chest: teen travel camp logo Back: STAFF, Care & Kindness Print color: Black	Quantity: 18 AS-6 AM-6 AL-4 AXL-2

$$4.80 ea = \$367.20$$

$$6.65 ea = \$665$$

$$12.75 ea = \$471.75$$

$$2x add \$2.25 = \$30$$

Toddler	3.90	ea	=	\$109.20
Youth	4.10	ea	=	\$281
Adult	4.75	ea	=	\$287
				\$410
				\$142.50
				\$47.50

$$5.20 ea = \$208$$

$$5.20 ea = \$52$$

$$5.50 ea = \$467.50$$

$$7.30 ea = \$131.40$$

2025 Pool Apparel Order

T-Shirts - Red Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	Quantity: 55 AS - 10 AM - 30 AL - 10 AXL - 5
Tank Top - White Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	Quantity: 55 AS - 20 AM - 30 AL - 5 AXL
Hooded Sweatshirts - Red Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	Quantity: 50 AS - 10 AM - 20 AL - 10 AXL - 10
Hooded Sweatshirt – Navy Blue (Camp Guard) Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	Quantity: 20 M: 5 L : 10 XL: 5
Tank Top - Navy Blue Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	Quantity: 30 AS - 10 AM - 10 AL - 10
T-Shirt - Royal Blue Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: DIRECTOR (arched over emergency response cross) Print Color: White	Quantity: 20 AM - 4 AL - 10 AXL - 4 A2XL- 2

$$6.85 ea = \$376.75$$

$$7.70 ea = \$423.50$$

$$17.30 ea = \$865$$

$$17.30 ea = \$346$$

$$8.50 ea = \$255$$

$$11.95 ea = \$239$$

ROAD RACE: Color T-shirt: Red with date: 2025

T-shirt color: Red Front Print - Two Color Road Race Logo (blue and white) 2025 Front Color - Blue & White	Quantity: 150, adult sizes AS -30 AM -40 AL - 34 AXL -30 A2XL -12 A3xl -4
Youth T-Shirt – Color: Red Front Print - Two Color Road Race Logo (blue and white) 2025 Front Color – Blue and white	Quantity: 40, youth sizes YXS -10 YS -10 YM -10 YL -10
Pint Glasses Front: Road Race Logo- LARGE PRINT Font Color – Black, <u>NO DATE</u>	100

7.50 ea = \$1,125

7.10 ea = \$284

Set up \$50

2.15 ea
plus freight

\$265

total = \$7,855.30



SOLD TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

SHIP TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

Total =
\$ 7,662.79
does not include
extra fees

QUOTATION

#2241323-1

Date
Apr/08/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

Tax #

Main Office
Origin Brand Merch (Formerly YBA
Shirts)
518 W 800 N
Orem, UT
United States, 84057
Tel : 800-825-4625
accounting@ybashirts.com
shop.originbrandmerch.com

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
204	DAY STAFF TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Multiple • Size: Adult S - XL	\$5.25	\$1,071.00
39	POLOS - Core Blend Jersey Knit Polo. Decoration Method: 1 Color Logo Front Color: Royal • Size: Adult S - XL • Size: 2XL	\$9.72 \$11.72	\$359.64 \$23.44
308	DAY CAMPER TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front Color: White • Size: Toddler 2T - 4T • Size: Youth S - L • Size: Adult S - XL	\$6.40 \$3.46 \$3.80	\$179.20 \$830.40 \$152.00
18	TEEN STAFF TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Yellow • Size: Adult S - XL	\$9.30	\$167.40
85	TEEN CAMPER TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front Color: Neon Green • Size: Adult S - XL	\$5.30	\$450.50
654	Shipping		
654	Pricing:	\$0.40	\$261.60
Customer Instructions / Comments		Artwork	EXTRA
		Freight	EXTRA
		Tax	EXTRA
		Total	\$3,495.18

⚠ This icon denotes that a Proposition 65 warning has been issued for the related products.

CONDITIONS & ACCEPTANCE

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YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES ORIGIN BRAND MERCH (FORMERLY YBA SHIRTS) TO PROCEED WITH THIS ORDER, VALID FOR 30 DAYS.

NAME

SIGNATURE

DATE

**Port & Company - Core Cotton
Tee.**



**Port & Company Core Blend
Jersey Knit Polo.**



**Port & Company - Core Cotton
Tee.**



**Port & Company - Core Cotton
Tee.**



**Port & Company - Core Cotton
Tee.**



QUOTATION
#2241323-1

Date

Apr/08/2025

Contact

Jeff LaMay

Tel : 801-893-9158

jeff@teambilt.com

Ship Via

UPS

FOB

Factory

Production Time

15 working days from artwork approval

Terms

50% Deposit / Balance COD

Tax #

Main Office

Origin Brand Merch (Formerly YBA
Shirts)

518 W 800 N

Orem, UT

United States, 84057

Tel : 800-825-4625

accounting@ybashirts.com

shop.originbrandmerch.com



SOLD TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

SHIP TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

QUOTATION

#2241323-2

Date
Apr/08/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

Tax #

Main Office
Origin Brand Merch (Formerly YBA
Shirts)
518 W 800 N
Orem, UT
United States, 84057
Tel : 800-825-4625
accounting@ybashirts.com
shop.originbrandmerch.com

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
190	RACE TEES - P&C Core Cotton Tee.		
	Decoration Method: 2 Color Logo Front		
	Color: Red		
40	• Size: Youth XS - L	\$9.20	\$368.00
134	• Size: Adult S - XL	\$5.42	\$726.28
12	• Size: 2XL	\$7.65	\$91.80
4	• Size: 3XL	\$8.89	\$35.56
190	Shipping - Tees		
190	Pricing:	\$0.45	\$85.50
100	GLASS - Thirsty 16 oz Pint Glasses		
100	Color: Clear	\$2.60	\$260.00
	Decoration Method: Screen Print		
1	• Setup Charge:	\$50.00	\$50.00
1	• Setup Charge: Shipping Estimate	\$245.96	\$245.96
Customer Instructions / Comments		Artwork	EXTRA
		Freight	EXTRA
		Tax	EXTRA
		Total	\$1,863.10

 This icon denotes that a Proposition 65 warning has been issued for the related products.

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NAME

SIGNATURE

DATE

**Port & Company - Core Cotton
Tee.**



Thirsty 16 oz Pint Glasses



QUOTATION
#2241323-2

Date
Apr/08/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

Tax #

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shop.originbrandmerch.com



SOLD TO
Pound Ridge
Andrea Russo
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Pound Ridge, NY
US, 10576

SHIP TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

QUOTATION
#2241323-3

Date
Apr/09/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

Tax #

Main Office
Origin Brand Merch (Formerly YBA
Shirts)
518 W 800 N
Orem, UT
United States, 84057
Tel : 800-825-4625
accounting@ybashirts.com
shop.originbrandmerch.com

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
20	DIRECTOR POOL TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Royal		
18	• Size: Adult S - XL	\$7.20	\$129.60
2	• Size: 2XL	\$10.52	\$21.04
55	STAFF POOL TEES - P&C Core Cotton Tee. Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Red		
55	• Size: Adult S - XL	\$5.16	\$283.80
85	STAFF POOL TANK TOP - Ultra 100% US Cotton Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Multiple		
85	• Size: Adult S - XL	\$8.17	\$694.45
70	STAFF HOODIE- Core Fleece Pullover Hood Sweatshirt Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: Multiple		
70	• Size: Adult S - XL	\$15.32	\$1,072.40
230	Shipping		
230	Pricing:	\$0.45	\$103.50
Customer Instructions / Comments		Artwork	EXTRA
		Freight	EXTRA
		Tax	EXTRA
		Total	\$2,304.79

 This icon denotes that a Proposition 65 warning has been issued for the related products.

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NAME

SIGNATURE

DATE

**Port & Company - Core Cotton
Tee.**



**Port & Company - Core Cotton
Tee.**



**Gildan - Ultra Cotton 100% US
Cotton Tank Top.**



**Port & Company - Core Fleece
Pullover Hooded Sweatshirt.**



**QUOTATION
#2241323-3**

Date
Apr/09/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

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shop.originbrandmerch.com

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
Date: April 8, 2025
Re: Sale of cemetery plot

Please authorize the following cemetery plot sale:

<u>Plot</u>	<u>Price</u>	<u>Purchasers*</u>
Plot 108-B, Section 3 (one gravesite)	\$1,000	Elizabeth Mulleavey 235 East 50th Street San Bernardino, CA 92404 Anthony Tacinelli 153 Smith Ridge Road South Salem, NY 10590

*Ms. Mulleavey and Mr. Tacinelli (siblings) are former Pound Ridge residents.

CEMETERY PLOT DEED

One Gravesite – Plot #108-B, Section 3

This Indenture, made the 15th day of April in the year of our Lord One thousand and twenty-five between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and Elizabeth Mulleavey of 235 East 50 Street, San Bernardino, CA 92404 and Anthony Tacinelli of 153 Smith Ridge Road, South Salem, NY 10590, party of the second part,

WITNESSETH, that the party of the first part, in consideration of One thousand dollars to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the Plot #108-B of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester; which lots described as Plot #108-B on a certain map entitled "Pound Ridge Cemetery Survey showing Section 3," made by Achille A. Pascale, CE, New Canaan, CT, dated December 18, 1996, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of February, 1997, and known as map number 25894.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the Plot #108-B hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

SUPERVISOR Town of Pound Ridge, New York

TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 15th day of April, Two thousand and twenty-five, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 8, 2025
Re: Standard Work Day reporting forms

After the April 1, 2025 meeting, Councilman Paschkes pointed out an error in the Standard Work Day reporting forms that had just been approved. Accordingly, I am submitting corrected forms so that you can take another vote to establish standard work days for elected and appointed officials for retirement reporting purposes. The corrected forms are attached here.

Separately, please note that I have confirmed that the Pension Integrity Bureau of the Office of the State Comptroller has received the Standard Work Day reporting forms for 2024, as amended at the January 21, 2025 Town Board meeting.

Received Date

**Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials**

Employer Location Code

3 0 0 0 4

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Town of Pound Ridge / 30004 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Kevin Hansan			Town Supervisor	01.01.2024-12.31.2025	6	31.06	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Matthew Brotmann			Town Justice	01.01.2024-12.31.2027	6	1.70	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
Renée Motola			Town Justice	01.01.2022-12.31.2025	6	1.50	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
Appointed Officials:									
William Harrington			Town Attorney	01.01.2024-12.31.2024	6	2.31	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
John Loveless			Deputy Town Attorney	01.01.2024-12.31.2024	6	3.00	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Erin Trostle, secretary/clerk of the governing board of the Town of Pound Ridge, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 15th day of April, 2025 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____,
(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Erin Trostle being duly sworn, deposes and says that the posting of the Resolution began on _____
(Name of Secretary or Clerk)

and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

- ☒ Employer's website at: townofpoundridge.com
- ☒ Official sign board at: 179 Westchester Avenue, Pound Ridge
- ☒ Main entrance Secretary or Clerk's office at: 179 Westchester Avenue, Pound Ridge

(seal)

Received Date

**Standard Work Day and Reporting
Resolution for Elected and
Appointed Officials Continuation Form**

Please type or print clearly
in blue or black ink

Employer Location Code

3 0 0 0 4

RS 2417-B

(Rev.04/20)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Schelling, Namasha			Town Councilperson	01.01.2024-12.31.2027	6	7.84	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
Briggs, Diane			Town Councilperson	01.01.2022-12.31.2025	6	4.79	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
Paschkes, Daniel			Town Councilperson	01.01.2022-12.31.2025	6	3.50	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
Segal, Drifa			Receiver of Taxes	01.01.2022-12.31.2025	7	21.67	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Trostle, Erin			Town Clerk	01.01.2024-12.31.2027	7	21.67	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Boak, Alison			Town Councilperson	01.01.2024-12.31.2027	6	3.48	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

Employer: Town of Pound Ridge

Location Code: 30004

Page 2 of 2 (use with form RS 2417-A)

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 10, 2025
Re: Special use permit for Inn at Pound Ridge

In response to an inquiry from the new general manager of the Inn at Pound Ridge, I am respectfully requesting that you review the May 2024 amendment to the Inn's special use permit, which allowed outdoor dining on a temporary basis, through September 2024. The Inn is seeking permission to offer outdoor dining again during 2025.

RESOLVED, that the Town Board hereby authorizes the hiring of Laberge Group to provide professional services as described in the Request for Qualifications issued on April 19, 2024.

B. Town Board – Paid parental leave

The matter was tabled and will be revisited at a future meeting.

C. Finance – Request to approve camp/park WiFi expenses

RESOLUTION 137-24

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED that the Town Board hereby approves the expenditure of \$2,000.00 for Apex Technology Services to reconfigure of the camp/park Wifi system.

D. Town Clerk – Request to amend special use permit for Inn at Pound Ridge

Virginia Powers, of 266 Westchester Avenue, which is immediately adjacent to the Inn, expressed strong objection to a permit amendment that would allow outdoor dining.

Joseph Gunset, of 146 Upper Shad Road, suggested perhaps allowing only a first seating outdoors as a concession to neighbors.

Evan Shumeyko, of 19 Pound Ridge Road, said that he doesn't hear noise from the Inn at his home.

Ron Asaro, of 253 Westchester Avenue, said that he has not experienced noise issues at his home.

RESOLUTION 138-24

Board Action: Motion by Councilperson Boak, seconded by Supervisor Hansan, all voting aye on the following:

RESOLVED that the Town Board hereby amends the Special Use Permit for the Inn at Pound Ridge to allow outdoor dining on a temporary basis, through September 30, 2024, with the following conditions:

- Hours for outdoor dining will be 12:00 noon to 9:30 pm on Saturday and Sunday, and 5:00 pm to 9:30 pm Wednesday through Friday.
- No more than eight tables with a total of thirty seats would be placed on the existing outdoor patio.
- No tables will be placed in the grass.
- The total number of tables and seats will remain unchanged; the number of indoor tables and seats will decrease in accordance with the number of tables and seats placed on the outdoor patio.
- The only activities on the patio would be seated outdoor dining.
- There will be no receptions.
- There will be no outdoor bar.
- There will be no music.

E. Recreation Department

1. Request to approve youth soccer pro stipend

RESOLUTION 139-24

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED that the Town Board hereby approves an annual stipend of \$7,000.00 for the Youth Soccer Pro.

2. Request to approve volunteer proclamations

RESOLUTION 140-24

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED that the Town Board hereby approves proclamations of appreciation for the following Friends of Felice honorees:

- Nadine and Ian Ashby
- Vickie Dey
- James M. Dodge III
- Stacy French
- Sally Semonite Green
- Barbara K. Kanner
- The Puccio Family
- Natasha Seery

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 10, 2025
Re: Special event permit application for Juneteenth celebration

Please consider the attached special event permit application for a Juneteenth concert at the Village Green on Thursday, June 19, from 7:00 to 8:30 pm. The application was submitted by the Pound Ridge Partnership in conjunction with the Human Rights Advisory Committee.

The proposed event will be substantially similar to last year's Juneteenth celebration apart from the addition of a 12-person marching band, which will open the show by walking along Westchester Avenue to the Green. Please note that the band will march on the sidewalk, so no road closure or traffic control will be needed.

In the event of rain, the concert would be relocated to the Pound Ridge Library. Per the Police Chief's memo, the Partnership will consult with the Recreation Superintendent regarding the possible need for the town bus.



SPECIAL EVENT APPLICATION REVIEW

EVENT: Juneteenth Concert 6/19 7-8:30pm DATE: March 28, 2025

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> POLICE DEPARTMENT | <input type="checkbox"/> BUILDING DEPARTMENT | <input type="checkbox"/> FIRE DEPARTMENT |
| <input type="checkbox"/> MAINTENANCE DEPARTMENT | <input type="checkbox"/> RECREATION DEPARTMENT | <input type="checkbox"/> EMERGENCY SERVICES |
| <input type="checkbox"/> HIGHWAY DEPARTMENT | <input type="checkbox"/> OTHER (PLEASE SPECIFY): _____ | |

APPROVAL/CONDITIONS:

- ☐ APPROVED ☐ DISAPPROVED
- ☒ APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Based on duration and size of event, officers working on shift that day will be advised of event and make Periodic checks on traffic and crowd. If short parade does occur no impact on roadway since kept to sidewalks And not impacting roadway.

Organizers need to speak with Town regarding possible use of Town Bus if rain location of Library is utilized Since parking will be an issue if attendance exceeds the library's lot capacity and overflow parking is needed at Town Park for event. Also a parking lot attendant will be needed to direct attendees to Town Park when Library lot is full.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: \$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: \$ _____
OTHER COST ITEMS: _____	OTHER COST: \$ _____
	TOTAL COST: \$ 0

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Terri Pike, Pound Ridge Partnership
Address:	29 Bayberry Way, Pound Ridge, NY 10576
Mailing address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Phone number:	914-715-4107
Email address:	terripike@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. ***If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.*** Identify all locations where event activity will take place, including parking.

Event name:	Juneteenth Celebration
Event type:	Concert
Purpose:	In conjunction with the Town Board's HRAC Committee, the Pound Ridge Partnership is planning a concert by well-known jazz drummer Tommy Campbell (played with Dizzy Gillespie for years) to celebrate Juneteenth, a New York state holiday commemorating the Emancipation of Slaves. One way to observe this day is through celebrating African-American culture, which is the goal of this concert, and to bring more inclusivity to Pound

Ridge. Cobra Performing Arts, a 12-person marching band, will open the show by walking on the sidewalk along Westchester Avenue into the Green.

Event date:	Thursday, 6/19/25	Alternate date:	None: In case of rain, the event will be held in the Pound Ridge Library on the same date
Event start time:	7:00 pm	Event end time:	8:30 pm
Setup start time:	6:00 pm	Setup end time:	6:30 pm
Takedown start:		Takedown end:	9:00pm
Location(s):	Village Green		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Parking location(s):	Westchester Ave. and Parking Lots in Business District area		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Road closure(s) requested:	No		
Closure times requested:	N/A		
Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Registration Fee	No		
Pay to be a Judge	No		

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

☐ Yes ☒ No ☐ Food truck pending

Will any food or beverages be served without charge in conjunction with the event?

☐ Yes ☒ No

Will the event include non-food vendors?

☐ Yes ☒ No ☐ Number, if any

Will the event include alcoholic beverage vendors?

☐ Yes ☒ No ☐ Number, if any

Will any alcohol be served without charge in conjunction with the event?

☐ Yes ☒ No

Will the event include gambling of any kind?

☐ Yes ☒ No

CONTACTS

Primary contact name: Namasha Schelling

Cell phone number: (917)946-5925

Email address: nschelling@townofpoundridge.com

Event day contact name: Namasha Schelling

Cell phone number: (917)946-5925

Email address: nschelling@townofpoundridge.com

Weather contact name: Namasha Schelling

Cell phone number:

(917)946-5925

Email address:

nschelling@townofpoundridge.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:

Approximately
150

Describe crowd control plan:

Not anticipating any crowd control needed. This is an open air event

Describe perimeter control plan:

Will coordinate with PR police for Westchester Ave presence

Emergency services be present?

☒ Yes
 ☐ No
 PR Ambulance presence

Will event be ADA compliant?

☒ Yes
 ☐ No

VOLUNTEERS

Indicate number of volunteers:

Approx. 5

Describe role(s) of volunteers:

➤ Set-up sound system, Communication Coordinator, Photography, clean-up

SANITATION/GARBAGE

Portable toilets provided?

☒ Yes
 ☐ No

If so, how many?

1

Garbage/recycling bins provided?

☒ Yes
 ☐ No
 PRP has 2 garbage bins; Westchester Ave street garbage & recycle bins

Describe garbage/recycling plan:

Partnership will bring its 2 bins

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No in process

STRUCTURES/SAFETY

Tents or canopies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Stage or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Already exists in Village green	
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES

Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Already exists – PR Electrical, panel or lights	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, indicate number of users:	N/A	

PROMOTION

(adopted 04.12.2022)

Banner permission requested?

☒ Yes
 ☐ No

If so, indicate location and dates:

Banner installed June 12, 2025; Across Westchester Ave. Business District.
Need letter to Town Board for permission

Other signage?

☒ Yes
 ☐ No

If so, please describe:

Lawn signs distributed throughout participating towns (Bedford & Katonah)

June 20, 2025 take down all signage.

TOWN RESOURCES

Town bus needed?

☐ Yes
 ☒ No

If so, please indicate time period:

Barricades or cones needed?

☒ Yes
 ☐ No

If so, please specify:

Minimal use of cones as needed for safety

Other town-owned property needed?

☒ Yes
 ☐ No

If so, please specify:

We have hired a marching band that will be opening the show by walking on the sidewalk along Westchester Avenue and into the Green, only on the sidewalk, at 7:00 . Then Jazz Trio starts at 7:15. We have advised the police this was the plan.

← possibly -
Partnership will
consult with
Rec Superintendent

OUTSIDE RESOURCES

Outside bus transportation?

☐ Yes
 ☒ No

If so, please describe:

Outside parking assistance?

☐ Yes
 ☒ No

If so, please describe:

Other outside resources?

☐ Yes
 ☒ No

If so, please describe:

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan) <i>James Best will create map</i>
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	

REVIEW FORMS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) PR Partnership provided
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	OTHER (specify):	
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DEPOSITS/FEES

Damage deposit paid (indicate amount):

Check with Erin Trostle

Waiver requested:

☐ Yes

☐ No

Application fee paid (indicate amount):

Check with Erin Trostle

Waiver requested:

☐ Yes

☐ No

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

3/24/2025

(signature)

(date)

Terri Pike

(printed name)

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Joshua Hayes
Date: April 10, 2025
Re: Seasonal Special Use Permit Applications

Attached are six Seasonal Special Use Permits for the following:

1. Asia Hamachi (same configuration)
2. Blind Charlie's *new* (May – Nov; 7am – 3pm)
3. Di Nardo's Restaurant (same configuration)
4. The Kitchen Table *new* (May – Sept; 8am – 3pm; Fridays 530pm – 9pm)
5. La Familia (same configuration)
6. North Star Restaurant (same configuration)

Submitting for approval at the next Town Board meeting.

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 54, Westchester Ave, Pound Ridge NY 10576, USA

Applicant's Telephone Number: 9173090522

Please check one: ☐ Owner ☒ Lessee ☐ Agent

Business Name: Asia Hamachi Restaurant

Business Address: 54, Westchester Ave, Pound Ridge NY 10576, USA

Business Telephone Number: (914) 764-8383

Town Tax Map Property Location: Section Block Lot #

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

☒ Yes (Attach property owner's letter of approval.) ☐ No

- Will the use be seasonal?

☐ Yes (Month(s) Hour(s)? ☒ No

- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

☐ Yes ☒ No

How many chairs or seating would you have? 5

- Will there be a noise or light factor that may impact neighboring properties?

☐ Yes ☒ No

- If the operation is located in the Business District, will existing parking be adequate?

☒ Yes ☐ No

Applicant's Signature/Date:

Special Permit is: ☐ DENIED ☐ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 74 Westchester Ave, Pound Ridge NY 10576

Applicant's Telephone Number: 914-384-1820

Please check one: ☒ Owner ☐ Lessee ☐ Agent

Business Name: Blind Charlies Cafe

Business Address: 74 Westchester Ave, Pound Ridge NY 10576

Business Telephone Number: 914-764-8000

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

☐ Yes (Attach property owner's letter of approval.) ☐ No

- Will the use be seasonal?

☒ Yes (Month(s)? May-Nov Hour(s)? ☐ No

- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

☒ Yes ☐ No

How many chairs or seating would you have? 25

- Will there be a noise or light factor that may impact neighboring properties?

☐ Yes ☒ No

- If the operation is located in the Business District, will existing parking be adequate?

☒ Yes ☐ No

Applicant's Signature/Date:

Kenny Bugger

Special Permit is: ☐ DENIED

☐ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 81 Dogwood Lane

Applicant's Telephone Number: 914 764 4024

Please check one: ☒ Owner ☐ Lessee ☐ Agent

Business Name: Di Nardo's Restaurant

Business Address: 76 Westchester Ave. Pound Ridge NY 10576

Business Telephone Number: 914 764 4024

Town Tax Map Property Location: Section Block 9320 Lot # 60

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

- ☐ Yes (Attach property owner's letter of approval.) ☐ No
- Will the use be seasonal?
☒ Yes (Month(s)? may-oct Hour(s)? 12-9pm ☐ No
 - Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
☐ Yes ☒ No
How many chairs or seating would you have? 35 people
 - Will there be a noise or light factor that may impact neighboring properties?
☐ Yes ☒ No
 - If the operation is located in the Business District, will existing parking be adequate?
☒ Yes ☐ No

Applicant's Signature/Date:

JD SL

Special Permit is: ☐ DENIED ☐ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name:

Daphne Everett

Applicant's Address:

114 Barnegat Road Pound Ridge

Applicant's Telephone Number:

914 263 7960

Please check one:

☐ Owner

☒ Lessee

☐ Agent

Business Name:

The Kitchen Table at Pound Ridge, LLC

Business Address:

71 B Westchester Avenue

Business Telephone Number:

914 764 3773

Town Tax Map Property Location: Section

Block

Lot #

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

☒ Yes (Attach property owner's letter of approval.)

☐ No

- Will the use be seasonal?

☒ Yes (Month(s)?

5

Hour(s)?

8-3 / Fridays

☐ No

5:30 - 9

- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

☐ Yes

☒ No

How many chairs or seating would you have?

12

- Will there be a noise or light factor that may impact neighboring properties?

☐ Yes

☒ No

- If the operation is located in the Business District, will existing parking be adequate?

☒ Yes

☐ No

Applicant's Signature/Date:

Daphne Everett

4/3/2025

Special Permit is:

☐ DENIED

☒ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 69 westchester Ave., Poundridge

Applicant's Telephone Number: 9149061084

Please check one: ☒ Owner ☐ Lessee ☐ Agent

Business Name: La familia pizza

Business Address: 69 Westchester Ave., poundRidge

Business Telephone Number: 9147644500

Town Tax Map Property Location: Section Block Lot #

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

☐ Yes (Attach property owner's letter of approval.) ☐ No

- Will the use be seasonal?

☐ Yes (Month(s)? 5 Hour(s)? 12 ☐ No

- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

☐ Yes ☐ No

How many chairs or seating would you have? 8

- Will there be a noise or light factor that may impact neighboring properties?

☐ Yes ☐ No

- If the operation is located in the Business District, will existing parking be adequate?

☐ Yes ☐ No

Applicant's Signature/Date:

Mirash vataj

Special Permit is: ☐ DENIED

☐ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 85 westchester Ave

Applicant's Telephone Number: 914-764-0200

Please check one: ☐ Owner ☒ Lessee ☐ Agent

Business Name: Northstar restaurant

Business Address: 85 westchester Ave

Business Telephone Number: 914-764-0200

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

☒ Yes (Attach property owner's letter of approval.) ☐ No

• Will the use be seasonal?

☒ Yes (Month(s)? April - November Hour(s)? 5-10) ☐ No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

☐ Yes ☒ No

How many chairs or seating would you have?

• Will there be a noise or light factor that may impact neighboring properties?

☐ Yes ☒ No

• If the operation is located in the Business District, will existing parking be adequate?

☐ Yes ☒ No

Applicant's Signature/Date:

[Signature]

3-20-25

Special Permit is: ☐ DENIED ☐ GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

February 27, 2025

Al Mirin

BTE 85W LLC

203-977-3269

Almirin66@gmail.com

RE: North Star Restaurant

To whom it may concern;

I am a managing member of BTE 85W LLC which is the owner of 85 Westchester Avenue in Pound Ridge NY

Permission is given for North Star Restaurant, the tenant at 85 Westchester Avenue to have outdoor entertainment

Feel free to contact me if you would like to discuss further

Thank you

A handwritten signature in black ink, appearing to read 'Al Mirin', with a horizontal line extending to the right.

Al Mirin

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Joshua Hayes
Cc: Vinnie Duffield
Date: April 10, 2025
Re: Highway materials bids (single stream)

The Town Clerk's office inadvertently left off Single Stream recycling by mistake requesting bids for Highway materials. We believe it was not necessary to rebid, and two quotes should be sufficient. They fall within the threshold of the procurement policy, per the attachment.

Highway Superintendent Vinnie Duffield reached out to two different companies, and independently received quotes.

The Highway Superintendent recommends accepting the lowest single stream recycling bid from City Carting.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

- Purchases estimated at \$2,499 or less require the approval of the Department Head or Town Supervisor.
- Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$2,499 must have advance approval of the Town Board.

All estimated public works contracts less than \$35,000.00 are subject to the following requirements:

- Contracts estimated from \$20,000 to \$34,999 require a written RFP or at least three quotes from contractors.
- Contracts estimated from \$10,000 to \$19,999 require a written RFP or at least two quotes from contractors.
- Contracts estimated from \$ 3,000 to \$ 9,999 require approval of the Town Supervisor.
- Contracts estimated at \$2,999 or less require approval of the department head or Town Supervisor.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and by whom written quotes have been offered.

All information gathered in complying with these requirements shall be attached and submitted with a payment voucher and procurement cover sheet, when required, to the Town Clerk and subsequently, the Finance Department.

Guideline 4:

The Town will consider the overall combination of price, quality and other elements that are optimal to the needs of the Town. The lowest responsible proposal or quote shall be awarded the purchase or contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the lowest bidder.

Town of Pound Ridge Highway Department

Single Stream Recycling

Vendor name: City Carting & Recycling LLC
Vendor address: 8 Viaduct Rd Stamford, CT 06907
Vendor phone: (603) 531-2826

This bid is for weekly pickup of single-stream recyclable materials (including cardboard, paper, bottles, cans, and plastics) to be picked up at the locations specified below.

Monthly rate

Three cans paper with weekly pickup
at 179 Westchester Avenue,
Pound Ridge, NY 10576

\$95.00 per month

Four-yard single-stream container
with weekly pickup at
199 Westchester Avenue,
Pound Ridge, NY 10576

\$173.98 per month

For official use only

Proof of insurance Yes ____ No ____
Proof of non-collusion Yes ____ No ____

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 10, 2025
Re: Monthly reports for March 2025

The following monthly reports are on file and available for inspection in the Town Clerk's office:

- Building Department March 2025 report
- Receiver of Taxes March 2025 report
- Town Clerk March 2025 report

TOWN OF POUND RIDGE
BUILDING DEPARTMENT MONTHLY RECEIPTS
REPORT TO THE SUPERVISOR

Month of March 2025

Total Deposited – General Fund \$ 38,580.-

Total Deposited –T & A Fund \$ 2,000.-

Receipts:

Charges for Photo Copies

A 1255 \$ 625.-

Safety Inspection Fees

A 1560 \$ 1,386.-

Zoning Fees

A 2110 \$ 120.-

Business & Occupational Licenses

A 2501 \$ Ø

Permits

A 2590 \$ 36,449.-

Penalties

A 2610 \$ Ø

Trust & Agency –Bonds

T 31 \$ 2,000.-

P. d. Ray Office Mgr. 3/31/25
Submitted By - Title Date

GEN. FUND
DEPOSIT FOR
MARCH 2025

0.	C
6,229.00	+
24,860.00	+
7,491.00	+
38,580.00	*

0. C

0. C

T+A DEP.
FOR MARCH
2025

2,000.00	+
2,000.00	*

0. C

TOWN OF POUND RIDGE
RECEIVER OF TAXES
March 1, 2025 to March 31, 2025

COLLECTION	OPENING BASE BALANCE	COLLECTION	MEMO/ CHK FEES	MISC	OVER/SHORT	CLOSING BALANCE
School Taxes 2024-2025						
Bedford Central	\$ 605,183.67	\$ 294,124.06			\$ 329.54	\$ 311,059.61
Katonah-Lewisboro	\$ 53,703.85	\$ 28,512.42				\$ 25,191.43
Total School Taxes	\$ 658,887.52	\$ 322,636.48				\$ 336,251.04
School Penalty 2024- 25		\$ 31,753.25				
Town & County 2024	\$ 55,959.11	\$ 15,390.73				\$ 40,568.38
Town & County Penalty		\$ 1,846.89				
Town & County 2025	\$ 15,347,654.24	\$ 226,223.71				\$ 15,121,430.53
Town & County Penalty	\$ -	\$ -				
Total Town, School, County, Pen		\$ 597,851.06				
Liens	\$ 504,636.14	\$ 92,174.88				\$ 412,461.26
Lien Interest		\$ 11,734.30				
Total Lien & Interest		\$ 103,909.18				
TOTALS Base & Interest Collected	\$ 1,600,666.54	\$ 701,760.24	\$ 10.00		\$ 329.54	\$ 702,099.78

*Overpayment \$329.54 refunded 3/20/25

04/02/2025

Town Clerk Monthly Report
March 01, 2025 - March 31, 2025

Page 1

amended report

prior check \$ 6443.57 #1399
this check \$19.38 #1402

\$6,462.95

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	33.57
	Marriage License	Marriage Fee	2	35.00
	Misc Fee	Certified Copy	3	30.00
			Sub-Total:	\$98.57
A2130	Dumpster Permit	Dumpster - car	17	340.00
	<i>omitted from 4.1.25 version of report</i> recycling	Dumpster - pickup	1	75.00
		Dumpster - SUV	4	140.00
		Dumpster paid by card	1	19.38
			Sub-Total:	\$574.38
A2190	Sale of cemetery plot(s)	Cemetery Plots	5	5,000.00
			Sub-Total:	\$5,000.00
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	26	260.00
		Male, Neutered	27	270.00
		Male, Unneutered	5	100.00
	Impoundment Fee	Impoundment Fee	1	40.00
			Sub-Total:	\$670.00
D-2111	mulch delivery charge	delivery charge	4	120.00
			Sub-Total:	\$120.00

Total Local Shares Remitted: \$6,462.95

Amount paid to: NYS Ag. & Markets for Animal Population Program 68.00

Amount paid to: NYS Environmental Conservation 563.43

Amount paid to: State Health Dept. 45.00

Total State, County & Local Revenues: \$7,139.38

Total Non-Local Revenues: \$676.43

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Erin Trostle, Town Clerk, Town of Pound Ridge during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Erin Trostle 04.02.25

Supervisor

Date

Town Clerk

TOWN OF POUND RIDGE
TOWN CLERK

09-13

179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

1402

50-693/219
69349

DATE 04.02.25

TO THE ORDER OF

Town of Pound Ridge Supervisor

\$ 19.38

Nineteen and 38/100

DOLLARS



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KeyBank National Association
Pound Ridge, New York 10576
1-888-KEY4BIZ® Key.com®

FOR

additional March '25
local revenue

Erin Trostle

MP

⑈001402⑈ ⑈021906934⑈ 329681176635⑈

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	33.57
	Marriage License	Marriage Fee	2	35.00
	Misc Fee	Certified Copy	3	30.00
	Sub-Total:			\$98.57
A2130	Dumpster Permit	Dumpster - car	17	340.00
		Dumpster - pickup	1	75.00
		Dumpster - SUV	4	140.00
	Sub-Total:			\$555.00
A2190	Sale of cemetery plot(s)	Cemetery Plots	5	5,000.00
			Sub-Total:	
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	26	260.00
		Male, Neutered	27	270.00
		Male, Unneutered	5	100.00
	Impoundment Fee	Impoundment Fee	1	40.00
			Sub-Total:	
D-2111	mulch delivery charge	delivery charge	4	120.00
			Sub-Total:	
Total Local Shares Remitted:				\$6,443.57

Amount paid to: NYS Ag. & Markets for Animal Population Program 68.00
 Amount paid to: NYS Environmental Conservation 563.43
 Amount paid to: State Health Dept. 45.00

Total State, County & Local Revenues: \$7,120.00

Total Non-Local Revenues: \$676.43

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Erin Trostle, Town Clerk, Town of Pound Ridge during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Erin Trostle 04.01.2025

Supervisor

Date

Town Clerk

Date

TOWN OF POUND RIDGE
TOWN CLERK

09-13

1399

179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

50-693/219
69349

DATE

April 1, 2025

PAY
TO THE
ORDER OF

Town of Pound Ridge Supervisor

\$ 6,443.57

Six thousand four hundred forty-three and 57/100

DOLLARS

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KeyBank National Association
Pound Ridge, New York 10576
1-888-KEY4BIZ® Key.com®

FOR

March 2025 local revenue

Erin Trostle

⑈001399⑈ ⑈021906934⑈ 329681176635⑈



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**
In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____
Mayor _____

	Kevin	Ali	Dan	Diane	Namasha	Other
Boards & Commissions						
Audit Bills					X	
Board of Assessment Review		X				
Board of Ethics	X					
Conservation Board			X			
Economic Development Committee				X		
Energy Action Committee			X			
Highway & Maintenance				X		
Housing Board			X			
Human Rights Advisory Committee					X	
Landmarks & Historic District					X	
OEM	X					
Old Pound Road Committee		X				
Open Space			X			
Planning Board					X	
Police Department	X					
Recreation Commission				X		
Water Control Commission			X			
Zoning Board of Appeals				X		
Other						
BCSDNY	X					
East of Hudson Watershed	X					
Environmental Initiatives Advisors						Elyse/Bill Harding
Fire District	X					
Library Board	X					
New Dawn			X			
Sustainable Westchester			X			
THRIVE				X		
Water Wastewater Task Force		X				
WEMS						Tom Mulcahy
Westchester County Shared Services	X					
Wireless Communication				X		