

Agenda Item “G”
Resolution Supporting Participation in the
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, _____
(Legal Name of Municipality)

herein called the “Municipality”, after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the “Project”, is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the “Board”, has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve month timeframe as outlined in Attachment B;

NOW, THEREFORE, BE IT RESOLVED BY _____
(Governing Body of Municipality)

1. That _____
(Name and Title of Chief Elected Official)

or such person’s successor in office is the representative authorized to act in behalf of the Municipality’s governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.
4. That this Resolution take effect immediately.

Sample Muni Reso

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the _____

(Name of Governing Body of Applicant)

duly held on the _____ day of _____, 2018; and further that such Resolution has been fully recorded in the _____ in my office.

(Title of Record Book)

In witness thereof, I have hereunto set my hand this _____ day of _____, 2018.

Signature of Recording Officer

Title of Recording Officer

Impress Official Seal here.

ATTACHMENT A
SCOPE OF SERVICES AND PROJECT APPROACH

Program tasks are proposed under three project components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Assistance.

I: CNY STORMWATER COALITION STAFF SUPPORT

Tasks proposed under this project component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 29 regulated Municipal Separate Storm Sewer System (MS4) owner/operators identified in Attachment A of this proposal. The Coalition was formally established on January 1, 2011.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four (4) scheduled meetings of the Executive Committee, and working committees of the Coalition as necessary to advance and sustain a fully functioning Coalition. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. To help ensure Coalition members understand the implications of any modifications or additional requirements that may impact their ability to comply with the NYS Stormwater General Permits (MS4 and Construction), CNY RPDB will monitor and report proposed and enacted changes to the stormwater general permits, including associated compliance, reporting, and inspection requirements. CNY RPDB will compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses to new and evolving regulatory requirements on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will prepare training and informational updates for Coalition members to support regulatory compliance with the next version of the MS4 General Stormwater Permit, anticipated release March 2018. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual and Semi-Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with MS4 annual reporting requirements, and semi-annual reporting requirements for MS4s in the Onondaga Lake watershed, as specified in the most current NY SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual annual and semi-annual reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services. In the event that NYS DEC enacts a new MS4 Annual Report format during the 2019 program year, CNY RPDB will provide training and information as needed to transition into the new format.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2019, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved

by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Executive Committee of the Coalition on a quarterly basis.

II: PUBLIC EDUCATION AND OUTREACH

Tasks proposed under this program component comply with the public education and outreach requirements defined in the current New York SPDES General Permit for Stormwater Discharges from MS4s and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Stormwater Public Survey Response Actions – CNY RPDB will develop and compile new and existing materials as needed to address public education needs identified through the 2015 Stormwater Public Survey. CNY RPDB will continue to identify appropriate outlets for distributing the materials to the targeted audiences, including social media (Facebook and Twitter) and traditional outlets that may include public libraries, schools, veterinary offices, commercial entities, and community centers. CNY RPDB will provide materials in hard copy and/or electronic formats, and track distribution and use.

Task II.2 Maintain Regional Stormwater Website – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the SUA. When available, online training opportunities will be made accessible and promoted to appropriate municipal staff. CNY RPDB will provide informational items developed as part of the year-11 education program directly to participating MS4s for inclusion on municipal websites at their discretion.

Task II.3 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Syracuse Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2019 and will reach approximately 144,000 individuals across the CNY region.

Task I.4 Electronic Stormwater Newsletter for the General Public - CNY RPDB will distribute a quarterly stormwater newsletter for the general public. The seasonally themed electronic newsletter maintains a focus on primary pollutants of concern in the SUA, stormwater processes, and offers advice for reducing negative water quality impacts through simple actions. The newsletter will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations, groups and users of social media.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will secure booth space, reproduce/develop/acquire appropriate stormwater informational materials, and provide staff coverage for a minimum of two public events during 2019 program year. Efforts will be made to identify public events with reliably high attendance and complimentary objectives. CNY RPDB will ensure that informational materials are updated and appropriate to the target audiences. CNY RPDB will maintain, and upon request, make the stormwater display, interactive watershed model, and appropriate materials available to participating MS4s and other community groups for use at their events.

Task II.6 Electronic Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The “newsletter” will be announced by postcard mailing and through a cooperative agreement with the CNY Home Builders &

Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the newsletter for posting on municipal websites or hard copy distribution.

III. DIRECT MUNICIPAL ASSISTANCE

This program component addresses the education and training requirements and planning needs for municipal officials and staff.

Task III.1. Municipal Workshops - CNY RPDB will conduct two training workshops for municipal representatives of the CNY Stormwater Coalition. Workshop topics will be selected to address current training and informational needs as determined through discussions with NYS Department of Environmental Conservation and the CNY Stormwater Coalition. Workshops will be designed to improve compliance with the MS4 Stormwater General Permit.

Task III.2. Online System Map – CNY RPDB will secure the annual license agreement in support of continued operation of the online storm sewer system map. CNY RPDB will compile new and existing data and information needed to expand the storm sewer system mapping effort following an established and agreed upon schedule. This may include additional field data collection and data post-processing, digitizing existing paper maps, and/or other tasks as needed to advance efforts to build a full, regional system map. CNY RPDB will perform ongoing maintenance of the online map platform as needed.

**ATTACHMENT B
PROGRAM FEE**

The services described in this proposal will be conducted for a total fee not to exceed \$108,000 (\$3,600 per Coalition member). This fee will remain constant for each participating Coalition member regardless of the number of municipal members participating in the Coalition.

To participate in the proposed program, MS4s are required to adopt and return a municipal resolution (sample provided) no later than October 1, 2018 to CNY RPDB. CNY RPDB will issue a single invoice for the full program year on December 1, 2018. Full payment will be due to CNY RPDB no later than January 31, 2019.

Sample Muni Reso

