

MS4 Annual Report/Interim Progress Certification 2025

version 1.0

(Submission #: HQB-5D6D-E63RR, version 1)

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Details

Alternate Identifier NYR20A462

Submission ID HQB-5D6D-E63RR

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

Town of Pittsford

Permit ID #:

NYR20A462

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

11 South Main Street

Pittsford, NY 14534

Monroe

Ranking Official

| Official Title | First and Last Name | Phone | Email |
|-----------------|-----------------------|------------|----------------------------|
| Town Supervisor | William A. Smith, Jr. | 5852486220 | wsmith@townofpittsford.org |

Report Preparer

| Report Preparer Title | First and Last Name | Phone | Email |
|-------------------------------------|---------------------|------------|-------------------------------|
| Other: Commissioner of Public Works | Paul Schenkel | 5852486250 | pschenkel@townofpittsford.org |
| Other: Planning Assistant | April Zurowski | 5852486249 | azurowski@townofpittsford.org |

Stormwater Program Coordinator

| Coordinator Title | First and Last Name | Phone | Email |
|--------------------------------|---------------------|------------|-------------------------------|
| Stormwater Program Coordinator | Paul Schenkel | 5852486250 | pschenkel@townofpittsford.org |

Part IV

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

Yes

MS4 General Permit Resources

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

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

No

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

The IMA for the Stormwater Coalition of Monroe County expired on Dec 31, 2024 and is currently being updated to address requirements with the new MS4 Permit.

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, web maps

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.

Completion of Phase I is in progress and will be completed by the 3 year deadline.

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.

Completion of Phase II is in progress and will be completed by the 5 year deadline.

Legal Authority

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

No

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

The new MS4s, if interested, will be added to the new IMA once adopted.

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.

This requirement is to be done once every 5 years and has not been completed yet.

Part VI

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

MCM 1

MCM 2

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.

Some focus areas, such as commercial/residential, have been identified. Others are in progress.

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

Institutions: Managers, staff, and students

Industrial: Owners and staff

Commercial: Business owners and staff

Construction: Developers, contractors, and design professionals

MS4 Operator's municipal 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.)

No

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

This action is in progress and will be completed by the 3 year deadline.

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)

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

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

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

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.)

No

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

This action is to be completed once every 5 years and is currently being updated to meet new permit requirements.

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.

This action is to be completed in year 4 and 5 and is currently being updated to meet new permit requirements.

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

The Stormwater Coalition of Monroe County has a robust public education program that benefits all Coalition members. The website <https://www.stormwatercoalition.com/> is used to convey information to the public along with billboards and social media.

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

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?

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

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

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

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

Yes

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

Yes

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

Posting of draft Annual Report on a public website

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

No

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

No comments received.

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

No

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

No comments received.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 4 and 5 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 4 and 5 year deadline.

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.

This action is in progress and will be completed by the 2 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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

No

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

This action is in progress and will be completed by the 2 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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

No

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

This action is in progress and will be completed by the 2 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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

Yes

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

No

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

This action is in progress and will be completed by the 2 year deadline.

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

Yes

How many construction sites are on the inventory?

19

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?

6

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.

This action is in progress and will be completed by the 2 year deadline.

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

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?

171

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 2 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 4 year deadline.

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.

This action is in progress and will be completed by the 4 year deadline.

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.

This action is in progress and will be completed by the 2 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 4 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 3 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 4 year deadline.

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.

This action is in progress and will be completed by the 4 year deadline.

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

Yes

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

Yes

How many catch basins have been inspected?

2344

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

61

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

No

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

This action is in progress and will be completed by the 5 year deadline.

What percentage of the total streets, bridges, parking lots, and right of ways have been swept?

95

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.

This action is in progress and will be completed by the 5 year deadline.

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.

This action is in progress and will be completed by the 5 year deadline.

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 Certification.pdf](#) - 03/20/2025 12:54 PM

Comment

NONE PROVIDED

