



851 Chemung Street
Horseheads, New York 14845

April 23, 2018

RE: NYS DEC MS4 Stormwater Coalition Annual Report

Dear Stormwater Coalition Members,

Accompanying this letter is the NYS Department of Environmental Conservation MS4 Annual Report in electronic format for the 2017-2018 reporting year. You need to do the following to meet the requirements of the NYS DEC permit:

Part VII.A.2. Annual Report Presentation

Below are the requirements for the annual report presentation:

- i. Prior to submitting the final annual report to the Department, by June 1 of each reporting year, present the draft report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done:*
 - *At a meeting that is open to the public, where the public attendees are able to ask questions about and make comments on the report. This may be a regular meeting of an existing board, such as planning, zoning or the town board. It may also be a separate meeting, specifically for stormwater. If multiple covered entities are working together, they may have a group meeting; or*
 - *On the internet by:*
 - *Making the annual report available to the public on a website;*
 - *Providing the public the opportunity to provide comments on the internet or otherwise; and*
 - *Making available the opportunity for the public to request an open meeting to ask questions about and make comments on the report. If a public meeting is requested by 2 or more persons, the covered entity must hold such a meeting. However, the covered entity need only hold a public meeting once to satisfy this requirement.*

- ii. Provide public notice about the presentation, making public the following information when noticing the presentation in accordance with the local public notice requirements:*
 - *The placement of the annual report on the agenda of this meeting or location on the internet;*
 - *The opportunity for public comment. This SPDES general permit does not require a specified time frame for public comments, although it is recommended that covered entities do provide the public an opportunity to comment for a period after the meeting. Comments received after the final annual report is submitted shall be*

reported with the following year's annual report. Covered entities must take into account those comments in the following year;

- *The date time of the meeting or the date the annual report becomes available on the internet; and*
 - *The availability of the draft report for prior review prior to the public meeting or duration of availability of annual report on the internet;*
- iii. *the Department recommends that announcements be sent directly to individuals (public and private) known to have a specific interest in the covered entity's SWMP;*
- iv. *include a summary of comments and (intended) responses with the final annual report. Changes made to the SWMP in response to comments should be described in the annual report; and*
- v. *ensure that a copy of the final report and, beginning in 2009, the SWMP plan are available for public inspection;*

The draft Annual Report for 2017-2018 has been posted on the Stormwater Coalition's Project website:

www.chemungstormwaterprojects.com

We also will have a link available for the public to submit comments. I believe if you public notice this information in your community you will meet the above stated requirements. I have also provided each community with an electronic copy via email of the draft report. I encourage you to place it on your municipal website with directions on how comments can be submitted.

The annual report is due to NYS DEC by June 1st; therefore it is important that you get this information out as soon as possible. Also, please save a copy of the public notice that is posted and any comments received for the Stormwater Team. We will need this information for next year's annual report. Also, keep a copy in your MS4 Stormwater Program Management Plan binder.

Please let me know if you have any questions.

Thank you,

Jessica Verrigni, CPESC, CPSWQ
Stormwater Technician