



**Incorporated Village of Port Jefferson  
Suffolk County, Long Island, New York**

**Draft Annual Report  
Stormwater Management Program  
SPDES NO. NYR20A326**

**March 10, 2004 - March 9, 2005**

April 18, 2004

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Storm Water Management Program  
Incorporated Village of Port Jefferson**

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**Storm Water Management Program**  
**March 10, 2004-March 9, 2005**

MS4 Name: Incorporated Village of Port Jefferson

SPDES Number: NYR20A36

**EXECUTIVE SUMMARY**

In March 2003, the Incorporated Village of Port Jefferson (Village) prepared a Storm Water Management Program (SWMP) and filed a Notice of Intent seeking authorization to discharge stormwater under the National Pollutant Discharge Elimination System in accordance with the provisions of the Clean Water Act, as amended, (33 U.S.C. §1251, et. seq.), as an operator of small municipal separate storm sewer systems (MS4s). The Notice of Intent requested coverage under New York's State Pollutant Discharge Elimination System (SPDES) general permit (General Permit) that authorizes small MS4s to discharge stormwater. The Village received coverage under the General Permit by letter from the New York State Department of Environmental Conservation (NYSDEC) dated April 3, 2003.

The Village SWMP includes a variety of actions that will be undertaken to comply with the six "minimum control measures" that are required under the General Permit. The Village Conservation Advisory Council (CAC) took responsibility for overseeing implementation of the Village SWMP and worked with Village officials and departments, such as the Highway Department and the Planning Department to complete the actions planned for Year 2 in its SWMP. A summary of progress on implementing the Village SWMP is provided in the following subsections.

**I. PUBLIC EDUCATION AND OUTREACH**

**A. Narrative Overview**

Eileen Keenan of New York Sea Grant, which educates communities about sustainable use of coastal resources, provided a NEMO (Nonpoint Education of Municipal Officials) training session on stormwater management to all personnel from the Village's Building, Planning, and Highway Departments on March 9, 2005 at Village Hall.

The CAC published an educational fact sheet in the Village Newsletter (Port Report) and made available at Village Hall brochures that described steps that the public can take to reduce pollutants in stormwater runoff. Such steps included checking and repairing leaking vehicles, using pesticides and fertilizers sparingly, and increasing the amount of vegetated areas in yards.

A mock-up of a stormwater management webpage link to the Village's website was developed but was not activated during Year 2. In place of the webpage, mailings and brochures were

utilized to educate the public since the Newsletter was delivered to all residents in the Village and the brochures were displayed in Village Hall. The stormwater webpage is expected to be available during Year 3 and will include links to information on the impacts of stormwater pollution, ways to reduce stormwater pollution, and improving landscaping practices to reduce nonsource pollution. The Village Code currently has an ordinance on pet waste management, and pet waste stations are located in the Village. Village residents currently receive educational pamphlets from the Town of Brookhaven regarding recycling programs and proper disposal of household hazardous waste.

Public education was incorporated into the Village's harborfront revitalization project. The Village's Harborfront Park will include a circular trellised seating area, located out in Port Jefferson Harbor, with a central cutout to allow viewing of the tidal changes below and associated marine life. This seating area will promote environmental awareness and education.

B. Implementation of Best Management Practices

1. The Village identified and made use of an existing educational resource by conducting a stormwater management training session through New York Sea Grant in March 2005.
2. Educational fact sheets on stormwater management were provided in the Village Newsletter and in brochures.
3. A webpage link to information on stormwater management will be made available to the public on the Village website.
4. Educational and public outreach programs regarding recycling and disposal of household hazardous waste were previously established by the Town of Brookhaven.

C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of public education and outreach concerning the problems associated with stormwater and the benefits of effective stormwater management. The Village stormwater webpage is expected to be in place during this time.

## II. PUBLIC PARTICIPATION/INVOLVEMENT

### A. Narrative Overview

The Village's SWMP is publicly available at Village Hall and in the reference section of the Port Jefferson Free Library. Notice of a presentation about the Village's first-year efforts in implementing its stormwater management program was published in the PORT TIMES RECORD on April 22, 2004. A 30-day public comment period was provided. No comments were received from the public on the draft report. The first year Annual Report was finalized on May 22, 2004 and submitted to the New York State Department of Environmental Conservation (NYSDEC) for review.

The Village began considering a variety of options for increasing public involvement in stormwater management efforts including working with the local high school to map storm drains and continuing beach cleanups. The CAC had a meeting with a teacher from the Village High School to request assistance with mapping of the Village's storm drains perhaps as part of a school project, however, the project did not commence during this year.

In April 2004, the Village Board of Trustees passed a resolution to explore harbor management agreements with the neighboring MS4s, which include the villages of Poquott, Belle Terre and Old Field, as well as the Town of Brookhaven. The municipalities would work together to manage stormwater runoff and other waterborne pollution. The Village researched possible funding opportunities that could be applied to public participation, education, and training programs. However, no grant applications were submitted in Year 2 because the research showed that a minimum of four (4) municipalities are required to submit a joint grant application.

### B. Implementation of Best Management Practices

1. A public notice and comment period was provided on the Year 1 draft annual report. A public meeting was held. No comments were received. The Year 1 annual report was finalized prior to June 1, 2004 and submitted to the NYSDEC.
2. The Village evaluated possible public participation programs such as working with high school students and community beach cleanups.
3. The Village passed a resolution to explore stormwater management agreements with neighboring MS4s.
4. Funding opportunities were identified; however, the grants could not be pursued without the minimum requisite number of four (4) municipalities.

### C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of public involvement and participation in stormwater management.

### III. ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### A. Narrative Overview

It was previously determined that stormwater/sewer surveys, plans and/or maps of the Village's storm sewer system were destroyed. As discussed in Section II, the CAC sought to utilize local high school students to map the storm drains as part of a school project. However, the project did not commence during Year 2. The Village obtained a revised proposal from an engineering consulting firm to map out the storm drains and input the data into a GIS (geographic information system) platform for use. The Village is pursuing funding for this effort and a resolution is expected during Year 3.

The Village Code was reviewed to determine if revisions are necessary to better detect and enforce illicit discharges. As documented in the Village SWMP, the Village Code and the Suffolk County Sanitary Code currently provide regulatory measures to detect and enforce illicit discharges. No revisions to the Village Code were deemed necessary at this time.

A list of PJ outfalls were identified in the Village's "Review of Past Water Quality Studies for the Port Jefferson Harbor Complex" (Neslon, Pope & Voorhis, 2000) (hereinafter, WQS). No illicit discharges were found in the Village during Year 2.

#### B. Implementation of Best Management Practices

1. The availability of existing map and survey information was determined.
2. Funding/grant opportunities for mapping were explored.
3. Options for preparation of a storm sewer system map were further explored.
4. Inquiry was made as to the availability of training specific to illicit discharges.
5. Documentation concerning the locations of outfalls, discharge detection activities, and training was previously identified in the WQS.

#### C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of illicit discharge detection and elimination. The Village expects to commence the storm drain mapping program during Year 3.

#### IV. CONSTRUCTION SITE STORMWATER CONTROL

##### A. Narrative Overview

The Village initiated a review of the Village Code for possible improvements to its Best Management Practices (BMP) related to stormwater control practices and enforcement. The CAC and the Planning Board have revised the PJ Village Ordinance entitled, “Trees, Grading & Land Clearing” and the ordinance is undergoing final review and approval. Stormwater control measures were added to the ordinance and a section on Clearing Standards were revised with the intention of minimizing disturbance of vegetation and control grade changes. Two public hearings were conducted during Year 2 regarding revisions to this Ordinance with a resolution expected during Year 3.

Review of the SPDES construction permit was commenced by the Village Building Department. Under consideration is the addition of a line item question to the construction permit application inquiring if the applicant is proposing disturbances to land greater than one acre. If so, applicants will be referred to the SPDES construction permit requirements for further information and other applicable requirements. This mechanism will be established during Year 3.

Also under consideration will be a list of minimum training requirements for construction site operators. This list may entail acknowledgement of reading and understanding the various ordinances in the Village Code pertaining to stormwater management. This checklist will be established during Year 3.

##### B. Implementation of Best Management Practices

1. Review of the Code to consider possible revisions for construction site activity was initiated. The ordinance pertaining to “Trees, Grading & Land Clearing” was revised and is undergoing final review and approval.
2. Evaluation of a mechanism to alert construction applicants of the SPDES construction permit requirements if the applicant is proposing disturbances to land greater than one acre.
3. Evaluation of procedures and mechanisms for training construction operators was commenced.

##### C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of construction site stormwater management. The Village will complete its implementation of mechanism to alert construction applicants of the SPDES construction permit requirements, and the minimum training requirements for construction operators.

## V. POST-CONSTRUCTION SITE STORMWATER CONTROL

### A. Narrative Overview

Selected personnel from the Village's Building, Planning, and Highway Departments received training on stormwater management practices, as described in Section I.

Existing Village requirements that pertain to post-construction site stormwater control are documented in the Village SWMP. The Village Code includes extensive application and review processes with requirements that assist in reducing stormwater runoff from new development and redevelopment projects. The Village Code also provides design specifications and acceptable materials for drainage structures, stormwater recharge basins, leaching pools and similar improvements. As described in Section IV, a chapter of the Village Code pertaining to "Trees, Grading, and Land Clearing" was revised, and after two public hearings, is undergoing final review and approval.

As a result of current BMPs in the Village Code, grassed swales and French drains were incorporated into the Village's Harborfront Park, which is currently under construction, in order to control surface stormwater runoff into the adjacent Port Jefferson Harbor.

The Building Department's site applicant checklist was reviewed to ensure consistency with local erosion control and SPDES Construction Permit requirements. As a result, the Village has improved its site plan applicant checklist to ensure that applicants include detailed drainage calculations in their plans. The Village will consider whether additional design specifications and restrictions for drainage and erosion controls are needed for site plans.

The Village Building Department receives public reports on enforcement issues related to stormwater runoff from construction projects. Contact names and e-mail addresses for enforcement are maintained on the Village website.

### B. Implementation of Best Management Practices

1. Village staff from the Building, Planning, and Highway Departments received training on stormwater management practices
2. Best Management Practices (BMPs) and regulatory requirements in the Village Code were reviewed to consider possible revisions applicable to stormwater control at post-construction sites. The ordinance pertaining to "Trees, Grading & Land Clearing" was revised and is undergoing final review and approval.
3. The Building Department's site applicant checklist was revised to ensure that applicants include detailed drainage calculations in their plans.

### C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of controlling stormwater following completion of construction.

The Village will continue to consider the need for possible revisions to the Code and will endeavor to complete its determination of whether revisions are necessary.

## VI. POLLUTION PREVENTION/GOOD HOUSEKEEPING

### A. Narrative Overview

Catch basin cleaning and street sweeping in the Village is being documented by the Village Highway Department. The Village's Highway Department recorded over thirty-five locations where drainage improvements or repairs were performed.

The *Roadway and Right-of-Way Maintenance* category of the *NYSDEC Nonpoint Source Management Practices Catalogue* (a large-volume set) was received in Year 2 and identified for use as one of the training guides to the Highway Department on stormwater management BMPs. This document will be distributed to the Highway Department during Year 3 for training purposes and to review/revise current BMPs.

Highway Department practices and policies (BMPs) were further evaluated during Year 2 and no existing procedures were identified as being significant contributors to stormwater pollution. A number of best management practices (BMPs) currently employed by the Highway Department are documented in the SWMP. Revisions to BMPs may occur following a review of the above-mentioned NPS Catalogue during Year 3.

Selected personnel from the Village's Building, Planning, and Highway Departments received training on stormwater management practices, as described in Section I. Informational material (such as brochures or flyers) and further training (tailored NEMO workshops) for staff are planned to improve awareness of municipal employees.

### B. Implementation of Best Management Practices

1. A policy for documentation of maintenance and repair activities related to stormwater issues in the Village was previously developed by the Village Highway Department.
2. No current Village practices were identified that are significant contributors to stormwater pollution.
3. Existing training programs on stormwater management BMPs were conducted for 'priority' Village Staff.

### C. Activities Planned for the Upcoming Year

To the maximum extent practicable, the Village will undertake the Year 3 actions identified in its SWMP to achieve the goals of pollution prevention and good housekeeping associated with its municipal operations. The Village will also execute additional training on stormwater BMPs.

## VII. MONITORING AND MODELING RESULTS

No monitoring data or modeling was performed during the second year of implementation of the Village SWMP.

## VIII. SUMMARY OF FUNDING AND USE OF GRANT MONEY

As note above, grant funding options that were available during Year 2 were reviewed and considered. However, grant funding was not sought during Year 2 because a minimum of four (4) municipalities are required to submit a joint grant application.