

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQA-Q8FH-YY3E3, version 1)

Details

Originally Started By Town Stillwater

Alternate Identifier NYR20A549

Submission ID HQA-Q8FH-YY3E3

Status Draft

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name
Town of Stillwater MS4

Permit ID #:
NYR20A549

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

881 Hudson Ave
Stillwater, NY 12170
Saratoga

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Edward Kinowski	5186646148	ekinowski@stillwaterny.org

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Lindsay Buck	5186646148	lbuck@stillwaterny.org

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Lindsay Buck	5186646148	lbuck@stillwaterny.org

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.)

Yes

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.)

Yes

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.

This item is in progress

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.

This item is in progress

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

The Town will make continued progress on items due in subsequent years.

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

N/A

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

Not due at this time

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.

This item is 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.)

No

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

This item is in progress

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 item is in progress

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VI.A.2.a.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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

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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?

Coordination with other pre-existing public involvement/participation opportunities

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?

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

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

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.)

Yes

How many comments were received on the SWMP Plan?

0

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

Yes

How many comments were received on the draft annual report?

0

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 item is in progress

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VI.C.1.c.ii.)

N/A

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

Not due at this time.

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 item is in progress

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VI.C.1.d.iii.)

N/A

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

Not due at this time.

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 item is in progress

In Year 5: Have all the monitoring locations been inspected? (Part VI.C.1.e.i.a))

N/A

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

Not due at this time

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VI.C.1.e.ii.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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 item is in progress

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.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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 item is in progress

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.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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

The Town will make continued progress on items due in subsequent years.

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.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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

Yes

How many construction sites are on the inventory?

12

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.)

N/A

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

Not due at this time

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.)

No

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

This item is in progress

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:

The Town will make continued progress on items due in subsequent years.

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?

22

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 item is in progress

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.)

Yes

How many individuals were trained on the MS4 Operator's post-construction SMP inspection and maintenance procedures?

1

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.)

N/A

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

This item is in progress

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

The Town will make continued progress on items due in subsequent years.

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 item is in progress

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 item is in progress

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 item is in progress

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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 item is in progress

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

N/A

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

Not due at this time

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 item is in progress

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

N/A

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

Not due at this time

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 item is in progress

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))

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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 item is in progress

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.)

N/A

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

Not due at this time

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.)

N/A

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

Not due at this time

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

N/A

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

Not due at this time

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.

This item is in progress

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.

This item is in progress

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

N/A

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

Not due at this time

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.)

Yes

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

Yes

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

The Town will make continued progress on items due in subsequent years.

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.

The Town will make continued progress on items due in subsequent years.

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.

NONE PROVIDED

Comment

NONE PROVIDED