



BOARD OF TRUSTEES MEETING AGENDA

March 10, 2026 at 7:00 PM
432 Route 306, Wesley Hills, NY 10952
Phone: 845-354-0400 | Fax: 845-354-4097

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. **February 17, 2026**

PUBLIC HEARING

2. **Public Hearing on a Proposed Local Law Restricting On-Street Parking During Weather Related Events**
3. **Public Hearing on the Proposed Local Law Allowing Catering Facilities**
4. **Public Hearing 2025 MS4 Annual Report**
5. **Public Hearing to Consider the Demolition of Unsafe Structures Located at 799 Union Road.**

RESOLUTIONS/DISCUSSIONS

6. **Resolution Supporting Increased Aid To Municipalities And Strengthening New York State-Local Partnership**
7. **Resolution Approving the Proposal from Civil Design Works LLC for the Annual MS4 Reports**
8. **Resolution Scheduling the Public Hearing for the Approval of the Tentative Budget for the Fiscal Year Beginning June 1, 2026**
9. **Appointment of 2nd Alternative Member to the Zoning Board of Appeals**
10. **Resolution Authorizing the Release of Escrow Funds - 1 Lois Lane**
11. **Resolution Authorizing the Release of Escrow Funds - 14 Holland Lane**
12. **Resolution Approving the Renaming of Beatrice Road to Hidden Valley Drive**
13. **Resolution Scheduling the Annual Reorganization Meeting on April 14, 2026**
14. **Resolution Approving Abstract of Funds**

15. **Resolution Approving Transfer of Funds**

REPORTS

16. Mayor
17. **Presentation: Mayor's 2026 Village Budget**
18. Village Clerk/Treasurer
19. Village Attorney

OPEN FLOOR: PUBLIC DISCUSSION

EXECUTIVE SESSION

NEW BUSINESS

20. **Discussion: Request for Village Hall Parking Lot Access - 4 Village Green**

ADJOURNMENT



BOARD OF TRUSTEES MEETING MINUTES

February 17, 2026 at 7:00 PM
432 Route 306, Wesley Hills, NY 10952
Phone: 845-354-0400 | Fax: 845-354-4097

CALL TO ORDER

Mayor Katz called the meeting to order at 7pm followed by the Pledge of Allegiance.

ROLL CALL

MEMBERS PRESENT: Mayor Marshall Katz
Deputy Mayor Milton Schwartz
Trustee Joseph Mause
Trustee Yisroel Cherns
Trustee Tova Krull

ABSENT: None

OTHERS PRESENT: Howard S. Richman, Village Attorney (Zoom)
Camille Guido-Downey, Village Clerk-Treasurer

APPROVAL OF MINUTES

1. **February 3, 2026**

Resolution #138-25

Trustee Cherns made a motion to approve the February 3, 2026, minutes, seconded by Trustee Mause. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Mause and Trustee Krull. Abstain: Trustee Cherns. This motion carried.

PUBLIC HEARING

2. **Public Hearing to Consider the Application for Zoning Exemption Submitted by the Monsey Fire District for the Use of a Fire House.**

Trustee Cherns made a motion to open the public hearing, seconded by Trustee Mause.

Moshe Messner, Chief Monsey Fire Department was present and stated that the Fire Department

has been seeking property for several years to serve the north end of Monsey. This location was purchased and fits into the neighborhood as it is located across the street from an ambulance company and a commercial shopping center that includes a CVS. The main goal of the Fire Department is to reduce response times to this section of Monsey. Currently, it takes between 11–15 minutes to get a fire truck from its current location at 16 Grove Street to Wesley Hills. The Department plans to convert the existing single home to a firehouse with site improvements.

Yanky Fliegman, Chairperson of the Monsey Fire District Commissioners, was present and thanked the Board for their consideration of this use. Mr. Fleigman stated that many of their volunteers are from Wesley Hills and thanked the members that attended the meeting tonight to show support. Mr. Fliegman stated that he has previously received a complaint about sirens, lights and noise. Mr. Fliegman stated that, as most members are family people, they are aware of lights and sirens at night and are conscious of sleeping children. This location is a proposed substation for one fire truck.

Raphael Zeigler, 10 Kentor Lane and volunteer member of the MFD was present and read into the record his memo dated 2/17/26 in support of the fire house.

Scott Dow, Esq. Attorney for the MFD, was present and stated that he has had previous discussions with Howard Richman, Village Attorney. Mr. Dow stated that the MFD was created by the State of NY to protect and serve residents of Wesley Hills and this substation will reduce response times to this area.

Howard Richman, Village Attorney stated that the Village Board is only reviewing and hopefully granting permission for the use of a fire house at 381 Route 306. All other matters will be addressed to the planning board/zoning board.

Mayor Katz added that the Planning Board/Zoning Board's purpose is to review site plans using the Village Professionals to ensure that all sites address landscaping, screening, lighting, parking, drainage concerns, etc.

Trustee Schwartz questioned what happens when the property is sold?

Howard Richman answered that it reverts back to a single family home. The exemption is for the use of a firehouse only. When the site plan is developed by their engineer, they will visit the PB for site plan approval, and if variances are needed, they will visit the ZBA.

Shalom Horowitz, 392 Route 306 was present and stated a firehouse is important, and he is concerned about the two schools that operate a few doors down and all the children that walk in the area. Mr. Horowitz is also concerned about the architecture of the firehouse; will it remain residential looking and the trees in front remain? Mr. Horowitz also questioned if the turning lane will be installed at the intersection of Route 306 and Grandview Ave? Lastly, Mr. Horowitz is concerned that members will park on the sidewalk for events taking place at the firehouse.

Mayor Katz noted that those issues will be addressed at the Planning Board. Mayor Katz stated that he has had several conversations with the Town of Ramapo, State representative, NYSDOT

and the County of Rockland to get the turning lane project moving and unfortunately, has been unsuccessful.

Yanky Fliegman answered that there will be limited events at the firehouse, no one will be using this location as a hang-out, and no one will be parking on the sidewalk. The MFD has already committed to providing property to the State/County for the installation of a turning lane.

Dina Gold, 28 Wilder Road was present and stated that she and all the parents in the area are concerned about the traffic and not having a turning lane at the intersection. This location is a nightmare during the day and mostly parents who take their children to school avoid this area because of the traffic.

Mayor Katz suggested that Ms. Gold reach out to local and state representatives and voice her concern about the turning lane and traffic for their action.

Mr. Barg, 383 Route 306 stated that he lives next door to the firehouse, and he has been in discussions with the firehouse to purchase his property. Mr. Barg stated that this will take time and he is concerned that a fire truck will not be able to enter or exit the property with the traffic in a safe manner. Mr. Barg is unsure why the FD thinks that this is the best location. Mr. Barg also stated that he saw a plan that showed a temporary structure being placed on the lot line and he is not in favor of that and what does temporary mean?

Howard Richman answered that the Planning Board will address what temporary means and address the site for compliance which may include fencing, etc. Mr. Richman expressed that the Village Board is only approving permission for a firehouse use. Any bulk table area variances will be reviewed by the ZBA and the site plan permission will come from the Planning Board are not being waived.

Moshe Messner answered that this location is on a main artery of Monsey which provides access to the north end of Monsey which at the current time the MFD cannot access in a timely manner. The modifications to the traffic light will be addressed at the Planning Board and the Village professionals and the MFD professionals will discuss.

Ken Landau, 2 Lois Lane was present and stated that drainage needs to be reviewed.

Mayor Katz stated that the Planning Board will address drainage.

Trustee Cherns made a motion to close the public hearing, seconded by Trustee Mause.

Trustee Krull made a motion to approve the following resolution, seconded by Trustee Schwartz:

RESOLUTION #139-25

WHEREAS, the Monsey Fire District is a political subdivision of the State of New York, established to provide public services in the area of fire protection and emergency response to residents of the Village of Wesley Hills, Rockland County, New York and having those powers

set forth in New York Town Law Article 11; and

WHEREAS, the Village of Wesley Hills is a political subdivision of the State of New York having those powers of zoning and land use regulation specified in New York Village Law Article 7; and

WHEREAS, the Board of Fire Commissioners of the Monsey Fire District have proposed the development of firehouse substation to serve the residents of the Monsey Fire District in the Village of Wesley Hills; and

WHEREAS, the Board of Fire Commissioners and/or its consultants have or will submit the required application(s) which may include a site plan and other requested documents and items to the Village of Wesley Hills Planning Board and/or Zoning Board of Appeals for their consideration and review; and

WHEREAS, the site of the development of its firehouse substation is in a R-35 zone; and

WHEREAS, it is in the best interests of the Village of Wesley Hills and the Monsey Fire District and the residents of the Village of Wesley Hills for the political subdivisions to act harmoniously and cooperatively toward the greater good for their residents; and

WHEREAS, a description of the proposed project is annexed hereto as Attachment A; and

WHEREAS, the Village of Wesley Hills Village Code does not specifically define or address governmental or municipal uses under the Village Code; and

WHEREAS, the proposed project is designed to be compliant with the NYS Uniform Fire Prevention and Building Code; and

WHEREAS, the Monsey Fire District has requested an exemption from the Village of Wesley Hills Zoning Code and Land Use regulatory jurisdiction; and

WHEREAS, the Village of Wesley Hills Village Board has considered the Monsey Fire District exemption request and has conducted a public hearing with notice to those who own property within 750 feet of the proposed Fire House pursuant to its local laws in order to balance the public interests as set forth by the New York State Court of Appeals in Matter of County of Monroe, 72 NY 2d 338 (1988) (“County of Monroe”); and

WHEREAS, after consideration of the balancing of public interests’ test established in County of Monroe case, the Village Board recognizes the important public safety functions provided by the Monsey Fire District to the residents of the Monsey Fire District and Village of Wesley Hills and recognizes as well the Monsey Fire District need for an additional facility in order to continue to carry out these functions; and will grant the Fire District its requested exemption from the Village’s Zoning Code to the extent that it gives permission to construct a Fire House at the proposed location in the Village of Wesley Hills after application to the Planning Board and/or Zoning Board as to the specific site

plans, and

NOW, THEREFORE BE IT RESOLVED, that: Section 1. The above “WHEREAS” clauses are incorporated herein by reference as if fully set forth herein. Section 2. The Village Board has considered the factors detailed in the County of Monroe case, and

NOW THEREFORE BE IT RESOLVED, that after a review of the record and an analysis conducted pursuant to County of Monroe as set forth above, the Village Board hereby finds that the Monsey Fire District should be immune and exempt from the applicability of the Village Code as it specifically relates to the R-35 Zone, and

FURTHER RESOLVED, that the Monsey Fire District will submit any and all applications required by the Planning Board/Zoning Board of Appeals to seek permission for said site plan, and

FURTHER RESOLVED, that the Monsey Fire District will further seek Building Permits for any/all building structures in the Village as a benefit to the public interest and promotes the health, safety, and general welfare for the reasons set forth herein; and

FURTHER RESOLVED, the Monsey Fire District will be subject to site plan and SEQRA approval through the Village of Wesley Hills Planning Board.

FURTHER RESOLVED, that the Village Clerk-Treasurer and any other Village official or employee, as directed by the Village Mayor, shall take any and all actions necessary to carry out the provisions of this Resolution.

FURTHER RESOLVED, that the Village Clerk-Treasurer is hereby directed to transmit a certified copy of this Resolution to the Village Planning Board, Building Inspector, and the Monsey Fire District for further actions consistent with this determination of immunity and this Resolution shall be effective immediately.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

RESOLUTIONS/DISCUSSIONS

3. **Resolution Authorizing the Submission of a NYS Department of Transportation, Transportation Alternatives Program (TAP) Grant Application and Commitment of a 20% Funding Match**

Trustee Schwartz made a motion to approve the following resolution, seconded by Trustee Cherns:

RESOLUTION #140-25

WHEREAS, the Board of Trustees of the Village of Wesley Hills herein called the "Municipality", and

WHEREAS, after thorough consideration of the various aspects of the problem and study of available data, has hereby determined that certain work, as described in its application and attachments, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, The New York State Department of Transportation has made funds available from the Federal Highway Administration through the Transportation Alternatives Program to support bicycle, pedestrian, multi-use path projects and programs and expand opportunities for transportation choices beyond traditional highway programs; and

WHEREAS, the activities of the Project herein improve mobility, provide safe routes for pedestrians to access daily needs, public transportation and recreational opportunities, enhance the character of the Village, contribute to its revitalization, and further the Village of Wesley Hills' plans for a continuous ADA-compliant sidewalk system on heavily-trafficked streets with extensive foot traffic providing not only for the safety of residents and visitors but also reducing vehicular traffic.

WHEREAS, the Municipality deems it to be in the public interest and benefit under these acts to authorize and direct Marshall Katz, as Mayor of the Village of Wesley Hills, New York, to file an application for funds to the New York State Department of Transportation, Transportation Alternatives Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Wesley Hills:

1. That Marshall Katz, as Mayor, is hereby authorized to file an application for funding in support of the design and construction of an ADA-compliant sidewalk system on the north side of Lime Kiln Road from the intersection with Wilder Road to the intersection with NYS Route 202.
2. That the Municipality agrees that it will fund as a match at least 20% of the cost of the Project, and that funds will be available to initiate the Project's field work upon execution of a contract with New York State Department of Transportation.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

4. Resolution Scheduling a Public Hearing for the 2025 Annual MS4 Report

Trustee Schwartz made a motion to approve the following resolution, seconded by Trustee Mause:

RESOLUTION #141-25

WHEREAS, that the Village Engineer for the Village of Wesley Hills has prepared the Village's Annual MS4 Report for the 2025 calendar year, and

WHEREAS, the report has been made available to the public for review and comment, and

BE IT RESOLVED, that the Village Board of the Village of Wesley Hills has selected our regular scheduled meeting to hear any public comments, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees will meet on the 10th day of March 2026, at 7:00 P.M. at the Village Hall, 432 Route 306, in the Village of Wesley Hills, for the purpose of hearing any comments in reference to the adoption of the 2025 MS4 Annual Report.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

5. **Authorizing the Contract with Power Authority for Electric Service for the Village of Wesley Hills**

Trustee Mause made a motion to approve the following resolution, seconded by Trustee Schwartz:

RESOLUTION #142-25

RESOLVED, that the proposed contract for electric service between the Village of Wesley Hills and Power Authority, to provide reduced electric rate service for the Village of Wesley Hills Village Hall and sub accounts for the period of March 1, 2026, through February 28, 2029, a copy of which is made a part of the minutes of this Board, is hereby accepted, and the Mayor is authorized to indicate the approval and acceptance of such proposal by signing same on behalf of the Village of Wesley Hills, nunc pro tunc.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

6. **Resolution Setting Date for Public Hearing to Consider the Demolition of Unsafe Structures Located at 799 Union Road.**

Trustee Mause made a motion to approve the following resolution, seconded by Schwartz:

RESOLUTION #143-25

WHEREAS, on February 4, 2026, pursuant to Chapter 86 of the Code of the Village of Wesley Hills, the Building Inspector of the Village of Wesley Hills, with the concurrence of a licensed professional engineer, determined that the structures on 799 Union Road to wit the greenhouse structures and associated buildings are in a state of advanced structural failure and due to severe foundation degradation, rotted wood framing, corroded steel supports, roof collapses, and unsafe access structures, demolition is the only reasonable and safe course of action, and

WHEREAS, on February 4, 2026, the Building Inspector issued a Notice of Unsafe Structure

that identified such unsafe condition and an Order to Correct which required that the remains of such structure be demolished and that the debris therefrom be removed within 10 days, and

WHEREAS, such Notice of Unsafe Structure and Order to Correct was served on Jacob Kohl, the owner of record of such property, at the address shown on the last preceding tax assessment roll, by certified mail on February 4, 2026, and

WHEREAS, such notice was also posted on the unsafe structure located at 799 Union Road, and

WHEREAS, the owner of such property failed to comply with such Order to Correct, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees thereupon authorizes the remains of such structure to be demolished and the debris therefrom to be removed, and pursuant to such Code, the expenses of such demolition and removal work are to be assessed against such property,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees will meet on the 10th day of March 2026, at 7:00 P.M. at the Village Hall, 432 Route 306, in the Village of Wesley Hills, for the purpose of authorizing said demolition and,

BE IT FURTHER RESOLVED, that the Village Clerk shall notify the owner of record of such property of such meeting by sending to him by certified mail, at the address shown on the last preceding tax assessment roll, a certified copy of this resolution, which mailing shall be made at least 8 days prior to such meeting.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

7. **Resolution Reaffirming the Village of Wesley Hills Support of the County of Rockland Sidewalk Improvement Grant**

Trustee Schwartz made a motion to approve the following resolution, seconded by Trustee Krull:

RESOLUTION #144-25

WHEREAS, the Village of Wesley Hills has been awarded \$1.7 million for the construction of sidewalks in two locations in the Village of Wesley Hills, and

WHEREAS, sidewalk will be constructed on Grandview Ave from Forshay Road to Willow Tree Road and Lime Kiln Road from Route 306 to Wilder Road, and

WHEREAS, in November 2025 the Village of Wesley Hills and the County of Rockland entered into an intermunicipal agreement for said grant, and

WHEREAS, as part of that agreement, the Village of Wesley Hills is committed to this project and has agreed to accept ownership and maintenance responsibilities for the sidewalks installed as part of this project, and

THEREFORE BE IT RESOLVED, that the Village of Wesley Hills is in full support of this project and accepts ownership and maintenance responsibilities for both locations.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

REPORTS

8. Mayor

No Report.

9. Village Clerk/Treasurer

No Report.

10. Village Attorney

141 E Willow Tree Road

Howard Richman stated that the Village has been removed from this claim in reference to assessment reduction.

Wechsler

The Village was named in a foreclosure action for a judgment that was paid to the Justice Court. Mr. Richman stated that he has tried to get the Village removed. However, he has been unsuccessful. At this time, the Village will wait and see what happens as opposed to spending money.

15 Terrace

Howard Richman drafted a letter for review by the Board. This letter will be reviewed for the March 10, 2026, meeting.

Willows

Howard Richman stated that he is waiting for a date for a meeting.

EXECUTIVE SESSION

Trustee Cherns made a motion to enter into Executive Session, seconded by Trustee Krull to discuss pending litigation. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

No action was taken during Executive Session.

Trustee Schwartz made a motion to close Executive Session, seconded by Trustee Cherns. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

NEW BUSINESS

Barnett Brodie, 8 Carter Lane was present and expressed his frustration to the Village Board in reference to his experience with the Building Department and Village Engineer trying to obtain a building permit for a new home to be located at 18 Roven Road. Mr. Brodie offered various policy and procedure changes to the Board for their consideration. Board members are not interested in making any changes at this time. Mr Brodie stated that the Village Engineer is interpreting Chapter 95 incorrectly and that should be reviewed. Board Members will review.

ADJOURNMENT

Trustee Schwartz made a motion to adjourn, seconded by Trustee Cherns. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion carried unanimously.

Respectfully Submitted,
Camille Guido-Downey

**A LOCAL LAW AMENDING CHAPTER 210-11 OF THE CODE OF THE
VILLAGE OF WESLEY HILLS TO RESTRICT ON STREET VEHICLE
PARKING DURING CERTAIN WEATHER EVENTS**

THIS SHOULD BE ADDED TO OUR CODE AT SECTION 210-11- PROHIBITED
ACTS

10. Parking of any vehicle on any portion of a public street is prohibited whenever snow/sleet is falling, snow/sleet has accumulated, snow/sleet is predicted in the forecast, and/or the accumulation of snow/sleet is such that it covers the public street in the Village of Wesley Hills, and/or that plowing or salting of the same is or maybe required. The Ramapo Police Department is hereby authorized to ticket, fine and/or tow any vehicle that fails to comply with this section of the Code.

DEPARTMENT OF PLANNING
Dr. Robert L. Yeager Health Center
50 Sanatorium Road, Building T
Pomona, New York 10970
Phone: (845) 364-3434 Fax: (845) 364-3435

Douglas J. Schuetz
Commissioner

Richard M. Schiafo
Deputy Commissioner

February 18, 2026

Wesley Hills Village Board
432 Route 306
Wesley Hills, NY 10952

Tax Data:

Re: GENERAL MUNICIPAL LAW REVIEW: Section 239 L and M

Map Date:

Date Review Received: 01/12/2026

Item: *Village of Wesley Hills - Street Parking (GML-26-0035)*

Text Amendment to add a section to Chapter 210 (Vehicles and Traffic) of the Village Code to prohibit street parking during certain weather events.
Throughout the Village

Reason for Referral:

State and County roadways; County facilities and streams; adjacent municipalities

The County of Rockland Department of Planning has reviewed the above item. Acting under the terms of the above GML powers and those vested by the County of Rockland Charter, I, the Commissioner of Planning, hereby:

Remand for Local Decision

The proposed action is deemed to have no significant county-wide or inter-community impact under New York State General Municipal Law § 239; therefore, the action is a local decision.



Douglas J. Schuetz
Commissioner of Planning

Village of Wesley Hills - Street Parking (GML-26-0035)

cc: Mayor Marshall Katz, Wesley Hills
NYS Department of Transportation
Rockland County Highway Department
Rockland County Planning Board

*The review undertaken by the County of Rockland Department of Planning is pursuant to and follows the mandates of Article 12-B of the New York General Municipal Law. Under Article 12-B, the County of Rockland does not render opinions nor determine whether the proposed action reviewed implicates the Religious Land Use and Institutionalized Persons Act. The County of Rockland Department of Planning defers to the municipality referring the proposed action to render such opinions and make such determinations as appropriate under the circumstances.

In this respect, municipalities are advised that under the Religious Land Use and Institutionalized Persons Act, the preemptive force of any provision of the Act may be avoided (1) by changing a policy or practice that may result in a substantial burden on religious exercise, (2) by retaining a policy or practice and exempting the substantially burdened religious exercise, (3) by providing exemptions from a policy or practice for applications that substantially burden religious exercise, or (4) by any other means that eliminates the substantial burden.

Pursuant to New York State General Municipal Law §§ 239-m and 239-n, the referring body shall file a report of final action it has taken with the County of Rockland Department of Planning within thirty (30) days after final action.

Local Law # of 2026

A Local Law Amending the Code of the Village of Wesley Hills Allowing the Use of Catering Facilities in the Village of Wesley Hills

Section 230-16, Schedule of Use Regulations

Add "Catering Facility" to the Schedule of Use Regulations as a Special Permit Use in the NS Neighborhood Shopping District.

Section 230-5, Definitions

Add new definition for "Catering Facility" defined as:

Any non-residential room, place or space in the Village where food and beverages are available for consumption, which is regularly leased or hired out for a particular function, occasion or event to which the general public is not invited or admitted.

Section 230-26, Individual Standards and Requirements

Add New Section 230-16. M. Catering Facilities:

- A. A New York State Liquor License is required for the on-site sale or serving of alcoholic beverages or spirits.
- B. Functions, occasions or events must obey the requirements of Chapter 140 Noise Pollution Control Law of the Village of Wesley Hills.
- C. Parking must be provided as per the requirements of Section 230-31 Schedule of Parking and Loading Facilities.
- D. The Planning Board in approving a special permit may allow off-street parking and loading spaces on the same or adjacent lots to be provided in a single common facility, as per the requirements of Section 230-29, Joint Use.
- E. The Planning Board may determine specific hours of operation for any catering facility. The Planning Board, in approving a special permit for a Catering Facility, may require a parking study to determine permitted hours of operation to prove that the proposed facility operations do not conflict with existing uses at the site or at adjacent sites.

Section 230-31, Schedule of Parking and Loading Requirements

Add new requirement for "Catering Facilities" under Special Permit Uses

Catering Facilities 10 spaces per 1,000 square feet of GFA



432 Route 306
Wesley Hills, N.Y. 10952-1221

Phone (845) 354-0400 • Fax (845) 354-4097 • www.wesleyhills.gov

March 9, 2026

Board of Trustees
Village of Wesley Hills
432 Route 306
Wesley Hills, New York 10592

Subject: Comments on Local Law Amending the Code Allowing the Use of Catering Facilities

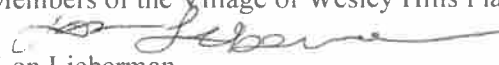
Dear Trustees:

On behalf of the Planning Board of the Village of Wesley Hills, we appreciate the opportunity to review the draft “Local Law Amending the Code of the Village of Wesley Hills Allowing the Use of Catering Facilities in the Village of Wesley Hills.” We discussed the draft Local Law at our meeting of February 25, 2026. We have the following comments and suggestions.

Clarity on Extent of Catering Facility Locations: while we appreciate the need for a clear definition of catering facilities and the related individual standards and requirements, we are mainly concerned with future requests or proposals to allow catering facilities outside of the NS Neighborhood Shopping District. While the draft Local Law notes that “Catering Facility” will be added to the Schedule of Use Regulations as a Special Permit Use in the NS District, we suggest that an “Intent” paragraph be added at the start of the Local Law which would more clearly note the need to define and regulate catering facilities in the NS District as it is the Village’s only commercial district, and that the Local Law is not intended to permit or encourage catering facilities in any other districts in the Village. Such a clear statement of intent would help future Boards, residents, houses of worship, and property and business owners more clearly understand the intent of the Local Law, and where such facilities are, and are not, permitted as a special permit use.

We again appreciate the opportunity to comment on this Local Law, and we welcome further discussion on this matter.

Members of the Village of Wesley Hills Planning Board


Lon Lieberman
Chairman

Mayor: Marshall Katz Deputy Mayor: Milton Schwartz
Trustees: Yisroel Cherns, Joseph Mause, Tova Krull
Village Clerk-Treasurer: Camille Guido-Downey Village Attorney: Howard S. Richman



DRAFT

**STORM WATER
MANAGEMENT PLAN (SWMP)
2025**

Village of Wesley Hills
Rockland County, New York

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
SPDES GENERAL PERMIT FOR STORMWATER DISCHARGES FROM
Municipal Separate Storm Sewer Systems (MS4)

Prepared by:



CIVIL DESIGN WORKS
LLC

Village Engineer

254 South Main Street, Suite #308
New City, New York 10956

GP-0-24-001

Reference	Page	SWMP Plan Component	Timeframe	DUE DATE	Status of completion
I.B.3.	2	Documentation necessary to demonstrate discharge eligibility			Not applicable
II.A.	2	Notice of intent (NOI)	45-Days	2/20/2024	Appendix A
II.A.	2	Information from the Department acknowledging previous coverage or designation			Not applicable
II.B.4.	4	Electronic notice of intent (eNOI) waiver, if applicable			Not applicable
III.A.3.	4	Corrective actions implemented to correct a violation of an applicable water quality standard			
IV.A.1.b.	8	Inventory of entities assisting in permit implementation. Include name and permit requirement being implemented.	6-months	7/3/2024	Appendix B
IV.A.1.d.	8	Agreements for alternative implementation options.			Appendix C
IV.A.2.	8	Develop a written staffing plan/organizational chart (ADD CCE) which includes job titles and other entities as identified in Part IV.A.1, and the roles and responsibilities for each corresponding to the required elements of the SWMP	6-months	7/3/2024	Appendix B
IV.B.1	8	Stormwater Program Coordinator name, title, and contact information	45-Days	2/20/2024	Village Engineer Glenn McCreedy, (845) 266-6441 Villageengineer@wesleyhills.org
IV.B.2.a.	9	The current SWMP Plan, and documentation associated with the implementation of the SWMP Plan, available during normal business hours to the MS4 Operator's management and staff responsible for implementation as well as the Department and United States Environmental Protection Agency (USEPA) staff	6-months	7/3/2024	This spreadsheet and attached documents are acting as SWMP and will be available during normal business hours to the MS4 Operator's management and staff responsible for implementation as well as the Department and United States Environmental Protection Agency (USEPA) staff
IV.B.2.b.	9	The current SWMP Plan available for public inspection during normal business hours at a location that is accessible to the public or on a public website	6-months	7/3/2024	This spreadsheet and attached documents are acting as SWMP and will be available for public inspection during normal business hours at the Village Hall
IV.D.	10	Comprehensive system mapping	6-months		Appendix D
IV.E.	12	Copy of the resolution for adopting model local laws or documentation of the legal mechanism with content equivalent to the model local law			Village of Wesley Hills, NY Code Chapter 181 Stormwater Management https://ecode360.com/27841496#27841496
IV.F.1.	14	Enforcement response plan (ERP)	6-months	7/3/2024	ERP and ERP reports are kept on file electronically at Building Department and at the Village Engineer's office.
IV.F.2.	15	Instances of non-compliance (ERP)			Instances of non-compliance will be documented and will be kept on file at the Village Engineer's office.
V.B.1.b.	15	Electronic submission waiver, if applicable			Not applicable
V.B.2.a.	16	An Annual Report has been submitted to the Department			Annual Report is due April 1, 2026
V.B.3.a.	16	Interim Progress Certifications have been submitted to the Department	6-months	7/3/2024	Interim Progress Certification is due April 1, 2026.
V.C.	17	Evaluation of the SWMP	Annually		SWMP has been reviewed and updated.

Reference	Page	SWMP Plan Component	Timeframe See Compliance Items Summary Tool	DUE DATE	Status of completion
VI.A.1.a.	19	Focus area(s)	3-Years	1/3/2027	
VI.A.1.b.	19	Target audience(s) and pollutant generating activities for each focus area(s)	3-Years	1/3/2027	
VI.A.1.c.	20	The education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) for the focus area(s)	3-Years	1/3/2027	
VI.A.1.d.	20	Information related to the prevention of illicit discharges has been made available.	6-months	7/3/2024	Illicit discharge flyer is poseted on the Village's website Appendix H
VI.A.2.a.	20	Method(s) used to distribute educational messages	Once every 5 years		
VI.A.2.b.	21	An educational message to each target audience(s) for each focus area(s) based on the defined education and outreach topic(s) was delivered	Within 5 Years; Once every 5 years	1/3/2029	
VI.A.2.c.	21	The focus areas, target audiences, and/or education and outreach topics were reviewed and updated	Within 3 Years and Annually by April 1	1/3/2027	
VI.B.1.a.	21	Opportunity provided for public involvement/participation in the development and implementation of the SWMP	Annually		Yes, public hearing.
VI.B.1.b.	22	Method used to inform the public of the opportunity for their involvement/participation in the development and implementation of the SWMP and how they can become involved	Annually		Yes, public notice.
VI.B.1.c.	22	Name/Title and contact information of local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements	6-months	7/3/2024	Village Engineer Glenn McCreedy, (845) 266-6441 Villageengineer@wesleyhills.org
VI.B.2.a.	22	An opportunity for the public to review and comment on the publicly available SWMP Plan was provided	Annually		Yes, public hearing.
VI.B.2.b.i.	22	An opportunity for the public to review and comment on the draft annual report was provided	Annually		Yes, presentation of the draft annual report at a public meetng.
VI.B.2.c.i.	23	Summary of comments received on SWMP Plan and draft annual report	Annually Update SWMP in 30 days		
VI.C.1.a.i.	23	Email or phone number with message recording capability used for the public to report illicit discharges	6-months	7/3/2024	Villageengineer@wesleyhills.org
VI.C.1.a.ii.	23	Documentation for reports of illicit discharges in SWMP	6 months ERP; 30 days of IDDE	7/3/2024	Each discharge will be documented using the Enforcement Response Plan to include Date, Location, Nature, Follow-up actions taken or needed, and Inspection outcomes and enforcement taken. ERPs will be kept on file in electronic format in the Village Hall and the Village Engineer's office.
VI.C.1.c.i.	24	Inventory of monitoring locations	3-Years	1/3/2027	
VI.C.1.d.iii.	25	The monitoring location prioritization was updated in the inventory	Annually, after 3 years		
VI.C.1.e.	25	Monitoring locations inspection and sampling program	2-Years	1/3/2026	
VI.C.1.e.i.	25-26	Monitoring locations inspection and sampling procedures	2-Years	1/3/2026	Appendix K
VI.C.1.e.i.b.	26	Completed monitoring location inspections and sampling results (e.g., the completed Monitoring Locations Inspection and Sampling Field Sheets)	2-Years	1/3/2026	Data collected and saved in ArcGIS.
VI.C.1.e.ii.	27	Training provisions for the MS4 Operator's monitoring location and sampling procedures	5 years		Utilize training video prepared by SCRC. The video will be kept on file in the Village Hall and in the Village Engineer's office.

Reference	Page	SWMP Plan Component	Timeframe See Compliance Items Summary Tool	DUE DATE	Status of completion
VI.C.1.e.iii.	27	Names, titles, and contact information for the individuals who have received monitoring location and sampling procedures training	Annually, after 2 years		Appendix K
VI.C.1.e.iv.	27	The monitoring location inspection and sampling procedures were reviewed and updated in SWMP	Annually, after 2 years		Last updated January 2026.
VI.C.2.	27	Illicit discharge track down program	2-Years	1/3/2026	
VI.C.2.a.	27	Illicit discharge track down procedures	2-Years	1/3/2026	Appendix L
VI.C.2.b.	28	Training provisions for the MS4 Operator's illicit discharge track down procedures	2-Years		Utilize training video prepared by SCRC. The video will be kept on file in the Village Hall and in the Village Engineer's office.
VI.C.2.c.	28	Names, titles, and contact information for the individuals who have received illicit discharge track down procedures training	2-Years		Last updated January 2026.
VI.C.2.d.	28	The illicit discharge track down procedures were reviewed and updated in SWMP	Annually, after 2 years		Last updated January 2026.
VI.C.3.	28	Illicit discharge elimination program	2-Years	1/3/2026	
VI.C.3.a.	28	Illicit discharge elimination procedures	2-Years	1/3/2026	Appendix L
VI.C.3.b.	29	Training provisions for the MS4 Operator's illicit discharge elimination procedures	2-Years		Utilize training video prepared by SCRC. The video will be kept on file in the Village Hall and in the Village Engineer's office.
VI.C.3.c.	29	Names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training	Annually, after 2 years		Last updated January 2026.
VI.C.3.d.	29	The illicit discharge elimination procedures were reviewed and updated in SWMP	Annually, after 2 years		Last updated January 2026.
VI.D.2.a.	30	Email or phone number used for the public to report complaints related to construction stormwater activity	6 months	7/3/2024	Villageengineer@wesleyhills.org
VI.D.2.b.	30	Reports of construction site complaints	Immediate		Construction site complaints will be documented using the Enforcement Response Plan to include Date, Location, Nature, Follow-up actions taken or needed, and Inspection outcomes and enforcement taken. ERPs will be kept on file at the Village Engineer's office.
VI.D.3.	30	Construction oversight program			
VI.D.3.a.	30	Construction oversight procedures (Land Disturbance activity)	1-Year	1/3/2025	Included in SWMP as Appendix I
VI.D.3.b.	31	Training provisions for the MS4 Operator's construction oversight procedures			Appendix I
VI.D.3.c.	31	Names, titles, and contact information for the individuals who have received construction oversight procedures training			Appendix I
VI.D.3.d.	31	Procedures to ensure those involved in the construction activity itself 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			Appendix I
VI.D.3.e.	31	The construction oversight procedures were reviewed and updated in the SWMP	Annually		Last updated January 2026.
VI.D.4.a.	31	Inventory of construction sites	6 Months	7/3/2024	Appendix H
VI.D.5.c.	32	The construction site prioritization was updated in the inventory	Annually		Last updated January 2026.

Reference	Page	SWMP Plan Component	Timeframe See Compliance Items Summary Tool	DUE DATE	Status of completion
VI.D.6.a.	33	Individuals responsible for reviewing SWPPPs for acceptance have received the required training, document in SWMP	3-Years; and 3 Years thereafter	1/3/2027	SWPPPs are being reviewed by the Village Engineer, who is a licensed Professional Engineer, additional training is not required.
VI.D.6.d.	33	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	Annually		SWPPPs are being reviewed by the Village Engineer, who is a licensed Professional Engineer, additional training is not required.
VI.D.6.e.	33	In SWMP, document SWMPPP review including info found in Part III.B. of the CGP	Annually		SWPPP review is a part of a project approval process and is documented in a form of a letter to the Village Building Department. All correspondence from Village Engineer is being kept on file in the Village Building Department and in the Village Engineer's office.
VI.D.7.	34	Date and content of pre-construction inspection/meeting			Pre-construction meetings will be documented as per the Permit requirements.
VI.D.8.a.	34	Individuals responsible for construction site inspections have received the required training, document in SWMP			Individuals responsible for construction site inspections have received the required training as per the Permit requirements.
VI.D.8.d.	35	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	Annually		Training Certificates are kept on file in the Village Engineer's office.
VI.D.8.e.	35	Completed Construction Site Inspection Reports			Construction site inspection reports will be documented using form provided in Appendix D of GP-0-24-001.
VI.D.9.a.	35	Completed final Construction Site Inspection Reports			Final construction site inspection reports will be documented using form provided in Appendix D of GP-0-24-001.
VI.E.2.e.	37	Inventory of post-construction SMPs			Appendix H
VI.E.4.	37	Post-construction inspection and maintenance program	1-Year	1/3/2025	Included in SWMP as Appendix I
VI.E.4.a.	37	Post-construction SMP inspection and maintenance procedures	1-Year	1/3/2025	Appendix I
VI.E.4.a.ii.	37	Post-construction SMP inspection documentation	1-Year	1/3/2025	Individual Owners are responsible for inspecting and maintaining their own SMPs. Annual inspection reports are being submitted to the Village and are kept on file in the Village of Wesley Hills building Department and in the Village Engineer's office.
VI.E.4.b.	38	Training provisions for the MS4 Operator's post-construction SMP inspection and maintenance procedures	Every 5 years after 1 year		Appendix I
VI.E.4.c.	38	Names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training	Annually		Appendix I
VI.E.4.d.	38	The post-construction SMP inspection and maintenance procedures were reviewed and updated in the SWMP	Annually		Last updated January 2026.
VI.F.1.	39	BMPs incorporated into the municipal facility program and municipal operations program	3-Years	1/3/2027	
VI.F.1.a.ii.d)	40	No Exposure Certification(s)	3-Years	1/3/2027	

Reference	Page	SWMP Plan Component	Timeframe See Compliance Items Summary Tool	DUE DATE	Status of completion
Part VI.F.1.b.i.c	40	Municipal wastewater must be discharged to an area where it is collected to be recycled or discharged to the sanitary sewer (Part I.B.2.d)	Immediate		Not applicable
VI.F.2.a.	43	Municipal facility program	3-Years	1/3/2027	
VI.F.2.a.i.	43	Municipal facility procedures	3-Years	1/3/2027	
VI.F.2.a.ii.	43	Training provisions for the MS4 Operator's municipal facility procedures	Every 5 years after 3 years		
VI.F.2.a.iii.	44	Names, titles, and contact information for the individuals who have received municipal facility procedures training	Annually, after 3 years		
VI.F.2.a.iv.	44	The municipal facility procedures were reviewed and updated. Document completion in SWMP.	Annually, after 3 years		
VI.F.2.b.i.	44	Inventory of municipal facilities	2-Years	1/3/2026	Completed, refer to ArcGIS database.
VI.F.2.c.	45	Municipal Facility Prioritization (High and Low Priority)	3-Years	1/3/2027	
VI.F.2.c.iii.	45	The municipal facility prioritization was updated in the inventory	Annually, after 2 years		
VI.F.2.d.	45	High Priority Municipal Facility SWPPPs	5-Years (Feb 2029)	1/3/2029	
VI.F.2.d.ii	48	Municipal Facility Assessments (Wet weather visual Monitoring)	Once every 5 years		
VI.F.2.d.ii.c)	49	Completed comprehensive site assessments (e.g., the completed Municipal Facility/Operation Assessment Forms) for high priority municipal facilities	Once every 5 years		
VI.F.2.e.ii.c)	50	Completed comprehensive site assessments (e.g., the completed Municipal Facility/Operation Assessment Forms) for low priority municipal facilities	Once every 5 years		
VI.F.3.a.	51	Municipal operations program			
VI.F.3.a.i.	51	Municipal operations procedures	3-Years	1/3/2027	Not Applicable
VI.F.3.a.ii.	51	Training provisions for the MS4 Operator's municipal operations procedures	Every 5 years after 3 years		
VI.F.3.a.iii.	52	Names, titles, and contact information for the individuals who have received municipal operations procedures training	Annually, after 3 years		
VI.F.3.a.iv.	52	The municipal operations procedures were reviewed and updated	Annually, after 3 years		
VI.F.3.d.i.	54	Roads, bridges, parking lots, and right of way sweeping procedures	6-Months	7/3/2024	The Village Clerk authorizes the Town of Ramapo to implement their own Roads, bridges, parking lots, and right of way sweeping procedures in the Village.
VI.F.3.d.i.a)	54	Roads, bridges, parking lots, and right of ways have been swept	Annually		Annual Street Sweeping Report is kept on file in the Village Hall.
VI.F.3.d.i.b)	54	Roads in business districts and commercially zoned areas have been swept	ANNUALLY FROM April 1-Oct 31 after completion of mapping (YEAR 4)		
VI.F.3.d.ii	54	Maintenance- Roads, etc.	5-Years	1/3/2029	
VI.F.3.d.iii	54	Winter Road Maintenance	5-Years	1/3/2029	
	54	Routinely calibrate equipment to control salt/sand application rates	5-Years	1/3/2029	
	55	Ensure routine snow disposal complies with the Division of Water TOGS 5.1.11, Snow Disposal	5-Years	1/3/2029	

Appendix A

Notice of intent (II.A.)

MS4 Notice of Intent

version 1.1

(Submission #: HQ1-0XDM-3CSVV, version 2)

Details

Submission Alias MS4 Notice of Intent - Village of Wesley Hills

Submitted 2/26/2024 (203 days ago) by Eric Chang

Alternate Identifier NYR20A349

Submission ID HQ1-0XDM-3CSVV

Status Deemed Complete

Form Input

MS4 Operator Information

Is this NOI for an MS4 Operator continuing coverage?

Yes

Permit ID #:

NYR20A349

MS4 Operator Type

Traditional land use control

Traditional Land Use Control

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

Municipality Name or Legal Entity Name

Village of Wesley Hills

Legal Municipal/Entity Mailing address

432 Route 306
 Wesley Hills, NY 10952
 Rockland

Ranking Official

Official Title	First and Last Name	Phone	Email
Mayor	Marshall Katz	8453540400	mayor@wesleyhills.org

NOI Preparer

NOI Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Eve Mancuso	8455472516	Mancuso.Eve@wseinc.com

NAICS Codes

Federal, State or Local Government - 924110
 Military Bases - 928110
 Highway, road or other thoroughfare system - 237310
 Large Hospitals - 622110
 Public Colleges and Universities - 611310
 Correctional Institutions - 922140
[NAICS Code Lookup](#)

NAICS Code

924110

Is the MS4 Operator working with other MS4 Operators to implement the Stormwater Management Program?

No

Does the MS4 Operator have any facilities that need to obtain MSGP coverage under MSGP permit?

No

MS4 Location Information

MS4 Facility Name

Village of Wesley Hills MS4

On the map below, place the pin at the center of the MS4 Operator. This can be either the geographic center or the population center.

Central point of the MS4 Operator

41.1541185,-74.07014920000002

Waterbody Information (1 of 1)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.

[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Mahwah River, Upper, and tribs - 1501-0035

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

CERTIFICATION

The MS4 Operator has read and understands the SPDES MS4 General Permit, GP-0-24-001, as it pertains to permit requirements as well as the timeframes for compliance set forth in the permit.

Yes

I am the ranking elected official or Principal Executive Officer for the MS4 Operator and will be signing the form electronically.

No

Attach completed certification form.

[ms4eNOIcertification - WesleyHills 2024-signed.pdf - 02/02/2024 12:15 PM](#)

Comment

NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
2/28/2024 1:09 PM	MS4 eNOI Acknowledgement.pdf	Generated Document	Audra Rossignol
2/2/2024 12:15 PM	ms4eNOIcertification - WesleyHills 2024-signed.pdf	Attachment	Eric Chang

Appendix B

Inventory of Entities assisting in GP implementation (IV.A.1.b)

Village of Wesley Hills SPDES Permit No. NYR20A349
Inventory of entities assisting in permit implementation per IV.A.1.b.
Written Staffing Plan per IV.A.2.

NAME	Primary Contact	Title	Address	Phone	Email	MCM(s)	GP24 Ref.	Description and Scope of Service	Legal Doc.	Execution	Duration/Exp. Date	Year-end review/status
Marshall Katz	Marshall Katz	Mayor	432 Route 306 Wesley Hills, NY 10952 United States	845-354-0400	mayor@wesleyhills.org			Signature of required documents	NA	NA	NA	No Change
Civil Design Works, LLC	Glenn McCreedy	Village Engineer, PE	254 South Main Street, Suite #308, New City, New York 10956	845-266-6441	Villageengineer@wesleyhills.org		IV.B.1 VI.B.1.c., VI.D.2.a.	Stormwater Program Coordinator Receives complaints on illicit discharges, construction sites, etc.r	Contract		3/31/2026	3/31/2026
John Layne	John Layne	Building Inspector, Stormwater Management Officer	432 Route 306 Wesley Hills, NY 10952 United States	845-354-0400	Buildinginspector@wesleyhills.org			Accept and review stormwater pollution prevention plans, forward the plans to the applicable municipal board and inspect stormwater management practices.	NA	NA	NA	No Change
Camille Guido-Downey	Camille Guido-Downey	Clerk-Treasurer	432 Route 306 Wesley Hills, NY 10952 United States	845-354-0400	villageclerk@wesleyhills.org		VI.B.1.c.	Receive and respond to public concerns regarding stormwater management and compliance with permit requirement	NA	NA	NA	No Change
Civil Design Works, LLC	Glenn McCreedy	Village Engineer, PE Stormwater Program Coordinator	254 South Main Street, Suite #308, New City, New York 10956	845-266-6441	Villageengineer@wesleyhills.org	4, 5	VI.D.6.; VI.E.3.	Review SWPPP, Documentation; Final SWMP Inspection prior to NOT, ensure post-construction practice compliance	Contract		3/31/2026	3/31/2026
Civil Design Works, LLC	Glenn McCreedy	Village Engineer, PE Stormwater Program Coordinator	254 South Main Street, Suite #308, New City, New York 10956	845-266-6441	Villageengineer@wesleyhills.org	3	VI.C	Illicit Discharge Reporting, Inspection and monitoring Outfall Inspection. Inspect village-owned outfalls	Contract		3/31/2026	3/31/2026
Cornell Cooperative Extension, Rockland County	Jen Zunino-Smith	Environmental Educator	10 Patriot Hills Lane Stony Point, NY 10980	845-429-7085 x125	jmz75@cornell.edu	1,2	VI.A. VI.B.	Run Stormwater Consortium of Rockland County monthly meetings.	Contract	4/2/2025	3/31/2026	3/31/2026
Cornell Cooperative Extension, Rockland County	Jen Zunino-Smith	Environmental Educator	10 Patriot Hills Lane Stony Point, NY 10980	845-429-7085 x125	jmz75@cornell.edu	1,2	VI.A. VI.B.	Provide Stormwater Educational Materials, programs, and stewardship opportunities to target audiences in Rockland County	Contract	4/2/2025	3/31/2026	3/31/2026
Cornell Cooperative Extension, Rockland County	Jen Zunino-Smith	Environmental Educator	10 Patriot Hills Lane Stony Point, NY 10980	845-429-7085 x125	jmz75@cornell.edu	3,4,5	VI.C-E	Provide guidance, supplemental unified documents, and maintain a master construction and post-construction database.	Contract	4/2/2025	3/31/2026	3/31/2026
Cornell Cooperative Extension, Rockland County	Jen Zunino-Smith	Environmental Educator	10 Patriot Hills Lane Stony Point, NY 10980	845-429-7085 x125	jmz75@cornell.edu	Mapping	IV.D.	Maintain the unified stormwater GIS mapping system	Contract	4/2/2025	3/31/2026	3/31/2026

Appendix C

Agreements for alternative implementation options (IV.A.1.d.)

2025 Stormwater II Education Program Agreement

Summary: Stormwater Phase II Regulations, as administered by the New York State Department of Environmental Conservation (NYSDEC) requires all small, regulated Municipal Separate Storm Sewer Systems (MS4s), among other requirements, to commit to Minimum Control Measures (MCMs) and other requirements. Cornell Cooperative Extension (CCE), in cooperation with the Stormwater Consortium of Rockland County (SCRC), will provide a stormwater program agreement to each MS4 to assist in satisfying the MCMs listed below, as further outlined under **CCE'S Responsibilities in this Agreement.**

1. Part VI.A: MCM 1- Public Education & Outreach Program
2. Part VI.B: MCM 2- Public Involvement/Participation
3. Part VI.C: MCM 3- Illicit Discharge Detection & Elimination
4. Part VI.F.1 & VI.F.2.b: MCM 6- Best Management Practices (BMPs) for Municipal Facilities & Operations; Municipal Facility Inventory
5. Part IV.D: Mapping
6. NYSDEC GP-0-24-001 MS4 Permit Updates

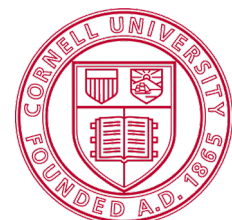
Cornell Cooperative Extension of Rockland County will tap its resources at Cornell University, NYSDEC, USEPA and other reputable sources to develop, implement and evaluate a stormwater program for this MS4. The success of this program depends on participation by all five towns and eighteen villages in Rockland, all of which contribute to the support of the educator position and responsibilities as described below. Based on input from the SCRC, the following services are being offered to the MS4. These measures are based on the NYSDEC's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), Permit No. GP-0-24-001, effective January 3, 2024.

CCE'S Responsibilities in this Agreement:

1. **Part VI.A: MCM 1- Public Education & Outreach Program:** The requirements of GP-0-24-001, Part VI.A are not due until January 2027 therefore the requirements of MCM 1 under NYSDEC's previous MS4 permit, GP-0-15, will continue to be met until that time. A CCE educator will conduct and evaluate educational programs about stormwater management for the public and for municipal

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Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.



employees within Rockland County. Educational outreach will focus on stormwater pollution generating activities and prevention behaviors. Topics will include nutrient pollution, harmful algal blooms, and the consequences of improper application and disposal of fertilizers, pesticides, salt, lawn clippings, and dumping to the storm drains. A *Stormwater and Water Quality Education* webpage that is regularly updated and available to the public on CCE's website.

A. CCE Website: The CCE Educator will ensure that the Stormwater and Water Quality Education webpage and educational brochures are always available to the public. The CCE webpage will be updated regularly to list training, seminars and programs provided by outside agencies such as NYSDEC. The webpage contains an interactive map with waterbody classifications, land use, impaired waters, and more.

(<http://rocklandcce.org/stormwater-consortium>).

(<https://rocklandcce.org/fact-sheets>)

B. Classes and Workshops:

- **General Public and Students**– CCE will offer public and student workshops when feasible. Topics have historically included water conservation, nutrient pollution and harmful algae blooms, stormwater pollution management and prevention, water-smart landscaping, the design of rain gardens, proper fertilizer application, and others.
- **Fertilizer Law Certificate Program for Landscapers and Contractors** – CCE will offer the certificate course monthly, highlighting best management practices related to catch basins, fertilizers, pesticides, landscape debris, hazardous waste, etc. Presentation and handouts are offered in Spanish, and a translator will translate simultaneously when available.

C. WRRCR Stormwater Radio Show: CCE will host a monthly radio program on WRRCR to explain stormwater to the public.

D. Horticultural Lab: CCE will serve as an ongoing resource to residents through its Horticulture Diagnostic Lab. The Lab is open and accessible to the public via personal visit, phone, fax, and e-mail. CCE will provide soil testing for a fee and education on proper fertilizer application.

E. Monthly Meetings: The CCE Educator will schedule, host and lead the SCRC monthly meetings. CCE Educator will prepare the agenda and keep meeting minutes.

2. Part VI.B: MCM 2- Public Involvement/Participation:

A. The CCE Educator will provide guidance to the consortium on meeting the Annual requirements in Part VI.B so that they may be met in a more unified manner.

B. Stewardship Activities – CCE will actively promote volunteer and stewardship opportunities pertaining to stormwater and water quality at educational and public events, and on the stormwater webpage. Stewardship opportunities include litter cleanups along streams, and roadways in cooperation with Keep Rockland Beautiful, Inc. (KRB), and promoting the Storm Drain Marking program, WAVE program, and others. CCE will also promote summer internship opportunities through Rockland Conservation Service Corps and Lamont Doherty.

<https://rocklandcce.org/stormwater-consortium-water-quality-education/environmental-internship-volunteer-opportunities>

C. Coordination with other pre-existing public involvement/participation opportunities – CCE will work to strengthen partnerships between MS4s, the Environmental Educators of Rockland, the Rockland County Water Quality Committee, the Rockland County Division of Environmental Resources and other educators and county departments to expand education and address stormwater issues of concern.

3. Part VI.C: MCM 3- Illicit Discharge Detection & Elimination

CCE will provide guidance to the consortium on the development of the following permit requirements due by January 2026:

- Part VI.C.1.e- Monitoring Locations Inspection and Sampling Program
- Part VI.C.2- Illicit Discharge Track Down Program
- Part VI.C.3- Illicit Discharge Elimination Program

4. Part VI.F.1: MCM 6- Pollution Prevention and Good Housekeeping:

A. Part VI.F.1- Best Management Practices (BMPs) for Municipal Facilities & Operations. Garage maintenance and good housekeeping for municipal operations will be offered to municipal employees (either in person or as on-going guidance) to minimize the discharge of pollutants associated with municipal operations.

B. Part VI.F.2.b- Municipal Facility Inventory. Provide guidance on developing an inventory of municipal facilities, mapped to the ArcGIS Stormwater Mapping database.

5. Part IV.D: Mapping:

A. ArcGIS Stormwater Mapping database – The CCE Educator will continue to be responsible for managing the ArcGIS Stormwater Mapping database. CCE will strive to assist the municipalities meet the permit mapping requirements through working with the consortium consultant and distributing grant opportunities.

7. NYSDEC GP-0-24-001 MS4 Permit Updates:

- A.** The CCE educator will strive to provide guidance on meeting the NYSDEC's MS4 permit requirements for the consortium so that deadlines may be met in a more unified, coordinated manner. CCE will continue working with the NYSDEC, the Hudson Valley Regional Council and other consortiums and Coalition groups to strive to provide more training and outreach on GP-0-24-001 requirements.
- B.** Additional permit measures such as developing a unified Stormwater Management Plan, ongoing review of the *NYSDEC Compliance Items Summary Tool* for MS4s budget guidance, and developing Standardized Approaches on permit requirements per NYSDEC guidance will continue.

6. Program Agreement Administration:

- A. Agreement Term:** The term of the agreement is **April 1, 2025 - March 31, 2026.**
- B. Supervision:** CCE will employ, train, provide necessary supplies and support, supervise, and evaluate the Educator.
- C. Educational Information:** Educational information provided to residents will come from reputable sources including the NYSDEC, US EPA, Cornell University, and other credible research-based institutions.
- D. Reporting:** CCE will provide an annual deliverable report summarizing the outreach efforts and measurable goals. Only participating MS4s will receive report deliverables.

Village’s Responsibilities in this Agreement:

1. **Funding:** The Village will provide \$1,825 (one thousand eight hundred twenty-five dollars) to fund this project.
2. **Additional Costs:**
 - The Village will provide \$393.93 (three hundred ninety-three dollars and ninety-three cents) for a license to access the SCRC’s ArcGIS Online stormwater mapping database.
 - The Village will provide a \$346.86 (three hundred forty-six dollars and eighty-six cents) License & Support Fee toward management of the ArcGIS Online stormwater mapping database.
3. **Total Costs:**
 - Total Due is to be paid within 60 days after receiving the invoice to allow the SCRC to maintain access to the unified ArcGIS Online mapping database without interruption.

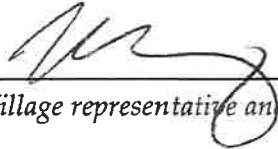
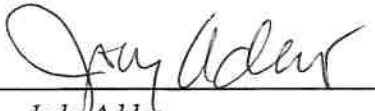
CCE Stormwater Program Agreement	\$1,825.00
ArcGIS Online License Fee (1 Mobile Worker)	\$393.93
H2M License & Support Fee	\$360.87
TOTAL	\$2,579.80

Administrative Contacts

- Jody Addeo, Cornell Cooperative Extension of Rockland, 10 Patriot Hills Drive, Stony Point, NY 10980; phone 845-429-7085 ext. 107; email – jka64@cornell.edu
- Village representative and title: Marshall Katz, Mayor
- Village alternate and title: Camille Guido Downey, Village Clerk - Treasurer
- Address: 432 Rt 306 Wesley Hills, NY
- Daytime phone: 845 354 0400 E-mail: mayor@weskyhills.org

Per Part IV.A.1.a.iv, the municipal MS4 Operator hereby certifies their responsibility for compliance with the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-0-24-001.

SIGNATURES:

	<u>4/2/25</u>		<u>4/2/25</u>
Village representative and title	Date	Jody Addeo Executive Director, CCE Rockland	Date

Appendix D

Comprehensive system mapping

(IV.D.)

IV.D. MAPPING

The Village of Wesley Hills will continue to develop and maintain comprehensive system mapping to include the mapping components as outlined in the SPDES permit. The comprehensive system mapping is kept online at www.arcgisonline.com and will be in a readily accessible format, with scale and detail appropriate to provide a clear understanding of the MS4, to serve as a planning tool to allow for prioritization of efforts and facilitate management decisions. Annually, after Phase I (Part IV.D.2.a.) completion, the comprehensive system mapping will be updated to include updates to prioritization information of monitoring locations (Part VI.C.1.d.), construction sites (Part VI.D.5.), and municipal facilities (Part VI.F.2.c.i.).

1. Per the previous SPDES MS4 permit (GP-0-15-003), the comprehensive system mapping includes the following:
 - a. MS4 outfalls (available at www.arcgisonline.com and in a paper format available at the Village Hall)
 - b. Interconnections (available at www.arcgisonline.com and in a paper format available at the Village Hall)
 - c. Preliminary storm-sewershed boundaries. Per answer #391 on the [NYSDEC's Responsive Summary](#), Watershed delineations can serve as boundaries. The HUC 12 Watershed delineations are available on the [Hudson Valley Resource Mapper](#) and [CCE Rockland's Stormwater Consortium Interactive Map](#).
 - d. Not Applicable to Rockland County
 - e. Basemap information:
 - i. *Automatically and additionally designated areas*. This layer can be found on the [NYSDEC Info Locator](#).
 - ii. Names and location of all *surface waters of the State*, including:
 - a) Waterbody classification. This information is available on the [Hudson Valley Resource Mapper](#) and [CCE Rockland's Stormwater Consortium Interactive Map](#).
 - b) Waterbody Inventory/Priority Waterbodies List (WI/PWL).
 - i) Impairment status. This information is available on the [Hudson Valley Resource Mapper](#) and [CCE Rockland's Stormwater Consortium Interactive Map](#).
 - ii) *POC*, if applicable; See [CCE Rockland's Stormwater Consortium Interactive Map](#) for the most recent 303-D Listed Impaired waters.
 - c) *TMDL* watershed areas. TMDLs are not applicable to Rockland County.
 - iii. Land use, including:

- a) Industrial;
- b) Residential;
- c) Commercial;
- d) Open space; and
- e) Institutional;
- iv. Roads; and
- v. Topography.

This information is available for Rockland County on [CCE Rockland's Stormwater Consortium Interactive Map](#).

Appendix E

Local Law Certification (IV.E.)



432 Route 306

Wesley Hills, N.Y. 10952-1221

Phone 845-354-0400 FAX 845-354-4097 www.wesleyhills.org

September 18, 2024

Village of Wesley Hills
Marshall Katz, Mayor
432 Route 306
Wesley Hills, NY 10952

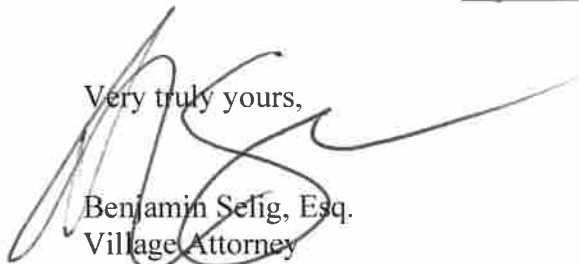
RE: Certification of Local Laws

Dear Mayor:

I hereby certify the following:

1. Local Law **Chapter 181, Article I - Erosion and Sediment Control**, adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008, is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control. <https://ecode360.com/27841497>
2. Local Law **Chapter 181, Article II – Illicit Discharges**, adopted by the Board of Trustees of the Village of Wesley Hills on 8-3-2010, is hereby equivalent to the NYS Model IDDE Law. <https://ecode360.com/27841663>

Very truly yours,



Benjamin Selig, Esq.
Village Attorney

Mayor: Marshall Katz Deputy Mayor: Milton Schwartz
Trustees: Yisroel Cherns, Joseph Mause, Tova Krull
Village Clerk-Treasurer: Camille Guido-Downey Village Attorney: Benjamin Selig, Bruce Minsky

Appendix F
Enforcement response plan (ERP)
(IV.F.1.)

Enforcement Response Plan Illicit Discharge

NYSDEC GP-0-24-001
Effective Date: July 6, 2024


INSTRUCTIONS FOR USE

Part IV.F of the permit covers **Enforcement Measures & Tracking:**

- The MS4 Operator must develop and implement an Enforcement Response Plan (ERP) clearly outlining actions to be taken for illicit discharge violations.
- The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- Instances of non-compliance must be documented in the SWMP Plan. This can be by reference (“refer to inspection reports on-file at building department”).

Part VI of the permit covers the **Illicit Discharge Track Down Program** and the **Illicit Discharge Elimination Program:**

- Each program has **timeframe** requirements for Track down and Elimination.
- Each program has **training** requirements for those doing inspections.

<p>Enforcement Response Plan Illicit Discharge NYSDEC GP-0-24-001 Effective Date: July 6, 2024</p>		<p>MS4: Village of Wesley Hills</p> <p>Report illicit discharges at Villageengineer@wesleyhills.org</p>
<p><u>Legal Authority:</u></p> <p>Local Law Chapter 181 Stormwater Management, Article I Erosion and Sediment Control adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008 by L.L. No. 1-2008 is hereby equivalent to the NYS Model IDDE Law (https://ecode360.com/27841496#27841497);</p> <p>Local Law Chapter 181 Stormwater Management, Article II Illisit Discharges adopted by the Board of Trustees of the Village of Wesley Hills on 8-3-2010 by L.L. No. 2-2010 is hereby equivalent to the NYS Model IDDE Law (https://ecode360.com/27841496#27841663).</p>		

PURPOSE:

(PART IV.F.1: Enforcement Response Plan)

The MS4 Operator must develop and implement an enforcement response plan (ERP) describing action(s) to be taken for violations enacted for **illicit discharge** (Part VI.C). The ERP must set forth a protocol to address **repeat and continuing violations** through **progressively stricter responses** (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of the MS4 permit. The purpose of this document is to provide guidance on how the MS4 Operator will use the types of enforcement responses or combination of responses.

TYPES OF ENFORCEMENT RESPONSES:

Verbal warnings*	The Village will pursue compliance with storm water violations through verbal methods (telephone notifications, verbal notices, meetings) whenever reasonable. These methods are appropriate for situations where education is needed, violations do not pose a significant impact to human health or the environment, or the Village believes that compliance can be achieved without the use of formal measures.
Written notices*	When the municipality's Stormwater Management Officer (SMO) finds that a person has violated a prohibition or failed to meet a requirement of Article II Illicit Discharges, the SMO may order compliance by written notice of violation by certified mail and/or posting of the property to the responsible person as per § 181-25 A of the Local Law.
Citations (and associated fines)	Citations will be issued for failure to comply with a Written Notice or for extreme violations of the Village's construction site stormwater requirements. Penalties for offences are described in § 181-25 B of the Local Law.
Stop work orders	When the Village SMO finds that discharge has taken place or is likely to take place, a Stop Work order may be issued. The persons not complying shall: a) comply with the SMO requirement; b) comply with a time schedule for compliance, and/or; c) take appropriate compliance remedial or preventive action to prevent the violation from recurring.
Withholding of plan approvals or other authorizations affecting the ability to <i>discharge</i> to the MS4	The Village has the Authority to withhold plan approvals and other authorizations affecting the ability to discharge to MS4 if above types of enforcement have not resulted in compliance. Regulations with respect to suspension of access to MS4 are described in § 181-21. Suspension of access to MS4 of Local Law.
Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be used against a responsible party that fails to comply with previous remedies or to stop discharges, considered to pose an immediate risk to the public or the environment as per § 181-30, § 181-31.
Other	Click or tap here to enter text.

*Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the MS4 Operator's initial determination until a return to compliance).

PART IV.F.2: Enforcement Tracking (pg 15)

The MS4 Operator must track instances of non-compliance in the SWMP Plan **within 30 DAYS**. ERP reports are kept on file electronically at Building Department and in the Village Engineer’s office. The enforcement case documentation must include, at a minimum, the following:

Date of report	Click or tap here to enter text.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	Click or tap here to enter text.
Location of the <i>illicit discharge</i> ;	Click or tap here to enter text.
Description of the violation/Nature of the illicit discharge*;	Click or tap here to enter text.
Schedule for returning to compliance;	Click or tap here to enter text.
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner. Follow up actions taken or needed (including response times);	Click or tap here to enter text.
Inspection outcomes and any enforcement taken.	Click or tap here to enter text.
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	Click or tap here to enter text.
Any referrals to different departments or agencies;	Click or tap here to enter text.
Date violation was resolved.	Click or tap here to enter text.
<p>*(Pg 36 of permit): Documentation of all monitoring location (outfall) inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet (Appendix D) or equivalent form. Sampling provisions may apply to suspect or obvious illicit discharges based on the number and severity of physical indicators present in the flow, to better inform track down procedures. If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary. Provisions to re-inspect the monitoring location within thirty (30) days if physical indicator is not related to flow or potentially indicative of intermittent or transitory discharges. Initiate track-down if same indicators persist.</p>	

Enforcement Response Plan Construction

NYSDEC GP-0-24-001
Effective Date: July 6, 2024

INSTRUCTIONS FOR USE

Part IV.F of the permit covers Enforcement Measures & Tracking:


- The MS4 Operator must develop and implement an Enforcement Response Plan (ERP) clearly outlining actions to be taken for construction violations.
- The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- Instances of non-compliance must be documented in the SWMP Plan. This can be by reference (“refer to inspection reports on-file at building department”).

Part VI.D.8 of the permit covers Construction Site Inspections (Pg 34-35):

- Training required to inspect construction sites
- Required documentation of inspection sites
- Required forms for doing inspections

Part VI.D.9 of the permit covers Construction Site Close-out (Pg 35):

- Final Site Inspection requirements
- Notice of Termination requirement

<p>Enforcement Response Plan Construction Sites NYSDEC GP-0-24-001 Effective Date: July 6, 2024</p>		<p>MS4: Village of Wesley Hills</p> <p>Report construction stormwater activity at: Villageengineer@wesleyhills.org</p>
<p><u>Legal Authority:</u></p> <p>Local Law Chapter 181 Stormwater Management, Article I Erosion and Sediment Control adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008 by L.L. No. 1-2008, is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control (https://ecode360.com/27841496#27841497);</p>		

PURPOSE: PART IV.F.1: Enforcement Response Plan (pg 14)

The MS4 Operator must develop and implement an enforcement response plan (ERP) describing action(s) to be taken for violations enacted for **construction** (Part VI.D). The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit. **The ERP must be documented in the SWMP Plan.** (note in SWMP where you are keeping ERP reports- “on file electronically at Build Dept”).

The ERP must describe how the *MS4 Operator* will use the following types of enforcement responses or combination of responses:

<p>Verbal warnings* (see below)</p>	<p>The Village will pursue compliance with storm water violations through verbal methods (telephone notifications, verbal notices, meetings) whenever reasonable. These methods are appropriate for situations where education is needed, violations do not pose a significant impact to human health or the environment, or the Village believes that compliance can be achieved without the use of formal measures.</p>
<p>Written notices* (see below)</p>	<p>When the municipality's SMO finds that a person has violated a prohibition or failed to meet a requirement of Chapter 181 Stormwater Management, the applicant and developer shall be notified in writing of the nature of the violation and the required corrective actions. No further work shall be conducted except for site stabilization until any violations are corrected and all work previously completed has received approval by the Stormwater Management Officer as per § 181-10-A, 181-12-A of the Local Law.</p>

Citations (and associated fines)	The Village of Wesley Hills may penalize owner/operator for violations of Chapter 181 in accordance with § 181-12-D.
Stop work orders	The Village of Wesley Hills may issue a stop-work order for violations of Chapter 181 in accordance with § 181-12-B.
Withholding of plan approvals or other authorizations affecting the ability to <i>discharge</i> to the MS4; and	The Village has the Authority to withhold plan approvals and other authorizations affecting the ability to discharge to MS4 if above types of enforcement have not resulted in compliance. Regulations with respect to suspension of access to MS4 are described in § 181-21. Suspension of access to MS4 of Local Law. Certificate of occupancy may be withheld in accordance with § 181-12-E and F.
Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be used against a responsible party that fails to comply with previous remedies or to stop discharges, considered to pose an immediate risk to the public or the environment.
Other	Click or tap here to enter text.

*Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the *MS4 Operator's* initial determination until a return to compliance).

PART IV.F.2: Enforcement Tracking (pg 15)

The MS4 Operator must track instances of non-compliance in the SWMP Plan **within 30 DAYS** (note in SWMP where you are keeping ERP reports- “on file electronically at Build Dept”). The enforcement case documentation must include, at a minimum, the following:

Date of report	Click or tap here to enter text.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	Click or tap here to enter text.
Location of the <i>construction site</i> ;	Click or tap here to enter text.
Description of the violation/Nature of the complaint;	Click or tap here to enter text.
Schedule for returning to compliance;	Click or tap here to enter text.
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner. Follow up actions taken or needed (including response times);	Click or tap here to enter text.
Inspection outcomes and any enforcement taken;	Click or tap here to enter text.
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	Click or tap here to enter text.
Any referrals to different departments or agencies;	Click or tap here to enter text.
Date violation was resolved.	Click or tap here to enter text.

The MS4 Operator will utilize the Construction Inspection Form provided in Appendix D on the GP-0-24-001 for construction site inspections and in this report.

Part VI.D.8: Construction Site Inspections (Pg 34-35)

The *MS4 Operator* must:

	<p>a. Ensure individuals(s) receive, prior to conducting inspections*:</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>
	<p>i. Four (4) hours of <i>Department</i> endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other <i>Department</i> endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.*</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>
	<p>ii. In the <i>SWMP Plan</i>, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed above.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>
	<p>b. Annually inspect all sites with <i>construction activity</i> identified in the inventory (Part VI.D.4.) during active construction after the pre-construction meeting (Part VI.D.7.), or sooner if deficiencies are noted that require attention.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>
	<p>i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the <i>MS4 Operator's</i> ERP (Part IV.F.1.).</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>
	<p>c. Document all inspections using the Construction Site Inspection Report Form (Appendix D) or an equivalent form containing the same information. The <i>MS4 Operator</i> must include the completed Construction Site Inspection Reports in the <i>SWMP Plan</i>.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Click or tap here to enter text.</p>

* Individuals without these trainings cannot inspect construction sites. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

Part VI.D.9: Construction Site Close-out (Pg 35)

<p>The <i>MS4 Operator</i> must ensure a final construction site inspection is conducted and documentation of the final construction site inspection must be maintained in the <i>SWMP Plan</i>.</p>	<p style="text-align: center;"><input type="checkbox"/> Click or tap here to enter text.</p>
<p>The final construction site inspection must be documented using the Construction Site Inspection Report Form (Appendix D), or an equivalent form containing the same information, or accept the construction site owner/operator's <i>qualified inspector</i> final inspection certification required by the CGP.</p>	<p style="text-align: center;"><input type="checkbox"/> Click or tap here to enter text.</p>
<p>The Notice of Termination (NOT) must be signed by the MS4 Operator as required by the CGP for projects determined to be complete, in accordance with Part X.J (pg 123).</p>	<p style="text-align: center;"><input type="checkbox"/> Click or tap here to enter text.</p>

Enforcement Response Plan Post-Construction

NYSDEC GP-0-24-001
Effective Date: July 6, 2024

INSTRUCTIONS FOR USE

Part IV.F of the permit covers Enforcement Measures & Tracking:

- The MS4 Operator must develop and implement an Enforcement Response Plan (ERP) clearly outlining actions to be taken for post-construction violations.
- The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- Instances of non-compliance must be documented in the SWMP Plan. This can be by reference (“refer to inspection reports on-file at building department”).

Part VI.E.2 covers Post-Construction SMP Inventory & Inspection Tracking:

- Maintain an inventory of SMPs installed after 2003. See Stormwater Consortium of Rockland County’s inventory.

Part VI.E.4 covers the Post-Construction SMP Inspection & Maintenance Program (Pg 37 and 38):

- By January 2025 the MS4 Operator must develop and implement a post-construction SMP inspection and maintenance program.
- The post- construction SMP inspection and maintenance program must be documented in the SWMP
- Training Provisions for the Inspection & Maintenance Program

<p>Enforcement Response Plan Post-Construction Stormwater Management Practices (SMPs) NYSDEC GP-0-24-001 Effective Date: July 6, 2024</p>		<p>MS4: Village of Wesley Hills</p> <p>Report construction stormwater activity at: Villageengineer@wesleyhills.org</p>
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Legal Authority:

Local Law **Chapter 181 Stormwater Management, Article I Erosion and Sediment Control** adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008 by L.L. No. 1-2008, is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control (<https://ecode360.com/27841496#27841497>);

PURPOSE: PART IV.F.1: Enforcement Response Plan (pg 14)

The MS4 Operator must develop and implement an enforcement response plan (ERP) describing action(s) to be taken for violations enacted for **construction** (Part VI.D). The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit. **The ERP must be documented in the SWMP Plan.** (note in SWMP where you are keeping ERP reports- “on file electronically at Build Dept”).

The ERP must describe how the *MS4 Operator* will use the following types of enforcement responses or combination of responses:

Verbal warnings* (see below)	The Village will pursue compliance with storm water violations through verbal methods (telephone notifications, verbal notices, meetings) whenever reasonable. These methods are appropriate for situations where education is needed, violations do not pose a significant impact to human health or the environment, or the Village believes that compliance can be achieved without the use of formal measures.
Written notices* (see below)	When the municipality's SMO finds that an owner/operator has violated a prohibition or failed to meet a requirement of Chapter 181 Stormwater Management and Erosion and Sediment Control, the owner/operator shall be notified in writing of the nature of the violation and the required corrective actions.
Citations (and associated fines)	Citations will be issued for failure to comply with a Written Notice or for extreme violations of the Village's construction site stormwater requirements.

	Penalties for offences are described in § 181-12 D of the Local Law.
Stop work orders	Not applicable for post-construction.
Withholding of plan approvals or other authorizations affecting the ability to <i>discharge</i> to the MS4; and	Not applicable for post-construction.
Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be used against a responsible party that fails to comply with Chapter 181, considered to pose an immediate risk to the public or the environment as per § 181-21.
Other	Click or tap here to enter text.

*Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the *MS4 Operator's* initial determination until a return to compliance).

PART IV.F.2: Enforcement Tracking (pg 15)

The MS4 Operator must track instances of non-compliance in the SWMP Plan **within 30 DAYS** (note in SWMP where you are keeping ERP reports- “on file electronically at Build Dept”). The enforcement case documentation must include, at a minimum, the following:

Date of report	Click or tap here to enter text.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	Click or tap here to enter text.
Location of the <i>post-construction site</i> ;	Click or tap here to enter text.
Description of the violation/Nature of the complaint;	Click or tap here to enter text.
Schedule for returning to compliance;	Click or tap here to enter text.
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner. Follow up actions taken or needed (including response times);	Click or tap here to enter text.
Inspection outcomes and any enforcement taken;	Click or tap here to enter text.
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	Click or tap here to enter text.
Any referrals to different departments or agencies;	Click or tap here to enter text.
Date violation was resolved.	Click or tap here to enter text.

Part VI.E.2: Post-Construction SMP Inventory & Inspection Tracking

Maintain an inventory of SMPs installed after 2003. See Stormwater Consortium of Rockland County’s inventory.

Part VI.E.4: Post-Construction SMP Inspection & Maintenance Program (Pg 37 and 38)

Within one (1) year of the EDC, the *MS4 Operator* must *develop* and implement a post-construction *SMP* inspection and maintenance program. The post- construction *SMP* inspection and maintenance program must be documented in the *SWMP Plan* specifying:

- a. The post-construction *SMP* inspection and maintenance procedures including:
 - i. Provisions to ensure that each post-construction *SMP* identified in the post-construction *SMP* inventory (Part VI.E.2.) is inspected at the frequency specified in the [NYS DEC Maintenance Guidance 2017](#) or as specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.), if available;
 1. The *MS4 Operator* can only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting post- construction *SMPs*.
 - ii. Documentation of post-construction *SMP* inspections using the Post-Construction [SMP Inspection Checklist](#)³⁰ or an equivalent form containing the same information. The *MS4 Operator* must include the completed post- construction *SMP* inspections (i.e., the completed Post-Construction *SMP* Inspection Checklist) in the *SWMP Plan*;
 - iii. Annual inspections are required to be submitted to the Village Clerk by November 30th of each fiscal year.
 - iv. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher- level inspection) within thirty (30) days of post-construction *SMP* inspection; and
 - v. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete

³⁰ The *Department* developed checklist forms specific to each post-construction *SMP* designed to assist *MS4 Operators* in conducting inspections and maintenance activities of standard practices. The Post-Construction *SMP* Inspection Checklist, March 31, 2017, can be found on the Department's website

Training and Procedures: Post-Construction SMP Inspection & Maintenance Program (Pg 37)

- a. The training provisions for the MS4 Operator’s post-construction *SMP* inspection and maintenance procedures (Part VI.E.4.a.):

<p>If new staff are added, training on the MS4 Operator’s post-construction <i>SMP</i> inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the <i>Department</i> endorsed program must be given prior to conducting any post-construction <i>SMP</i> inspection and maintenance;</p>	<p>Click or tap here to enter text.</p>
<p>For existing staff, training on the <i>MS4 Operator’s</i> post-construction <i>SMP</i> inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the <i>Department</i> endorsed program must be given prior to conducting any post-construction <i>SMP</i> inspection and maintenance and once every five (5) years, thereafter; and</p>	<p>Click or tap here to enter text.</p>
<p>If the post-construction <i>SMP</i> inspection and maintenance procedures (Part VI.E.4.a.) are updated (Part VI.E.4.d.), training on the updates must be given to all staff prior to conducting post-construction <i>SMP</i> inspection and maintenance</p>	<p>Click or tap here to enter text.</p>

- b. The names, titles, and contact information for the individuals who have received post-construction *SMP* inspection and maintenance procedures training and update annually; and


Click or tap here to enter text.

- c. Annually, by April 1, the *MS4 Operator* must:
 - i. Review and update the post-construction *SMP* inspection and maintenance procedures (Part VI.E.4.a.); and
 - ii. Document the completion of this requirement in the *SWMP Plan*.



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



 <p align="center">New York State Department of Environmental Conservation Construction Site Inspection Report for SPDES MS4 General Permit GP-0-24-001</p>			
Project Name:		Date:	
Project Location:		Weather:	
Permit # (if any): NYR	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Entry Time:	Exit Time:
Name of SPDES Permittee:	Inspection Type:	<input type="checkbox"/> NOT <input type="checkbox"/> Complaint	
Phone Number(s):		<input type="checkbox"/> Compliance <input type="checkbox"/> Referral	
On-site Representative(s) and Company(s):		MS4 Operator Name:	
		MS4 Permit ID: NYR20A	

SPDES Authority

Yes	No	N/A		Citation	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the project have permit coverage?	GP-0-20-001: I.A & II. B
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the NOI and Acknowledgment Letter available on site and accessible for viewing?	GP-0-20-001: II.D.2
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the MS4 SWPPP Acceptance Form available on site and accessible for viewing?	GP-0-20-001: II.D.2
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an up-to-date copy of the signed SWPPP retained at the construction site?	GP-0-20-001: II.D.2, & III.A.4
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the SPDES General Permit retained at the construction site?	GP-0-20-001: II.D.2
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the NOI accurately report the number of acres to be disturbed?	GP-0-20-001: II.B.4

SWPPP Content

Yes	No	N/A		Citation	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP describe and identify the erosion and sediment control measures to be employed?	GP-0-20-001: III.B.1.e
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP provide an inspection schedule and maintenance requirements for the E&SC measures?	GP-0-20-001: III.B.1.i
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP describe and identify the stormwater management practices to be employed?	GP-0-20-001: III.B.2
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?	GP-0-20-001: III.A.6
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP identify at least one trained individual from each contractor(s) and subcontractor(s) companies?	GP-0-20-001: III.A.6
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SWPPP include all the necessary Contractor Certification Statements and signatures?	GP-0-20-001: III.A.6
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SWPPP signed by the permittee?	GP-0-20-001: VII.H.2
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SWPPP prepared by a qualified professional (if post-construction stormwater management required)?	GP-0-20-001: III.A.3
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the SMPs conform to the Enhanced Phosphorus Removal Standards (projects in TMDL watersheds)?	GP-0-20-001: III.B.3

Recordkeeping

Yes	No	N/A		Citation	
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are self-inspections performed as required by the permit (weekly, or twice weekly for >5 acres disturbed)?	GP-0-20-001:IV.C.2.a. & b
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the self-inspections performed and signed by a qualified inspector and retained on site?	GP-0-20-001:II.C.2.,IV.C.6 & VII.H.3
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the qualified inspector's reports include the minimum reporting requirements?	GP-0-20-001: IV.C.4
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do inspection reports identify corrective measures that have not been implemented or are recurring?	GP-0-20-001: IV.C.5



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Visual Observations

Yes No N/A	Citation
20. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Are all erosion and sediment control measures installed properly?	GP-0-20-001: VII.L
21. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Are all erosion and sediment control measures being maintained properly?	GP-0-20-001: IV.A.1
22. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Was written authorization issued for any disturbance greater than 5 acres?	GP-0-20-001: II.D.3
23. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Have stabilization measures been implemented in inactive areas per Permit (>5acres) or ESC Standard?	GP-0-20-001: II.D.3.b & III.B.1.f
24. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Are post-construction stormwater management practices constructed/installed correctly?	GP-0-20-001: III.B.2
25. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal?	GP-0-20-001: V.A.2
26. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Was there a discharge from the site on the day of inspection?	
27. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is there evidence that a discharge caused or contributed to a violation of water quality standards?	ECL 17-0501, 6 NYCRR 703.2 & GP-0-20-001: I.D

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge:

Describe any other water quality standards or permit violations:



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Additional Comments:

Photographs attached

Overall Inspection Rating: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory	
Name/Agency of Lead Inspector:	Signature of Lead Inspector:
Names/Agencies of Other Inspectors:	

Appendix G
Prevention of illicit discharges
(VI.A.1.d.)

Stormwater Pollution

The contamination of stormwater negatively impacts our lakes, rivers, wetlands, and other water bodies.

Nutrients like phosphorus and nitrogen can lead to excessive algae growth and oxygen depletion.

Hazardous substances from vehicles and improper use of pesticides, herbicides, and fertilizers pose a threat to water quality and can harm fish and other aquatic life. Bacteria from animal waste and improper connections between sanitary sewers and storm sewer systems can render lakes and waterways unsafe for activities such as wading, swimming, and fish consumption. Additionally, eroded soil is considered a pollutant as it diminishes water clarity and disrupts the habitats of fish and plant life.



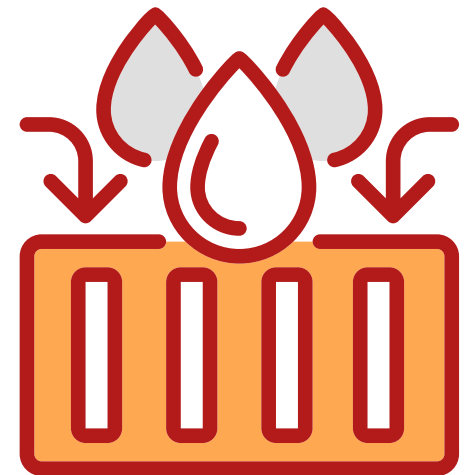
In our community, unauthorized non-stormwater discharges into the MS4 (Municipal Separate Storm Sewer System) are strictly prohibited as they are deemed illicit. However, there are certain exceptions to this rule.

Discharges from firefighting activities are authorized when the events are emergencies/unplanned. *Discharges that are significant sources of pollutants, like sanitary connections to storm sewers, illegal dumping, and spills that find their way into the storm sewer system, are considered illicit practices that must be avoided*

For More Info on Stormwater and illicit discharge please visit:
<https://dec.ny.gov/environmental-protection/water/water-quality/stormwater>

ILLICIT STORMWATER DISCHARGES:

IDENTIFYING AND PREVENTING STORMWATER POLLUTION IN YOUR NEIGHBORHOOD



To report an illicit discharge, please contact:



Cornell Cooperative Extension of Rockland

RocklandCCE.org





Things you can do to help water quality

- Never dump anything down storm drains
- Use lawn and garden chemicals sparingly; sweep up any excess from driveways, sidewalks, and roads
- Repair vehicle leaks; cover spilled fluids with kitty litter then sweep into household waste
- Pick up after your pet and dispose of it properly
- Control soil erosion on your property by planting ground cover and stabilizing erosion-prone areas
- Keep grass clippings, leaves, litter, and debris out of street gutters and storm drains
- Direct downspouts onto grassy areas away from paved surfaces
- Use a commercial car wash or wash your vehicle on the grass instead of the driveway
- Dispose of used oil, antifreeze, paints and other household chemicals in an approved manner

What is an illicit Discharge?

An illicit (illegal) discharge occurs when any substance other than stormwater is released into a municipal storm sewer system, including storm drains, pipes, and ditches. Pollutants enter storm sewer systems through various preventable means, such as the improper connection of waste pipes to stormwater pipes by companies or residences, as well as the disposal of different types of waste into storm drain inlets by individuals. It is important to note that disposing of anything other than stormwater into storm sewers is illegal!



If you see/smell something, say something!

Sewage coming out of outfalls is detrimental to our environment and public health. Not only does it contaminate our water bodies, but it also poses serious risks to aquatic life and can lead to the spread of harmful pathogens.



Appendix H
Inventory of construction sites
and post-construction SMPs
(VI.D.4.a., VI.E.2.e.)

Construction Site Inventory & Inspection Tracking (Part VI.D.4-pg 31-32) Due 6 months EDC (July 2024)
Construction Site Prioritization (Part VI.D.5-pg 32) Due 1 year EDC (January 2025)

ProgramID (SPDES ID Number)	FacilityName	STATUS (active, temporarily shut down, complete) pg 32. <u>Write in SWMP how meeting definitions</u>	SWPPP Approval Date (pg 31)	High Priority Construction Site (pg 31-32) -Prioritize new sites within 30 days -Update priority inventory annually & document in SWMP	Reason for High Priority (pg 31-32)	Owner/Operator (pg 31) SEE NYSDEC NOI	Receiving Waterbody Name Provided in NOI Database ("WaterbodyName")	Waterbody Class See Definitions Tab	Waterbody WI/PWL Segment ID See Definitions Tab	Inspection History (Dates, ratings- Satisfactory, Marginal, Unsatisfactory) (pg. 31) Refer to Construction Site Inspections (Part VI.D.8.e pg 35): Document all inspections using the Construction Site Inspection Report Form (App D) or equiv. Has these ratings on it	Contractors 4-Hour training card (name, title, contact info, expiration date) Update Annually Document in SWMP annually (Part VI.D.8.d. pg 35)	Final Site Inspection -Use Construction site Inspection Form (App D) or equiv -Document in SWMP -Sign NOT Part VI.D.9.a-b. (pg 35)
NYR11L234	Holzberg	Active	5/10/2023	No	n/a	Basya Holzberg	Mahwah River	B	1501-0035			n/a
NYR11L331	32, 34 & 36 Powder Horn Drive	Active	6/7/2023	No	n/a	Mark Silber	Tributary to the Mahwah River	B	1501-0035			n/a
NYR11I484	1 East Lane Subdivision	Active	7/9/2021	No	n/a	Yaakov Spaeth	Mahwah River	C	1501-0035			n/a
NYR10W861	ZAKARIN	Active- ESC Only	3/12/2013	No	n/a	SHIMON GALANDAUE	WILLOW TREE BROOK	C	1501-0035			n/a
NYR11K783	231 McNamara Road Subdivision	Active-SMP	2/1/2023	No	n/a	Lori Zarour	Tributary to the Minisceongo Creek	C	1301-0090			n/a
NYR11J236	15 & 17 Judith Lane	Active	1/12/2022	No	n/a	Leah Rieder	Mahwah River	C	1501-0035			n/a
NYR11M782	191 Grandview Avenue	Not active	5/15/2024	No	n/a	Greystone Lexington Terrace Realty, LLC	Mahwah River	C	1501-0036			n/a
NYR11K670	15 Terrace Rd/Proposed Residential Subdivision	Active-SMP	2022	No	n/a	Raymond Hedaya	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11Q090	43 Rockwood Lane	Active- ESC Only	9/17/2025	No	n/a	Mordechai M. Schwab	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11Q268	24 Rockwood Lane	Active- ESC Only	10/29/2025	No	n/a	Eli Glassman	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11Q388	37 Rockwood Lane	Active- ESC Only	11/27/2025	No	n/a	Maier Arm	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11Q484	15 Terrace Road, LLC., Lot no 4 (17 Jeremy Court)	Active- ESC Only	12/24/2025	No	n/a	Lowinger Joshua	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11Q485	15 Terrace Road, LLC., Lot no. 12 (18 Rockwood Lane)	Active- ESC Only	12/24/2025	No	n/a	Kamran Amona	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11P918	6 Jeremy Ct	Active- ESC Only	8/8/2025	No	n/a	Zev Westreich	wetlands and municipal conveyance system	n/a	n/a			n/a
NYR11P987	Potash Residence (25 Rockwood Lane)	Active- ESC Only	8/25/2025	No	n/a	Moshe Potash	wetlands and municipal conveyance system	n/a	n/a			n/a

Post-Construction SMP Inventory & Inspection tracking (Part VI.E.2 pg 36)
Maintain inventory of SMPs installed since March 2003 (previous permit requirement). Within 5 Years of EDC (JANUARY 2029) include this info in the inventory

ProgramID (SPDES ID Number)	FacilityName	STATUS (active, temporarily shut down, complete) pg 32 <u>Write in SWMP how meeting definitions</u>	PREVIOUS PERMIT REQUIREMENT Location (Provided in NOI)	PREVIOUS PERMIT REQUIREMENT Type (pg 36) as described in the NYSDEC Stormwater Maintenance Guidance	Receiving Waterbody Name (pg 36) Provided in NOI Database ("WaterbodyName")	Waterbody Class See Definitions Tab (pg 36)	Waterbody WI/PWL Segment ID See Definitions Tab (pg 36)	Date of Installation (if available) or Discovery (pg 36)	Ownership (pg 36) SEE NYSDEC NOI	Responsible Party for Maintenance (pg 36)	Contact info for party responsible for maintenance (pg 37)	O&M Location and Legal Agreements (pg 37)	PREVIOUS PERMIT REQUIREMENT Frequency for Inspection (pg 37) as described in the NYSDEC Stormwater Maintenance Guidance	Reason for Installation, if known. (Retrofit, flood control, redevelopment, new development, etc) In NOI Database ("NatureOfProject")	PREVIOUS PERMIT REQUIREMENT Date of Last Inspection (pg 37)	PREVIOUS PERMIT REQUIREMENT Inspection Results (pg 37) Document how tracking in SWMP Plan	Corrective Actions Identified and Completed (pg 37)
NYR10Y589	RAKOWER	Complete- ESC	61 EAST WILLOW TREE ROAD	Dry Well (I-3)	Minisceongo Creek	C	1301-0090	2018	Dov Rakower	Dov Rakower	dov@tamrak.net, 347-996-1266		Not required	New Construction	Not required	Not required	
NYR11B560	North Wesley Hills Estates	Complete- SMP	126 & 132 East Willow Tree Road	Underground Infiltration System (I-4)	Mahwah tributary Number Three	C	1501-0035	2019	North Wesley Hills Estates, LL	North Wesley Hills Estates Home Owners Association, Inc.	Yaakov Spaeth, yaakov@pomonaenterprises.com 845-222-1183		Annually	New Construction	On file at Building Department	On file at Building Department	
NYR10Y538	LEVINSON RESIDENCE	Complete- ESC	2 WILDER ROAD	Dry Well (I-3)	MAHWAH TRIBUTARY NO. THREE	C	1501-0035	2017	Sam Levinson	Sam Levinson	levcapital@aol.com, 917-209-7380		Not required	Redevelopment With No Increase In Impervious area	Not required	Not required	
NYR11C213	BELMAR ESTATES LOT 2	Complete- SMP	5 BELMAR COURT	Underground Infiltration System (I-4)	MAHWAH RIVER	C	1501-0035	2019	Joseph Farkas	Joseph Farkas	jfarkas@gmail.com, 914-804-5622		Not required	Redevelopment with increase in impervious area	Not required	Not required	
NYR10N730	The Willows	Complete- SMP	NYS ROUTE 306 near EAST WILLOW TREE ROAD	Infiltration Basin				2011	HOA	HOA			Predates inspeciton requiremetns. In the process of re-establishing HOA.	Predates inspeciton requiremetns. In the process of re-establishing HOA.	Predates inspeciton requiremetns. In the process of re-establishing HOA.	Predates inspeciton requiremetns. In the process of re-establishing HOA.	

Appendix I

Construction oversight program and

**Post-construction inspection and
maintenance program**

(VI.D.3.a and VI.E.4.)

**Construction Oversight Procedures (Part VI.D.3.a.) (pg. 30) and
Post-Construction SMP Inspection and Maintenance Procedures (Part VI.E.4.a.) (pg. 37)**

- **Annually, by April 1**, the MS4 Operator must review and update (if needed) the *Construction Oversight Procedures* and the *Post-Construction SMP Inspection and Maintenance Procedures*. **Document the completion in the SWMP.**
- **Annually**, the names, titles, and contact information for the individuals who have received *Construction Oversight Procedures* and *Post-Construction SMP Inspection and Maintenance Procedures* must be updated. **Document the completion in the SWMP.**
- If new staff are added, **training** on the *Construction Oversight Procedures* must be given prior to conducting any construction oversight activities; For Post-Construction, training on the MS4 Operator's *Post-Construction SMP Inspection and Maintenance Procedures* must be given prior to conducting any post-construction SMP inspection and maintenance.
- For existing staff, **training** on the *Construction Oversight Procedures* must be given prior to conducting any construction oversight activities and once every five (5) years thereafter, For Post-Construction, training on the MS4 Operator's *Post-Construction SMP Inspection and Maintenance Procedures* must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter.
- If the *Construction Oversight Procedures* and *Post-Construction SMP Inspection and Maintenance Procedures* are updated, training on the updates must be given to all staff prior to conducting construction oversight, post-construction inspection and maintenance.
- Procedures to ensure those involved in the construction activity itself (Contractors) have received 4-Hour Training (the procedures are outlined on the SCRC SWPPP Checklist and will be discussed at pre-construction meeting). **Annually update the names, titles, and contact information for the individuals who have received the trainings in the SWMP.**
- Ensure all MS4 Construction Site Inspectors receive 4-Hour Training¹ prior to conducting construction site inspections. **Annually update the names, titles, and contact information for the individuals who have received the training in the SWMP.**
- **Annually, update the Post-Construction Inventory.**
- **By January 2027** Construction Sites must be mapped.
- **By January 2027** Post-Construction SMPs (Publicly-owned) must be mapped.
- **By January 2029** Post-Construction SMPs (Privately-owned that discharge to the MS4) must be mapped.

¹ 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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

MCM 4 - Construction Oversight Program

The Village has a local law for erosion and sediment control **Chapter 181 Stormwater Management, Article I Erosion and Sediment Control** adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008 by L.L. No. 1-2008, is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control (<https://ecode360.com/27841496#27841497>). Additionally, the Village's **Enforcement Response Plan** sets forth a protocol to address repeat and continuing violations through progressively stricter responses.

As per GP-0-24-001, Part VI.D.3.a (pg. 30), the construction oversight program must be documented in the SWMP Plan specifying the construction oversight procedures including:

- i. When the construction site stormwater control program applies (Part VI.D.1.):

The construction site stormwater control program applies when the project results in a total land disturbance of greater than or equal to one acre; or disturbs less than one acre if part of a larger common plan of development or sale as required by Part VI.D.1

- ii. What types of construction activity require a SWPPP:

The project resulting in a total land disturbance of greater than or equal to one acre; or disturbs less than one acre if part of a larger common plan of development or sale require SWPPP.

- iii. The procedures for submission of SWPPPs:

SWPPP shall be submitted by Applicant to the Village Planning Board as a part of the Site Plan application. SWPPP shall be reviewed by the Village Engineer and shall meet requirements of GP-0-20-001 (GP-0-25-001, effective January 29, 2025).

When reviewing plans, the reviewer will refer to the current General Permit for Construction Activity, MS4 Permit and current NYS DEC Stormwater Management Design Manual.

- iv. SWPPP review requirements (Part VI.D.6.):

Refer to Part VI.D.6. of MS4 Permit requirements (pg. 33).

- v. Pre-construction oversight requirements (Part VI.D.7.):

Refer to Part VI.D.7. of MS4 Permit requirements (pg. 34).

- vi. Construction site inspection requirements (Part VI.D.8.):

Refer to Part VI.D.8. of MS4 Permit requirements (pg. 34-35) and the Enforcement Response Plan. Construction site inspection requirements shall be discussed at pre-construction meeting.

- vii. Construction site close-out requirements (Part VI.D.9.):

Refer to Part VI.D.9. of MS4 Permit requirements (pg. 35) and the Enforcement Response Plan. Construction site close-out requirements shall be discussed at pre-construction meeting.

- viii. Enforcement process/expectations for compliance:

Enforcement process/expectations for compliance will be reviewed at Pre-Construction meeting. Enforcement process is outlined in the Enforcement Response Plan.

- ix. Other procedures associated with the control of stormwater runoff from applicable construction activities.

*Other procedures associated with the control of stormwater runoff from applicable construction activities are found in local law for erosion and sediment control **Chapter 181 Stormwater Management, Article I Erosion and Sediment Control**, stormwater consortium construction brochure, and are outlined in the Enforcement Response Plans.*

MCM 5 - Post-Construction SMP Inspection and Maintenance Procedures

The Village has a local law for maintenance, inspection and repair of facilities after construction under **Chapter 181 Stormwater Management, Article I Erosion and Sediment Control** adopted by the Board of Trustees of the Village of Wesley Hills on 5-13-2008 by L.L. No. 1-2008, is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control (<https://ecode360.com/27841496#27841497>). Additionally, the Enforcement Response Plan sets forth a protocol to address repeat and continuing violations through progressively stricter responses.

As per Part VI.E., the MS4 Operator must develop, implement, and enforce a program to ensure proper operation and maintenance of post construction SMPs for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff.

1. Post-Construction SMPs required to be listed on the Post-Construction Inventory (as per VI.E):

- Post-construction *SMPs* that have been installed as part of any CGP covered construction site or individual *SPDES* permit (since March 10, 2003);
- All new post-construction *SMPs* constructed as part of the construction site *stormwater* runoff control program (Part VI.D.).
- Add *SMPs* to the Post-Construction Inventory as they are approved or discovered, or
- After the owner/operator of the *construction activity* has filed the Notice of Termination with the *Department* (Part VI.D.9.b.).

Post-Construction SMP Inventory will be updated **annually** or as needed. Stormwater Consortium will strive to do this collaboratively.

2. Post-Construction SMP Inspection & Maintenance Program procedures:

- Each Post-Construction SMP identified in the post-construction SMP inventory (Part VI.E.2.) will be inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.), if available;
- All annual post-construction SMP inspections will be due on November 30st. Village Clerk will issue inspection notice to the private owners reminding them of the post-construction maintenance requirement on or about April 1st.
- Post-construction SMP inspections will be documented using the Post-Construction [SMP Inspection Checklist](#) or an equivalent form containing the same information.
- The MS4 Operator can only accept **Level 1 inspections** on the SMP Inspection Checklist by private owners inspecting post-construction SMPs.
- When a follow-up inspection is required (i.e., maintenance, repair, or higher level inspection) it shall be performed **within thirty (30) days** of initial inspection.
- If follow-up actions are not complete **within sixty (60) days** of the initial inspection, the provisions outlined in the Enforcement Plan will be implemented.

- All inspection records will be maintained on file electronically as a part of SWMP and will be available for public review upon request.

The above requirements will be reviewed with owner and contractor during pre-construction meeting.

[2024 MS4 General Permit \(GP-0-24-001\) Fact Sheet](#) (pg 40)

The final GP-0-24-001 expands upon this by specifying that, for practices where an associated SWPPP is not on file, MS4 Operators must follow the frequencies outlined in the NYS DEC Maintenance Guidance 2017. This change was made in response to public feedback received during the draft GP-0-17-002 public comment period, and the MS4 Stakeholder Workgroup, which expressed the concern that older practices installed prior to the adoption of the local law for erosion and sediment control often contain limited information on file, including the original project SWPPP. Using the NYS DEC Maintenance Guidance 2017 to complete inspections satisfies the Phase II Remand Rule and allows the MS4 Operators to reduce the discharge of pollutants to the MEP.

Annually, the names, titles, and contact information for the individuals who have received **Construction Oversight Procedures**, the **Post-Construction SMP Inspection and Maintenance Procedures** and the **MS4 Construction Site Inspectors who have received 4-Hour Training¹** must be updated. Document the completion in the SWMP Plan.

Construction Oversight Procedures:

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT INFO</u>
Mark Walton	Inspector	(845) 266-6441
Kevin Costabile	Inspector	(845) 266-6441
David Smith	Inspector	(845) 266-6441
Matthew Raquet	Staff Engineer	(845) 266-6441
Sylvia Murray	Staff Engineer	(845) 266-6441
Michael Scarangella	Staff Engineer	(845) 266-6441
Glenn McCreedy	P.E.	(845) 266-6441
Stuart Strow	P.E.	(845) 266-6441
Alena Guckian	P.E.	(845) 266-6441

Post-Construction SMP Inspection and Maintenance Procedures:

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT INFO</u>
Mark Walton	Inspector	(845) 266-6441
Kevin Costabile	Inspector	(845) 266-6441
David Smith	Inspector	(845) 266-6441
Matthew Raquet	Staff Engineer	(845) 266-6441
Sylvia Murray	Staff Engineer	(845) 266-6441
Michael Scarangella	Staff Engineer	(845) 266-6441
Glenn McCreedy	P.E.	(845) 266-6441
Stuart Strow	P.E.	(845) 266-6441
Alena Guckian	P.E.	(845) 266-6441

MS4 Construction Site Inspectors who have received 4-Hour Training in proper erosion and sediment control principles:

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT INFO</u>
Mark Walton	Inspector	(845) 266-6441
Kevin Costabile	Inspector	(845) 266-6441
David Smith	Inspector	(845) 266-6441
Matthew Raquet	Staff Engineer	(845) 266-6441
Sylvia Murray	Staff Engineer	(845) 266-6441
Michael Scarangella	Staff Engineer	(845) 266-6441

Individuals responsible for reviewing SWPPP acceptance who have received 4-Hour Training:

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT INFO</u>
Glenn McCreedy	P.E.	(845) 266-6441
Stuart Strow	P.E.	(845) 266-6441
Alena Guckian	P.E.	(845) 266-6441

¹ 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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

Minimum Measure 5, Post-Construction Inspection Report letter

Date

Owner/Operator

Or HOA Address

RE: (Location)

Post-Construction Stormwater Management Practice inspection reports

Dear Owner/Operator:

The Village of Wesley Hills is a NYS Department of Environmental Conservation regulated Municipal Separate Storm Sewer System (MS4) community. Per NYSDEC regulations¹ the Village is required to implement a Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program with the purpose to ensure the long-term performance of SMPs.

Our records indicate that applicable SMP has been installed on-site and require annual inspection and maintenance:

- XXXXXX
- XXXXXX

Please forward to our attention an inspection report documented using the [Stormwater Management Practices Inspection Checklist](#)², an equivalent form or forms previously approved by the Village. All annual reports are due November 30, 2025.

We highly recommend that you conduct the inspection well in advance of the due date in order to conduct any necessary corrective actions that may be triggered by the initial inspection. All deficiencies noted should be documented with corrective actions prior to submission to the Village.

Any deficiencies noted and not corrected in an annual inspection report submitted will be required to be mitigated within 30 calendar days. Failure to mitigate any deficiencies will result in enforcement proceedings.

The Village appreciates your cooperation in complying with the NYSDEC's new stormwater permit requirements.

Sincerely yours,
Village Engineer

¹ [NYSDEC Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit, GP-0-24-001 Part VI.E.4](#): Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program
[Part VI.E.1](#): Applicable SMP.

² [Stormwater Management Practices Inspection Checklist](#) is available at NYSDEC's Construction Stormwater Toolbox at this link <https://dec.ny.gov/environmental-protection/water/water-quality/stormwater/construction-stormwater-toolbox>

NYSDEC MS4 PERMIT 0-24-001 SCRC SWPPP Checklist (for applicable sites):

The following shall be available when reviewing Construction projects for *applicable* sites and when conducting a Pre-Construction meeting:

- NYSDEC MS4 Permit GP-0-24-001. Relative requirements can be found on pages 29-35.
- SCRC SWPPP Checklist (for NYSDEC MS4 Permit compliance)
- NYSDEC Construction Inspection Form ([MS4 permit](#), Appendix D)
- Village of Wesley Hills Enforcement Response Plan for Construction
- Village of Wesley Hills Enforcement Response Plan for Post-Construction
- Applicant's NYSDEC NOI form or [NYSDEC NOI Database](#) to fill in the Construction and Post-Construction Inventories.

SWPPP Review Checklist:

1. Has the SWPPP reviewer received current 4-Hour Training¹? Individuals who have not received this training cannot review the SWPPP. Annually update in SWMP.
2. Review all SWPPPs for conformance with requirements of NYSDEC Construction General Permit (CGP), and Part VI.D.6 of the MS4 Permit (SWPPP Review, pg. 33).
3. Is this a Priority Construction Site (Part VI.D. 5) (pg. 32)? Review criteria to self-verify. See [CCE's Stormwater & Water Quality Interactive Map](#) for assistance.
4. Request SWPPP in Electronic format (showing all post-construction practices in electronic format).
5. NYSDEC MS4 SWPPP Acceptance Form (Issued by the Town/Village):
6. Permanent Catch-Basin stamping with 'DO NOT DUMP' installed. Codify your municipal detail.



¹ 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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

Pre-Construction Meeting:

Date of meeting:

Ask contractors to bring:

- The NYSDEC Notice of Intent completed and signed (to fill in Construction/Post-Construction Inventory).
- Qualified Inspector's proof of current 4-Hour Training.

Required attendance:

1. The MS4 Operator(fill in name):
2. The owner/operator listed on the [NYSDEC NOI Database](#). Fill in name:
3. The contractor(s) responsible for implementing the SWPPP for the construction activity (fill in name):
4. The Qualified Inspector (if required for the construction activity by Part IV.C. the CGP) (fill in name):
 - Confirm the project site received coverage under the CGP or an individual SPDES permit. Copy of the NYSDEC Notice of Intent completed and signed.
 - Have contractors and subcontractors identified at least one individual that has received current 4-Hour Training as required by the CGP and the NYSDEC MS4 Permit?
 - Review the Construction Oversight Program (Part VI.D.3.) (pg.30) (see Oversight Program in the Storm Water Management Plan) and expectations for compliance.
 - Update Construction/Post-Construction Site Inventories.

Pre-Construction Meeting: Construction/Post-Construction Site Inventory (Refer to NOI):

- Complete the **Construction** Site Inventory (use completed NOI or database). Is this a priority site (Part VI.D. 5)(pg 32)? What makes it a priority site?
- Complete the **Post-Construction** Site Inventory (use completed NOI or database). The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

Pre-Construction Meeting: Construction and Post-Construction Inspections:

1. The MS4 has local laws for erosion and sediment control **Chapter 181 Stormwater Management, Article I Erosion and Sediment Control:**
<https://ecode360.com/27841496#27841497>.
2. The MS4 Operator must develop and implement an **Enforcement Response Plan (ERP)** for Construction and Post-Construction clearly outlining actions to be taken for violations. The ERPs must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of the NYSDEC's MS4 SPDES general permit.
Review Enforcement Response Plans.

3. Attach [Stormwater Consortium Erosion & Sediment Control brochure](#). Sediment is a leading pollution issue that is greatly impacting surface water quality. Excess nutrients in sediment (Phosphorus, Nitrogen) leads to aquatic weeds, algae and harmful algae growth, degradation of drinking and fishing waters, etc. This is a great cost to the community.

4. MS4 Operator:

Construction Site Inspections (pg. 34):

Annually inspect all sites with **construction activity** identified in the Construction Inventory (Part VI.D.4.) during active construction after the pre-construction meeting (Part VI.D.7.), or sooner if deficiencies are noted that require attention. Ensure all *MS4* Construction Site Inspectors receive 4-Hour Training¹ prior to conducting construction site inspections.

Inspections must be conducted using NYSDEC Construction Site Inspection Report Form (Appendix D). Review the Inspection Form. Follow up to corrective actions must be completed within timeframes established by the CGP and the Enforcement Response Plan.

Post-Construction:

Ensure the **Post-Construction SMP** is inspected at the frequency specified using the [SMP Inspection Checklist](#) or an equivalent form containing the same information. The *MS4* Operator can only accept Level 1 inspections by private owners inspecting post-construction SMPs.

Enforcement Response Plan provides provisions to initiate follow-up actions (i.e., maintenance, repair, or higher-level inspection) **within thirty (30) days of inspection**; and Provisions to initiate enforcement **within sixty (60) days** of the inspection if follow-up actions are not complete.

Construction Site Close-Out

1. Final Site Inspection to be completed by the Village Engineer.
2. As-Built and/or post-construction Hydro-CAD modeling may be required to ensure the SMP is functioning as intended.
3. Village to include completed site to Post-Construction SMP Inventory.
4. Notice of Termination to be filed by the Applicant as required by NYS DEC.

¹ 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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

Appendix J

**Annual Report and Interim Progress
Certification**

MS4 Annual Report/Interim Progress Certification—2026

version 1.0

(Submission #: HQK-842Z-986JC, version 1)

Details

Originally Started By Glenn McCreedy

Alternate Identifier NYR20A349

Submission ID HQK-842Z-986JC

Status Draft

Active Steps Form Submitted

Form Input

MS4 Operator Information

Permit ID #:
NYR20A349

Municipality Name or Legal Entity Name
Village of Wesley Hills

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Glenn McCreedy	(845) 394-2648	gmccreedy@civildesignworks.com

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.)

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.)

ArcGIS

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

Enforcement Tracking

This reporting year, how many enforcement actions were undertaken for illicit discharges (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

0.0

This reporting year, how many enforcement actions were undertaken for construction sites (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

0.0

This reporting year, how many enforcement actions were undertaken for post-construction SMPs (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

0.0

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.

Not required at this time

Part VI

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

- MCM 1
- MCM 2
- MCM 6

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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

No

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

Not required 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.)

No

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

Not required 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.)

No

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

Not required at this time

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

NONE PROVIDED

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.)

NONE PROVIDED

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.)

NONE PROVIDED

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

NONE PROVIDED

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

NONE PROVIDED

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

NONE PROVIDED

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

NONE PROVIDED

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.

Not required at this time

How many MS4 outfalls are on the inventory?

0

How many interconnections are on the inventory?

0

How many municipal facility intraconnections are on the inventory?

0

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.

Not required 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.

Not required at this time

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.

Not required 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.)

Yes

In Year 5: Every five (5) years following the most recent inspection, 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.

Not required at this time

Every five (5) years following the most recent inspection, 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.

Not required 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.)

No

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

Not required 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.)

No

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

Not required 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.)

Yes

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.

Not required 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.)

No

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

Not required 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.)

No

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

Not required at this time

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

Yes

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.

Not required 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.)

No

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

Not required 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.)

No

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

Not required at this time

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.

Not required 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.)

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.)

Yes

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

Yes

How many construction sites are on the inventory?

15

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VI.D.5.a.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VI.D.5.c.)

Yes

How many high priority construction sites are on the inventory?

0

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.)

No

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

Not required at this time

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.

Not required at this time

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.)

NONE PROVIDED

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.)

NONE PROVIDED

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?

1

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.

Not required at this time

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.)

No

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

Owner advised they were not able to inspect prior to the winter weather and will inspect the system in spring.

How many post-construction SMPs have been inspected at the required frequency?

0

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.

Not required at this time

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.)

Yes

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

Within two (2) years of the EDC: Has a municipal facility inventory been developed? (Part VI.F.2.b.i.)

Yes

How many municipal facilities are on the inventory?

3

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.

Not required 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.

Not required at this time

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.

Not required 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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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.

Not required at this time

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.

Not required 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.)

No

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

Not required at this time

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.

Not required 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.

Not required at this time

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.

Not required at this time

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

Yes

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.

Not required at this time

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.

Not required at this time

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 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.

No

Attach completed certification form.

NONE PROVIDED

Comment

NONE PROVIDED

[Duly Authorized Form](#)

Attach completed duly authorized form or written authorization.

NONE PROVIDED

Comment

NONE PROVIDED

Status History

	User	Processing Status
2/9/2026 4:18:21 PM	Glenn McCreedy	Draft

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted		
Accepted		

Appendix K

Monitoring locations inspection and sampling program

(VI.C.1.e.)

Monitoring Locations Inspection and Sampling Procedures
 (Review Annually by April 1)

- (1) During dry weather (at least 48 hours after the last runoff-producing rain event), one (1) inspection of each monitoring location identified in the Inventory will be done every **five (5) years** following the most recent inspection.
- (2) Inspections will be documented using the Monitoring Locations Inspection and Sampling Field Sheet (*provided at the end of this Appendix*) or equivalent.
- (3) Monitoring locations which had inspections resulting in a “suspect” or “obvious” illicit discharge characterization will be sampled as per “Monitoring Locations Sampling Provisions” (*provided at the end of this Appendix*). If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary.
- (4) If there is a physical indicator not related to flow, potentially indicative of intermittent discharges (few hours per day or few days per year) or transitory discharges (singular event such as spill, ruptured tank, transport accident, illegal dumping), the Village will re-inspect the monitoring location within thirty (30) days of initial inspection. If these conditions persist, track down procedures will be initiated.
- (5) Track down procedures must be initiated within the timeframes specified for Suspected or Obvious illicit discharges as outlined in the Illicit Discharge Procedures (Appendix L).
- (6) The names, titles, and contact information for the individuals who have received training on the Monitoring Locations Inspection and Sampling Procedures are provided below and will be updated annually.

NAME	TITLE	CONTACT INFO
Mark Walton	Inspector	(845) 266-6441
Matthew Raquet	Staff Engineer	(845) 266-6441
Michael Scarangella	Staff Engineer	(845) 266-6441
Glenn McCreedy	P.E.	(845) 266-6441
Stuart Strow	P.E.	(845) 266-6441
Alena Guckian	P.E.	(845) 266-6441

- (7) Annually, by April 1, the Village will review and update the Monitoring Locations Inspection and Sampling Procedures based on monitoring location inspection results (trends, patterns, areas with illicit discharges and common problems).

Monitoring Locations Inspection and Sampling Field Sheet

Section 1: Background Data

Subwatershed:		Monitoring Location ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial <input type="checkbox"/> Ultra-Urban Residential <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Commercial		<input type="checkbox"/> Open Space <input type="checkbox"/> Institutional Other: _____ Known Industries: _____	
Notes (e.g., origin, if known):			

Section 2: Monitoring Location Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If No, Skip to Section 5</i>	
Flow Description (if present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING MONITORING LOCATIONS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stopwatch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Monitoring Locations Inspection and Sampling Field Sheet

Section 4: Physical Indicators for Flowing Monitoring Locations Only

Are Any Physical Indicators Present in the flow? Yes No (If No, Skip to Section 5)

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 – Slight cloudiness	<input type="checkbox"/> 2 - Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/slight; origin not obvious	<input type="checkbox"/> 2 - Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Monitoring Locations

Are physical indicators that are not related to flow present? Yes No (If No, Skip to Section 6)

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Monitoring Location Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Monitoring Location Characterization

<input type="checkbox"/> Unlikely <input type="checkbox"/> Potential (presence of two or more indicators) <input type="checkbox"/> Suspect (one or more indicators with a severity of 3) <input type="checkbox"/> Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow <input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

MCM 3- Monitoring Locations Sampling Provisions

The MS4 must have provisions to collect samples when there is a **suspected** or **obvious** illicit discharge from the monitoring location, unless the discharge is clearly identifiable such as sewage. Field screening tools such as probes and test strips are the provisions that help us quickly decide whether a discharge is normal or if it needs follow-up. They give us fast indicators like pH, temperature, ammonia, conductivity, chlorine, and hardness. This document was prepared to serve as quick reference for sampling.

Lab sampling is not required, however, it could be useful to strengthen an enforcement case. For example, let's say you trace the source of the suds back to either a laundromat or carwash. A lab may be able to determine the true source of the suds, to use as evidence for the case.

Field Screening Tools: Test Strips & Probes

Why We Use Them

- Provide quick, low-cost indicators during dry-weather outfall screening
- Help identify suspect discharges and determine if follow-up investigation is needed

Common Indicators

The following test strips and probes can be purchased on www.hach.com

- pH – Neutral flows (~7). Industrial waste often very high/low (3–12). Residential wash water tends to be basic (8–9).
- Ammonia – Strong indicator of sanitary wastewater or wash water.
- Nitrite and Nitrate- Indicators of animal or human waste (failing septic systems), fertilizer.
- Chlorine – Identifies chlorinated sources (pools, building water).
- Hardness – Helps differentiate groundwater, tap water, wash water.
- Temperature – Can signal indoor or wash-water sources.
- Conductivity probe – Elevated levels may indicate industrial or wash-water discharges.





Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING MONITORING LOCATIONS			
PARAMETER		RESULT	EQUIPMENT
<input checked="" type="checkbox"/> Flow #1	Volume	32 oz (0.946 L)	Bottle
	Time to fill	22	Sec
<input checked="" type="checkbox"/> Flow #2	Flow depth	3	Tape measure
	Flow width	<u>2</u> ' <u>4</u> "	Tape measure
	Measured length	<u>3</u> ' <u>6</u> "	Tape measure
	Time of travel	45	Stopwatch
Temperature			°F
pH			pH Units
Ammonia			mg/L

Collecting samples

Flow #1 is taken directly from the discharge as it exits the outfall pipe. Sampling at this point provides the most representative sample for analysis and meets quality assurance expectations when supporting enforcement documentation. Record the time it takes to fill up the set volume of the bottle.

For flow #2, you are collecting a sample from the pool or after the water leaves the pipe. Record the width and depth of the pool and the time of travel over a measured length in seconds using a stopwatch. If needed, you can also measure the temperature, pH, and ammonia levels of the sample.

Benthic Growth – Indicator of Illicit Discharges

What it is:

- Accumulation of algae, moss, or biofilm on streambeds, pipes, or outfalls.
- Often forms in areas with **consistent nutrient inputs** (e.g., wastewater, detergents, wash water).

Visual Clues:

- Green, slimy coating or mats on rocks or sediment
- Persistent foam, suds, or unusual coloration near outfalls
- Odor may be noticeable in severe growth
- **Field Note Tip:**
Take photos and note **location, extent, and type of growth** on your field sheet.

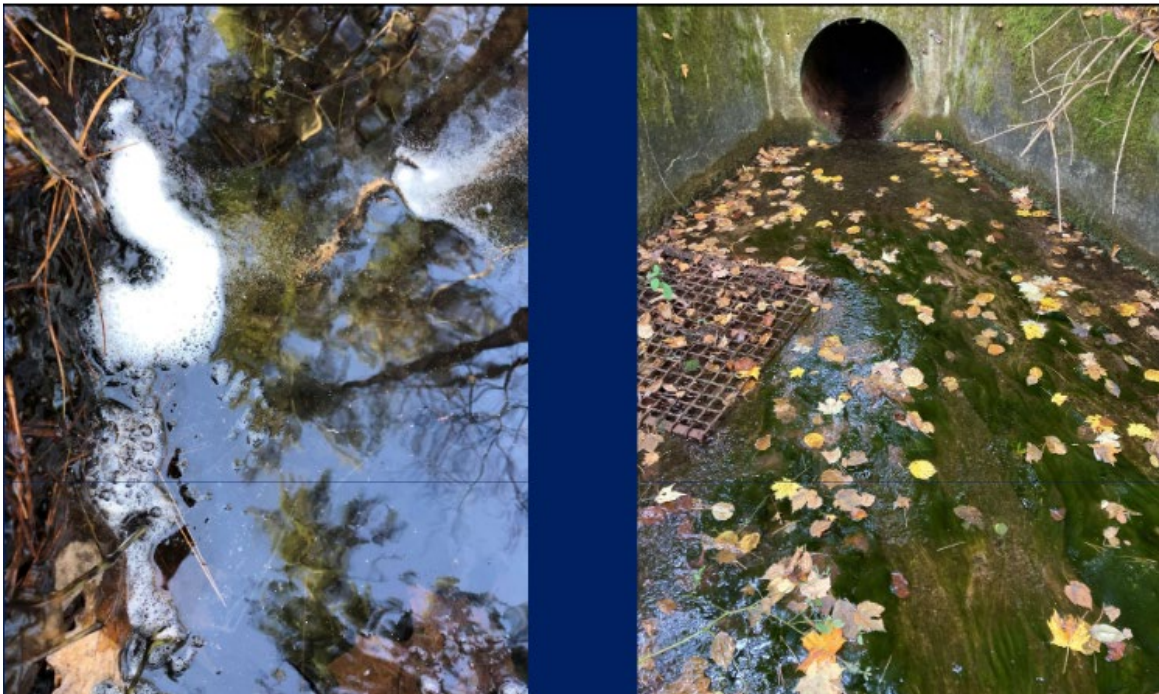


Photo Credit: Warren County SWCD

Appendix L
**Illicit discharge track down and
elimination program**
(VI.C.2, VI.C.3)

Illicit Discharge Track Down and Elimination Program
(Review Annually by April 1)

The Village has developed and implemented an illicit discharge Track Down and an Illicit Discharge Elimination Program to identify the sources of illicit discharges and the responsible party. The Program includes the following Procedures:

- (1) Illicit discharges will be tracked down as per procedures described in Chapter 13 of the Center for Watershed Protection 2004 Illicit Discharge Detection and Elimination Manual or equivalent (*provided at the end of this Appendix*).
- (2) The Village will utilize guidelines described in Chapter 14 of the Center for Watershed Protection 2004 Illicit Discharge Detection and Elimination Manual (*provided at the end of this Appendix*) for Elimination of Illicit Discharges and confirmation of corrective action. The § 240 of the Village Code contains provisions for enforcement and penalties for offenses and provisions to confirm tracking and corrective actions have been taken. As required in Part C.1.a. Illicit Discharges will be documented in the SWMP within 30 days utilizing the Enforcement Response Plan.
- (3) Track Down timeframes. The MS4 Permit outlines the following timeframes to initiate illicit discharge Track Down:
 - a) Within 24 hours of discovery, the Village must initiate track down procedures for flowing MS4 Monitoring Locations with obvious illicit discharges.
 - b) Within two (2) hours of discovery, the Village must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the Regional Water Engineer and local health department.
 - c) Withing five (5) days of discovery, the Village must initiate track down procedures for suspect illicit discharges.
- (4) Elimination timeframes. The MS4 Permit outlines the following timeframes for illicit discharge Elimination:
 - a) Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, Village must eliminate the illicit discharge.
 - b) Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, Village must eliminate the illicit discharge; and
 - c) Where elimination of an illicit discharge within the specified timeframes is not possible, the Village must notify the Regional Water Engineer.
 - d) The Enforcement Response Plan will be utilized to document enforcement cases and escalate response as required by the permit.

- (5) The names, titles, and contact information for the individuals who have received Illicit Discharge Track Down and Illicit Discharge Elimination Procedures training is provided below and will be updated annually.

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT INFO</u>
Mark Walton	Inspector	(845) 266-6441
Matthew Raquet	Staff Engineer	(845) 266-6441
Michael Scarangella	Staff Engineer	(845) 266-6441
Glenn McCreedy	P.E.	(845) 266-6441
Stuart Strow	P.E.	(845) 266-6441
Alena Guckian	P.E.	(845) 266-6441

- (6) Annually, by April 1, the Village will review and update Illicit Discharge Track Down and Illicit Discharge Elimination Procedures and document the completion of this requirement in the SWMP Plan.

Chapter 13: Tracking Discharges To A Source

Once an illicit discharge is found, a combination of methods is used to isolate its specific source. This chapter describes the four investigation options that are introduced below.

Storm Drain Network Investigation

Field crews strategically inspect manholes within the storm drain network system to measure chemical or physical indicators that can isolate discharges to a specific segment of the network. Once the pipe segment has been identified, on-site investigations are used to find the specific discharge or improper connection.

Drainage Area Investigation

This method relies on an analysis of land use or other characteristics of the drainage area that is producing the illicit discharge. The investigation can be as simple as a “windshield” survey of the drainage area or a more complex mapping analysis of the storm drain network and potential generating sites. Drainage area investigations work best when prior indicator monitoring reveals strong clues as to the likely generating site producing the discharge.

On-site Investigation

On-site methods are used to trace the source of an illicit discharge in a pipe segment, and may involve dye, video or smoke testing within isolated segments of the storm drain network.

Septic System Investigation

Low-density residential watersheds may require special investigation methods if

they are not served by sanitary sewers and/or storm water is conveyed in ditches or swales. The major illicit discharges found in low-density development are failing septic systems and illegal dumping. Homeowner surveys, surface inspections and infrared photography have all been effectively used to find failing septic systems in low-density watersheds.

13.1 Storm Drain Network Investigations

This method involves progressive sampling at manholes in the storm drain network to narrow the discharge to an isolated pipe segment between two manholes. Field crews need to make two key decisions when conducting a storm drain network investigation—where to start sampling in the network and what indicators will be used to determine whether a manhole is considered clean or dirty.

Where to Sample in the Storm Drain Network

The field crew should decide how to attack the pipe network that contributes to a problem outfall. Three options can be used:

- Crews can work progressively up the trunk from the outfall and test manholes along the way.
- Crews can split the trunk into equal segments and test manholes at strategic junctions in the storm drain system.
- Crews can work progressively down from the upper parts of the storm drain network toward the problem outfall.

The decision to move up, split, or move down the trunk depends on the nature and land use of the contributing drainage area. Some guidance for making this decision is provided in Table 53. Each option requires different levels of advance preparation. Moving up the trunk can begin immediately when an illicit discharge is detected at the outfall, and only requires a map of the storm drain system. Splitting the trunk and moving down the system require a little more preparation to analyze the storm drain map to find the critical branches to strategically sample manholes. Accurate storm drain maps are needed for all three options. If good mapping is not available, dye tracing

can help identify manholes, pipes and junctions, and establish a new map of the storm drain network.

Option 1: Move up the Trunk

Moving up the trunk of the storm drain network is effective for illicit discharge problems in relatively small drainage areas. Field crews start with the manhole closest to the outfall, and progressively move up the network, inspecting manholes until indicators reveal that the discharge is no longer present (Figure 50). The goal is to isolate the discharge between two storm drain manholes.

Table 53: Methods to Attack the Storm Drain Network			
Method	Nature of Investigation	Drainage System	Advance Prep Required
Follow the discharge up	Narrow source of an individual discharge	Small diameter outfall (< 36") Simple drainage network	No
Split into segments	Narrow source of a discharge identified at outfall	Large diameter outfall (> 36"), Complex drainage Logistical or traffic issues may make sampling difficult.	Yes
Move down the storm drain	Multiple types of pollution, many suspected problems—possibly due to old plumbing practices or number of NPDES permits	Very large drainage area (> one square mile).	Yes

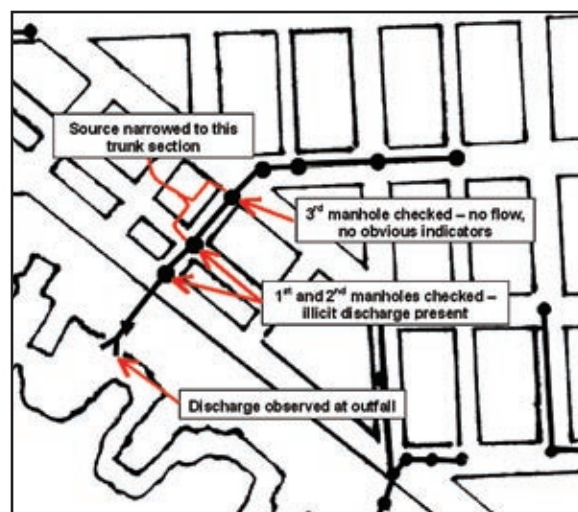


Figure 50: Example investigation following the source up the storm drain system

Option 2: Split the storm drain network

When splitting the storm drain network, field crews select strategic manholes at junctions in the storm drain network to isolate discharges. This option is particularly suited in larger and more complex drainage areas since it can limit the total number of manholes to inspect, and it can avoid locations where access and traffic are problematic.

The method for splitting the trunk is as follows:

1. Review a map of the storm drain network leading to the suspect outfall.
2. Identify major contributing branches to the trunk. The trunk is defined as the largest diameter pipe in the storm drain network that leads directly to the outfall. The “branches” are networks of smaller pipes that contribute to the trunk.
3. Identify manholes to inspect at the farthest downstream node of each contributing branch and one immediately upstream (Figure 51).
4. Working up the network, investigate manholes on each contributing branch and trunk, until the source is narrowed to a specific section of the trunk or contributing branch.
5. Once the discharge is narrowed to a specific section of trunk, select the appropriate on-site investigation method to trace the exact source.

6. If narrowed to a contributing branch, move up or split the branch until a specific pipe segment is isolated, and commence the appropriate on-site investigation to determine the source.

Option 3: Move down the storm drain network

In this option, crews start by inspecting manholes at the “headwaters” of the storm drain network, and progressively move down pipe. This approach works best in very large drainage areas that have many potential continuous and/or intermittent discharges. The Boston Water and Sewer Commission has employed the headwater option to investigate intermittent discharges in complex drainage areas up to three square miles (Jewell, 2001). Field crews certify that each upstream branch of the storm drain network has no contributing discharges before moving down pipe to a “junction manhole” (Figure 52). If discharges are found, the crew performs dye testing to pinpoint the discharge. The crew then confirms that the discharge is removed before moving farther down the pipe network. Figure 53 presents a detailed flow chart that describes this option for analyzing the storm drain network.

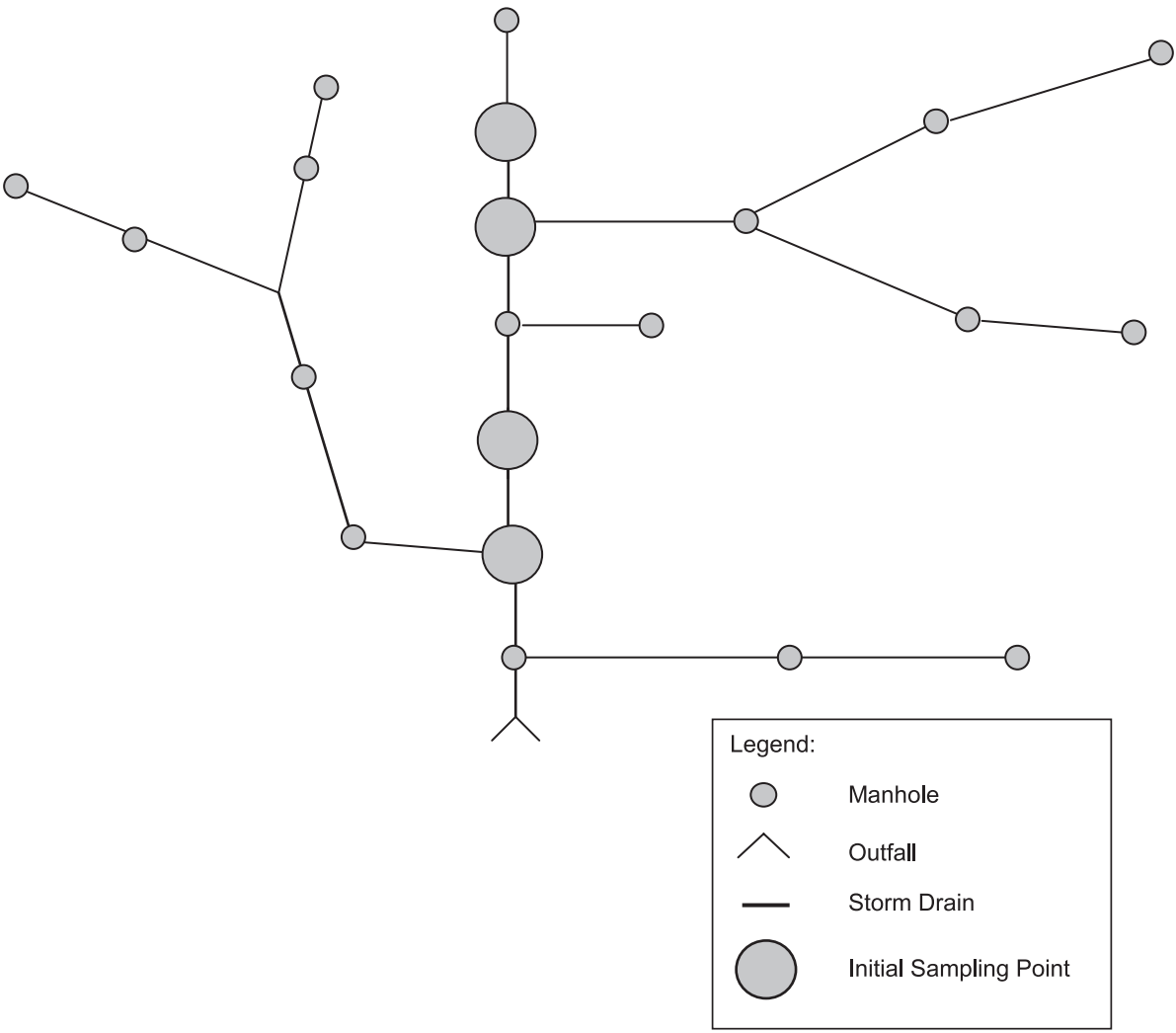


Figure 51: Key initial sampling points along the trunk of the storm drain

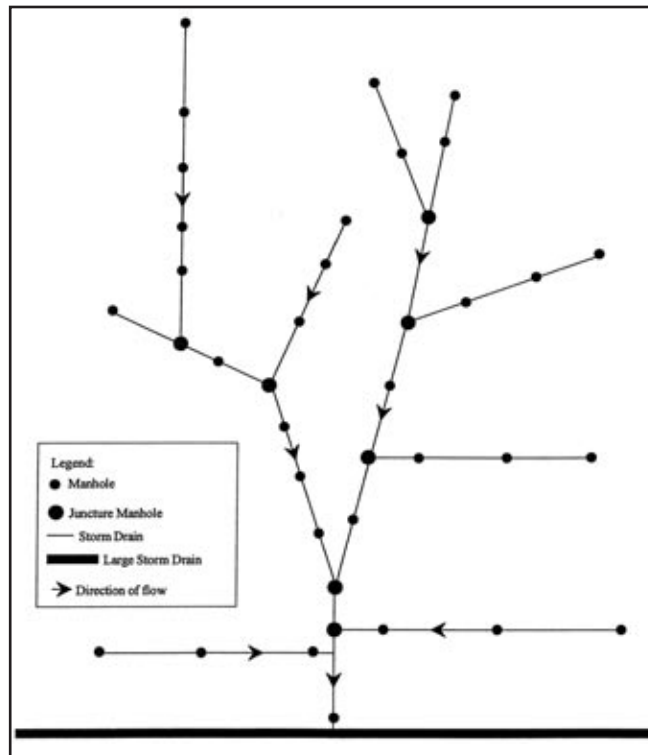


Figure 52: Storm Drain Schematic Identifying “Juncture Manholes” (Source: Jewell, 2001)

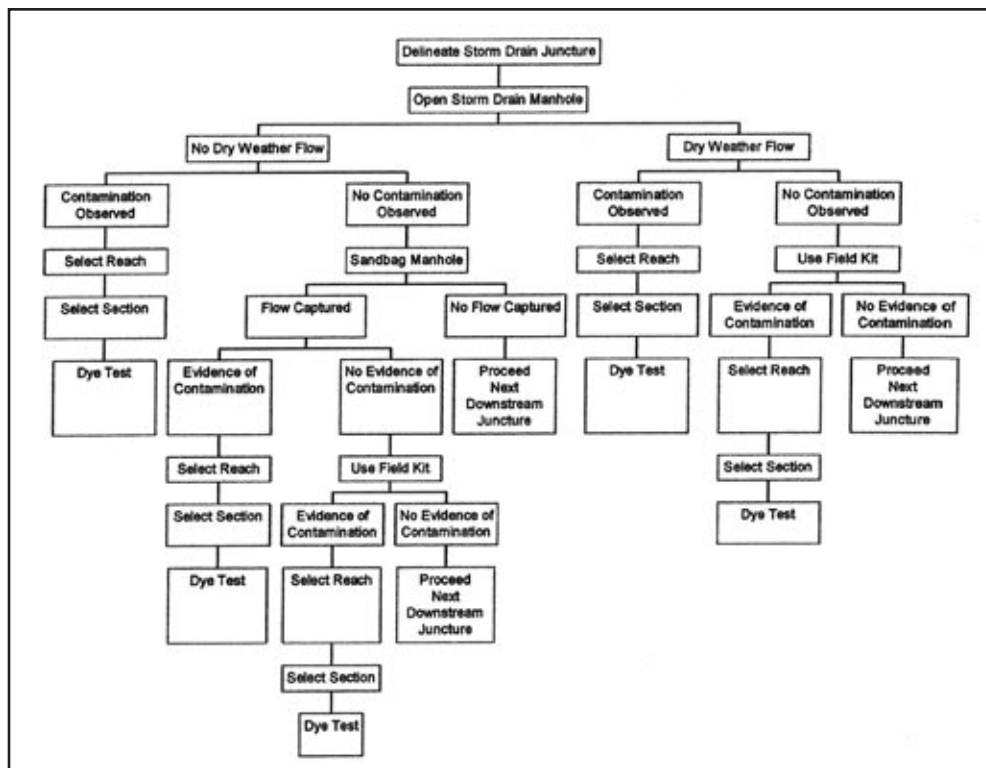


Figure 53: A Process for Following Discharges Down the Pipe (Source: Jewell, 2001)

Dye Testing to Create a Storm Drain Map

As noted earlier, storm drain network investigations are extremely difficult to perform if accurate storm drain maps are not available. In these situations, field crews may need to resort to dye testing to determine the flowpath within the storm drain network. Fluorescent dye is introduced into the storm drain network and suspected manholes are then inspected to trace the path of flow through the network (U.S. EPA, 1990). Two or three member crews are needed for dye testing. One person drops the dye into the trunk while the other(s) looks for evidence of the dye down pipe.

To conduct the investigation, a point of interest or down pipe “stopping point” is identified. Dye is then introduced into manholes upstream of the stopping point to determine if they are connected. The process continues in a systematic manner until an upstream manhole can no longer be determined, whereby a branch or trunk of the system can be defined, updated or corrected. More information on dye testing methods is provided in Section 13.3.

Manhole Inspection: Visual Observations and Indicator Sampling

Two primary methods are used to characterize discharges observed during manhole inspections—visual observations and indicator sampling. In both methods, field crews must first open the manhole to determine whether an illicit discharge is present. Manhole inspections require a crew of two and should be conducted during dry weather conditions.

Basic field equipment and safety procedures required for manhole inspections are outlined

in Table 54. In particular, field crews need to be careful about how they will safely divert traffic (Figure 54). Other safety considerations include proper lifting of manhole covers to reduce the potential for back injuries, and testing whether any toxic or flammable fumes exist within the manhole before the cover is removed. Wayne County, MI has developed some useful operational procedures for inspecting manholes, which are summarized in Table 55.

Table 54: Basic Field Equipment Checklist

• Camera and film or digital camera	• Storm drain, stream, and street maps
• Clipboards	• Reflective safety vests
• Field sheets	• Rubber / latex gloves
• Field vehicle	• Sledgehammer
• First aid kit	• Spray paint
• Flashlight or spotlight	• Tape measures
• Gas monitor and probe	• Traffic cones
• Manhole hook/crow bar	• Two-way radios
• Mirror	• Waterproof marker/pen
• Hand held global positioning satellite (GPS) system receiver (best resolution available within budget, at least 6' accuracy)	



Figure 54: Traffic cones divert traffic from manhole inspection area

Table 55: Field Procedure for Removal of Manhole Covers*(Adapted from: Pomeroy et al., 1996)***Field Procedures:**

1. Locate the manhole cover to be removed.
2. Divert road and foot traffic away from the manhole using traffic cones.
3. Use the tip of a crowbar to lift the manhole cover up high enough to insert the gas monitor probe. Take care to avoid creating a spark that could ignite explosive gases that may have accumulated under the lid. Follow procedures outlined for the gas monitor to test for accumulated gases.
4. If the gas monitor alarm sounds, close the manhole immediately. Do not attempt to open the manhole until some time is allowed for gases to dissipate.
5. If the gas monitor indicates the area is clear of hazards, remove the monitor probe and position the manhole hook under the flange. Remove the crowbar. Pull the lid off with the hook.
6. When testing is completed and the manhole is no longer needed, use the manhole hook to pull the cover back in place. Make sure the lid is settled in the flange securely.
7. Check the area to ensure that all equipment is removed from the area prior to leaving.

Safety Considerations:

1. Do not lift the manhole cover with your back muscles.
2. Wear steel-toed boots or safety shoes to protect feet from possible crushing injuries that could occur while handling manhole covers.
3. Do not move manhole covers with hands or fingers.
4. Wear safety vests or reflective clothing so that the field crew will be visible to traffic.
5. Manholes may only be entered by properly trained and equipped personnel and when all OSHA and local rules apply.

Visual Observations During Manhole Inspection

Visual observations are used to observe conditions in the manhole and look for any signs of sewage or dry weather flow. Visual observations work best for obvious illicit discharges that are not masked by groundwater or other “clean” discharges, as shown in Figure 55. Typically, crews progressively inspect manholes in the storm drain network to look for contaminated

flows. Key visual observations that are made during manhole inspections include:

- Presence of flow
- Colors
- Odors
- Floatable materials
- Deposits or stains (intermittent flows)



Figure 55: Manhole observation (left) indicates a sewage discharge. Source is identified at an adjacent sewer manhole that overflowed into the storm drain system (right).

Indicator Sampling

If dry weather flow is observed in the manhole, the field crew can collect a sample by attaching a bucket or bottle to a tape measure/rope and lowering it into the manhole (Figure 56). The sample is then immediately analyzed in the field using probes or other tests to get fast results as to whether the flow is clean or dirty. The most common indicator parameter is ammonia, although other potential indicators are described in Chapter 12.

Manhole indicator data is analyzed by looking for “hits,” which are individual samples that exceed a benchmark concentration. In addition, trends in indicator concentrations are also examined throughout the storm drain network.



Figure 56: Techniques to sample from the storm drain

Figure 57 profiles a storm drain network investigation that used ammonia as the indicator parameter and a benchmark concentration of 1.0 mg/L. At both the outfall and the first manhole up the trunk, field crews recorded finding “hits” for ammonia of 2.2 mg/L and 2.3 mg/L, respectively. Subsequent manhole inspections further up the network revealed one manhole with no flow, and a second with a hit for ammonia (2.4 mg/L). The crew then tracked the discharge upstream of the second manhole, and found a third manhole with a low ammonia reading (0.05 mg/L) and a fourth with a much higher reading (4.3 mg/L). The crew then redirected its effort to sample above the fourth manhole with the 4.3 mg/L concentration, only to find another low reading. Based on this pattern, the crew concluded the discharge source was located between these two manholes, as nothing else could explain this sudden increase in concentration over this length of pipe.

The results of storm drain network investigations should be systematically documented to guide future discharge investigations, and describe any infrastructure maintenance problems encountered. An example of a sample manhole inspection field log is displayed in Figure 58.

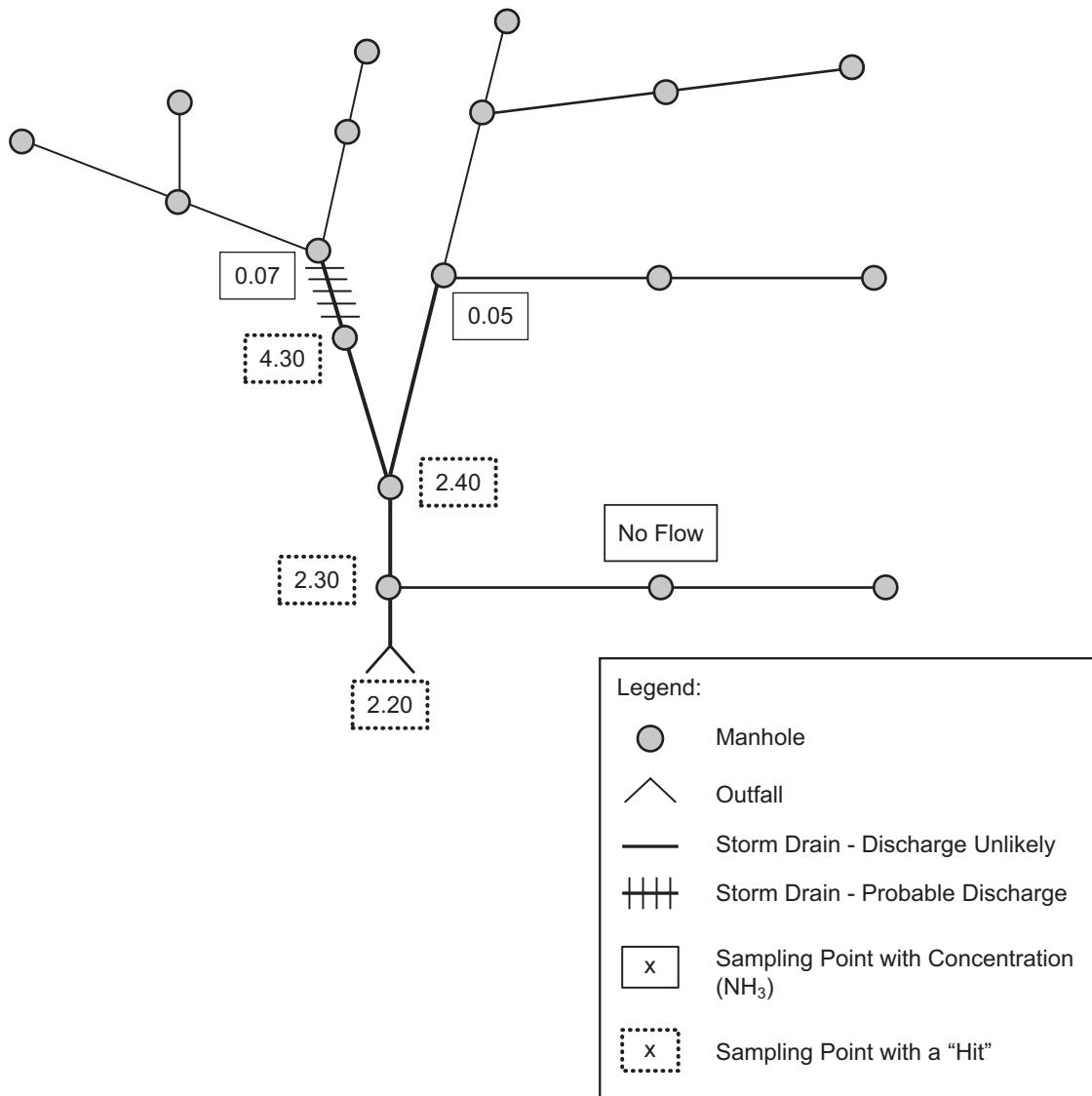



Figure 57: Use of ammonia as a trace parameter to identify illicit discharges



BOSTON WATER AND SEWER COMMISSION
MANHOLE INSPECTION LOG

Manhole ID No.

Inspection Date: _____ Tributary Area: _____

Street: _____ Manhole Type: _____

Inspection: Not Found ___ Surface ___ Internal ___ Sanitary Sewer ___ Storm Drain ___
 Follow Up Inspection ___ High Outlet ___ Lovejoy ___

Time Since Last Rain:

Inspector: _____ < 48 hours ___ 48 – 72 hours ___ > 72 hours ___

Observations:

Standing Water in Manhole: Yes ___ No ___ Color of Water: Clear ___ Cloudy ___ Other _____

Flow in Manhole: Yes ___ No ___ Velocity: Slow ___ Medium ___ Fast ___ Depth of Flow: _____ in.

Color of Flow: No Flow: ___ Clear ___ Cloudy ___ Suspended Solids ___ Other _____

Blockages: Yes ___ No ___ Sediment in Manhole: Yes ___ No ___ If Yes: Percent of Pipe Filled: _____ %

Floatables: None ___ Sewage ___ Oily Sheen ___ Foam ___ Other _____

Odor: None ___ Sewage ___ Oil ___ Soap ___ Other _____

Field Testing:

pH _____ Temp _____ Spec. Cond. _____ Surfactants: Yes ___ No ___ Ammonia: Yes ___ No ___


Contamination:

Found During Inspection Yes ___ Check one: ___ Observation ___ Positive Test Kit Result
 No ___ Sandbagged Placed No ___ Yes ___ Give Date _____

Sandbag Checked (Date): _____ Flow was ___ Captured ___ Not Captured:

Condition of Manhole:				Common Manholes:		
Grade: At ___ Above ___ Below ___	High Outlet: Blocked			Yes ___ No ___ NA ___		
	Lovejoy: Cover Plate in Place			Yes ___ No ___ NA ___		
	Good	Fair	Poor	Comments		
Pavement	_____	_____	_____	_____		
Cover	_____	_____	_____	_____	Construction Material:	
Frame	_____	_____	_____	_____	Brick	Precast
Corbel	_____	_____	_____	_____	_____	_____
Walls	_____	_____	_____	_____	_____	_____
Floor	_____	_____	_____	_____	_____	_____

Comments: Manhole Correct as Mapped Yes ___ No ___ N†



Plan of Manhole

Figure 58: Boston Water and Sewer Commission Manhole Inspection Log (Source: Jewell, 2001)

Methods to isolate intermittent discharges in the storm drain network

Intermittent discharges are often challenging to trace in the storm drain network, although four techniques have been used with some success.

Sandbags

This technique involves placement of sandbags or similar barriers within strategic manholes in the storm drain network to form a temporary dam that collects any intermittent flows that may occur. Any flow collected behind the sandbag is then assessed using visual observations or by indicator sampling. Sandbags are lowered on a rope through the manhole to form a dam along the bottom of the storm drain, taking care not to fully block the pipe (in case it rains before the sandbag is retrieved). Sandbags are typically installed at junctions in the network to eliminate contributing branches from further consideration (Figure 59). If no flow collects behind the sandbag, the upstream pipe network can be ruled out as a source of the intermittent discharge.

Sandbags are typically left in place for no more than 48 hours, and should only be installed when dry weather is forecast. Sandbags should not be left in place during a heavy rainstorm. They may cause a blockage in the storm drain, or, they may be washed downstream and lost. The biggest downside to sandbagging is that it requires at least two trips to each manhole.

Optical Brightener Monitoring (OBM) Traps

Optical brightener monitoring (OBM) traps, profiled in Chapter 12, can also be used to detect intermittent flows at manhole junctions. When these absorbent pads are anchored in the pipe to capture dry weather flows, they can be used to determine the presence of flow and/or detergents. These OBM traps are frequently installed by lowering them into an open-grate drop inlet or storm drain inlet, as shown in Figure 60. The pads are then retrieved after 48 hours and are observed under a fluorescent light (this method is most reliable for undiluted washwaters).

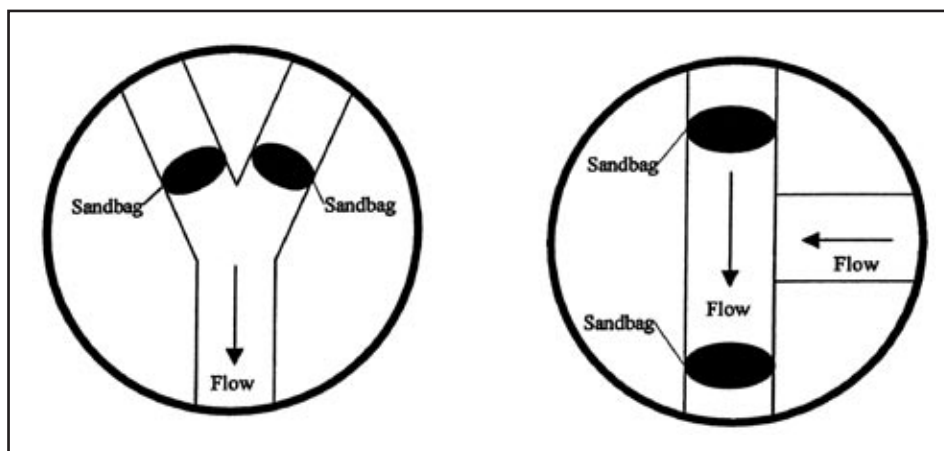


Figure 59: Example sandbag placement (Source: Jewell, 2001)



Figure 60: Optical Brightener Placement in the Storm Drain
(Source: Sargent and Castonguay, 1998)

Automatic Samplers

A few communities have installed automated samplers at strategic points within the storm drain network system that are triggered by small dry weather flows and collect water quality samples of intermittent discharges. Automated sampling can be extremely expensive, and is primarily used in very complex drainage areas that have severe intermittent discharge problems. Automated samplers can pinpoint the specific date and hours when discharges occur, and characterize its chemical composition, which can help crews fingerprint the generating source.

Observation of Deposits or Stains

Intermittent discharges often leave deposits or stains within the storm drain pipe or manhole after they have passed. Thus, crews should note whether any deposits or stains are present in the manhole, even if no dry weather flow is observed. In some cases, the origin of the discharge can be surmised by collecting indicator samples in the water ponded within the manhole sump. Stains and deposits, however, are not always a conclusive way to trace intermittent discharges in the storm drain network.

13.2 Drainage Area Investigations

The source of some illicit discharges can be determined through a survey or analysis of the drainage area of the problem outfall. The simplest approach is a rapid windshield survey of the drainage area to find the potential discharger or generating sites. A more sophisticated approach relies on an analysis of available GIS data and permit databases to identify industrial or other generating sites. In both cases, drainage area investigations are only effective if the discharge observed at an outfall has distinct or unique characteristics that allow crews to quickly ascertain the probable operation or business that is generating it. Often, discharges with a unique color, smell, or off-the-chart indicator sample reading may point to a specific industrial or commercial source. Drainage area investigations are not helpful in tracing sewage discharges, since they are often not always related to specific land uses or generating sites.

Rapid Windshield Survey

A rapid drive-by survey works well in small drainage areas, particularly if field crews are already familiar with its business operations. Field crews try to match the characteristics of the discharge to the most likely type of generating site, and then inspect all of the sites of the same type within the drainage area until the culprit is found. For example, if fuel is observed at an outfall, crews might quickly check every business operation in the catchment that stores or dispenses fuel. Another example is illustrated in Figure 61 where extremely dense algal growth was observed in a small stream during the winter. Field crews were aware of a fertilizer storage site in the drainage area, and a quick inspection identified it as the culprit.

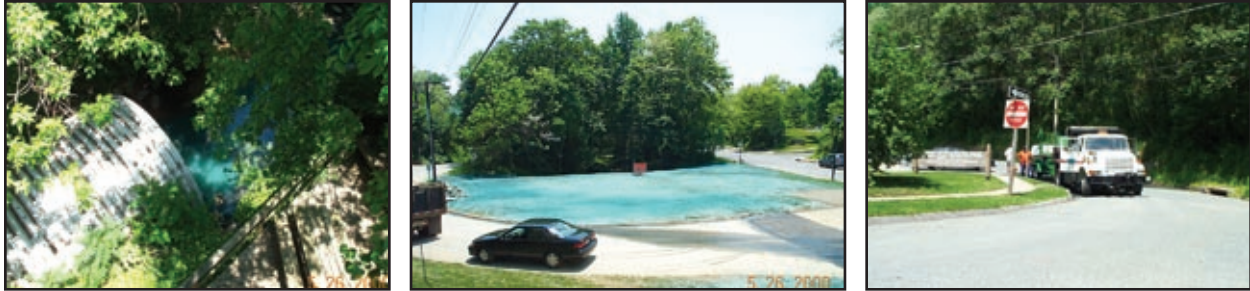


Figure 61: Symptom (left): Discoloration of stream; Diagnosis: Extra hydroseed leftover from an upstream application (middle) was dumped into a storm drain by municipal officials (right).

A third example of the windshield survey approach is shown in Figure 62, where a very thick, sudsy and fragrant discharge was noted at a small outfall. The discharge appeared to consist of wash water, and the only commercial laundromat found upstream was confirmed to be the source. On-site testing may still be needed to identify the specific plumbing or connection generating the discharge.

Detailed Drainage Area Investigations

In larger or more complex drainage areas, GIS data can be analyzed to pinpoint the source of a discharge. If only general land use data exist, maps can at least highlight suspected industrial areas. If more detailed SIC code data are available digitally, the GIS can be used to pull up specific hotspot

operations or generating sites that could be potential dischargers. Some of the key discharge indicators that are associated with hotspots and specific industries are reviewed in Appendix K.

13.3 On-site Investigations

On-site investigations are used to pinpoint the exact source or connection producing a discharge within the storm drain network. The three basic approaches are dye, video and smoke testing. While each approach can determine the actual source of a discharge, each needs to be applied under the right conditions and test limitations (see Table 56). It should be noted that on-site investigations are not particularly effective in finding *indirect* discharges to the storm drain network.

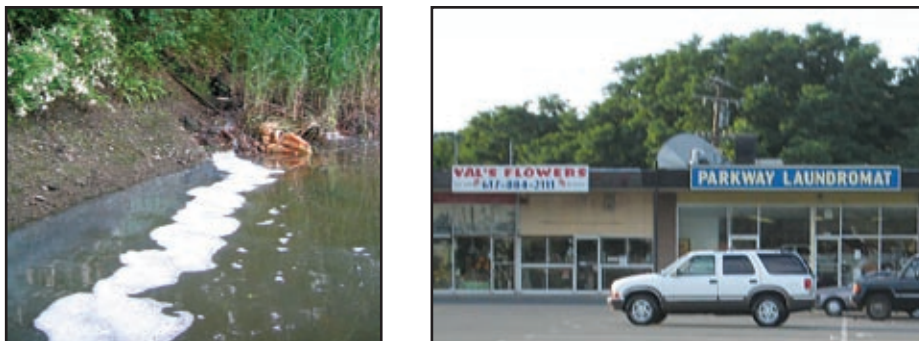


Figure 62: The sudsy, fragrant discharge (left) indicates that the laundromat is the more likely culprit than the florist (right).

Table 56: Techniques to Locate the Discharge		
Technique	Best Applications	Limitations
Dye Testing	<ul style="list-style-type: none"> Discharge limited to a very small drainage area (<10 properties is ideal) Discharge probably caused by a connection from an individual property Commercial or industrial land use 	<ul style="list-style-type: none"> May be difficult to gain access to some properties
Video Testing	<ul style="list-style-type: none"> Continuous discharges Discharge limited to a single pipe segment Communities who own equipment for other investigations 	<ul style="list-style-type: none"> Relatively expensive equipment Cannot capture non-flowing discharges Often cannot capture discharges from pipes submerged in the storm drain
Smoke Testing	<ul style="list-style-type: none"> Cross-connection with the sanitary sewer Identifying other underground sources (e.g., leaking storage techniques) caused by damage to the storm drain 	<ul style="list-style-type: none"> Poor notification to public can cause alarm Cannot detect all illicit discharges

TIP

The Wayne County Department of the Environment provides excellent training materials on on-site investigations, as well as other illicit discharge techniques. More information about this training can be accessed from their website: http://www.wcdoe.org/Watershed/Programs___Srvcs_/IDEP/idep.htm.



Figure 63: Dye Testing Plumbing (NEIWPC, 2003)

Dye Testing

Dye testing is an excellent indicator of illicit connections and is conducted by introducing non-toxic dye into toilets, sinks, shop drains and other plumbing fixtures (see Figure 63). The discovery of dye in the storm drain, rather than the sanitary sewer, conclusively determines that the illicit connection exists.

Before commencing dye tests, crews should review storm drain and sewer maps to identify lateral sewer connections and how they can be accessed. In addition, property owners must be notified to obtain entry permission. For industrial or commercial properties, crews should carry a letter to document their legal authority to gain

access to the property. If time permits, the letter can be sent in advance of the dye testing. For residential properties, communication can be more challenging. Unlike commercial properties, crews are not guaranteed access to homes, and should call ahead to ensure that the owner will be home on the day of testing.

Communication with other local agencies is also important since any dye released to the storm drain could be mistaken for a spill or pollution episode. To avoid a costly and embarrassing response to a false alarm,

crews should contact key spill response agencies using a “quick fax” that describes when and where dye testing is occurring (Tuomari and Thomson, 2002). In addition, crews should carry a list of phone numbers to call spill response agencies in the event dye is released to a stream.

At least two staff are needed to conduct dye tests – one to flush dye down the plumbing fixtures and one to look for dye in the downstream manhole(s). In some cases,

three staff may be preferred, with two staff entering the private residence or building for both safety and liability purposes.

The basic equipment to conduct dye tests is listed in Table 57 and is not highly specialized. Often, the key choice is the type of dye to use for testing. Several options are profiled in Table 58. In most cases, liquid dye is used, although solid dye tablets can also be placed in a mesh bag and lowered into the manhole on a rope (Figure 64). If a

Table 57: Key Field Equipment for Dye Testing <i>(Source: Wayne County, MI, 2000)</i>	
Maps, Documents	
<ul style="list-style-type: none"> • Sewer and storm drain maps (sufficient detail to locate manholes) • Site plan and building diagram • Letter describing the investigation • Identification (e.g., badge or ID card) • Educational materials (to supplement pollution prevention efforts) • List of agencies to contact if the dye discharges to a stream. • Name of contact at the facility 	
Equipment to Find and Lift the Manhole Safely (small manhole often in a lawn)	
<ul style="list-style-type: none"> • Probe • Metal detector • Crow bar • Safety equipment (hard hats, eye protection, gloves, safety vests, steel-toed boots, traffic control equipment, protective clothing, gas monitor) 	
Equipment for Actual Dye Testing and Communications	
<ul style="list-style-type: none"> • 2-way radio • Dye (liquid or “test strips”) • High powered lamps or flashlights • Water hoses • Camera 	



Figure 64: Dye in a mesh bag is placed into an upstream manhole (left); Dye observed at a downstream manhole traces the path of the storm drain (right)

longer pipe network is being tested, and dye is not expected to appear for several hours, charcoal packets can be used to detect the dye (GCHD, 2002). Charcoal packets can be secured and left in place for a week or two, and then analyzed for the presence of dye. Instructions for using charcoal packets in dye testing can be accessed at the following website: <http://bayinfo.tamug.tamu.edu/gbeppubs/ms4.pdf>.

The basic drill for dye tests consists of three simple steps. First, flush or wash dye down the drain, fixture or manhole. Second, pop open downgradient sanitary sewer manholes and check to see if any dye appears. If none is detected in the sewer manhole after an hour or so, check downgradient storm drain manholes or outfalls for the presence of dye. Although dye testing is fairly straightforward, some tips to make testing go more smoothly are offered in Table 59.

Product	Applications
Dye Tablets	<ul style="list-style-type: none"> • Compressed powder, useful for releasing dye over time • Less messy than powder form • Easy to handle, no mess, quick dissolve • Flow mapping and tracing in storm and sewer drains • Plumbing system tracing • Septic system analysis • Leak detection
Liquid Concentrate	<ul style="list-style-type: none"> • Very concentrated, disperses quickly • Works well in all volumes of flow • Recommended when metering of input is required • Flow mapping and tracing in storm and sewer drains • Plumbing system tracing • Septic system analysis • Leak detection
Dye Strips	<ul style="list-style-type: none"> • Similar to liquid but less messy
Powder	<ul style="list-style-type: none"> • Can be very messy and must dissolve in liquid to reach full potential • Recommended for very small applications or for very large applications where liquid is undesirable • Leak detection
Dye Wax Cakes	<ul style="list-style-type: none"> • Recommended for moderate-sized bodies of water • Flow mapping and tracing in storm and sewer drains
Dye Wax Donuts	<ul style="list-style-type: none"> • Recommended for large sized bodies of water (lakes, rivers, ponds) • Flow mapping and tracing in storm and sewer drains • Leak detection

Table 59: Tips for Successful Dye Testing
(Adapted from Tuomari and Thompson, 2002)

Dye Selection

- Green and liquid dyes are the easiest to see.
- Dye test strips can be a good alternative for residential or some commercial applications. (Liquid can leave a permanent stain).
- Check the sanitary sewer before using dyes to get a “base color.” In some cases, (e.g., a print shop with a permitted discharge to the sanitary sewer), the sewage may have an existing color that would mask a dye.
- Choose two dye colors, and alternate between them when testing multiple fixtures.

Selecting Fixtures to Test

- Check the plumbing plan for the site to isolate fixtures that are separately connected.
- For industrial facilities, check most floor drains (these are often misdirected).
- For plumbing fixtures, test a representative fixture (e.g., a bathroom sink).
- Test some locations separately (e.g., washing machines and floor drains), which may be misdirected.
- If conducting dye investigations on multiple floors, start from the basement and work your way up.
- At all fixtures, make sure to flush with plenty of water to ensure that the dye moves through the system.

Selecting a Sewer Manhole for Observations

- Pick the closest manhole possible to make observations (typically a sewer lateral).
- If this is not possible, choose the nearest downstream manhole.

Communications Between Crew Members

- The individual conducting the dye testing calls in to the field person to report the color dye used, and when it is dropped into the system.
- The field person then calls back when dye is observed in the manhole.
- If dye is not observed (e.g., after two separate flushes have occurred), dye testing is halted until the dye appears.

Locating Missing Dye

- The investigation is not complete until the dye is found. Some reasons for dye not appearing include:
- The building is actually hooked up to a septic system.
- The sewer line is clogged.
- There is a leak in the sewer line or lateral pipe.

Video Testing

Video testing works by guiding a mobile video camera through the storm drain pipe to locate the actual connection producing an illicit discharge. Video testing shows flows and leaks within the pipe that may indicate an illicit discharge, and can show cracks and other pipe damage that enable sewage or contaminated water to flow into the storm drain pipe.

Video testing is useful when access to properties is constrained, such as residential neighborhoods. Video testing can also be expensive, unless the community already owns and uses the equipment for sewer inspections. This technique will not detect all types of discharges, particularly when the illicit connection is not flowing at the time of the video survey.

Different types of video camera equipment are used, depending on the diameter and condition of the storm sewer being tested.

Field crews should review storm drain maps, and preferably visit the site before selecting the video equipment for the test. A field visit helps determine the camera size needed to fit into the pipe, and if the storm drain has standing water.

In addition to standard safety equipment required for all manhole inspections, video testing requires a Closed-Circuit Television (CCTV) and supporting items. Many commercially available camera systems are specifically adapted to televise storm sewers, ranging from large truck or van-mounted systems to much smaller portable cameras. Cameras can be self-propelled or towed. Some specifications to look for include:

- The camera should be capable of radial view for inspection of the top, bottom, and sides of the pipe and for looking up lateral connections.
- The camera should be color.
- Lighting should be supplied by a lamp on the camera that can light the entire periphery of the pipe.

When inspecting the storm sewer, the CCTV is oriented to keep the lens as close as possible to the center of the pipe. The camera can be self-propelled through the pipe using a tractor or crawler unit or it may be towed through on a skid unit (see Figures 65 and 66). If the storm drain

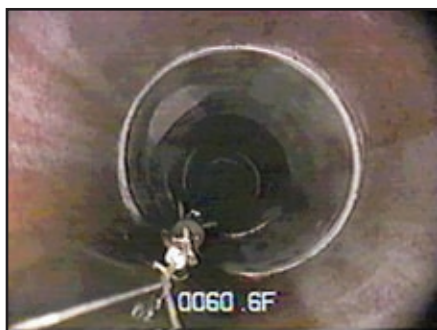


Figure 65: Camera being towed

has ponded water, the camera should be attached to a raft, which floats through the storm sewer from one manhole to the next. To see details of the sewer, the camera and lights should be able to swivel both horizontally and vertically. A video record of the inspection should be made for future reference and repairs (see Figure 67).

Smoke Testing

Smoke testing is another “bottom up” approach to isolate illicit discharges. It works by introducing smoke into the storm drain system and observing where the smoke surfaces. The use of smoke testing to detect illicit discharges is a relatively new application, although many communities have used it to check for infiltration and inflow into their sanitary sewer network. Smoke testing can find improper



Figure 66: Tractor-mounted camera



Figure 67: Review of an inspection video

connections, or damage to the storm drain system (Figure 68). This technique works best when the discharge is confined to the upper reaches of the storm drain network, where pipe diameters are too small for video testing and gaining access to multiple properties renders dye testing infeasible.

Notifying the public about the date and purpose of smoke testing before starting is critical. The smoke used is non-toxic, but can cause respiratory irritation, which can be a problem for some residents. Residents should be notified at least two weeks prior to testing, and should be provided the following information (Hurco Technologies, Inc., 2003):

- Date testing will occur
- Reason for smoke testing
- Precautions they can take to prevent smoke from entering their homes or businesses
- What they need to do if smoke enters their home or business, and any health concerns associated with the smoke
- A number of residents can call to relay any particular health concerns (e.g., chronic respiratory problems)

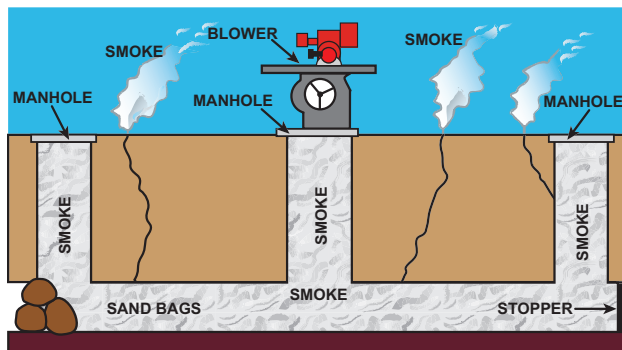


Figure 68: Smoke Testing System Schematic

Program managers should also notify local media to get the word out if extensive smoke testing is planned (e.g., television, newspaper, and radio). On the actual day of testing, local fire, police departments and 911 call centers should be notified to handle any calls from the public (Hurco Technologies, Inc., 2003).

The basic equipment needed for smoke testing includes manhole safety equipment, a smoke source, smoke blower, and sewer plugs. Two smoke sources can be used for smoke testing. The first is a smoke “bomb,” or “candle” that burns at a controlled rate and releases very white smoke visible at relatively low concentrations (Figure 69). Smoke bombs are suspended beneath a blower in a manhole. Candles are available in 30 second to three minute sizes. Once opened, smoke bombs should be kept in a dry location and should be used within one year.

The second smoke source is liquid smoke, which is a petroleum-based product that is injected into the hot exhaust of a blower where it is heated and vaporized (Figure 70). The length of smoke production can vary depending on the length of the pipe being



Figure 69: Smoke Candles



Figure 70: Smoke blower

tested. In general, liquid smoke is not as consistently visible and does not travel as far as smoke from bombs (USA Blue Book).

Smoke blowers provide a high volume of air that forces smoke through the storm drain pipe. Two types of blowers are commonly used: “squirrel cage” blowers and direct-drive propeller blowers. Squirrel cage blowers are large and may weigh more than 100 pounds, but allow the operator to generate more controlled smoke output. Direct-drive propeller blowers are considerably lighter and more compact, which allows for easier transport and positioning.

Three basic steps are involved in smoke testing. First, the storm drain is sealed off by plugging storm drain inlets. Next, the smoke is released and forced by the blower through the storm drain system. Lastly, the crew looks for any escape of smoke above-ground to find potential leaks.

One of three methods can be used to seal off the storm drain. Sandbags can be lowered into place with a rope from the street surface. Alternatively, beach balls that have a diameter slightly larger than the drain can be inserted into the pipe. The beach ball is then placed in a mesh bag with a

rope attached to it so it can be secured and retrieved. If the beach ball gets stuck in the pipe, it can simply be punctured, deflated and removed. Finally, expandable plugs are available, and may be inserted from the ground surface.

Blowers should be set up next to the open manhole after the smoke is started. Only one manhole is tested at a time. If smoke candles are used, crews simply light the candle, place it in a bucket, and lower it in the manhole. The crew then watches to see where smoke escapes from the pipe. The two most common situations that indicate an illicit discharge are when smoke is seen rising from internal plumbing fixtures (typically reported by residents) or from sewer vents. Sewer vents extend upward from the sewer lateral to release gas buildup, and are not supposed to be connected to the storm drain system.

13.4 Septic System Investigations

The techniques for tracing illicit discharges are different in rural or low-density residential watersheds. Often, these watersheds lack sanitary sewer service and storm water is conveyed through ditches or swales, rather than enclosed pipes. Consequently, many illicit discharges enter the stream as indirect discharges, through surface breakouts of septic fields or through straight pipe discharges from bypassed septic systems.

The two broad techniques used to find individual septic systems—on-site investigations and infrared imagery—are described in this section.

On-Site Septic Investigations

Three kinds of on-site investigations can be performed at individual properties to determine if the septic system is failing, including homeowner survey, surface condition analysis and a detailed system inspection. The first two investigations are rapid and relatively simple assessments typically conducted in targeted watershed areas. Detailed system inspections are a much more thorough investigation of the functioning of the septic system that is conducted by a certified professional. Detailed system inspections may occur at time of sale of a property, or be triggered by poor scores on the rapid homeowner survey or surface condition analysis.

Homeowner Survey

The homeowner survey consists of a brief interview with the property owner to determine the potential for current or future failure of the septic system, and is often done in conjunction with a surface condition analysis.

Table 60 highlights some common questions to ask in the survey, which inquire about resident behaviors, system performance and maintenance activity.

Surface Condition Analysis

The surface condition analysis is a rapid site assessment where field crews look for obvious indicators that point to current or potential production of illicit discharges by the septic system (Figure 71). Some of the key surface conditions to analyze have been described by Andrews *et al.*, (1997) and are described below:

- Foul odors in the yard
- Wet, spongy ground; lush plant growth; or burnt grass near the drain field
- Algal blooms or excessive weed growth in adjacent ditches, ponds and streams
- Shrubs or trees with root damage within 10 feet of the system
- Cars, boats, or other heavy objects located over the field that could crush lateral pipes
- Storm water flowing over the drain field
- Cave-ins or exposed system components
- Visible liquid on the surface of the drain field (e.g., surface breakouts)
- Obvious system bypasses (e.g., straight pipe discharges)

Table 60: Septic System Homeowner Survey Questions

(Adapted from Andrews *et al.*, 1997 and Holmes Inspection Services)

- How many people live in the house?¹
- What is the septic tank capacity?²
- Do drains in the house empty slowly or not at all?
- When was the last time the system was inspected or maintained?
- Does sewage back up into the house through drain lines?
- Are there any wet, smelly spots in the yard?
- Is the septic tank effluent piped so it drains to a road ditch, a storm sewer, a stream, or is it connected to a farm drain tile?

¹ Water usage ranges from 50 to 100 gallons per day per person. This information can be used to estimate the wastewater load from the house (Andrews *et. al.*, 1997).

² The septic tank should be large enough to hold two days' worth of wastewater (Andrews *et. al.*, 1997).

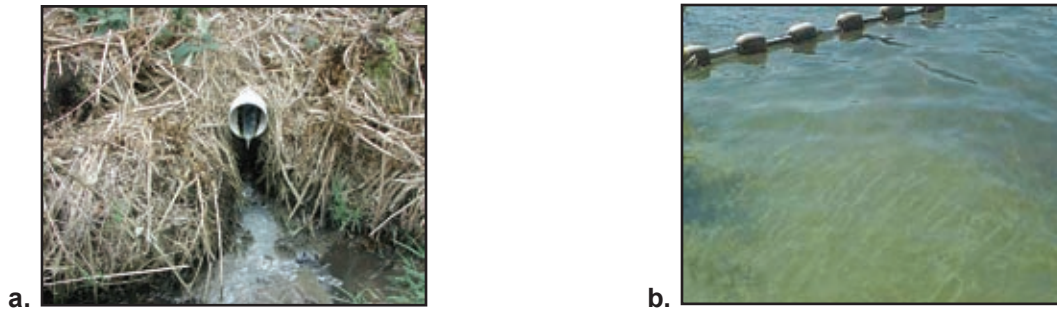


Figure 71: (a) Straight pipe discharge to nearby stream. (b) Algal bloom in a nearby pond.

(Sources: a- Snohomish County, WA, b- King County, WA)

Detailed System Inspection

The detailed system inspection is a much more thorough inspection of the performance and function of the septic system, and must be completed by a certified professional. The inspector certifies the structural integrity of all components of the system, and checks the depth of solids in the septic tank to determine if the system needs to be pumped out. The inspector also sketches the system, and estimates distance to groundwater, surface water, and drinking water sources. An example septic system inspection form from Massachusetts can be found at <http://www.state.ma.us/dep/brp/wm/soilsys.htm>.

Although not always incorporated into the inspection, dye testing can sometimes point to leaks from broken pipes, or direct discharges through straight pipes that might be missed during routine inspection. Dye can be introduced into plumbing fixtures in the home, and flushed with sufficient running water. The inspector then watches the septic field, nearby ditches, watercourses and manholes for any signs of the dye. The

dye may take several hours to appear, so crews may want to place charcoal packets in adjacent waters to capture dye until they can return later to retrieve them.

Infrared Imagery

Infrared imagery is a special type of photography with gray or color scales that represent differences in temperature and emissivity of objects in the image (www.stocktoninfrared.com), and can be used to locate sewage discharges. Several different infrared imagery techniques can be used to identify illicit discharges. The following discussion highlights two of these: aerial infrared thermography¹³ and color infrared aerial photography.

Infrared Thermography

Infrared thermography is increasingly being used to detect illicit discharges and failing septic systems. The technique uses the temperature difference of sewage as a marker to locate these illicit discharges. Figure 72 illustrates the thermal difference

¹³ Infrared thermography is also being used by communities such as Mecklenburg County and the City of Charlotte in NC to detect illicit discharges at outfalls.

between an outfall discharge (with a higher temperature) and a stream.

The equipment needed to conduct aerial infrared thermography includes an aircraft (plane or helicopter); a high-resolution, large format, infrared camera with appropriate mount; a GPS unit; and digital recording equipment. If a plane is used, a higher resolution camera is required since it must operate at higher altitudes. Pilots should be experienced since flights take place at night, slowly, and at a low altitude. The camera may be handheld, but a mounted camera will provide significantly clearer results for a larger area. The GPS can be combined with a mobile mapping program and a video encoder-decoder that encodes and displays the coordinates, date, and time (Stockton, 2000). The infrared data are analyzed after the flight by trained analysts to locate suspected discharges, and field crews then inspect the ground-truthed sites to confirm the presence of a failing septic system.

Late fall, winter, and early spring are typically the best times of year to conduct these investigations in most regions of the



Figure 72: Aerial thermography showing sewage leak

country. This allows for a bigger difference between receiving water and discharge temperatures, and interference from vegetation is minimized (Stockton, 2004b). In addition, flights should take place at night to minimize reflected and direct daylight solar radiation that may adversely affect the imagery (Stockton, 2004b).

Color Infrared Aerial Photography

Color infrared aerial photography looks for changes in plant growth, differences in soil moisture content, and the presence of standing water on the ground to primarily identify failing septic systems (Figure 73).

The Tennessee Valley Authority (TVA) uses color infrared aerial photography to detect failing septic systems in reservoir watersheds. Local health departments conduct follow-up ground-truthing surveys to determine if a system is actually failing (Sagona, 1986). Similar to thermography, it is recommended that flights take place at night, during leaf-off conditions, or when the water table is at a seasonal high (which is when most failures typically occur (U.S. EPA, 1999).

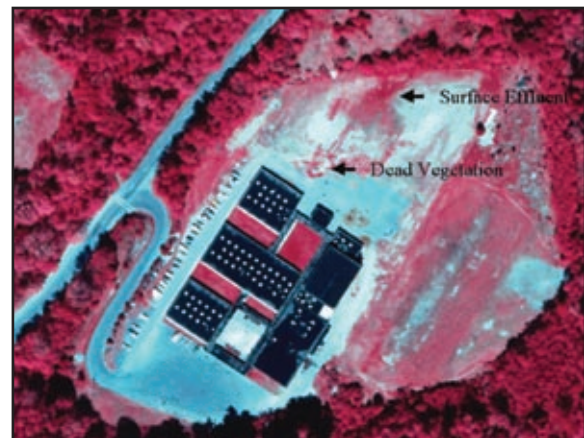


Figure 73: Dead vegetation and surface effluent are evidence of a septic system surface failure.

(Source: U.S. EPA, 1999)

13.5 The Cost to Trace Illicit Discharge Sources

Tracing illicit discharges to their source can be an elusive and complex process, and precise staffing and budget data are difficult to estimate. Experience of Phase I NPDES communities that have done these investigations in the past can shed some light on cost estimates. Some details on unit costs for common illicit discharge investigations are provided below.

Costs for Dye, Video, and Smoke Testing

The cost of smoke, dye, and video testing can be substantial and staff intensive, and

often depend on investigation specific factors, such as the complexity of the drainage network, density and age of buildings, and complexity of land use. Wayne County, MI, has estimated the cost of dye testing at \$900 per facility. Video testing costs range from \$1.50 to \$2.00 per foot, although this increases by \$1.00 per foot if pipe cleaning is needed prior to testing.

Table 61 summarizes the costs of start-up equipment for basic manhole entry and inspection, which is needed regardless of which type of test is performed. Tables 62 through 64 provide specific equipment costs for dye, video and smoke testing, respectively.

Table 61: Common Field Equipment Needed for Dye, Video, and Smoke Testing	
Item	Cost
1 Digital Camera	\$200
Clipboards, Pens, Batteries	\$25
1 Field vehicle	\$15,000 - \$35,000
1 First aid kit	\$30
1 Spotlight	\$40
1 Gas monitor and probe	\$900 - \$2,100
1 Hand-held GPS Unit	\$150
2 Two-way radios	\$250 - \$750
1 Manhole hook	\$80 - \$130
1 Mirror	\$70 - \$130
2 Reflective safety vests	\$40
Rubber/latex gloves (box of 100)	\$25
1 Can of Spray Paint	\$5
4 Traffic Cones	\$50

Table 62: Equipment Costs for Dye Testing

Product	Water Volume	Cost
Dye Strips	1 strip/500 gallons	\$75 – \$94 per 100 strips
Dye Tablets	0 – 50,000 gallons	\$40 per 200 tablets
Liquid Concentrate (Rhodamine WT)	0 – 50,000 gallons	\$80 – \$90 per gallon \$15 – \$20 per pint
Powder	50,000 + gallons	\$77 per lb
Dye Wax Cakes	20,000 – 50,000 gallons	\$12 per one 1.25 ounce cake
Dye Wax Donuts	50,000 + gallons	\$104 – \$132 per 42 oz. donut
<i>Price Sources:</i> Aquatic Eco-Systems http://www.aquaticceco.com/ Cole Parmer http://www.coleparmer.com USA Blue Book http://www.usabluebook.com		

Table 63: Equipment Costs for Video Testing

Equipment	Cost
GEN-EYE 2™ B&W Sewer Camera with VCR & 200' Push Cable	\$5,800
100' Push Rod and Reel Camera for 2" – 10" Pipes	\$5,300
200' Push Rod and Reel Camera for 8" – 24" Pipes	\$5,800
Custom Saturn III Inspection System 500' cable for 6-16" Lines	\$32,000 (\$33,000 with 1000 foot cable)
OUTPOST	
<ul style="list-style-type: none"> • Box with build-out • Generator • Washdown system 	\$6,000 \$2,000 \$1,000
Video Inspection Trailer	
<ul style="list-style-type: none"> • 7'x10' trailer & build-out • Hardware and software package • Incidentals 	\$18,500 \$15,000 \$5,000
Sprinter Chassis Inspection Vehicle	
<ul style="list-style-type: none"> • Van (with build-out for inspecting 6" – 24" pipes) • Crawler (needed to inspect pipes >24") • Software upgrade (optional but helpful for extensive pipe systems) 	\$130,000 \$18,000 \$8,000
<i>Sources: USA Blue Book and Envirotech</i>	

Table 64: Equipment Costs for Smoke Testing

Equipment	Cost
Smoke Blower	\$1,000 to \$2,000 each
Liquid Smoke	\$38 to \$45 per gallon
Smoke Candles, 30 second (4,000 cubic feet)	\$27.50 per dozen
Smoke Candles, 60 Second (8,000 cubic feet)	\$30.50 per dozen
Smoke Candles, 3 Minute (40,000 cubic feet)	\$60.00 per dozen
<i>Sources: Hurco Tech, 2003 and Cherne Industries, 2003</i>	

Costs for Septic System Investigations

Most septic system investigations are relatively low cost, but factors such as private property access, notification, and the total number of sites investigated can increase costs. Unit costs for the three major septic system investigations are described below.

Homeowner Survey and Surface Condition Analysis

Both the homeowner survey and the surface condition analysis are relatively low cost investigation techniques. Assuming that a staff person can investigate one home per hour, the average cost per inspection is approximately \$25. A substantial cost savings can be realized by using interns or volunteers to conduct these simple investigations.

Detailed System Inspection

Septic system inspections are more expensive, but a typical unit cost is about \$250, and may also include an additional cost of pumping the system, at roughly \$150, if pumping is required to complete the inspection (Wayne County, 2003). This cost is typically charged to the homeowner as part of a home inspection.

Aerial Infrared Thermography

The equipment needed to conduct aerial infrared thermography is expensive; cameras alone may range from \$250,000 to \$500,000 (Stockton, 2004a). However, private contractors provide this service. In general, the cost to contract an aerial infrared thermography investigation depends on the length of the flight (flights typically follow streams or rivers); how difficult it will be to fly the route; the number of heat anomalies expected to be encountered; the expected post-flight processing time (typically, four to five hours of analysis for every hour flown); and the distance of the site from the plane's "home" (Stockton, 2004a). The cost range is typically \$150 to \$400 per mile of stream or river flown, which includes the flight and post-flight analyses (Stockton, 2004a).

As an alternative, local police departments may already own an infrared imaging system that may be used. For instance, the Arkansas Department of Health used a state police helicopter with a Forward Looking Infrared (FLIR) imaging system, GPS, video equipment, and maps (Eddy, 2000). The disadvantage to this is that the equipment may not be available at optimal times to conduct the investigation. In addition, infrared imaging equipment used by police departments may not be sensitive enough to detect the narrow range of temperature difference (only a few degrees) often expected for sewage flows (Stockton, 2004a).

Chapter 14: Techniques to Fix Discharges

Quick and efficient correction of illicit discharges begins with having well defined legal authority and responsibilities coupled with strong enforcement and follow-up measures. Chapter 4 discussed important considerations with respect to legal authority and responsibility and Appendix B contains a model illicit discharge ordinance that provides language on violations, enforcement and penalties.

Most illicit discharge corrective actions involve some form of infrastructure modification or repair. These structural repairs are used to eliminate a wide variety of **direct discharges** such as sewage cross-connections, straight pipes, industrial cross-connections, and commercial cross-connections. Fixes range from simple plumbing projects to excavation and replacement of sewer lines. In some cases, structural repairs are necessary when **indirect** discharges, such as sewage from a sewer break or pump station failure enter the MS4 through an inlet, or flows directly into receiving waters. Most **transitory** discharges are corrected simply with spill containment and clean-up procedures. Section 8.3 previously discussed an overview of the correction process. The following section discusses more specific correction considerations.

14.1 Implementation Considerations

Once the source of an illicit discharge has been identified, steps should be taken to fix or eliminate the discharge. The following four questions should be answered for each

individual illicit discharge to determine how to proceed:

- Who is responsible?
- What methods will be used to fix it?
- How long will it take?
- How will removal be confirmed?

The answer to each of these questions depends on the source of the discharge. Illicit discharges generally originate from one of the following sources:

- *An internal plumbing connection* (e.g., the discharge from a washing machine is directed to the building's storm lateral; the floor drain in a garage is connected to the building's storm lateral)
- *A service lateral cross-connection* (e.g., the sanitary lateral from a building is connected to the MS4)
- *An infrastructure failure within the sanitary sewer or MS4* (e.g., a collapsed sanitary line is discharging into the MS4)
- *An indirect transitory discharge resulting from leaks, spills, or overflows.*

Financial responsibility for source removal will typically fall on property owners, MS4 operators, or some combination of the two.

Who's responsible for fixing the problem?

Ultimate responsibility for removing the source of a discharge is generally that of either the property owner or the municipality/utility (e.g., primary owner/operator of the MS4).

Internal Plumbing Connection

The responsibility for correcting an internal plumbing connection is generally the responsibility of the building owner. Communities may wish to develop a list of certified contractors that property owners can hire for corrections.

Service Lateral

As with internal plumbing connections, the responsibility for correcting a problem within a service lateral is typically that of the property owner being served by the lateral. However, the cost of correcting a service lateral problem can be significantly higher than that of fixing an internal plumbing problem, so communities may want to consider alternative remedial approaches than those for internal plumbing corrections. For example, communities can have on-call contractors fix lateral connections allowing the problem to be fixed as soon as it is discovered. The community can then:

- 1) pay for correction costs through the capital budget, or state or federal funding options, or
- 2) share the cost with the owner, or
- 3) pass on the full cost to the property owner.

Infrastructure Failure Within the Sanitary Sewer or MS4

Illicit discharges related to some sort of infrastructure failure within the sanitary sewer or MS4 should be corrected by the jurisdiction, utility, or agency responsible for maintenance of the sewers and drains.

Transitory Discharge

Repair of transitory discharge sources will usually be the responsibility of the property owner where the discharge originates. Ordinances should clearly stipulate the time frame in which these discharges should be repaired.

What methods will be used to fix the problem?

The methods used to eliminate discharges will vary depending on the type of problem and the location of the problem. Internal plumbing corrections can often be performed using standard plumbing supplies for relatively little cost. For correction locations that occur outside of the building, such as service laterals or infrastructure in the right of way, costs tend to be significantly more due to specialized equipment needs. Certified contractors are recommended for these types of repairs. Table 65 provides a summary of a range of methods for fixing these more significant problems along with estimated costs. The last six techniques described in Table 68 are used for sanitary sewer line repair and rehabilitation. These activities are typically used when there is evidence of significant seepage from the sanitary system to the storm drain system.

How long should it take?

The timeframe for eliminating a connection or discharge should depend on the type of connection or discharge and how difficult elimination will be. A discharge that poses a significant threat to human or environmental health should be discontinued and eliminated immediately. Clear guidance should be provided in the local ordinance on the timeframe for removing discharges and connections. Typically, discharges should be stopped within seven days of notification by the municipality, and illicit connections should be repaired within 30 days of notification.

How is the removal or correction confirmed?

Removal and correction of a discharge or connection should be confirmed both at the

source, to ensure that the correction has been made, and downstream, to ensure that it is the only local discharge present.

For discharges resulting from internal plumbing and lateral connections, dye testing can confirm the correction. Also, sandbagging should be done in the first accessible storm drain manhole downstream

of the correction to verify that this was the only discharge present.

The correction of discharges resulting from some sort of infrastructure failure in the sanitary sewer or MS4 can be verified by dye testing or televising the line in conjunction with sandbagging and sampling at an accessible downstream manhole.

Table 65: Methods to Eliminate Discharges

Technique	Application	Description	Estimated Cost
1. Service Lateral Disconnection, Reconnection	Lateral is connected to the wrong line	Lateral is disconnected and reconnected to appropriate line	\$2,500 ¹
2. Cleaning	Line is blocked or capacity diminished	Flushing (sending a high pressure water jet through the line); pigging (dragging a large rubber plug through the lines); or rodding	\$1/linear foot ²
3. Excavation and Replacement	Line is collapsed, severely blocked, significantly misaligned, or undersized	Existing pipe is removed, new pipe placed in same alignment; Existing pipe abandoned in place, replaced by new pipe in parallel alignment	For 14" line, \$50-\$100/linear foot (higher number is associated with repaving or deeper excavations, if necessary) ²
4. Manhole Repair	Decrease ponding; prevent flow of surface water into manhole; prevent groundwater infiltration	Raise frame and lid above grade; install lid inserts; grout, mortar or apply shotcrete inside the walls; install new precast manhole.	Vary widely, from \$250 to raise a frame and cover to ~ \$2,000 to replace manhole ²
5. Corrosion Control Coating	Improve resistance to corrosion	Spray- or brush-on coating applied to interior of pipe.	< \$10/linear foot ²
6. Grouting	Seal leaking joints and small cracks	Seals leaking joints and small cracks.	For a 12" line, ~ \$36-\$54/linear foot ²
7. Pipe Bursting	Line is collapsed, severely blocked, or undersized	Existing pipe used as guide for inserting expansion head; expansion head increases area available for new pipe by pushing existing pipe out radially until it cracks; bursting device pulls new pipeline behind it	For 8" pipe, \$40-\$80/linear foot ⁴
8. Slip Lining	Pipe has numerous cracks, leaking joints, but is continuous and not misaligned	Pulling of a new pipe through the old one.	For 12" pipe, \$50-\$75 /linear foot ²
9. Fold and Formed Pipe	Pipe has numerous cracks, leaking joints	Similar to sliplining but is easier to install, uses existing manholes for insertion; a folded thermoplastic pipe is pulled into place and rounded to conform to internal diameter of existing pipe	For 8-12" pipe, \$60-\$78/linear foot ³

Table 65: Methods to Eliminate Discharges			
Technique	Application	Description	Estimated Cost
10. Inversion Lining	Pipe has numerous cracks, leaking joints; can be used where there are misalignments	Similar to sliplining but is easier to install, uses existing manholes for insertion; a soft resin impregnated felt tube is inserted into the pipe, inverted by filling it with air or water at one end, and cured in place.	\$75-\$125/linear foot ²
1 CWP (2002) 2 1991 costs from Brown (1995) 3 U.S. EPA (1991) 4 U.S. EPA (1999b)			



Consulting Engineers

Alfred A. Fusco, Jr.
P.E. Principal

Alfred A. Fusco, III
General Manager

Village of Wesley Hills
432 Route 306
Wesley Hills, NY 10952

RE: 799 Union Road
SBL 42.13-1-23.5
Village of Wesley Hills
Our File #WH-003

On December 11, 2025 a representative of our office performed a visual inspection on the existing greenhouse structures located on the above-mentioned property. The following is based on our observations:

1. INTRODUCTION

An inspection was conducted of three (3) existing greenhouse structures and their adjoining buildings to assess their current structural condition and determine whether continued use or repair is feasible. The purpose of this report is to document observed deficiencies, assess structural integrity, and provide engineering recommendations regarding safety and demolition.

2. SCOPE OF INSPECTION

The inspection consisted of a visual evaluation of the following components:

- Concrete foundations.
- Structural framing (wood and steel)
- Adjoining buildings and roof systems
- Stairs, retaining walls, and access structures
- General structural stability and safety conditions

No destructive testing or material sampling was performed.

3.OBSERVED CONDITIONS

3.1 Foundations

Concrete foundations were observed to be severely deteriorated, with extensive cracking, spalling, and crumbling.

Multiple areas exhibited loss of structural integrity, indicating compromised load-bearing capacity. Differential settlement and foundation failure were evident in several locations.

3.2 Structural Framing

Wood framing and structural supports exhibited advanced dry rot, deterioration, and loss of sections. Many wood members were crumbling, fractured, or no longer capable of carrying design loads. Steel framing and supports were heavily corroded, rusted, and visibly bent and deformed.

3.3 Roof Structures

Adjoining buildings showed partial and full roof collapses.
Remaining roof systems were unstable and at high risk of further collapse.
Roof failures have rendered portions of the structures immediately unsafe.

3.4 Adjoining Buildings

Several adjoining structures were leaning, partially collapsed, or structurally unstable.
Wall systems lacked adequate support and bracing.
The extent of deterioration indicates progressive structural failure.

3.5 Access Structures

Wooden stairs and retaining walls leading to the greenhouses were severely deteriorated, unstable, and unsafe for use.
Significant rot, displacement, and material failure were observed.

4. STRUCTURAL ASSESSMENT

Based on observed conditions:

The structures have exceeded their serviceable life.
Structural components are no longer capable of safely supporting imposed loads.
The extent of deterioration is widespread and systemic, affecting foundations, framing, and roof systems.
Repairs would require complete replacement of major structural elements, making rehabilitation economically and practically infeasible.

5. SAFETY CONCERNS

The structures pose an immediate safety hazard to occupants, maintenance personnel, and the public.
Risks include sudden collapse, falling debris, and structural failure under minimal loads.
Continued access or use is not recommended.

6. ENGINEERING RECOMMENDATION

Based on the inspection and observed structural deficiencies, it is the professional recommendation that:

1. All three greenhouse structures and adjoining buildings be condemned and demolished.
2. Access to the structures be restricted immediately to prevent injury.
3. Demolition be performed by a qualified contractor in accordance with applicable local, state, and environmental regulations.
4. Debris removal and site stabilization be completed following demolition.

7. LIMITATIONS

This report is based on a visual inspection only and reflects conditions observed at the time of inspection.
Hidden or concealed conditions may exist that were not observable.

8. CONCLUSION

The greenhouse structures and associated buildings are in a state of advanced structural failure. Due to severe foundation degradation, rotted wood framing, corroded steel supports, roof collapses, and unsafe access structures, demolition is the only reasonable and safe course of action.

Very Truly Yours,

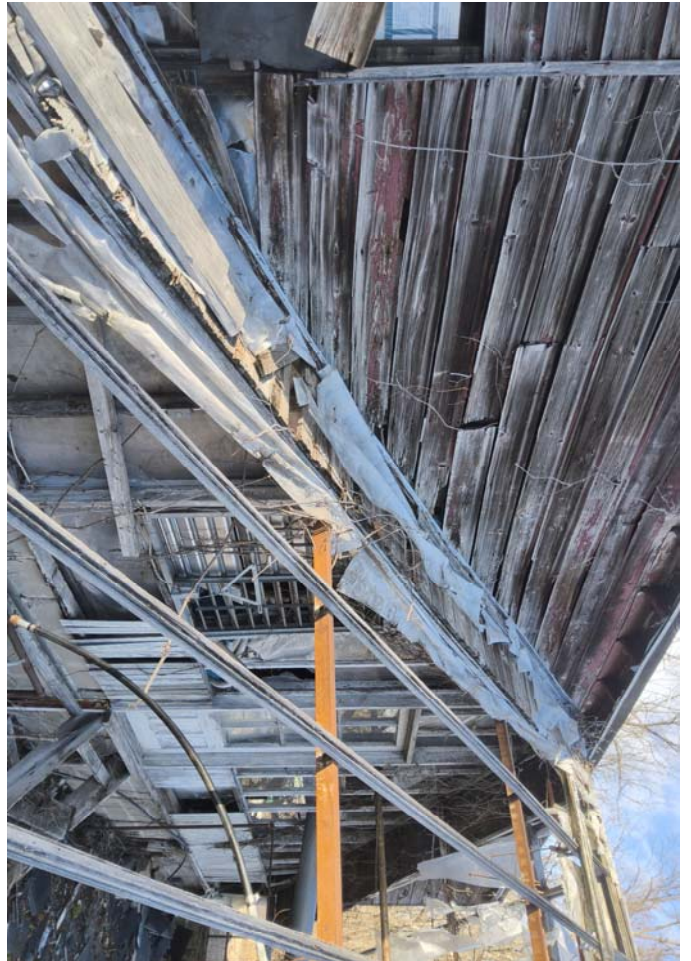


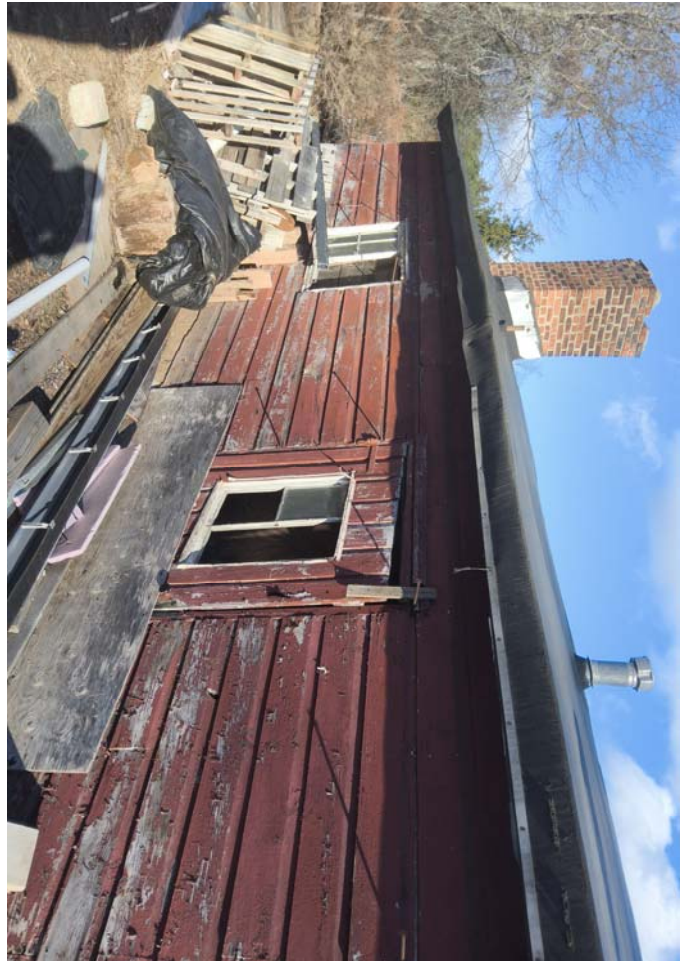
Alfred A. Fusco, Jr., P.E.
Fusco Engineering
& Land Surveying, DPC





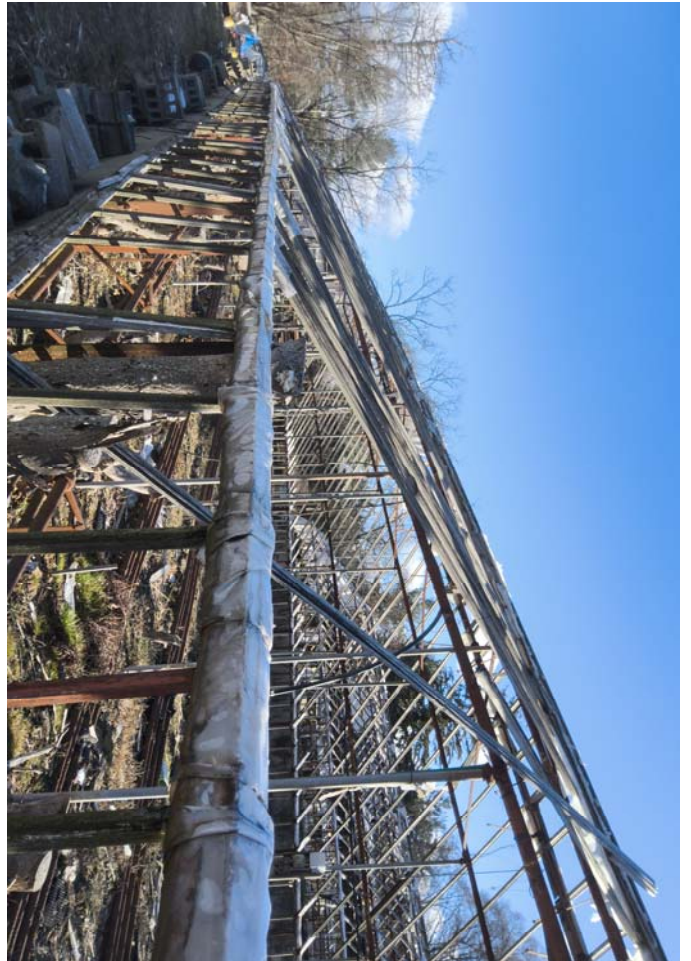
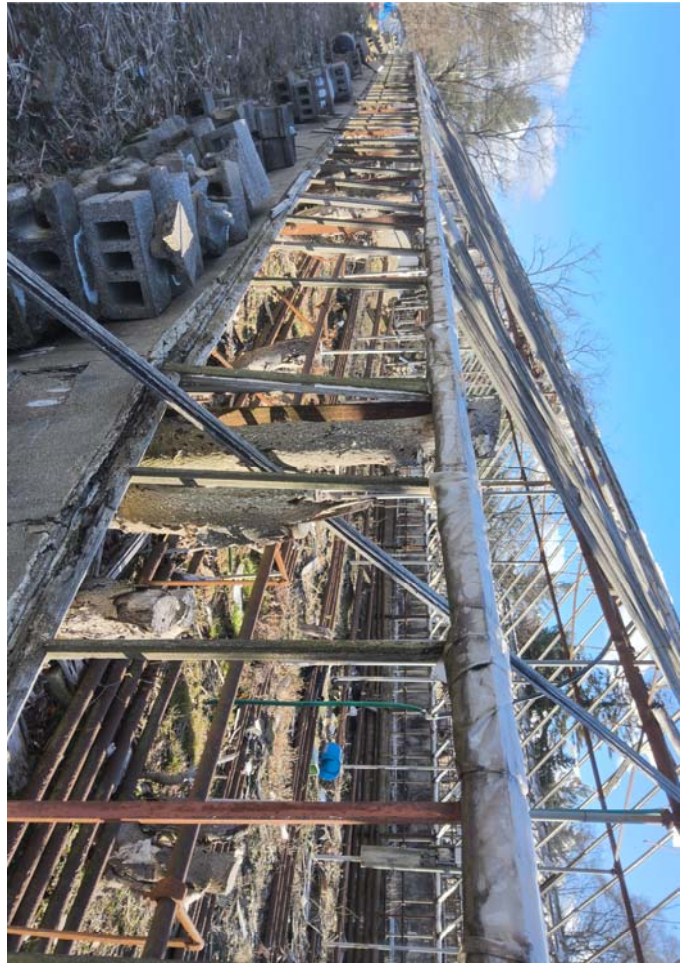


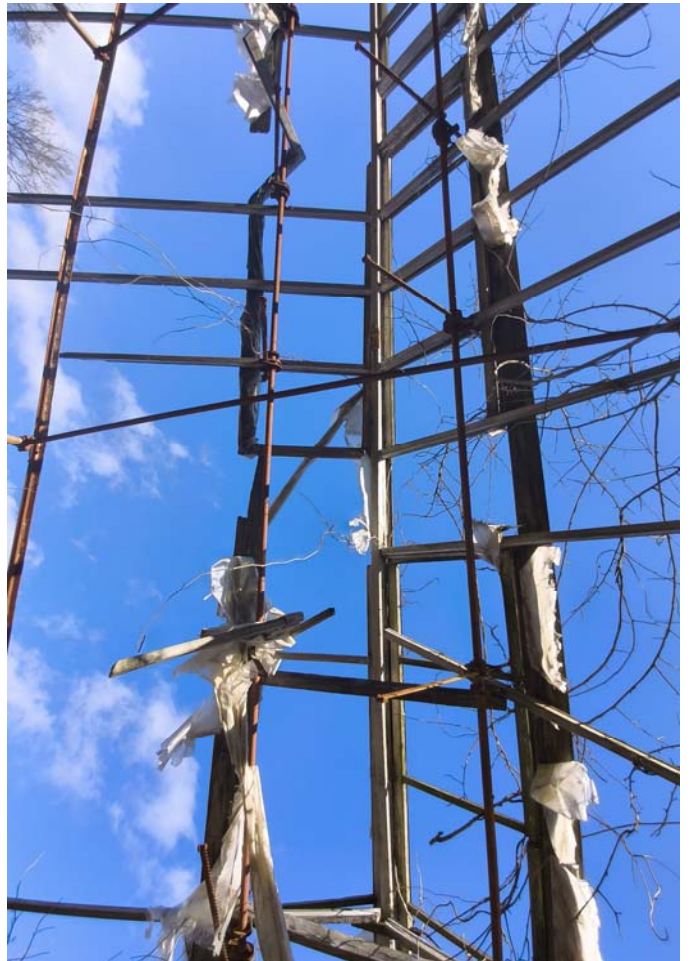
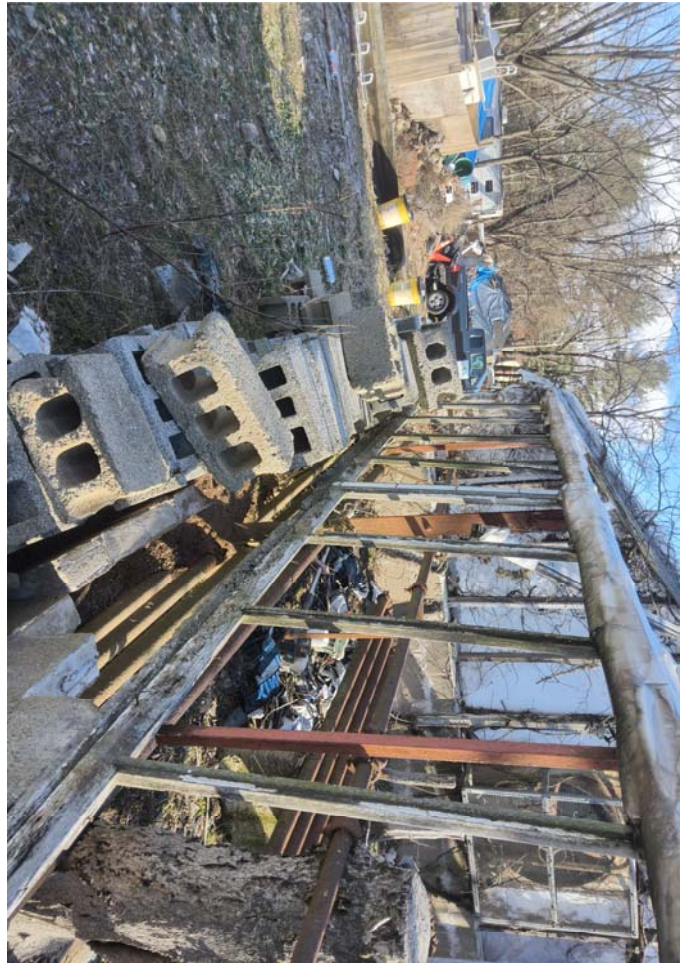


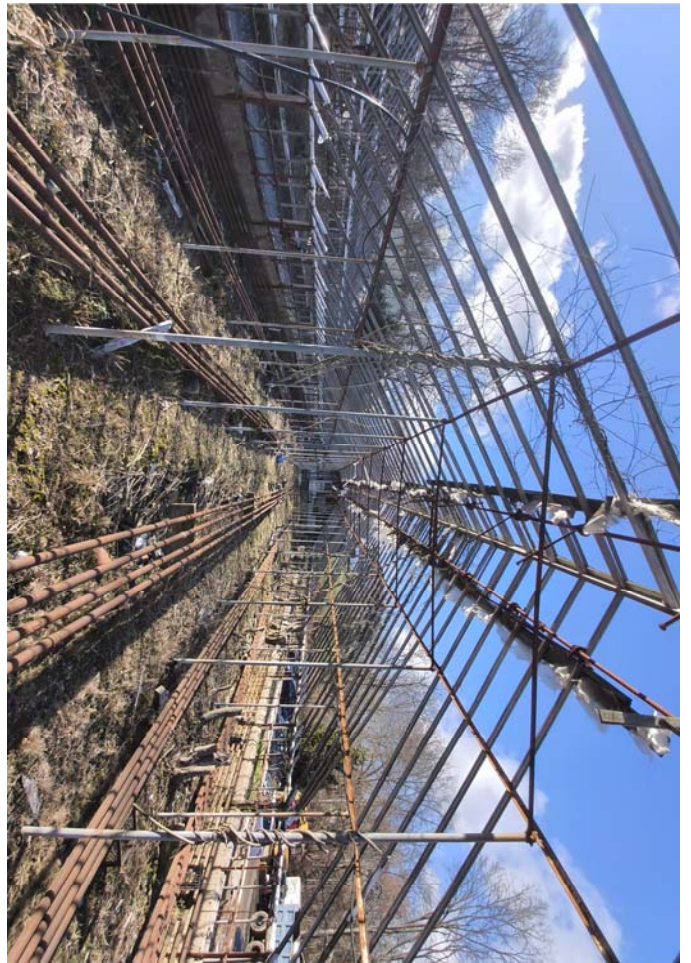






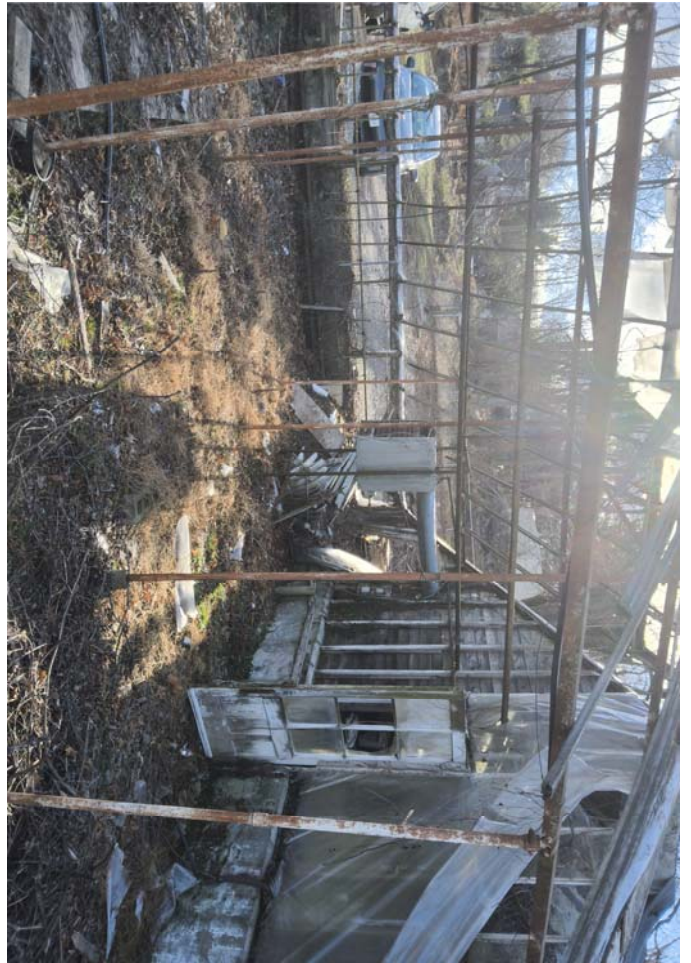


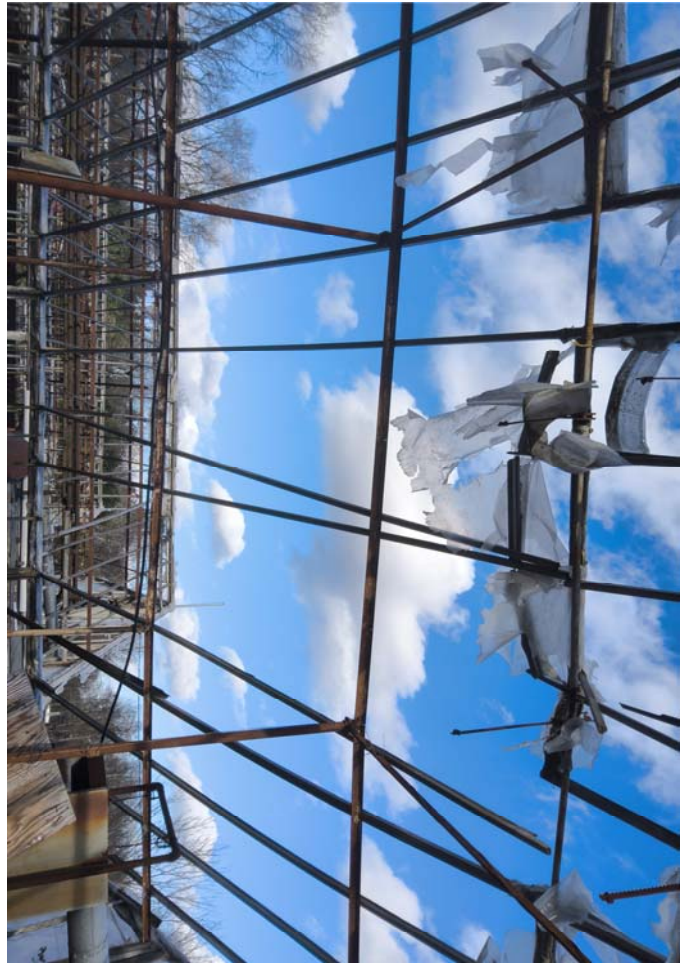


















Re: ACT NOW! Join the UPDATED AIM Sign-On Letter & Pass the AIM Resolution

From Brian Coffin <brian@nycom.org>

Date Mon 3/2/2026 9:13 AM

To norma@nycom.org <norma@nycom.org>

IN CASE YOU MISSED IT LAST WEEK, PLEASE CONSIDER SIGNING THE UPDATED AIM BUDGET INCREASE LETTER TO THE GOVERNOR AND STATE LEGISLATURE!!

On Wed, Feb 25, 2026 at 12:35 PM Barbara Van Epps <barbara@nycom.org> wrote:

Dear Mayors, Managers and Administrators,

As you know, Governor Hochul has released her 30-day amendments to the 2026-27 Executive Budget, and we are pleased to report that they include an additional **\$100 million in Temporary Municipal Assistance (TMA)** to be allocated in the same manner as in the past two years.

This increased investment builds upon the progress made in the last two State Budgets and reflects a continued recognition that New York's strength begins in its cities and villages. While not every community receives significant funding through this program, the inclusion – and now expansion – of TMA sends a powerful message about the importance of a strong state-local partnership.

At the same time, this proposal is not yet final. As budget negotiations continue with key members of the Senate and Assembly, it is critical that local officials make their voices heard to ensure:

- At least **\$150 million in TMA** is included in the final adopted State Budget; and
- The Governor and State Legislature develop a more permanent and predictable solution for unrestricted municipal aid.

What We Are Asking You To Do:

1. **Sign on to our UPDATED support letter** to the Governor and legislative leaders by completing the very brief survey below; and
2. **Adopt this draft resolution** at your next board meeting to formally express your municipality's support for this investment and for long-term AIM stability.

With unified support from New York's cities and villages, we can reinforce that this funding is essential to maintaining services, addressing inflationary pressures, investing in infrastructure, protecting public safety, and easing the property tax burden on residents.

Your voice matters – especially now. **Please complete the sign-on letter survey by Monday, March 2nd** and consider passing the draft resolution as soon as possible.

Together, we can ensure this increased investment remains in the final budget and continue advancing a stronger, more predictable partnership between the State and local governments.

Thank you for your leadership and advocacy.

Sincerely,

Barbara Van Epps
NYCOM Executive Director

--

Sincerely,

Brian Coffin

Legislative Director

New York State Conference of Mayors

119 Washington Avenue

Albany, NY 12210

518-463-1185

www.nycom.org

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CIVIL DESIGN WORKS
LLC

February 17, 2026

Honorable Mayor and Board of Trustees
Village of Wesley Hills
432 Route 306
Wesley Hills, NY 10952

Attn: Camille Guido-Downey - Village Clerk

Re: Proposal for Engineering Services
Stormwater Program Coordinator

Dear Mayor and Trustees,

To maintain compliance with the New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) Permit No. GP-0-24-001, the MS4 Operators, Wesley Hills, must develop, implement and enforce a Stormwater Management Program (SWMP).

This program must be overseen by an MS4 Operator must designate a Stormwater Program Coordinator (SPC) who must be knowledgeable in the principles and practices of stormwater management, the requirements of this SPDES general permit and the SWMP.

The Village has the ability to designate the SPC to a private third-party contractor. In order to implement this, it is required that an agreement is in place and fulfills the following:

- i. Is legally binding;
- ii. Is documented in writing;
- iii. Is signed and dated by all parties including a certification statement that explains that the MS4 Operator is responsible for compliance with this SPDES general permit;
- iv. Identifies the activities that the entity will be responsible for including the particular MCM, the location and type of work;
- v. Includes the name, address, and telephone number of the contact person representing the entity;
- vi. Is kept up-to-date and part of the SWMP Plan; and
- vii. Is retained by each party for the duration of the permit term.

The following responsibilities will be officially assigned to our office, in addition to our traditional Village Engineer responsibilities. Please note that we have already been implementing the following elements, however, as part of the new law, it is required that we document this information.

Assist in the implementation and enforcement of the Stormwater Management Program. We will provide assistances with the following Minimum Control Measures for Traditional Land Use Control MS4 Operators:

- a. MCM 3 – Illicit Discharge Detection and Elimination
- b. MCM 4 – Construction Site Stormwater Runoff Control
- c. MCM 5 – Post Construction Stormwater Management

It should be noted that MCM 1 (Public Education and Outreach) as well as MCM 2 (Public Involvement/Participation) will continue to be the responsibility of the Village. In the past, I believe the Village has utilized Cornell Cooperative, Keep Rockland Beautiful and the County of Rockland for assistance with these programs.

The following is our proposal for these services to fulfill the remainder of the 2025 fiscal year, effective April 1, 2025 through March 31, 2026.

2025 Standard Billing Rates (Effective April 1, 2025 to March 31, 2026):

<u>Staff Member</u>	<u>Hourly Rate</u>
Principal and Senior Engineers, P.E.	\$180.00
Staff Engineer I	\$145.00
Staff Engineer II	\$130.00
Senior Field Review Personnel	\$125.00
Staff Field Review Personnel	\$115.00
CADD Technical/Draftsperson	\$110.00
<u>Administrative</u>	
Assistance	\$75.00
Reproduction	Direct Cost + 10%
Messenger Service	Direct Cost + 10%

Please indicate your acceptance by signing below and returning it to my office.

Certification Statement:

Civil Design Works, LLC, will implement the above scope of work on behalf of the Village of Wesley Hills for the term dates stipulated.



Civil Design Works, LLC
Glenn McCreedy, P.E.
President

Accepted By:

Print Name

Title

Signature

Date

December 31, 2025

Village of Wesley Hills
432 Route 306
Wesley Hills, New York 10952

Attn: Alicia Schultz, Building Department

Re: 380 Route 306 (1 Lois Lane)
As-Built Survey Review (x7)
Escrow Release (Conditional)

RECEIVED
VILLAGE OF WESLEY HILLS
JAN 2 2026
BUILDING
PLANNING & ZONING

Dear Ms. Schultz,

Our office has received a memorandum Building Inspector dated December 19, 2025 indicating that a variance is not required for the current building coverage and RCDOH Certificate of Compliance for the installed well. Our office had previously reviewed the "As-Built Survey for 380 Route 306", prepared by Civil Tec Engineering & Surveying P.C. last revised December 19, 2025; Certification of proper installation of pervious pavers dated April 25, 2025 signed by Rachel Barese of CivilTec Engineering; and photographs provided by the Applicant. A final site visit was performed on December 18, 2025 accompanied by the Applicant's contractor and expeditor. At this time, we take no objection to the release of posted escrow with respect to engineering, subject to payment of any outstanding fees and to the following comments:

1. Remaining asphalt connection has been removed and the Applicant is actively coordinating with the DOT for final restoration. **Documentation for final DOT acceptance of restoration shall be provided prior to the release of escrow.**
2. It is our understanding that the Village has recently resurfaced Lois Lane; therefore, the previous comment with respect to final restoration of pavement for sewer connection is no longer applicable. It is our understanding that separate escrow is in place for the road opening for the sewer connection in Lois Lane, which may now be released.

Our office requests a copy of the DOT approval documentation for our records.

Sincerely,

Devon Palmieri

WESTON & SAMPSON, PE, LS, LA, Architects, PC
Devon Palmieri, EIT
Project Engineer

Y:\VILLAGES\WH Wesley Hills\WH0171 - 2020 Plot Plans\380 Route 306 (ENG23-2681)\2025-12-31 Escrow Release (Conditional).docx

ESCROW AGREEMENT

WHEREAS, the Village of Wesley Hills Building Department will issue a Certificate of Occupancy with respect to the single-family residence erected at 380 Route 306, and

WHEREAS, the items listed in the letter of the Village Engineer dated March 8, 2022, a copy of which is annexed hereto and incorporated herein at said premises known as 380 Route 306, have not been completed with the exception of items #1 and #2 therein, and

NOW, in consideration of the issuance of the said Certificate of Occupancy prior to the completion of the said items, it is hereby

STIPULATED AND AGREED by the undersigned as follows:

1. The sum of \$38,500.00 has been deposited with the Village of Wesley Hills to be held in escrow pursuant to the instant agreement in order to ensure that the items set forth in the aforesaid letter dated March 8, 2022, of the Village Engineer of the Village of Wesley Hills at the premises known as 380 Route 306, be completed on or before August 31, 2022.
2. In the event that any of the aforesaid items at the said premises at 380 Route 306 are not completed to the satisfaction of the Village Engineer of the Village of Wesley Hills on or before August 31, 2022, the aforesaid Village of Wesley Hills is hereby authorized to arrange for the completion of said items of the premises known as 380 Route 306 and to pay for the cost of said items out of the aforesaid Escrow Funds in the sum of \$38,500.00.
3. In the event that the sum of \$38,500.00 is insufficient to pay the cost for the aforesaid items, then the owner, Mordechai Light, shall remit to the Village of Wesley Hills the cost incurred by the Village of Wesley Hills in accomplishing the said items to the extent that such expense exceeds the sum of \$38,500.00.
4. In the event the cost incurred by the Village of Wesley Hills in completing the said items at the premises known as 380 Route 306, is completed at a cost which is less than the sum of \$38,500.00, the Village of Wesley Hills shall remit the balance of the Escrow Funds to the extent that same exceeds the cost incurred by the Village of Wesley Hills with respect to the items in addition the obligations detailed in Paragraph 6 will be deducted from the escrow.
5. In the event that the owner of the premises Mordechai Light, have completed the aforesaid items at the premises known as 380 Route 306 by August 31, 2022, to the satisfaction of the Village Engineer of the Village of Wesley Hills, then, the Village of


Wesley Hills shall remit to the said, Mordechai Light the foresaid Escrow Funds in the sum of \$38,500.00 less funds due and owing under Paragraph 6 below.

6. In the event that any funds are to be remitted to said Mordechai Light at any time pursuant to this agreement, the Village of Wesley Hills is authorized to withhold from said sum the amount of \$250.00 as to each said remittance as an administrative fee together with any funds owed to the Village of Wesley Hills for professional fees rendered by the Village Engineer or the Village Attorney.

The undersigned, by signing the instant Escrow Agreement confirms its consent to the terms set forth herein.

Dated: Wesley Hills, New York

March, 9, 2022



Mordechai Light



ELIEZER DREW
Notary Public, State of New York
No. 02D156115431
Qualified in Kings County of Rockland
Commission Expires September 7, 2024



BROOKER ENGINEERING PLLC

NY OFFICE
74 Lafayette Avenue, Suite 501 Suffern, NY 10901 845.357.4411 Tel 845.357.1896 Fax

NJ OFFICE
22 Paris Avenue, Suite 105 Rockleigh, NJ 07647 201.750.3527 Tel

March 8, 2022

Village of Wesley Hills
432 Route 306
Wesley Hills, New York 10952

RECEIVED

MAR - 9 2022

VILLAGE OF WESLEY HILLS

Attn: Tara Roberts, Deputy Village Clerk

Re: 380 Route 306
As-built Review & Escrow (x1)

Dear Ms. Roberts,

Our office has reviewed the "Partial As-Built Survey for 380 Route 306", prepared by Civil Tec Engineering & Surveying P.C. last revised February 22nd, 2022. A site visit was performed on March 3rd, 2022. At this time, we do not recommend the issuance of a Certificate of Occupancy. Our comments are as follows:

1. **Silt fence around perimeter of property to be repaired and be maintained until final topsoil & seeding is performed and final stabilization has occurred.**
2. **The right of way along Lois Lane to be cleaned up of debris.**
3. Remaining asphalt connection to be removed and any land disturbed within Village R.O.W. to be restored with topsoil and seed.
4. New gas valve cover to be raised to grade near Lois Lane curb when final landscaping is completed.
5. All disturbed sidewalk along Lois Lane that has been disturbed to be replaced as per Village specifications. Topsoil and seeding for all disturbed lawn areas within Village R.O.W.
6. Concrete apron to be removed and replaced with concrete sidewalk. The two existing curb cuts on Lois Lane to be replaced with full depth curb as per Village specifications. Only one curb cut per lot is permitted.
7. Curb cut and concrete apron for new driveway to be completed.
8. All applicable items outlined in approved plot plan to be shown on survey when installed, if not already: proposed pervious patio, fence enclosure, garbage enclosure, A/C units, second floor deck on southwest corner of dwelling. Certification of proper installation of areas with pervious pavers to be provided. Applicant shall confirm internally conformance of remaining zoning requirements before installation.
9. Detailed breakdown of building coverage to be provided. Calculations shall include front and rear porches & porch steps & decks 3' above adjacent grade. Roofed pool house and second floor deck to be included. Maximum allowable building coverage to be updated if necessary.
10. Portions of building that is less than 15 feet / 1.5 story only shall be verified and depicted on the as-built in support of existing/updated allowable building coverage.
11. 'Actual' front yard impervious surface ratio, building coverage, and exposed building height are omitted from the bulk table.
12. Elevations of all corners of proposed dwelling to be provided.
13. Basement floor elevation to be provided.
14. Finished contours to be shown (including swales).
15. Highest point on swale to be minimum of one (1) foot below the grade around foundation, swale to have a minimum slope of 1.5%.

16. House water service connection to be shown. Water manhole/meter to be shown on survey.
17. Driveway material to be provided.
18. Sanitary sewer cleanout inverts, cast iron invert, and connection invert to be provided. A cleanout is indicated near the pool house, location of the sanitary sewer from the pool house and its connection/cleanout inverts to be provided.
19. As-built survey indicates a sanitary sewer connection the differs from that of which was proposed. Signoff from the Town of Ramapo for sewer connection to be provided.
20. Pertinent utilities to be shown, including cable and telephone connections.
21. Location and elevation of iron pipes set at lot corners to be provided.
22. Two (2) 4" PVC Footing Drains with inverts of 572.4 are indicated on the survey on southeast corner of the building, applicant to confirm.
23. Roof leader locations and inverts to be provided.
24. Inlet protection for the two drywells to be removed once final landscaping is completed.
25. Final landscaping including topsoil, seeding and fine grading is not complete.
26. Let it be noted that separate escrow is in place for the road opening for the sewer connection in Lois Lane. Final restoration of pavement shall be completed in accordance with the Village's standard specifications.

At this time, we don't recommend the Village consider accepting escrow for the issuance of a Certificate of Occupancy **until items # 1 and 2 be addressed**. After those tasks are complete, the following escrow estimate for outstanding site issues is as follows:

- Final As-built Survey with all outstanding checklist items	\$3,000
- Final grading and landscaping including topsoil, seeding	\$15,000
- Original driveway pavement & subbase removal along Route 306	\$1,000
- Concrete sidewalk restoration along Lois Lane & new concrete apron	\$12,000
- Concrete curbs along Lois Lane (New curb cut and full depth curb replacement for existing curb curbs)	\$4,500
-Continued maintenance of erosion control devices until final stabilization	<u>\$3,000</u>
Total	\$38,500

We recommend that work be completed by August 31, 2022 Once the work is completed, applicable documentation provided, and revised as-built is submitted, our office will verify compliance.

Very truly yours,



Matthew Trainor, P.E.

Project Engineer

BROOKER ENGINEERING, PLLC

P:\VILLAGES\WH Wesley Hills\WH0171 - 2020 Plot Plans\380 Route 306\2022-03-08 As-Built Survey Review x1.docx

RE: 14 Holland - Escrow Agreement

From Village Engineer <villageengineer@wesleyhills.gov>

Date Thu 2/26/2026 3:59 PM

To Village Clerk <villageclerk@wesleyhills.gov>; Building Department <buildingdept@wesleyhills.gov>

Hello Camille,

We reviewed the attached files and our records, and we have no objections to releasing the escrow funds.

Alena.

Village of Wesley Hills Consulting Engineer

Civil Design Works, LLC

254 South Main Street

Suite #308

New City, New York 10956

O: (845) 266-6441

www.civildesignworks.com

From: Village Clerk <villageclerk@wesleyhills.gov>

Sent: Thursday, February 19, 2026 9:30 AM

To: Village Engineer <villageengineer@wesleyhills.gov>; Building Department <buildingdept@wesleyhills.gov>

Subject: Fw: 14 Holland - Escrow Agreement

Hello People:

The Village has an escrow agreement in place for 14 Holland Lane as the C of O was issued last year.

We are holding \$13,000 as per the agreement. The Applicant is requesting a return of the funds as they feel that the project is complete.

Please review the following items I have attached to this email:

1. Escrow agreement and supporting letter dated 9/8/25 from Brooker which lists 4 items to be done before the funds are released
2. Brookers review letter 10/13/25
3. As-built plan
4. Architectural plan

Please review the above and attached and advise if all paperwork is in order to release the funds.

ESCROW AGREEMENT

WHEREAS, the Village of Wesley Hills Building Department will issue a Certificate of Occupancy with respect to the single-family residence erected at 14 Holland Lane, and

WHEREAS, the items listed in the letter of the Village Engineer dated September 8, 2025, a copy of which is annexed hereto and incorporated herein at said premises known as 14 Holland Lane, have not been completed, and

NOW, in consideration of the issuance of the said Certificate of Occupancy prior to the completion of the said items, it is hereby **STIPULATED AND AGREED** by the undersigned as follows:

1. The sum of \$13,000.00 to be deposited with the Village of Wesley Hills to be held in escrow pursuant to the instant agreement in order to ensure that the items set forth in the aforesaid letter dated September 8, 2025, of the Village Engineer of the Village of Wesley Hills at the premises known as 14 Holland Lane, be completed on or before October 15, 2025.
2. In the event that any of the aforesaid items at the said premises at 14 Holland Lane are not completed to the satisfaction of the Village Engineer of the Village of Wesley Hills on or before October 15, 2025, the aforesaid Village of Wesley Hills is hereby authorized to arrange for the completion of said items at the premises known as 14 Holland Lane and to pay for the cost of said items out of the aforesaid Escrow Funds in the sum of \$13,000.00.
3. In the event that the sum of \$13,000.00 is insufficient to pay the cost for the aforesaid items, then the owner, Melaney Drive Corporation shall remit to the Village of Wesley Hills the cost incurred by the Village of Wesley Hills in accomplishing the said items to the extent that such expense exceeds the sum of \$13,000.00.
4. In the event the cost incurred by the Village of Wesley Hills in completing the said items at the premises known as 14 Holland Lane, is completed at a cost which is less than the sum of \$13,000.00, the Village of Wesley Hills shall remit the balance of the Escrow Funds to the extent that same exceeds the cost incurred by the Village of Wesley Hills with respect to the items and in addition the obligations detailed in Paragraph 6 below will be deducted from the escrow.
5. In the event that the owner of the premises, Melaney Drive Corporation, have completed the aforesaid items at the premises known as 14 Holland Lane by October 15, 2025, to the satisfaction of the Village Engineer of the Village of Wesley Hills, then, the Village of Wesley Hills shall remit to the said, Melaney Drive Corporation the foresaid Escrow Funds in the sum of \$13,000.00 less funds due and owing under Paragraph 6 below.

6. In the event that any funds are to be remitted to said Melaney Drive Corporation at any time pursuant to this agreement, the Village of Wesley Hills is authorized to withhold from said sum the amount of \$250.00 as to each said remittance as an administrative fee together with any funds owed to the Village of Wesley Hills for professional fees rendered by the Village Engineer or the Village Attorney. In the event that funds to be remitted are insufficient to cover the administrative fee and funds owed to the Village for professional fees same shall be forthwith paid to the Village of Wesley Hills by Melaney Drive Corporation.

The undersigned, by signing the instant Escrow Agreement confirms its consent to the terms set forth herein.

Dated: Wesley Hills, New York

September 9, 2025



Melaney Drive Corporation
Yosef Emuna
14 Holland Lane

September 8, 2025

REVISED for Escrow Recommendation

Village of Wesley Hills
432 Route 306
Wesley Hills, New York 10952

Attn: Alicia Schultz, Building Department

Re: 14 Holland Lane
As-Built Review (x1 - Revised)

Dear Ms. Schultz,

Our office has reviewed "Final Survey for 14 Holland Ln" prepared by Anthony R. Celentano P.L.S. dated August 25, 2025. A site visit was last performed on September 3, 2025. The Applicant has requested a recommendation of escrow to be posted for Temporary Certificate of Occupancy. At this time, we do not recommend the issuance of a Certificate of Occupancy for the principal dwelling. We offer the following comments:

1. Front yard setback shown on survey and indicated in Bulk Table to be confirmed.
2. Rear yard setback shown on survey and indicated in Bulk Table to be confirmed.
3. Calculation for front yard impervious surface ratio to be confirmed once driveway is installed. Please note that the proposed width of the driveway on the approved Plot Plan was indicated as 12'. The gravel driveway width shown on the survey varies from 16'-20' in the front yard.
4. Elevations of all corners of the dwelling to be provided.
5. Finished basement floor elevation to be provided.
6. Final driveway location, material, and slope to be shown once completed. (Maximum of 3% slope for first 20' required)
7. Pre-existing driveway curb cut to be restored with macadam curb to match adjacent curbing in kind.
8. Curblin within Village right-of-way to be cleared of debris/sediment once curb/pavement reconstruction is completed.
9. We offer the following comments with respect to the as-built drainage mitigation:
 - a. Based upon the contours provided on the survey, the as-built detention system appears to be significantly smaller than the basin approved. As-built storage volume of detention system to be provided.
 - b. Basin berm and elevation to be provided. It is noted that the overflow grate on the outlet structure was installed 0.55' higher than proposed which may be an issue with respect to available freeboard. At the time of the site visit, the overflow grate appeared to be flush with the adjacent grade of the driveway, and it does not appear that a berm was constructed along the property frontage.
 - c. Riprap outlet protection to be provided for both roof leader discharge locations as indicated on the approved Plot Plan. It is noted that the roof leaders discharge to locations different than what was shown on the Plot Plan.
 - d. Site modifications may be required to correct the drainage mitigation system. Required erosion control shall be installed during modifications and final stabilization to be achieved prior to removal of the erosional control devices.
10. Footing drain discharge location and elevation to be provided. At the time of the site visit, a pipe was found daylighting near the southeast corner of the property.
11. Signoff from the Town of Ramapo for sewer connection to be provided.
12. It is noted that Civil Design Works issued a Road Opening Permit and inspected the installation of drainage improvements within the Village right-of-way. Our office defers to Civil Design Works regarding the closure of the permit. It is noted that the pavement and macadam curb restoration still remains to be completed.

13. As per our Field Change Review letter dated July 24, 2025, we did not recommend installing the detention basin above utilities as it is not preferred engineering practice or design, but it was permitted due to the circumstances. It is noted that the sanitary sewer connection was installed in a different location than what was approved and is located under the detention basin. It is the contractor's responsibility to ensure that the water line has 4' of cover from finished grade to account for freezing conditions during winter months. It appears that the sanitary sewer provides sufficient cover.

Should the Building Department be prepared to issue a Temporary Certificate of Occupancy for the dwelling at this time, we recommend that the applicant first be required to post the following escrow:

1. Completion of Asphalt Driveway/Curb Restoration	\$5,500
2. Revised As-Built Survey	\$750
3. Provide Requested Documentation	\$250
4. Revised Drainage Calculations for As-Built Conditions/Potential Modifications	<u>\$6,500</u>
Total	\$13,000

We recommend that the work be completed by October 15, 2025 to facilitate stabilization and vegetative growth for the disturbed areas. Once the work is completed, applicable documentation provided, as-built drainage calculations, and revised as-built are submitted, our office will verify compliance. A final site visit will be performed once the outstanding comments above have been addressed.

Sincerely,

Devon Palmieri

WESTON & SAMPSON, PE, LS, LA, Architects, PC
 Devon Palmieri, EIT
 Project Engineer

Y:\VILLAGES\WH Wesley Hills\WH0212 - 2024 Plot Plans\14 Holland Lane (ENG24-0428)\2025-09-08 As-Built Review x1 (Revised for Escrow).docx

RE: Beatrice Rd, Wesley Hills_Hidden Valley Dr, Pomona

From Marzella, Michele <MarzellM@co.rockland.ny.us>

Date Fri 3/6/2026 2:03 PM

To Village Clerk <villageclerk@wesleyhills.gov>

Cc Lounsbury, Scott <LounsbuS@co.rockland.ny.us>; Longo, Nicholas <LongoN@co.rockland.ny.us>

Hi Camille, per our conversation please see below in Red. My apologies! Thank you for all your help!

Per our recent conversation, please find attached the original filed map for the area indicating where Hidden Valley DRIVE transitions into Beatrice Road.

Also attached is the site plan for 25 Onderdonk Road, where the property owners are proposing to construct a new residence facing the current Beatrice Road.

As discussed, we believe the most appropriate course of action would be for the Village of Wesley Hills to consider adopting a resolution to rename Beatrice Road to Hidden Valley DRIVE. At present, there are no street signs identifying Beatrice Road when turning from Scenic Drive, which may contribute to confusion.

Thank you for your time and consideration. Please let me know if you require any additional information.

Michele Marzella
Rockland County
Office of Fire & Emergency Services
(845) 364-8908



[Note to users of Apple Maps, Google Maps, Waze, mobile GPS devices, etc.](#) Commercial services often fail to show addresses in their correct locations, or fail to find them entirely. Because of data incompatibility and other practical considerations concerning your safety, we cannot correct or update the commercial mapping services. Users with questions or complaints about the commercial mapping/GIS services are encouraged to contact those companies directly.

From: Marzella, Michele

Sent: Friday, February 27, 2026 10:57 AM

To: villageclerk@wesleyhills.gov

Cc: Lounsbury, Scott <LounsbuS@co.rockland.ny.us>; Longo, Nicholas <LongoN@co.rockland.ny.us>

Subject: Beatrice Rd, Wesley Hills_Hidden Valley Dr, Pomona

Importance: High

Good morning, Camille,

Per our recent conversation, please find attached the original filed map for the area indicating where Hidden Valley Road transitions into Beatrice Road.

Also attached is the site plan for 25 Onderdonk Road, where the property owners are proposing to construct a new residence facing the current Beatrice Road.

As discussed, we believe the most appropriate course of action would be for the Village of Wesley Hills to consider adopting a resolution to rename Beatrice Road to Hidden Valley Way. At present, there are no street signs identifying Beatrice Road when turning from Scenic Drive, which may contribute to confusion.

Thank you for your time and consideration. Please let me know if you require any additional information.

Michele Marzella

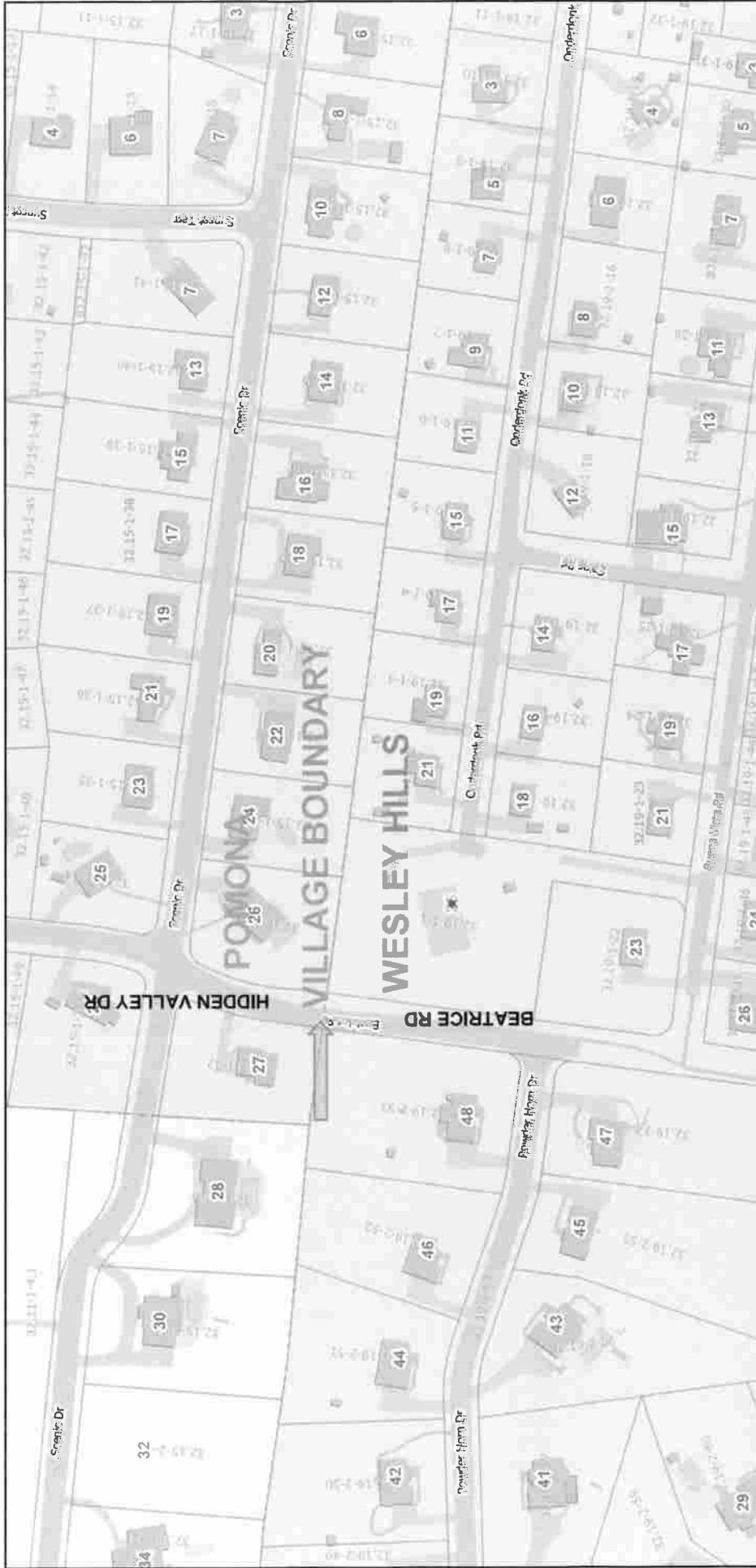
Enhanced 9-1-1

(845) 364-8908



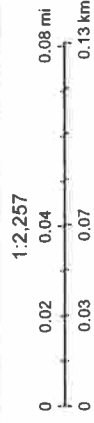
Note to users of Apple Maps, Google Maps, Waze, mobile GPS devices, etc. Commercial services often fail to show addresses in their correct locations, or fail to find them entirely. Because of data incompatibility and other practical considerations concerning your safety, we cannot correct or update the commercial mapping services. Users with questions or complaints about the commercial mapping/GIS services are encouraged to contact those companies directly.

ArcGIS Web Map



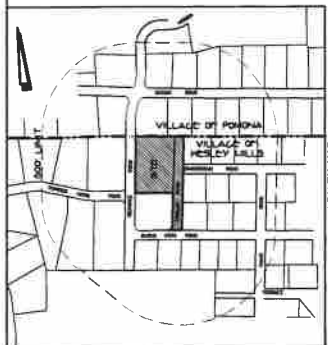
2/27/2026, 10:13:22 AM

- Address Points
- Official Parcels
- Current Parcels



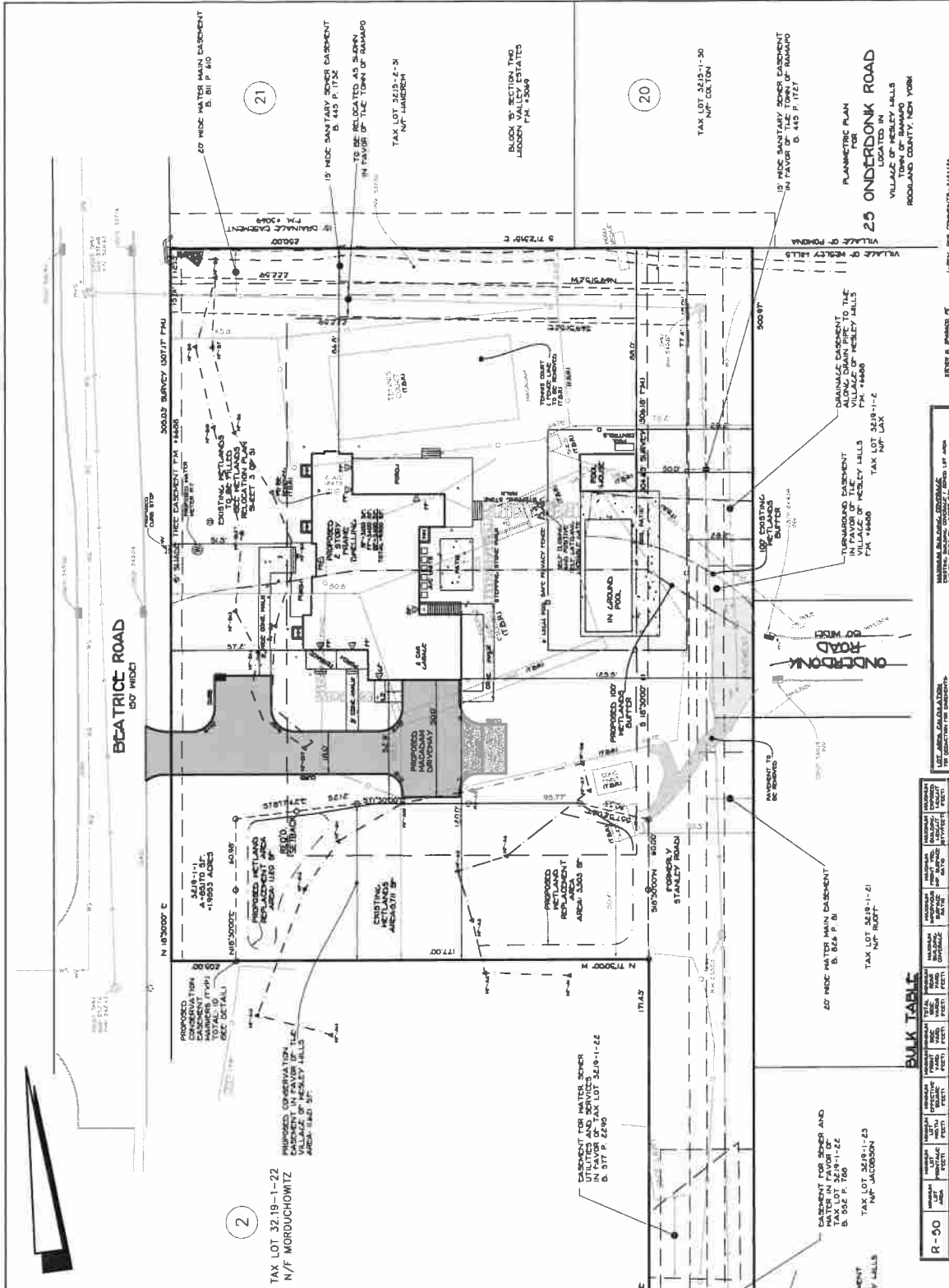
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community, Map data © OpenStreetMap contributors, Microsoft, Facebook, Google, Esri Community Maps contributors, Map layer by Esri

Web AppBuilder for ArcGIS
 New Jersey Office of GIS, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, NPS, USFWS | Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri |



TRINK, LOT 1 AND 2, AND FORMER V STANLEY ROAD AS SHOWN ON A MAP DATED 11/10/00, ARE SHOWN IN A MAP DATED 11/10/00, AREA 1000 ACRES, IN THE VILLAGE OF POUGHKEEPSIE, OFFICE, ON AUGUST 1, 1992, AS MAP 1000 ACRES, 414, PL. 420.

SECTION 3418 ON SECTION 3418 ON THE TOWN OF RAMAPO TAX MAPS, AREA - 80,704 SF, OR 1,838.4 AC.



SPARCO E. YANKELOVICH, LLC
 CIVIL ENGINEER, LAND SURVEYOR
 100 HAVEN STREET
 SUITE 200
 WEST HAVEN, CT 06611
 TEL: 203.393.1111
 FAX: 203.393.1112
 WWW.SPARCOEYANKELOVICH.COM



IF THERE IS A CHANGE IN THE PROPERTY, THE ENGINEER SHALL BE NOTIFIED IN WRITING AND THE PLAN SHALL BE REVISED ACCORDINGLY. THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED AND THE CONSEQUENCES OF ANY ERRORS OR OMISSIONS. THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED AND THE CONSEQUENCES OF ANY ERRORS OR OMISSIONS.

BULK TABLE

REQUIREMENT	REQUIRED	PROPOSED	DEFICIENCY	REMARKS
R-50	5000	500	4500	MAXIMUM PERMITTED GROSS FLOOR AREA
	1000	100	900	MAXIMUM PERMITTED GROSS FLOOR AREA PER LOT
	50	50	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA
	75	75	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MINIMUM)
	0.12	0.12	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MAXIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MINIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MAXIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MINIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MAXIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MINIMUM)
	0.05	0.05	0	MAXIMUM PERMITTED GROSS FLOOR AREA PER 1000 SQ FT OF LOT AREA (MAXIMUM)

SEE DETAIL SHEET RAKE 0 OF 01 FOR GENERAL NOTES.

ALL UTILITIES SHOWN ARE BASED ON THE CONSTRUCTION MAPS, PLANS, AND RECORDS ON FILE WITH THE TOWN OF RAMAPO. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORDS. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORDS.



March 4, 2026

Camille Guido-Downey, RMC
Village of Wesley Hills
Village Clerk-Treasurer
432 Route 306
Wesley Hills, New York 10952

Re: The Village Green Shul – Pathway and Parking Lot Access from Village Hall

Dear Camille,

Could you please schedule some time at an upcoming Trustee meeting to discuss the attached site plan? The Village Green Shul would like to discuss use of the Village Hall parking lot for Shul parking and fire-fighting access to the back of the Shul's property. A revised version of the lighted pedestrian walkway, which was previously approved by the Trustees, will also be discussed.

Thank you for your attention to this matter.

Sincerely,



SITE PLAN NOTES:

- ALL UTILITIES UNDERGROUND. ELECTRIC SERVICE SHALL BE IN CONDUIT OF NOT LESS THAN 2" DIAMETER.
- THERE ARE NO COVENANTS, DEED RESTRICTIONS, EASEMENTS OR OTHER RESERVATIONS OF LAND RELATIVE TO THIS SITE, EXCEPT AS SHOWN ON THIS PLAN, SUBJECT TO THE FINDINGS OF A COMPLETE AND UP TO DATE TITLE SEARCH.
- NO SIGNS OTHER THAN THOSE SHOWN ON THESE DRAWINGS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE PLANNING BOARD. TENANTS ARE TO BE ADVISED OF THIS.
- THESE PLANS ARE BASED ON FIELD ENGINEERING DATA AND CERTIFIED HERETO BY:
Steven M. Sparaco
STEVEN MICHAEL SPARACO, P.E. N.Y. LIC. # 079513
- ALL CONSTRUCTION TO MEET WITH CURRENT VILLAGE OF WESLEY HILLS SPECIFICATIONS.
- PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, AN AS-BUILT LANDSCAPING DRAWING SHALL BE SUBMITTED WHICH IS CERTIFIED BY A LANDSCAPE ARCHITECT LICENSED TO PRACTICE IN THE STATE OF NEW YORK. SAID CERTIFIED LANDSCAPING DRAWING SHALL INDICATE DEGREE OF COMPLETION OF SAID LANDSCAPING IMPROVEMENTS IN ACCORDANCE WITH THE APPROVED SITE PLAN. SAID AS-BUILT DRAWINGS SHALL BE SUBMITTED TO THE BUILDING INSPECTOR, PLANNING BOARD, AND THE DEPARTMENT OF PUBLIC WORKS.
- NO BUILDING PERMITS WILL BE ISSUED UNTIL SUCH TIME AS THE EROSION CONTROL MEASURES REQUIRED AS PART OF THE EROSION CONTROL PLAN ARE INSTALLED TO THE SATISFACTION OF THE BUILDING INSPECTOR, VILLAGE ENGINEER AND THE DEPARTMENT OF PUBLIC WORKS.
- VARIANCES GRANTED BY THE ZONING BOARD OF APPEALS ON --- AS PER XBA CASE NUMBER --- IN THE APPLICATION OF *** FOR ---
- ALL TRAFFIC SIGNS SHALL CONFORM WITH "N.Y.S.D.O.T. MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES."
- UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MAY FROM AVAILABLE INFORMATION. THE CONTRACTOR SHALL CALL THE LOCAL UNDERGROUND FACILITIES PROTECTIVE ORGANIZATION TO HAVE ALL UNDERGROUND UTILITIES MARKED IN THE FIELD PRIOR TO ANY CLEARING, DIGGING, OR CONSTRUCTION. THE CONTRACTOR SHALL ALSO VERIFY THE LOCATION AND INVERT OF ALL UTILITIES PRIOR TO ANY CONSTRUCTION. ANY UTILITY FOR WHICH NO EVIDENCE CAN BE SEEN ON THE SURFACE OF THE LANDS MAY NOT BE SHOWN ON THIS DRAWING.
- CONTRACTOR SHALL PROVIDE CURTAIN DRAINS IN AREAS OF HIGH WATER OR IF BLEEDING BANK CONDITIONS EXIST.
- ATTACHED HERETO ARE ARCHITECTURAL DRAWINGS PREPARED BY ROSENBLUM ARCHITECTURE RECEIVED 11/28/21, WHICH ARE MADE PART OF THIS SITE PLAN APPLICATION.
- IF ANY EXISTING TREES THAT ARE DESIGNATED TO REMAIN ON THESE PLANS ARE DESTROYED DURING CONSTRUCTION OR OTHERWISE, THEY SHALL BE REPLACED IN KIND WITH A MINIMUM 4" CALIBER TREE.
- OIL AND GREASE CONCENTRATION DISCHARGED INTO PUBLIC SEWERS SHALL BE KEPT BELOW 100 PPM IN ACCORDANCE WITH SEWER USE LAW LOCAL LAW NO. 2 OF 1984 AS AMENDED, ARTICLE IV, SECT. 4.3 (A) SEWER USE LAW LOCAL LAW NO. 19 OF 1997. NO CERTIFICATES OF OCCUPANCY SHALL BE ISSUED UNTIL THE GREASE TRAP HAS BEEN INSTALLED AND APPROVED BY THE TOWN RAMAPO SEWER DEPARTMENT. RECORDS ON PERIODIC CLEANING SHALL BE MAINTAINED BY THE OWNER FOR INSPECTION BY THE ROCKLAND COUNTY SEWER DISTRICT NO. 1.
- INSTALLATION OF ALL UTILITIES AND SITE WORK SHALL BE IN CONFORMANCE WITH OSHA REGULATIONS.
- AN EXTERIOR CHECK VALVE SHALL BE PROVIDED ON THE SOIL LINE IF THE LOWEST FLOOR TO BE SERVICED IS BELOW THE UPSTREAM MANHOLE RIM ELEVATION.
- THE RETAINING WALLS OVER 4 FEET IN HEIGHT SHALL BE INSPECTED BY A N.Y.S. LICENSED PROFESSIONAL ENGINEER DURING INSTALLATION AND THE ADEQUACY OF THE RETAINING WALL SHALL BE CERTIFIED IN WRITING PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.
- ALL HOUSES SHALL BE SERVED BY GRAVITY SEWER CONNECTIONS WITH A MINIMUM SLOPE OF 2.01.
- ALL SEWER FEES ARE TO BE PAID TO THE TOWN OF RAMAPO, EXCEPT THE IMPACT FEE WHICH IS PAYABLE TO ROCKLAND COUNTY SEWER DISTRICT NO. 1.
- SANITARY SEWER INFILTRATION AND EXFILTRATION RATE SHALL NOT EXCEED 24 GALLONS PER 24 HOURS PER INCH OF NOMINAL DIAMETER IN INCHES. CERTIFICATES OF OCCUPANCY MAY NOT BE REQUESTED NOR ANY OCCUPANCY PERMITTED UNTIL A CERTIFICATE OF COMPLIANCE, CERTIFIED BY A LICENSED NEW YORK STATE PROFESSIONAL ENGINEER, IS SUBMITTED TO AND APPROVED BY THE TOWN OF RAMAPO. COPIES OF THIS CERTIFICATE SHOULD ALSO BE SENT TO THE ROCKLAND COUNTY DEPARTMENT OF HEALTH AND TO THE ROCKLAND COUNTY SEWER DISTRICT NO. 1.
- ALL VEGETATION SHOWN ON THIS PLAN SHALL BE MAINTAINED IN A HEALTHY AND VIGOROUS GROWING CONDITION THROUGHOUT THE DURATION OF THE PROPOSED USE OF THE SITE. ALL VEGETATION NOT SO MAINTAINED SHALL BE REPLACED WITH NEW COMPARABLE VEGETATION AT THE BEGINNING OF THE NEXT GROWING SEASON.
- ALL LIGHTING SHOWN ON THIS PLAN SHALL BE DIRECTED AND/OR SHIELDED SO AS TO PRECLUDE OBSTRUCTION OF LIGHT FROM BEING OBSERVABLE FROM ADJOINING STREETS AND PROPERTIES.
- SAVE HEIGHT TO COMPLY WITH SECTION D105 OF THE FIRE CODE OF NEW YORK STATE.

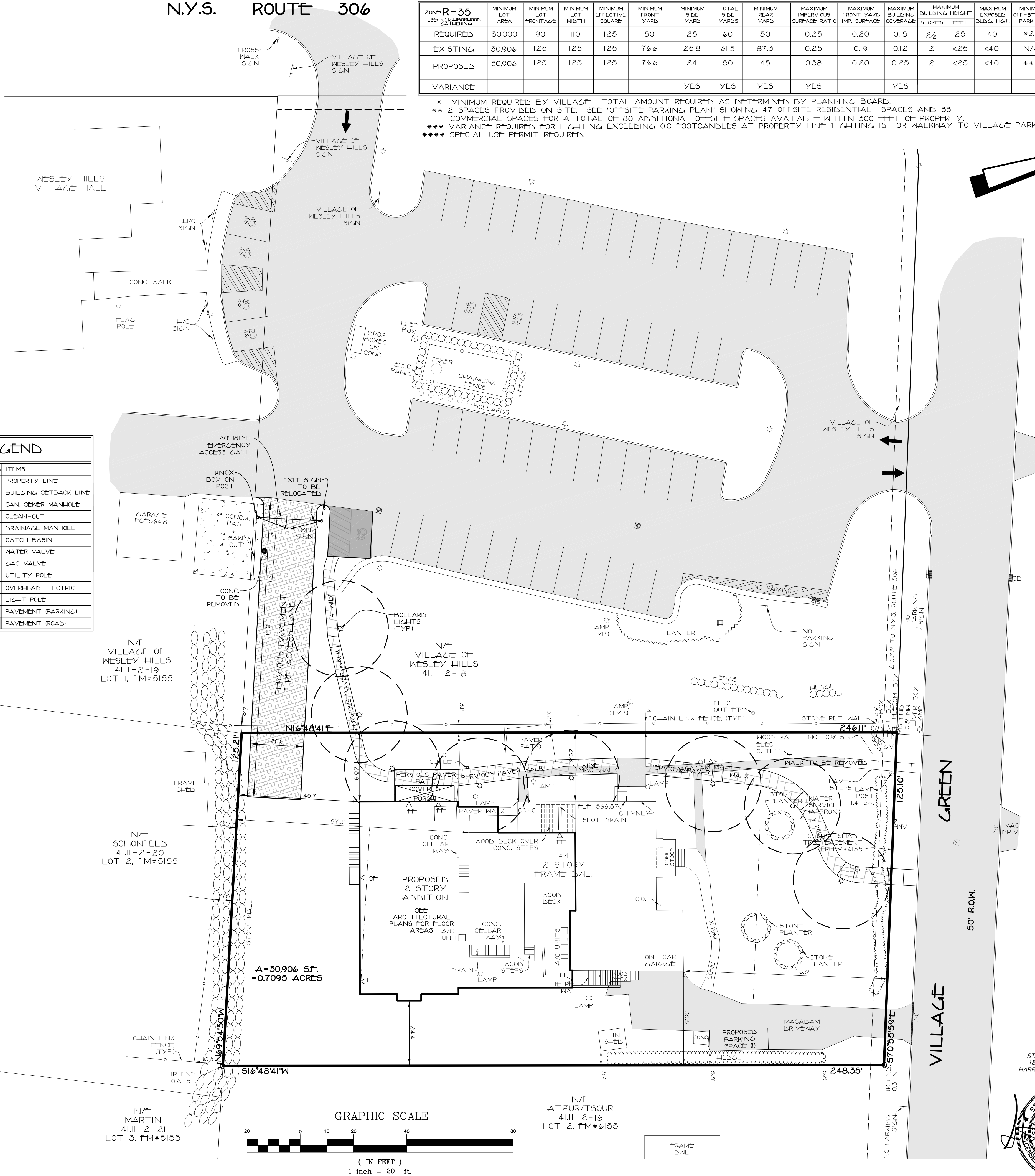
BULK TABLE

ZONE	MINIMUM LOT AREA	MINIMUM LOT FRONTAGE	MINIMUM LOT WIDTH	MINIMUM EFFECTIVE SQUARE	MINIMUM FRONT YARD	MINIMUM SIDE YARD	TOTAL SIDE YARDS	MINIMUM REAR YARD	MAXIMUM IMPERVIOUS SURFACE RATIO	MAXIMUM FRONT YARD IMP. SURFACE	MAXIMUM BUILDING COVERAGE	MAXIMUM BUILDING HEIGHT STORIES	MAXIMUM EXPOSED BLDG. HGT. FEET	MAXIMUM OFF-STREET PARKING	
REQUIRED	30,000	90	110	125	50	25	60	50	0.25	0.20	0.15	2 1/2	25	40	*20
EXISTING	30,906	125	125	125	76.6	25.8	61.3	87.3	0.25	0.19	0.12	2	<25	<40	N/A
PROPOSED	30,906	125	125	125	76.6	24	50	45	0.58	0.20	0.25	2	<25	<40	**2
VARIANCE					YES	YES	YES	YES	YES						

* MINIMUM REQUIRED BY VILLAGE. TOTAL AMOUNT REQUIRED AS DETERMINED BY PLANNING BOARD.
 ** 2 SPACES PROVIDED ON SITE. SEE "OFF-SITE PARKING PLAN" SHOWING 47 OFF-SITE RESIDENTIAL SPACES AND 33 COMMERCIAL SPACES FOR A TOTAL OF 80 ADDITIONAL OFF-SITE SPACES AVAILABLE WITHIN 300 FEET OF PROPERTY.
 *** VARIANCE REQUIRED FOR LIGHTING EXCEEDING 0.0 FOOTCANDLES AT PROPERTY LINE LIGHTING IS FOR WALKWAY TO VILLAGE PARKING AREA.
 **** SPECIAL USE PERMIT REQUIRED.

LEGEND

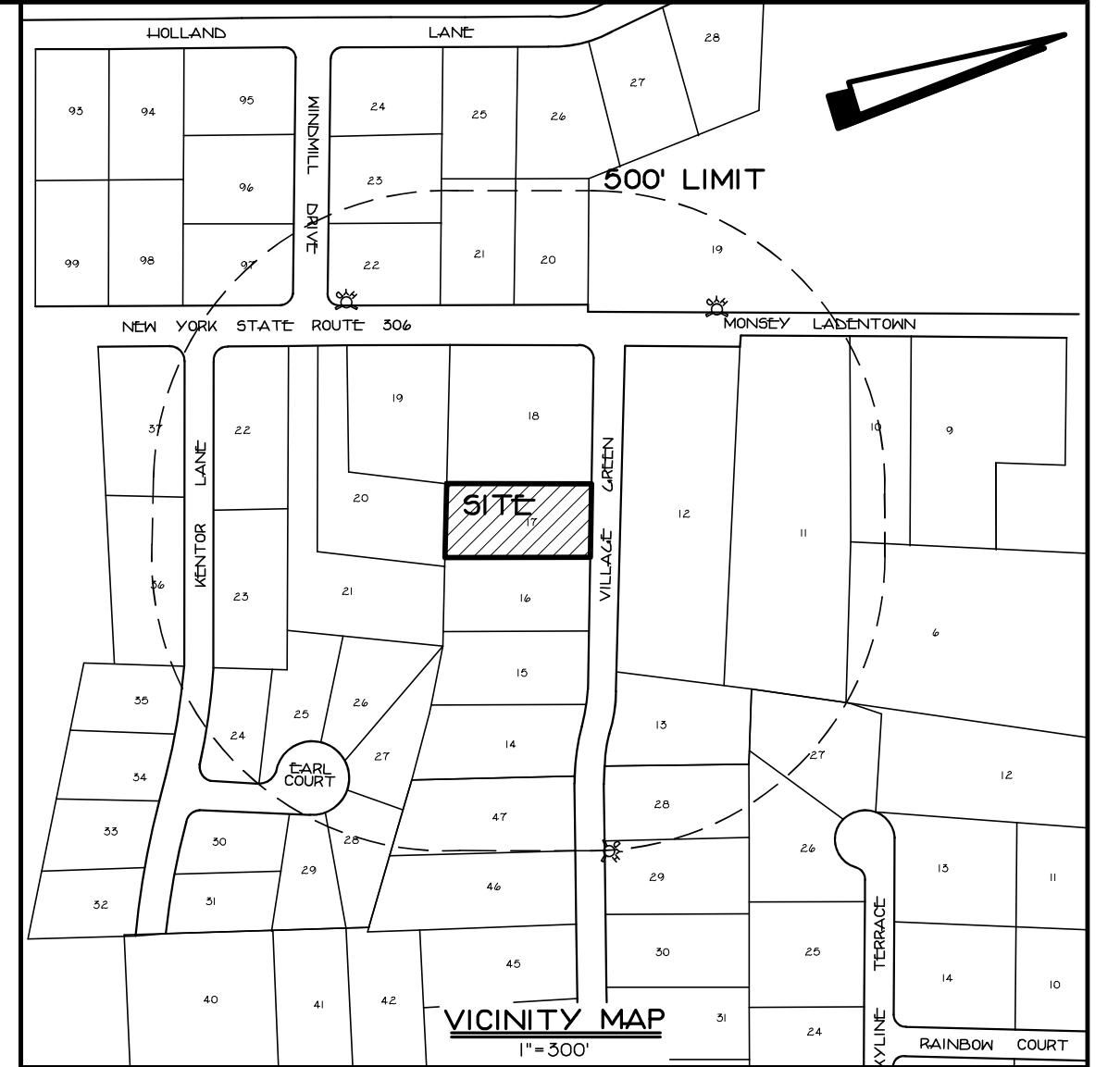
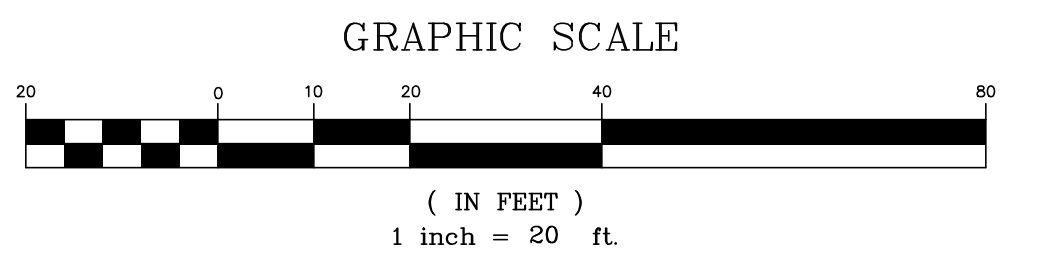
EXISTING/PROPOSED	ITEMS
---	PROPERTY LINE
---	BUILDING SETBACK LINE
S	SAN. SEWER MANHOLE
OOO	CLEAN-OUT
D	DRAINAGE MANHOLE
■	CATCH BASIN
W	WATER VALVE
X	GAS VALVE
—O—	UTILITY LINE
—E—	OVERHEAD ELECTRIC
+	LIGHT POLE
▨	PAVEMENT (PARKING)
▨	PAVEMENT (ROAD)



MAXIMUM IMPERVIOUS CALC.
 IMPERVIOUS SURFACE / LOT AREA = IMP. SURFACE RATIO
 EXISTING: 7,455 SF. / 30,906 SF. = 0.2406 (0.25)
 PROPOSED:
 10,841 SF. IMPERVIOUS AREA
 1,278 SF. PERVIOUS AREA
 1,278 SF. X 0.50 CREDIT FOR PERVIOUS PAVERS = 639 SF.
 TOTAL PROPOSED IMPERVIOUS AREA = 10,841 SF. + 639 SF. = 11,480 SF.
 11,480 SF. / 30,906 SF. = 0.3714 (0.38)

MAXIMUM FRONT YARD IMPERVIOUS CALC.
 FRONT YARD IMP. SUR. / F.Y. AREA = F.Y. RATIO
 EXISTING: 1,814 SF. / 9,583 SF. = 0.1893 (0.19)
 PROPOSED:
 1,556 SF. IMPERVIOUS AREA
 560 SF. PERVIOUS AREA
 560 SF. X 0.50 CREDIT FOR PERVIOUS PAVERS = 280 SF.
 TOTAL PROPOSED IMPERVIOUS AREA = 1,556 SF. + 280 SF. = 1,836 SF.
 1,836 SF. / 9,583 SF. = 0.1916 (0.20)

MAXIMUM BUILDING COVERAGE CALC.
 BLDG. COV. / LOT AREA = BLDG. COV.
 EXISTING: 3,560 SF. / 30,906 SF. = 0.1152 (0.12)
 PROPOSED:
 7,722 SF. / 30,906 SF. = 0.2499 (0.25)



- NOTES:**
- THIS IS A SITE PLAN OF LOT 17, BLOCK 2, SECTION 4111 AS SHOWN ON THE VILLAGE OF WESLEY HILLS TAX MAP.
 - AREA OF TRACT: =30,906 SF. =0.7095 AC.
 - ZONE: R-35 AVERAGE DENSITY
 - PROPOSED USE: NEIGHBORHOOD GATHERING
 - RECORD OWNER: VILLAGE GREEN SHUL
4 VILLAGE GREEN
WESLEY HILLS, NY 10952
 - RECORD APPLICANT: VILLAGE GREEN SHUL
4 VILLAGE GREEN
WESLEY HILLS, NY 10952
 - FIRE DISTRICT: HILLCREST FIRE COMPANY
 - SCHOOL DISTRICT: EAST RAMAPO CENTRAL SCHOOL
 - WATER DISTRICT: VECOLIA WATER, NY
 - SEWER DISTRICT: BENEFIT AREA #5
 - DATUM: USGS
 - THE UNDERSIGNED, OWNER AND/OR APPLICANT, AS A CONDITION OF APPROVAL OF THIS SITE PLAN, HEREBY AGREES TO COMPLETE THE WITHIN SITE DEVELOPMENT PLAN AS DRAWN AND ALL IMPROVEMENTS SHOWN THEREON. THE APPLICANT/OWNER IS AWARE THAT NO CHANGES IN THIS PLAN MAY BE MADE UNLESS APPROVED BY THE PLANNING BOARD.

APPLICANT _____ DATE _____

OWNER _____ DATE _____

REVISIONS

NO.	DATE	DESCRIPTION

APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE XXX, NY, ON THE ____ DAY OF ____ 20____ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGE, ERASURE, MODIFICATION OR REVISION OF THIS PLAN AS APPROVED SHALL VOID THIS APPROVAL. SIGNED THIS ____ DAY OF ____ 20____

CHAIRMAN _____

CLERK _____

PRELIMINARY FOR DISCUSSION ONLY
 PRELIMINARY SITE PLAN
 OF
4 VILLAGE GREEN
 LOCATED IN
 VILLAGE OF WESLEY HILLS
 TOWN OF RAMAPO
 ROCKLAND COUNTY, NEW YORK

SPARACO & YOUNG BLOOD, PLLC
 CIVIL ENGINEERING • LAND SURVEYING
 SITE PLANNING

18 NORTH MAIN STREET
 HARRISBURG, NY 10926
 TEL: (845) 782-8543
 FAX: (845) 782-5901
 WWW.SPARACOENGINEERING.COM

SY-1295
 DATE: FEB. 3, 2026
 SCALE: 1" = 20'
 SHEET: 1 OF 1



ALL UTILITIES ARE SHOWN IN AN APPROXIMATE MAY FROM AVAILABLE INFORMATION. THE CONTRACTOR SHALL CALL THE LOCAL UNDERGROUND FACILITIES PROTECTIVE ORGANIZATION TO HAVE ALL UNDERGROUND UTILITIES MARKED IN THE FIELD PRIOR TO ANY CLEARING OR CONSTRUCTION. THE CONTRACTOR SHALL ALSO VERIFY THE LOCATION, SIZE AND INVERT OF ALL UTILITIES PRIOR TO ANY CONSTRUCTION. ANY UTILITY FOR WHICH NO EVIDENCE CAN BE SEEN ON THE SURFACE OF THE LANDS MAY NOT BE SHOWN ON THIS DRAWING.

DIG SAFELY NEW YORK
 1-800-962-7962