

**Town of Moreau - Municipal Separate Storm Sewer System (MS4)
★ Stormwater Management Program Organizational & MCM Flow Chart ★**

Town Supervisor: Gardner Congdon

- **MCM 1:** ensures department heads are assisting with MCM 1 plan implementation
- **MCM 2:**
 - Approves Annual Report as Signatory
 - Provides Oversight of the MS4 Program

Town Board:

Gardner Congdon | Gina M. LeClair | Robert L. Prendergast | Theodore T. Kuznierz | Alan VanTassel

- **MCM 2:**
 - Approves Annual Report at Public Meeting
 - Assists in the Oversight of the MS4 Program
 - Reviews/authorizes program budget

Stormwater Management Coordinator: Maureen Leerkes
1543 Route 9 | Fort Edward, New York Telephone: 518-792-5646

Maintains the Stormwater Management Program Plan by:

- Reporting to the Town Board on:
 - The Annual SWMP Report;
 - SWMP Plan Goals;
 - SWMP Plan MCM implementation and progress made.
- **MCM 1:**
 - Coordinates Website Updates.
 - Posts Draft and Final Annual Reports.
 - Maintains the Program Org. Chart.
 - Obtains & Distributes New Materials.
- **MCM 2:**
 - Maintaining Program Record Information & Documentation
 - Reviewing & Updating The Program Plan
 - Receives public comments
- **MCM 3:**
 - Follows up on IDDE incident reports.
- **MCM 4:**
 - Monitors Construction SWPPP Performance & Reporting.
 - MS4 SWPPP Acceptance.
 - MS4 Notice of Termination.
- **MCM 5:**
 - Coordinates Annual Facility Inspections.
 - Maintains Facilities O&M/Plans.
 - Enforces SMP Facility Performance.
- **MCM 6:**
 - Training for department heads.
 - Ensures facility self assessments are conducted.
- **Assisted by:**
 - Stormwater Management Officer
 - Building Department Staff & Town Engineer

Town Engineer:
Laberge Group
Telephone: 518-458-7112

Provides Technical Review & Assistance to the SWMP Coordinator / SMO by assisting with:

- MS4 Documentation as provided by the following Departments:
 - Planning, Highway, Building and Parks & Recreation.
- **MCM 2:**
 - Presentation of the Draft Annual Report to Town Board & Public.
 - Annual Reporting.
 - Recording & Organization of MS4 Information for Annual Reporting.
 - Tracking Progress Made.
 - Program Plan Updates & Review of Goals, BMPs & Implementation of the Plan.
- **MCM 3:**
 - Updating IDDE Outfall and Tracking Mapping.
- **MCM 4:**
 - Providing SWPPP and Deed Covenant Reviews.
 - Providing SWPPP Construction Site Monthly Inspections, Reports to SMO with Recommendations for Action.
- **MCM 5:**
 - Annual Facility Inspections and notices of results to SMO.
- **MCM 6:**
 - Receives various records from SMO for preparation of Annual Report
 - Reviews self-assessments.

Highway Department:

Paul A. Joseph, Superintendent of Highways
Telephone: 518-792-5675
1543 Route 9 | Fort Edward, New York

Provides Implementation and Oversight for the following:

- **MCM 1:**
 - Posting MS4 Educational Materials.
- **MCM 3:**
 - Collection of Garbage from Roadside.
 - Outfall Reconnaissance Inventory & Inspection.
 - IDDE Reporting and Recommendations for Action.
 - Illicit Discharge Response and Resolution.
 - Clean up & Signage Postings In Response to Illegal Dumping.
- **MCM 6:**
 - Highway Facilities Self Audits.
 - Staff Training.
 - Catch Basin Cleaning.
 - Animal Carcass Removal & Disposal.
 - Road & Parking Lot Sweeping.
 - Record Keeping.
 - Vehicle Maintenance.
- **Assisted by:**
 - Highway Department Staff.

Stormwater Management Officer / Code Enforcement:
Matthew Dreimiller
Code Enforcement Officer
Telephone: 518-792-4762

Provides Implementation and Oversight for the following:

- **MCM 1:**
 - Distribution of Education Literature.
 - Tracks Literature Quantities, Dates and Titles of Information.
- **MCM 4:**
 - Enforces SWPPP Performance & Stormwater Local Law.
 - Receives stormwater complaints/reports of soil disturbance
- **MCM 5:**
 - Receives Stormwater related complaints, tracks the complaints, refers complaints to the Stormwater Management Officer.
- **MCM 6:**
 - Provides Staff Training.
- **Assisted by:**
 - Building Department Staff

Parks & Recreation:

Sandy Mahoney, Recreation Director
Telephone: 518-793-0196
19 Jan Ave | So. Glens Falls, New York

Responsible for Parks Facilities Operations and Maintenance:

- **MCM 1:**
 - Distribution of Education Literature.
 - Tracks Literature Quantities, Dates and Titles of Information.
- **MCM 2:**
 - Organizes and Coordinates Park Clean up events.
 - Tracks the number of volunteers & names, number of bags of garbage.
- **MCM 6:**
 - Records pollution prevention measures
 - Performs facility self assessment.
- **Assisted by:**
 - Highway Staff.

Transfer Station:

Paul A. Joseph, Superintendent of Highways
Telephone: 518-792-5675
1543 Route 9 | Fort Edward, New York

Responsible for Transfer Station & Recycling Operations:

- **MCM 1:**
 - Distribution of Education Literature,
 - Tracks Literature Quantities, Dates, and Titles of Information.
- **MCM 2:**
 - Receives and Organizes Recyclable Materials.
 - Tracks Quantities and Types of Materials for MS4 Annual Reporting.
- **MCM 6**
 - Records pollution prevention measures
 - Provides Staff Training.
 - Performs facility self assessment.
- **Assisted by:**
 - Highway Department Staff

Stormwater Management Program (SWMP) Program Components / Minimum Control Measures (MCMs).

MCM 1: Public Education and Outreach	MCM 2: Public Participation/Involvement
MCM 3: Illicit Discharge Detection and Elimination	MCM 4: Construction Site Runoff Control
MCM 5: Post Construction Site Runoff Control	MCM 6: Pollution Prevention/Good Housekeeping

