EMERGENCY RESPONSE PLAN

Minimum Measure III

Illicit Discharge Detection and Elimination

Procedures:

Contact: Village Clerk- Isabel Gonzalez (845) 429-0300 during regular business hours.
Contact: Building Inspector – Ruben Berrios (845) 429-0300 during regular business hours.
Contact DPW Commissioner – Osvaldo Reyes (845) 828-0211 during regular business hours.
Village Engineer – Eve Mancuso, PE (845) 547-2516 during regular business hours.
Contact: Town of Haverstraw Police Department (845) 354- 1500 or 911 for emergencies after hours. The Police Department will initiate the emergency response protocol depending upon the nature of the call, and contact the Village representatives.

If an illicit discharge or potential illicit discharge is discovered during the course of routine inspections by the building department, department of public works or engineer, or if an illicit discharge is noted by a resident or other interested party, the following steps should be taken.

- A field inspection shall be performed immediately, and a detailed inspection report shall be completed. (Attached is a sample report form)
  Photos should be included when possible.
- The building department shall be contacted, together with the Village personnel involved such as the code enforcement officer. The Village Engineer, or DPW Commissioner, Osvaldo Reyes, may be called upon if necessary. The source of the illicit discharge should be identified and eliminated.
- Depending upon the specific details of the illicit discharge a warning, violation or stop work order may be imposed by the Building Department or code enforcement officer on the party responsible for the discharge. A court appearance may become necessary. Fines may be charged.
  Escalation:
  1. First a verbal warning or discussion would take place to inform the owner/ responsible party of the issue.
  2. A written Notice of violation would follow with a specific course of action to follow. The Notice would identify the illicit discharge, and remediation if needed.
  3. A Stop Work order may be issued by the Building Department, or Code Enforcement officer who has such authority.
  4. A Court appearance ticket, and fines imposed would be the final course of action if the owner/responsible party is not responding, or if the illicit discharge occurs again.
- A report identifying the cause and remediation plan shall be prepared for each illicit discharge discovered.
- These reports and any other building department or court documents shall be submitted to the building department for record keeping purposes.
- Should the potential illicit discharge complaint be determined to not be a discharge, the required inspection report shall be completed and filed with the building department for closure of the investigation.
- During the annual inspection of outfalls and the stormwater management system, the DPW personnel or those personnel assigned, should complete a report for each structure inspected. These reports shall be maintained by the DPW Commissioner.
- Copies of all reports shall be submitted to the preparer of the MS-4 Annual Report, Eve Mancuso, PE, on an annual basis.

Goals:

The Village goal is to eliminate all illicit discharges. The DPW staff will inspect 100% of all outfalls on a five-year rotation.

EMERGENCY RESPONSE PLAN

Minimum Measure IV

Construction Site Stormwater Runoff Control

Procedures:

Contact: Village Clerk- Isabel Gonzalez (845) 429-0300 during regular business hours
Contact: Building Inspector – Ruben Berrios (845) 429-0300 during regular business hours
Contact: Village Engineer Eve Mancuso, PE (845) 547-2516 during regular business hours
Contact: Town of Haverstraw Police Department (845) 354- 1500 or 911 for emergencies after hours, they will initiate the emergency response protocol depending upon the nature of the call and contact the Village representatives.

- Erosion and sediment control measures shall be required for any construction work disturbing soil which requires the issuance of a building permit. If the proposed construction or land disturbance requires an appearance before the Planning Board or Zoning Board an erosion control plan indicating these measures shall be prepared.
- The owner or their agent shall implement the erosion control measures prior to starting any work.
- The building department or engineer's office will provide oversight of construction throughout the course of the project.
- The erosion control measures shall be maintained throughout the course of construction and shall be routinely inspected by the building or engineer's office.
- A report stating the findings of the inspections shall be generated and submitted to the building department for record keeping. The owner or their agent will be informed in writing of problems or potential problems. They will be given a specified time to remediate the problem. Failure to address the erosion problem in the prescribed time shall result in a warning notice, stop work order and/or a violation being issued. Continued failure to remediate the erosion problem may result in fines being imposed by the court.

  Escalation:
  1. First a verbal warning or discussion would take place to inform the owner/ responsible party of the issue.
  2. A written Notice of violation would follow with a specific course of action to follow. The Notice would identify the illicit discharge, and remediation if needed.
  3. A Stop Work order may be issued by the Building Department, or Code Enforcement officer who has such authority.
  4. A Court appearance ticket, and fines imposed would be the final course of action if the owner/responsible party is not responding, or if the illicit discharge occurs again.

- For project disturbing an area of one acre or more, a SWPPP , Stormwater Pollution prevention Plan, shall be required.
- A SWPPP shall conform to the requirements as dictated by the conditions of the current General Permit.
- The Village Engineer shall review the SWPPP.
- Should the project receive a Final Approval the NOI will be reviewed and processed by the Village Engineer. Once reviewed and accepted, the Mayor Michael Kohut will sign the document as the Chief Executive Officer. Throughout the course of construction, a certified erosion control inspector shall perform inspections on behalf of the owner and submit reports to the building department. The building department or Village Engineer shall review the reports and perform periodic inspections.

- At the completion of the project the NOT will be processed through the Village Engineer on behalf of the Village. Once reviewed and accepted, the Mayor will sign the document on behalf of the Village.
- Prior to issuance of a NOT all appropriate Maintenance Agreements, as required by the Village, shall be in place. These Maintenance Agreements shall be reviewed by the Village attorney, Dennis Michaels, Esq. prior to acceptance. The executed Stormwater Maintenance Agreements will be filed in the Clerk's Office.

Goals:

- The Village goal is to review 100% of all active construction sites inspected on a regular basis, and establish a tracking method for continual follow up, and annual inspections.
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EMERGENCY RESPONSE PLAN

Minimum Measure V

Post Construction Site Stormwater Runoff Control

Procedures:

Contact: Village Clerk- Isabel Gonzalez (845) 429-0300 during regular business hours
Contact: Building Inspector – Ruben Berrios (845) 429-0300 during regular business hours
Contact: Town of Haverstraw Police Department (845) 354- 1500 for emergencies after hours, they will initiate the emergency response protocol depending upon the nature of the call.

- All disturbing 1 acre or more are required to have a SWPPP, and a NOI filed with the NYSDEC. At the completion of the project, an As Built Plan shall be submitted, and a final inspection performed.
- If the As Built Plan, and final inspection confirms compliance with the approved site plan, and if all components are 100% completed and stabilized a NOT may be submitted for Village review, sand sign off. The NOT should then be submitted to the NYSDEC. At the completion of the project the NOT will be processed through the Village Engineer on behalf of the Village.
- Prior to issuance of a NOT all appropriate Maintenance Agreements, as required by the Village, shall be in place. These Maintenance Agreements shall be reviewed by the Village attorney prior to acceptance.
- The executed Stormwater Maintenance Agreements will be filed in the Clerk's office.
- Post construction inspections for those projects having a SWPPP shall be performed in accordance with the maintenance schedule outlined in the SWPPP. These inspections shall be documented in a report and submitted to the building department for record keeping purposes. The reports shall specifically state the inspection performed and the action taken.
- Failure to perform the required inspections or to perform the required work to maintain the stormwater management system may result in a warning notice, violation being issued by the code enforcement officer. Fines may be imposed upon the property owner or responsible entity by the court.
- Copies of these inspection reports shall be submitted by the building department to the preparer of the MS-4 Annual Report on an annual basis.
- For those projects not requiring a SWPPP, the owner or their agent shall be fully responsible for maintaining erosion control measures until such time all disturbed areas are fully stabilized.
- Failure to stabilize property may result in illicit discharges of silt into the stormwater system and downstream waterways. Discharges of silt may result in warnings, or violation notices being issued by the code enforcement officer. Failure to address the problem may result in fines being imposed.

Goals:

- Post construction inspection and maintenance shall be performed in accordance with the specific plan developed for the property. The Village will develop and maintain a tracking system as new projects with Stormwater Maintenance Agreements come on-line.