



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

**Town Supervisor & Stormwater Management Program Coordinator:** Charles Peter

- **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:**

Charles Peter | Jim Bult | Michael Kenny | Scott Swartz | Tracey Rex

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

<p><b>Stormwater Management Officer/Coordinator:</b> Vacant, Director Planning &amp; Zoning</p>	<p><b>Town Supervisor &amp; Stormwater Management Program Coordinator:</b> Charles Peter</p>
---	--

**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.
  - Enforces SWPPP Performance.
  - 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:**
  - Melissa Knights, P&Z Assistant
  - 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.
  - Outfall Reconnaissance Inventory & Inspection.
  - IDDE Reporting and Recommendations for Action.
- **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:** Brian Brahm  
Interim Superintendent of Highways  
Telephone: 518-766-4000  
3776 U.S. Route 20 | Nassau, New York 12123

**Provides Implementation and Oversight for the following:**

- **MCM 1:**
  - Posting MS4 Educational Materials.
- **MCM 3:**
  - Collection of Garbage from Roadside.
  - 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 Laborers.
  - Diane Lebrecht, Admin. Assist.

**Code Enforcement:**  
Gary Ziegler,  
Code Enforcement Officer  
Gary Ziegler, Code Enforcement Officer  
Telephone: 518-477-7940

**Provides Implementation and Oversight for the following:**

- **MCM 1:**
  - Distribution of Education Literature.
  - Tracks Literature Quantities, Dates and Titles of Information.
- **MCM 4:**
  - Enforcement of 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:**
  - Tom King, Building Inspector
  - Martha Reed, Assistant.

**Parks & Recreation:**  
Kevin Konig, Park Manager  
Telephone: 518-766-7590

**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
  - Provides Staff Training.
  - Performs facility self assessment.
- **Assisted by:**
  - Seasonal Staff

**Transfer Station & Landfill:**  
Bruce Goodall,  
Director of Transfer Station Operations  
Telephone: 518-477-8491

**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:**
  - 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