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

Stormwater Management Officer/Coordinator: Vacant, Director Planning & Zoning

Maintain 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 Ord. Chart.
  - Obtains & Distributes New Materials.
- MCM 2:
  - Maintaining Program Record Information & Documentation
  - Reviews & Updating The Program Plan
  - Receives public comments
- MCM 3:
  - Follows up on IDDE incident reports.
- MCM 4:
  - Monitors Construction SWPPP Performance & Reporting.
  - Ensures SWPPP Performance.
  - MS4 SWPPP Acceptance
  - MS4 Notice of Termination.
- MCM 5:
  - Coordinates Annual Facility Inspections.
  - Maintains Facilities O&M/Plans.
  - Ensures SMP Facility Performance.
- MCM 6:
  - Training for department heads.
  - Ensures facility self assessments are conducted.
- Assisted by:
  - Melissa Knight, P&D Assistant
  - Town Engineer

Highway Department: Brian Braun
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 2:
  - 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 Labores.
  - Diane Lebrecht, Admin. Assist.

Code Enforcement: Gary Ziegler, Code Enforcement Officer
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 complaint 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
Provides Implementation and Oversight for the following:
- MCM 1:
  - Distribution of Education Literature
  - Tracks Literature Quantities, Dates and Titles of Information
- MCM 2:
  - Organizes and Coordinates CEP 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

Park Clean up events.

Transfers 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 6: Pollution Prevention/Good Housekeeping