

Memo

To: Town Board
From: Jim Corl
cc: Bernie English, Comptroller's Office
Date: September 23, 2013
Re: Director of Code Enforcement

Attached please find a description for the position of Director of Code Enforcement for the Town of Cicero. After speaking with Civil Service and Bernie English this is the best way to proceed to address the deficiencies as outlined in Bernie's initial report from last year, along with the findings from the Administrative Hearing Examiner relative to the Town of Cicero vs. Dean.

This position is focused strictly on Code Enforcement, procedure, supervision of the office, and implementation of recommendations of Mr. English. As we move forward, this position will provide the oversight necessary to address the things that need to be implemented within the office. After approval by Civil Service, Mr. English will serve as a panel member to search for a qualified individual that will be able to fit the description which is attached.

I included this as an agenda item to seek authorization to submit this description to Civil Service for approval, if you have any questions please let me know, or I can arrange a conference with Bernie to discuss.

Thanks,

Jim

ONONDAGA COUNTY DEPARTMENT OF PERSONNEL

New Position Duties Statement

Civil Service Law, Section 22: Before any new position in the service of a civil division shall be created or any existing position in such serving shall be reclassified, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective August 29, 1978.

The appointing authority requesting the creation of a new position must complete this statement per instructions (attach additional information if necessary).

Department Code Enforcement Division Location Cicero Town Offices

1. Typical Work Activities

% of Time	Duties
10%	Directs and coordinates the Town Code Enforcement Programs in the areas of the State Uniform Fire Prevention and Building Code and enforcement of local laws and ordinances in related areas.
5%	Plans, supervises, and monitors the work of subordinates; evaluates job performance and completes performance appraisals, and makes final recommendations on hiring, termination, and disciplinary actions involving departmental staff.
5%	Sets goals and internal departmental policies and procedures.
5%	Prepares the annual departmental budget requests and controls budgetary expenditures.
10%	Oversees the process of applications for permits and the issuance of building permits and certificates of occupancy.
10%	Handles customer complaints involving contractors, construction quality and other issues; interprets codes, and advises contractors and property owners on code regulations.
20%	Ensures inspections are completed timely, contractors meet State requirements, and that appropriate re-inspections and corrective actions are taken and/or work stoppage orders are issued as necessary.
15%	Acts as a liaison to other code enforcement agencies and related departments to ensure uniformity in standards and enforcement.
10%	Reviews reports submitted by code enforcement staff.
10%	Supervises the preparation of departmental records and periodic reports.

2. Full Performance, Knowledge, Skills, Abilities and Personal Characteristics

- Extensive knowledge of the principles and practices of building, electrical, plumbing, and mechanical code enforcement.
- Thorough knowledge of building and construction principles and practices.
- Thorough knowledge of pertinent Federal, State, and Local laws and ordinances regarding building code enforcement.
- Ability to plan, program, supervise, and control the work and employees involved in a number of diversified program areas.

New Position Duties Statement (page 2)

- Ability to interpret, explain, and apply policies, procedures, code, and regulations to specific operating problems relating to departmental activities.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately to compare them with the various codes and with construction in progress.
- Ability to establish and maintain effective working relationships with various county officials, subordinates, contractors, builders, and the general public.
- Ability to exercise good judgment and discretion in analyzing and resolving both technical and interpersonal problems and to deal firmly and tactfully in enforcement of codes.
- Ability to effectively communicate, both orally and in writing.

3. Minimum Qualifications

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, architecture, engineering, construction management or fire protection, or a related field and three years of increasingly responsible municipal code enforcement or planning experience including two years of administrative and supervisory responsibility.

4. Special Requirements (s)

New York State Code Enforcement Certification

5. Name (s) and Title (s) of Supervisor (s). Type of Supervision (Admin, General, Direct)
Town Supervisor

6. Name (s) and Title (s) Supervised by this position. Type of Supervision (Admin, General, Direct)
Supervises: Code Enforcement Officers, Deputy Code Enforcement Officers, Clerk I and Clerk II

7. Name (s) and Title (s) of persons performing similar work.
N/A

8. Certification by Appointing Authority: The above statements are accurate and complete

Date: _____ Title: _____ Signature _____

9. The Onondaga County Department of Personnel certifies the appropriate civil service title for the position described above as: _____

In accordance with Rule XVIII of the Onondaga County Rules for Classified Service, the Onondaga County Department of Personnel certifies the following minimum qualifications for the position described as:

Date: _____ Title: _____ Signature _____

10. Legislative Action: _____ Approved _____ Disapproved

Date: _____ Title: _____ Signature _____

AGENDA September 25, 2013

TO: Town Board

FROM: Jody L. Rogers

DATE: September 18, 2013

RE: Town Board Agenda September 25th

Purchase Approvals:

ITEM: Replace lighting at William Park thru SmartWatt program (energy savings) -
indoor and outdoor fixtures (Estimated energy saving per year \$897)

VENDOR: National Grid

AMOUNT: \$1351.75

Budget Code: A7150.42

ITEM: Jerseys for Youth Basketball (approx. 275 participants)

VENDOR: Papa's Sports

AMOUNT: \$3300

Budget Code: B7020.44

Staff Appointments:

Marissa Kubinyak

Hire Title: Recreation Attendant – Center Monitor CanTeen

Hire Date: September 16, 2013

Hire Rate: \$10/hour

Patricia White

Hire Title: Recreation Attendant – FWS Programs

Hire Date: October 22, 2013

Hire Rate: \$7.25/hour

Town of Cicero Police Department

INTER OFFICE MEMO



DATE: September 13, 2013
TO: Jim Corl Jr., Supervisor
FROM: Chief Joseph Snell
RE: Ballistic Vests
CC:

Request the Town Board to approve the purchase of 6 replacement ballistic vests. The Federal Government will reimburse the town 50% for the purchase.

Vendor: CNY Emergency Vehicles
Costs: \$4659.91

Reimbursement: \$2329.55

Jim

Date: September 25, 2013

Highway Department Agenda Items

Request approval for the following items:

(A) ITEM: 100 yds. Topsoil

VENDOR: Vitale Robinson

AMOUNT: \$1,500.00

ACCOUNT CODE: DB511242

MOTION TO APPROVE:

(B) ITEM: 10 rolls Marifi Fabric

VENDOR: Keystone Builders Supply

AMOUNT: \$3,000.00

ACCOUNT CODE: DB511045

MOTION TO APPROVE:

(C) ITEM: #2 Stone

VENDOR: TH Kinsella

AMOUNT: \$5,000.00

ACCOUNT CODE: DB511242

MOTION TO APPROVE:

Memorandum

TO: Cicero Town Board Members
FROM: Justice Court
DATE: September 18, 2013
RE: Internship

The Court is requesting of the Town Board to make a resolution and approve this resolution to allow Mr. Joseph Ching to intern with our office and complete 120 hours of work study for college credit.

Thank you for your assistance.

Hon. Douglas M. DeMarche, Jr.

Memo

To: Supervisor, Town Board, Town Attorney
From: Tracy
Date: September 19, 2013
Re: NYS Racing and Wagering (Good Moral Standing Affidavit)

I am requesting Town Board approval for the following:

New York State Racing and Wagering
(Good Moral Character Affidavit) in lieu of Background Check

RESOLUTION

Councilor _____ moved the adoption of a resolution to accept affidavits of good moral character in lieu of formal background checks pursuant to §5603.1 of New York State Gaming Commission Rules and Regulations (applicable for Racing and Games, i.e. bell jar, casino nights and bingo). Motion was seconded by Councilor _____.

Ayes - and Noes - . *Motion carried.*

Please contact me before the Town Board Meeting (09/25/2013), if you have any questions.

Thank you for your attention regarding this matter.

Tracy

§ 5603.1. Approval by municipality.

Upon investigation by the municipal governing body and approval of a license application or an amendment of a license, the duly authorized officer of the municipality shall record the findings and determination in duplicate form GC-4, "Findings and Determination for Games of Chance License," which is hereby adopted by the board.

§ 5603.2. Period within which to make findings and determination

At least seven days shall elapse between the time the original application is filed and the time when the municipal governing body makes its findings and determination.

§ 5603.3. Issuance by clerk

A copy of the findings and determination of the municipal governing body shall be sent to the clerk of the municipality, who shall issue the license if the application is approved. If the application is not approved, the clerk of the municipality shall give due notice to the applicant, in writing, of a hearing to be held upon the qualifications of the applicant and the merits of the application. A copy of such notice shall be furnished the board.

§ 5603.4. Time when copies must be received by board.

One copy of the findings and determination for games of chance license, together with a copy of the application, must be received by the board at least five days prior to the holding of the first game authorized.

§ 5603.5. License form.

The clerk of the municipality shall issue a license on form GC-5, which is hereby adopted by the board.

§ 5603.6. Distribution of copies by clerk.

The clerk of the municipality shall prepare the license in quadruplicate, issue the original to the licensee, retain a copy, forward a copy to the local law enforcement agency and forward a copy to the board at least five days prior to the holding of the first game authorized.

§ 5603.7. Frequency and time of license periods.

No authorized organization shall be licensed to conduct games of chance more than 12 times in any calendar year. No particular premises shall be used for the conduct of games of chance on more than 24 license periods during any one calendar year. Games shall be conducted only between the hours of noon and midnight on Monday, Tuesday, Wednesday and Thursday, and only between the hours of noon on Friday and 2 a.m. Saturday, and only between the hours of noon on Saturday and 2 a.m. Sunday. The 2 a.m. closing period shall also apply to a license period beginning at noon on the day preceding and terminating upon a legal holiday. The restrictions set forth in this section shall not apply when the games of bell jar and raffles are conducted. License periods for the games "bell jar," "coin board," "merchandise board," "seal

**MEMBERS' AFFIDAVIT
OF GOOD MORAL CHARACTER**

The undersigned, each for himself or herself, does declare, subject to the penalties for perjury and related offenses under Article 210 of the Penal Law of New York State as follows:

1. That he or she is a member of _____ and has been a member in good standing of such organization for at least one year immediately prior to the date hereof.
2. That he or she is not an owner, co-owner, or lessee of the premises where the aforementioned organization intends to conduct Bingo, or if said premises are owned by a corporation, that the undersigned is not an officer, director or a stockholder thereof owning more than ten per cent (10%) of the outstanding stock.
3. That the undersigned is familiar with the provisions of the laws of the State of New York and the Town of Cicero and the N. Y. State regulations pertaining to the conduct of Games of Chance and/or Bingo.
4. The undersigned does hereby declare that he or she is a person of good moral Character and has never been convicted of a crime.
5. That the undersigned will not receive, directly or indirectly, any commission, salary, compensation, reward or recompense for holding, operating, conducting or assisting in the holding, operating or conducting of the Games of Chance and/or Bingo, nor has the undersigned been promised any such commission, salary, compensation, reward, or recompense except that if any of the undersigned are bookkeepers or accountants who assist by rendering professional services as such bookkeeper or accountant, a total amount not exceeding the amounts provided by the Rules and Regulations of the New York State Racing and Wagering Board is to be paid.
6. Deponent makes this affidavit knowing that the Town of Cicero relies upon the truth herein in issuing the license to the above-named organization.

ORIGINAL SIGNATURE

RESIDENCE

If necessary, use additional sheet of paper for members' names and residences.

February 4, 2009

To all Organizations that hold Racing & Wagering Games, such as Bell Jar, Casino, BINGO.

Effective immediately, when filing an application to hold any type of Racing & Wagering Games, it will be necessary for each Member in Charge and persons that will be working on the games, to sign a **Members Affidavit of Good Moral Standing**, which is enclosed.

Each person signing should read the form carefully before signing. This form should be submitted with your application and then our Police will do a local background check.

If you do an amendment adding members, they must sign one of these forms and submit it with your amendment.

If you have any questions, feel free to contact our office at 699-8109.

You may make copies of this sheet and may also attach a sheet with additional signatures to this form, if you need to.

Yours truly,

Sharon Putman
Deputy Town Clerk

Sent to: J. H. American Legion Post 787
Syracuse Brigadiers Alumni
Brewerton Volunteer Fire Dept.
Knights of Columbus
South Shore Association
St. Francis of Assisi Church
Sacred Heart Church

CENTRAL NEW YORK REGIONAL PLANNING & DEVELOPMENT BOARD

CNY Stormwater Coalition Staff Services and Education Compliance Assistance Proposal

May 2013

This proposal for staff services and education assistance responds to the need for staff and administrative services necessary to sustain the CNY Stormwater Coalition, and to the Minimum Control Measure 1 requirements of SPDES Stormwater MS4 General Permit.



Table of Contents

Introduction.....1

Scope of Services and Project Approach2

 CNY Stormwater Coalition Staff Support 2

 Public Outreach and Education..... 3

 Direct Municipal Training..... 4

Program Fee5

Timeline5

Statement of Qualifications and Program Staff.....6

Attachment A. Member Status of Automatically Designated SUA MS4s..... 8

Attachment B. Independently Funded Coalition Support Tasks 9

SECTION 1 INTRODUCTION

This proposal for staff and education assistance services in support of sustaining the CNY Stormwater Coalition is submitted to the Chief Elected Officials from the Automatically Designated MS4 Communities in the Syracuse Urban Area (SUA). The proposed tasks address staffing and financial administrative services, as well as education and outreach requirements of Minimum Control Measure 1 of the NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) (GP-0-10-002). The timeline for the proposed program is January 1, 2014 – December 31, 2014.

In support of the CNY Stormwater Coalition, the following services are proposed:

- Staffing support services for meetings of the full CNY Stormwater Coalition, its Executive Committee and Working Committees
- Internal and external communications
- Financial administration and reporting
- Annual reporting

In support of MS4 education and outreach requirements, the following services are proposed:

- Public education and outreach
- Direct municipal training

The Central New York Regional Planning & Development Board's (CNY RPDB) proposed education assistance program is the sixth in a series of stormwater education and outreach programs. The proposed services have been reviewed, supported and deemed to be in compliance with NYS SPDES Stormwater General Permit requirements for MS4s by the New York State Department of Environmental Conservation (NYS DEC).

Project Objective and Benefits

The CNY RPDB's primary objective is to provide regulated communities with an efficient and cost-effective means for meeting the requirements of the SPDES Phase II MS4 Stormwater General Permit by ensuring that the CNY Stormwater Coalition continues to function as a unified body. Given the regional nature of the SUA, a unified approach to stormwater compliance is extremely valuable. Regionally implemented programs reduce municipal staff burdens, ensure consistency, and provide the most efficient use of limited municipal funds by distributing total program cost over a number of entities.

The U.S. Environmental Protection Agency (EPA) and NYS DEC recognize the economic and environmental benefits of regional compliance efforts and have long promoted such programs as the most efficient and effective way address Stormwater Phase II requirements. Both NYS DEC and EPA view intermunicipal support and participation in regionally coordinated coalitions as a criteria for funding and a prerequisite for engaging in joint compliance opportunities.

SECTION 2 SCOPE OF SERVICES AND PROJECT APPROACH

Project tasks are proposed under three program components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Training.

I: CNY STORMWATER COALITION STAFF SUPPORT

Tasks proposed under this program component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 27 of 32 regulated Municipal Separate Storm Sewer System (MS4) owner/operators identified in Attachment A of this proposal. The Coalition was formally established on January 1, 2011.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four scheduled meetings of the Executive Committee and working committees of the Coalition as necessary to advance and sustain a fully functioning Coalition. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. CNY RPDB will monitor and report changes to the stormwater general permit and associated compliance requirements, compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with annual reporting requirements of NY SPDES GP-0-10-002. The CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual Annual Reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2014, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Executive Committee of the Coalition on a quarterly basis.

II: PUBLIC EDUCATION AND OUTREACH

Tasks proposed under this program component comply with the public education and outreach requirements defined in the New York SPDES General Permit for Stormwater Discharges from MS4s (GP-0-10-002) and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Maintain Regional Stormwater Website and Information Library – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the Syracuse Urbanized Area (SUA). When available, online training opportunities will be made accessible and promoted to appropriate municipal staff. CNY RPDB will provide informational items developed as part of the year-6 education program directly to participating MS4s for inclusion on municipal websites, at their discretion. CNY RPDB will work with local libraries and other appropriate entities to distribute targeted stormwater educational materials and messages to appropriate target audiences.

Task II.2 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2014 and will reach approximately 273,000 readers across the CNY region.

Task I.3 Electronic Stormwater Newsletter for the General Public - CNY RPDB will distribute a quarterly stormwater newsletter for the general public. The seasonally themed electronic newsletter will maintain a focus on primary pollutants of concern in the SUA, stormwater processes, and offer advice on reducing negative water quality impacts through simple actions. The newsletters will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations and groups with a complimentary focus.

Task I.4 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will secure booth space, reproduce and/or develop appropriate stormwater informational displays and handout materials, and provide staff coverage for a minimum of two public events during 2014 program year. Efforts will be made to identify public events with reliably high attendance and complimentary objectives. CNY RPDB will ensure that educational materials are updated and appropriate to the core target audiences. CNY RPDB will also maintain, and upon request, make the stormwater display and appropriate materials available to participating MS4 communities for local use at their own events.

Task I.5 Electronic Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The “newsletter” will be announced by postcard mailing and through a cooperative agreement with the CNY Home Builders & Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the newsletter for posting on municipal websites or hard copy distribution. CNY RPDB will respond to all questions and provide additional information and training as requested.

III. DIRECT MUNICIPAL TRAINING

This program component addresses the education and training requirements for municipal officials and staff.

Task III.1. Green Infrastructure Planning, Implementation & Maintenance Workshop – In 2010, the NYS Department of Environmental Conservation reissued both the SPDES Stormwater General Permits for Construction and MS4 Discharges. The new permits require the use of green infrastructure on new and redevelopment construction sites, and make MS4s responsible for reviewing and approving the associated Stormwater Pollution Prevention Plans (SWPPPs) for construction projects within their municipal boundaries. CNY RPDB will conduct a “Lessons Learned” workshop for Planning Boards, Code Enforcement Officers and Highway Superintendants. The workshop will examine issues and obstacles to compliance with permit requirements such as SWPPP review using the new runoff reduction standards, implementation of green infrastructure, and revisions of local plans or policies to facilitate low impact development. Opportunities to improve the process to support these activities will be identified. CNY RPDB will draw upon local and statewide experiences to address these topics, and will discuss practical considerations when planning for green infrastructure and maintaining other runoff reduction practices. The evening workshop will include dinner for up to three representatives of each municipal Coalition member.

Task III.2. SWMP Effectiveness Evaluation Workshop – CNY RPDB will conduct a detailed training workshop for Municipal Stormwater Program Coordinators as a follow up to the 2012 training on Stormwater Management Plans (SWMP) development and implementation. The workshop will include a discussion of new methods for evaluating SWMPs, including the use of the Watershed Treatment Model (WTM), presentation of a revised form for effectiveness evaluation, long-term tracking of measurable goals, and preparing for a NYS DEC Audit. If the new MS4 Annual Report form is available at the time of the workshop, use of the new reporting process will be addressed in the workshop.

**SECTION 3
PROGRAM FEE**

The services described in this proposal will be conducted for a total fee not to exceed \$97,200.00 (\$3,600 per Coalition member). This fee will remain constant for each participating Coalition member regardless of the number of municipal members participating in the Coalition.

To participate in the proposed program, cities, towns and villages are required to adopt and return a municipal resolution (sample provided), and counties must return a letter of intent signed by the Chief Elected Officer no later than October 1, 2013 to CNY RPDB. CNY RPDB will issue a single invoice for the full program year in November 2013. Full payment will be due to CNY RPDB no later than January 31, 2014.

**SECTION 4
TIMELINE**

All proposed tasks will be completed between January 1, 2014 and December 31, 2014 as outlined below.

Proposed One-Year Timeline for CNY RPDB Stormwater Implementation Assistance Program												
Task	Month(s)											
	2014											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. CNY Stormwater Staffing and Support Services												
I.1 Staff Support Services	X	X	X	X	X	X	X	X	X	X	X	X
I.2 Communications	X	X	X	X	X	X	X	X	X	X	X	X
I.3 Annual reporting			X	X	X	X						
I.4 Financial Administration and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
II. Public Education and Outreach												
II.1 Maintain Regional Stormwater Website & Library	X	X	X	X	X	X	X	X	X	X	X	X
II.2. Syracuse Post Standard Pullout			X	X								
II.3. Electronic Stormwater Newsletter - Public				X	X	X	X		X	X	X	X
II.4 Stormwater Public Events (2)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD		
II.5 Electronic Outreach to Contractors/Developers			X	X	X							
III. Direct Municipal Training												
III.1. SWPPP Effectiveness Evaluation Workshop	X	X	X									
III. 2. Green Infrastructure Planning, Implementaiton & Maintenance Workshop				X	X	X						

SECTION 5 STATEMENT OF QUALIFICATIONS AND PROGRAM STAFF

The CNY RPDB has been active in water resources management since the 1970s and has worked in coordination with the NYS DEC for over 20 years to address state, regional, county, and local water quality management planning priorities. Activities have included: groundwater and wellhead protection; nonpoint source pollution control; outreach/education/ training; public participation assistance; partnership building; watershed planning; support of county water quality coordinating committees; and, SPDES Phase II Stormwater Permit assistance.

The CNY RPDB has taken a leading role in providing MS4s with municipal and contractor education and training, outfall mapping assistance, and technical support related to developing required local laws. CNY RPDB has been responsible for securing and administering grants on behalf of regulated MS4s and has led the development of the CNY Stormwater Coalition following several, successful cooperative compliance initiatives including four education and outreach assistance programs on behalf of regulated MS4s in the SUA. CNY RPDB has established strong working relationships with the regulated MS4s and is recognized as a valuable and trusted partner in the stormwater management arena.

CNY RPDB works in partnership with NYS DEC to accomplish and blend state, regional, county, and local priorities. CNY RPDB serves as the Water Quality Management Planning Statewide Coordinator on behalf the NYS Association of Regional Councils (NYSARC). In this capacity, the CNY RPDBB serves as an administrative liaison to NYS DEC for various priority water quality initiatives.

Through its long standing involvement in local, state, and federal water quality programs, CNY RPDB is able to leverage additional support and funding that directly supports the work and success of the CNY Stormwater Coalition. Attachment B contains a sample of support services provided between January 1 and March 31, 2013.

CNY RPDB's professional staff will work with its established network of local and regional water quality partners to efficiently and effectively achieve the goals of this project. Key staff members that will be directly involved in this project include:

KATHLEEN BERTUCH, PROGRAM MANAGER, (5/97 to present). Manages all aspects of the CNY RPDB's regional and statewide water resources program. Serves as primary staff for all aspects of the CNY RPDB's Stormwater Phase II project and provides staff support, guidance and oversight to all other CNY RPDB Environmental Management Program projects. Will provide day-to-day oversight and guidance on all aspects of the proposed project, will work directly with municipal representatives and subcontractors and will be responsible for ensuring all project reporting and administrative requirements are met. Will serve as primary staff for annual report preparation tasks and will serve as the CNY RPDB's representative on the CNY Stormwater Coalition Executive Committee.

ANNE SALTMAN, PRINCIPAL PLANNER (6/98 to present). Provides support to all aspects of CNY RPDB's Environmental Management program with a focus on watershed management, conference planning, public education and outreach, and technical research and writing. Will be responsible for library maintenance, website content and promotion, the Post Standard pullout and may provide staff support for other services as needed.

DAVID KUBEK, CPESC/CPSWQ/CMS4s, SENIOR PLANNER, (10/08 to present). Provides support to all aspects of CNY RPDB's Environmental Management program with a focus on watershed and stormwater program planning, intermunicipal cooperation, technical training for municipal officials and

construction contractors and, GIS support. Will be responsible for direct training and contractor outreach and will serve as primary staff for all CNY Stormwater Coalition and working committee meetings.

KAY WAKEMAN GIS SPECIALIST (5/10 to present). Provides GIS mapping and data analysis services to all CNY RPDB program areas and provides support to all aspects of the CNY RPDB's Environmental Management program. Will be responsible for all GIS mapping and data analysis needs and will provide research and training support for municipal workshops and public events.

BRUCE KEPLINGER, COMMUNICATIONS MANAGER, (7/01 to present). Provides graphics, web design and communications support to all CNY RPDB program areas. Will be responsible website development and maintenance, graphic design and print layout for all publication materials.

KAREN NOVAK, BUSINESS MANAGER, (4/00 to present). Responsible for all aspects of CNY RPDB's financial administration and human resource management. Will be primary staff for all financial administrative and reporting tasks.

DAVID BOTTAR, EXECUTIVE DIRECTOR. Will provide general administrative and financial oversight.

ATTACHMENT A

Automatically Designated MS4s in the Syracuse Urban Area (SUA)		2013 CNY Stormwater Coalition Member Status
1	Baldwinsville Village	Non-Member
2	Camillus Town	Member
3	Camillus Village	New Member 2013
4	Central Square	Member
5	Cicero Town	Member
6	Clay Town	Member
7	DeWitt Town	Member
8	East Syracuse Village	Member
9	Fayetteville Village	Member
10	Geddes Town	Member
11	Hastings Town	Member
12	LaFayette Town	Member
13	Liverpool Village	Member
14	Lysander Town	Member
15	Madison County	Requesting DEC Waiver based on 2010 Census
16	Manlius Town	Member
17	Manlius Village	Member
18	Marcellus Town	Member
19	Marcellus Village	Member
20	Minoa Village	Member
21	North Syracuse Village	Member
22	Onondaga County	Member
23	Onondaga Town	Member
24	Oswego County	<i>Newly Designated MS4 - Invited</i>
25	Phoenix Vil	Member
26	Pompey Town	Member
27	Salina Town	Member
28	Schroepfel Town	2003 Waiver Community
29	Solvay Village	Member
30	Sullivan Town	Requesting DEC Waiver based on 2010 Census
31	Syracuse City	Member
32	Van Buren Town	Member
33	West Monroe Town	Non-Member

ATTACHMENT B

Independently Funded Coalition Support Tasks Completed by CNY RPDB January 1 through March 31, 2013

Funding for the following tasks was provided by the CNY RPDB's Environmental Protection Fund grant. These tasks reduce MS4 mapping and modeling costs and improve compliance with regulatory requirements.

- Regarding the “No Net Increase” modeling of Pollutants of Concern to Impaired Waters, a meeting of the CNY Stormwater Coalition Technical Committee was convened on January 28, 2013 with C&S Companies following the distribution of initial drafts of several of the model runs. A number of issues were discussed and resolved, including modification to the Event Mean Concentration for fecal coliform in the model, whether separate model units should be included for drainage areas to stormwater management practices (they were not as it did not change the overall results), and the impact of illicit discharges on storm vs. non-storm flow.
- Drafts of preliminary model runs for all of the involved municipalities were distributed to the Technical Committee for review. A meeting was held on February 21st. Issues discussed and resolved included handling of the pet waste education variable, unsewered areas resulting in load increases, developments with slow buildout and resultant pollutant increases while practices are already in place, handling of activities involving non-traditional MS4s such as school districts present within the boundaries of municipalities, process for ensuring Onondaga County compliance through cooperative analysis and updating of individual municipal models, and addressing the model shortcoming of “static” point-in-time comparisons for ongoing year-to-year practices such as street sweeping or catchbasin cleaning. The content and format of the final report to be completed by C&S was also discussed.
- Additional modifications were made to models where warranted based on the discussions at the Feb. 21 meeting. The City of Syracuse models were also revised to completely remove combined sewer areas and ensure that only the MS4 areas were reflected in the model so as not to confuse the results. C&S distributed an outline of the final report which was agreed upon by CNY RPDB and the Technical Committee. C&S completed a draft of the report, which was reviewed by CNY RPDB and the Technical Committee, and then finalized. The final model results and report were posted on an FTP site for review by the municipalities. C&S also prepared one hard copy of the report for each municipality along with a CD containing that municipality's model, GIS shapefiles, and a sewershed map of that municipality's drainage areas. Copies of the report including all municipal models and shapefiles were distributed to NYSDEC Central Office, NYSDEC Region 7, and Onondaga County.
- On March 25, C&S hosted a final meeting to which all 24 participating MS4s (Coalition representatives and technical staff), NYSDEC Region 7, and NYSDEC Central Office were invited. C&S presented the completed model and along with CNY RPDB and NYSDEC, entertained questions and discussion. A total of 34 people were in attendance. Final copies of the model and report were distributed following the meeting.
- In follow-up to the March 25 presentation, CNY RPDB scheduled 3 “hands-on” trainings in use of the Watershed Treatment Model in small groups to interested representatives and technical staff of participating MS4 communities. Worked with C&S to address questions and to correct broken links within the WTM model spreadsheet as delivered to participating MS4s.

Funding for the following tasks was provided by CNY RPDB under its 604(b) Baseline Program. These tasks raise awareness and support for the CNY Stormwater Coalition and serve as the basis for potential

partnerships, help expand and improve services, encourage membership in the Coalition and improve access to new funding opportunities.

- An update on the activities of the Central New York Stormwater Coalition was given at the Onondaga County Environmental Health Council meeting on January 22, 2013. Topics included, but were not limited to, ongoing Pollutants of Concern modeling and efforts to cooperatively address Onondaga Lake watershed TMDL requirements. The audience included municipal and community stakeholders and supported tasks of importance identified in the Onondaga County Water Quality Strategy.
- In response to a direct request, an informational presentation was delivered to the Onondaga County Association of Supervisors on March 19, 2013. The presentation gave an overview of the benefits of green infrastructure in stormwater management, how local policy affects green infrastructure implementation, and examples of green infrastructure practices. The presentation also summarized the planning process leading to the identification of green infrastructure opportunities and project conceptualization.
- Participated in a joint EPA/DEC Introduction and Information meeting for newly designated MS4s on February 12, 2013. Prepared overview of assistance and opportunities available through the CNY Stormwater Coalition to Oswego County Highway Department. Assistance and guidance in development of the stormwater management program and additional future help was offered. Participation in the Coalition was encouraged.
- Lobbied for additional funding needed to support regional stormwater management compliance under the cover of the developing Regional Sustainability Plan.

Funding for the following tasks was provided by CNY RPDB through its Statewide Water Quality program. These tasks provide a direct link to DEC Central Office thereby improving communications and providing an inside link to upcoming changes that may impact individual MS4s ability to comply with regulatory requirements. Statewide coordination with other coalitions provides first hand opportunities to partner and learn from what is working and not working around the state.

- Participated in bi-monthly teleconferences with DEC Central Office (DEC CO) to convey regional concerns and priorities relative to the stormwater regulatory program requirements and to plan outreach needed in support of MS4 program expansion.
- Coordinated with stormwater coalitions across the state to identify common issues as a discussion starting point with DEC CO regarding the future utility of regional stormwater coalitions from DEC CO's perspective.
- Maintained open and ongoing communications with DEC CO regarding the release of updated stormwater documents, training needs and opportunities, changing priorities and compliance deadlines.

Funding for the following tasks was directly provided by CNY RPDB as part of its Professional Development Program. These tasks expand the target audience reached through the Coalition's education and outreach program and are included on the MS4 Annual Report.

- Provided stormwater training to professional stormwater practitioners (primarily engineers, landscape architects and municipal planners) at 3 full day professional level

training programs (Stormwater Basics; Applied Green Infrastructure Design; Stormwater Design for Linear Projects).

**Resolution Supporting Participation in the
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, _____
(Legal Name of Municipality)

herein called the “Municipality”, after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the “Project”, is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the “Board”, has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve month timeframe as outlined in Attachment B;

NOW, THEREFORE, BE IT RESOLVED BY _____
(Governing Body of Municipality)

1. That _____
(Name and Title of Chief Elected Official)

or such person’s successor in office is the representative authorized to act in behalf of the Municipality’s governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.
4. That this Resolution take effect immediately.

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the _____
(Name of Governing Body of Applicant)

duly held on the _____ day of _____, 2013; and further that such Resolution has been fully recorded in the _____ in my office.
(Title of Record Book)

In witness thereof, I have hereunto set my hand this _____ day of _____, 2013.

Signature of Recording Officer

Title of Recording Officer

Impress Official Seal here.

ATTACHMENT A SCOPE OF SERVICES AND PROJECT APPROACH

Project tasks are proposed under three program components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Training.

I: CNY STORMWATER COALITION STAFF SUPPORT

Tasks proposed under this program component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 27 of 32 regulated Municipal Separate Storm Sewer System (MS4) owner/operators. The Coalition was formally established on January 1, 2011.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four scheduled meetings of the Executive Committee and working committees of the Coalition as necessary to advance and sustain a fully functioning Coalition. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. CNY RPDB will monitor and report changes to the stormwater general permit and associated compliance requirements, compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with annual reporting requirements of NY SPDES GP-0-10-002. The CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual Annual Reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2014, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Coalition on a quarterly basis.

II: PUBLIC EDUCATION AND OUTREACH

Tasks proposed under this program component comply with the public education and outreach requirements defined in the New York SPDES General Permit for Stormwater Discharges from MS4s (GP-0-10-002) and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Maintain Regional Stormwater Website and Information Library – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the Syracuse Urbanized Area (SUA). When available, online training opportunities will be made accessible and promoted to appropriate municipal staff. CNY RPDB will provide informational items developed as part of the year-6 educational program directly to participating MS4s for inclusion on municipal websites, at their discretion. CNY RPDB will work with local libraries and other appropriate entities to

Task II.2 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2014 and will reach approximately 273,000 readers across the CNY region.

Task I.3 Electronic Stormwater Newsletter for the General Public - CNY RPDB will distribute a quarterly stormwater newsletter for the general public. The seasonally themed electronic newsletter will maintain a focus on primary pollutants of concern in the SUA, stormwater processes, and offer advice on reducing negative water quality impacts through simple actions. The newsletters will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations and groups with a complimentary focus.

Task I.4 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will secure booth space, reproduce and/or develop appropriate stormwater informational displays and handout materials, and provide staff coverage for a minimum of two public events during 2014 program year. Efforts will be made to identify public events with reliably high attendance and complimentary objectives. CNY RPDB will ensure that educational materials are updated and appropriate to the core target audience. CNY RPDB will also maintain, and upon request, make the stormwater display and appropriate materials available to participating MS4 communities for local use at their own events. CNY RPDB will continue to funnel educational materials to community groups, public libraries, businesses and other outlets for onsite distribution.

Task I.5 Electronic Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The “newsletter” will be announced by postcard mailing and through a cooperative agreement with the CNY Home Builders & Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the

newsletter for posting on municipal websites or hard copy distribution. CNY RPDB will respond to all questions and provide additional information and training as requested.

II. DIRECT MUNICIPAL TRAINING

This program component addresses the education and training requirements of municipal officials and staff.

Task II.1. Green Infrastructure Planning, Implementation & Maintenance – In 2010, the NYS Department of Environmental Conservation reissued both the SPDES Stormwater General Permits for Construction and MS4 Discharges. The new permits require the use of green infrastructure on new and redevelopment construction sites, and make MS4s responsible for reviewing and approving the associated Stormwater Pollution Prevention Plans (SWPPPs) for construction projects within their municipal boundaries. CNY RPDB will conduct a “Lessons Learned” workshop for Planning Boards, Code Enforcement Officers and Highway Superintendents. The workshop will examine issues and obstacles to compliance with permit requirements such as SWPPP review using the new runoff reduction standards, implementation of green infrastructure, and revisions of local plans or policies to facilitate low impact development. Opportunities to improve the process to support these activities will be identified. CNY RPDB will draw upon local and statewide experiences to address these topics, and will discuss practical considerations when planning for green infrastructure and maintaining other runoff reduction practices. The evening workshop will include dinner for up to three representatives of each municipal Coalition member.

Task II.2. SWMP Effectiveness Evaluation – CNY RPDB will conduct a detailed training workshop for municipal Stormwater Program Coordinators as a follow up to the 2012 training on SWMP development and implementation. The workshop will include a discussion of new methods for evaluating SWMPs, including the use of the WTM, presentation of a revised form for effectiveness evaluation, long-term tracking of measurable goals, and preparing for a NYS DEC Audit. If the new MS4 Annual Report form is available at the time of the workshop, use of the new reporting process will be addressed in the workshop.

SECTION 3 PROGRAM FEE

The services described in this proposal will be conducted for a total fee not to exceed \$97,200.00 (\$3,600 per Coalition member). This fee will remain constant for each participating Coalition member regardless of the number of municipal members participating in the Coalition.

To participate in the proposed program, cities, towns and villages are required to adopt and return a municipal resolution (sample provided), and counties must return a letter of intent signed by the Chief Elected Officer no later than October 1, 2013 to CNY RPDB. CNY RPDB will issue a single invoice for the full program year in November 2013. Full payment will be due to CNY RPDB no later than January 31, 2014.

Municipalities have the option of approving participation in the Coalition for one or two years at a cost not to exceed \$3,600 per year. Municipalities will retain the right to opt out of the second program year

upon review of the 2015 work plan which will be submitted in May of 2014. CNY RPDB will prepare separate invoices for the 2014 and 2015 work programs. It is anticipated this option will simplify planning and participation in the Coalition going forward without extending commitment beyond the currently proposed (year-6) program.

**SECTION 4
TIMELINE**

All proposed tasks will be completed between January 1, 2014 and December 31, 2014 as outlined below.

Proposed One-Year Timeline for CNY RPDB Stormwater Implementation Assistance Program												
Task	Month(s)											
	2014											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. CNY Stormwater Staffing and Support Services												
I.1 Staff Support Services	X	X	X	X	X	X	X	X	X	X	X	X
I.2 Communications	X	X	X	X	X	X	X	X	X	X	X	X
I.3 Annual reporting			X	X	X	X						
I.4 Financial Administration and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
II. Public Education and Outreach												
II.1 Maintain Regional Stormwater Website & Library	X	X	X	X	X	X	X	X	X	X	X	X
II.2. Syracuse Post Standard Pullout			X	X								
II.3. Electronic Stormwater Newsletter - Public				X	X	X	X		X	X	X	X
II.4 Stormwater Public Events (2)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD		
II.5 Contractor/Developer Outreach			X	X	X							
III. Direct Municipal Training												
III.1. SWPPP Effectiveness Evaluation Workshop	X	X	X									
III. 2. Green Infrastructure Planning Implementation & Maintenance Workshop				X	X	X						



C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212
p: (315) 455-2000
f: (315) 455-8617
www.cscos.com

September 19, 2013

Town Board
Town of Cicero Town Hall
8236 Brewerton Road
Cicero, New York 13039

Re: Tocco Villagio Phase 1 – Legionnaire Drive
Contract Documents

File: 110.164.001

Dear Board Members:

We have reviewed the Final Contract Documents for the above-referenced project and to the best of our knowledge and belief find them to be in substantial compliance with present Town of Cicero and regional standards. These documents include:

- Stormwater Pollution Prevention Plan (SWPPP) dated June 2013.
- Sheet Nos. C-000, C-001, C-100, C-101, C-200, C-300, C-301, C-350, C-351, C-352, C-400, C-401, C-450, C-451, C-500, C-600, C-601, C-700, C-701, C-702, C-850, C-900 & C-901 all dated December 21, 2012, last revised August 2013.

At this time the developer is required to post the estimated fees amounting to \$23,850 for utility and road construction observation. This estimated deposit is based on past projects of average complexity. Additional fees will be necessary if project coordination, construction observation services, estimates of security requirements, and required follow-up efforts are above average. These additional fees will be calculated and will need to be deposited prior to the dedication of utilities for this project.

We are providing each Board member a copy of the Contract Documents for their review with this letter. A single copy of the Stormwater Pollution Prevention Plan is being provided to Mr. Procopio due to its voluminous size.

Town Board
September 19, 2013
Page 2

As always, if you have any questions, please do not hesitate to call or email me. Thank you.

Very truly yours,

C&S ENGINEERS, INC.



Ronald F. DeTota, II, P.E.
Manager Municipal Services Department

/rfd
Enclosures

cc: Mr. J. Corl, Jr., Supervisor, w/enclosure
Mr. S. Procopio, Code Officer, w/enclosure (SWPPP & Contract Documents)
R. Germain, Esq.
Ms. S. Stuart, Comptroller
Ms. T. Cosilmon, Town Clerk
Mr. C. Woznica, Highway Superintendent, w/enclosure
JoLu Development Company
Mr. B. Letts, P.E.
Mr. D. Wickman, P.E.
Mr. W. Schilly, w/enclosure