

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQ9-T6PM-PJDX1, version 1)

Details

Submitted 3/27/2025 (0 days ago) by Lisa DeVona

Alternate Identifier NYR20A229

Submission ID HQ9-T6PM-PJDX1

Status Submitted

Active Steps Review

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

Village of Minoa

Permit ID #:

NYR20A229

MS4 Operator Type

Traditional land use control

Traditional Land Use Control

Village

Traditional Land Use Control

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

Legal Municipal/Entity Mailing address

240 N. Main Street
 Minoa, NY 13116
 Onondaga

Ranking Official

Official Title	First and Last Name	Phone	Email
Other: Deputy Mayor	John Champagne	315-656-3100	jchampagne@villageofminoa.com

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Other: Clerk-Treasurer	Lisa DeVona	3156563100	ldevona@villageofminoa.com

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Michael Jones	315-256-2121	mjones@villageofminoa.com

Part IV

Was the information in this section completed as part of a coalition/group?

Yes

MS4 General Permit Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

Annually: Have the alternative implementation agreements in the SWMP Plan been updated? (Part IV.A.1.e.)

Yes

Annually: Has the SWMP been updated? (Part IV.B.3.)

Yes

Mapping

Annually: Has the comprehensive system mapping been updated? (Part IV.D.)

Yes

What tools are used to satisfy the comprehensive system mapping requirements? (e.g. paper maps, GIS, web mappers, etc.)

ArcGIS Online Map: <https://bit.ly/3MzT4Z3>

Within three (3) years of the EDC: Has Phase I of the comprehensive mapping been completed? (Part IV.D.2.a.)

No

Please clarify the reason for selecting "No" for this item.

Monitoring locations and stormsewershed boundaries have been developed. Other elements of the Comprehensive Mapping will be completed within three years of the EDC, including prioritization, and focus areas.

Within five (5) years of the EDC: Has Phase II of the comprehensive mapping been completed? (Part IV.D.2.b.)

No

Please clarify the reason for selecting "No" for this item.

A large proportion of the MS4 infrastructure in the Syracuse Area is complete; a complete map of the MS4 system will be completed within five years of the EDC.

Legal Authority

Within three (3) years of the EDC: For newly designated MS4 Operators, has adequate legal authority been developed and implemented? (Part IV.E.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Not applicable

Please enter any comments related to the questions in this section below:

Not newly designated MS4 Operator

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

SWMP was updated in 2024 and is reviewed annually.

Part VI

Which MCMs in this Part were completed as a coalition/group, if any?

MCM 1

MCM 3

Minimum Control Measure 1

Within three (3) years of the EDC: Have the focus areas been identified? (Part VI.A.1.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

N/A – this item is not yet required by the permit. Focus areas, including sewersheds discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB, sewersheds with impaired waters, areas with construction activities, areas with on-site wastewater treatment systems, and stormwater hotspots, will be identified during the completion of the MS4 System Mapping project, which will be undertaken in 2025 and 2026.

Within three (3) years of the EDC: Have the target audience(s) and associated pollutant generating activities been identified? (Part VI.A.1.b.)

Yes

What target audience(s) and associated pollutant generating activities were identified?

Residents

Commercial: Business owners and staff

Institutions: Managers, staff, and students

Construction: Developers, contractors, and design professionals

Industrial: Owners and staff

MS4 Operator's municipal staff

Within three (3) years of the EDC: Have the education and outreach topics been identified and how the education and outreach topics will reduce the potential for pollutants explained? (Part VI.A.1.c.)

Yes

What education and outreach topics were identified?

Yes. Residential: everyday behavioral choices that can make an impact such as responsible pet waste management to prevent pathogens and phosphorus, proper (and legal) fertilizer practices, as well as green infrastructure practices that are simple to install at home. Commercial: within impaired sewer sheds and the TMDL, businesses such as nurseries, landscaping companies, and golf courses will be targeted for the greater potential of intercepting nutrients in runoff by employing best practices on site. Construction: the four-hour Erosion and Sediment Control Courses taught by the Onondaga County Soil and Water Conservation District as well as direct mailings to construction firms regarding Construction permit requirements.

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VI.A.2.a.)

Yes

What is the method(s) used for distribution of educational messages?

Printed materials (e.g., mail inserts, brochures, and newsletters)

Workshops or focus groups

Displays in public areas (e.g., town halls, library, parks)

Social Media (e.g., Facebook, Twitter, blogs)

In Year 5: Has one educational message been delivered to each target audience(s) for each focus area based on the education and outreach topic(s)? (Part VI.A.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Completion of this item is not required at this time. Progress to date: Residents: Information on residential stormwater quality was delivered in public meetings and by way of providing brochures to town and village offices. Also, a Facebook page for the CNY Stormwater Coalition was developed in 2024. Construction: a brochure on construction BMPs was mailed to construction firms in the region. Educational messages to other audiences will be developed in 2025 and 2026.

In Year 4 and Year 5: Have target audiences, focus areas, and/or education and outreach topics been updated? (Part VI.A.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due at this time - the CNY Stormwater Coalition will update its target audiences, focus areas, and outreach topics as needed.

Please enter any comments related to the questions in this section below:

The CNY Stormwater Coalition will offer presentations by request on a range of topics including, but not limited to, municipal roles in the MS4 program, green infrastructure, BMPs for homeowners or commercial businesses, and specifics of the permit program as requested. Information will be geared to the specific audience which may include construction professionals, landscaping professionals, the public, municipal committees, and educators. In 2024, outreach included tabling at the Pompey Earth Fest, two events at local libraries, and providing information at an event for lake associations

Minimum Control Measure 2

Annually: Has an opportunity for public involvement/participation in the development and implementation of the SWMP been provided? (Part VI.B.1.a.)

Yes

What was the opportunity for public involvement/participation in the SWMP?

Public hearings or meetings

Stewardship activities

Reporting concerns about activities or behaviors observed

Coordination with other pre-existing public involvement/participation opportunities

Citizen advisory group on stormwater management

Citizen volunteers to educate other individuals about the SWMP

Annually: Has the public been informed about the opportunity for their involvement in the development and implementation of the SWMP and how they can get involved? (Part VI.B.1.b.)

Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?

Public notice

Electronic materials (e.g., websites, email listservs)

Annually: Has an opportunity to review and comment on the publicly available SWMP Plan been provided? (Part VI.B.2.a.)

Yes

Annually: Has an opportunity to review and comment on the draft annual report been provided? (Part VI.B.2.b.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Village Board meeting is scheduled for April 7, 2025

Annually: Have the comments received on the SWMP Plan been summarized? (Part VI.B.2.c.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Village Board meeting is scheduled for April 7, 2025

Annually: Have the comments received on the draft annual report been summarized? (Part VI.B.2.c.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Village Board meeting is scheduled for April 7, 2025

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 3

Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VI.C.1.c.i.)

Yes

How many monitoring locations are on the inventory?

9

How many MS4 outfalls are on the inventory?

9

How many interconnections are on the inventory?

0

How many municipal facility intraconnections are on the inventory?

0

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VI.C.1.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within three (3) years of the EDC: Have monitoring locations been prioritized? (Part VI.C.1.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VI.C.1.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within two (2) years of the EDC: Has a monitoring locations inspection and sampling program been developed and implemented? (Part VI.C.1.e.)

Yes

In Year 5: Have all the monitoring locations been inspected? (Part VI.C.1.e.i.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VI.C.1.e.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling training been updated? (Part VI.C.1.e.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VI.C.1.e.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within two (2) years of the EDC: Has an illicit discharge track down program been developed and implemented? (Part VI.C.2.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VI.C.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge track down procedures training been updated? (Part VI.C.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the illicit discharge track down procedures been reviewed and updated? (Part VI.C.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within two (2) years of the EDC: Has an illicit discharge elimination program been developed and implemented? (Part VI.C.3.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VI.C.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training been updated? (Part VI.C.3.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 3, Year 4, and Year 5: Have the illicit discharge elimination procedures been reviewed and updated? (Part VI.C.3.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 4

Within one (1) year of the EDC: Has a construction oversight program been developed and implemented? (Part VI.D.3)

Yes

In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VI.D.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 2, Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received construction oversight procedures training been updated? (Part VI.D.3.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the construction oversight procedures been reviewed and updated? (Part VI.D.3.e.)

Yes

Annually: Has the inventory of construction sites been updated? (Part VI.D.4.b.)

Yes

How many construction sites are on the inventory?

4

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VI.D.5.a.)

Yes

How many high priority construction sites are on the inventory?

4

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VI.D.5.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within three (3) years of the EDC: Have the individuals responsible for reviewing SWPPPs for acceptance received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals? (Part VI.D.6.a.i.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs been updated? (Part VI.D.6.d.)

Yes

Are pre-construction meetings conducted prior to the commencement of construction activity? (Part VI.D.7.)

Yes

Within three (3) years of the EDC: Have the individuals responsible for construction site inspections received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting construction site inspections? (Part VI.D.8.a.i.)

Yes

Annually: Have all sites with construction activity identified in the inventory been inspected during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention? (Part VI.D.8.c.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections been updated? (Part VI.D.8.d.)

Yes

Are final construction site inspections conducted? (Part VI.D.9.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 5

Annually: Has the inventory of post-construction SMPs been updated? (Part VI.E.2.c.)

Yes

How many post-construction SMPs are on the inventory?

5

Within five (5) years of the EDC: Have the required components been included in the post-construction SMP inventory? (Part VI.E.2.d.)

Yes

Within one (1) year of the EDC: Has a post-construction SMP inspection and maintenance program been developed and implemented? (Part VI.E.4.)

Yes

Has each post-construction SMP identified in the inventory been inspected at the required frequency? (Part VI.E.4.a.)

Yes

In Year 5: Has training on the MS4 Operator's post-construction SMP inspection and maintenance procedures prior to conducting post-construction SMP inspection and maintenance been provided? (Part VI.E.4.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Annually: Have names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training updated? (Part VI.E.4.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the post-construction SMP inspection and maintenance procedures been reviewed and updated? (Part VI.E.4.d.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 6

Within three (3) years of the EDC: Have best management practices (BMPs) been incorporated into the municipal facility program and municipal operations program? (Part VI.F.1.)

Yes

Within three (3) years of the EDC: Has a municipal facility program been developed and implemented? (Part VI.F.2.a.)

Yes

Which BMPs have been incorporated into the municipal facility program?

Waste, Garbage, and Floatable Debris

Salt Storage Piles or Pile Containing Salt

Spill Prevention and Response Procedures

Follow a Preventive Maintenance Program

Manage Vegetated Areas and Open Space on Municipal Property

Erosion and Sediment Controls

Minimize Exposure

Alternative Implementation Options

In Year 5: Has training on the MS4 Operator's municipal facility procedures prior to conducting municipal facility procedures been provided? (Part VI.F.2.a.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal facility procedures training been updated? (Part VI.F.2.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 4 and Year 5: Have the municipal facility procedures been updated? (Part VI.F.2.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

**Within two (2) years of the EDC: Has a municipal facility inventory been developed?
(Part VI.F.2.b.i.)**

Yes

How many municipal facilities are on the inventory?

7

**In Year 3, Year 4, and Year 5: Has the municipal facility inventory been updated?
(Part VI.F.2.b.ii.)**

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

**Within three (3) years of the EDC: Have the municipal facilities been prioritized?
(Part VI.F.2.c.i.)**

Yes

How many high priority municipal facilities are on the inventory?

4

**In Year 4 and Year 5: Has the municipal facility prioritization been updated? (Part
VI.F.2.c.iii.)**

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

**Within five (5) years of the EDC: Has a municipal facility specific SWPPP for each
high priority municipal facility been developed? (Part VI.F.2.d.i.)**

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

**In Year 5: Has all wet weather visual monitoring of the monitoring locations at all
high priority municipal facilities been conducted? (Part VI.F.2.d.ii.a))**

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

**In Year 5: Has a comprehensive site assessment for each high priority municipal
facility been completed? (Part VI.F.2.d.ii.c))**

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 5: Has a comprehensive site assessment for each low priority municipal facility been completed? (Part VI.F.2.e.ii.c))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within three (3) years of the EDC: Has a municipal operations program been developed? (Part VI.F.3.a.)

Yes

Which BMPs have been incorporated into the municipal operations program?

Minimize Exposure

Spill Prevention and Response Procedures

Manage Vegetated Areas and Open Space on Municipal Property

Waste, Garbage, and Floatable Debris

Follow a Preventive Maintenance Program

Erosion and Sediment Controls

Salt Storage Piles or Pile Containing Salt

In Year 5: Has training on the MS4 Operator's municipal operations procedures prior to conducting municipal operations been provided? (Part VI.F.3.a.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal operations procedures training been updated? (Part VI.F.3.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

In Year 4 and Year 5: Have the municipal operations procedures been reviewed and updated? (Part VI.F.3.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within three (3) years of the EDC: Have catch basins in need of inspection been identified? (Part VI.F.3.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This item not yet required by permit.

Within three (3) years of the EDC: Has catch basin inspection information been inventoried? (Part VI.F.3.c.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

In progress

In Year 5: Have all streets, bridges, parking lots, and right of ways been swept? (Part VI.F.3.d.i.a))

Yes

Annually: Have all streets in business districts and commercial areas been swept? (Part VI.F.3.d.i.b))

Yes

Within five (5) years of the EDC: Have roads, bridges, parking lots, and right of way maintenance specific BMPs been implemented? (Part VI.F.3.d.ii.)

Yes

Within five (5) years of the EDC: Have winter road maintenance specific BMPs been implemented? (Part VI.F.3.d.iii.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part VIII

Does the MS4 Operator discharge to an impaired water listed in Appendix C of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part IX

Does the MS4 Operator discharge to a TMDL listed in Table 3 of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

Use the following webpages for more information on the permit and fact sheet:
[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Have you reviewed compliance items due within two years of EDC?

Yes

Have you reviewed compliance items due within three years of EDC?

Yes

Have you reviewed compliance items due within four years of EDC?

Yes

Have you reviewed compliance items due within five years of EDC?

Yes

Have you reviewed compliance items which need to be completed routinely (annually, every five (5) years, etc.)?

Yes

Please enter any comments related to the questions in this section.

NONE PROVIDED

Certification

The ranking elected official or Principal Executive Officer for the MS4 Operator will be signing the form.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form using the link below. Complete and sign the certification. Then, upload the certification form to this Interim Progress Certification and/or Annual Report.

[Certification Form](#)

Attach completed certification form.

[MS4 CERTIFICATION-03262025084046.pdf - 03/26/2025 08:39 AM](#)

Comment

NONE PROVIDED

Attachments

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Water Permits
625 Broadway, Albany, New York 12233-3505
P: (518) 402-8111 | F: (518) 402-9029
www.dec.ny.gov

MS4 Operator Certification Form for eReports
SPDES General Permit for
Stormwater Discharges From
Municipal Separate Storm Sewer Systems (GP-0-24-001)

Instructions

As required by Part V.B.2. and Part V.B.3. of GP-0-24-001, the MS4 Operator must submit the Annual Report and the Interim Progress Certification, respectively. As stated in Part V.B.5. of GP-0-24-001, all reports must be signed in accordance with Part X.J. of GP-0-24-001.

MS4 Operator Name: Village of Minoa

Permit ID: NYR20A 229

eReport Submission Number: HQ9-T6PM-PJDX1

MS4 Operator Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (please print or type)

John Champagne

Title

Deputy Mayor

Signature

John H. Champagne

Date

03/26/2025



Department of
Environmental
Conservation

Date	Attachment Name	Context	User
3/26/2025 8:39 AM	MS4 CERTIFICATION-03262025084046.pdf	Attachment	Lisa DeVona

Status History

	User	Processing Status
1/21/2025 11:07:13 AM	Lisa DeVona	Draft
3/27/2025 9:14:56 AM	Lisa DeVona	Submitting
3/27/2025 9:15:03 AM	Lisa DeVona	Submitted

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Lisa DeVona	3/27/2025 9:15:03 AM
Review		

Submission Complete

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