

# MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQB-75VH-SAZM8, version 1)

## Details

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**Originally Started By** MAUDE L MORSE

**Alternate Identifier** NYR20A276

**Submission ID** HQB-75VH-SAZM8

**Status** Draft

## Form Input

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### MS4 Operator Information

**Municipality Name or Legal Entity Name**  
VILLAGE OF MARCELLUS

**Permit ID #:**  
NYR20A276

**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**

6 SLOCOMBE AVE  
MARCELLUS, NY 13108  
Onondaga

**Ranking Official**

Official Title	First and Last Name	Phone	Email
Mayor	CHAD A CLARK	315-673-3112	mayor@villageofmarcellusny.com

**Report Preparer**

Report Preparer Title	First and Last Name	Phone	Email
Contract Engineer	MAUDE MORSE	315-952-8143	mlmorse@verizon.net

**Stormwater Program Coordinator**

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	PAUL STACEY	315-673-3112	codes@villageofmarcellusny.com

**Part IV**

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

Yes

**MS4 General Permit Resources**

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

**SWMP Plan**

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**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**

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**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 storm sewer shed 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 portion 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**

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**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.**

Village of Marcellus has continuing coverage from a previous permit.

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

*NONE PROVIDED*

## **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.**

SWMO Plan will be evaluated within 5 years.

## **Part VI**

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

MCM 1

MCM 3

**Minimum Control Measure 1**

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**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.**

not yet 3 years

**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?**

Residential everyday choices, commercial best onsite practices and 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.**

not yet year 5

**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.**

not yet year 4 or 5

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

*NONE PROVIDED*

## **Minimum Control Measure 2**

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**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

Coordination with other pre-existing public involvement/participation opportunities

**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?**

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

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

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

**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.)**

Yes

**What opportunity for review and comment on the draft annual report has been provided?**

Posting of draft Annual Report on a public website

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

N/A

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

No public comments were received.

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

N/A

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

No public comments were received.

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

*NONE PROVIDED*

### **Minimum Control Measure 3**

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**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?**

26

**How many MS4 outfalls are on the inventory?**

26

**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.**

not yet year 4 or 5

**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.**

not yet within 3 years

**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.**

not yet year 4 or 5

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

N/A

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

not yet within 2 years

**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.**

not yet year 5

**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.**

not yet year 5

**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.**

not yet year 3. 4 or 5

**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.**

not yet year 3, 4 or 5

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

N/A

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

not yet year 2

**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.**

not yet year 5

**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.**

not yet year 3, 4 or 5

**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.**

not yet year 3, 4 or 5

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

N/A

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

not yet year 2

**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.**

not yet year 5

**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.**

not yet year 3, 4 or 5

**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.**

not yet year 3, 4 or 5

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

*NONE PROVIDED*

## Minimum Control Measure 4

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**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.**

not yet year 5

**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.)**

N/A

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

not yet year 2, 3, 4 or 5

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

N/A

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

not yet year 2, 3, 4 or 5

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

Yes

**How many construction sites are on the inventory?**

1

**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?**

1

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

Yes

**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**

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**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?**

0

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

N/A

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

not yet year 5

**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.**

not yet year 5

**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.)**

N/A

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

not yet year 2, 3, 4 and 5

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

*NONE PROVIDED*

### **Minimum Control Measure 6**

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**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.)**

N/A

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

not 3 years yet

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

N/A

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

not 3 years yet

**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.)**

N/A

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

not year 5 yet

**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.**

not year 4 and 5 yet

**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.**

not year 4 and 5 yet

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

N/A

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

not year 2 yet

**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.**

ot year 3, 4 and 5 yet

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

N/A

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

not year 3 yet

**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.**

not year 4 and 5 yet

**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.**

not 5 years yet

**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.**

not 5 years yet

**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.**

not 5 years yet

**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.**

not 5 years yet

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

N/A

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

not 3 years yet

**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.**

not year 5 yet

**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.**

not year 4 and 5 yet

**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.**

not year 4 and 5 yet

**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.**

not 3 years yet

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

N/A

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

not 3 years yet

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

N/A

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

not year 5 yet

**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.)**

N/A

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

not 5 years yet

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

N/A

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

not 5 years yet

**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?**

Yes

**To which TMDL does the MS4 Operator discharge?**

Onondaga Lake Watershed

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

MCM 1

MCM 3

## **Onondaga Lake Watershed**

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**Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include the areas with potential to contribute phosphorus to the TMDL waterbody? (Part IX.B.1.a.)**

N/A

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

not yet 3 years

**Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include the additional information for post-construction SMPs? (Part IX.B.1.b.)**

N/A

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

not yet 3 years

### **Minimum Control Measure 1**

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**Twice a year, in Year 4 and Year 5: Have educational messages with information specific to phosphorous been made available? (Part IX.B.2.b.)**

N/A

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

not yet year 4 or 5

**Twice a permit term, separated by a minimum of one (1) year: Have residential on-site wastewater system users been educated on the on-site wastewater inspection program described in Part IX.B.4.b. and proper maintenance practices? (Part IX.B.2.c.)**

N/A

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

not yet a permit term

### **Minimum Control Measure 3**

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**Within five (5) years of the EDC: Has the number of each item listed in Part IX.B.1.a. been included on the MS4 outfall inventory for each associated MS4 outfall? (Part IX.B.4.a.)**

N/A

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

not yet 5 years

**Once every five (5) years: Has the proper operation of on-site wastewater systems been ensured? (Part IX.B.4.b.i.)**

N/A

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

not yet 5 years0

### **Minimum Control Measure 4**

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**How many high priority construction sites discharge to the TMDL?**

0

### **Minimum Control Measure 6**

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**In Year 4 and Year 5: Have all streets located in the TMDL watershed been swept?  
(Part IX.B.7.a.)**

N/A

**Please clarify the reason for selecting "No" or "N/A" for this item.**  
not year 4 and 5 yet

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

*NONE PROVIDED*

## **Interim Progress Status**

### **Interim Progress Resources**

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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.**

*NONE PROVIDED*

**Comment**

*NONE PROVIDED*