

# Town of LeRay

## MS4 Staffing Plan/Organizational Chart

### Town Board

- Reviews and approves interim and annual reports

### Town Supervisor

- MCM1&2 Organizes board meetings to educate the public
- MCM 3-6: Works with Stormwater Coordinator and Public Works staff to comply with permit requirements

### Deputy Highway Superintendent

- MCM4: Reviews SWPPPs
- Oversees Public Works Staff

### Stormwater Coalition

- Education committee handles MCM1&2 planning, creates flyers/handouts, etc
- Maintains stormwater coordinator agreement with JCSWCD

### Stormwater Coordinator

- Sends necessary interim and annual report documentation to JCSWCD
- MCM3-6: Informs Town Supervisor and Deputy Highway Superintendent of permit requirements

### Public Works

Provides Implementation and Oversight for the following:

- MCM 2: Pet waste bags/Collection of garbage from roadside
- MCM 2: Storm drain markings
- MCM 3: Landscaping and irrigation
- MCM 3: Parking lot maintenance
- MCM 5: Post-construction SMP inspections
- MCM 6: Street, bridge, right-of-way, sweeping and winter road maintenance
- MCM 6: Parks, open space and municipal building maintenance
- MCM 6: Vehicle and fleet maintenance
- MCM 6: Solid Waste & Stormwater maintenance
- MCM6: Municipal facility Inventory and inspections

### Jefferson County Soil and Water Conservation District

(JCSWCD)

- Compiles coalition's interim and annual reports
- Trains Stormwater Coordinators on MS4 Permit Requirements
- Creates draft SWMPs and programs for Coalition Members
- Contacts DEC with coalition's permitting questions
- Creates necessary maps in GIS
- Hosts and updates Stormwater Coalition's Website
- MCMs 1&2: Hosts public education and engagement events

### Town Clerk

- Compiles and stores all relevant information with the help of the Stormwater Coordinator
- MCM 1&2: Coordinates village website postings and newsletter articles for MS4 Education and outreach

### Town Engineer

- MCM4: Approves reviewed construction Stormwater Pollution Prevention Plans