

**VILLAGE OF CATSKILL
PUBLIC PARTICIPATION PLAN
COMBINED SEWER OVERFLOW**

PREPARED FOR:

**THE VILLAGE OF CATSKILL
422 MAIN STREET
CATSKILL, NY 12414
VILLAGE LIAISON: JOSEPH KOZLOWSKI
(518) 943-3830**

PREPARED BY:

**CRAWFORD & ASSOCIATES, ENGINEERING, P.C.
551 WARREN STREET
HUDSON, NY 12534**

COPIES OF THE REPORT ARE LOCATED AT:

**CATSKILL PUBLIC LIBRARY
1 FRANKLIN STREET
CATSKILL, NY 12414**

**THE VILLAGE HALL
422 MAIN STREET
CATSKILL, NY 12414**

**THE DEPARTMENT OF PUBLIC WORKS
101 WEST BRIDGE STREET
CATSKILL, NY 12414**

AUGUST 22, 2006

REVISED NOVEMBER 28, 2006

VILLAGE OF CATSKILL
PUBLIC PARTICIPATION PLAN
TABLE OF CONTENTS

SUMMARY 1

I. BACKGROUND..... 1

II. OVERALL GOALS OF PUBLIC PARTICIPATION 2

III. SYSTEM CHARACTERIZATION 3

 A. Specific Goals..... 3

 B. Methods for Public Participation 3

IV. DEVELOPMENT AND EVALUATION OF ALTERNATIVES FOR CSO CONTROLS 5

 A. Specific Goals..... 5

 B. Methods for Public Participation 5

V. SELECTION AND IMPLEMENTATION OF THE LONG TERM PLAN 7

 A. Specific Goals..... 7

 B. Methods for Public Participation 8

APPENDIX A – LIST OF WATER AND SEWER CUSTOMERS

SUMMARY

The EPA's CSO Guidance for Long-Term Control Plan (LTCP) policy is to establish public participation through out the LTCP process. Public involvement is to be established for the three phases of the LTCP. They are:

1. System Characterization
2. Development and Evaluation of Alternatives for CSO Controls
3. Selection and Implementation of the Long-Term Plan

This Public Participation Plan describes the goals for public participation for each phase and the methods to be used by the Village to the public to meet those goals.

These guidelines are found online on the EPA's website at: <http://www.epa.gov>.

I. BACKGROUND

The Village of Catskill owns and operates a 1.5 MGD wastewater treatment plant and collection system that serves the residents of the Village. The collection system incorporates a combined sewer overflow (CSO) system that has the potential to impact both Catskill Creek, and the Hudson River. When flows exceed 3.2 MGD, the combined sewage and storm water is discharged at seven permitted CSOs.

The Village has undergone construction to separate portions of their combined sanitary and storm sewer at various locations throughout the collection system. Recent work that has been completed includes sewer separation on Clinton Ave., Grandview Ave., and Main St.

Separation of the combined sewer reduces the quantity of wastewater treated by the wastewater treatment plant and eliminates the CSO system in accordance with Best Management Practices (BMPs) part of the Village's treatment plant State Pollution Discharge Elimination System (SPDES) permit issued by the NYS Department of Environmental Conservation (NYSDEC). The NYSDEC has also outlined a Long Term Control Plan (LTCP) to be developed for the CSOs. Part of the LTCP involves development and implementation of a public participation plan.

This document describes the public participation plan that will be implemented by the Village to ensure public participation throughout the LTCP process.

II. OVERALL GOALS OF PUBLIC PARTICIPATION

The national CSO Control Policy issued by the EPA in 1994 provides that the affected public of the receiving waters be actively involved during the development of the LTCP.

- The role of public participation and the need to coordinate national water quality initiatives contained in the Clean Water Act (CWA) with state water quality standards and permits
- A general overview of the approach for developing a LTCP, including a discussion of both the demonstrative and presumptive approaches to showing compliance with CWA requirements
- Considerations for small systems
- Specific approaches to developing alternatives including definition of CSO control goals, control measures, sizing, costs and issues relating to the CSO locations
- Methods for evaluating alternatives, including cost/benefit analysis, non-monetary factors and financial capability.

Throughout each phase of the LTCP, the Village of Catskill will interest the public through use of a variety of strategies to ensure that regulatory officials, rate payers and users of the receiving waters are informed and involved in the process. The phases of the LTCP process as outlined in the Guidance for LTCP by the EPA in 1995 during which public participation will implemented are:

- System Characterization
- Development and Evaluation of Alternatives for CSO Control
- Selection and Implementation of the Long-Term Plan

This Public Participation Plan describes the goals for public participation for each phase of the work as well as the methods to be used by the Village to ensure that the goals are met.

III. SYSTEM CHARACTERIZATION

A. Specific Goals

The specific goals of public participation during the system characterization phase of the preparation of the Village's LTCP are to:

- obtain an understanding of the local perspective on water quality issues and sewer system problems and
- to determine the amount of public concern regarding CSOs and the public's willingness to participate in efforts to eliminate CSOs.

The following information will be presented to the public as a means to inform the public of the presence of CSOs and to open a dialogue between the public and Village officials:

- Define CSOs
- Describe the watershed approach to CSO control planning
- Identify Watersheds in CSO areas
- Quantify CSO and non-CSO sources
- Describe the monitoring of CSOs
- Describe CSO loads and impacts on receiving waters
- Present documented existing sewer system conditions and problems
- State the Nine Minimum Controls and provide implementation status
- Describe the process for evaluation CSO control alternatives

B. Methods for Public Participation

With the goals of the System Characterization phase of the LTCP development in mind, the Village will engage the public and the NYSDEC through use of a minimum of four tactics during this phase of the work:

1. The President will appoint a Village Trustee to act as the point person for the development of the LTCP. This Trustee will coordinate with the Village Board,

AUGUST 22, 2006

Department of Public Works, Village Engineering Consultant, Village sewer system operations staff and with regulatory agencies during the preparation of the LTCP. The Trustee will make a report on the status of the LTCP at each monthly Village Board Meeting. The public will be notified of the appointment of this Trustee and encouraged to contact the Trustee at any time during the LTCP process to ask questions, make statements or check the status of the LTCP process.

2. The Village will establish a page on the Village's website, which will be used to post CSO information and announcements for meetings, workshops and hearings regarding the development of the LTCP.
3. Working with the Trustee, the Village Engineering Consultant and/or the Village sewer system operator will present the information listed above at least two different regular meetings of the Village Board. These presentations will be the major vehicle through which the goals of the public participation for the System Characterization phase are achieved. To the extent that information is presented on computerized slide shows, boards or charts, copies of the presentation materials will be made available to the public at the Village Clerks office and the public library.
4. The Village includes an open letter to water and sewer customers in an annual mailing. Notification of the Trustee appointed to manage the LTCP process will be provided in the open letter. Additionally, the dates times and locations of meetings where the presentations of the information relevant to the System Characterization phase will be included in the open letter. Space permitting, a summary of the information listed above will be included in the open letter or as a separate flyer, if logistics permit.
5. A summary memo of the status of the LTCP development will be submitted to the NYSDEC by the designated Trustee/Village Engineering Consultant.

A list of the water and sewer customers (rate paying and/or users) has been included in Appendix A of this report.

IV. DEVELOPMENT AND EVALUATION OF ALTERNATIVES FOR CSO CONTROLS

A. Specific Goals

The goal of public participation in the Development and Evaluation of Alternatives phase of the LTCP is to involve the public in the development of alternative solutions that protect the local surface water resources while considering the financial impacts to the community.

The following information will be presented to the public to foster participation in the development of alternatives and an understanding of both the environmental benefits as well as the economics of implementation of the various control alternatives:

- Present water quality goals for the receiving water(s)
- Describe CSO control goals based on receiving water quality goals as developed under the presumptive and/or the demonstrative approach options
- Identify the types of control alternative available to meet CSO control goals
- Select control methods to meet control goals
- Present the process for evaluation and comparing various alternatives for CSO control

B. Methods for Public Participation

Involving the public in the development of alternative solutions for CSO controls as well as the evaluation of the control methods that will result in achieving water quality goals will be accomplished through the following activities as a minimum:

1. The on-going roll of the Trustee appointed to act as the coordinator of the LTCP process.
2. Use of an annual open letter included in municipal mailings.
3. Continued use of the page on the Village's website to post CSO information and announcements for meetings, workshops and hearings regarding the development of the LTCP.

4. The establishment of at least one workshop meeting with the public, separate from the regular Village Board meeting. The workshop will be scheduled at a time and location convenient to as many stakeholders as possible. The village Trustee appointed to spearhead the LTCP process will lead the workshop, with a representative from the NYSDEC, the Greene County Soil and Water Conservation District, the Village's sewer system operator and the Village's consulting engineer also engaged in the workshop discussion of:
 - a. Water quality goals for receiving water(s)
 - b. CSO control goals based on presumptive and/or demonstrative approach
 - c. Types of control methods available to meet specific goals
 - d. Select control methods to meet control goals
 - e. Present the process for evaluating and comparing various alternatives for CSO control
5. The time, date location and agenda for the meeting will be advertised in local newspapers and posted at various locations throughout the community including the Village Hall, public library, grocery store, banks and post office. Maximum public attendance will be sought. The public will be encouraged to speak and submit comments in writing prior to, during and after the workshop.
6. A summary memo of the status of the LTCP development will be submitted to the NYSDEC by the designated Trustee/Village Engineering Consultant.

V. SELECTION AND IMPLEMENTATION OF THE LONG TERM PLAN

A. Specific Goals

Detailed evaluation of specific CSO control measures will be conducted by the Village and the Village's consulting engineer in concert with Village sewer system operations staff. After the in-depth evaluation, the public will be informed of each alternative being considered for CSO control. The detailed evaluation and ranking of alternative CSO control measures will be compiled in a draft report, which will include a great deal of information and data collected as well as technical and financial analysis. To make the report reader friendly, an executive summary will be included that provides a synopsis of the evaluation. The draft report will be provided to the public for review.

The CSO control measures proposed as alternatives may include both construction of new facilities, as well as adoption of new management practices. Since the CSOs are located within the community, the extent to which these methods are employed in the final control plan can be based in part on public comment. In addition to the methods of control, the implementation schedule and costs model can be selected or modified based on public input. In addition, the benefits of CSO control will be presented to the public during this phase of the LTCP.

The following information will be presented to the public to gauge reactions to the methods of control and costs of the various methods for the purpose of finalizing the LCTP:

- Summary of LTCP process
- Summary of Draft Report
 - Goals
 - Process
 - Schedule
 - Impacts
 - Costs

- Alternatives

B. Methods for Public Participation

1. The on-going roll of the Trustee appointed to act as the coordinator of the LTCP process.
2. Continued use of an annual open letter included in municipal mailings.
3. Continued use of the page on the Village's website to post CSO information and announcements for meetings, workshops and hearings regarding the development of the LTCP.
4. A presentation of the findings of the draft report will be made at a regularly scheduled meeting of the Village Board. Summarized information, presented with as much detail as practical and understandable to the general public will be presented. Background of the project, goals, the LTCP process, schedules, costs, impacts and alternatives will be presented.
5. A hearing and public comment period scheduled by the Village Board:
 - a. The Village Board will announce locations where copies of the draft report may be obtained. These locations will be similar to those stated previously, including Village Hall, the library and the post office.
 - b. At the same Village meeting, a hearing will be scheduled for the purpose of taking comments on the draft plan. The hearing will be scheduled no sooner than 45 days and hearing notices will be mailed to interested and affected parties (members of the public that have taken an active role in the LTCP process as well as regulatory authorities) and posted in locations commonly used by the Village to post hearings and meetings.
 - c. The hearing will open with a presentation by the designated Trustee and/or Village Engineering Consultant of the LTCP process summarizing all information previously presented during the LTCP process and the CSO control alternatives evaluated, process of evaluation and final alternatives.

AUGUST 22, 2006

- d. Information and comments from the public will be solicited from the public during the hearing.
 - e. The services of a professional stenographer will be utilized to record the proceedings
 - f. In addition to scheduling a hearing, the Village will designate a comment period that will extend from the date the draft report is distributed to locations noted above until at least ten days after the hearings. During that time, the Village will accept written comments from the public regarding the CSO control alternatives.
6. A summary of the information presented at the hearing plus a review of the transcript and written public comments submitted during the comment period will be presented by the designated Trustee at the regular meeting of the Village Board subsequent to the close of the public comment period. A written summary, the hearing transcript and written public comments will be made available to the public at locations designated by the Village Board.
 7. A summary memo of the status of the LTCP development will be submitted to the NYSDEC by the designated Trustee together with a copy of the draft report. Input from the regulatory agencies in the form of written comments to the draft report will be sought.
 8. Based on comments from the public and the regulatory community, the draft report will be made final and presented by the Village's engineering consultant to the Village Board at a regular Village Board Meeting.
 9. The Village will adopt a final LTCP by vote of the Village Board. The Board's adoption will be informed by the public input received throughout the LTCP development process.

End of Report