



March 14, 2023

Supervisor Robert A. Wicks
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

**RE: *Work authorization for Professional Engineering Services for the 2022-2023 NYSDEC MS4 Annual Report Preparation
Town of Lysander, NY
CHA Project No.: 078315.0011***

Dear Supervisor Wicks:

CHA is pleased to submit this work authorization for professional engineering services for the proposed for the 2022-2023 NYSDEC MS4 Annual Report Preparation stormwater permit requirement.

The following is our understanding of the project.

PROJECT UNDERSTANDING

The Town of Lysander storm sewers are operated under a federally mandated State Pollution Discharge Elimination System (SPDES) permit for stormwater discharges from Municipal Storm Sewer Systems (MS4). The MS4 permit requires that a Municipal Compliance Certification Form, MS4 Annual Report, is prepared by a licensed professional and submitted to the NYSDEC annually.

EXHIBIT A - SCOPE OF SERVICES

Task A – MS4 Annual Report Form Preparation

1. CHA will coordinate with the CNY Stormwater Coalition to complete minimum control measure 1 (public education and outreach) & minimum control measure 2 (public participation and involvement) sections of the annual report.
2. CHA will coordinate with the Onondaga County Office of Water and Environment Detection and Soil and Water conservation service to complete minimum control measure 3 (illicit discharge detection and elimination) section of the report.
3. CHA will complete minimum control measure 4 (construction site runoff control) & minimum control measure 5 (post construction runoff control) sections of the report, including performing annual inspections of all stormwater management ponds maintained by the Town on behalf of the drainage districts.
4. CHA will coordinate with the highway department to complete minimum control measure 6 (pollution prevention/good housekeeping) section of the report.
5. CHA will compile record data used to complete the MS4 annual report as required by the MS4 permit which will be used if the Town's records are audited by the NYSDEC or the EPA in the

future.

6. CHA will present the draft annual report at a public meeting per the requirements of the MS4 permit and provide a copy of the draft annual report to be posted on the Town of Lysander website.

Deliverables:

- Signed MS4 annual report submitted to the NYSDEC

Assumptions:

- The Lysander Highway Department can provide records of street sweeping, catch basin cleaning and routine best management practices at the highway garage.

EXHIBIT B - SCHEDULE

CHA is prepared to begin working on this project upon written authorization to proceed and complete all work prior to the NYSDEC reporting deadline of June 1, 2023.

EXHIBIT C – FEES

For the scope of services contained herein, we proposed to be compensated on an hourly basis for a not-to-exceed fee of \$4,950, in accordance with our current Municipal Consulting Agreement. All reimbursable project expenses, including mileage, postage, and printing/reproduction, will be billed at cost.

We appreciate the opportunity to submit this work authorization to the Town. If acceptable, please sign below and return a copy to our office. If you have any questions regarding this work authorization, please do not hesitate to contact me at ayager@chacompanies.com.

Sincerely,



Allen J. Yager, P.E.
Project Manager III / Senior Engineer V

AUTHORIZATION TO PROCEED:

By: _____
Robert A. Wicks, Supervisor
Town of Lysander

Date

