

Stormwater Pollution Prevention Plan

Borough of Stanhope

County of Sussex

NJPDES# NJG0151301


Prepared October 16, 2020

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Eric L. Keller, PE, Borough Engineer
Office Phone # and eMail	973-291-2919 ekeller@bowmancg.com
Signature/Date	 10/16/20
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Eric L. Keller, PE, Borough Engineer
Print/Type Name and Title	Nicki Louloudis, PE, Sr. Project Manager
Print/Type Name and Title	James Giurintano, PE, Principal
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Brian McNeilly, Borough Administrator
Print/Type Name and Title	Jason Titsworth, DPW Superintendent
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://stanhopenj.gov/departments-and-services/municipal-departments/dpw
2. Date of most current SPPP:	October 16, 2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://stanhopenj.gov/departments-and-services/municipal-departments/dpw
4. Date of most current MSWMP:	February 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Borough Hall, Borough Clerk's office
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<ol style="list-style-type: none"> 1. The Borough provides notice through the public notice requirements in the Open Public Meetings Act (NSA 10:4-6 et. Seq.) as well as the notice requirements of the Municipal Land Use Law (NJSA 40:55D-1 et.seq.) when the Borough's Stormwater Management Plan, Stormwater Management ordinance and various subsequent ordinances were developed and adopted, including any amendments 2. Each Council meeting or Land Use Board meeting has public comment periods for any topics that a resident may wish to discuss with the respective public body. 	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

<p>1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.</p>
<ul style="list-style-type: none">• Stormwater educational materials are included in the annual community calendar that is mailed to all Borough residents.• The Borough website also contains stormwater educational materials both on the “Resources” page and the “Dept of Public Works” page• Water quality flyers are available at Borough Hall.• There is a link on the Borough website (at https://stanhopenj.gov/departments-and-services/municipal-departments/dpw) to the NJDEP Clean Water NJ website
<p>2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.</p>
<ul style="list-style-type: none">• We have updated the website (June 2020) to include the resolutions for Illicit Connections and Improper Disposal of Waste. Also see above for other educational efforts• Improper Pet Waste Disposal notices are included in the annual community calendar and on the website.• The Borough website provides information on the “Zoning and Code Enforcement” page about submitting violations, which can be anonymous, to aid in identifying violations of the Pet Waste Disposal ordinance.• There are also educational activities during the annual Stanhope Spring Festival, Family Fun Day and Save the Lake Day events
<p>3. Indicate where public education and outreach records are maintained.</p>
<p>These are maintained in Borough Hall in the Borough Clerk’s office</p>

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this article is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
No
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
<p>The Borough Land Use Board enforces the provisions of the RSIS, including the stormwater management requirements to ensure all new residential development complies with the State and municipal stormwater rules. The Borough's stormwater management ordinance is also enforced for all non-residential major developments (as defined in the ordinance). All new stormwater management facilities are required to provide Operation & Maintenance Manuals to identify the proper long term maintenance obligations of the facility owner (homeowners' association, Borough, commercial owner, etc.)</p> <p>All new inlets and reconstructed inlets in the Borough are being equipped with the required 'Eco' style inlet heads as required.</p>
4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.
<ul style="list-style-type: none"> • Applications are submitted to the Land Use Board which then determines completeness • Any significant or major development is forwarded to the Borough Engineer's office for review and comment. This review includes compliance with applicable regulations (Borough, RSIS, NJAC 7:8 et seq, NJAC 7:13 et seq)

<ul style="list-style-type: none"> • If a project is approved it then moves into resolution compliance to ensure that all stormwater issues are addressed, including the preparation of an Operations & Maintenance (O&M) Manual. The O&M Manuals are required to be filed with the County to run with the property deed. • Annual reports are required of all non-municipal stormwater facilities (It is noted as of the date of this SPPP, there are no non-municipal stormwater facilities) 	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	No
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Approved applications for major development are maintained in Borough Hall in the Land Use Board secretary's office

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	2/28/06		Yes	Animal Control Officer/Police
2. Wildlife Feeding permit cite IV.B5.a.ii	2/28/06		Yes	Animal Control Officer/Police
3. Litter Control permit cite IV.B5.a.iii	2/28/06		Yes	Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	2/28/06		Yes	Zoning Officer/Police/ Health Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	2/28/06		Yes	Zoning Officer/ Health Dept.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	10/25/11		Yes	Zoning Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	2/28/06		Yes	Zoning Officer/Health Dept.
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	2/28/06		Yes	Zoning Officer/Health Dept.
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	10/25/11		Yes	Zoning Officer/Health Dept.

Indicate the location of records associated with ordinances and related enforcement actions:

Ordinances are maintained in the Borough Clerk's office; enforcement actions are maintained by the respective agency (zoning, animal control, health or police); all in Borough Hall

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Main Street, Kelly Place and Furnace Street meet all of the criteria for street sweeping and the Borough conducts sweeping using their vacuum sweeper. The Borough DPW also regularly sweep all of the streets in the Borough, as long as they are not snow covered.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

All other municipal streets in the Borough besides Main Street, Kelly Place and Furnace Street are not required to be swept. The Borough will sweep these other streets as required and subject to manpower availability.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

No

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

The records are maintained by the DPW Superintendent at the DPW office. Total amount of tons collected per month are contained in annual reports.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Borough performs annual catch basin cleaning in the Spring of all structures on Borough roadways and facilities. All basins are cleaned using a vactor truck, and records kept of the amount of debris removed. During the annual cleanings, catch basins needing repair are identified and are scheduled for subsequent months. Priority is given to any streets scheduled for resurfacing
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
There are no locations with recurring issues
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
N/A
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
These are inspected during the annual catch basin cleaning and those found to be missing labels are repaired.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
The records are maintained by the DPW Superintendent at the DPW office. Total amount of tons collected per month are contained in annual reports.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1.	Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
	Municipal storm drain inlets are retrofitted as part of any resurfacing project. These are jointly identified by the Borough Engineer and the DPW, with DPW primarily doing the work. If a roadway reclamation or reconstruction project is publicly bid, these inlet retrofits are part of the contract documents
2.	Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
	Each inlet that was retrofitted is reviewed by the Borough Engineer’s office and/or the DPW Superintendent
3.	Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
	Zoning officer as part of property maintenance activities
4.	Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
	Zoning officer notifies the Borough Administrator and Engineer of any required activities; and Borough Engineer performs inspection, as required

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>
Address of municipal yard or ancillary operation: 7 Smith Street
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge: NONE
Raw materials –
Intermediate products –
Final products –
Waste materials –
By-products –
Machinery –
Fuel –
Lubricants –
Solvents –
Detergents related to municipal maintenance yard or ancillary operations –
Other –

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>	
1. Fueling Operations	
	<p>Bulk fuel deliveries are made as needed to the AST's located within the DPW yard. Temporary absorbent booms are deployed at inlets during bulk fuel transfer. No topping off of vehicles or equipment is permitted. Emergency shutoff signage is prominently displayed. Inspections are performed regularly during fueling operations.</p>
2. Vehicle Maintenance	
	<p>All vehicle maintenance activities are performed off-site at private facilities.</p>
3. On-Site Equipment and Vehicle Washing	
	<p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p> <p>The Borough does not wash its vehicles on-site.</p>
4. Discharge of Stormwater from Secondary Containment	
	<p>N/A</p>
5. Salt and De-Icing Material Storage and Handling	
	<p>The Borough currently stores de-icing materials (salt) in a salt shed structure located in the Public Works yard. This structure is fitted with "Block & Roll" type door system which provides protection from the elements to the salt storage.</p> <p>The salt storage is inspected daily during the winter months to ensure that material is not leaving the storage area and that an adequate amount is available for road maintenance activities. During the non-winter months, the storage area is checked monthly to ensure material is not tracked out</p>

<p>of the facility and routine maintenance activities are performed.</p> <p>The Borough does not utilize sand or grit in its winter maintenance procedures.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>These materials are stored in contained bins. Materials are hauled away as needed by a licensed outside recycling contractor</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>These materials are stored in self-contained bins and tarped. Materials are hauled away as needed by a licensed outside disposal contractor</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>Yard waste is contained in windrows; wood waste is tub ground into mulch; all hauled away as necessary by a licensed outside disposal contractor</p>
<p>9. Roadside Vegetation Management</p>
<p>Vegetation is contained in windrows with yard waste; wood waste is tub ground into mulch; all hauled away as necessary by a licensed outside disposal contractor</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Jason Titsworth, DPW Superintendent
2. Stormwater Facility Maintenance	Every year	Jason Titsworth, DPW Superintendent
3. SPPP Training & Recordkeeping	Every year	Jason Titsworth, DPW Superintendent
4. Yard Waste Collection Program	Every 2 years	Zoning Officer
5. Street Sweeping	Every 2 years	Jason Titsworth, DPW Superintendent
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Jason Titsworth, DPW Superintendent
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Jason Titsworth, DPW Superintendent
8. Waste Disposal Education	Every 2 years	Brian McNeilly, Administrator
9. Municipal Ordinances	Every 2 years	Brian McNeilly, Administrator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Eric Keller, Borough Engineer
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member. These records are on file in the Borough Clerk’s office</p>		

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer. **The Borough Engineer's certificate is on file in the Clerk's office**

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

The outfall map was updated in 2020 and is posted on the Borough’s website. A link to the map is provided here

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP’s designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Borough inspects those outfalls within their jurisdiction on an annual basis in conjunction with the catch basin cleaning program. At that time, if scouring or other damage is identified, specific remedial action plans are developed. These may be as simple as replacing rip rap that has been washed away or more complex. Those simple repairs are handled by the DPW forces, while more complex repairs are reviewed and/or prepared by the Borough Engineer.

Outfalls along County roads are the jurisdiction of Sussex County, while those along the shores of Lake Musconetcong are within the jurisdiction of the NJDEP (the lake is owned by the State). However, if individual property owners contact the Borough regarding erosion or bank stability problems, the Borough investigates and works with the appropriate agency.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

The Borough inspects those streams within their jurisdiction on an annual basis in conjunction with the catch basin cleaning program. The Borough also inspects streams if there are reports from residents about issues or muddy water. At that time, if scouring or other damage is identified, specific remedial action plans are developed. These may be as simple as replacing rip rap that has been washed away or more complex. Those simple repairs are handled by the DPW forces, while more complex repairs are reviewed and/or prepared by the Borough Engineer.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

The Borough has completed its illicit connection elimination program and through ongoing and periodic inspection has determined that there are no illicit connections to the Borough's stormwater system. These activities are on-going and subsequent inspections are performed if unusual dry weather flow conditions are reported or observed.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Borough follows the Operations & Maintenance Manual that was prepared in 2020 for all Borough owned facilities. The Borough Engineer's office performs quarterly inspections and inspections after major rain events. An action item list is provided to the DPW to address issues that are observed.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

At this time the Borough does not have any non-municipally owned stormwater facilities. There is a development site currently under construction which will have several stormwater management facilities. They were required as part of the site plan approval process to prepare and record the O&M Manual for this site. Once the site is operational, the Borough will verify that it has received the quarterly reports as well as the annual report (this is anticipated sometime in 2021)

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

These records are maintained by the Borough Engineer, with corrective maintenance activity logs maintained by the DPW Superintendent.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

There are 3 TMDL reports listed for Stanhope on the above website, however the report for Mercury – 2017 was not accessible. The other two address Fecal Coliform (2005) in the Musconetcong River at Lockwood; and Total Phosphorus (2003) for Lake Musconetcong. Actions to improve stormwater runoff are addressed by the various ordinances adopted as well as activities of the Lake Musconetcong Regional Planning Board to maintain and improve water quality within the lake (which is State owned).

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

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2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes, per Ordinance 2011-17, it is contained in Chapter 89, Article II of the Borough Code

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