



Stormwater Pollution Prevention Plan

NJPDES#: NJG0153133

Prepared For

Mine Hill Township
10 Baker Street
Mine Hill, NJ 07803

Prepared By

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December 29, 2020

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MC Project No. MHT-019

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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	Paul M. Sterbenz, P.E., PP, CME Township Engineer
Office Phone # and E-mail	(908) 238-0900 psterbenz@maserconsulting.com
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Paul M. Sterbenz, PE, PP, CME Mine Hill Township Municipal Engineer
Print/Type Name and Title	Adam T. Wisniewski, PE, CME Assistant to Municipal Engineer
Other SPPP Team Members	
Print/Type Name and Title	<u>Public Notice Coordinator</u> Marcie Istvan, RMC – Mine Hill Township Clerk Phone # (973) 366-9031 clerk@minehill.com
Print/Type Name and Title	<u>Post Construction Stormwater Management Coordinator</u> Paul M. Sterbenz, P.E., PP, CME, Township Engineer (908) 238-0900 psterbenz@maserconsulting.com
Print/Type Name and Title	Paul M. Sterbenz, P.E., PP, CME, Township Engineer (908) 238-0900 psterbenz@maserconsulting.com
Print/Type Name and Title	<u>Ordinance Coordinator</u> Anthony Bucco, Esq. –Township Attorney Phone # (973) 835-0100
Print/Type Name and Title	<u>Public Works Coordinator</u> Mike Hynio (973) 366-0931 dpw@minehill.com
Print/Type Name and Title	<u>Employee Training Coordinator</u> Paul M. Sterbenz, P.E., PP, CME, Township Engineer (908) 238-0900 psterbenz@maserconsulting.com
Print/Type Name and Title	<u>Mine Hill Township Municipal Engineer</u> Paul M. Sterbenz, PE, PP, CME Phone # (908) 238-0900 / Emergency # (908) 507-7353

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.	12/21/2018	PMS	ALL	Update SPPP per 2018 NJDEP Municipal Stormwater Permit.
2.	12/29/2020	PMS	1, 3, 5, 7, 8, 10, 11, 14	Reviewed plan for consistency and conformance with current NJDEP SPPP Guidance.
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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://minehill.com/township-departments/storm-water-management/
2. Date of most current SPPP:	December 29, 2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://minehill.com/township-departments/storm-water-management/
4. Date of most current MSWMP:	March 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Mine Hill Township 10 Baker Street Mine Hill, NJ 07803
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:	
<p>For meetings where, public notice is required under the Open Public Meetings Act ("Sunshine Law": N.J.S.A. 10:4-6 et seq.), the Mine Hill Township will provide public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Township of Mine Hill will provide public notice in a manner that complies with the requirements of N.J.S.A. 40:49-I et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (IV.J.S.A 40:55D-I et seq.) the Township will comply with those requirements.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
Public education and outreach are conducted during Township-wide events such as the annual community day via a stormwater display. Information on stormwater pollution prevention is posted on the Township website, NJDEP Stormwater pamphlets are distributed annually to property owners in tax bill mailings, and pet waste brochures are handed out during the annual licensing of pets.
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.
Information on illicit connections, and improper waste disposal is distributed to businesses and the general public annually along with tax bill mailings.
3. Indicate where public education and outreach records are maintained.
Records of Public Education and Outreach are maintained at the offices of the Township Clerk and Township Engineer.

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'?
"Major development" means any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule 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. Residential projects which are also considered major developments are required to comply with the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) as well as Township Ordinance Standards for Stormwater Management. Our Land Use Board ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
Municipal projects, though exempt from the MLUL approval process, will be designed in accordance with the ordinances currently in effect with regards to stormwater management. Stormwater management methods and strategies utilized will meet the requirements outlined in the ordinance for the type of project being constructed. If a project includes BMP's to address rate, volume or water quality requirements an operation and maintenance manual will be prepared requiring the continued inspection and maintenance of the feature by the Township Public Works staff. All storm drains constructed for such projects will comply with the ordinance standard for the passage of floatable materials and include the required NJDEP/NJDOT approved bicycle safe grate and curb piece having openings of no greater than 2-inches in the largest dimension. Also, existing storm drains are retrofit with the correct curb piece and grate in the course of repaving, repair, alteration or resurfacing of Township roads and facilitates.

<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.</p>	<p>Major Development projects are reviewed as part of an application to the Township Land Use Board.</p> <p>Following a determination of completeness, the Township Engineer's Office reviews the plans, reports and associated documents for conformance with the Township's Land Development Ordinance, and the Stormwater Control Ordinance, the RSIS, as well as any other applicable Township ordinance sections.</p> <p>The design calculations, details and plans are reviewed for compliance with the Stormwater Control Ordinance and the NJDEP Stormwater Management Rules (NJAC 7:8), and to ensure conformance with the latest BMP manual, and guidance provided by the NJDEP and County Soil Conservation District.</p> <p>Applicants are also required to file and record a Stormwater Maintenance Agreement and associated Operations & Maintenance Manual at the Morris County Clerk's Office to establish the responsibility and obligation of the property owner to adequately maintain and operate their facilities following construction.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No.</p>	
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>These files are maintained by the Land Use Board Secretary at the Mine Hill Township Municipal Offices 10 Baker Street Mine Hill, NJ 07803</p>	

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	3/16/06	https://ecode360.com/MI3185	Yes	Township of Mine Hill
2. Wildlife Feeding permit cite IV.B.5.a.ii	3/16/06	https://ecode360.com/MI3185	Yes	Township of Mine Hill
3. Litter Control permit cite IV.B.5.a.iii	3/1/07	https://ecode360.com/MI3185	Yes	Township of Mine Hill
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	3/1/07	https://ecode360.com/MI3185	Yes	Township of Mine Hill
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	3/16/06	https://ecode360.com/MI3185	Yes	Township of Mine Hill
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	10/7/07	https://ecode360.com/MI3185	Yes	Zoning Officer/ Construction Official
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	4/6/06	https://ecode360.com/MI3185	Yes	Municipal Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	3/16/06	https://ecode360.com/MI3185	Yes	Township of Mine Hill
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	11/1/07	https://ecode360.com/MI3185	Yes	Township of Mine Hill

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

All ordinances are available online at the following websites, and at the Municipal Offices:
<https://ecode360.com/MI3185>

Records of violations and related enforcement actions can be found with each of the above listed entities responsible for enforcement.

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.

Sweeping records are kept on file at the DPW offices.

The Township purchased a new street sweeper on 10/5/18. The Township sweeps all roads in the municipality at least twice a year. Iron Mountain Road will be swept monthly, weather permitting, per the requirements of the Tier 'A' Permit.

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 streets are swept twice a year (see Number 1 above).

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

No. Mine Hill Township does not provide street sweeping for any other municipalities.

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.

All street sweeping records are kept at the offices of the DPW of Mine Hill Township, 10 Baker Street, Mine Hill, NJ 07803.

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 Township of Mine Hill inspects Township owned catch basins at least once a year. Those catch basins that are found to be in disrepair or filled with sediment, trash, or debris are scheduled for maintenance to ensure continued service.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
None.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Not Applicable.
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.
Inlet labels are inspected annually during the catch basin cleaning program. Labels are checked by the Township for legibility and visibility. Those that are not legible, or visible are replaced.
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.
All records pertaining to catch basin inspections, cleaning, and repairs are kept at the offices of the DPW of Mine Hill Township, 10 Baker Street, Mine Hill, NJ.

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.
As a policy, and as required by the permit, storm drains on municipally owned roads, or facilities are retrofitted to meet the design standards for floatable materials when they are in direct contact with repaving, repair, reconstruction or resurfacing.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Township DPW staff, or the Township selected contractor are responsible for implementing the retrofits in the course of the work as defined above. In the case of a contractor completing the work, either the Township DPW superintendent, the Township Engineer, or a designee will approve the required grate and curb piece replacements prior to installation, and a Township Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
In the event of an application to the Township for development, or redevelopment of a property, or an application for repaving of a privately-owned facility, the owner is made aware prior to the issuance of a permit that the storm drain inlets are to be retrofit per the Town ordinance and to comply with the NJDEP/NJDOT approved inlet grates and curb pieces.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Township Engineer, or a designee will approve the required grate and curb piece replacements prior to ordering by the private property owner. A Township Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.

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: 10 Baker Street, Mine Hill, NJ. 07803; Lot 15, Block 1304
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: <u>Raw materials</u> – RCA, salt, DGA and ¾" stone are stored within three sided bins <u>Intermediate products</u> – N/A <u>Final products</u> – Cold patch - stored on pavement beneath tarps <u>Waste materials</u> – Street sweepings, inlet clean out materials - stored in a 30 CY dumpster until the time of disposal <u>By-products</u> – None <u>Machinery</u> – DPW equipment stored in the garage <u>Fuel</u> – Contained within double walled tank on paved pad in DPW yard <u>Lubricants</u> – Stored inside on shelving <u>Solvents</u> – Stored inside on shelving <u>Detergents related to municipal maintenance yard or ancillary operations</u> – None <u>Other</u> – None
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. 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.
1. Fueling Operations
Fuel stored in a double walled tank on a paved pad in the DPW yard. No storm drains or stormwater conveyance facilities are nearby. A daily log and spill kit are kept at the adjacent DPW office. Notices are posted regarding fuel operations. A fire hydrant is located adjacent to the fuel storage tank.

2. Vehicle Maintenance
Vehicle maintenance is performed inside the DPW garage. Floor drains were previously filled in and closed off.
3. On-Site Equipment and Vehicle Washing <i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>
No vehicle washing is performed at Township facilities.
4. Discharge of Stormwater from Secondary Containment
Not Applicable. No secondary containment on site.
5. Salt and De-Icing Material Storage and Handling
Salt is stored within the Township's salt shed which contains a roof and has walls. Salt is stored on an impervious floor. Any materials spilled during loading/unloading operations are swept back into the salt shed.
6. Aggregate Material and Construction Debris Storage
All materials are stored in three-sided concrete bins. Any materials spilled during loading/unloading are swept back into the bays. The bins are not within 50 feet of a catch basin or a stormwater conveyance.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Street sweepings are stored within a 30 CY dumpster prior to disposal.
8. Yard Trimmings and Wood Waste Management Sites
Residents can deliver yard waste to the Township mulch site on Canfield Avenue on Wednesdays (5-7 p.m.) and Saturdays (9 a.m. -12 p.m.)
9. Roadside Vegetation Management
Parks and roadside areas are mowed throughout the growing season. Materials are not collected and are left to compost in place. Any brush that may be collected by DPW on a project is brought to the Township mulch site on Canfield Avenue.

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: Canfield Avenue, Mine Hill, NJ. 07803; Lot 2, Block 603 (Municipal Compost Facility)
<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
None
2. Vehicle Maintenance
None
3. On-Site Equipment and Vehicle Washing <i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>
None
4. Discharge of Stormwater from Secondary Containment
None
5. Salt and De-Icing Material Storage and Handling

None
6. Aggregate Material and Construction Debris Storage
None
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
None
8. Yard Trimmings and Wood Waste Management Sites
The Township of Mine Hill operates a Class “C” Recycling Facility (Vegetative) on Lot 2, Block 603, situated on Canfield Avenue. The facility is open to Mine Hill Township residents only. Residents are required to utilize bio-degradable bags. The maximum capacity is 3,000 cubic yards per year. The facility operates under Permit No. 132489.
9. Roadside Vegetation Management
See Number 8 above

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> <p>Records maintained at DPW offices and provided annually to Township Engineer.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every 2 years	Township Engineer/ Public Works Superintendent
2. Stormwater Facility Maintenance	Every 2 years	Township Engineer/ Public Works Superintendent
3. SPPP Training & Recordkeeping	Every 2 years	Township Engineer/ Public Works Superintendent
4. Yard Waste Collection Program	Every 2 years	Township Engineer/ Public Works Superintendent
5. Street Sweeping	Every 2 years	Township Engineer/ Public Works Superintendent
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Township Engineer/ Public Works Superintendent
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Township Engineer/ Public Works Superintendent
8. Waste Disposal Education	Every 2 years	Township Engineer/ Public Works Superintendent
9. Municipal Ordinances	Every 2 years	Township Engineer/ Public Works Superintendent
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Township Engineer/ Public Works Superintendent
<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. Training records maintained by Land Use Board secretary.</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.

Certificates maintained by individual reviewers.

Township Engineer Paul M. Sterbenz, P.E., P.P., CME and Adam T. Wisniewski, P.E., CME, both of Maser Consulting, Inc., have completed the training.

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.

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.

See Appendix A for current mapping of all stormwater outfalls.

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

All outfall locations are inspected annually by the Mine Hill Township DPW.

**Records are maintained at the offices of the DPW at:
10 Baker Street, Mine Hill, NJ 07803**

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.

In the course of the annual outfall inspections, all outfall locations are inspected for signs of scouring. All sites which are identified locations of scour will be placed on a prioritized repair list, and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

If necessary, NJDEP permits would be obtained prior to the work being performed, and those locations which do not require permits will be completed first.

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.

Illicit discharge inspections of municipally owned outfalls are performed annually as part of the Township's outfall inspection program.

The NJDEP Outfall inspection forms are utilized in the inspections, and these forms are kept on file with our SPPP records.

Outfall pipes with dry weather flow are sampled in order to determine whether there is an illicit connection. If an illicit connection is detected within the Township the responsible party is cited for being in violation of the Illicit Connection Ordinance and will be required to immediately cease the discharge.

If we are unable to determine the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If the discharge is found to originate from another public entity, then the Township will report the connection to the Department.

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 Mine Hill Township operates a stormwater management facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. Mine Hill Township operates the following:

- catch basins
- storm drains
- dry wells
- swales
- one (1) stormwater management facility

These stormwater facilities are inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance is performed to ensure that the facilities do not begin to deteriorate.

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.

In accordance with the current Municipal Stormwater Permit, property owners are required to maintain logs for privately owned stormwater facilities, indicating the dates, tasks, and required maintenance which has been completed on their facility.

These logs must be submitted to the Township by January 31, for the prior year's maintenance work in order for the facility owner to continue to be in compliance.

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.

**Records are maintained at the offices of the Mine Hill DPW at:
10 Baker Street, Mine Hill, NJ 07803**

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.

Applicable Stream TMDL(s)

- Total Maximum Daily Loads for Fecal Coliform to Address 32 Streams in the Northeast Water Region:

Fecal Coliform - 2003 : Rockaway R at Longwood Valley & Blackwell St. : View the TMDL Document
- Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide:

Mercury - 2010 : Rockaway R (74d 33m 30s to Stephens Bk)
- Total Maximum Daily Load Report For the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and Total Suspended Solids Impairments:

Total Phosphorus - 2016 : Lamington R (above Rt 10)
- Total Maximum Daily Load Report for the Non-Tidal Passaic River Basin Addressing Phosphorus Impairments:

Total Phosphorus - 2008 : Rockaway R (74d 33m 30s to Stephens Bk)
- Total Maximum Daily Load Report For the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and Total Suspended Solids Impairments:

Total Suspended Solids - 2016 : Lamington R (above Rt 10) :

Applicable Lake TMDL(s)

- Amendment to the Upper Raritan Water Quality Management Plan: Total Maximum Daily Loads for Pathogens to Address 4 Lakes in the Raritan Water Region

Fecal Coliform - 2007 : Randolph Park Lake

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

These are the recommend measures found for each of the above referenced TMDL reports:

The TMDL above is related to elevated levels of fecal coliform in waterways causing the impairment. In order to address these concerns, continued monitoring of Township owned outfalls is required to ensure that illicit connections are not contributing to elevated levels of bacteria in the water.

Additionally, continued enforcement and education on pet waste, and wildlife feeding/mitigation strategies would also be effective in addressing these concerns.

Finally, maintenance of Township owned sanitary sewers and conveyance facilities and encouraging private property owners to maintain their septic systems will mitigate the potential for groundwater and surface water contamination by fecal coliform.

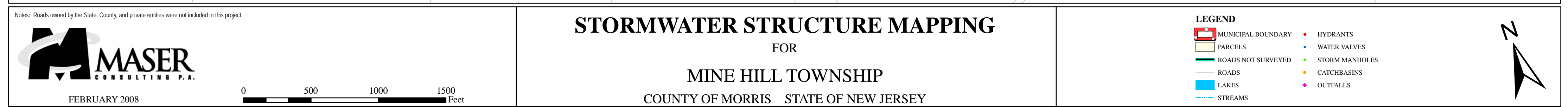
Measures to address nutrient loading (Phosphorus), as well as Total Suspended Solids include the Township's street sweeping program, stormwater catch basin and conveyance system maintenance, as well as the continued enforcement of private stormwater facility maintenance.

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.
None.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes.

Appendix A – Mine Hill Township Storm Sewer Collection System



Appendix B – Permit Attachment E:
Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

The Tier A Municipality shall implement the following practices at municipal maintenance yards and other ancillary operations owned or operated by the municipality. Inventory of Materials and Machinery, and Inspections and Good Housekeeping shall be conducted at all municipal maintenance yards and other ancillary operations. All other Best Management Practices shall be conducted whenever activities described below occur. Ancillary operations include but are not limited to impound yards, permanent and mobile fueling locations, and yard trimmings and wood waste management sites.

Inventory of Materials and Machinery

The SPPP shall include a list of all materials and machinery located at municipal maintenance yards and ancillary operations which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations and ancillary operations. Materials or machinery that are not exposed to stormwater at the municipal maintenance yard or related to its operations do not need to be included.

Inspections and Good Housekeeping

1. Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the Tier A Municipality's MS4. Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Municipal Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site with the SPPP and made available to the Department upon request. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwg/tier_a_guidance.htm) for additional information.
2. Conduct cleanups of spills of liquids or dry materials immediately after discovery. All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall.
3. Properly label all containers. Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained.

Fueling Operations

1. Establish, maintain and implement standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.
 - a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
 - b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.
 - c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment. Include all of the following:
 - “Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”
 - “Stay in view of fueling nozzle during dispensing”
 - Contact information for the person(s) responsible for spill response.
 - d. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

Discharge of Stormwater from Secondary Containment

Not Applicable

The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. A municipality may discharge stormwater accumulated in a secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the municipality shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

Vehicle Maintenance

Not Applicable

1. Operate and maintain equipment to prevent the exposure of pollutants to stormwater.
2. Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment**Not Applicable**

1. Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State.
2. Tier A Municipalities which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with 1, above, may temporarily contain wash wastewater prior to proper disposal under the following conditions:
 - a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by "*The List of Leak Detection Evaluations for Storage Tank Systems*" created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s).
 - b. For any cathodically protected containment system, provide a passing cathodic protection survey every three years.
 - c. Operate containment structures to prevent overfilling resulting from normal or abnormal operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.
 - d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
 - e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed.
 - f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
 - g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
 - h. Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin,

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sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.

3. Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.

Salt and De-icing Material Storage and Handling

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding area.
3. Minimize tracking of material from loading and unloading operations.
4. During loading and unloading:
 - a. Conduct during dry weather, if possible;
 - b. Prevent and/or minimize spillage; and
 - c. Minimize loader travel distance between storage area and spreading vehicle.
5. Sweep (or clean using other dry cleaning methods):
 - a. Storage areas on a regular basis;
 - b. Material tracked away from storage areas;
 - c. Immediately after loading and unloading is complete.
6. Reuse or properly discard materials collected during cleanup.
7. Temporary outdoor storage is permitted only under the following conditions:
 - a. A permanent structure is under construction, repair or replacement;
 - b. Stormwater run-on and de-icing material run-off is minimized;
 - c. Materials in temporary storage are tarped when not in use;
 - d. The requirements of 2 through 6, above are met; and
 - e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department;
8. Sand must be stored in accordance with Aggregate Material and Construction Debris Storage below.

Aggregate Material and Construction Debris Storage

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see www.nj.gov/dep/dshw/rntp/asphaltguidance.pdf) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse/ for more information).

Street Sweepings, Catch Basin Clean Out, and Other Material Storage

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquids, wastes which are removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” (www.nj.gov/dep/dshw/rntp/sweeping.htm).
3. Road cleanup materials placed into storage must be, at a minimum:
 - a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and
 - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

Yard Trimmings and Wood Waste Management Sites

1. These practices are applicable to any yard trimmings or wood waste management site:
 - a. Owned and operated by the Tier A Municipality;
 - i. For staging, storing, composting or otherwise managing yard trimmings, or
 - ii. For staging, storing or otherwise managing wood waste, and
 - b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.
2. Yard trimmings or wood waste management sites must be operated in a manner that:
 - a. Diverts stormwater away from yard trimmings and wood waste management operations; and
 - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.
3. Yard trimmings and wood waste management site specific practices:
 - a. Construct windrows, staging and storage piles:
 - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
 - ii. On ground which is not susceptible to seasonal flooding;
 - iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).
 - b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
 - c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
 - d. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
 - e. Remove trash from yard trimmings and wood waste upon receipt.
 - f. Monitor site for trash on a routine basis.
 - g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter;
 - h. Dispose of collected trash at a permitted solid waste facility.
 - i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

Roadside Vegetation Management

1. Tier A Municipalities shall restrict the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows: Tier A Municipalities shall not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Tier A Municipalities shall only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE

(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on _____ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): _____ Seal: _____

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____
Facility Permit Number _____

Tank ID Number _____ Tank Location _____
Tank Volume _____ gallons Tank Height _____ inches
95% Volume _____ gallons 95% Volume _____ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

Notes: The volume of liquid in the tank should be measured **before** each use.
Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.
A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____

Tank Location _____

Tank Volume _____ gallons

<u>Date and Time of Pump Out</u>	<u>Volume of Liquid Removed</u>	<u>Waste Hauler *</u>	<u>Destination of the Liquid Disposal *</u>

*** The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.**