



Stormwater Pollution Prevention Plan

NJPDES#: NJG0153133

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Prepared for:

Township of Mine Hill
10 Baker Street
Mine Hill, NJ 07803

Prepared by:

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CED Project No.: MHT-019

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Paul Sterbenz, PE, PP, CME Mine Hill Township Municipal Engineer		
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Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Paul M. Sterbenz, PE, PP, CME Mine Hill Township Municipal Engineer		
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Name and Title	Adam T. Wisniewski, PE, CME Assistant to Municipal Engineer		
	(908)200-2798	Email	adam.wisniewski@collierseng.com
Other Municipal Stormwater Team Members			
Name and Title	<u>Public Notice Coordinator</u> Marcie Istvan, RMC – Mine Hill Township Clerk		
Phone	(973) 366-9031	Email	clerk@minehill.com
Name and Title	<u>Post Construction Stormwater Management Coordinator</u> Paul M. Sterbenz, P.E., PP, CME – Mine Hill Township Engineer		
Phone	(908)200-2812	Email	paul.sterbenz@collierseng.com
Name and Title	<u>Local Public Education Coordinator</u> Marcie Istvan, RMC – Mine Hill Township Clerk		
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Phone	(973) 835-0100	Email	
Name and Title	<u>Public Works Coordinator</u> Mike Hynio – Department of Public Works Supervisor		
Phone	(973) 366-0931	Email	dpw@minehill.com
Name and Title	<u>Employee Training Coordinator</u> Paul M. Sterbenz, P.E., PP, CME –Township Municipal Engineer		
Phone	(908)200-2812	Email	paul.sterbenz@collierseng.com
Name and Title	<u>Mine Hill Township Municipal Engineer</u> Paul M. Sterbenz, P.E., PP, CME		
Phone	(908)200-2812	Email	paul.sterbenz@collierseng.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
12/21/2018	ALL	Update SPPP per 2018 NJDEP Municipal Stormwater Permit
12/29/2020	1, 2, 5, 7, 8, 10, 11, 14	Reviewed plan for consistency and conformance with current NJDEP SPPP Guidance
8/10/2023	ALL	Update SPPP per 2023 NJDEP Municipal Stormwater Permit

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://minehill.com/township-departments/storm-water-management/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Marcie Istvan, RMC – Mine Hill Township Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>The Municipality employs the following communication approaches to inform the public on the stormwater program:</p> <ol style="list-style-type: none">1. Stormwater displays in municipal buildings2. Mailing campaign to all stormwater facility owners3. Mailing campaign to residents and businesses4. Ordinance education5. Community events6. Township Website

**Form 4 – Post-Construction Stormwater Management in New Development
and Redevelopment**

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
MAJOR DEVELOPMENT A. An individual "development," as well as multiple developments that individually or collectively result in: (1) The disturbance of one or more acres of land since February 2, 2004; (2) The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004; (3) The creation of one-quarter acre or more of "regulated motor vehicle surface" since January 1, 2021; or (4) A combination of Subsection A(2) and (3) above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3), or (4) above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered major development.
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
The NJDEP model SCO was adopted without change.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).	
<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, 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>	
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.	
The Township's Municipal Stormwater Management Plan and Stormwater Control Ordinance do not contain a mitigation plan.	
5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.	
<u>Date:</u> April 6, 2006 October 4, 2018 December 3, 2020	<u>Revision:</u> Adopted Revised per 2018 Tier A Permit Revised per amendments to N.J.A.C. 7:8
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.	
<u>Date:</u> March 1, 2005	<u>Revision:</u> Adopted

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	3/16/2006	Yes	Township of Mine Hill	\$2,000.00 (Max)
2. Wildlife Feeding	3/16/2006	Yes	Township of Mine Hill	\$2,000.00 (Max)
3. Litter Control	3/1/2007	Yes	Township of Mine Hill	\$2,000.00 (Max)
4. Improper Disposal of Waste	3/1/2007	Yes	Township of Mine Hill	\$2,000.00 (Max)
5. Yard Waste	3/16/2006	Yes	Township of Mine Hill	\$2,000.00 (Max)
6. Private Storm Drain Inlet Retrofitting	10/7/2007	Yes	Zoning Officer/ Construction Official	\$2,000.00 (Max)
7. Illicit Connections	3/16/2006	Yes	Township of Mine Hill	\$2,000.00 (Max)
8. Privately-Owned Salt Storage	TBA	<i>NJDEP model ordinance to be adopted prior to 12/31/23</i>	<i>Code Enforcement</i>	\$___
9. Tree Removal-Replacement	TBA	<i>NJDEP model ordinance to be adopted prior to 12/31/23</i>	<i>Code Enforcement</i>	\$___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
<u>Ordinance:</u> Refuse Container and Dumpster Ord. <u>Date:</u> November 1, 2007 <u>Enforcement:</u> Township of Mine Hill				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
All ordinances are available online at the following website, 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.				

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Streets are swept by the Mine Hill Township Department of Public Works. The Township currently sweeps all roads in the municipality at least twice a year. Iron Mountain Road is swept monthly, weather permitting.

In the future, all Township Streets will be swept three times per year in April, August, and November as workload permits.

Sweeping records are kept on file at the DPW offices.

A revised street sweeping schedule will be developed and implemented in conjunction with the MS4 mapping effort. During the mapping effort, streets will have their applicability to the MS4 permit assessed and the current street sweeping schedule will be revised if needed. The SPPP will be updated upon completion of the revised street sweeping schedule. Street sweeping updates shall be implemented in accordance with the compliance deadline in the MS4 Permit.

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

No. Mine Hill does not receive street sweeping services from other municipalities nor does the Township provide street sweeping for any other municipalities.

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

Section a:

Inlet labels are inspected annually during the catch basin and inlet cleaning program. Labels are checked by the Township for legibility and visibility. Those that are not legible, or visible are replaced.

Section b:

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.

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 Township ordinance and to comply with the NJDEP/NJDOT approved inlet grates and curb pieces. 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.

Section c:

New storm drain inlets are constructed with NJPDES Phase II and NJDOT compliant curb pieces and grates. The Township Engineer, or a designee will approve the required grate and curb piece 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.

Section d:

The Township of Mine Hill inspects all Township owned inlets and catch basins at least once a year. Those inlets that are found to be in disrepair or filled with sediment, trash, or debris are scheduled for maintenance to ensure continued service.

<p>2. Municipal Catch Basins</p> <p>a. Describe when and how you conduct inspections of catch basins.</p> <p>b. Describe the criteria used to determine when catch basins need to be cleaned.</p>
<p>The Township of Mine Hill inspects all Township owned inlets and 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.</p>
<p>3. Municipal Conveyance System</p> <p>Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.</p>
<p>The Township has implemented an MS4 conveyance system inspection and cleaning program to maintain conveyance system function and efficiency. MS4 conveyance inspections will be performed concurrently with catch basin and outfall inspections. If MS4 conveyances are found to be in disrepair, or filled with sediment, trash, or debris on or off their usual maintenance schedule they will be repaired/cleaned immediately to ensure continued service.</p>
<p>4. Municipal Outfall Inspections – Stream Scouring</p> <p>Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.</p>
<p>All outfall locations are inspected annually by the Mine Hill Township DPW.</p> <p>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.</p> <p>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.</p>

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

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 if 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 the Township is unable to determine the source of the illicit connection, the Township 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.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

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

- dry wells
- swales
- one (1) stormwater management facility

These stormwater facilities are inspected and maintained in accordance with approved maintenance manuals to ensure that they are functioning properly. At a minimum the Township will inspect the facilities at least 4 times annually, and after each rainstorm exceeding one inch. In high-risk areas, preventative maintenance is performed to ensure that the facilities do not begin to deteriorate.

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

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.

8. Infrastructure Records

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Records are maintained at the offices of the Mine Hill DPW at:

10 Baker Street
Mine Hill, NJ 07803

Form 8 – Community-wide Measures
Part IV.F.2.

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>The Township does not use herbicides for roadside or other vegetative maintenance except as described in the relevant section of its MS4 Permit. Roadside vegetative maintenance is typically performed using other methods such as mowing.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Within 72 hours after the end of a storm event, conditions permitting, the Township will identify and remove any excess piles of de-icing materials that have been deposited during spreading operations. All excess de-icing materials will be returned to storage or properly disposed of if not suitable for reuse.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>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.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>The Township of Mine Hill operates a roadside erosion detection and repair program to inspect and maintain the stability of shoulders, embankments, ditches, and soils along these roads to ensure that they are not eroding and contributing to the sedimentation of receiving waters or stormwater infrastructure. Municipal roads are inspected annually for signs of erosion and instability. If roadside erosion is detected, it is to be repaired within 90 days if possible. If the repairs cannot be completed within the 90-day period, the Department shall be notified with an alternative schedule of completion.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
Mine Hill Public Works Garage 10 Baker Street Mine Hill, NJ. 07803; Lot 15, Block 1304	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Inspections are conducted on a monthly basis by the DPW Director. During the inspections, the DPW Director inspects all below listed onsite items which may be a source of stormwater pollution. Other items may be subject to inspection if it is deemed necessary by the DPW Director. Inspection logs will be maintained onsite and will be made available to the Department upon request.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
RCA	DPW Trucks
Salt	
DGA and ¾ stone	
Cold Patch Asphalt	
Street sweepings and basin cleanout materials	
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Not Applicable. No secondary containment on site.	

<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>Yes. Fuel is stored in a double walled tank on a paved pad in the DPW yard. No storm drains or stormwater conveyance facilities are nearby. Notices are posted regarding fueling operations and a fire hydrant is located adjacent to the fueling site. A daily log and spill kit are kept at the adjacent DPW office.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Yes. Vehicle maintenance is performed inside the DPW garage. All floor drains were previously filled in and closed off.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>No. Vehicle washing is performed offsite at commercial facilities.</p>
<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. Salt is stored within the Township's salt shed, a three walled structure with a roof and an impervious floor. Any materials spilled during loading/unloading operations are swept back into the salt shed.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. 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. Residents can deliver leaf waste to the Township mulch site on Canfield Avenue for composting during the Fall leaf collection season (October 15 – December 10).</p>

<p>10. Cold Patch Asphalt</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. Cold patch asphalt is stored on a walled concrete slab and covered with a tarp.</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. Street sweepings are stored within a 30 cubic yard dumpster prior to disposal.</p>
<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. 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. Yard trimmings are brought to the Canfield Avenue site for processing during the Fall leaf season (October 15 – December 10).</p>
<p>13. Scrap Tires</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No. These materials are managed by a commercial tire shop in accordance with any applicable State and Local Regulations.</p>
<p>14. Inoperable Vehicles and Equipment</p> <p>Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>No. These materials are not stored onsite. Inoperable vehicles and equipment are disposed of at commercial facilities in accordance with all Local and State Regulations.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
Mine Hill Township Recycling Facility Canfield Avenue Mine Hill, NJ. 07803; Lot 2, Block 603 (Municipal Compost Facility)	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Inspections are conducted on a monthly basis by the DPW Director. During the inspections, the DPW Director inspects all below listed onsite items which may be a source of stormwater pollution. Other items may be subject to inspection if it is deemed necessary by the DPW Director. Inspection logs will be maintained onsite and will be made available to the Department upon request.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
No. Secondary containment is not provided onsite.	
5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
No. Fueling is done at the 10 Baker Street Yard.	

<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
No. Vehicle maintenance is performed at the 10 Baker Street Yard.
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
No. The Township does not wash vehicles onsite.
<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
No. Salt is stored in the Township's salt shed at the 10 Baker Street Yard.
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
Yes. Aggregate materials are not stored onsite. 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 during the Fall leaf season (October 15 – December 10). Residents are required to utilize bio-degradable bags. The maximum capacity is 3,000 cubic yards per year. The facility operates under a separate NJPDES Permit. Wood chips and finished leaf compost piles are located in a bermed area at the mulch site.
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
No. These materials are not stored onsite.
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
No. These materials are not stored onsite.

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes. Construction and demolition waste is not stored onsite. 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 during the Fall leaf season (October 15 – December 10). Residents are required to utilize bio-degradable bags. The maximum capacity is 3,000 cubic yards per year. The facility operates under a separate NJPDES Permit. Processed wood waste and yard trimmings are stored in a bermed area at the mulch site.</p>
<p>13. Scrap Tires</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No. These materials are not stored onsite.</p>
<p>14. Inoperable Vehicles and Equipment</p> <p>Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>No. These materials are not stored onsite.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The stormwater coordinator shall complete the mandatory Department training as outlined in the Tier A Permit Requirements.

Topic	Municipal Employees
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	SPPP recordkeeping requirements are discussed in a group meeting with DPW employees and the municipal engineer or a qualified representative of the same.
Construction Site Stormwater Runoff	Construction site stormwater runoff training is provided by the municipal engineer and other stormwater reviewers using the online tools provided on the Department website.
Post-Construction Stormwater Management in New and Redevelopment	Post construction stormwater management training is provided by the municipal engineer and other stormwater reviewers using the online tools provided on the Department website and in person courses offered by the Department.
Community-wide Ordinances	Community-wide ordinance training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW and code enforcement employees annually to provide training on community wide ordinances.
Community-wide Measures	Community wide measures training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW and code enforcement employees annually to provide training on community wide measures.

Stormwater Facilities Maintenance	Stormwater facilities maintenance training is conducted in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on stormwater facility maintenance.
Municipal Maintenance Yards and Other Ancillary Operations	Municipal maintenance yard training is conducted in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on best management practices at municipal maintenance yards.
MS4 Mapping	MS4 mapping training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on MS4 mapping.
Outfall Stream Scouring	Outfall stream scouring training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on stream scouring.
Illicit Discharge Detection and Elimination	Illicit discharge training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees and any other employees tasked with illicit discharge inspections to provide training on illicit discharge detection and elimination.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All stormwater management design reviewers shall complete the mandatory Department training as outlined in the Tier A Permit. Stormwater management design reviewers shall ensure that their training is renewed every five years.
Stormwater management design reviewers shall also complete Department training pertaining to amendments to N.J.A.C. 7:8 no later than one year after the adoption of the amendments to the Stormwater Management rules at N.J.A.C. 7:8.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Municipal Board and Governing Body Members that review and approve application for development and redevelopment projects on behalf of the Borough shall complete the “Asking the Right Questions in Stormwater Review Training Tool”. The training must be completed by all current board members and once per term of service thereafter. Board members must also review one of the training tools offered under Post Construction Stormwater Management found at the website below.</p> <p>http://www.njstormwater.org/training.htm</p>

Training Records
Indicate the location of training records for the above required training.
<p>Training records for municipal employees are located at:</p> <p style="padding-left: 40px;">Mine Hill Township DPW Offices 10 Baker Street Mine Hill, NJ 07803</p> <p>Training records for municipal board and governing body members are maintained by the land use board secretary at:</p> <p style="padding-left: 40px;">Mine Hill Town Hall 10 Baker Street Mine Hill, NJ 07803</p> <p>Certificates for stormwater management design reviewers are maintained by the individual reviewers.</p>

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The SPPP will be amended to include a link to the most current MS4 outfall/infrastructure map upon completion of MS4 mapping.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	30
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	282
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	2
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The SPPP will be amended to include a procedure to amend the electronic map upon completion of MS4 mapping.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The MS4 Infrastructure Map is to be created and updated from survey of new and existing MS4 infrastructure. During the creation of the MS4 Infrastructure Map, there will be a survey effort to locate and gather information about existing MS4 infrastructure. The survey data will be used to create the MS4 Infrastructure Map.	
In the case of new construction, any new MS4 infrastructure is to be surveyed and added to the MS4 Infrastructure Map along with any additional required information.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Township is in the process of preparing the Watershed Inventory Report in accordance with the timeline in its MS4 Permit. MS4 infrastructure is to be surveyed and associated information is to be gathered and incorporated into an electronic map. The Watershed Inventory Report is to be submitted to the Department upon completion.</p> <p>Upon completion of the Watershed Inventory Report, the Township will assess potential water quality improvement projects, estimate the percent reduction in loading of the TMDLs and impaired parameters due to the aforementioned projects, prepare a summary of feedback from public information sessions, prepare a funding estimate for each project, and prepare an estimated implementation schedule.</p> <p>Upon completion of the Watershed Inventory Report, the Township will prepare and implement the final Watershed Improvement Plan Report in accordance with the Tier A MS4 Permit.</p>
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>The Township is not collaborating with other municipalities at this stage of the Watershed Improvement Plan. The SPPP will be updated if any collaboration agreements are made.</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>Public information session and meeting records are located at:</p> <p>Mine Hill Town Hall 10 Baker Street Mine Hill, NJ 07803</p>