



Borough of Stone Harbor  
Cape May County, New Jersey

## **Stormwater Pollution Prevention Plan (SPPP)**

**May 25, 2011**

**Revised December 26, 2019**

Prepared by:

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### 1. Executive Summary

DeBlasio & Associates was authorized by the Borough of Stone Harbor to provide Year 1 services for the Borough's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the facility, including site inspection and interviews with Borough personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared. The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "**Tier A SPPP Full Manual**", published August 2019.

The SPPP Plan itself is comprised of fifteen (15) SPPP Forms and the Tier A Permit requirements set forth by the NJPDES which range from implementation schedules to best management practices. These forms must be updated over time as the Borough achieves compliance with various MS4 obligations, and as operations and personnel change. The Borough will be provided an electronic copy of the forms for maintenance purposes.

Enclosed in **Section 5** of this report is an annual certification and reporting form that must be completed by the Borough and sent to the NJDEP. The form is to be filled out and submitted online and an updated version is due every year before May 1. An electronic version of the guide to filling out the annual report and certification form is also available online at the following address:

[https://www.nj.gov/dep/dwq/pdf/Tier\\_A/Tier\\_A\\_Chapter\\_7.pdf](https://www.nj.gov/dep/dwq/pdf/Tier_A/Tier_A_Chapter_7.pdf)

Also enclosed in **Section 6** are copies of five (5) pamphlets that must be distributed and/or mailed to residents – the Public Education, Pet Waste, Car Wash, Fertilizer and Motor Oil Pamphlet. Color and black-and-white copies of these materials are also available on-line at the following address:

[https://www.nj.gov/dep/dwq/msrp\\_ed\\_brochure.htm](https://www.nj.gov/dep/dwq/msrp_ed_brochure.htm)



The following is a summary of Stone Harbor's MS4s permit obligations and associated timetables:

**Table 1**  
**MS4 Compliance Summary and Associated**  
**Timetables**

<b>Regulatory Timetables</b>	<b>Task</b>	<b>Refer to SPPP form(s)/other</b>
5/2/2005 (and annually)	File initial Annual Certification and Reporting Form with the NJDEP	Section 5
4/1/05--3/31/06 and annual	Mail initial, and annual, public education pamphlet by NJDEP. Make same materials available for distribution at one (1) annual municipal event.	Section 6
4/1/2005 and ongoing	Begin monthly street sweeping, and monthly reporting, of Municipal streets meeting MS4 street sweeping requirements	SPPP Form 7
4/1/2005 and ongoing	Begin annual inspection, reporting & repair (if necessary) of municipally-owned or operated stormwater facilities, including inlet cleaning.	SPPP Form 8
4/1/2005 and ongoing	Implement applicable Fueling Facility, Vehicle Maintenance, and Maintenance Yard Good Housekeeping & SOP Procedures in accordance with the SPPP	SPPP Form 10 and SOP Attachments
4/1/05 and ongoing	Retrofit inlet grates during repairs, reconstruction, also new construction	SPPP Form 9
10/1/2005 and ongoing	Adopt & enforce improper disposal of waste ordinances (including pet waste handouts with pet licenses)	SPPP Form 4, Section 6 Pamphlets
10/1/05 and ongoing	Implement Yard Waste Collection Program	SPPP Form 6
10/1/2005 and ongoing	Begin annual inspection, reporting and repair (if necessary) of municipally-owned roadside facilities	SPPP Form 10
10/1/2005 and ongoing	Complete outfall inspections for evidence of illicit connections.	SPPP Form 12
4/1/05 and ongoing	Map outfalls discharging into waterways (Sector 1 – west of 99 <sup>th</sup> street)	SPPP Form 12
4/1/07 and ongoing	Comply with permanent de-icing storage standards (enclosed structure, impermeable floor)	SPPP Form 10 and SOP Attachments
4/1/07 and ongoing	Map outfalls discharging into waterways (Sector 2 – east of 99 <sup>th</sup> street)	SPPP Form 12



**1. Municipal Audit**

The following information was provided from November 2019 and December 2019 interviews of Grant Russ, Director of Public Works:

**A. Storm Drain Inlet Labeling**

Stone Harbor Borough has labeled and marked all inlets.

The Borough identified Sector 1 as the area south of 99<sup>th</sup> street. Sector 2 is the area north of 99<sup>th</sup> street.

**B. Outfall Mapping**

The Borough has mapped all outfalls discharging into waterways per Sectors 1,2 identified for stormwater labeling above. Minimum requirement, per the regulations, is to show approximate location on tax maps/100-scale mapping. Existing Borough and County stormwater mapping, updated, will be used.

**C. Illicit Connections**

All Borough outfalls that discharge to waterways are inspected routinely for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather defined as no rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.).

**D. Yard Waste Collection**

There is no curbside yard waste collection in Stone Harbor Borough. Residents are instructed to bag or bind leaves and yard waste for temporary placement in the back yards of residences. Residents call the Borough Public Works to request pickups on an as-needed basis.

There is ordinance prohibiting non-containerized wastes being placed on the road.

**E. Street Sweeping**

There is a requirement for monthly sweeping of select Borough Streets, weather and street surfaces permitting, which meet all of the following criteria:

- Commercial (non-residential) only
- Borough owned and operated
- Curbed streets roads and highways
- Speed limit of 35 mph or less



Stone Harbor currently sweeps all of its streets in excess of the monthly MS4 standard. At a minimum, all Borough streets meeting the above referenced criteria will be swept at least monthly by DPW personnel, weather and street-surfaces permitting.

**F. Stormwater Facility Maintenance**

Stone Harbor's stormwater collection facilities are primarily inlets and piping.

All facilities must be inspected, maintained and/or repaired as necessary annually (e.g., cleaned or repaired as necessary to maintain functioning of systems). "System" only includes stormwater infrastructure owned and maintained by municipality.

Stone Harbor already cleans its inlets at least annually and will comply with this MS4 requirement.

**G. Outfall Pipe Remediation**

The Borough has mapped and inspects all outfalls discharging into waterways routinely per Sectors 1,2 identified for stormwater labeling above. Where repairs are necessary (e.g., for downstream erosion), Borough will prioritize, schedule repairs.

**H. De-icing material storage**

The Borough stores salt in a fully enclosed building in its public works yard, which has an impermeable (concrete) floor. This facility meets both the interim and final MS4 deicing storage standards. In addition, sand is stored in an open bin at this yard, but the bin opening is over 50 feet away from the nearest stormwater inlet.

**I. Employee Training Requirements**

The Borough conducts annual Employee Training per its MS4 obligations. Employee training will be modified per the updated MS4 permit requirements.



## SPPP Required Forms

**Form 1**– SPPP Team Members (permit cite IV F 1)

**Form 2**– Revision History(permit cite IV F 1)

**Form 3**– Public Involvement and Participation Including Public Notice (permit cite IV B 1)

**Form 4**– Public Education and Outreach (permit cite IV B 2and Attachment B)

**Form 5**– Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4and Attachment D)

**Form 6**– Ordinances (permit cite IV B 5)

**Form 7**– Street Sweeping (permit cite IV B 5 b)

**Form 8**– Catch Basin and Storm Drain Inlets(permit cite IV B2, IV B5 bii, and Attachment C)

**Form 9**– Storm Drain Inlet Retrofitting (permit cite IV B 5 b)

**Form 10**– Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 and Attachment E)

**Form 11**– Employee Training (permit cite IV B 5 d, e, f)

**Form 12**– Outfall Pipes(permit cite IV B 6 a, b, c)

**Form 13** – Stormwater Facilities Maintenance (permit cite IV C 1)

**Form 14**– Total Maximum Daily Load Information (permit cite IV C 2)

**Form 15**– Optional Measures (permit cite IV E 1 and IV E 2)



## SPPP Form 1 – SPPP Team Members

All records must be available upon request by  
NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>Grant Russ</b>
Office Phone # and email	<b>609-368-7311, russg@shnj.org</b>
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>Public Notice Coordinator, Suzanne Stanford</b>
Print/Type Name and Title	<b>Local Public Education Coordinator, Jill Gougher</b>
Print/Type Name and Title	<b>Ordinance Coordinator, Marcus Karavan</b>
Print/Type Name and Title	<b>Construction Official, Michael Koochembere</b>
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	<b>Public Works Coordinator, Grant Russ</b>
Print/Type Name and Title	<b>Employee Training Coordinator, Grant Russ</b>
Print/Type Name and Title	
Print/Type Name and Title	





## SPPP Form 2 – Revision History

All records must be available upon request by  
NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	5/25/2011			Updating based on NJDEP requirements
2.	10/18/2016			Updating based on NJDEP requirements
3.	12/16/2019			Updating based on NJDEP requirements
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STORMWATER POLLUTION PREVENTION PLAN (SPPP)



## 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:	
2. Date of most current SPPP:	<b>Dec 26, 2019</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="https://ecode360.com/10814010">https://ecode360.com/10814010</a>
4. Date of most current MSWMP:	<b>Mar 26, 2019</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<a href="https://shnj.org/agendameetings/borough-council-agendas-minutes/">https://shnj.org/agendameetings/borough-council-agendas-minutes/</a>
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>The Borough complies with applicable State and local public notice requirements when providing for public participation in the ongoing development and implementation of the MS4 stormwater program through the public notice which requires under the Open Public Meeting Act ("Sunshine Law, N.J.S.A 10: 4-6 et. seq.) the Borough Of Stone Harbor provides public notice in the manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq.</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.

For our annual distribution, we mail the NJDEP brochure to our residents and businesses. The brochures are distributed with our Borough newsletter. Extra copies will be available at our County library and our Municipal Building.

An annual event is held each year at a Borough event, or our annual Stone Harbor Go Green Fair where we will make the NJDEP brochure and other educational materials available at a table. The Borough complies with the NJDEP's current 10-point annual public education requirement.

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.

In the Department of Water & Sewer Section on the Borough's website, hazards are emphasized from the improper disposal of waste in subsections for common improper disposal activities. The categories and their associated hazards can be found on the web page: <https://shnj.org/departments/departments-of-water-sewer/>

3. Indicate where public education and outreach records are maintained.

Records can be found in the Public Works office at 8018 Third Avenue Stone Harbor



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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

Any development that provides for ultimately disturbing one or more acres of land, or more than 10,000 square feet of new impervious coverage. "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?

The Borough does not indicate a different approach for residential or non-residential projects.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

To control stormwater from new development and redevelopment projects throughout Stone Harbor, (including projects we operate), we do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

We ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. We ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects comply with current standards for such inlets.



<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>Structural stormwater management measures shall be designed, constructed, and installed to be strong, durable, and corrosion resistant. Measures that are consistent with the relevant portions of the Residential Site Improvement Standards at N.J.A.C. 5:21-7.3, 7.4, and 7.5 shall be deemed to meet this requirement.</p> <p>Stormwater Management 470: 4-9</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes. Stormwater Management 470-1 Scope and purpose</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>9508 Second Avenue Stone Harbor, New Jersey 08247</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	Ordinance	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	10/30/05	<b>1229</b>	<b>yes</b>	Shore Animal Control
2. Wildlife Feeding permit cite IV.B.5.a.ii	10/30/05	<b>1229</b>	<b>yes</b>	Shore Animal Control
3. Litter Control permit cite IV.B.5.a.iii	08/01/82	<b>919</b>	<b>yes</b>	Code Enforcement
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/30/05	1230 1245	yes	Public Works Designee
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	10/30/20 05	1009	yes	Public Works Designee
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/01/20 10	1360	yes	Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/21/20 16	1253		Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	10/30/20 05	1245		Public Works Designee
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/01/20 10	1359		Code Enforcement
Indicate the location of records associated with ordinances and related enforcement actions:				
<p>Our code enforcement officers and local police officers enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.</p> <p><a href="https://ecode360.com/ST2163">https://ecode360.com/ST2163</a></p>				



## 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.

Being a barrier island and a coastal community, Stone Harbor Borough sweeps all public streets, including the main and satellite business districts, on a monthly basis at a minimum (see schedule, attached), usually in excess of the NJDEP MS4 monthly requirement.

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.

See maps

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

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.

See attached



## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>Annual inspection, cleaning and maintenance are completed by Public Works. See documents.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>Flooding occurs in low lying areas during extreme high tides and times of heavy rain with high tides in the following areas. 104th St. &amp; Third Avenue, 99th St. &amp; Third Avenue, Sunset Dr. from 92nd St to 95th St., 92nd St. &amp; Third Avenue to 89th &amp; Third Avenue, 86th Street &amp; Third Avenue to 80th St. &amp; Third Avenue.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>Catch basins are inspected and cleaned annually and issues that may be found are logged and repaired. Basins with problems that are outside of the Borough's ability to abate issue a contractor will be employed to abate.</p>
<p>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.</p>
<p>The Borough has labeled all inlets in accordance with the requirements within the MS4 permit. During the annual inspection and cleaning of inlets the absence of labels is recorded and labels are replaced if needed. Within the Borough's Road Program, inlets without permanently stamped "No Dumping-Drains To Waterway" grates are replaced.</p>
<p>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.</p>
<p>Public Works office at 8018 Third Avenue Stone Harbor New Jersey</p>





## 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.
For all projects, Stone Harbor Borough uses the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest dimension. Records available upon request.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The Borough reviews specification, oversee and inspects installation of all retrofits to municipally owned storm drain inlets in compliance with MS4 Permit.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Code Enforcement are charged with review of site plans for privately owned storm drain inlet retrofitting.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Construction officials are required to review and inspect all plans for privately owned storm drain.



## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

*Complete separate forms for each municipal yard or ancillary operation location.*

Address of municipal yard or ancillary operation:

8018 Third Avenue

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:

Raw materials –

Intermediate products –

Final products –

Waste materials –

By-products –

Machinery –

Fuel –

Vehicle Fueling. 2-3,000 gallon gas underground storage tanks (UST) and a 3,000 diesel storage tank UST. During bulk fueling of UST inlet that is 25 feet away the inlet is blocked with magnetic mat to prevent overfill or leakage of fuel from entering the stormwater system.

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –

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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

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. Additional requirements in permit Attachment E will be fulfilled.

#### 2. Vehicle Maintenance

Operate and maintain equipment to prevent the exposure of pollutants to stormwater. 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.

#### 3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

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. Additional requirements in permit Attachment E will be fulfilled.

#### 4. Discharge of Stormwater from Secondary Containment

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. Additional requirements in permit Attachment E will be fulfilled.



5. Salt and De-Icing Material Storage and Handling
<p>The Borough of Stone Harbor using de-icing materials, stored in an enclosed building at its Public Works yard, located between 80th &amp; 81st streets and the bay. Since the building has an impermeable floor, it is compliant with MS4 regulations.</p> <p>Sand is also stored at this yard, as well as gravel, topsoil and stone. The storage piles are over 50 feet from the nearest local inlet.</p>
6. Aggregate Material and Construction Debris Storage
<p>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. Additional requirements in permit Attachment E will be fulfilled.</p>
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<p>Yard trimmings or wood waste management sites must be operated in a manner that:</p> <ol style="list-style-type: none"> <li>Diverts stormwater away from yard trimmings and wood waste management operations; and</li> <li>Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.</li> </ol> <p>Additional requirements in permit Attachment E will be fulfilled.</p>
8. Yard Trimmings and Wood Waste Management Sites
<p>Yard trimmings or wood waste management sites must be operated in a manner that:</p> <ol style="list-style-type: none"> <li>Diverts stormwater away from yard trimmings and wood waste management operations; and</li> <li>Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.</li> </ol> <p>Additional requirements in permit Attachment E will be fulfilled.</p>
9. Roadside Vegetation Management
<p>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.</p>



## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

**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.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Public Works Employees
2. Stormwater Facility Maintenance	Every year	Public Works Employees
3. SPPP Training & Recordkeeping	Every year	Public Works Employees
4. Yard Waste Collection Program	Every 2 years	Public Works Employees
5. Street Sweeping	Every 2 years	Public Works Employees
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works Employees
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works Employees
8. Waste Disposal Education	Every 2 years	Public Works Employees
9. Municipal Ordinances	Every 2 years	Public Works Employees
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Public Works Employees

**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](http://www.NJ.gov/dep/stormwater/training.htm).

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. 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.

**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](http://www.NJ.gov/dep/stormwater/training.htm). Indicate the location of the DEP certificate of completion for each reviewer.



## 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/dwg/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwg/msrp_map_aid.htm).*

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

The Borough routinely inspects all outfall pipes. Where repairs are necessary (e.g., for downstream erosion), Borough will prioritize, schedule repairs. Location of records can be found at Public Works Building.

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.

During the inspection of stormwater outfall pipes by Public Works Water & Sewer department stream scouring is checked. The Borough has found no scouring at the location of outfalls within the Borough. If at the time of inspection stream scouring is found the date found, the location found the methods of repaired will be recorded and noted on this form.



**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](http://www.nj.gov/dep/dwq/tier_a_forms.htm)) and indicate the location of these forms and related illicit discharge records.

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

The Borough annually inspects all outfalls when cleaning of inlets are performed. The inspection are completed during days with no precipitation. The Public Works department will also inspect outfall for illicit connection frequently from the waterways by motor launch during dry weather conditions. Conditions of outfall pipe, check valves, duckbills, bulkhead and possible discharge from illicit connection are part of those inspection. If discharge from possible illicit connection are noted the department will inspect inlets to trace back to the source of discharge to alert code enforcement of possible violations.





## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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

The Borough Public Works department has an annual cleaning and maintenance program for all stormwater facilities. The program include Inspection of grates, collars, vaults, outfall pipes, duckbills and check valves. Cleaning of all of the mentioned element of the stormwater system are cleaned of all debris and sediment by a jet-vactor truck. Maintenance or repairs needed at any location is recorded and schedule with Public Works department on our Pub Works contact system. Descriptions of repairs are recorded on the system as documentation.

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.

Stormwater facilities not owned by the Borough are owned by the County of Cape May. Those facilities are cleaned by the Boroughs Public Works department. Any issues regarding maintenance are forwarded to the County for repairs.

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

See Map and Logs

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](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/](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/dwg/msrp-tmdl-rh.htm](http://www.nj.gov/dep/dwg/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 Shellfish TMDL(s):

Great Sound-B: Ten Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 16

Jenkins Sound: Ten Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 16

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



## SPPP Form 15 – Optional Measures

All records must be available upon request by  
NJDEP.

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

See Borough Code: Stormwater Management 470-4

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

YES  
See Borough Code Building Construction 178-20



## NJPDES PERMIT TIER A REQUIREMENTS

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<b>Attachment A – Measurable Goals and Implementation Schedule for Existing Permittees..</b>	<b>4.1</b>
<b>Attachment B – Point System for Public Education and Outreach Activities.....</b>	<b>4.2</b>
<b>Attachment C – Design Standards for Storm Drain Inlets .....</b>	<b>4.3</b>
<b>Attachment D – Major Development Stormwater Summary.....</b>	<b>4.4</b>
<b>Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations.....</b>	<b>4.5</b>



## Attachment A – Measurable Goals and Implementation Schedule for Existing Permittees

### General

The following table specifies the Measurable Goals and Implementation Schedule of this Tier A MS4 NJPDES Permit for Existing Permittees. Each Measurable Goal and Implementation Schedule is associated with a permit citation and a summary of the associated Minimum Standard. The summary of Minimum Standard column represents a paraphrase of permit conditions. Actual Minimum Standards are found in Part IV of the permit.

An indication of whether the cited Minimum Standard is a new requirement is provided in the last column. Where a requirement is not new and not modified (and for some that are modified), the Existing Permittee is expected to be in compliance on the Effective Date of Permit Authorization (EDPA). For most new requirements (and for some modified requirements), additional time is provided for achieving compliance.

See below for specific Measurable Goals that shall be documented in the SPPP. **The SPPP shall be updated as required by Part IV.F.1.c, above.** The Implementation Schedule refers to the date that a Minimum Standard must be incorporated into the Tier A Municipality's stormwater program, along with any ongoing requirements. In addition to the requirements of Part IV.F.1 above, the SPPP shall identify and discuss the Minimum Standard of each Statewide Basic Requirement (Part IV.B, above) and Other Control Measures (Part IV.C, above) where the following information is required for each item:

- Describe the method of implementation;
- Include required recordkeeping;
- Include an implementation schedule, consistent with permit requirements, including interim milestones;
- Include any special diagrams required by the permit (e.g., stormwater facilities map); and
- Include inspection and maintenance schedules, as appropriate.

This table does not include Measurable Goals and an Implementation Schedule for the Notes and Definitions Part IV, Part IV.A (Permit Overview), Part IV.D (Additional Measures), IV.E (Optional Measures), IV.F (SPPP), and IV.G (Annual Report and Certification) because these are not Statewide Basic Requirements or Other Control Measures (see N.J.A.C. 7:14A-25.6). While not included in this table, Notes and Definitions Part IV, Part IV.A, D, E, F, and G are permit requirements and compliance is required.

Measurable Goals for Statewide Basic Requirements and Other Conditions of this Permit for Existing Permittees				
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
<b>Public Involvement and Participation Including Public Notice</b>				
Provide for public notice under the Open Public Meetings Act, statutory procedures for enactment of ordinances, and Municipal Land Use Law when providing for public participation in the development and implementation of a stormwater program, and maintain records necessary to demonstrate compliance.	IV.B.1.a & d	Certify in each annual report that all public notice requirements have been met and relevant records kept. Reference in the SPPP the location of associated municipal records.	EDPA	No
Provide the current SPPP to the public upon request.	IV.B.1.b.i	Certify in each annual report that the SPPP was made available to the public.	EDPA	No
Post the current SPPP on the municipality's website.	IV.B.1.b.ii	Certify in each annual report that the SPPP has been posted on the municipality's website (to the extent required by Part IV.F.1.f) and that the posted SPPP is current.	EDPA + 90 days	Yes
Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.	IV.B.1.b.iii	Certify in each annual report that the MSWMP and related ordinances have been posted on the municipality's website and that the posted documents are current.	EDPA + 90 days	Yes
<b>Local Public Education and Outreach</b>				
Implementation of a Public Education and Outreach Program by conducting activities that total a minimum of 12 points on an annual basis.	IV.B.2.a	Certify in each annual report that the minimum point value has been met and report point totals in the Annual Report. Maintain records of materials and activities from Attachment B, including dates of activities and any other relevant documentation (e.g. brochures, pictures, sign-in sheets, press clippings).	EDPA	Modified
Label storm drain inlets, maintain the legibility of those labels, and replace labels that are missing or not legible along sidewalks that are adjacent to municipal streets; and within plazas, parking areas or maintenance yards operated by the municipality.	IV.B.2.b	Certify in each annual report that storm drains have been properly labeled and/or maintained. Records tracking storm drain inlet label status shall be kept with the SPPP.	EDPA	No

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Advertise public involvement program(s) pertaining to education and outreach activities.	IV.B.2.c	Certify in each annual report that public involvement program(s) have been properly advertised on the website, through a mailing, through newspaper advertisement, or other similar means. Public advertisement records shall be kept with the SPPP.	EDPA + 12 months	Yes
<b>Post Construction Stormwater Management in New Development and Redevelopment</b>				
Develop, update, implement and enforce its post construction stormwater management program in new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C. 7:8).	IV.B.4.a, b, c, d, e, f, g, h, i, j, l	Certify in each annual report that the Tier A Municipality has developed, and is implementing and enforcing a program to address stormwater runoff from new development and redevelopment projects. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA	No
For each structural and non-structural stormwater measure (e.g. basins), for which an application is made to the municipality after EDPA, the municipality shall complete, update, finalize and maintain a Major Development Stormwater Summary.	IV.B.4.k	Certify in each annual report that Major Development Stormwater Summaries (Attachment D) have been completed and records have been maintained by the Tier A municipality. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA	Yes
<b>Pollution Prevention/Good Housekeeping - Community Wide Ordinances</b>				
Adopt and enforce a pet waste ordinance. Distribute pet waste ordinance information with pet licenses.	IV.B.5.a.i	Certify in each annual report the date the ordinance was adopted, that it is being enforced and that pet waste ordinance information is distributed with pet licenses. A log of enforcement actions and information distribution dates shall be kept in the SPPP.	EDPA	No
Adopt and enforce a wildlife feeding ordinance.	IV.B.5.a.ii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Adopt and enforce a litter control ordinance.	IV.B.5.a.iii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce an improper disposal of waste ordinance.	IV.B.5.a.iv	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a containerized yard waste / yard waste collection program ordinance.	IV.B.5.a.v	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a private storm drain inlet retrofitting ordinance	IV.B.5.a.vi	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
<b>Pollution Prevention/Good Housekeeping - Community Wide Measures</b>				
Develop and continue to implement street sweeping measures as specified at Part IV.B.5.b.i.	IV.B.5.b.i	Certify in each annual report that a street sweeping schedule is being maintained as well as records including the date and areas swept, number of miles of streets swept, and the total amount of materials collected in wet tons. Include totals in the Annual Report and keep records in the SPPP.	EDPA	No
Develop and continue to implement catch basin and storm drain inlet inspection and cleaning measures as specified at Part IV.B.5.b.ii.	IV.B.5.b.ii	Certify in each annual report that a catch basin and storm drain inlet inspection and cleaning schedule is being maintained, and a log indicating the number of municipally owned and operated catch basins and inlets within the municipality, the number of catch basins and inlets inspected, and the number cleaned is being maintained. Maintain records documenting the amount of materials collected in wet tons during cleaning activities in the SPPP. Include totals in the Annual Report.	EDPA	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Develop and continue to implement storm drain inlet retrofit measures as specified at Part IV.B.5.b.iii.	IV.B.5.b.iii	Certify in each annual report that a record of the number and location of storm drain inlets retrofitted as well as the number and location of storm drain inlets exempted is being maintained. Include totals in the Annual Report and keep records in the SPPP.	EDPA	No
<b>Pollution Prevention/Good Housekeeping - Municipal Maintenance Yards and Other Ancillary Operations</b>				
Implement the BMP's found in Attachment E, including the Inventory of Materials and Machinery, and Inspections and Good Housekeeping practices, at Municipal Maintenance Yards and Other Ancillary Operations.	IV.B.5.c	Certify in each annual report that the SPPP includes all applicable requirements and that the requirements (including maintenance of inspection logs and tracking forms) of Attachment E have been met. Keep records required by Attachment E in the SPPP.	EDPA	No
BMPs shall be implemented for fueling operations.	IV.B.5.c.i	Certify in each annual report that BMPs in Attachment E have been implemented for fueling operations.	EDPA	No
BMPs shall be implemented for discharge of stormwater from secondary containment.	IV.B.5.c.ii	Certify in each annual report that BMPs in Attachment E have been implemented for discharge of stormwater from secondary containment.	EDPA	No
BMPs shall be implemented for vehicle maintenance.	IV.B.5.c.iii	Certify in each annual report that BMPs in Attachment E have been implemented for vehicle maintenance.	EDPA	No
BMPs shall be implemented for on-site equipment and vehicle washing and wash wastewater containment.	IV.B.5.c.iv	Certify in each annual report that BMPs in Attachment E have been implemented for on-site equipment and vehicle washing and wash wastewater containment.	EDPA	Modified
BMPs shall be implemented for salt and de-icing material storage and handling.	IV.B.5.c.v	Certify in each annual report that BMPs in Attachment E have been implemented for salt and de-icing material storage and handling.	EDPA	No
BMPs shall be implemented for aggregate material and construction debris storage.	IV.B.5.c.vi	Certify in each annual report that BMPs in Attachment E have been implemented for aggregate material and construction debris storage.	EDPA + 12 months	Yes



Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
BMPs shall be implemented for street sweepings and catch basin clean-out material storage.	IV.B.5.c.vii	Certify in each annual report that BMPs in Attachment E have been implemented for street sweepings and catch basin clean-out material storage.	EDPA + 12 months	Yes
BMPs shall be implemented for yard trimmings and wood waste management sites.	IV.B.5.c.vii i	Certify in each annual report that BMPs in Attachment E have been implemented for yard trimmings and wood waste management sites.	EDPA + 12 months	Yes
BMPs shall be implemented for roadside vegetation management.	IV.B.5.c.ix	Certify in each annual report that BMPs in Attachment E have been implemented for roadside vegetation management.	EDPA + 12 months	Yes
<b>Pollution Prevention/Good Housekeeping - Training Program</b>				
Provide training to municipal employees within 3 months of commencement of duties, and at least once every two years thereafter, to address all required components. The exceptions are Part IV.B.5.d.v, viii, and x which require annual training instead of once every two years.	IV.B.5.d	Certify in each annual report that employee training has been conducted, and maintain records including sign in sheet(s), date(s) of training, and training agenda(s). These records shall be kept in the SPPP.	EDPA + 12 months	Modified
Ensure that individuals that review development and redevelopment projects for compliance with N.J.A.C. 7:8 on behalf of the municipality complete Department approved training once every five years.	IV.B.5.e	Certify in each annual report that individuals reviewing projects have completed the required training, and maintain a list of the names and dates that individuals received training. This list shall be kept in the SPPP.	EDPA + 12 months	Yes
Ensure that current Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects complete the "Training Tool" on or before EDPA + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members must review at least one of the tools offered under the Post-Construction Stormwater Management website.	IV.B.5.f	Certify in each annual report that municipal board and governing body members have completed the necessary training, and maintain a list of the names and dates that individuals completed training. This list shall be kept in the SPPP.	EDPA + 6 months	Yes

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
<b>MS4 Outfall Pipe Mapping and Illicit Discharge and Scouring Detection and Control</b>				
Develop, update and maintain an MS4 Outfall Pipe Map showing the location of the end of all outfall pipe which discharge to a surface water body.	IV.B.6.a.i	Certify in each annual report that the outfall pipe map is current at the end of the calendar year.	EDPA	No
Show the location (and name where known) of all surface water bodies receiving discharges from those outfall pipes.	IV.B.6.a.ii	Certify in each annual report that the surface water bodies associated with each outfall pipe end is located on the map.	EDPA	No
Include Outfall Pipe map in the SPPP	IV.B.6.a.iii	Certify in each annual report following the implementation deadline that the Outfall Pipe Map is included in the SPPP.	EDPA +12 months	Yes
Provide Outfall Pipe Map to the Department	IV.B.6.a.iv	Certify in each annual report following the implementation deadline that the Outfall Pipe Map and any new data points subsequently added to the map have been provided to the Department.	EDPA +12 months	Yes
Submitted the Outfall Pipe Map information to the Department electronically by December 21, 2020	IV.B.6.a.v	Submit the Outfall Pipe Map information to the Department using Department's designated electronic submission service by December 21, 2020.	12/21/2020	Yes
Develop, update and implement a program to detect, investigate and control localized stream scouring from stormwater outfall pipes.	IV.B.6.b	Certify in each annual report that municipally owned outfall pipes have received the required visual inspection at least once every five years and maintain a log indicating the number and location of outfall pipes inspected, repairs prioritized, and repairs scheduled or performed. Certify in the annual report that a repair schedule has been prepared for those that have not been completed. Keep records required by Part IV.B.6.b in the SPPP.	EDPA + 12 months	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program.	IV.B.6.c	Certify in each annual report that the municipality has developed a program to detect and eliminate illicit discharges and has conducted inspections required at Part IV.B.6.c at least once every five years. Document all investigations and actions taken on the Department's Illicit Connection Inspection Report Form. Keep records required by Part IV.B.6.c in the SPPP.	EDPA	Modified
Adopt and enforce an ordinance that prohibits illicit connections to the MS4 operated by the Tier A Municipality.	IV.B.6.d	Certify in each annual report that the ordinance is being maintained and the date it was adopted. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
<b>Stormwater Facilities Maintenance</b>				
Develop, update and implement a program to ensure adequate long-term cleaning, operation and maintenance of all stormwater facilities owned or operated by the Tier A Municipality.	IV.C.1.a	Certify in each annual report that the municipality has developed, updated and implemented a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned stormwater facilities.  Records required by Part IV.C.1.a, a.i, a.ii, a.iii and a.iv shall be kept, or their location shall be referenced, in the SPPP.	EDPA	Modified
Inspect and maintain stormwater facilities pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of each stormwater facility.	IV.C.1.a.i	Certify in each annual report that inspections and maintenance was performed pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of stormwater facilities.	EDPA	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Maintain a log sufficient to demonstrate compliance with this section; including but not limited a list of inspections and preventative and corrective maintenance performed, and a schedule for repairs to be made.	IV.C.1.a.ii	Certify in each annual report that a maintenance log is kept that, at a minimum, records the stormwater facility inspected, location information of the facility inspected (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates), name of inspector, date of inspection, findings, and any preventative and corrective maintenance performed.	EDPA	Modified
Certify annually that municipally owned or operated stormwater facilities are properly functioning.	IV.C.1.a.iii	Certify in each annual report that all municipally owned or operated stormwater facilities are properly functioning.	EDPA	No
If stormwater facilities were found not to be functioning properly and repairs not made, then necessary preventative and corrective maintenance shall be documented and prioritized and a schedule for maintenance shall be maintained.	IV.C.1.a.iv	Certify in each annual report that a prioritized schedule of necessary preventive and corrective maintenance exists for stormwater facilities inspected and found not to be functioning properly. The municipality shall prioritize this schedule as specified in Part IV.C.1.iv.	EDPA	Modified
Develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Tier A Municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.	IV.C.1.b	Certify in each annual report that the municipality has developed, updated, implemented and enforced a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned and operated by the municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.  Records required by Part IV.C.1.b, b.i and b.ii shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 12 months	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Ensure that stormwater facility inspection and maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure proper function and operation of each stormwater facility. Maintain a log sufficient to demonstrate compliance with this section; including but not limited actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program.	IV.C.1.b.i	Certify in each annual report that maintenance was performed pursuant to any maintenance plans, or more frequently, to ensure proper function and operation of stormwater facilities not owned and operated by the municipality.	EDPA + 12 months	Modified
	IV.C.1.b.ii	Certify in each annual report that a log is being kept that, at a minimum, records the actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program; the stormwater facility that was the subject of the action; location information of the facility that was the subject of the action (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates); the name of person taking the action; the date of the action; and the findings.	EDPA + 12 months	Modified
Maintain copies of all maintenance plans for stormwater facilities approved by the municipality, and make them available to the Department upon request.	IV.C.1.c	Certify in each annual report that copies of all maintenance plans are kept on file. Records required by Part IV.C.1.c shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 12 months	Yes
<b>Total Maximum Daily Load (TMDL) Info.</b>				
Annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A Municipality.	IV.C.2.a.i	Certify in each annual report that approved or adopted TMDLs have been identified and reviewed and stormwater related pollutants identified.  Records required by Part IV.C.2.a.i, a.ii and a.iii shall be kept in the SPPP.	EDPA + 12 months	Yes

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Use TMDL information identified in compliance with Part IV.C.2.a.i to: (1) assist in the prioritization of stormwater facility maintenance including schedules for repairs related to Stream Scouring and Stormwater Facilities Maintenance; and (2) identify and develop strategies to address specific sources of stormwater related to discharges contributing under this Tier A MS4 NJPDES permit.	IV.C.2.a.ii	Certify in each annual report that the municipality has used information identified in compliance with Part VI.C.2.a.i to (1) assist in the prioritization of repairs as required at Part IV.B.6.b.iv (Stream Scouring) and IV.C.31.a.iv (Stormwater Facilities Maintenance); and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.	EDPA + 12 months	Yes
Update SPPP to list information identified in Part VI.C.2.a.i and ii.	IV.C.2.a.iii	Certify in each annual report that the municipality has updated its SPPP to list information identified in Part VI.C.2.a.i and ii.	EDPA + 12 months	Yes
Incorporate any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure	IV.C.2.a.iv	Certify in each annual report that the municipality has incorporated any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure.	EDPA + 12 months	Yes

## Attachment B – Points System for Public Education and Outreach Activities

The Tier A Municipality shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
<b>Website and Social Media</b>	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).	1
<b>Newspaper Ad</b>	Use Department created and approved stormwater education materials available on <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> to publish an ad in a newspaper or newsletter that serves the municipality.	1
<b>Radio/Television</b>	Broadcast a radio or television public service announcement from <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> on a local radio or municipal public service channel.	1
<b>Green Infrastructure Signage</b>	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
<b>Billboard/Sign</b>	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
<b>Mural</b>	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
<b>Stormwater Facility Signage</b>	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

Category 2: Targeted Audiences Outreach		
Activity	Description	Points
<b>Stormwater Display</b>	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
<b>Promotional Item</b>	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
<b>Mailing or e-Mailing Campaign</b>	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
<b>Ordinance Education</b>	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances. Provide a link to the municipal website where subject ordinances are posted.	3



Category 3: School / Youth Education and Activities		
Activity	Description	Points
<b>School Presentations</b>	<p>Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a>.</p> <p>*Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.</p>	5*
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
<b>Storm Drain Labeling</b>	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
<b>Educational Contest for Schools</b>	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
<b>AmeriCorps Event</b>	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through <a href="#">AmeriCorps NJ Watershed Ambassador Program</a>	4
<b>Clean-up</b>	Sponsor or organize a litter clean up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

Category 4: Watershed/Regional Collaboration		
Activity	Description	Points
<b>Regional Stormwater Collaboration</b>	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
<b>Green Infrastructure Workshop</b>	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
<b>Community Activity</b>	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities	3

Category 5: Community Involvement Activities		
Activity	Description	Points
<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's <a href="#">AmeriCorps NJ Watershed Ambassador Program</a> or review <a href="#">USEPA National Directory of Volunteer Monitoring Programs</a> .	3
<b>Rain Barrel Workshop</b>	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Rain Garden Workshop</b>	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Community Event</b>	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
<b>Community Involvement</b>	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

## Attachment C - Design Standards for Storm Drain Inlets

### Application of Design Standard

The below design standard applies to the following types of storm drain inlet installation or retrofit projects unless a more stringent standard is specified by the municipality's stormwater control ordinance:

- Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb one acre or more;
  - Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb less than one acre that are part of a larger common plan of development or sale (e.g. phased residential development) that ultimately disturbs one acre or more;
- Tier A Municipality owned or operated storm drain inlets must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities; and
- Privately owned or operated storm drain inlets (e.g. condominium association) must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities. This does not include single family homes.

### Design Standard

Grates in pavement or other ground surfaces shall meet either of the following standards:

- The New Jersey Department of Transportation (NJDOT) bicycle safe grate standards described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (see [www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf](http://www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf)); or
- A grate where each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is not greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

Examples of grates subject to this standard include grates in grate inlets; the grate portion (non-curb opening portion) of combination inlets; grates on storm sewer manholes; ditch grates; trench grates; and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads, (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors used to collect stormwater from the surface into a storm drain or surface water body

For curb-openings inlets, including curb-opening inlets in combination inlets, the clear space in the curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches or be no greater than two (2.0) inches across the smallest dimension.

### Exemptions from the Design Standard

- Where each individual clear space in the curb opening in existing curb-opening inlets does not have an area of more than nine (9.0) square inches;
- Where the review agency determines that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
- Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

A bar screen having a bar spacing of 0.5 inches;

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- Where flows are conveyed through a trash rack that has parallel bars with one inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8; or
- Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet the standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

## Attachment D – Major Development Stormwater Summary

General Information			
1. Project Name: _____			
2. Municipality: _____	County: _____	Block(s): _____	Lot(s): _____
3. Site Location (State Plane Coordinates – NAD83): E: _____ N: _____			
4. Date of Final Approval for Construction by Municipality: _____ Date of Certificate of Occupancy: _____			
5. Project Type (check all that apply): Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please specify) _____			
6. Soil Conservation District Project Number: _____			
7. Did project require an NJDEP Land Use Permit? Yes <input type="radio"/> No <input type="radio"/> Land Use Permit #: _____			
8. Did project require the use of any mitigation measures? Yes <input type="radio"/> No <input type="radio"/> If yes, which standard was mitigated? _____			

Site Design Specifications	
1. Area of Disturbance (acres): _____	Area of Proposed Impervious (acres): _____
2. List all Hydrologic Soil Groups: _____	
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below: Bioretention Systems _____ Constructed Wetlands _____ Dry Wells _____ Extended Detention Basins _____ Infiltration Basins _____ Combination Infiltration/Detention Basins _____ Manufactured Treatment Devices _____ Pervious Paving Systems _____ Sand Filters _____ Vegetative Filter Strips _____ Wet Ponds _____ Grass Swales _____ Subsurface Gravel Wetlands _____ Other _____	

Storm Event Information	
Storm Event - Rainfall (inches and duration):	2 yr.: _____ 10 yr.: _____ 100 yr.: _____ WQDS: _____
Runoff Computation Method: NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/> NRCS: Delmarva Unit Hydrograph <input type="checkbox"/> Rational <input type="checkbox"/> Modified Rational <input type="checkbox"/> Other: _____	

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin: _____	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one): <input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____	
3. Basin Construction Completion Date: _____	
4. Drain Down Time (hr.): _____	
5. Design Soil Permeability (in./hr.): _____	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): _____ Date Obtained: _____	
7. Groundwater Recharge Methodology (select one): 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>	
8. Groundwater Mounding Analysis (select one): Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____	
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>	

Comments:

Name of Person Filling Out This Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

2/2/2018

Basin Specifications (answer all that apply)	
*If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	
4. Drain Down Time (hr.):	
5. Design Soil Permeability (in./hr.):	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply)	
*If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	
4. Drain Down Time (hr.):	
5. Design Soil Permeability (in./hr.):	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply)	
*If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	
4. Drain Down Time (hr.):	
5. Design Soil Permeability (in./hr.):	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Name of Person Filling Out This Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **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/dwq/tier\\_a\\_guidance.htm](http://www.nj.gov/dep/dwq/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

The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solutions, 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

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

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, 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/rrtp/asphaltguidance.pdf](http://www.nj.gov/dep/dshw/rrtp/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/](http://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/rrtp/sweeping.htm](http://www.nj.gov/dep/dshw/rrtp/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. ed) 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 trimming 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: \_\_\_\_\_

Tank Location \_\_\_\_\_ inches

Tank Height \_\_\_\_\_ inches

95% Volume \_\_\_\_\_ inches

[illegible]

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**

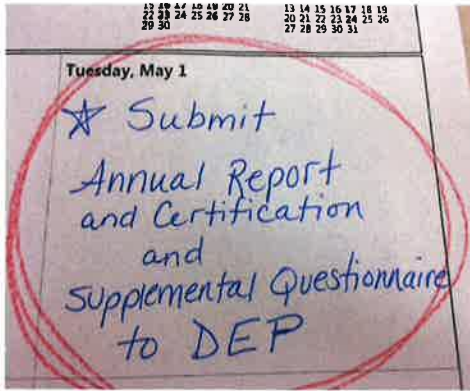
Name and Address of Facility \_\_\_\_\_  
Facility Permit Number \_\_\_\_\_

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.**

# ANNUAL REPORT AND CERTIFICATION AND SUPPLEMENTAL QUESTIONNAIRE



The Tier A MS4 permit (Part IV, G) requires the municipality to submit an Annual Report and Certification summarizing the status of compliance with the permit. This Chapter includes updated instructions regarding the submission of the Annual Report and Certification and the Supplemental Questionnaire. Blank forms, a sample SPPP and other guidance documents may be downloaded from the Department's website for the Tier A permit located at [http://www.nj.gov/dep/dwq/tier\\_a\\_guidance\\_other.htm](http://www.nj.gov/dep/dwq/tier_a_guidance_other.htm).

The following items are addressed in this Chapter:

1. The Annual Report and Certification;
2. The Supplemental Questionnaire; and
3. Special instructions for illicit discharge investigations and close-outs.

Annual Report and Certification			
Document Submittal Information			
Reports and Record-Keeping Forms	Frequency	Deadline	Submission Method
Annual Report and Certification	Every year	May 1st	On-line through <a href="http://www.njdeponline.com/">http://www.njdeponline.com/</a>
Supplemental Questionnaire	Every year	May 1st	Upload as attachment to Annual Report and Certification
Illicit Discharge Investigation Form	If investigation was conducted in prior year	May 1st	Upload as attachment to Annual Report and Certification
Illicit Discharge Close-out Form	If close-out was conducted in prior year	May 1st	Upload as attachment to Annual Report and Certification



## Annual Report and Certification

The Tier A Municipality is required to submit an Annual Report and Certification and the Supplemental Questionnaire summarizing the status of compliance with its permit. These documents must be submitted using an electronic format provided by the Department via the MSRP Annual Report service that is accessed through the Regulatory Services Portal located at <http://www.njdeponline.com/>. The Department is not accepting hardcopies of the Annual Report and Certification and Supplemental Questionnaire. As noted in the table above, the Annual Report must be submitted electronically by May 1<sup>st</sup> of each year.

## Supplemental Questionnaire

The Supplemental Questionnaire is a separate report that is required to be filled out by the municipality in conjunction with the Annual Report and submitted by May 1<sup>st</sup> of each year, as also stated in the above table. The information required in the Questionnaire asks for more details regarding the municipality's implementation of its stormwater program that includes but is not limited to its shared responsibilities, its ordinances and stormwater facilities. The Questionnaire cannot be accessed through the portal; however, it must be downloaded, completed and submitted in accordance with the instructions found at <http://www.nj.gov/dep/dwq/pdf/ms4-2016-tiera-supp-quest.pdf>. Below is an image of the Supplemental Questionnaire.

The image shows a screenshot of a web-based form titled "2016 MS4 Tier A Permit Annual Report - Supplemental Questionnaire". The form is divided into two main sections: "General Information" and "Permit Implementation - Ordinances".

**General Information**

- A. Municipal Information**
  - Municipality: \_\_\_\_\_ County: \_\_\_\_\_
  - 1. Has the municipality identified the stormwater team in the SPPP? ☐ Yes ☐ No
  - 2. Municipal Population: \_\_\_\_\_ 3. Municipal Area (acres/sq. mi.): \_\_\_\_\_
- B. Sharing of Responsibilities - Permit Section D3**
  - 1. If the municipality shares services, what requirement do the shared services satisfy?
    - ☐ Public Notice
    - ☐ Road Construction Stormwater Management in New Development and Redevelopment
    - ☐ Local Public Education
    - ☐ Improper Disposal of Waste
    - ☐ Back Connection Elimination and MSA Chuffed Pipe Mapping
    - ☐ Erosion and Sediment Controls
    - ☐ Maintenance and Operations
    - ☐ Employee Training
    - ☐ N/A, there are no shared services

**Permit Implementation - Ordinances**

- A. Ordinances - Permit Sections F5 and F6**
  - 1. Pet Waste Ordinance  
Entity responsible for enforcement: \_\_\_\_\_
  - 2. Litter Ordinance/State Litter Statute  
Entity responsible for enforcement: \_\_\_\_\_
  - 3. Improper Disposal of Waste Ordinance  
Entity responsible for enforcement: \_\_\_\_\_
  - 4. Wildlife Feeding Ordinance  
Entity responsible for enforcement: \_\_\_\_\_
  - 5. Consolidated Yard Waste Ordinance/Collection Program  
Entity responsible for enforcement: \_\_\_\_\_
  - 6. Back Connection Ordinance  
Entity responsible for enforcement: \_\_\_\_\_
  - 7. Spill Prevention/Control Ordinance  
Entity responsible for enforcement: \_\_\_\_\_
  - 8. Private Storm Drain Inlet Retrofitting Ordinance  
Entity responsible for enforcement: \_\_\_\_\_

The Department is currently working on merging the Supplemental Questionnaire with the Annual Report. Refer to the Tier A website at [http://www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm) for further details. The Municipal Stormwater Program Coordinator must complete and submit the Annual Report and Certification and Supplemental Questionnaire. The Coordinator is required to certify, sign and date the Annual Report on-line. Tutorials and Links to the Annual Report and Supplemental Questionnaire are posted at the website listed above.

If an investigation for an illicit connection was conducted, the submission of the Annual Report and Certification must include any illicit connection inspection forms. If an investigation was concluded, the close-out investigation form must also be submitted with the Annual Report and Certification. These forms may be downloaded from the Department website at [http://www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm). These forms are shown, in part, below.

Illicit Connection Inspection Report Form		Closeout Investigation Form	
Municipality Information	Municipality: _____ County: _____	Municipality Information	Municipality: _____ County: _____
	NJPDES #: _____ PI ID #: _____		NJPDES #: NJG _____ PI ID #: _____
	Team Member: _____		Team Member / Title: _____
	Date: _____ Effective Date of Permit Authorization (EDPA): _____		
Outfall #: _____ Location: _____		Outfall #: _____ Location: _____	
Receiving Waterbody: _____		Receiving Waterbody: _____	
<p><b>1.</b> Is there a dry weather flow? Y ( ) N ( )</p> <p><b>2.</b> If "YES", what is the outfall flow estimate? _____ gpm (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)</p> <p><b>3.</b> Are there any indications of an intermittent flow? Y ( ) N ( )</p> <p><b>4.</b> If you answered "NO" to BOTH question #1 and #3, there is probably not an illicit connection and you can skip to question #7. (NOTE This form <b>does not</b> need to be submitted to the Department, but should be kept with your SPWP)</p> <p><b>5.</b> If you answered "YES" to either question, please continue on to question #5. (NOTE This form will need to be submitted to the Department with the Annual Report and Certification)</p>			
<b>5. PHYSICAL OBSERVATIONS:</b>			
(a) ODOR: none    sewage    sulfide    oil    gas    rancid/sour    other: _____			
(b) COLOR: none    yellow    brown    green    red    gray    other: _____			
(c) TURBIDITY: none    cloudy    opaque    other: _____			
(d) FLOATABLES: none    petroleum    sheen    sewage    other: _____			
(e) DEPOSITS/STAINS: none    sediment    oily    other: _____			
(f) VEGETATION CONDITIONS: normal    excessive growth    inhibited growth			
<b>(g) DAMAGE TO OUTFALL STRUCTURES:</b>			
IDENTIFY STRUCTURE: _____			
DAMAGE none    concrete spalling/cracking    peeling paint    other damage _____			
<b>6. ANALYSES OF OUTFALL FLOW SAMPLE:</b>			
* field cartridge instruments in accordance with manufacturer's instructions prior to testing			
(a) DETERGENTS: _____ mg/L			
(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority)			
(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water Skip to question #6c.1)			
Inspector's Name: _____			
Title: _____			
Signature: _____			
Date: _____			

**Public Education Pamphlet.....6.2**

**Pet Waste Pamphlet .....6.3**

**Car Wash Pamphlet .....6.4**

**Fertilizer Pamphlet.....6.5**

**Motor Oil Pamphlet .....6.6**





## STORMWATER POLLUTION: WHAT DO YOU THINK?

- You may think littering is no big deal (it is).
- You may think that whatever runs into the storm drains gets treated before it reaches local rivers and streams (it isn't).
- You may think motor oil and other hazardous materials doesn't harm the water very much (it does).

Pollution seeps into the ground and is carried by stormwater (rain and snow) directly to our drinking water, streams, lakes and oceans. Contaminated stormwater is the #1 cause of water pollution in New Jersey. Simple things, like proper clean-up after oneself and careful use of chemicals in the home, office and yard, are helpful ways for businesses and residents to protect the water.

The Borough of Stone Harbor has ordinances aimed at reducing pollution from litter, fertilizer, oil, pesticides, detergents, animal waste, grass clippings and other debris. For details, see <https://stoneharbornj.org/departments/departments-of-water-sewer/> Thank you for keeping them in mind and doing your share.



**Keep grass, leaves and trash  
out of storm drains**



**Don't feed wildlife**



**Clean up after your pet**



**Limit use of fertilizers &  
pesticides**



**Properly handle hazardous  
products**



**NJ DEPARTMENT OF  
ENVIRONMENTAL  
PROTECTION**

[www.nj.gov/dep/dwg](http://www.nj.gov/dep/dwg)

[www.cleanwaternj.org](http://www.cleanwaternj.org)

IF YOU DON'T  
PICK UP AFTER YOUR PET,  
IT MIGHT AS WELL  
POOP IN THE RIVER.



Rain washes pollutants into storm drains which  
flows directly into our streams, lakes,  
rivers and the ocean.  
So what can you do?



[www.cleanwaterNJ.org](http://www.cleanwaterNJ.org)

## WHAT'S THE PROBLEM WITH PET WASTE?

Rain can wash pet waste that sits on a lawn or unpaved surface into storm drains, ultimately ending up in our lakes, rivers and the ocean. Pet waste contains coliform bacteria and other pollutants that can make people sick, and often cause beach closures on lakes or the ocean. Coliform bacteria can contaminate shellfish, which causes people to get very sick when they are eaten. Bacteria from pet waste can also pollute your drinking water, as well as kill fish, wildlife and plants. Pet waste is not only a health hazard but also a nuisance in our neighborhoods.

### YOU CAN HELP!

- Use newspaper, plastic bags, or a pooper-scooper to pick up the waste when you walk your pet.
- Properly dispose of pet waste into the trash or toilet. (Do NOT dispose of newspaper or plastic bags in the toilet.)
- Do not dispose of pet waste in storm drains.

## WHY SHOULD YOU CARE ABOUT CLEAN WATER?

Stormwater pollution is one of the greatest threats to New Jersey's clean water supply. Clean water provides access to safe drinking water, a place for recreation, commercial opportunities, healthy wildlife habitats, and adds beauty to our landscape. Rain washes pollution from streets, parking lots, and lawns into storm drains, then directly to our streams, rivers, lakes and the ocean.

**Did you know more than 60 percent of water pollution comes from things like motor oil, fertilizers, pet waste, and detergents? By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater.**



Thanks to the Washington State Department of Ecology,  
King County, and the cities of Bellevue, Seattle and Tacoma.

IF YOU WASH  
YOUR CAR IN THE DRIVEWAY,  
YOU MIGHT AS WELL WASH IT  
IN THE LAKE.



Rain washes pollutants into storm drains which  
flows directly into our streams, lakes,  
rivers and the ocean.  
So what can you do?



[www.cleanwaterNJ.org](http://www.cleanwaterNJ.org)

## WHAT'S THE PROBLEM WITH WASHING YOUR CAR?

Washing your car on a paved surface can allow the soapy wash water and other pollutants, like oil and grease, to run off into a storm drain. Most soap contains phosphates and other chemicals that, in large amounts can contaminate your drinking water, as well as kill fish, wildlife and plants. The soap, together with the dirt and oil washed from your car, flows into nearby storm drains, which flows directly into lakes, rivers and the ocean. The phosphates from the soap can cause excess algae to grow, which can be harmful to the water quality.

### YOU CAN HELP!

- Take your car to a car washing facility, rather than washing it yourself. Commercial car washes treat and recycle the water.
- If you can't get to a car washing facility, wash your car on an unpaved surface and use biodegradable soap.
- Organize a Car Wash Fundraiser for a local organization. Visit [www.cleanwaterNJ.org](http://www.cleanwaterNJ.org) to learn how.

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King County, and the cities of Bellevue, Seattle and Tacoma.



IF YOU USE TOO MUCH  
FERTILIZER ON YOUR LAWN,  
YOU MIGHT AS WELL  
FERTILIZE THE STREAM.



Rain washes pollutants into storm drains which  
flows directly into our streams, lakes,  
rivers and the ocean.  
So what can you do?



[www.cleanwaterNJ.org](http://www.cleanwaterNJ.org)

## WHAT'S THE PROBLEM WITH FERTILIZERS AND PESTICIDES?

Fertilizers help plants grow by adding nutrients to the soil. Pesticides (including herbicides) are any toxic substances used to kill insects, animals or plants. If fertilizers or pesticides are improperly applied, they can wash off your lawn or garden into storm drains and directly to our lakes, rivers, and the ocean. These chemicals can contaminate your drinking water, as well as kill fish, wildlife and plants. Too much fertilizer washing into a lake can cause algae to bloom in lakes, which will affect swimming, fishing and boating.

### YOU CAN HELP!

- Test your soil at your County's Rutgers Cooperative Research and Extension office, or buy a self-test kit.
- Use natural, slow-release nitrogen, or low phosphorus fertilizers.
- Look into natural alternatives to fertilizers and pesticides, such as integrated pest management (IPM).
- If you need to use fertilizers or pesticides, follow the instructions on the label on how to correctly apply.
- Do not apply fertilizers or pesticides before it rains. This will not allow the fertilizers or pesticides to penetrate through the soil.
- Use drought-resistant native plants in gardens; they require less fertilizer and less water.
- Use a mulching mower instead of bagging grass clippings.

## WHY SHOULD YOU CARE ABOUT CLEAN WATER?

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[www.cleanwaterNJ.org](http://www.cleanwaterNJ.org)



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IF YOUR CAR LEAKS  
OIL IN THE DRIVEWAY,  
YOU MIGHT AS WELL  
LET IT LEAK IN THE OCEAN.



Rain washes pollutants into storm drains which  
flows directly into our streams, lakes,  
rivers and the ocean.  
So what can you do?



[www.cleanwaterNJ.org](http://www.cleanwaterNJ.org)

## WHAT'S THE PROBLEM WITH MOTOR OIL?

Oil does not dissolve in water. When motor oil runs into storm drains either from changing your car's oil or from leaky cars, it goes directly to our lakes, rivers and the ocean. Oil and other petroleum products are toxic and can contaminate your drinking water, as well as kill fish, wildlife and plants. Did you know that one pint of oil can make a sick larger than a football field? Used motor oil is the largest single source of all oil pollution in lakes, streams and rivers. Americans spill 180 million gallons of used oil each year into our waters.

### YOU CAN HELP!

- Keep your car well maintained.
- Regularly check your car for leaks and schedule tune-ups. If you find leaks or drips, have your car repaired.
- Take your car to a service center to the change oil.
- If you do change your own oil, do it in a garage, never on the street. Use a self-contained oil pan and discard the oil at a local service center for recycling.
- NEVER discard oil, gas, or antifreeze into a storm drain.
- If you spill hazardous fluids, contain it immediately with rags and cat litter. Clean up the spill and properly dispose of the waste.

## WHY SHOULD YOU CARE ABOUT CLEAN WATER?

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<b>Street Sweeper Routes Map.....</b>	<b>7.2</b>
<b>Department of Public Works Sample Meeting Minutes.....</b>	<b>7.3</b>
<b>Street Sweeping Report Logs.....</b>	<b>7.4</b>
<b>Street Sweeper Sample Daily Log.....</b>	<b>7.5</b>
<b>Tideflex Valve Sample Maintenance Report Form.....</b>	<b>7.6</b>
<b>Drainage Maintenance and Problem Sample Report Form.....</b>	<b>7.7</b>
<b>Community Outreach Photos and Flyer.....</b>	<b>7.8</b>






**Borough of Stone Harbor**  
**Department of Public Works**

Borough Hall: 9508 Second Avenue, Stone Harbor, NJ 08247  
Department of Public Works: 8018 Third Avenue  
Phone: (609) 368-7311, Fax

Friday, March 15, 2019

**Attending:** See Attached Roster Report  
**Administrative:** Grant Russ, Director  
Craig Reeves, Supervisor, Vacation  
Francisco Tirado, Supervisor  
Lisa Cresse, Administrative Assistant  
Rebecca Gibula, Secretary/Clerk 

Roll Call Topics Discussed 03/15/2019: 7:00 - 7:05 AM

1. Good Morning! Some light showers and rain later tonight. In the mid 50's.
2. There is a bag of oil dry next to the gas pumps, please remove it and put it in the proper place and/or get rid of it.
3. Do you know how to fill gas cans at the pump? Scott answered, fill them on the ground. That's right. Because of static electricity! Also, cell phones and radios should not be on you, they also create static electricity.
4. Bulk day is Monday. Any paint, hazardous waste etc needs to go placed at the back of the property. Don't leave it on curb, because if it get knocked over, it will end up in storm drain.
5. I need to see Don and Raymond.
6. That's all I have? Anyone? Have a safe day!


**Borough of Stone Harbor**  
**Department of Public Works**

Borough Hall: 9508 Second Avenue, Stone Harbor, NJ 08247

Department of Public Works: 8018 Third Avenue

Phone: (609) 368-7311, Fax

Monday, March 18, 2019

**Attending:** See Attached Roster Report  
**Administrative:** Grant Russ, Director  
Craig Reeves, Supervisor  
Francisco Tirado, Supervisor  
Lisa Cresse, Administrative Assistant  
Rebecca Gibula, Secretary/Clerk 

Roll Call Topics Discussed 03/18/2019: 7:00 - 7:05 AM

1. Good Morning! Sun the showers.
2. Bulk day! Anything on the curb is the Borough of Stone Harbor properties. People have been let go because of taking things. Any paints, pesticides etc. go to the back of the property.
3. Dong, did Wawa get picked up on Friday? No, there was a construction trailer in the way. I told them to move it and they never did. We went back to check on it, the trailer was then blocked in by a Wawa delivery truck. Grant said, next time you need to go in and speak with the manger and resolve it with them! That goes for any business, town is starting to get busy again especially on the weekends!
4. Craig needs to see Ray, Stewart, and Don.
5. That's all I have? Anyone? Have a safe day!

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

**Task** 599  
WashOutVehicle@County

**Location** Not Assigned

Employee	Title	Date	Activity ID	Hours	Notes
857	Allen, Raymond	04/12/19	172,331	1.00	3
980	Grassi, Dominick	03/08/19	170,597	1.00	3
609	Hulme, Ryan	07/23/19	180,613	2.00	valve exchanger
225	Love, Kurt	01/09/19	167,793	1.00	4
225	Love, Kurt	01/10/19	167,869	1.00	5
225	Love, Kurt	02/06/19	169,220	1.00	5
225	Love, Kurt	02/07/19	169,305	1.00	4
225	Love, Kurt	02/13/19	169,560	1.00	4
225	Love, Kurt	02/22/19	169,983	1.00	4
225	Love, Kurt	03/15/19	170,925	1.00	5
225	Love, Kurt	03/25/19	171,342	1.00	4
225	Love, Kurt	03/26/19	171,411	1.00	4
225	Love, Kurt	03/27/19	171,473	1.00	4
225	Love, Kurt	03/28/19	171,544	1.00	5
225	Love, Kurt	04/01/19	171,671	1.00	3
225	Love, Kurt	04/03/19	171,811	1.00	3
225	Love, Kurt	04/04/19	171,892	1.00	4
225	Love, Kurt	04/05/19	171,974	1.00	1
225	Love, Kurt	04/08/19	172,059	1.00	3
225	Love, Kurt	04/10/19	172,201	1.00	3
225	Love, Kurt	04/10/19	172,246	1.00	3
225	Love, Kurt	04/11/19	172,291	1.00	4
225	Love, Kurt	04/15/19	172,441	1.00	3
225	Love, Kurt	04/16/19	172,570	1.00	4
225	Love, Kurt	04/17/19	172,706	1.00	3
225	Love, Kurt	04/18/19	172,764	1.00	4
225	Love, Kurt	04/22/19	172,874	1.00	3
225	Love, Kurt	04/23/19	172,959	1.00	4
225	Love, Kurt	04/24/19	173,034	1.00	4
225	Love, Kurt	04/25/19	173,130	1.00	4
225	Love, Kurt	04/30/19	173,409	1.00	3
225	Love, Kurt	05/02/19	173,584	1.00	3
225	Love, Kurt	05/03/19	173,688	1.00	3
225	Love, Kurt	05/06/19	173,830	1.00	3
225	Love, Kurt	05/07/19	173,910	1.00	3
225	Love, Kurt	05/10/19	174,202	1.00	3
225	Love, Kurt	05/16/19	174,535	1.00	3
225	Love, Kurt	05/17/19	174,653	1.00	1
225	Love, Kurt	05/20/19	174,767	1.00	3
225	Love, Kurt	05/21/19	174,866	1.00	3
225	Love, Kurt	05/22/19	174,969	1.00	3
225	Love, Kurt	05/23/19	175,048	1.00	3

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

225	Love, Kurt	Mechanic	05/24/19	175,218	1.00	3
225	Love, Kurt	Mechanic	05/27/19	175,594	1.00	1
225	Love, Kurt	Mechanic	05/28/19	175,340	2.00	3
225	Love, Kurt	Mechanic	05/29/19	175,497	1.00	3
225	Love, Kurt	Mechanic	05/30/19	175,707	1.00	3
225	Love, Kurt	Mechanic	05/31/19	175,920	1.00	3
225	Love, Kurt	Mechanic	06/03/19	175,978	1.00	3
225	Love, Kurt	Mechanic	06/04/19	176,136	1.00	3
225	Love, Kurt	Mechanic	06/05/19	176,292	1.00	3
225	Love, Kurt	Mechanic	06/06/19	176,425	1.00	3
225	Love, Kurt	Mechanic	06/07/19	176,551	1.00	3
225	Love, Kurt	Mechanic	06/10/19	176,726	1.00	3
225	Love, Kurt	Mechanic	06/11/19	176,800	1.00	3
225	Love, Kurt	Mechanic	06/12/19	176,942	1.00	3
225	Love, Kurt	Mechanic	06/14/19	177,207	1.00	3
225	Love, Kurt	Mechanic	06/17/19	177,343	1.00	3
225	Love, Kurt	Mechanic	06/18/19	177,494	1.00	3
225	Love, Kurt	Mechanic	06/19/19	177,606	1.00	3
225	Love, Kurt	Mechanic	06/20/19	177,689	1.00	3
225	Love, Kurt	Mechanic	06/21/19	177,890	1.00	3
225	Love, Kurt	Mechanic	06/24/19	178,002	1.00	3
225	Love, Kurt	Mechanic	06/25/19	178,127	1.00	3
225	Love, Kurt	Mechanic	06/26/19	178,274	1.00	3
225	Love, Kurt	Mechanic	06/27/19	178,366	1.00	3
225	Love, Kurt	Mechanic	06/28/19	178,531	1.00	3
225	Love, Kurt	Mechanic	07/01/19	178,650	1.00	2
225	Love, Kurt	Mechanic	07/02/19	178,903	1.00	3
225	Love, Kurt	Mechanic	07/03/19	179,020	1.00	3
225	Love, Kurt	Mechanic	07/12/19	179,743	1.00	4
225	Love, Kurt	Mechanic	07/15/19	179,851	1.00	3
225	Love, Kurt	Mechanic	07/16/19	179,956	1.00	3
225	Love, Kurt	Mechanic	07/17/19	180,164	1.00	3
225	Love, Kurt	Mechanic	07/18/19	180,264	1.00	3
225	Love, Kurt	Mechanic	07/19/19	180,398	1.00	5
225	Love, Kurt	Mechanic	07/22/19	180,512	1.00	3
225	Love, Kurt	Mechanic	07/23/19	180,626	1.00	4
225	Love, Kurt	Mechanic	07/24/19	180,860	1.00	3
225	Love, Kurt	Mechanic	07/26/19	181,076	2.00	5- Airport
225	Love, Kurt	Mechanic	07/29/19	181,249	2.00	4
225	Love, Kurt	Mechanic	07/31/19	181,561	2.00	4-Airport
225	Love, Kurt	Mechanic	08/02/19	181,772	2.00	4-Airport
225	Love, Kurt	Mechanic	08/05/19	181,903	2.00	4-Airport
225	Love, Kurt	Mechanic	08/07/19	182,131	2.00	5-airport
225	Love, Kurt	Mechanic	08/12/19	182,614	4.00	6 x2 trips @ Airport
225	Love, Kurt	Mechanic	08/14/19	182,799	2.00	4
225	Love, Kurt	Mechanic	08/16/19	183,170	2.00	4-Airport
225	Love, Kurt	Mechanic	08/19/19	183,270	2.00	4- Airport
225	Love, Kurt	Mechanic	08/21/19	183,518	0.50	4
225	Love, Kurt	Mechanic	08/23/19	183,771	2.00	5 - Airport

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

### Task/Location Hours Detail

225	Love, Kurt	Mechanic	08/26/19	183,998	2.00	4
225	Love, Kurt	Mechanic	08/29/19	184,363	2.00	5
225	Love, Kurt	Mechanic	08/30/19	184,491	2.00	4
225	Love, Kurt	Mechanic	09/02/19	184,908	1.75	2
225	Love, Kurt	Mechanic	09/04/19	184,698	1.00	4
225	Love, Kurt	Mechanic	09/06/19	184,971	2.00	5
225	Love, Kurt	Mechanic	09/10/19	185,233	2.00	5
225	Love, Kurt	Mechanic	09/11/19	185,349	1.00	3
225	Love, Kurt	Mechanic	09/13/19	185,539	2.00	5
225	Love, Kurt	Mechanic	09/19/19	186,100	1.00	4
225	Love, Kurt	Mechanic	09/20/19	186,147	2.00	4-Airport
225	Love, Kurt	Mechanic	09/23/19	186,254	2.00	5-Airport
225	Love, Kurt	Mechanic	09/27/19	186,626	1.00	3
225	Love, Kurt	Mechanic	09/30/19	186,710	2.00	4
225	Love, Kurt	Mechanic	10/16/19	187,657	2.00	5-airport
225	Love, Kurt	Mechanic	10/21/19	187,909	1.50	5
225	Love, Kurt	Mechanic	10/28/19	188,289	2.00	5
225	Love, Kurt	Mechanic	10/30/19	188,428	1.00	3
225	Love, Kurt	Mechanic	11/01/19	188,634	2.00	3
225	Love, Kurt	Mechanic	11/12/19	189,083	2.00	3
225	Love, Kurt	Mechanic	11/15/19	189,315	1.50	3
225	Love, Kurt	Mechanic	11/20/19	189,526	1.50	5
225	Love, Kurt	Mechanic	11/22/19	189,663	2.00	4
225	Love, Kurt	Mechanic	12/05/19	190,118	1.50	4
830	Place, Charles	Mechanic	06/19/19	177,631	1.00	Train with 225
830	Place, Charles	Mechanic	06/28/19	178,562	1.00	training with 225
830	Place, Charles	Mechanic	10/24/19	188,150	1.00	3
227	Woodruff, Leonidas	Mechanic	07/23/19	180,662	2.00	Valve excersier

**Not Assigned Total**

Activity Records 119

**151.25**

**WashOutVehicle@County Total**

Activity Records 119

**151.25**

402 words

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

**Task** 602  
Street Sweeping

**Location** Not Assigned

Employee	Title	Date	Activity ID	Hours	Notes
857	Allen, Raymond	04/12/19	172,330	7.00	Z1-8
857	Allen, Raymond	05/05/19	173,772	3.00	Business district 95/97th 2 and
857	Allen, Raymond	06/02/19	176,073	1.00	96th, 99-94th/3rd Ave
857	Allen, Raymond	06/23/19	178,307	2.00	Business District
857	Allen, Raymond	07/14/19	180,035	1.75	Business District
857	Allen, Raymond	08/08/19	182,210	6.00	Business district 1st/2nd/3rd
857	Allen, Raymond	08/10/19	182,400	2.00	Business District
857	Allen, Raymond	09/22/19	186,375	2.00	96th 200blk
857	Allen, Raymond	10/12/19	187,318	3.25	Call in- To Sweep 96th North
203	Brewer, Robert	06/09/19	176,875	2.00	Z 1
203	Brewer, Robert	06/30/19	178,748	1.50	Business District
203	Brewer, Robert	07/21/19	180,706	2.00	Sweep Tri-Atholon route and
203	Brewer, Robert	08/27/19	184,084	2.00	Business district
980	Grassi, Dominick	03/08/19	170,596	7.00	Business district and Aves, ca
225	Love, Kurt	01/09/19	167,794	6.00	Z1, 99th and 104th circle and
225	Love, Kurt	01/10/19	167,870	6.00	Z1 and spot check the other
225	Love, Kurt	02/06/19	169,221	6.00	Z1, Marina lot, 99th/104th ci
225	Love, Kurt	02/07/19	169,306	5.00	Z1, Sunset and Paradise, Nor
225	Love, Kurt	02/13/19	169,561	6.00	Z1, 95th bridge, 95th and 12:
225	Love, Kurt	02/22/19	169,984	6.00	Z1, 96th bridge, 99th/104th c
225	Love, Kurt	03/15/19	170,926	6.00	Z1, Marina, Promenade, 1st &
225	Love, Kurt	03/25/19	171,343	6.00	Z1, Half of zone 2/3
225	Love, Kurt	03/26/19	171,410	6.00	Z1, 99th/104th circles, 80-11:
225	Love, Kurt	03/27/19	171,474	6.00	Z1, Promenade, shop, 1st Av
225	Love, Kurt	03/28/19	171,543	6.00	Z1, Paradise, 118-122nd
225	Love, Kurt	04/01/19	171,672	6.00	Z1, Marina, Z2
225	Love, Kurt	04/03/19	171,812	6.00	Z1, islands, half of Z4
225	Love, Kurt	04/04/19	171,893	6.00	Z1, 99-104th circles, 123rd lo
225	Love, Kurt	04/05/19	171,972	2.00	clean up gravel from 96th lot
225	Love, Kurt	04/08/19	172,058	6.00	Z1 and 2, Promande
225	Love, Kurt	04/10/19	172,202	6.00	Z1, 99th/104th circles includi
225	Love, Kurt	04/10/19	172,247	6.00	Z1, 113-122nd beach ends, 9
225	Love, Kurt	04/11/19	172,292	6.00	Z1, Sunset, Paradise, 104-105
225	Love, Kurt	04/15/19	172,442	6.00	Z1 and 2
225	Love, Kurt	04/16/19	172,571	6.00	Z1/3, Marina lot, Promenade
225	Love, Kurt	04/17/19	172,707	6.00	Z1 and 4
225	Love, Kurt	04/18/19	172,765	6.00	Z1, 96th bridge, Free and 12:
225	Love, Kurt	04/22/19	172,875	6.00	Z1 and 2, marina lot
225	Love, Kurt	04/23/19	172,960	6.00	Z1, Z3 117th/122nd
225	Love, Kurt	04/24/19	173,035	6.00	Z1 and 4, promenade
225	Love, Kurt	04/25/19	173,131	6.00	Z1, Z5 96th bridge
225	Love, Kurt	04/30/19	173,410	6.00	Z1 and 2



# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

225	Love, Kurt	Mechanic	05/02/19	173,585	6.00	Z1, half of 5/6 islands 80-94t
225	Love, Kurt	Mechanic	05/03/19	173,689	6.00	Z1, storm debris , all Z 5
225	Love, Kurt	Mechanic	05/06/19	173,829	6.00	Z1, Zone 2, half Z3
225	Love, Kurt	Mechanic	05/07/19	173,911	6.00	Z1, Promenade, Z3, 1st Ave, 1
225	Love, Kurt	Mechanic	05/10/19	174,203	6.00	Z1, Marina lot, 104th cirle, 2r
225	Love, Kurt	Mechanic	05/16/19	174,536	4.00	Z1, islands, 2nd Ave
225	Love, Kurt	Mechanic	05/17/19	174,652	3.00	Marina lot, construction, 95-1
225	Love, Kurt	Mechanic	05/21/19	174,867	6.00	Z1, Z3
225	Love, Kurt	Mechanic	05/22/19	174,970	6.00	Z1, 95th, Z4
225	Love, Kurt	Mechanic	05/23/19	175,049	6.00	Z1, SHYC, 95th lot, Z5
225	Love, Kurt	Mechanic	05/24/19	175,219	6.00	Z 1 and Z6
225	Love, Kurt	Mechanic	05/25/19	175,144	2.25	Z1, 95th lot
225	Love, Kurt	Mechanic	05/27/19	175,593	2.75	Z1 and Womens Civic club
225	Love, Kurt	Mechanic	05/28/19	175,341	5.00	Z1, Promanade, half of Z2
225	Love, Kurt	Mechanic	05/29/19	175,498	6.00	Z1, Storm drains, 2nd half of
225	Love, Kurt	Mechanic	05/30/19	175,708	6.00	Z1, 95th lot, Z4
225	Love, Kurt	Mechanic	05/31/19	175,921	6.00	Z1, SHYC, Sunset and Paradis
225	Love, Kurt	Mechanic	06/01/19	175,650	2.00	Z1
225	Love, Kurt	Mechanic	06/03/19	175,979	6.00	Z1, Marina lot, Z2, Rec
225	Love, Kurt	Mechanic	06/04/19	176,137	6.00	Blew off pavers, Z1, Z3
225	Love, Kurt	Mechanic	06/05/19	176,293	6.00	Z1, Z4
225	Love, Kurt	Mechanic	06/06/19	176,426	6.00	Z1, Z5, storm debris all zones
225	Love, Kurt	Mechanic	06/07/19	176,552	6.00	Z1, SHYC, Z6
225	Love, Kurt	Mechanic	06/08/19	176,238	2.25	Z1
225	Love, Kurt	Mechanic	06/10/19	176,727	5.00	Z1, Marina, Z2
225	Love, Kurt	Mechanic	06/11/19	176,801	6.00	Litter patrol and Z and Z3
225	Love, Kurt	Mechanic	06/12/19	176,943	6.00	Z1 and 4
225	Love, Kurt	Mechanic	06/14/19	177,208	6.00	Z1, SHYC, Paradise, 123rd lot
225	Love, Kurt	Mechanic	06/15/19	177,032	2.00	
225	Love, Kurt	Mechanic	06/17/19	177,344	6.00	Z1, promenade, marina, Z2
225	Love, Kurt	Mechanic	06/18/19	177,495	6.00	Z1, 95th lot, Z3
225	Love, Kurt	Mechanic	06/19/19	177,607	6.00	Z1 and 4
225	Love, Kurt	Mechanic	06/20/19	177,690	6.00	Z1, Z5
225	Love, Kurt	Mechanic	06/21/19	177,891	6.00	Z1, 123rd lot, Z6
225	Love, Kurt	Mechanic	06/22/19	177,828	2.25	Z1
225	Love, Kurt	Mechanic	06/24/19	178,003	6.00	Z1, 95th lot, Marina lot, and l
225	Love, Kurt	Mechanic	06/25/19	178,128	6.00	Z1 and 3
225	Love, Kurt	Mechanic	06/26/19	178,275	6.00	Z1, Z4
225	Love, Kurt	Mechanic	06/27/19	178,367	6.00	Z1, Marina lot, including pavi
225	Love, Kurt	Mechanic	06/28/19	178,532	6.00	Z1, 123rd lot, Z6
225	Love, Kurt	Mechanic	06/29/19	178,467	2.50	Z 1
225	Love, Kurt	Mechanic	07/01/19	178,651	6.00	Z1, Free and 95th lots, half o
225	Love, Kurt	Mechanic	07/02/19	178,904	6.00	Z1, promande, Z3
225	Love, Kurt	Mechanic	07/03/19	179,021	6.00	Z1, SHYC, Marina lot, 123rd l
225	Love, Kurt	Mechanic	07/04/19	178,789	2.25	Z1, 95th lot, promenade
225	Love, Kurt	Mechanic	07/05/19	179,139	3.00	Z1 and 95th lot
225	Love, Kurt	Mechanic	07/06/19	178,960	2.25	
225	Love, Kurt	Mechanic	07/12/19	179,744	6.00	Z1, marina, 123rd lots, 1st an
225	Love, Kurt	Mechanic	07/13/19	179,566	2.75	Z1, Free lot, Half of 95th lot

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

225	Love, Kurt	Mechanic	07/15/19	179,852	6.00	Z1 and 2
225	Love, Kurt	Mechanic	07/16/19	179,957	5.50	Z1, WT, 95th lot, and Z3
225	Love, Kurt	Mechanic	07/17/19	180,165	5.00	Z1, 95th lot, Half Z 4
225	Love, Kurt	Mechanic	07/18/19	180,265	6.00	Z1, North end beach ends, b
225	Love, Kurt	Mechanic	07/19/19	180,399	6.00	Z1, SHYC, 123rd lot, Triathalc
225	Love, Kurt	Mechanic	07/20/19	180,091	2.50	Z1, SHYC, Free lot
225	Love, Kurt	Mechanic	07/22/19	180,513	6.00	Z1, WT, Marina, Z2
225	Love, Kurt	Mechanic	07/23/19	180,627	6.00	Z1 and 3, Storm Debris
225	Love, Kurt	Mechanic	07/24/19	180,861	6.00	Z1, 95th lot, Z3
225	Love, Kurt	Mechanic	07/25/19	180,959	7.00	Z1, 95th lot, Z4
225	Love, Kurt	Mechanic	07/26/19	181,077	5.00	Z1, SHYC, Free and 123rd lot
225	Love, Kurt	Mechanic	07/27/19	180,766	2.75	Z1, 95th lot
225	Love, Kurt	Mechanic	07/29/19	181,250	5.00	Z1, 95th lot, Z2
225	Love, Kurt	Mechanic	07/30/19	181,369	7.00	Z1, shop, Civic club, Marina, ;
225	Love, Kurt	Mechanic	07/31/19	181,562	5.00	Z1, Free and 95th lots, Half Z
225	Love, Kurt	Mechanic	08/01/19	181,651	7.00	Z1, 95th and Rec center lots,
225	Love, Kurt	Mechanic	08/02/19	181,773	5.00	Z1, SHYC, 123rd lot, Half Z 6
225	Love, Kurt	Mechanic	08/03/19	181,489	2.25	Z1, 95th lot
225	Love, Kurt	Mechanic	08/05/19	181,904	5.00	Z1, 95th lot, Promanade, Z2
225	Love, Kurt	Mechanic	08/06/19	182,019	7.00	Z1, WT Lot, Z3
225	Love, Kurt	Mechanic	08/07/19	182,132	4.50	Z1, Marina, 95th lot, half Z 4
225	Love, Kurt	Mechanic	08/12/19	182,615	4.00	Z1 half of Z2
225	Love, Kurt	Mechanic	08/13/19	182,701	7.00	Z1, Water Tower, 95th lots, Z
225	Love, Kurt	Mechanic	08/14/19	182,800	5.00	Z1, Z4
225	Love, Kurt	Mechanic	08/15/19	182,953	7.00	Z1, Z5
225	Love, Kurt	Mechanic	08/16/19	183,171	5.00	Z1, SHYC, 95th lots, Z6
225	Love, Kurt	Mechanic	08/17/19	183,066	3.00	Z1, Promenade
225	Love, Kurt	Mechanic	08/19/19	183,271	4.50	Z1, 95th lot, Half Z2
225	Love, Kurt	Mechanic	08/20/19	183,392	7.00	Z1, WT, 95th, Maraina lot, Z3
225	Love, Kurt	Mechanic	08/21/19	183,519	6.50	Z1 and Z4
225	Love, Kurt	Mechanic	08/22/19	183,606	6.50	Z1, 95th lot, Z5
225	Love, Kurt	Mechanic	08/23/19	183,772	4.50	Z1, SHYC, Z6
225	Love, Kurt	Mechanic	08/24/19	183,738	2.50	Z1
225	Love, Kurt	Mechanic	08/26/19	183,999	5.00	Z1 and 2
225	Love, Kurt	Mechanic	08/28/19	184,259	7.00	Z1, half of Z 3 and 4
225	Love, Kurt	Mechanic	08/29/19	184,364	4.50	Z1, Marina , 95th lots, and h
225	Love, Kurt	Mechanic	08/30/19	184,492	5.00	Z1, Paradise, 123rd lot, half c
225	Love, Kurt	Mechanic	08/31/19	184,195	2.50	Z1, 95th lot
225	Love, Kurt	Mechanic	09/02/19	184,907	2.25	Z1
225	Love, Kurt	Mechanic	09/03/19	184,600	7.00	Z1, Z3, half Z 2
225	Love, Kurt	Mechanic	09/04/19	184,699	5.50	Z1, half Z1, Z4
225	Love, Kurt	Mechanic	09/05/19	184,786	7.00	Z1, Sunset Drm 100-111th
225	Love, Kurt	Mechanic	09/06/19	184,972	3.00	Z1, 123rd lot, Paradise 118-1
225	Love, Kurt	Mechanic	09/09/19	185,137	7.00	Z1 and 2
225	Love, Kurt	Mechanic	09/10/19	185,234	5.00	Z1, 95th lot, Z3
225	Love, Kurt	Mechanic	09/11/19	185,350	6.00	Z1, Z4
225	Love, Kurt	Mechanic	09/12/19	185,661	6.50	Z1, Z5, Marina lot
225	Love, Kurt	Mechanic	09/13/19	185,540	5.00	Z1, 95th, 123rd lot, Z6
225	Love, Kurt	Mechanic	09/19/19	186,101	4.00	Z1 and half Z2

# Stone Harbor Public Works

Reporting Dates 01/01/2019 12/06/2019

## Task/Location Hours Detail

225	Love, Kurt	Mechanic	09/20/19	186,148	5.00	Z1, Spot check all others
225	Love, Kurt	Mechanic	09/23/19	186,255	5.00	Z1 and 2
225	Love, Kurt	Mechanic	09/27/19	186,625	4.00	Z1, SHYC, Paradise
225	Love, Kurt	Mechanic	09/30/19	186,711	5.00	Z1, Z2
225	Love, Kurt	Mechanic	10/16/19	187,658	5.00	Z1, storm drains, leaves all zc
225	Love, Kurt	Mechanic	10/21/19	187,908	3.50	Z1, Storm Drains, leaves
225	Love, Kurt	Mechanic	10/28/19	188,290	6.00	Z1, 99th/104th circles, leaves
225	Love, Kurt	Mechanic	10/30/19	188,427	4.00	Marina pavers, flood debris, l
225	Love, Kurt	Mechanic	11/01/19	188,633	3.00	Z1, storm drains
225	Love, Kurt	Mechanic	11/12/19	189,082	3.00	Z1, leaf areas
225	Love, Kurt	Mechanic	11/15/19	189,316	3.50	Z1, bay and shells
225	Love, Kurt	Mechanic	11/20/19	189,527	5.50	Z1, Half of Z 2/3, SHYC
225	Love, Kurt	Mechanic	11/22/19	189,664	5.00	Z1, 91-111th 1st and 2nd Ave
225	Love, Kurt	Mechanic	12/05/19	190,119	5.50	Z1, Marina Lot, Ocean sides c
205	Oakley, Levin	Mechanic	05/26/19	175,549	2.00	Business district
205	Oakley, Levin	Mechanic	06/16/19	177,798	2.00	Z1- Business District
205	Oakley, Levin	Mechanic	07/28/19	181,450	2.25	Z1, Business
205	Oakley, Levin	Mechanic	08/18/19	183,702	2.00	Z1
830	Place, Charles	Mechanic	06/19/19	177,630	2.50	94th-111th-First Ave
830	Place, Charles	Mechanic	06/28/19	178,563	6.00	training with 225
830	Place, Charles	Mechanic	07/07/19	179,535	1.50	Buisness
830	Place, Charles	Mechanic	08/09/19	182,514	2.50	96th Business, 3rd-2nd, 93-1
830	Place, Charles	Mechanic	08/11/19	182,898	1.75	96th, 93-100th-3rd/2nd Ave
830	Place, Charles	Mechanic	08/25/19	184,082	2.00	96th business/3rd/2nd
830	Place, Charles	Mechanic	09/01/19	184,880	1.50	96th 2nd/3rd and 94-99th
830	Place, Charles	Mechanic	09/14/19	185,440	3.00	96-97th/3rd, 93-110-2nd
830	Place, Charles	Mechanic	09/15/19	185,772	2.00	96th, 97th, 3rd Ave, 93-110th
830	Place, Charles	Mechanic	10/24/19	188,149	5.50	200/300blk 96th, 97th/200bl
830	Place, Charles	Mechanic	11/08/19	189,018	8.00	95-98th/3rd and 80-100th/2i
830	Place, Charles	Mechanic	11/26/19	189,795	3.00	200-300blk/96th and 94-99th

**Not Assigned Total**

**Activity Records 170**

**819.50**

**Street Sweeping Total**

**Activity Records 170**

**819.50**

REC'D DEC 05 2019

## STREET SWEEPER DAILY LOG

Date: 120519 Sweeping Start Time: 7:00 (AM) PM

Sweeping End Time: \_\_\_\_\_ AM/PM

Route: Zone 1, Morrell St, Ocean side of Zones  
3 & 4

Cubic Yards: 4 Gallons - Fuel: 20

Start Mileage: 21700 End Mileage: 21759

Clean Out Start Time: 2:00 AM/PM (PM)

Clean Out Finish Time: 2:50 AM/PM (PM)

To be completed and turned in daily with the "DAILY TIME DETAIL"  
report.

Name: Kurt R Love [Signature]  
Print Signature

**The Borough of Stone Harbor**  
**Water and Sewer Department**  
**TIDEFLEX VALVE MAINTENANCE REPORT FORM**

DATE 10-21-9

VALVE LOCATION 10315 Sunrise Drive

NAME OF INSPECTOR Lee W. / Gary K

IS THERE ANY DEBRIS UPSTREAM/DOWNSTREAM? YES ☒ NO ☐

ACTION TAKEN \_\_\_\_\_

IS VALVE IN A VAULT? Yes ☐ NO ☒

IF IN VAULT IS THERE ANY DEBRIS/MUD? YES ☐ NO ☐

ACTION TAKEN \_\_\_\_\_

IS ALL FASTENING HARDWARE COMPLETE AND IN WORKING CONDITION?

YES ☒ NO ☐

ACTION TAKEN \_\_\_\_\_

DOES VALVE WORK PROPERLY? YES ☒ NO ☐

ACTION TAKEN \_\_\_\_\_

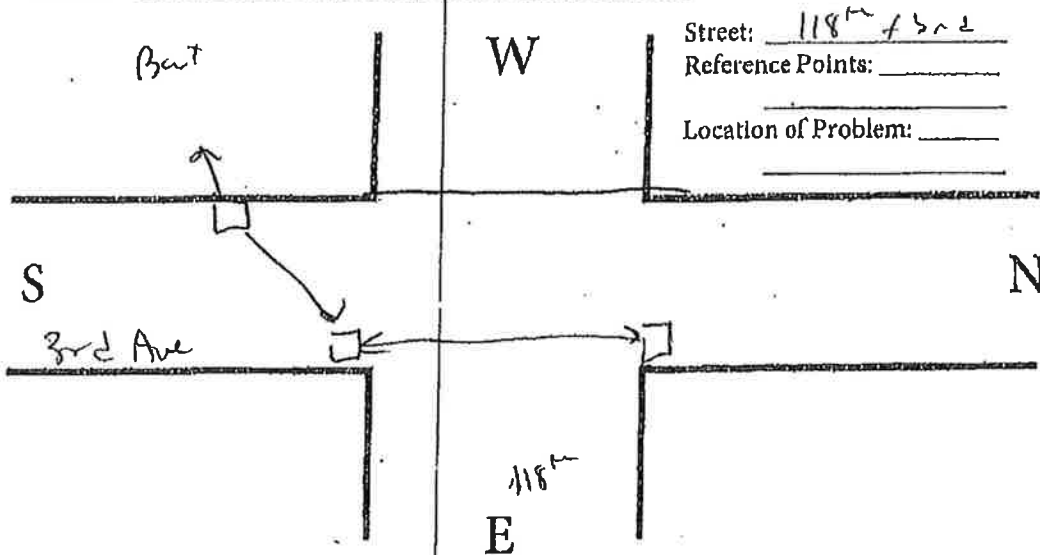
NOTES \_\_\_\_\_

# **DRAINAGE MAINTENANCE AND PROBLEM REPORT FORM**

Date: 8-20-19

Inspected By: 227/607

Location: ((Identify street, reference points, and location of problem))



Street: 118th + 3rd

Reference Points: \_\_\_\_\_

Location of Problem: \_\_\_\_\_

## **Type of Problem**

Water ✓ Leaves ✓ Trash ✓  
 Dirt ✓ Obstruction ✓ Structural \_\_\_\_\_  
 Notes: \_\_\_\_\_

## **Maintenance Performed**

Cleaned Catch Basin: ✓ How Many: 4  
 Labels: Yes ✓ Curb Labels: 1 Grate Labels: 3  
 No \_\_\_\_\_ @ Installed: \_\_\_\_\_  
 Notes: \_\_\_\_\_

Recommended Maintenance: Clean Catch Basin

Equipment Needed: 1320 ✓  
 Other \_\_\_\_\_

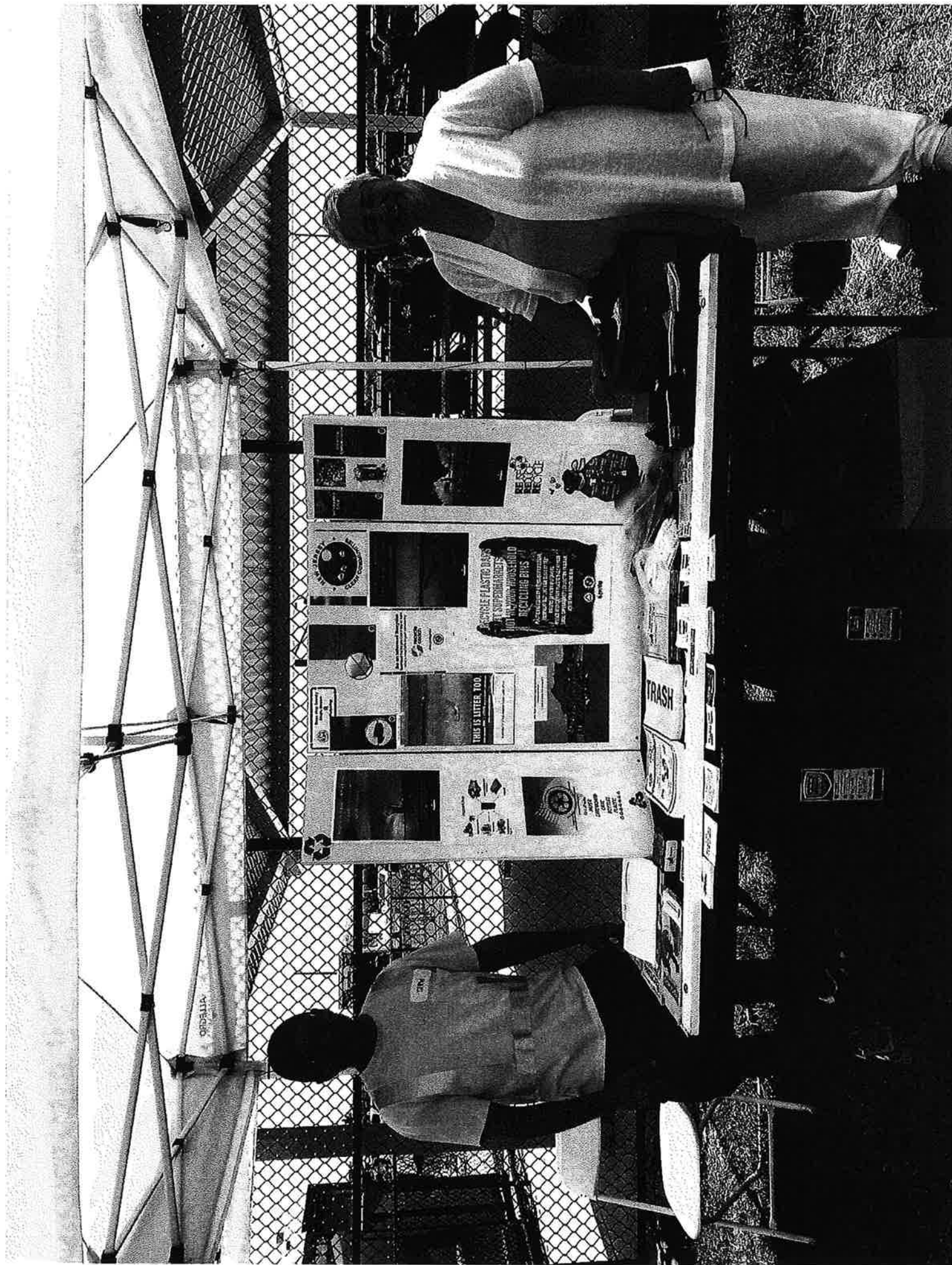
Date: \_\_\_\_\_ Confined Space Permit Needed? Yes/No

Work Order Description: \_\_\_\_\_

State Permit Needed?: \_\_\_\_\_ Work Order Number: \_\_\_\_\_

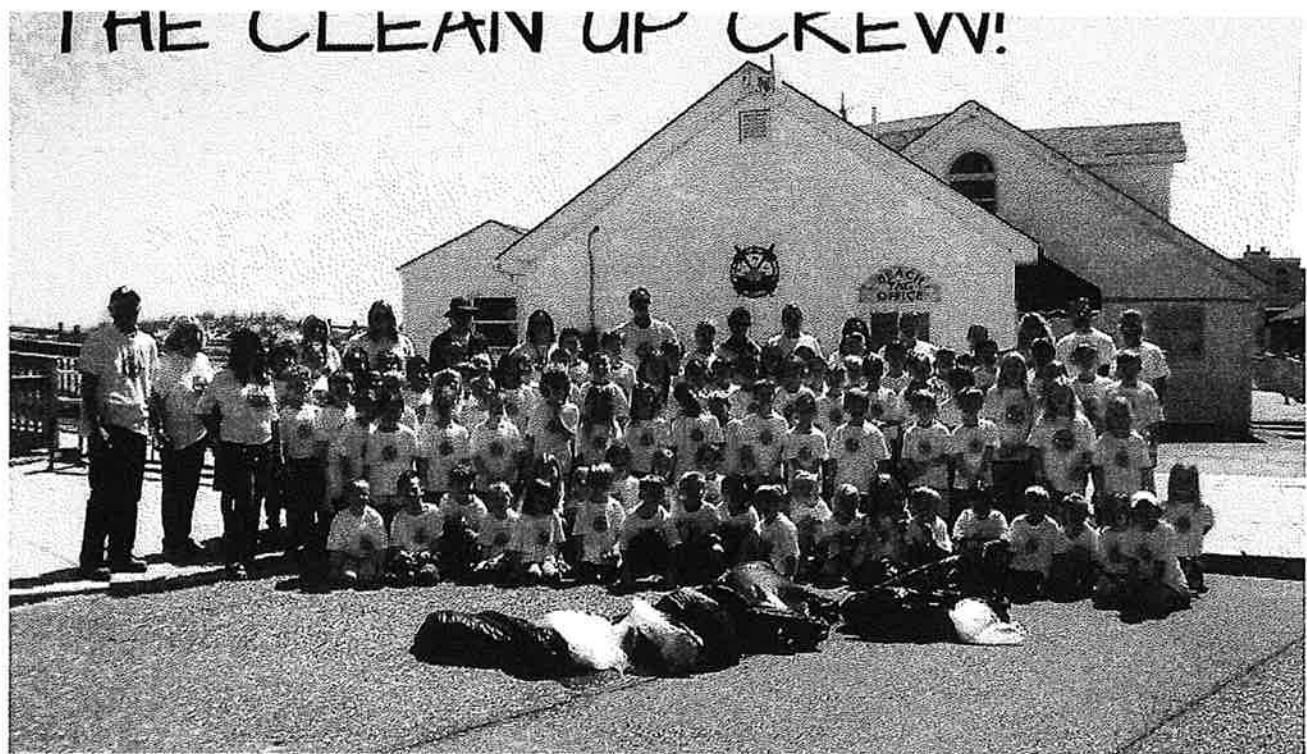












Stone Harbor Elementary School Students and Faculty and the Stone Harbor Public Works Clean Communities Team.



On Thursday, May 2nd, our hardworking students, and faculty of the Stone Harbor Elementary School spent an hour on their annual clean up. They were outfitted with T-Shirts and gloves and began the clean up with the property around the school. They then worked their way to 95th Street and the beach, where they picked up trash in the dunes. A total of 8 bags of trash were collected.

The students were rewarded with a Pizza and Ice Cream party for their efforts and a job well done!