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STORMWATER POLLUTION

PREVENTION PLAN

TOWNSHIP OF HILLSBOROUGH
SOMERSET COUNTY

NEW JERSEY

MARCH 2005
REVISED JUNE 2009

MC Project No. HBT-172

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: William White

Title: Township Engineer

Date: June 2009

Municipality: Township of Hillsborough

County: Somerset County

NJPDES #: NJG0153231

PI ID #: 202007

Stormwater Program Coordinator: Buck Sixt

Title: Director of Public Works

Office Phone #: (908) 369-4313

Emergency Phone #: (908)369-4323

Public Notice Coordinator: Kevin Davis

Title: Administrator

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Post-Construction Stormwater Management Coordinator: Tom Belanger

Title: Engineering

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Local Public Education Coordinator: Kevin Davis

Title: Administrator

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Ordinance Coordinator: Kevin Davis

Title: Administrator

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Public Works Coordinator: Buck Sixt

Title: Director of Public Works

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Employee Training Coordinator: Buck Sixt

Title: Director of Public Works

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

Other: Tom Belanger

Title: Engineering

Office Phone #: 908) 369-4313

Emergency Phone #: 908)369-4323

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Township of Hillsborough

County: Somerset County

NJPDES # : NJG0153231

PI ID #: 202007

Team Member/Title: Kevin Davis, Administrator

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: _____

Date of most recent update: June 2009

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), the Township of Hillsborough will provide public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, the Township of Hillsborough will provide public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) the Township will comply with those requirements.

SPPP Form 3 - New Development and Redevelopment Program

Municipality
Information

Municipality: Township of Hillsborough County: Somerset County
 NJPDES #: NJG_0153231 PI ID #: 202007
 Team Member/Title: William White , P.E., P.P., Township Engineer
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: _____ Date of most recent update: June 2009

To control stormwater from new development and redevelopment projects throughout the Township of Hillsborough (including projects we operate) we will do the following:

The Township is 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, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing a preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, the Township of Hillsborough has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs 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 will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will 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 will comply with that ordinance's standard for such inlets.

The Township adopted a Stormwater Control Ordinance in 2006. This ordinance is now in effect. It is similar to the State's model ordinance and complies with NJAC 7:8 et. seq.

The approved Stormwater Control Ordinance is administered by our planning and zoning boards, municipal engineer and code enforcement officer, to control stormwater from non-residential development and redevelopment projects. The approved ordinance also controls aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Township of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Kevin Davis, Administrator

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: Date of most recent update: June 2009

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

The Local Public Education Program will use the Council Meetings, the Planning board meetings, the Borough Hall and the Public Libtary as starting points for the dissemination of information. The County of Somerset Department of Recycling will be distributing literature via a mass mailing. The Township of Hillsborough will be distributing information from a booth at the annual Memorial Day Picnic. In addition, the Township will be providing information on the official web site (www.hillsborough-nj.org) and will be preparing a regular e-news letter.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: *Township of Hillsborough County Somerset County*

NJPDES # : *0153231* PI ID #: *202007*

Team Member/Title: *Buck Sixt, Director of Public Works*

Effective Date of Permit Authorization (EDPA): *04/01/2004*

Date of Completion: _____ Date of most recent update: *June 2009*

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

The Township of Hillsborough has identified approximately 2,000 drainage structures that must be labeled in accordance with the regulations. The Township seeks to label these structures over the first three (3) years of the permit. Approximately approximately 1,000 structures are proposed to be labeled by the 2007 calendar year with the remainder to be completed by 2009. The Township will coordinate with local civic groups on the labeling program. It is the Townships intention to have the Department of Public Works coordinate the labeling efforts.

During the annual catch basin clearing program, labels will be checked by the Borough to ensure legibility and visibility. Those that are not legible or visible shall be replaced.

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Township of Hillsborough will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Township of Hillsborough intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

The Township of Hillsborough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Township of Hillsborough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

The Township of Hillsborough will also prepare and process an ordinance amendment that will require the retrofitting of storm drain inlets owned and operated by private entities during repaving, repairing, reconstruction, alterations or resurfacing.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Township of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: ____ Date of most recent update: June 2009

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

The Township retained Maser Consulting to map out the location of outfall pipes operated by the municipality. A map was created that identified and, located each outfall pipe. Each outfall was give a unique alpha numeric identifier. All stream, rivers and other waterbodies receiving outfall pipe discharges will also be identified on the map. The data was imported each year into the Township's GIS database.

This work has been completed as of 2007.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Township of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

The Township will conduct an initial physical inspection of all of our outfall pipes during the mapping process. The Township will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Township of Hillsborough) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the New Jersey Department of Environmental Protection

This work is ongoing.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Township of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? none

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? 480

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? 480

Number of outfalls found to have a dry weather flow? 161

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? 480

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: *Township of Hillsborough County Somerset County*

NJPDES # : *0153231* PI ID #: *202007*

Team Member/Title: *Buck Sixt, Director of Public Works*

Effective Date of Permit Authorization (EDPA): *04/01/2004*

Date of Completion: _____ Date of most recent update: *June 2009*

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

The Township of Hillsborough has a yearly yard waste program. Residents receive a yearly brochure of all dates when waste shall be collected.

The Township provides curbside pick-up of brush, beginning in November until the end of December. The Department of Public Works makes 2-3 passes in each neighborhood during this period.

Brush is excepted at the DPW yard the first and last Saturday of each month between April and October.

Grass clippings are excepted at the DPW yard the 3rd Friday of every month between the months of April and October.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Township of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Kevin Davis, Administrator

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste will be adopted by 10/1/05

Are information sheets regarding pet waste distributed with pet licenses? Y () N ()

Litter will be adopted by 10/1/05

Improper Waste Disposal will be adopted by 10/1/05

Wildlife Feeding will be adopted by 10/1/05

Yard Waste will be adopted by 10/1/05

Illicit Connections will be adopted by 10/1/05

How will these ordinances be enforced?

Ordinance compliance will be performed by the Town's Code Officials and police department. Citations will be issued where ordinances have been violated.

Ordinances for Refuse Container and Dumpster will be developed and considered by the Township Committee in July or August 2009.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Township of Hillsborough County Somerset County</u> NJPDES # : <u>0153231</u> PI ID #: <u>202007</u> Team Member/Title: <u>Buck Sixt, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: ____ Date of most recent update: ____
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What type of storm drain inlet design will generally be used for retrofitting?

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Township of Hillsborough County: Somerset County

NJPDES # :0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

The Township Department of Public Works sweeps all curbed streets between the months of April to August.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

The Township Department of Public Works cleans up debris and maintains vegetation along the Township roadways between the months of April to August.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Township of Hillsborough County: Somerset County

NJPDES # :0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

The Township of Hillsborough has an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are cleaned once per year, in the Spring or the Fall after leaf collection. If, at the time of inspection, no sediment, trash or debris are observed in the catch basin, then that catch basin will not be cleaned. At the time of cleaning, the catch basin will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Maintenance is typically performed during the summer months. The annual catch basin cleaning program is on-going and will continue during the permit period.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

The Township of Hillsborough will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. The Town of Hillsborough operates the following:

catch basins-

storm drains-

swales-

These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Township of Hillsborough County: Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: _____ Date of most recent update: June 2009

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.

Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Town of Hillsborough County Somerset County

NJPDES # : 0153231 PI ID #: 202007

Team Member/Title: Buck Sixt, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: ____ Date of most recent update: June 2009

De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

The Township of Hillsborough is currently storing de-icing salt in a salt dome at the Department of Public Works yard. The pavement adjacent to the salt dome shall be inspected following loading/unloading operations to check for spilled salt. Any spilled salt found shall be cleaned up.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Township of Hillsborough County Somerset County</u> NJPDES # : <u>0153231PI ID #: 202007</u> Team Member/Title: <u>Buck Sixt, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: ____ Date of most recent update: ____
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	4/1/05	<i>All Township vehicles are re-fueled at the County facility.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	4/1/05	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	4/1/05	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>