

Stormwater Pollution Prevention Plan

For

Borough of Metuchen Middlesex County, New Jersey

NJPDES General Permit #NJG0153389

Program Interest ID# 207224

Effective Date of Permit Authorization: April 1, 2004

Prepared by:

**Thomas J. Herits PE PP PLS
Borough Engineer**

November 2005

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Revised: February 2021

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

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| Stormwater Program Coordinator (SPC) | |
| Print/Type Name and Title | Fred Hall CPWM DPW Director |
| Office Phone # and eMail | 732-632-8519 fhall@metuchen.com |
| Signature/Date | |
| Individual(s) Responsible for Major Development Project Stormwater Management Review | |
| Print/Type Name and Title | Thomas J Herits PE PP PLS Borough Engineer |
| Print/Type Name and Title | |
| Print/Type Name and Title | |
| Print/Type Name and Title | |
| Print/Type Name and Title | |
| Other SPPP Team Members | |
| Print/Type Name and Title | Susan Jackson RMC Borough Clerk |
| Print/Type Name and Title | Melissa Perilstein Borough Administrator |
| 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. | 06/2009 | FH | TH | Revision #1 |
| 2. | 01/2021 | FH | TH | Revision #2 |
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

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| 1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online: | <p>https://www.metuchen.com</p> <p>Stormwater Control Ordinance is Chapter 110 Article 42 of the Ordinance.</p> |
| 2. Date of most current SPPP: | January 2021 |
| 3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online: | <p>https://www.metuchen.com</p> |
| 4. Date of most current MSWMP: | April 29, 2020 |
| 5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept: | <p>Municipal Building 500 Main Street Metuchen, NJ 08840 https://www.metuchen.com</p> |
| <p>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> <p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law” NJSA 10:4-6 et seq), the Township will provide public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Township will provide public notice in a manner that complies with the requirements of NJSA 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 (NJSA40:55D-1 et seq) the Township will comply with those requirements.</p> | |

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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| <p>1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.</p> |
| <p>The Borough will use the Council meetings, the Planning Board meetings, the Borough Hall, and the Public Library as starting points for the dissemination of information. The annual event will be held in coordination with the Springs Arts and Crafts Festival, usually in May. Participation in the Arts and Crafts Festival makes it one of the largest single event in the Borough and as such will be an excellent venue for education.</p> |
| <p>2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.</p> |
| <p>Metuchen utilizes the Downtown Alliance and Borough website. Borough Ordinance Chapter 110 Articles 65 and 66 deals with “Improper Disposal of Waste” and “Illicit Connections” respectively.</p> |
| <p>3. Indicate where public education and outreach records are maintained.</p> |
| <p>DPW 44 Jersey Avenue Metuchen, NJ 08840</p> <p>Municipal Building 500 Main Street Metuchen, NJ 08840</p> |

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

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| 1. How does the municipality define 'major development'? |
| <p>“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none">1. The disturbance of one or more acres of land since February 2, 2004;2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since the effective date of the Stormwater Control Ordinance; or,4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”</p> |
| 2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how? |
| Yes, through the Zoning District Requirements for individual projects. |
| 3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance (SCO)? |
| Municipal projects are overseen by the Borough Engineer for compliance with the SCO. Project specifications include reference to compliance with local, County and State requirements. Zoning Official can issue summonses for non-compliance. |
| 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. |
| Compliance with the SCO and RSIS is ensured during the Planning and Zoning Board review process of new residential, non-residential, and redevelopment projects. An O&M manual is required for all projects utilizing Best Management Practices (BMP's) structural stormwater management measures. Enforcement of continued proper operation of said measures is through Code Enforcement |

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| <p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p> | <p>No formal plan is in place as mitigation would be site and stormwater control specific.</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>Municipal Building 500 Main Street Metuchen, NJ 08840</p> |

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

| Ordinance | Date of Adoption | Website URL | Was the DEP model ordinance adopted without change? | Entity responsible for enforcement |
|------------------------------------------------------------|------------------|------------------------------------------------------------|-----------------------------------------------------|------------------------------------|
| 1. Pet Waste | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 2. Wildlife Feeding | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 3. Litter Control | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 4. Improper Disposal of Waste | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 5. Containerized Yard Waste/ Yard Waste Collection Program | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 6. Private Storm Drain Inlet Retrofitting | 05/27/09 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 7. Stormwater Control Ordinance | 03/02/21 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 8. Illicit Connection Ordinance | 05/10/06 | www.metuchennj.org | Yes | Code Enforcement/PD |
| 9. Optional: Refuse Container/ Dumpster Ordinance | 05/27/09 | www.metuchennj.org | Yes | Code Enforcement/PD |

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

Municipal Building
 500 Main Street
 Metuchen, NJ 08840

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

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| <p>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.</p> |
| N/A |
| <p>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.</p> |
| N/A |
| <p>3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.</p> |
| No |
| <p>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.</p> |
| DPW 44 Jersey Avenue Metuchen, NJ 08840 |

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

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| <p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p> |
| <p>The Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be “clean” the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.</p> |
| <p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p> |
| <p>N/A</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>N/A</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>During the annual catch basin inspection and cleaning program, all labels are inspected, and repaired or replaced if necessary.</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>DPW 44 Jersey Avenue Metuchen, NJ 08840</p> <p>Municipal Building 15 Main Street Englishtown, NJ 07726</p> |

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

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| 1. | Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted. |
| Eco inlet heads, along with bicycle-safe grates, are installed on roadways that are included in the Borough's yearly road program. The retrofitting is included as part of the project's plans and specifications. | |
| 2. | Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets. |
| During the Borough's annual road program, an inspector is on site to ensure compliance with the project specifications. | |
| 3. | Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted. |
| The installation of eco inlet heads, along with bicycle-safe grates, will be required as part of the review of any improvements to private property, and covered by a performance bond. | |
| 4. | Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets. |
| During the construction of improvements to private property, an inspector is on site to ensure compliance with the approved project plans. | |

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

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| <i>Complete separate forms for each municipal yard or ancillary operation location.</i> |
| Address of municipal yard or ancillary operation: 13 Main Street Englishtown, NJ 07726 |
| 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 – None Intermediate products – None Final products – None Waste materials – Covered and/or in covered dumpsters By-products – None Machinery – DPW vehicles Fuel – UST's Lubricants – Garaged Solvents – Garaged Detergents related to municipal maintenance yard or ancillary operations – Garaged Other – N/A |

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

Borough vehicles are fueled at the DPW yard.

2. Vehicle Maintenance

Performed in the DPW Repair Shop or local repair shops

3. On-Site Equipment and Vehicle Washing

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

Performed off-site

4. Discharge of Stormwater from Secondary Containment

N/A

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| 5. Salt and De-Icing Material Storage and Handling |
| Salt is stored in covered shed |
| 6. Aggregate Material and Construction Debris Storage |
| Stored in covered structures or dumpsters |
| 7. Street Sweepings, Catch Basin Clean Out and Other Material Storage |
| Stored in dumpsters until scavenger picks up for disposal |
| 8. Yard Trimmings and Wood Waste Management Sites |
| Stored in confined area until trucked out. DPW utilizes recycling blades to cut grass and leave in place. |
| 9. Roadside Vegetation Management |
| DPW will periodically trim vegetation on an as need basis |

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

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

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

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

DPW and/or Engineering Department checks the outfall pipes for signs of scouring when completing the illicit connection part of this program and/or as part of their daily work assignments. DPW will contact the Engineering Department to review repairs.

Records are maintained at the DPW yard.

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.

Department of Public Works will check all the outfall pipes for signs of scouring when completing the illicit connection part of this program. 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 may be completed first.

Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, most outfalls can again be inspected only once during each five-year permit cycle.

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

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

The Borough Engineer conducted an initial physical inspection of all outfall pipes during the mapping process and found no illicit connections were noted. Future inspections will be conducted using the NJDEP Illicit Connection Inspection Report Form. Each of these forms will be kept with the Township's SPPP records.

Outfall pipes that are found to have dry weather flow or evidence of intermittent non-stormwater flow will be investigated to locate the illicit connection. If the Borough is able to locate the illicit connection (and the connection is within the Borough) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected or removed within six (6) months of discovery.

If, after the appropriate amount of investigation, the Borough is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, the Borough will report the connection to the Department, and also notify the municipality from which it appears to originate.

The Borough will at minimum, continue to inspect for illicit connections once per permit cycle (five years). In addition, the Borough will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing the outfall pipe stream scouring detection, Remediation and Maintenance Program, if the inspection is preceded by a 72-hour dry weather period.

Residents can report illicit connections to the Borough by contacting the local PD, or the NJDEP hotline at 1-877-WARNDEP.

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

- * Catch basins
- * Storm drains

These stormwater facilities will be inspected annually to ensure 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.

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.

The Borough will utilize Code Enforcement and Property Maintenance inspectors to insure privately owned stormwater facilities are functioning properly.

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

DPW
44 Jersey Avenue
Metuchen, NJ 08840

Municipal Building
500 Main Street
Metuchen, NJ 08840

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

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

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

Stream TMDL’s

Green Brook, Bound Brook – Watershed Management Area (WMA) 9. 129.5 river miles and 56,660 acres in the watershed. Fecal Coliform – 1,503/234 CFU/100ml

South Branch Rahway River at Colonia – WMA 7. 11.0 river miles and 6,605 acres. Fecal Coliform – 2,438 CFU/100 ml

South Fork Bound Brook - Mercury impairments based on concentration in fish tissue caused mainly by air disposition

Lake TMDL’s

None

Shellfish TMDL’s

None

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

The Borough has adopted “Pet Waste”, “Wildlife Feeding”, and Stormwater Control Ordinance to reduce TMDL into local water bodies.

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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.

N/A

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

Yes