

Stormwater Pollution **Prevention Plan**

New Hanover Township
Burlington County

Permit Number NJ0141852

Last Revised 05/02/2024
Program Coordinator: Joseph Hirsh
ERI Project No. 23001 01A

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Joseph Hirsh, Township Engineer	
Phone	856-235-7170	Email	jhirsh@erinj.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Joseph Hirsh, Township Engineer	
Phone	856-235-7170	Email	jhirsh@erinj.com
Name and Title			
Phone		Email	
Other Municipal Stormwater Team Members			
Name and Title		Susan Jackson, Clerk	
Phone	609-758-2172 ext.14	Email	clerk@newhanovertwp.com
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided		Term of Service
Burlington County DPW	Pipe Jetting/Cleaning - Street Sweeping		Annual

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
06/01/2023	n/a	Tier A Implementation
05/02/2024	n/a	Issuance of initial SPPP

Form 3 – Public Announcements
Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.newhanovertwp.com/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Susan Jackson, Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<ul style="list-style-type: none">- Township Website at https://www.newhanovertwp.com/- Burlington County Times- Municipal Building, 2 Hockamick Road, Cookstown, NJ 08511- Email

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

Part IV.E.

<p>1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>The definition is not different from the definition in N.J.A.C. 7:8, and is defined as follows:</p> <p>An individual development, as well as multiple developments that individually or collectively result in:</p> <ul style="list-style-type: none">(a) The disturbance of one or more acres of land since February 2, 2004;(b) The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;(c) The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021, or the effective date of this section, whichever is earlier; or(d) A combination of Subsection B(1)(b) and (c) above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.
<p>2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.</p>
<p>The SCO is the same as the NJDEP's model SCO. As per the Pinelands Protection Act, New Hanover Township is required to adopt a separate ordinance for the stormwater regulations for the area of the Township that encompasses pinelands.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>All applications for major development projects are submitted to the Land Use Board Secretary and forwarded to the Zoning Office, Land Use Board’s Engineer and Planner. The Engineer reviews the plans to ensure they are in compliance with the Stormwater Control Ordinance and Residential Site Improvements Standards.</p>

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>Yes, Mitigation Plan details are included in the Municipal Stormwater Management Plan. All records are kept and maintained by the Board Secretary at the township offices at 2 Hockamick Road, Cookstown, NJ 08511</p>
<p>5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>SCO Adopted: 09/14/2021 SCO Revised: 08/08/2023 Pinelands SCO amendment adopted: 04/06/2023</p>
<p>6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>MSWMP Adopted: October 2008</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	07/11/23	Yes	Police Dept.	\$500
2. Wildlife Feeding	08/08/23	Yes	Police Dept.	\$500
3. Litter Control	08/08/23	Yes	Police Dept.	\$500
4. Improper Disposal of Waste	08/08/23	Yes	Police Dept.	\$500
5. Yard Waste	08/08/23	Yes	Police Dept.	\$500
6. Private Storm Drain Inlet Retrofitting	08/08/23	Yes	Police Dept.	\$500
7. Illicit Connections	08/08/23	Yes	Police Dept.	\$500
8. Privately- Owned Salt Storage				\$___
9. Tree Removal- Replacement				\$___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
None.				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Municipal Building, 2 Hockamick Road, Cookstown, NJ 08511				

Form 6 – Street Sweeping

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

- 1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
 - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
 - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

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

Street sweeping programs are being developed. The Township will begin street sweeping operations in accordance with their Tier A permit on or before January 1, 2026.

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

See above.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

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

- (a) The Township, Township Engineer's Office is working with the Public Works Department (PW) to label all inlets as soon as possible. They will routinely inspect inlets to maintain proper labeling.
- (b) Inlets are retrofitted during road improvement projects and periodically upgraded as required. The inlet heads are either retrofitted or fully replaced along with the inlet frames and grates to meet NJDEP Bicycle Safe Standards and the Stormwater Ordinance requirements. Private inlets will be identified during mapping operations and owners will be notified of the requirements to upgrade.
- (c) During design and review, the Land Use Board Engineer will ensure the proposed design includes catch basins or other BMPs to collect solids as required by an updated standard Catch Basin Detail. During construction, the Township Engineer will ensure the proper catch basins or other BMPs meant to collect solids will be installed.
- (d) The Township, Township Engineer's Office is working with the Public Works Department (PW) to regularly inspect inlets during roadway inspections. All inlets are inspected at least once per year. Inlets are visually inspected and examined for any issues and/or the need for cleaning. The inlets are evaluated for settlement, cracks, interior instability, and/or excess debris on inlet grate and/or within the structure that promoted flooding or clogging and/or prevents proper operation of the structure.

2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
 - b. Describe the criteria used to determine when catch basins need to be cleaned.
- (a) The Township, Township Engineer's Office is working with the Public Works Department (PW) to regularly inspect catch basins during roadway inspections. At least 20% of basins are inspected each year.
 - (b) The basins are evaluated for settlement, cracks, interior instability, and/or excess debris on grate and/or within the structure that promoted flooding or clogging and/or prevents proper operation of the structure.

3. Municipal Conveyance System

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

The Township’s conveyance system is inspected when the Public Works Department (PW) and/or Township Engineer observes during regular inspections or is made aware of problems such as clogged inlets, ponding, etc. Observations such as ponding near a structure may indicate blocked and/or clogged piping in the conveyance system. The Public Works Department (PW) and Township Engineer will visually inspect the area of concern, determine the problem, and recommend a course of action. Course of action may include immediate cleaning, CCTV inspection of the structure/piping, jet-vac cleaning of the piping, excavation removal and replacement of the affected portion of the conveyance system. Where outside assistance is required, the Township contracts with qualified contractors who are qualified to perform the repair work and/or engage the Burlington County Public Works Department in conjunction with a Shared Service Agreement.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

The completion of the Stormwater Outfall Map will identify the location of the Municipal Outfalls. At that time, the Township will include a stream scouring inspection plan requiring at least one inspection per year of each outfall, that follows the Tier A Permit requirement.

If any stream scouring is detected, the Public Works Department will remedy the problem in-house. If there is significant stream scouring, the work will be outsourced to a qualified contractor. All inspections and repairs will be documented.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

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

The completion of the Stormwater Outfall Map will identify the location of the Municipal Outfalls. At that time, the Township will include an illicit discharge detection and elimination procedure requiring at least one inspection per year of each outfall, that follows the Tier A Permit requirement.

If an illicit discharge and/or connection is observed and/or reported, the Public Works Department will investigate the connection and make a recommendation to remedy the problem. All inspections, repairs and recommendations will be documented on the NJDEP Illicit Connection Inspection Report Form.

6. Other Municipal Infrastructure

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

The completion of the Stormwater Outfall Map will identify the location of additional stormwater infrastructure including municipally owned and privately owned basins and ponds. The Township will include a basin/wet pond inspection procedure and require at least one comprehensive inspection per year of each facility. The Township intends to prepare and use a Stormwater Basin Maintenance Manual to facilitate and document inspections and repairs.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

The completion of the Stormwater Outfall Map will identify the location of additional stormwater infrastructure including privately owned infrastructure. The Township will include in their annual Roads and Grounds Service and Maintenance Supervision contract, a basin/wet pond inspection procedure and require at least one comprehensive inspection per year of each facility. The Township intends to prepare and use a Stormwater Basin Maintenance Manual to facilitate and document inspections and repairs.

If a stormwater facility is found to be failing or not maintained, the Township shall send a notice to the owner. If the maintenance is not completed by the owner, the Township has the power to maintain and/or repair the facility and place a lien on the property.

In addition, an annual certification process is being developed to require an annual inspection report and certification from the Owner of each facility to verify compliance with the Tier A permit.

8. Infrastructure Records

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

Municipal Building located at 2 Hockamick Rd, Cookstown, NJ 08511

**7. Stormwater Facilities Not Owner/Operated by the Municipality
Inspection Log**

Date	Owner	Facility	Certification Y/N	Notes

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

Residents are encouraged to find alternatives to herbicides and pesticides, and to follow directions carefully if they choose to use herbicides and pesticides.

The Township contracts with a licensed applicator for their herbicide use, when necessary. Herbicide sprays do not get washed away as the materials used are designed to dry on contact. Granular herbicides that are spread on soil utilize rainwater to activate in order to penetrate the soil.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The Township subcontracts plowing and road salting services. The Contractor primarily uses salt boxes for de-icing which reduces the possibility for salt piles as the truck body does not ‘dump’ salt on any roadways. The Contractor uses tailgate spreaders to reduce the opportunity for piles to be created when salting. If any piles are produced, the Contractor halts operations, and cleans up the pile using shovels kept on the vehicle.

The Roads and Grounds Service and Maintenance Supervision contract requires an inspection to follow plowing and salting services to verify that any accumulated salt piles have been removed from roadways. If accumulated de-icing material is found, the Contractor is notified to correct.

3. Roadside Vegetative Waste

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

There is no storage of wood waste and yard trimmings on municipal roads, private disposal is required.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

The Public Works Department periodically performs roadside inspections when any signs of erosion can be detected. Further inspection will be completed to determine the extent and cause of the erosion, and the Supervisor will create a plan to repair the erosion. If the erosion appears to be caused by a stabilization issue, then the Township Engineer will be consulted to determine the corrective measures needed for repair.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations
Part IV.F.5.

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

1. Site Name and Address	
<p>New Hanover Township Publics Works Storage Garage Hockamick Road, Cookstown, NJ 08511</p>	
2. Monthly Site Inspections	
<p align="center">Describe the nature of inspections conducted at this site and the location of inspection logs.</p> <p>The Township does quarterly inspections of the Publics Works Storage Garage to ensure its compliance with the Tier A permit requirements.</p>	
3. Inventory List	
<p align="center">List all materials and machinery that are potentially exposed to stormwater.</p>	
Materials	Machinery/Equipment
None	None

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>No outdoor containers are present. If temporary are present, they are covered.</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>No, fueling occurs offsite at a private business.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>No vehicle/equipment maintenance or repair is completed on-site.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>No, vehicle washing occurs offsite at a private business.</p>

<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Small quantities of Cold Patch Asphalt may be stored on site, however, it is stored inside the building.</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No, storm sewer cleanouts and future street sweeping are to be contracted to private contractors who are required to take spoils immediately to an appropriate waste facility for disposal.</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Construction and Demolition Waste is not stored on site. Residents are required to dispose of this material privately.</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No. Private disposal of scrap tires is required.</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>No inoperable vehicles or equipment are stored on-site.</p>

Waste Facility - Quarterly Inspection Report – 2024 Q__

1. Site Name and Address	
New Hanover Township Publics Works Storage Garage	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
None	None
4 . Discharge of Stormwater from Secondary Containment	
Are outdoor containers are covered?	
5. Fueling Operations	
Does fueling occur on site?	
No, fueling occurs offsite at a private business.	
6. Vehicle/Equipment Maintenance and Repair	
Do you perform maintenance and repair on site?	
No vehicle/equipment maintenance or repair is completed on-site.	
7. Wash Wastewater Containment	
Do you wash vehicles on site?	
No, vehicle washing occurs offsite at a private business.	
8. Salt and Other Granular De-icing Materials	
Do you store salt and other granular deicing materials on site?	
No.	
9. Aggregate Material, Wood Chips, and Finished Leaf Compost	
Do you store these materials on site?	
No.	
10. Cold Patch Asphalt	
Do you store these materials on site?	
11. Street Sweepings and Storm Sewer Cleanout Materials	
Do you store these materials on site?	
No	

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site?

Construction and Demolition Waste is not stored on site.

13. Scrap Tires

Do you store these materials on site?

No. Private disposal of scrap tires is required.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site?

No inoperable vehicles or equipment are stored on-site.

15. Additional Items to Note and/or Changes in Operation of the Facility

Inspected By: _____

Date: _____

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm .

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	Municipal staff, elected officials and Land Use Board members complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.
Construction Site Stormwater Runoff	Township Engineer completes this topic every 2 years.
Post-Construction Stormwater Management in New and Redevelopment	Township Engineer completes this topic every 2 years.
Community-wide Ordinances	Township Clerk completes this topic every 2 years.
Community-wide Measures	Township Clerk completes this topic every 2 years.

Stormwater Facilities Maintenance	The Township Engineer and the Roads and DPW staff complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.
Municipal Maintenance Yards and Other Ancillary Operations	The Township Engineer and the DPW staff complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.
MS4 Mapping	The overall MS4 Outfall/Infrastructure Map is currently being compiled by the Township Engineer. Copies of the completed map will be distributed to interested parties. Revised versions will be issued as appropriate.
Outfall Stream Scouring	The Township Engineer and the DPW staff complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.
Illicit Discharge Detection and Elimination	The Township Engineer and the DPW staff complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
The Township Engineer completes the NJDEP's Stormwater Management Design Review Course once every 5 years. Current certification expires October 2027.	

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Municipal staff elected officials and Land Use Board members complete training within 3 months of the start of their term and on a yearly schedule thereafter. The stormwater training videos provided by the NJDEP are used for the training.

Training Records

Indicate the location of training records for the above required training.

Municipal Building at 2 Hockamick Road, Cookstown, NJ 08511

Training log is below:

<u>Viewer(Title)</u>	<u>Date Completed</u>	<u>Describe Training</u>
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Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The overall MS4 Outfall/Infrastructure Map is currently being compiled by the Township Engineer. Copies of the completed map will be distributed when complete and this item updated to provide the link thereto. The map will be available on the Stormwater portion of the Township website.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	TBD
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	TBD
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The overall MS4 Outfall/Infrastructure Map is currently being compiled by the Township Engineer. An annual report of Land Use Board approvals will be submitted to the Township Engineer for revisions to the MS4 Outfall/Infrastructure Map. Additionally, municipal projects that impact stormwater outfalls and/or infrastructure will be updated as constructed by the Township Engineer. Copies of the revised map will be distributed when complete.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Township is working with the Engineer's office to create and update its MS4 Outfall/Infrastructure Map prior to the 2026 deadline.	

MS4 Infrastructure Map

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Development of the Watershed Improvement Plan is currently a joint effort between the Township and the Township Engineer if required. The Plan will be implemented on or before the date required by the Tier A Permit. Phase I is due 01/01/2026
2. Describe any regional projects or collaboration efforts with other municipalities.
None this time.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
None this time.

Form A – Public Education

Date Completed	Points	Activity	Description

_____ **Total Points**