

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Borough Milltown

Date: April 1, 2005

Municipality: Milltown Borough

NJPDES#: NJG0141852

PIID#: 50577

Stormwater Program Coordinator: Rich Williams

Title: Certified Public Works Manager

Office Phone#: (732) 828-2100 ext. 135

Emergency Phone#: (732) 718-9487

Public Notice Coordinator: Michael Januszka

Title: Borough Clerk

Office Phone#: (732) 828-2100 ext. 127

Post-Construction Stormwater Management Coordinator: Rich Williams

Title: Certified Public Works Manager

Office Phone#: (732) 828-2100 ext. 135

Emergency Phone#: (732) 718-9487

Local Public Education Coordinator: Rich Williams and Sharon Hohner

Title: Certified Public Works Manager and Administrative Assistant

Office Phone#: (732) 828-2100 ext. 135

Public Works Coordinator: Rich Williams

Title: Certified Public Works Manager

Office Phone#: (732) 828-2100 ext. 135

Emergency Phone#: (732) 718-9487

Ordinance Coordinator: Michael Januszka

Title: Borough Clerk

Office Phone#: (732) 828-2100 ext. 127

Employee Training Coordinator: Rich Williams

Title: Certified Public Works Manager

Office Phone#: (732) 828-2100 ext. 135

Emergency Phone#: (732) 718-9487

SPPP Form 2 – Public Notice

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJG0141852 PIID#: 50577

Team Member / Title: Michael Januszka

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 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.), Milltown Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Milltown Borough provides 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 subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Milltown Borough complies with those requirements (e.g., adoption of the municipal stormwater management plan).

SPPP Form 3 – New Development and Redevelopment Program

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJG0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new and re-development projects throughout Borough of Milltown (including projects we operate) we will do the following:

The Borough will review and observe the construction of all development projects 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) in an effort to verify that they are in compliance with said standards. Our planning and zoning boards review for such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

The Borough will operate and maintain all new or re-development projects on our property in compliance with the maintenance requirements in the SWC ordinance. In addition, any storm drain inlets we install for such projects will comply with the SWC ordinance standards for such inlets.

The SWC ordinance, is administered by the Borough and controls stormwater from non-residential and residential development projects. Where it is necessary to implement the SWMP, the approved SWC ordinance also controls aspects of residential development projects that are not subject to the Residential Site Improvement Standards.

For all BMPs installed in order to comply with the requirements of our post-construction program, the Borough of Milltown 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 Borough of Milltown enforces a provision in the 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 Borough can perform the maintenance and charge the private entity.

The Borough of Milltown also enforces through the SWC ordinance and Private Storm Drain Inlet Retrofitting ordinance, compliance with the design standard in Attachment C of the General Permit to control passage of solid and floatable materials through storm drain inlets. The Borough of Milltown expects for most projects, that 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 a curb opening with a clear space no more than seven (7) square inches or no bigger than two (2) inches across the smallest dimension.

SPPP Form 4 – Local Public Education Program

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJG0141852 PIID#: 50577

Team Member / Title: Sharon Hohner

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 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 Borough will conduct educational activities that total a minimum of 10 points annually in accordance with Attachment E of the Borough's Tier A Municipal Stormwater General Permit.

For annual distribution, the Borough of Milltown will mail the DEP educational brochure to all residents and businesses within the Borough's Spring/Summer Flyer. Additional copies of the educational brochure will be available at the Borough library and at the annual "Pride in Milltown Day" held in October. The Borough will invite the local high school, local watershed group(s) and other environmental group(s) to set up their own booth during the annual event for purposes of public education. The Borough will also distribute along with the brochure pencils and other items promoting the education concerning stormwater management.

Milltown also hosts a "Clean Community Day" event, approximately two to three per year. These events are volunteer-based and educational brochures will also be provided to all participants.

The educational brochure and other supplemental educational information provided by the NJDEP (http://www.njstormwater.org/tier_A/education.htm) will also be made available of the Borough's official website (www.milltownnj.com).

The Borough is considering alternative educational programs. The concept of the Mayor hosting a televised event on the local access station, Channel 22 has been discussed. This program will consists of a question/answer session with local officials to discuss pertinent information regarding the stormwater management regulations (N.J.A.C. 7:8) and the Borough's General Permit. The Borough is also considering presenting an informative program addressing stormwater management to the local elementary school.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Plainsboro Township

County: Middlesex

NJPDES#: NJGNJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 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.

For the storm drain inlet labeling program, the Borough of Milltown has used a standard metal disc fastened by an adhesive to the inlet casting. The metal disc reads "NO DUMPING – DRAINS TO RIVER," and is manufactured by Almetek Industries, Inc. of Hackettstown, NJ (www.almetek.com).

All storm drain inlets along municipal streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards owned and/or operated by Borough of Milltown have been labeled.

To ensure long-term maintenance, inspection of the storm drain inlet labels will be conducted during the Borough's catch basin maintenance program; see Form 13. Upon completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear and repaired, if necessary.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 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 Borough has located and mapped all known MS4 outfall pipes. An alphanumeric identifier has been assigned to all MS4 outfall pipe locations and all water bodies receiving MS4 outfall pipe discharges are also identified on this map.

All MS4 outfall pipes will be inspected six (6) times per year (once every two (2) months). During these inspections, the Borough will also inspect for illicit connection dry weather flows and scouring (see Form 7 and 14, respectively).

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Milltown Borough County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Rich Williams
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 1, 2005 Date of most recent update: May 29, 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 Borough of Milltown has conducted an initial physical inspection of all of MS4 outfall pipes and inspection for scouring (see Form 14). The Borough utilizes the NJDEP Illicit Connection Inspection Report Form to conduct these inspections and individual inspection forms prepared by the Borough Engineer's Office (see the attached inspection forms). Each of these forms will be kept with this section of the SPPP. The Borough will respond to complaints and reports of illicit connections and continue to investigate dry weather flows discovered during routine inspections and maintenance of the MS4. MS4 outfall pipes found to have dry weather flow (72 hours following a rainfall event) or evidence of an intermittent non-stormwater flow will be further inspected and, if necessary, re-inspected to locate the source of the illicit connection. The inspection and re-inspection process will be performed in strict compliance with the General Permit requirements. If we are able to locate the illicit connection (and the connection is within the Borough of Milltown), we will cite the responsible party for being in violation of our Illicit Connection Ordinance and will order the responsible party to eliminate the illicit connection within six (6) months of its discovery. 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 Borough of Milltown will report the illicit connection to the Department.

The Borough of Milltown Police Department will be responsible for emergency contacts for reporting spills and illegal dumping.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Milltown Borough County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Rich Williams
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 1, 2005 Date of most recent update: May 29, 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? *program implementation will begin by October 2005*

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?

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?

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, 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?

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?

Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

The Borough of Milltown has an established yard waste collection system in place with procedures that comply with the requirements of the General Permit.

The Borough is divided into five (5) collection zones. Leaves are collected from April to November and are collected during the regularly scheduled garbage collection day, once per week. Leaves can also be collected through the month of January. Collection can be extended upon county facility availability.

Leaves must be placed in paper, biodegradable bags provided by the Borough that have a minimum capacity of thirty (30) gallons. At no time may leaves be placed in plastic bags. The leaf biodegradable bags are available at the Borough's Department of Public Works office.

Grass clippings are to be placed in a thirty (30) gallon trashcan with a maximum weight of fifty (50) pounds. No leaves, shrubbery, branches, root material or any other materials are permitted with grass clippings. Grass clippings are collected from July to September on the first scheduled trash collection day of each week.

Brush is recycled and must be placed in thirty (30) gallon trashcans or tied in bundles no longer than 4 (4) feet long. Vegetative waste, small sticks and vines shall also be placed in separate trashcans. Brush is collected from July to September on the first scheduled trash collection day of the week.

Milltown Borough has adopted a yard waste ordinance (see SPPP Form 10) that prohibits all yard wastes from being placed at the curb or along the street earlier than the evening before the scheduled day of collections. The ordinance also prohibits the placing of yard waste closer than ten (10) feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 – Ordinances

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Michael Janauska

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

Pet Waste: Adopted January 1, 1985

Litter: Adopted January 1, 1985

Improper Waste Disposal: Adopted March 27, 2006

Wildlife Feeding: Adopted March 27, 2006

Yard Waste: Adopted January 1, 1985

Illicit Connections: Adopted March 27, 2006

Refuse Containers: Adopted May 26, 2009

Private Storm Drain Inlet Retrofitting: Adopted May 26, 2009

How will these ordinances be enforced?

Our code enforcement officer, Milltown Police Department or Borough's Animal Control Officer will enforce these ordinances upon adoption.

Any complaints received by the DPW with an apparent ordinance violation will be investigated and forwarded to the Milltown Borough Police Department.

Informational sheet provided by the NJDEP concerning pet waste will be distributed during the issuance of pet licenses.

The Borough has ordered and will be installing signs prohibiting wildlife feeding on public property and signs regarding pet waste. All signs note penalties and associated fines.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Milltown Borough County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Rich Williams
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

What type of storm drain inlet design will generally be used for retrofitting?

For both current and upcoming projects, Milltown Borough will use the NJDEP compliant and NJDOT bicycle safe grates.

<i>Repaving, repairing, reconstruction or alteration project name</i>	<i>Projected start date</i>	<i>Start date</i>	<i>Date of completion</i>	<i># of storm drain inlets</i>	<i># of storm drains w/ hydraulic exemptions</i>
(SEE ATTACHED SHEETS)					

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

Milltown Borough does not operate any alternative devices within the municipality. The Borough will be milling and paving and will comply with retrofit requirements. We also do not plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Milltown Borough County: Middlesex
NJPDES#: NJ0141852 PIID#: 50577
Team Member / Title: Rich Williams
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of completion: April 1, 2005 Date of most recent update: May 29, 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 Borough has an established street sweeping program, in which all streets are swept quarterly. Upon evaluation of Borough streets meeting the street sweeping requirements, it was determined that Ford Avenue and Washington Avenue (from South Main Street to the Ryder Lane) are required to be swept monthly. The Borough will log all necessary information and will maintain current records of the same within this section of the SPPP. See the attached street sweeping log prepared by CME Associates.

Street sweeper operators will be responsible for identifying and reporting problem areas as described below.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

Milltown Borough has an established catch basin maintenance program. The Borough strives to inspect and clean structures quarterly (once every three (3) months). If problems are observed, corrective actions are taken, such as cleaning and structural repairs.

At a minimum, The Borough will annually inspect and clean all catch basins in the Borough.

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

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

The Borough of Milltown will implement a stormwater facility maintenance program to ensure all stormwater management facilities owned and operated by the Borough are functioning properly.

Milltown Borough owns and operates one stormwater management facility in the Northern section of the Borough. This facility is inspected and maintained on a bi-weekly schedule.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2205 Date of most recent update: May 29, 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.)

Milltown Borough has inspected all MS4 outfall pipes for scouring and has logged all MS4 outfall pipes exhibiting scouring.

All MS4 outfall pipes will be inspected for scouring and illicit connections during the summer on a bi-weekly basis. Necessary repairs are placed on a prioritized list. Repairs will be made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control.

A prioritized list of all sites exhibiting outfall scouring will be prepared; the dates of repair or anticipated repaired will be noted along with method of repair. The Public Works Supervisor will contact the Borough Engineer to determine if NJDEP permits are required. If NJDEP permits are required, necessary steps will be taken to obtain the permit.

SPPP Form 15 – De-Icing Material and Sand Storage

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

De-icing Material and Sand 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 materials 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 Borough of Milltown is in compliance with the requirements concerning the storage of de-icing materials as set forth in the General Permit. The existing de-icing storage structure is fifteen (15) feet in width, twenty (20) feet in depth and twenty (20) feet in height. The structure is roofed with 3-walls and tarped at the opening. This structure is on an impermeable slab and can house approximately one hundred (100) tons of salt.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Borough of Milltown</u> County: <u>Middlesex</u> NJPDES#: <u>NJG0141852</u> PIID#: <u>N50577</u> Team Member / Title: <u>Rich Williams</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of completion: <u>April 1, 2005</u> Date of most recent update: <u>May 29, 2009</u>	
BMP	Date SOP went into effect.	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>The fueling locations within our municipal maintenance yards are inspected once a month.</i> <i>The Borough performs visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the maintenance yard.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Monthly inspections are held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Monthly inspections of all municipal maintenance yards and ancillary operations are performed.</i> <i>Attached is an inventory list per Attachment D of the General Permit.</i>
Equipment and Vehicle Washing	February 3, 2009	<i>As of February 3, 2009, all equipment and vehicle washing unpermitted discharge is captured and hauled for proper disposal.</i>

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: Milltown Borough

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Rich Williams

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

As of March 8, 2005, all Public Works personnel have been trained by Rich Williams, Certified Public Works Manager. The Excal Visual Training Program, "Environmental Health and Safety Training Program," was utilized as a visual aid during the training session (www.excalvisual.com).

Training attendee forms and training materials are attached.

Employees are trained annually with regard to waste disposal, municipal ordinances, yard waste collection, illicit connection elimination and outfall pipe mapping, street sweeping, stormwater facility maintenance, outfall pipe stream scouring remediation, maintenance yard operations and construction activity/post construction stormwater management.