

# Stormwater Pollution Prevention Plan

Sea Girt Borough

Monmouth County

NJPDES #NJG0153583

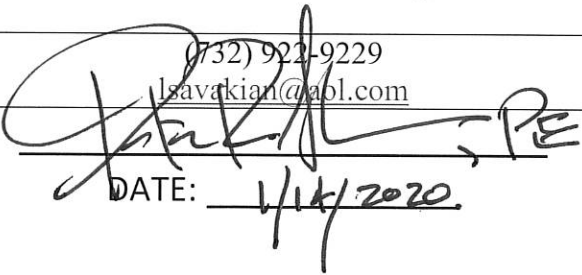
Revised - January 14, 2020

## **SPPP Table of Contents**

- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Peter R. Avakian, PE /Stormwater Program Coordinator
Office Phone # and eMail	(732) 922-9229 psavakian@apl.com
Signature/Date	 DATE: <u>1/14/2020</u>
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Peter R. Avakian, PE /Municipal Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Lorraine Carafa/Administrator Public Notice Coordinator
Print/Type Name and Title	Michael McArthur Acting Public Works Manager
Print/Type Name and Title	Chris Willms Code Enforcement/Zoning
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.	1/14/2020	RL	3	Updated # 2. (Date of most current SPPP)
2.	1/14/2020	RL	12	Updated # 1. (Link to most current outfall pipe map)
3.	1/14/2020	RL	14	Updated # 1. (Annual TMDL review)
4.	1/14/2020	RL	15	Updated # 1. (Optional Measure: Description of Sea Girt Borough stormwater infrastructure mapping)
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://seagirtboro.com/wp-content/uploads/2019/06/Stormwater-Pollution-Prevention-Plan.pdf">https://seagirtboro.com/wp-content/uploads/2019/06/Stormwater-Pollution-Prevention-Plan.pdf</a>
2. Date of most current SPPP:	January 14, 2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="https://seagirtboro.com/wp-content/uploads/2019/06/11192008-SG-Stormwater-Management-Plan.pdf">https://seagirtboro.com/wp-content/uploads/2019/06/11192008-SG-Stormwater-Management-Plan.pdf</a>
4. Date of most current MSWMP:	November 19, 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<a href="https://seagirtboro.com/council-meetings/">https://seagirtboro.com/council-meetings/</a>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	<p>The Borough of Sea Girt provides public notice of meetings in compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.). The Borough also provides public notice for municipal actions in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D –1 et seq.).</p>

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

Public education and outreach events are advertised on the Borough website at <https://seagirtboro.com/> and with fliers and public announcements at Borough Council meetings. Additional educational materials are available to the public at the Municipal Building.

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.

Educational information is conveyed to businesses and the general public via the Borough website as well as fliers posted at Borough facilities.

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

Public education and outreach records are maintained at the Municipal Clerk's office.

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
As per the Sea Girt Borough Stormwater Control Ordinance " <i>Major development</i> " means any "development" that provides for ultimately disturbing one or more acres of land or increasing impervious surface by one-quarter acre or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which 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."
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
No, residential and non-residential projects are approached the same way.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
The Planning/Zoning Board Engineer evaluates all "major development" applications for compliance with the Stormwater Control Ordinance and makes a recommendation to the Planning/Zoning Board. The Planning/Zoning Board will grant an "approval" if the application is found to be compliant with the Stormwater Control Ordinance.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
	<p>The Planning/Zoning Board Engineer reviews all major development applications for compliance with the Stormwater Control Ordinance (SCO) and the Residential Site Improvement Standards (RSIS). Any application before the Planning/Zoning Board will not be approved unless it complies with both the SCO and the RSIS.</p>
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	Yes
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Records associated with major development projects are on file in the Municipal Clerk's office located in the Sea Girt Municipal Building.



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	4/21/1981	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	No	Police Department and/or Code Enforcement Officer
2. Wildlife Feeding permit cite IV.B.5.a.ii	6/28/2006	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department and/or Code Enforcement Officer
3. Litter Control permit cite IV.B.5.a.iii	2/20/1990	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	No	Police Department and/or Code Enforcement Officer
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	6/28/2006	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department and/or Code Enforcement Officer
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	6/28/2006	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department and/or Code Enforcement Officer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	6/9/2010	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department, Code Enforcement Officer, Public Works Foreman or Superintendent
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/10/2008	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Code Official or Borough Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	6/28/2006	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department and/or Code Enforcement Officer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	6/23/2010	<a href="https://clerkshq.com/Seagirt-nj">https://clerkshq.com/Seagirt-nj</a>	Yes	Police Department and/or Code Enforcement Officer
Indicate the location of records associated with ordinances and related enforcement actions:				
Records associated with ordinances are located in the Municipal Clerk's office and records related to enforcement actions are located in the Code Enforcement office.				

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
All Borough streets that are required to be swept by the NJPDES permit are swept twice a week from February to November.
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.
All Borough streets not required to be swept by the NJPDES permit are swept twice a week from February to November.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No
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.
All records associated with street sweeping are on file at the Public Works Department office.

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

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Catch basins and storm drain inlets are inspected once per year as part of the street sweeping program.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
None
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Not applicable.
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.
Storm drain inlets are inspected at the time of catch basin inspection. Non-permanent storm drain inlet labels found to be missing or damaged are scheduled for repair or replacement.
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.
Records associated with the inspection and cleaning of catch basins and storm drain inlets are on file sat the Public Works Department office.

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
As part of the annual Road Program storm drain inlets are retrofitted if needed when the road is resurfaced.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
An inspector from the Borough Engineer's office verifies that the appropriate storm drain inlet was installed during the resurfacing.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Sea Girt Borough Ordinance #09-2010 requires that storm drain inlets on private property be retrofitted or replaced to meet the design standard as specified in the ordinance when the roadway is repaved, repaired, resurfaced, reconstructed or altered.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Before a Certificate of Occupancy is issued the Code Enforcement official will inspect the storm drain inlets for compliance with Ordinance #09-2010.

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

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

The Sea Girt Borough Public Works Yard is located at 612 Philadelphia Boulevard.

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 – None

By-products – None

Machinery – DPW vehicles and employee vehicles

Fuel – None

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations – None

Other – None

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

Not applicable. Sea Girt Borough does not have a municipal fueling station.

2. Vehicle Maintenance

Vehicle maintenance is conducted at the Public Works Garage located at 612 Philadelphia Boulevard. Records and SOPs associated with vehicle maintenance are kept on site.

3. On-Site Equipment and Vehicle Washing

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

Equipment and vehicles in need of washing are taken to the Monmouth County Reclamation Center Vehicle Wash Facility or to a private car wash facility.

4. Discharge of Stormwater from Secondary Containment

Not applicable.

5. Salt and De-Icing Material Storage and Handling
No salt or de-icing materials are stored at the Sea Girt Public Works Yard.
6. Aggregate Material and Construction Debris Storage
No aggregate materials or construction debris are stored at the Municipal Yard.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Street sweepings and catch basin clean out material are collected and disposed of at the Monmouth County Reclamation Center.
8. Yard Trimmings and Wood Waste Management Sites
Yard Trimmings and wood waste are collected and taken to Mazza Recycling in Tinton Falls for disposal.
9. Roadside Vegetation Management
Not applicable. The Borough does not spray along roadsides for weed control.

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> 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	Public Works Department
2. Stormwater Facility Maintenance	Every year	Public Works Department
3. SPPP Training & Recordkeeping	Every year	Public Works Department
4. Yard Waste Collection Program	Every 2 years	Public Works Department
5. Street Sweeping	Every 2 years	Public Works Department
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works Department
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works Department
8. Waste Disposal Education	Every 2 years	Public Works Department
9. Municipal Ordinances	Every 2 years	Municipal Engineer
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Municipal Engineer
<p><b>B. Municipal Board and Governing Body Members Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</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>The training of elected and appointed individuals who review and approve applications for development and redevelopment projects in the Borough is ongoing.</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](http://www.nj.gov/dep/stormwater/training.htm). Indicate the location of the DEP certificate of completion for each reviewer.

The Borough Engineer has completed the required training and maintains the NJDEP certification of completion at his office.

## 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.

The Sea Girt Stormwater Outfall map is posted on the Borough website at:

[https://seagirtboro.com/wp-content/uploads/2020/01/122019\\_SG-Stormwater-Infrastructure-Map\\_1219.pdf](https://seagirtboro.com/wp-content/uploads/2020/01/122019_SG-Stormwater-Infrastructure-Map_1219.pdf)

*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](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.

Each municipal outfall is inspected at least once every 5 years. During the inspection process the outfall is evaluated for illicit discharges and stream scouring. Records associated with the inspection of outfalls are maintained at the Department of Public Works office.

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.

Stormwater outfalls are evaluated for scouring during the inspection process. Outfalls with scouring are prioritized for repair or restoration within the constraints of the existing budget and certified annually.

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

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

Outfalls are inspected for evidence of a dry weather flow. If a dry weather flow is observed additional physical information is collected and an investigation is conducted. An Illicit Connection Inspection Report Form is completed to assist with the determination of the source of the dry weather flow.

## 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 of Sea Girt maintains a list of stormwater facilities owned or operated by the Borough. The facilities are inspected to ensure proper function and operation and certified annually. Facilities found not to be functioning properly are scheduled for the necessary preventative and corrective maintenance and/or repairs.
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.
Not applicable. There are no non-Borough owned or operated stormwater facilities within the Borough of Sea Girt.
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.
Stormwater Facilities Inspection and Maintenance Logs are located at the Department of Public Works office.
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 <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">http://www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> (select specific logs from choices listed in the Field Manuals section).
<i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <a href="https://hydro.rutgers.edu">https://hydro.rutgers.edu</a>. To download data in an Excel format, see <a href="https://hydro.rutgers.edu/public_data/">https://hydro.rutgers.edu/public_data/</a>.</i>

## 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](http://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.

As of January 14, 2020 the following adopted TMDLs were identified for Sea Girt Borough:

### **Applicable Stream TMDL(s)**

Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide. Mercury – 2010: Wreck Pond Brook (below Rt. 35).

### **Applicable Lake TMDL(s)**

None

### **Applicable Shellfish TMDL(s)**

Five Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 12. Total coliform - 2006: Manasquan-A.

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

The applicable TMDLs have been reviewed and control measures to reduce bacteria loadings to the Manasquan River estuary have been implemented by Sea Girt Borough. These include measures to eliminate "illicit connections", adopt and enforce a pet waste ordinance, prohibit the feeding of wildlife, clean catch basins, perform good housekeeping at the maintenance yard, and provide related public education and employee training.

## 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.

Digital Mapping – Sea Girt Borough has mapped their entire stormwater system from inlet to outfall in GIS format. Each outfall has an alphanumeric identifier and the receiving waterbody has been identified. Additionally every catch basin and access manhole in the system is indicated and numbered on the infrastructure map. The Sea Girt Borough Stormwater Infrastructure map is posted on the Public Works webpage at:

[https://seagirtboro.com/wp-content/uploads/2020/01/122019\\_SG-Stormwater-Infrastructure-Map\\_1219.pdf](https://seagirtboro.com/wp-content/uploads/2020/01/122019_SG-Stormwater-Infrastructure-Map_1219.pdf)

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

Yes, Ordinance #08-2010 was adopted on June 23, 2010.