

# Stormwater Pollution Prevention Plan

Hillsborough Township

379 South Branch Road, Hillsborough, NJ 08844

NJG0153231

October 2023

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## SPPP Form 1 – SPPP Team Members

Print Name and Title	Thomas Belanger, C.E.T., Engineering Director
Office Phone # and e-Mail	(908) 369-4460 x-7155
Signature/Date	
<p><b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b></p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	Thomas Belanger, C.E.T., / Post-Construction SWM Coordinator
Print Name/ Title/Affiliation	Todd M. Hay, P.E., Pennoni Associates Inc. / Consulting Engineer Drew M. DiSessa, P.E., Pennoni Associates Inc. / Consulting Engineer
Print Name/ Title/Affiliation	Richard Resavy/Director of Public Works/Public Works Coordinator/Employee Training Coordinator
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
<p><b>P</b></p> <p><b>Other SPPP Team Members</b></p>	
Print Name/ Title/Affiliation	Jeff Huxley/Supervisor of Public Works
Print Name/ Title/Affiliation	Anthony Ferrera/Township Administrator/Ordinance Coordinator
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

### SPPP Form 2 – Revision History

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.	02/2020	TB		
2.	10/2023	TB	ALL	Revised as per new NJDEP forms
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## SPPP Form 3 – Public Involvement and Participation Including Public Notice

<p>1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:</p>	<p><a href="https://hillsborough-nj.org/departments/engineering">https://hillsborough-nj.org/departments/engineering</a></p>
<p>2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:</p>	<p><a href="https://www.hillsborough-nj.org/government/documents/public-notices">https://www.hillsborough-nj.org/government/documents/public-notices</a> ,  <a href="https://hillsboroughnj.portal.civicclerk.com/">https://hillsboroughnj.portal.civicclerk.com/</a></p>
<p>3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:</p>	
<p>Hillsborough Township provides public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Township will also provide public notice for municipal actions where necessary, for example in the adoption of applicable stormwater related ordinances or in the readoption of the stormwater management plan in subsequent re-examinations. All public notices will be in accordance with Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).</p> <p>Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Municipal Stormwater Management Plan and Ordinance, and the community wide ordinances have also been posted online for review by the public. Digital copies can be found at the Township's website as follows:</p> <p><b><a href="https://www.hillsborough-nj.org/departments/engineering/">https://www.hillsborough-nj.org/departments/engineering/</a> and <a href="https://www.hillsborough-nj.org/departments/planning-zoning">https://www.hillsborough-nj.org/departments/planning-zoning</a></b></p> <p>The Township will provide public notice for all public involvement projects pertaining to stormwater education and outreach activities either online, through a mass mailing, through and advertisement in the Township newspaper of record or through other similar means.</p>	

## SPPP Form 4 – Public Education and Outreach

This is only required for colleges, universities, and military bases with dependents living on base.

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

In accordance with the MS4 Permit requirements, the Township must conduct various public education activities and accumulate a minimum of 12 points worth of activities within a permit year (January 1st through December 31st). A complete list of activities and their corresponding points is provided in Appendix 3 of this report. The Township is required to select activities from at least three of the five categories provided. Based on a review of activities provided, the Township has conducted and/or will conduct the following:

**GENERAL PUBLIC OUTREACH CATEGORY- WEBSITE** – The Township already maintains a stormwater related page on their website that includes stormwater related information and links to the Clean Water website and the NJDEP stormwater website. (1 POINT)

**TARGETED AUDIENCES OUTREACH CATEGORY - ORDINANCE EDUCATION** – The Township will distribute a letter via a municipal mailing to all residents and businesses highlighting the requirements of the community wide ordinances (i.e. pet waste, litter, wildlife feeding, etc.). Links to the ordinances will be provided for the general public's information. (3 POINTS)

**SCHOOL / YOUTH EDUCATION AND ACTIVITIES CATEGORY - CLEAN-UPS** – The Township coordinates several litter cleanup events throughout the year from March through November to clean up various areas within the Township. Events are noticed on the Township's website. (3 POINTS per Clean Up).

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

Additional local public education activities will be evaluated and coordinated as needed throughout the year to ensure compliance with the permit requirements. Completed activities will be documented as needed by the Township for reporting purposes during submission of the Township's annual Stormwater Report and Certification process.

For additional details on the Township's Local Public Education Program, sample brochures and letters to be distributed see Appendix 3 of this report.

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

1. How does the permittee define ‘major development’?

An individual development, as well as multiple developments that individually or collectively result in:

- (1) The disturbance of one or more acres of land since February 2, 2004;
- (2) The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;
- (3) The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021;
- (4) A combination of (2) and (3) of this definition 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.

2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

The Township’s post-construction stormwater management program for new development and redevelopment projects is as follows:

1. The Township’s Planning and Zoning Office ensures that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards (RSIS), are in compliance with the Stormwater Management Regulations prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.
2. Township representatives will ensure continued compliance of any installed BMPs in private developments in accordance with approved subdivision plans, applicable ordinances, as well as, long term operation and maintenance plans of any approved BMPs on private property. The Public Works Department will be responsible for appropriate long-term operation and maintenance of BMP's on Township property and will monitor private BMP’s as needed to ensure proper operation and maintenance is being conducted in accordance with approved operation and maintenance plans.
3. The Township’s Planning and Zoning Office will ensure all plans for new development and redevelopment projects incorporate the control passage of solid and floatable materials through storm drain inlets. The Township anticipates that for most projects’ compliance will be achieved either by conveying flows through a trash rack or by installation of the NJDOT bicycle safe grate and curb openings with a clear space no more than 7 square inches or no bigger than 2 inches across the smallest dimension. Township representatives will ensure proper installation of said inlets and the Public Works Department will be responsible for proper maintenance and/or retrofit of existing and new inlets.

4. The Township's Municipal Stormwater Management Plan and Stormwater Control Ordinance were completed and adopted on September 2021 (MSWMP) and October 11, 2005 (STW Ordinance) in accordance with NJDEP's requirements. Final copies of the adopted documents were reviewed and approved by the Somerset County Planning Board. Copies of both the plan and ordinance are included in Appendix 1 of this report and are also available for review and download on the Township's website. The Municipal Stormwater Management Plan will be updated as needed as part of the re-examination of the Township's master plan.

5. All new plans for new development and redevelopment projects are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Township and/or their representatives will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of the summary report is included in Appendix 2 of this report.

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

Records of approved applications for major development projects and Major Development Summary Sheets will be maintained by the Township.



### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i.	10/11/2005	<a href="https://ecode360.com/10260361">https://ecode360.com/10260361</a>	YES	Police Dept., Health Dept., and/or Code Officials.
2. Wildlife Feeding permit cite IV.B.5.a.ii.	10/11/2005	<a href="https://ecode360.com/10260377?highlight=feeding,wildlife&amp;searchId=44391338307161255#10260377">https://ecode360.com/10260377?highlight=feeding,wildlife&amp;searchId=44391338307161255#10260377</a>	YES	Police Dept., Health Dept., and/or Code Officials.
3. Litter Control permit cite IV.B.5.a.iii.	10/11/2005	<a href="https://ecode360.com/10260410">https://ecode360.com/10260410</a>	YES	Police Dept., Health Dept., and/or Code Officials.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	10/11/2005	<a href="https://ecode360.com/10260058">https://ecode360.com/10260058</a>	YES	Police Dept., Health Dept., and/or Code Officials.
5. Residential Yard Waste Collection <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.	10/11/2005	<a href="https://ecode360.com/10260442">https://ecode360.com/10260442</a>	YES	Police Dept., Health Dept., and/or Code Officials.
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	10/11/2005	<a href="https://ecode360.com/10260082">https://ecode360.com/10260082</a>	YES	Police Dept., Health Dept., and/or Code Officials.

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

Records of violations issued will be maintained by the Township and reported as needed to the NJDEP in the Township's Annual Inspection and Recertification Report.

### **SPPP Form 7 – Street Sweeping**

<p>1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.</p>
<p>The Township of Hillsborough maintains an electronic database that shows all streets and paved parking lots that are owned or operated by the permittee. This database also indicates which of these streets and paved parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.</p>
<p>2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.</p>
<p>The Township has an established street sweeping program that includes sweeping of all curbed streets between the months of April and November weather permitting. Sweeping is conducted by the Township DPW Department. Spoils collected are temporarily dumped at the Auten Road facility in a 3-sided concrete wall bin with a paved floor. Spoils are disposed at the end of the street sweeping season offsite by third party contractors.</p>
<p>3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.</p>
<p>See Appendix 6 for detailed description of the Township's street sweeping program. Records of the sweepings collected/disposed and the dates are maintained by the Public Works Department.</p>

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

1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.
The Township DPW continues to conduct their annual inspection of inlets and catch basins, which includes inspecting of approximately 25% of existing catch basins each year. Catch basins in need of cleaning are reported back and the work is scheduled accordingly. Material collected from these catch basins are dumped in with the street sweeping spoils at the Auten Road facility and disposed offsite at the end of the street sweeping season.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.
If debris, sediment, or vegetation removal and/or replacement is required, the work is scheduled and coordinated as needed by the Township's Department of Public Work.
3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.
In prior permitting cycles, the Township identified approximately 2,000 drainage structures that required labeling. Since then, labeling of all existing Township owned storm drain inlets and catch basins has been completed. Labels include the plastic round markers. New inlets and catch basins are replaced with castings already marked in accordance with NJDEP requirements.
4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.
Records are conducted are maintained separately by the Township's Department of Public Works and reported to the NJDEP as part of the Township's Annual Inspection and Recertification Report.
5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.
Personnel from the Township's Department of Public Work conduct periodic inspection and maintenance of installed inlet markers during their day to day activities. Existing markers are checked to ensure they are visible and firmly attached to the inlet/catch basin head or casting. If replacement is needed, the work is scheduled and coordinated as needed.

## SPPP Form 9 – Employee Training

**A. Permittee 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.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	Public Works employees & other users as appropriate
2. Stormwater Facility Maintenance	Every year	Public Works employees
3. SPPP Training & Recordkeeping	Every year	Public Works employees
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	Public Works employees
5. Street Sweeping	Every 2 years	Public Works employees
6. Illicit Connections & Outfall Mapping	Every 2 years	Public Works employees
7. Outfall Stream Scouring	Every 2 years	Public Works employees
8. Waste Disposal Education	Every 2 years	Public Works employees
9. Regulatory Mechanisms	Every 2 years	Public Works employees
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Public Works employees & Code Enforcement Officer

**B. Stormwater Management Reviewer Training:** All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee 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 permittee's list of the names and dates of individuals that received the Department approved training: The Township planning and zoning board engineers have completed the required training and maintain their own NJDEP Certificate of Completion Records. The list of individuals can be accessed from: [https://www.nj.gov/dep/stormwater/pdf/SWMDR\\_Reviewers\\_Training.pdf](https://www.nj.gov/dep/stormwater/pdf/SWMDR_Reviewers_Training.pdf)

# SPPP Form 9 - Employee Training (Continued)

Municipality  
Information

Municipality: Hillsborough Township County: Somerset  
NJPDES #: NJG\_0153231 PI ID #: 202007  
Team Member/Title: Richard Resavy, Director of Public Works  
Effective Date of Permit Authorization (EDPA): 01/01/2018  
Date of Completion: June 2009 Date of most recent update: October 2023

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.

The Township's Employee Training Program will be broken down into four (4) phases. Phase 1 will include training to be undertaken by the Township's Board Members and Governing Bodies. Phase 2 will include training requirements for Township representatives responsible for overseeing the reviews of development and redevelopment applications. Phase 3 will include topics that will be covered on an annual basis with applicable employees. Phase 4 will include those topics that will be covered every two (2) years with applicable employees. Records of all training sessions scheduled for Phase 2 and Phase 3 will be maintained by the Township's DPW Department. Training will be conducted either through webinars, video training and/or field training where necessary.

Attendance for Phase 3 and 4 of the employee training program will be recorded and maintained by the Township's DPW Department for future reporting in the Township's Annual Inspection and Recertification Report, where applicable.

### **Phase 1 – Municipal Board and Governing Body Members**

Township Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. Copies of the training presentation can be found at <https://www.nj.gov/dep/stormwater/training.html>. Township Board and Governing Body members will provide the Township with confirmation that the training has been conducted for input in the Township's Annual Inspection and Recertification Report where applicable.

### **Phase 2 – Development/Redevelopment Application Reviewer Training**

All Township employees and/or representatives that review development and redevelopment projects for the Township must complete an NJDEP approved training either offered by NJDEP or other training agency. Training must be renewed every 5 years in compliance with the permit renewal requirements. Applicable Township representatives will provide the Township with confirmation that the training has been conducted for input in the Township's Annual Inspection and Recertification Report where applicable.

# SPPP Form 9 - Employee Training (Continued)

Municipality Information	Municipality: <u>Hillsborough Township</u> County: <u>Somerset</u>
	NJPDES #: <u>NJG 0153231</u> PI ID #: <u>202007</u>
	Team Member/Title: <u>Richard Resavy, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>01/01/2018</u>
	Date of Completion: <u>June 2009</u> Date of most recent update: <u>October 2023</u>

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.

**Phase 3 – Annual Employee Training Program**

Maintenance Yard Operations	Public Works employees & other users as appropriate
STW Facility Maintenance Program	Public Works employees
General SPPP	Public Works employees

**Phase 4 – Bi-Annual Employee Training Program**

Improper Waste Disposal Education	Code Enforcement Officer & Public Works Employees
Municipal Ordinances	Code Enforcement Officer, Public Works Employees, Police Dept.
Yard Waste Collection Program	Public Works employees
Street Sweeping Program	Public Works employees
Outfall Pipe Stream Scouring Remediation	Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public Works employees
Construction Activity/Post Construction Stormwater Management in New Development & Redevelopment	Public Works employees & Code Enforcement Officer

The illicit connection elimination training may include field training on procedures to properly conduct outfall inspections for illicit connections, follow-up investigation and procedures for elimination of the illicit connection for new employees. The maintenance yard operations training may include field training on the standard operating procedures for fueling, vehicle maintenance and good housekeeping practices.

As necessary, the Township will evaluate alternative training tools to optimize the training program. Alternative training tools may include the use of informational CD's provided by EJIF or through formal training seminars offered by Rutgers Cooperative Extension. Links to training sources can be found at <https://www.njstormwater.org/training.htm>.

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

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):

Auten Road Facility - 280 Auten Rd, Hillsborough Township, NJ 08844

2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.

*Aggregate Material and Construction Debris Storage – Aggregate and construction materials are stored at both the Township’s DPW facility and the Auten Road facility. Majority of the materials are stored outdoors; however, both facilities are flat level and storage areas are located in areas where there is no existing drainage systems and/or perimeters are bermed to eliminate stormwater runoff.*

*See Appendix 7 for additional information.*

*Street Sweepings, Catch Basin Clean Out, and Other Material Storage - Street sweeping and catch basin clean out spoils are temporarily stored in a 3-sided bin at the Township’s Auten Road facility. At the end of the street sweeping season, spoils collected are disposed offsite by a third-party vendor. The Auten Road facility is flat level and its perimeter bermed to eliminate stormwater runoff.*

*See Appendix 7 for additional information.*

*Yard Trimmings and Wood Waste Management Sites that are owned and operated by the Tier A Municipality - Yard trimming and brush are temporarily stored at the Township’s Auten Road facility which serves as the municipality’s drop off center. Brush is ground up by third party vendors twice a year. All trimming and yard waste material is disposed offsite. The Auten Road facility is flat level and its perimeter bermed to eliminate stormwater runoff.*

*See Appendix 7 for additional information.*

*Roadside Vegetation Management – No roadside vegetation is conducted by Township personnel. See Appendix 7 for additional information.*

3. Indicate the location of monthly inspection logs documenting inspections of this location:

Records of inspection and routine maintenance and/or repairs are kept by the Township's Public Works Department.

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

1. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
2. Conduct clean-up of and spill(s) immediately after discovery.
3. Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with dry, absorbent material (e.g. kitty litter, saw dust, etc.) and the rest of the area is to be swept.
4. Collected waste is to be disposed of properly.
5. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the Hillsborough Police Department at (908) 369-4323.
  - Level 2: Contact Somerset County Health Department (908) 231-7155.
  - Contact NJDEP at (877) WARN DEP or (877) 927-6337.

5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.



6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

a. Fueling Operations

No fueling operations are conducted on-site. Township vehicles are fueled off-site at commercial facilities or at the County facility

b. Discharge of Stormwater from Secondary Containment

1. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).

2. Conduct clean-up of and spill(s) immediately after discovery.

3. Spills are to be cleaned-up using dry cleaning methods only. Spills shall be cleaned up with dry, adsorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.

4. Collected waste is to be disposed of properly.

5. For Environmental Emergencies Hazardous Materials spills:

Level 1: Contact the Hillsborough Police Department at (908) 369-4323. Level 2: Contact Somerset County Health Department (908) 231-7155.

Contact NJDEP at (877) WARN DEP or (877) 927-6337.

c. Vehicle Maintenance

Monthly inspections are conducted to ensure that SOP is being met.

1. Conduct all vehicle maintenance only in designated areas.

2. When possible perform vehicle/equipment maintenance indoors or on paved floors.

3. Always use drip pans.

4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
7. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground.
8. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain, inlet or watercourse.
9. Do not bury or burn tires.
10. Collect waste fluids in properly labeled containers and dispose properly.

d. On-Site Equipment and Vehicle Washing

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

No vehicle washing is conducted on-site. Rinsing of salt/deicing vehicles is conducted after necessary.

(SPPP Form 10 continued)

e. Salt and De-Icing Material Storage and Handling

Salt is stored at the Township's DPW facility. The Township owns and operates two separate storage facility. The first is a 550 ton salt dome that is constructed on an impermeable paved floor with no door. The second is a 2,800 ton salt barn also constructed on an impermeable paved floor with a door that is shut during the off-season. Salt is pushed back into both structures when not is use and the surrounding area is swept as needed during the winter season.

The Township also maintains three (3) 3,000 gallon salt brine poly tanks that are stored outside in the DPW yard located adjacent to the salt dome. The nearby area is cutoff from vehicular traffic and spill kits are available nearby.

Lastly, the Township also utilizes sand as part of their de-icing process. Sand is partially stored outdoors near the salt dome and in an adjacent covered building for use during the peak winter season. Stored sand is maintained on flat areas away from the existing DPW drainage system. Routine maintenance and inspection of the de-icing material storage structures and/or areas are conducted as needed throughout the year.

f. Aggregate Material and Construction Debris Storage

Aggregate and construction materials are stored at both the Township's DPW facility and the Auten Road facility. Majority of the materials are stored outdoors; however, both facilities are flat level and storage areas are located in areas where there is no existing drainage systems and/or perimeters are bermed to eliminate stormwater runoff.

g. Street Sweepings, Catch Basin Clean Out and Other Material Storage

Street sweeping and catch basin clean out spoils are temporarily stored in a 3-sided bin at the Township's Auten Road facility. At the end of the street sweeping season, spoils collected are disposed offsite by a third-party vendor. The Auten Road facility is flat level and its perimeter bermed to eliminate stormwater runoff.

h. Yard Trimmings and Wood Waste Management

Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.

Yard trimming and brush are temporarily stored at the Township's Auten Road facility which serves as the municipality's drop off center. Brush is ground up by third party vendors twice a year. All trimming and yard waste material is disposed off site. The Auten Road facility is flat level and its perimeter bermed to eliminate stormwater runoff.

## SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application.

- 1. Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes located on the Public Complex property, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the Public Complex which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

*Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).*

A copy of the current outfall map is provided within this report.

- 2. Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

*Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.*

The Township will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. Presently, the Township owns and operates several thousand storm drains/inlets, approximately 500 outfalls and 30 detention basins. Private detention basins are monitored as necessary to ensure compliance with permit requirements. Publicly owned facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Township's Public Works Department.

See Appendix 6 for a detailed description of the Township's stormwater facility maintenance program. Records of inspection and routine maintenance and/or repairs are kept by the Township's Public Works Department.

## SPPP Form 12 – Outfall Pipe Inspections

**1. Inspections:** Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

The Township, with assistance from its consultants, will conduct ongoing outfall investigations to identify sign of steam bank scouring in accordance with the Township MS4 General Permit. All repairs will be followed with annual inspections to ensure that the scouring has not resumed. Records of all inspection, maintenance and/or rehabilitation/repairs conducted will be kept by the Township's Public Works Department.

**2. 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.

The Township, with assistance from its consultants, will conduct ongoing outfall investigations to identify sign of steam bank scouring in accordance with the Township MS4 General Permit.

**3. Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP's form at [https://www.nj.gov/dep/dwg/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwg/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

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 NJ DEP as an attachment to the Annual Report and Certification.

Hillsborough Township has developed an ongoing Illicit Connection Elimination Program to conduct physical inspections of all identified MS4 outfalls in accordance with their MS4 General Permit. As part of this process, each outfall was initially inspected in prior permit cycles for signs of dry weather flow and scouring.

Township personnel and/or their representatives will continue to inspect their outfalls a minimum of once every 5 years as required by the current permit renewal. To comply with this requirement, the Township is in the process of coordinating follow up inspections of all its outfalls for signs of dry weather flow and scouring. MS4 outfall pipes found to have evidence of 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 the Township is able to locate the illicit connection and the connection is

within the Township boundary, the responsible party will be cited for violation of the Illicit Connection Ordinance, and ordered to eliminate the illicit connection within six (6) months of its discovery. If, after the appropriate amount of investigation, the location of the source cannot be identified, a Closeout investigation Form will be submitted along with the Township's Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the Department.

Reports of illegal dumping and signs of spills will be directed to personnel from the Department of Public Works as necessary.

## SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

- 1. Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.**

The Township will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. Presently, the Township owns and operates several thousand storm drains/inlets, approximately 500 outfalls and 30 detention basins. Private detention basins are monitored as necessary to ensure compliance with permit requirements. Publicly owned facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Township's Public Works Department. See Appendix 6 for a detailed description of the Township's stormwater facility maintenance program.

- 2. Maintenance: Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.**

*NJDEP provides materials to assist permittees with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).*

Records of inspection and routine maintenance and/or repairs are kept by the Township's Public Works Department.

## SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

### Applicable Stream TMDLs:

- TMDL for Fecal Coliform to Address 48 Streams in the Raritan Water Region  
Fecal Coliform - 2003: Back Brook, Pike Run, Bedens Brook  
Fecal Coliform - 2003: Millstone R, Simonson Bk, Ten Mile Run  
Fecal Coliform - 2003: Raritan R downstream of Green Bk/Bound Bk, includes Cuckels Bk, Dukes Bk, Middle Bk  
Fecal Coliform - 2003: S Br Raritan River, Assiscong Ck
- TMDL for Fecal Coliform to Address 3 Streams in the Raritan Water Region  
Fecal Coliform - 2005: Rock Brook
- TMDL for Mercury Impairments Based on Concentrations in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide  
Mercury - 2010: Millstone R (BlackwellsMills to BedenBk)  
Mercury - 2010: Millstone R(AmwellRd to BlackwellsMills)  
Mercury - 2010: Millstone River (below Amwell Rd)  
Mercury - 2010: Raritan R Lwr (Millstone to Rt 206)  
Mercury - 2010: Raritan R Lwr (Rt 206 to NB / SB)  
Mercury - 2010: Raritan R SB(NB to Pleasant Run)  
Mercury - 2010: Raritan R SB(Pleasant Run-Three Bridges)
- TMDL for the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and  
Total Suspended Solids Impairments  
Total Phosphorus - 2016: Crusier Brook / Roaring Brook  
Total Phosphorus - 2016: Neshanic River (below Black Brook)  
Total Phosphorus - 2016: Pike Run (above Crusier Brook)  
Total Phosphorus - 2016: Pike Run (below Crusier Brook)  
Total Phosphorus - 2016: Raritan R Lwr (Millstone to Rt 206)  
Total Phosphorus - 2016: Raritan R Lwr (Rt 206 to NB / SB)  
Total Phosphorus - 2016: Raritan R SB(NB to Pleasant Run)  
Total Phosphorus - 2016: Raritan R SB(Pleasant Run-Three Bridges)  
Total Phosphorus - 2016: Rock Brook (above Camp Meeting Ave)  
Total Suspended Solids - 2016: Crusier Brook / Roaring Brook



- TMDL for the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and

Total Suspended Solids Impairments (Continued)

Total Suspended Solids - 2016: Millstone R (Blackwells Mills to Beden Bk)

Total Suspended Solids - 2016: Millstone R (Amwell Rd to Blackwells Mills)

Total Suspended Solids - 2016: Millstone River (below Amwell Rd)

Total Suspended Solids - 2016: Neshanic River (below Black Brook)

Total Suspended Solids - 2016: Pike Run (above Crusier Brook)

Total Suspended Solids - 2016: Pike Run (below Crusier Brook)

Total Suspended Solids - 2016: Raritan R Lwr (Millstone to Rt 206)

Total Suspended Solids - 2016: Raritan R Lwr (Rt 206 to NB / SB)

Total Suspended Solids - 2016: Raritan R SB (NB to Pleasant Run)

Total Suspended Solids - 2016: Raritan R SB (Pleasant Run-Three Bridges)

Total Suspended Solids - 2016: Rock Brook (above Camp Meeting Ave)

Total Suspended Solids - 2016: Royce Brook (above Branch Royce Brook)

Total Suspended Solids - 2016: Royce Brook (below/incl Branch Royce Bk)

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

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

Based on a review of the NJDEP database there are four main TMDL reports issued for streams located within or adjacent to Township boundary limits. The referenced TMDL reports outline various impacts within the above noted waterbodies from fecal coliform, mercury contamination through air disposition, total phosphorus and total suspended solids.

Implementation recommendations were reviewed and several short term management strategies have already been implemented including the “Restoring Our Rivers” initiative in WMA 8, future development of a Regional Stormwater Management Plan for the Sourland Mountain Watershed in WMA 8 and WMA 10, and initiation of the “Rain Barrell” program. Long term management strategies are also being incorporated by Township personnel through the implementation and continued compliance of the Phase II Stormwater Program requirements, including adoption of the necessary pet waste, wildlife feeding and other community wide ordinances. The Township is also already in the process of actively inspecting and cleaning their stormwater infrastructure as needed in conformance to the MS4 permit requirements for street sweeping, catch basin cleaning and outfall inspection and they meet or exceed the minimum annual requirements where necessary. Lastly, the Township’s Local Public Education is being evaluated to determine what additional education material can be provided to area residents and businesses with respect to goose management, mercury contamination, wildlife feeding impacts and other topics relevant to the TMDL listed at future events.

### SPPP Form 15 – Additional Measures and Optional Measures

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee’s stormwater program by a TMDL.

BMP	Inspection Schedule Description
Fueling Operations	No fueling operations are conducted onsite. Township vehicles are fueled offsite at commercial facilities or at the County facility.
Vehicle Maintenance	Monthly inspections are conducted to ensure that the SOP is being met. See attached copy of SOP.
Vehicle Washing	No vehicle washing is conducted onsite. Rinsing of salt/deicing vehicles is conducted after salt is swept off vehicles. Township utilizes commercial facilities if necessary.
Good Housekeeping Practices	Indoor/outdoor storage areas, containers and surrounding areas around the DPW will be inspected on a monthly basis. Records will be maintained. See attached copy of SOP. <b>*SEE ATTACHED COPY OF THE DPW FACILITIES INVENTORY LIST REQUIRED BY THE PERMIT RENEWAL.</b>

2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.

Attached are the SOP for the Township of Hillsborough.

## SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee's behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

Not applicable.

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

Not applicable.