

# Stormwater Pollution Prevention Plan

Pilesgrove Township

Salem County

NJPDES Permit Number NJG0152714

Annual Review Date: March 12, 2024

Stormwater Program Coordinator: Allen Coulter, Department of Public Works  
Superintendent

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Allen Coulter, Department of Public Works Superintendent, Pilesgrove Township	
Phone	856-769-0654	Email	<a href="mailto:dpwsuper@pilesgrovenj.org">dpwsuper@pilesgrovenj.org</a>
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		James H. McKelvie, Richard A. Alaimo Association of Engineers, Municipal Engineer	
Phone	609-267-8310	Email	<a href="mailto:jmckelvie@alaimogroup.com">jmckelvie@alaimogroup.com</a>
Name and Title			
		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Melissa Fackler, Township Clerk/Administrator, Pilesgrove Township	
Phone	856-769-3222	Email	<a href="mailto:Clerk@PilesgroveNJ.org">Clerk@PilesgroveNJ.org</a>
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
March 12,2024		New SPPP - Reassignment from Tier B to Tier A Permit

# Form 3 – Public Announcements

## Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.pilesgrovenj.org/community/page/stormwater">https://www.pilesgrovenj.org/community/page/stormwater</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Melissa Fackler, Clerk/Administrator, Pilesgrove Township
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
Local Public Education and Outreach
a. The permittee shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and ground water and involves the public in reducing pollutants in stormwater and mitigating flow. The permittee shall:
i. Annually conduct activities that total at least 12 points and include activities from at least three of the five categories as set forth in Attachment A of the permit;
ii. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste; and
iii. Keep records necessary to demonstrate compliance, including date of activities and any other relevant documentation.
b. All permittees shall comply with this requirement on EDPA.
<b>Pilesgrove Township plans the following Local Public Education and Outreach Activities:</b>
Education and Outreach Activities include:
Category 1: Newsletter Ad 1 Point
Category 2: Promotional Items 2 Points
Category 2: Mailing in Tax Bills 2 Points
Category 2: Private Stormwater Facilities Education 3 Points
Category 3: Clean Ups Spring & Fall 6 Points

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

### *Part IV.E.*

<p style="text-align: center;">1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"> <li>1. The disturbance of one or more acres of land since February 2, 2004;</li> <li>2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;</li> <li>3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021, or the effective date of this ordinance, whichever is earlier; or</li> <li>4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</li> </ol> <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”</p>
<p style="text-align: center;">2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.</p>
<p>Pilesgrove Township’s Stormwater Control Ordinance is more stringent than the NJDEP’s model ordinance in that it includes the following requirements in addition to the requirements of the NJDEP’s model SCO:</p> <p>“All major subdivision and site plan applications shall submit a stormwater management maintenance plan (SMMP) in accordance with this section for approval by the Planning Board prior to the issuance of final subdivision or site plan approval. The SMMP shall clearly indicate the measures that will be taken by the responsible party to provide for long-term maintenance and repair of the stormwater management facilities and the financial plan that will be implemented to ensure that the financial resources are available to conduct the repair and maintenance activities on a long-term basis.”</p> <p>“SMMP financial plan. The SMMP shall contain a financial plan component that includes the following:</p> <ol style="list-style-type: none"> <li>(a) An estimate of the annual cost of all the maintenance and repair activities listed in the SMMP. The cost estimate shall include the estimated cost of sediment, debris, or trash removal and disposal. The annual maintenance and repair cost estimate shall be itemized and shall be based on the actual cost of similar activities.</li> <li>(b) The total present value of the entire stormwater management system shall be indicated based on the design engineer's estimate of the cost of system construction.</li> </ol>

- (c) The useful life of the major components of the management system shall be specified. At a minimum, it shall be assumed that 100% of the system component shall be reconstructed at the end of the useful life.
- (d) The amount that will need to be set aside on an annualized basis to enable the major capital repair and replacement activities to be undertaken at the end of the useful life of each major component. The annual sinking fund amount shall assume that annual investment revenue is equal to the cost of inflation.
- (e) The financial plan shall demonstrate the measures that will be taken to assure that the funds will be available for the necessary maintenance and repair costs. These assurances may include financial guarantees and a legal commitment that annual dues will always exceed the estimated annual maintenance cost plus the annual sinking fund contribution for long-term capital repair and replacement activities.
- (f) The financial plan shall also include an annual reporting requirement from the responsible party to the Township indicating the actual tasks undertaken and the associated cost. The annual financial report shall be submitted by April 15 of the succeeding year and shall include an audit of the stormwater management system expenses prepared by a New Jersey-licensed accountant.
- (g) The financial plan shall provide for a procedure to modify the financial plan based on actual experience. Any adjustments in the financial plan shall be outlined in an amendment to the SMMP and shall not take effect until they are reviewed and approved by the Township Engineer.
- (h) The responsible party shall be required to post, maintain, and renew every two years, a cash deposit or surety bond without expiration date, in an amount equal to twice the amount specified for annual maintenance of the stormwater management system in the approved annual budget for the year the cash deposit or bond or two-year replacement is posted (or such other amount as may later be required by ordinance), naming the responsible party as principal/obligor and the Township as obligee, to be used for maintenance, repair and replacement of the stormwater management system by the Township, at the Township's sole option, in the event of the responsible party's failure to do so, which cash deposit or surety bond and each two-year replacement must be approved as to form and amount by the Township Solicitor and Engineer, and posted with the Township Clerk.”

“Penalties:

Any person who erects, constructs, alters, repairs, converts, maintains or uses any building structure or land in violation of this article, or does not adhere to the reporting requirements, shall be subject to the following penalties: \$1,500, a term of imprisonment for not to exceed 90 days or a performance of community service for not to exceed 90 days, or any combination thereof.”

**3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).**

Pilesgrove Township shall review and analyze development plans for compliance with N.J.A.C. 7:8 and the permittee’s SCO or RSIS as applicable, even if a permit is required by the Department for the same or similar activity (e.g., a Land Use permit).

Major development project applications are submitted to the Township’s Planning Board (Combined planning board and zoning board) for distribution to the Board’s professional consultants. Upon receipt of the application, the Board engineer reviews the submitted documents for compliance with the

Land Use Ordinance including the SCO and RSIS as applicable. A review report is prepared by the Planning Board engineer with comments and recommendations and submitted to the Board.

Pilesgrove Township shall ensure that major development projects are constructed in accordance with the approved development plans.

Pilesgrove Township's review engineer for compliance with N.J.A.C. 7:8 shall be independent from the design engineer, shall not have been involved in the design of the development plans, and shall have completed the Department's Stormwater Management Design Review Course within the last 5 years, and the Stormwater Management Rule Amendment Training if required, as per Part IV.F.8 and 9.

Pilesgrove Township shall ensure that the post construction stormwater management program requires that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) for stormwater management (N.J.A.C. 5:21-7) comply with those standards, including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21.

Pilesgrove Township shall include each approved major development on the Major Development Project List and submit the Major Development Project List to the Department annually with the MSRP Annual Report.

The Stormwater Management rules (N.J.A.C. 7:8) and the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), independently and as implemented in this permit, apply to all areas of the municipality.

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

Pilesgrove Township does not have a mitigation plan included in the Stormwater Management Plan.

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

Initial adoption: 04/25/2006  
Revisions: 04/13/2021; 09/12/23

6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

Initial Adoption: 02/02/2006



## Form 5 – Ordinances

### Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	09/12/2023	Yes	Pilesgrove Township Zoning Officer	\$500.00
2. Wildlife Feeding	09/12/2023	Yes	Pilesgrove Township Zoning Officer	\$200.00
3. Litter Control	09/26/2023	Yes	Pilesgrove Township Zoning Officer	\$200.00
4. Improper Disposal of Waste	09/12/2023	Yes	Pilesgrove Township Zoning Officer	\$100.00
5. Yard Waste	09/26/2023	Yes	Pilesgrove Township Zoning Officer	\$200.00
6. Private Storm Drain Inlet Retrofitting	09/26/2023	Yes	Pilesgrove Township Engineer	\$200.00
7. Illicit Connections	09/12/2023	Yes	Pilesgrove Township Engineer	\$1,500.00
8. Privately-Owned Salt Storage	09/12/2023	Yes	Pilesgrove Township Zoning Officer	\$200.00
9. Tree Removal- Replacement	03/12/2024	No. Properties used for agricultural purposes are exempt.	Pilesgrove Township Zoning Officer	\$250.00
<b>List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.</b>				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				

## Form 6 – Street Sweeping

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

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

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

Triannual Street Sweeping: The permittee shall sweep, at a minimum of once every four months, or more frequently as necessary to eliminate recurring problems, all segments of concrete and/ or asphalt roads that are owned or operated by the permittee and have storm drain inlets that discharge to surface water. Sweeping is not required for gravel, dirt, or tar and chip roads. New Permittees shall begin this sweeping program on or before EDPA + 36 months.

Annual Street Sweeping: The permittee shall sweep, at a minimum of once per year, or more frequently as necessary to eliminate recurring problems, all segments of roads that are owned or operated by the permittee, that do not have storm drain inlets, that discharge to surface water. New Permittees shall begin this sweeping program on or before EDPA + 36 months.

**All catch basins are cleaned and maintained at least once every quarter. All debris collected is taken to the Salem County Landfill to be weighed and documented. All cleaning and maintenance will be documented, kept on file and reported as required.**

**Annual Street Sweeping would not be required due to roads being oil and chip.**

**All roads are maintained to ensure stormwater follows its path/natural flow.**

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

**Not outsourced, roads are oil and chip.**

# Form 7 – MS4 Infrastructure

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

### 1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
  - b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
  - c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
  - d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.
- 
- a. Storm Drain Inlet Labeling: The permittee shall label all permittee owned or operated storm drain inlets that do not have permanent wording cast into the structure of the inlet to indicate that it empties directly into a local waterway. This applies to inlets that are located along sidewalks that are adjacent to municipal streets, and within plazas, parking areas, maintenance yards or other ancillary activities that are operated by the permittee. The permittee shall maintain records of which inlets have been labeled. New Tier A permittees shall implement this requirement upon EDPA. **The Public Works Department is preparing a list of all storm drain inlets that need to be labeled and plans to complete the labeling in 2024.**
  - b. Storm Drain Inlet Retrofitting: The permittee shall comply with the standards set forth in Attachment B of the permit (Design Standards for Storm Drain Inlets) of the permit to control passage of solid and floatable materials through storm drain inlets installed by the permittee. The permittee shall retrofit all permittee owned or operated storm drain inlets with the standards set forth in Attachment B of the permit on or before EDPA + 59 months. **The Public Works Department is preparing a list of storm drain inlets that need to be retrofitted and will begin working on that in 2024, with the intent to complete all retrofitting within the required timeframe.**
  - c. Storm Drain Installation: The permittee shall not install storm drains that do not include a catch basin or other BMP designed for solids collection in areas which drain to surface waters and that do not have any other downstream BMPS prior to the surface water discharge. Storm drains installed on bridges or culverts are exempt from this requirement. New Tier A permittees shall implement this requirement upon EDPA. **No new installations are anticipated.**
  - d. Storm Drain Inlet Inspection: The permittee shall inspect, at a minimum of once per year, all storm drain inlets that it owns or operates; **Inlet inspections will be performed a minimum of once per year, documented, kept on file and reported as required.**
  - e. Storm Drain Inlet Cleaning and Maintenance: The permittee shall develop, update, and implement a storm drain inlet cleaning and maintenance program. If, at the time of inspection, trash or debris is observed, then that storm drain will be cleaned. At the time of cleaning, the storm drain will be inspected for proper function. Maintenance will be scheduled for those storm drains that are in disrepair. Cleaning and maintenance shall be conducted, at a minimum, as frequently as necessary to ensure that sediment, trash, or other debris is removed as necessary to restrict it from entering the waters of the State; to eliminate recurring problems; and maintain proper function; **The County Mosquito Department inspects all Township-owned storm drain inlets in conjunction with their mosquito program and provides a report to the Township. The Township will also inspect all inlets on an annual basis, and perform cleaning and maintenance as required.**

## 2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

- a. Catch Basin Inspection: The permittee shall inspect all catch basins that it owns or operates. At a minimum, permittees shall inspect a minimum of 20% of the total per year, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency; **Inspections will occur at least once every quarter. Any issues will be documented, addressed, kept on file and reported as required.**
- b. Catch Basin Cleaning: The permittee shall develop, update, and implement a catch basin cleaning and maintenance program. If, at the time of inspection, trash or debris is observed, then that catch basin will be cleaned. At the time of cleaning, the catch basin will be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Cleaning and maintenance shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State; to eliminate recurring problems; and maintain proper function. **All catch basins are to be cleaned and maintained at least once every quarter. All debris collected is taken to the Salem County Landfill to be weighed and documented. All cleaning and maintenance will be documented, kept on file and reported as required.**

## 3. Municipal Conveyance System

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

MS4 Conveyance Inspection and Cleaning: The permittee shall develop, update, and implement a MS4 conveyance inspection, cleaning, and maintenance program. All MS4 conveyance systems shall be inspected at least once per year. If at the time of inspection, trash or debris is observed, then that conveyance system shall be cleaned. At the time of cleaning, the conveyance system shall be inspected for proper function. Maintenance will be scheduled for those conveyance systems that are in disrepair. **The MS4 conveyance system will be visually inspected at least once per year. If at the time of inspection trash or debris is observed, then the conveyance system will be cleaned, and inspected for proper function.**

## 4. Municipal Outfall Inspections – Stream Scouring

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

- a. Inspect each MS4 outfall that discharges to a stream, and the surrounding area in the vicinity of the MS4 outfall, for localized scouring of the stream banks or bottom caused by the outfall. Each outfall shall be inspected at least once every five years, with a minimum of 20% of the total number of outfalls per year.
- b. Inspect, within 30 days of identification, any new and/or newly identified outfalls as required in i. above for localized scouring of the stream banks or bottom caused by the outfall;
- c. Investigate, within 30 days of receipt, all complaints and reports of stream scouring;
- d. When localized stream scouring is detected, identify sources of stormwater that contribute to the scouring from the outfall within 3 months;
- e. Where identified sources are located on property owned or operated by the permittee, corrective action shall be taken by the permittee to reduce stormwater rate or volume when feasible;
- f. Where identified sources are within the jurisdiction of the permittee, but not located on property owned or operated by the permittee, the permittee shall ensure that proper operation and

maintenance of stormwater facilities is performed by the entity responsible for the facility as required in Part IV.F.4 of the permit;

- g. Prioritize, schedule and complete remediation of identified localized stream scouring as soon as possible, taking action based upon the requirements above. If not able to be completed within 12 months, a schedule for completion shall be submitted to the MS4 Case Manager before the 12 month deadline. (See [https://www.nj.gov/dep/dwq/msrp\\_managers.htm](https://www.nj.gov/dep/dwq/msrp_managers.htm)). This schedule of completion shall be maintained with updated information and provided to the MS4 Case Manager on a quarterly basis until completion as required in Part IV.F.3 and IV.F.4 of the permit;
- h. All stream scouring restoration shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1) and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13;
- i. All associated maintenance or repairs to stormwater facilities shall be made in accordance with N.J.A.C 7:8. Any changes to stormwater facilities that were originally approved as part of a major development project must be reviewed for compliance with N.J.A.C. 7:8 and the permittee's SCO or RSIS as applicable, by a design review engineer who has completed the Department's Stormwater Design Review course;
- j. Maintain a log and document all investigations and actions taken sufficient to demonstrate compliance with this requirement. Outfall inspections shall include all information requested on the Department's Outfall Inspection Form. Documentation of stream scouring shall include all of the information requested on the Department's Stream Scouring Investigation Recordkeeping Form. (See [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm)).
- k. New Tier A permittees must create and implement this program by EDPA + 12 months.

**The Public Works Department is preparing a list of outfalls. The Township intends to perform inspections of all outfalls in 2024, and once every five (5) years thereafter. Restoration of stream scouring will be performed as required.**

### **5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

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

- a. Conduct visual dry weather inspection of all outfalls owned or operated by the permittee at least once every five years, with a minimum of 20% of the total number of outfalls per year, to determine if dry weather flow (flow occurring 72 hours after a rain event) or other evidence of illicit discharge is present;
- b. Inspect, within 30 days of identification, any new and/or newly identified outfalls, as required in Part IV.G.1.b.i of the permit, to determine if dry weather flow or other evidence of illicit discharge is present;
- c. Investigate, within 30 days of identification, dry weather flows discovered during routine inspection and maintenance of other elements of the MS4;
- d. Investigate, within 30 days of receipt, complaints and reports of illicit connections, including those from operating entities of interconnected MS4s;
- e. Investigate, within 30 days, to determine the source if evidence of illicit discharge is found;
- f. Eliminate as soon as possible, but no later than within one year of discovery, non-stormwater discharges that are traced to their source and found to be illicit connections. If unable to eliminate a non-stormwater discharge within one year, the permittee must request an extension from the Department no later than thirty days before the end of the one-year timeframe; and
- g. Document investigations and actions taken using the Department's Illicit Connection Inspection

Report Form and attach this form to the MSRP Annual Report. (See [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm)).

- h. New Tier A permittees must create and implement this program by EDPA + 12 months.

**The Public Works Department will perform these inspections. Township Ordinance 145-34.1.N prohibits discharges through Illicit Connections.**

### **6. Other Municipal Infrastructure**

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

- a. Stormwater Infrastructure Inspection (excluding i. – v. above and outfalls): The permittee shall inspect all stormwater infrastructure that it owns or operates pursuant to approved maintenance plans. If there are no approved maintenance plans for certain stormwater infrastructure, the permittee shall inspect that infrastructure at least 4 times annually, and after each rainstorm exceeding 1 inch of total rainfall, unless the NJ Stormwater BMP Manual recommends a less frequent schedule;
- b. Stormwater Infrastructure Maintenance (excluding i. – v. above and outfalls): The permittee shall perform maintenance pursuant to approved maintenance plans, or more frequently as needed, to ensure the proper function and operation. See [www.njstormwater.org](http://www.njstormwater.org); for maintenance guidance;
- c. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to the type of stormwater facility; location information of the facility with geographic coordinates; name of inspector; date of inspection; observations of the structural integrity; history of complaints; evidence of current or previous flooding; any preventative and corrective maintenance performed; and any additional information or findings. Example Maintenance Logs and Inspection Records forms are available at [www.njstormwater.org](http://www.njstormwater.org) under the maintenance guidance link;
- d. If stormwater facilities are found not to be functioning properly, corrective maintenance and repairs shall be completed as soon as practicable, but no later than 90 days from discovery, unless another timeframe is authorized by the Department. The permittee shall prioritize these activities based upon environmental, health and safety concerns; and
- e. The permittee shall certify in the MSRP Annual Report whether or not municipally owned or operated stormwater facilities have been inspected, are properly maintained, and are properly functioning.
- f. New Tier A permittees shall implement this requirement upon EDPA.

**The Township is not aware of any other municipal infrastructure within the Township.**

#### **i. Stormwater Facilities Not Owned or Operated by the Municipality**

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

**Any facility not owned by the municipality is required to perform regular maintenance of stormwater facility or facilities on an as needed or annual basis.**

**Stormwater Coordinator or Township Public Works employees at least once every 5 years visually inspects privately owned stormwater facility for maintenance appearance.**

**An annual letter is sent out by the Township Administrator to each non-municipally owned facility owner with an inspection checklist form to be filled out and returned for the MS4 annual report.**

**If the facility is found to be in poor condition, the Township Engineer and Administrator work together to send a letter and proper required maintenance checklist sheet to owner / responsible parties to perform remediation.**

**If the facility owner does not comply, then violations are assessed and monetary enforcements may be issued.**

**Inspections logs can be found at the Public Works Department and annual inspection letters can be found in Township's Administrators Office.**

**j. Infrastructure Records**

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

Pilesgrove Township Public Works Department, 1180 Route 40, Pilesgrove, NJ 08098

**After annual reports are filed, they will be placed in document storage located at 1180 Route 40, Pilesgrove NJ 08098**

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<b>State and County do their roads and the Township only uses as needed along our roads, but follows the minimum guidelines set by Tier A Permit.</b>  <b>Only licensed professionals are permitted to use herbicides. Applying such vegetation control measures are limited to overgrowth application in areas away from water ways or possible herbicides washing into any waterbody. Any overgrowth shall be removed or cut down using other methods to minimize herbicide use. A standard about of vegetation is required around basins, culverts, and outfalls. MSDS (SDS) sheets are kept on file for any herbicides use by the Township of Pilesgrove.</b>
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<b>Products are stored in a covered building which is stored more than 50 feet away from all stormwater inlets. In inclement weather the Township’s trucks are loaded with backhoe or front-end-loader. After deicing materials are used to treat roadways the Public Works Department Employees will check each roadway within 72 hours to ensure any spilled salt from the trucks is scooped up and placed back inside storage area.</b>
<b>3. Roadside Vegetative Waste</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
<b>All residents and Public Works Employee are required to remove tree and/or shrub vegetation waste to the Township Convenience Center and residents are advised to compost grass and leaves on their own property away from the street. An Ordinance is in place to prohibit grass clippings and yard waste from being blown into street. No roadside vegetative waste will be stored at the Municipal yard from cleanups done by Public Works. All waste cleaned up by Public Works will go straight to the Convenience Center where it will be placed in a dumpster.</b>
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
<b>Annual inspections are done by the Public Works Department. The most effective way to detect potential erosion along municipal roadways is visually looking at streets. If roadside erosion control is deemed necessary, a report is done detailing the recommended repairs needed. Remediation of impacted areas of roadway is repaired according to DOT &amp; EPA standards.</b>



# Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

## Part IV.F.5.

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

<b>1. Site Name and Address</b>	
Pilesgrove Township Department of Public Works 1180 US-40, Pilesgrove, NJ 08098	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Site Inspections: The permittee shall inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible), and identify conditions that would contribute to stormwater contamination, illicit discharges, or negative impacts to the permittee’s MS4. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to dates and times of the inspections; the name of the person conducting the inspection; and conditions requiring attention and remedial actions taken for all activities occurring. This log must be kept on-site, with a copy kept with the SPPP and made available to the Department upon request. New Tier A permittees shall implement this requirement upon EDPA + 12 months.</p> <p><b>The Township will conduct the monthly inspections as required.</b></p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
<b>Gravel/Fill Dirt</b>	
<b>Topsoil</b>	
<b>Riprap</b>	
<b>Dense Graded Aggregate</b>	
<b>3/8” Stone</b>	
<b>4. Discharge of Stormwater from Secondary Containment</b>	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<p>Bulk Liquid Storage: The permittee shall have secondary containment (e.g., spill containment dikes, double walled tanks, etc.) for all aboveground storage tanks containing bulk liquid (including but not limited to gasoline, diesel fuel, heating oil, hydraulic oil, used oil and liquid de-icing materials). The containment area must be impervious and be able to contain the volumetric capacity of at least 110% of the largest tank’s capacity within the containment area. The containment area must be constructed so that no volume of bulk liquid can escape through drains, storm sewer systems, or to the surface waters or ground waters of the state. All accessory pipes, hoses, valves, and pumps must also be located within the</p>	

containment area. It is recommended that the tank be protected to prevent stormwater from accumulating in the containment structure. New Tier A permittees shall implement this requirement by EDPA + 12 months.

**The public works yard contains a diesel fuel tank and gasoline tank. Each tank is double walled.**

Outdoor Refuse Containers and Dumpsters: The permittee shall ensure that dumpsters and refuse containers that are outdoors or exposed to stormwater, are covered at all times. This serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids, or solids from the containers. Roll-offs and open-top waste containers used to collect and temporarily store municipal trash, garbage and non-recyclables must be kept tarped, or otherwise covered unless actively being filled or emptied. Clean roll-offs or other open top containers used to collect clean household recyclables (such as cans, bottles, or paper, but not including materials such as electronics) must be covered when not in use, at the end of each workday, and before any anticipated storm event. This measure is not intended for temporary demolition containers (e.g., rubble or construction waste, and wood waste) or containers that hold large bulky items (e.g., furniture), provided they do not contain putrescible waste. New Tier A permittees shall implement this requirement upon EDPA.

**None Located at the Public Works Building located at 1180 Route 40**

#### **5. Fueling Operations**

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

**We fill the trucks at the county road department. We use the filling station here for the equipment- Tractors, Mowers, etc..**

#### **6. Vehicle/Equipment Maintenance and Repair**

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Vehicle/Equipment Maintenance and/or Repair: The permittee shall perform vehicle and equipment maintenance in a manner that prevents the exposure of pollutants to stormwater. Whenever possible, the permittee shall conduct vehicle and equipment maintenance and/or repair activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors. Existing and new permittees shall implement this requirement upon EDPA.

**All vehicle maintenance and repair is performed inside the building at the Public Works Facility.**

#### **7. Wash Wastewater Containment**

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

Wash Wastewater Containment: The permittee shall manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to surface or ground waters of the State. A permittee that cannot discharge wash wastewater to a sanitary sewer may temporarily store wash wastewater in a containment structure prior to proper disposal under the following conditions:

- a. Structural Inspections: The containment structure(s) does not leak. Any underground tanks and associated piping shall be tested for integrity every three years using appropriate methods determined by “The List of Leak Detection Evaluations for Storage Tank Systems” created by the National Work Group on Leak Detection Evaluations, or as determined appropriate and certified by a professional engineer for the site-specific containment structure(s). For any cathodically protected containment system, provide a passing cathodic protection survey every three years;
- b. Visual Inspections: Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound. Log dates of inspection; inspector's name, and conditions using the attached Underground Vehicle Wash Water Storage Tank Use Log or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm) . This visual inspection is not required if system design prevents such inspection;
- c. Overfill Prevention: Operate containment structures to prevent overfilling resulting from normal or abnormal operations, malfunctions of equipment, and human error. Wash wastewater shall no longer be introduced when determined to be at 95% capacity. Record each measurement to the nearest ½ inch. See attached Underground Vehicle Wash Water Storage Tank Use Log or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm) ;
- d. Leak Remediation: Containment structures shall be emptied and taken out of service immediately upon detection of deterioration that could result in a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed;
- e. Pump-outs(including clean-outs): All wash wastewater placed into storage must be disposed of in a legally permitted manner. Maintain a log of equipment and vehicle wash wastewater containment structure pump-outs (removes only water) and clean-outs (removes all water and sludge) including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See attached Underground Vehicle Wash Water Storage Tank Pump Out Log or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm);
- f. Annual Engineer’s Certification: Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer’s Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm) . This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department; and
- g. Recordkeeping: Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.
- h. New Tier A permittees shall implement this requirement upon EDPA.

**No washing of vehicles occurs at the Public Works Facility.**

**8. Salt and Other Granular De-icing Materials**

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Salt and Other Granular De-icing Material Storage and Handling: The permittee shall store salt and other solid de-icing materials in a permanent structure and establish, maintain, and implement salt and de-icing material storage and handling BMPs. At a minimum, these include:

- a. Preventing the exposure of stored salt and other granular de-icing material to rain, snow, or stormwater run-on. Stormwater runoff containing de-icing material from a material storage and handling area is not authorized for discharge under this permit;
- b. Preventing and/or minimizing spillage;
- c. Minimizing tracking of materials from loading and unloading operations, which shall be conducted during dry weather, when possible;
- d. Minimizing loader travel distance between storage area and spreading vehicle;
- e. Sweeping (or clean using other dry cleaning methods), after loading and unloading, the areas surrounding the de-icing storage structure to eliminate the contact of de-icing materials with stormwater that were tracked away from storage areas. The permittee may reuse or properly discard materials collected during cleanup; and
- f. Restricting the temporary outdoor storage of salt and other granular de-icing materials.

The temporary outdoor storage of salt and other granular de-icing materials is permitted only under the following conditions:

- a. A permanent structure is under construction, repair, or replacement;
- b. Stormwater run-on and de-icing material run-off is minimized;
- c. Materials in temporary storage are tarped when not in use;
- d. All the BMPs for de-icing materials in a permanent structure above are met; and
- e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department.

New Tier A permittees shall implement this requirement by EDPA + 36 months.

**Deicing material is stored in a covered permanent structure.**

**9. Aggregate Material, Wood Chips, and Finished Leaf Compost**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Aggregate Material, Wood Chips, and Finished Leaf Compost Storage: The permittee may store materials such as sand, gravel, stone, topsoil, wood chips, and finished leaf compost, provided these materials are:

- a. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;
- b. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading,

dikes and/or berms (which may include sandbags, hay bales and curbing, among others) or three-sided storage bays. Where possible, the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading; and

- c. Not being processed (i.e., composting, chipping, grinding, screening, and/or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit. Facilities conducting processing activities shall contact the Industrial Stormwater Permitting Unit at [industrialstormwaterpermitting@dep.nj.gov](mailto:industrialstormwaterpermitting@dep.nj.gov) for information regarding obtaining the applicable stormwater permit.
- d. New Tier A permittees shall implement this requirement by EDPA + 6 months.

**Stone is presently stored at the Public Works Facility within 50 feet of a storm drainage system. The Township will consider relocating the material to their convenience center or creating a wall to prevent runoff.**

#### **10. Cold Patch Asphalt**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Cold Patch Asphalt Storage: The permittee shall store cold patch asphalt in a permanent structure or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) and contained (e.g., contained by berms) to control leachate and stormwater run-on or run through. Existing and new Tier A permittees shall implement this requirement upon EDPA.

**There is no storage of cold patch asphalt at the Public Works Facility.**

#### **11. Street Sweepings and Storm Sewer Cleanout Materials**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Street Sweepings and Storm Sewer Clean-out Material Storage: The permittee shall store street sweepings, storm sewer and catch basin clean-out materials, stormwater basin clean-out materials and other similar materials on a temporary basis. These materials shall not include liquids, wastes which are removed from sanitary sewer systems, or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G. The materials placed into temporary storage must be, at a minimum:

- a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) and is contained (e.g., contained by berms) to control leachate and stormwater run-on or run-through; and
- b. Removed for disposal within six (6) months of placement into storage.
- c. New Tier A permittees shall implement this requirement by EDPA + 6 months.

**Pilesgrove Township does not store these materials onsite and disposes of the materials at the Salem County Landfill.**

<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Construction and Demolition Waste, Wood Waste, and Yard Trimmings Storage: The permittee may temporarily store construction and demolition waste, wood waste, and yard trimmings, provided these materials are:</p> <ul style="list-style-type: none"> <li>a. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;</li> <li>b. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading, dikes and/or berms (which may include sandbags, hay bales and curbing, among others), or three-sided storage bays. Where possible, the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading;</li> <li>c. Removed within six (6) months of placement into storage; and</li> <li>d. Not being processed (i.e., composting, chipping, grinding, screening, and or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit. Facilities conducting processing activities shall contact the Industrial Stormwater Permitting Unit at <a href="mailto:industrialstormwaterpermitting@dep.nj.gov">industrialstormwaterpermitting@dep.nj.gov</a> for information regarding obtaining the applicable stormwater permit.</li> <li>e. New Tier A permittees shall implement this requirement by EDPA + 6 months.</li> </ul> <p><b>There is no storage of these materials at the Public Works Facility.</b></p>
<p><b>13. Scrap Tires</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap Tires: The permittee stores scrap tires in a covered container or enclosure to prevent the exposure to stormwater. If a covered container or enclosure is not available, tires may be stored on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting). Existing and new Tier A permittees shall implement this requirement upon EDPA.</p> <p><b>There is no storage of scrap tires at the Public Works Facility.</b></p>
<p><b>14. Inoperable Vehicles and Equipment</b> Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>Inoperable Vehicles or Equipment: The permittee may store inoperable vehicles and equipment provided measures are taken to prevent stormwater runoff of pollutants. Specifically, inoperable vehicles and equipment with intact bodies and exteriors capable of preventing the contact of stormwater with internal components and fluids capable of discharging pollutants and not leaking any fluids may be stored</p>

indefinitely. For those that have body damage, rust damage, missing body panels, or broken windows, such that the exterior is no longer impervious to precipitation must have portable tents or covers are placed over vehicles. If any inoperable vehicle is found to be leaking, drip pans must be utilized immediately, and that leak must be repaired or that fluid must be drained from the vehicle.

For all inoperable vehicles and equipment in storage, the permittee must ensure that there are designated storage areas are sited away from storm drain inlets, and monthly inspections are conducted for leaks and filled drip pans, as noted above. New Tier A permittees shall implement this requirement upon EDPA.

**There are no inoperable vehicles stored at the Public Works Facility.**

# Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

## Part IV.F.5.

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

<b>1. Site Name and Address</b>	
Pilesgrove Township Convenience Center 10 Williams Road, Pilesgrove, NJ 08098	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Site Inspections: The permittee shall inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible), and identify conditions that would contribute to stormwater contamination, illicit discharges, or negative impacts to the permittee’s MS4. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to dates and times of the inspections; the name of the person conducting the inspection; and conditions requiring attention and remedial actions taken for all activities occurring. This log must be kept on-site, with a copy kept with the SPPP and made available to the Department upon request. New Tier A permittees shall implement this requirement upon EDPA + 12 months.	
<b>The Township will conduct the monthly inspections as required.</b>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Gravel/Fill Dirt	1989 Ford 555C Backhoe
Topsoil	
Dense Graded Aggregate	
<b>4. Discharge of Stormwater from Secondary Containment</b>	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Outdoor Refuse Containers and Dumpsters: The permittee shall ensure that dumpsters and refuse containers that are outdoors or exposed to stormwater, are covered at all times. This serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids, or solids from the containers. Roll-offs and open-top waste containers used to collect and temporarily store municipal trash, garbage and non-recyclables must be kept tarped, or otherwise covered unless actively being filled or emptied. Clean roll-offs or other open top containers used to collect clean household recyclables (such as cans, bottles, or paper, but not including materials such as electronics) must be covered when not in use, at the end of each workday, and before any anticipated storm event. This measure is not intended for temporary demolition containers (e.g., rubble or construction waste, and wood waste) or containers that hold large bulky items (e.g.,	



furniture), provided they do not contain putrescible waste. New Tier A permittees shall implement this requirement upon EDPA.

**Dumpsters are temporary. Emptied weekly and biweekly. Newspaper/paper-covered. Comingle-not covered. Cardboard-covered. Residential waste-covered when filled. Bulk waste-not covered. Brush box-not covered. Metal box-not covered. Concrete box-not covered**

**5. Fueling Operations**

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

**There are no fueling operations at the Convenience Center.**

**6. Vehicle/Equipment Maintenance and Repair**

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

**There is no vehicle maintenance or repair performed at the Convenience Center.**

**7. Wash Wastewater Containment**

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

**There is no washing of vehicles at the Convenience Center.**

**8. Salt and Other Granular De-icing Materials**

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**There is no storage of salt or other granular deicing materials at the Convenience Center.**

**9. Aggregate Material, Wood Chips, and Finished Leaf Compost**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**Fill dirt is stored at the Convenience Center, and is located greater than 50 feet from any stormwater systems.**

<p><b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>Cold patch asphalt not stored at the Convenience Center.</b></p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>Street sweepings and storm sewer cleanout materials are not stored at the Convenience Center.</b></p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>Yes. Construction and demolition waste is stored in a 40 cubic yard dumpster, which is emptied biweekly at the Salem County Landfill.</b></p>
<p><b>13. Scrap Tires</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>Stored in enclosed dumpster. Emptied when full</b></p>
<p><b>14. Inoperable Vehicles and Equipment</b> Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p><b>Inoperable vehicles are not stored at the Convenience Center.</b></p>

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>	
Describe the training provided for the municipal Stormwater Program Coordinator.	
<p>a. The permittee shall ensure that all individuals who serve as Stormwater Program Coordinators (SPC) complete mandatory Department training regarding their responsibilities to implement the stormwater program in their municipality.</p> <p>b. The Department will conduct this free training via an interactive webinar which shall be offered approximately twice each year.</p> <p>c. SPCs are required to attend this training within EDPA + 36 months and once per permit cycle thereafter.</p> <p>d. In the event of SPC turnover, the permittee shall comply with the conditions set forth in Part IV.A.1.e. of the permit and ensure that the new SPC attends the next available Department training session.</p> <p style="text-align: center;"><b>Melissa Fackler and Allen Coulter took the Training August 22, 2023.</b></p>	

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	<p>The permittee shall provide training on the current SPPP and applicable recordkeeping requirements. See Part IV.A.2 of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> for SPPP training. Usually done by approved e-Learning and video materials for JIF or DEP recommended learning materials. Yearly.</b></p>
Construction Site Stormwater Runoff	<p>Construction Site Stormwater Runoff – The permittee shall provide training regarding the need for applicable construction sites to obtain a Construction Site Stormwater Runoff general or individual permit authorization. See Part IV.D of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for employees. Usually done by approved e-Learning and video materials for JIF or DEP/EPA recommended learning materials. Yearly</b></p>
Post-Construction Stormwater	Post-Construction Stormwater Management in New Development and Redevelopment – The permittee shall provide training on the requirements for

Management in New and Redevelopment	<p>Post-Construction Stormwater Management in New Development and Redevelopment. See Part IV.E of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for employees. Usually done by approved e-Learning and video materials for JIF or DEP/EPA recommended learning materials. Yearly</b></p>
Community-wide Ordinances	<p>Community-wide Ordinances – The permittee shall provide training on the community-wide ordinances including a review of the requirements, enforcement, and the repercussions of non-compliance. See Part IV.F.1 of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for employees. A review of Township Stormwater ordinances and states requirements are discuss during this annual training session. Yearly.</b></p>
Community-wide Measures	<p>Community-wide Measures – The permittee shall provide training on community-wide pollution prevention/good housekeeping measures. See Part IV.F.2 of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for employees. A review of Pilesgrove’s community-wide measures and State requirements are discussed during this annual training session. Yearly</b></p>
Stormwater Facilities Maintenance	<p>Stormwater Facility Maintenance – The permittee shall provide training on the maintenance of inventoried stormwater facilities owned or operated by the municipality as well as those not owned or operated by the municipality. See Part IV.F. 3. and IV.F.4 of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for staff. Usually done by on-site job training yearly.</b></p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Municipal Maintenance Yard Operations and Other Ancillary Operations – The permittee shall provide training on implementing BMPs, good housekeeping measures, and conducting and documenting site inspections at municipally owned or operated Maintenance Yard Operations and Other Ancillary Operations. See Part IV.F.5 of the permit.</p> <p><b>The Public Works Department holds an annual <i>in person group refresher</i> class for training in this area for staff. Usually done by on-site visit to both yards yearly.</b></p>
MS4 Mapping	<p>MS4 Mapping – The permittee shall provide training on mapping MS4 infrastructure within the municipality. See Part IV.G.1 of the permit.</p>

	<p><b>The Public Works Department holds an annual refresher <i>in person group refresher</i> class for training in this area for staff. Usually done in person by reviewing the MS4 Mapping, yearly.</b></p> <p><b>Pilesgrove Township is in the process of mapping the infrastructure within the Municipality.</b></p>
Outfall Stream Scouring	<p>Outfall Stream Scouring Detection and Control – The permittee shall provide training on how to inspect, identify, correct, and document outfall pipe stream scouring and contributing factors. See Part IV.G.2 of the permit.</p> <p><b>The Public Works Department holds an annual in person group refresher class for training in this area for staff. Usually done by approved e-Learning and video materials for JIF or DEP/EPA recommended learning materials.</b></p>
Illicit Discharge Detection and Elimination	<p>Illicit Connection Elimination – The permittee shall provide training on how to inspect, identify, eliminate, and document the impacts associated with illicit connections and details of the program including investigation techniques, physical observations, and field sampling. See Part IV.G.3 of the permit.</p> <p><b>The Public Works Department holds an annual in person group refresher class for training in this area for staff. Usually done by approved e-Learning and video materials for JIF or DEP/EPA recommended learning materials.</b></p>

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<p><b>Department of Environmental Protection (DEP) Stormwater Management Design Review Course which also includes Stormwater Management Rule amendments training. This session is held twice each year, spring and fall. These training are for engineers that review the stormwater management designs. Some review materials are located on DEP's website. A list of the individuals that completed this training course is posted at the above noted web page, including their five-year expiration date.</b></p>

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<p><b>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>.</b></p>

**Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post Construction Stormwater Management.**

**Training records available upon request.**

**This training must be completed by:**

- **Township Committee**
- **Township Planning/Zoning**

**Training Records**

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

**All Training records will be kept by Township Administrator in the Clerk's Office located at 1180 Route 40, Pilesgrove NJ 08098**

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<b>The Public Works Department is in the process of preparing the MS4 mapping.</b>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The permittee shall ensure that the MS4 Infrastructure map be:</p> <ul style="list-style-type: none"> <li>a. Reviewed annually, or more frequently as necessary, and updated to include the location or attributes of any new or newly identified MS4 infrastructure;</li> <li>b. Posted on the permittee’s stormwater webpage and included as a weblink within the SPPP;</li> <li>c. Submitted electronically to the Department as a georeferenced shapefile, geodatabase, or an AutoCAD file (with all other non-applicable data stripped out). If the DEP Mapping Application (<a href="https://www.nj.gov/dep/dwq/msrp_map_aid.htm">https://www.nj.gov/dep/dwq/msrp_map_aid.htm</a>) is used, then no submittal is required as the data is automatically submitted to the Department via the mapping application; and</li> <li>d. Provided to the Department on or before EDPA + 36 months.</li> </ul>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

## Form 12 – Watershed Improvement Plan

### Part IV.H.

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p>
<p>The permittee shall develop a Watershed Improvement Plan in the three phases specified below that describes what actions the permittee will take to:</p> <ol style="list-style-type: none"><li>Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have percent reductions listed for stormwater in the Total Maximum Daily Loads (see the TMDL Look-up Tool at <a href="https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm">https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm</a>);</li><li>Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have water quality impairments as per the Department’s Integrated Report. (See the 303(d) list portion of the Department’s Integrated Report at <a href="https://www.epa.gov/sites/default/files/2020-01/documents/2016_final_integrated_report_appendix_b.pdf">https://www.epa.gov/sites/default/files/2020-01/documents/2016_final_integrated_report_appendix_b.pdf</a>); and</li><li>Reduce and/or eliminate stormwater flooding in the municipality, prioritizing the areas of flooding for corrective actions based on threat to human health and safety, environmental impacts, and frequency of occurrence.</li></ol> <p><b>Pilesgrove Township will develop a Watershed Improvement Plan in three (3) phases as required, including a Watershed Inventory Report, Watershed Assessment Report, and Watershed Improvement Plan.</b></p>
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p>
<p><b>None at this time.</b></p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p>
<p><b>None at this time. Information can be obtained for OPRA in the municipal building Clerk’s Office.</b></p>