Stormwater Pollution Prevention Plan

For

Borough of Middlesex
Middlesex County, New Jersey

NJPDES General Permit #NJG0150444

Effective Date of Permit Authorization: April 1, 2004

Prepared by:

Thomas J. Herits PE PP PLS
Borough Engineer

Revised: June 2019
Revised: October 31, 2019
Revised: April 2024

Table of Contents

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	*Thomas J Herits PE PP PLS, Borough Engineer*		
Phone	*973-383-1950*	Email	*thomas.herits@collierseng.com*
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	*Robert Bucco, Jr., Joint Board Engineer*		
Phone	*973-383-1950*	Email	*Robert.bucco@collierseng.com*
Name and Title			
		Email	
Other Municipal Stormwater Team Members			
Name and Title	*Leonard Vidal CPWM, Superintendent*		
Phone	*973-356-7400 x296*	Email	*lvidal@middlesexboro-nj.gov*
Name and Title	*Linda Chrismar RMC, Municipal Clerk*		
Phone	*973-356-7400 x238*	Email	*lchrismar@middlesexboro-nj.gov*
Name and Title		*Michael LaPlace, Borough Administrator*	
Phone	*732-356-7400 x264*	Email	*mlaplace@middlesexboro-nj.gov*

Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service
N/A		

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
06/2019	*1*	*New DEP Template*
10/2019	*2*	*New DEP Template*
04/2024	*3*	*New DEP Template*

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.middlesexboro-nj.gov (Public Works Tab)
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Michael La Place, Township Administrator
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.
https://www.middlesexboro-nj.gov *Newsletter*

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

Part IV.E.

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.
Utilized the NJDEP definition
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.
Same as NJDEP
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
Compliance is performed during Joint Board application reviews by the Board Engineer, as well as the applicant's design professional

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.
Yes *No variances have been granted (see MS4 Annual Report)*
5. Indicate the dates of each iteration of the Township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
10/10/2006 *4/13/2021*
6. Indicate the dates of each iteration of the Township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
3/30/2005

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	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
2. Wildlife Feeding	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
3. Litter Control	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
4. Improper Disposal of Waste	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
5. Yard Waste	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
6. Private Storm Drain Inlet Retrofitting	*7/27/2010*	*Yes*	*Code Enforcement/PD*	*$500*
7. Illicit Connections	*10/11/2005*	*Yes*	*Code Enforcement/PD*	*$500*
8. Privately-Owned Salt Storage	*N/A*			
9. Tree Removal-Replacement	*N/A*			

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.

Containerized Yard Waste/Collection Program 10/11/2005 Yes Code Enforcement/PD $500
Covering & Maintenance of Refuse Containers 7/27/2010 Yes Code Enforcement/PD $10,000

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Municipal Clerk's Office

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.

Middlesex currently sweeps all streets in the Borough bi-annually

Mountain Avenue from Lincoln to William is swept monthly

No Shared Services arrangement is currently in place

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

N/A

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. Inlets without permanent wording were tagged with an emblem with adhesive on the inlet casting head, and inspected and repaired or the heads were replaced
b. At the time of road reconstruction and/or private development with drainage, new inlet heads are installed and inspected
c. Water quality structures are part of any major development.
d. During the annual catch basin inspection and cleaning program, all storm drains are inspected for labels, repaired if necessary, and inverts that are inundated with accumulated sediment, trash, debris, and/or leaves are cleaned with the jet vac

All the storm drains that are known to flood during rain events, are inspected and cleaned, if required, prior to any precipitation event

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. All the storm catch basins that are known to flood during rain events, are inspected and cleaned, if required, prior to any significant precipitation event
b. Any catch basin where the invert is inundated with accumulated sediment, trash, debris, and/or leaves is cleaned with the jet vac

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 systems are inspected when there are visible signs of a dirty, collapsed or settled storm sewer pipe, eg, sink holes

Inspection of the MS4 conveyance system can be as simple as lamping the storm sewer line with a flashlight, to utilizing a video camera to tv the lin.

A problem area in the storm sewer line can be repaired by excavating and making a simple repair, excavating and replacing a section of pipe, or making an in-situ repair, so that storm flow is not impeded

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 minimum of a yearly inspection of the municipal outfalls is performed to detect, investigate and control localized scouring from stormwater outfalls, with said inspections being performed visually

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 minimum of a yearly inspection of the municipal outfalls is performed to detect and eliminate illicit connections to the municipal stormwater system, with said inspections being performed visually during periods of dry weather

Dry weather flows will be sampled and analyzed to confirm if human e-coli is present and further investigation is warranted

Further inspection can be as simple as opening upstream drainage structures to narrow the area of an illicit connection, or tv'ing the storm sewer to hopefully find the illicit connection

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.

All detention/retention basins, above or below the ground are privately owned, and not maintained and/cleaned by the municipality

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

Privately owned detention and/or retention basins are inspected to insure they are maintained and/or cleaned, if required, and functioning properly

8. Infrastructure Records

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

Records are stored at DPW, 110 Main Street, Middlesex, NJ

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The municipality utilizes private contractors to administer herbicides
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Excessive salt piles are addressed and removed after a storm .
3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
Roadside vegetative waste is collected every weekday
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
The municipality is fully developed and 90% of municipal roadway are curbed

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: _____

1. Site Name and Address

110 Main Street, Middlesex, NJ

2. Monthly Site Inspections
Describe the nature of inspections conducted at this site and the location of inspection logs.

DPW performs quarterly inspections utilizing a check list from the JIF

3. Inventory List
List all materials and machinery that are potentially exposed to stormwater.

Materials	**Machinery/Equipment**
Leaf bags and tree debris	*DPW vehicles*
	Fuel dispensers

4. Discharge of Stormwater from Secondary Containment

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

All outside containers are covered and/or under a covered area

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.

Fueling takes place at 1200 Mountain Avenue, where there are spill containment materials adjacent to the dispensing pumps

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 repair takes place indoors
There are no floor drains in the repair shop
All oil and grease on the repair shop floor is treated with absorbent and swept up and properly disposed of

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.

Vehicles washing is performed at an on-site wash rack which discharges to the sanitary sewer

.

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 is stored in a covered shed

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 materials are in covered structures or dumpsters

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.

The municipality prefers to utilize hot patch in lieu of cold patch

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 are stored on an impervious surface and covered until removed for disposal to the landfill

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

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

Materials are stored in covered dumpsters

13. Scrap Tires

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

.

N/A

14. Inoperable Vehicles and Equipment

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

Inoperable vehicles and equipment are stored on-site until they are auctioned as surplus, where care is taken to insure there is no leaks or discharge of petroleum products to the ground that could be washed into the storm system

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
DEP on-line training.

Topic	**Municipal Employees** Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	*Borough web-site*
Construction Site Stormwater Runoff	*SCD*
Post-Construction Stormwater Management in New and Redevelopment	*Borough Engineer*
Community-wide Ordinances	*Borough Engineer*
Community-wide Measures	*Borough Engineer*

Stormwater Facilities Maintenance	*DPW Director*
Municipal Maintenance Yards and Other Ancillary Operations	*DPW Director*
MS4 Mapping	*Borough Engineer*
Outfall Stream Scouring	*Borough Engineer*
Illicit Discharge Detection and Elimination	*Borough Engineer*

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Attend the DEP's Stormwater Management Design Review Course

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.
A handout describing the stormwater ordinances is distributed to the Clerk and Board Secretary for the members of the Council and Joint Board respectively

Training Records
Indicate the location of training records for the above required training.
Clerk's Office

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.middesexboro-nj.gov/s/2021-Middlesex-Borough_Outfall -Map.pdf	
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.).	
Maps are updated according to Joint Board approvals and/or new municipal construction	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Borough will contract to GPS all MS4 structures and create a GIS Map	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
N/A
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
N/A