

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Michael R. Hagen, P.E.

Title: Assistant Township Engineer

Date: January 31, 2005

Municipality: Berkeley Heights Township

County: Union County

NJPDES #: NJG147923

PI ID #: 168094

Stormwater Program Coordinator: Michael R. Hagen, P.E.

Title: Assistant Township Engineer

Office Phone #: 908-464-2700 ext. 2234

Emergency Phone #: ???-???-????

Public Notice Coordinator: Patricia Rapach

Title: Township Clerk/Registrar

Office Phone #: 908-464-2700 ext. 2220

Emergency Phone #: ???-???-????

Post-Construction Stormwater Management Coordinator: Frank Dann

Title: Planning Board Chairperson

Office Phone #: ???-???-????

Emergency Phone #: ???-???-????

Local Public Education Coordinator:

Title: Environmental Commission Chairperson

Office Phone #: ???-???-????

Emergency Phone #: ???-???-????

Ordinance Coordinator:

Title: Township Attorney

Office Phone #: ???-???-????

Emergency Phone #: ???-???-???

Public Works Coordinator: Joseph Graziano, CPWM

Title: Director of Public Works

Office Phone #: 908-464-2700 ext. 2233

Emergency Phone #: ???-???-????

Employee Training Coordinator: Angela DeVanney

Title: Township Administrator

Office Phone #: 908-464-2700 ext. 2232

Emergency Phone #: ???-???-????

Zoning - Board of Adjustment: Raymond Sullivan

Title: Zoning Officer

Office Phone #: 908-464-2700 ext. 2115

Emergency Phone #: ???-???-????

Building Department: Robin Greenwald

Title: Construction Code Official

Office Phone #: 908-464-2700 ext. 2138

Emergency Phone #: ???-???-????

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Berkeley Heights Twp. County: Union
 NJPDES # : NJG 147923 PI ID #: 168094
 Team Member/Title: Patricia Rapach, Township Clerk/Registrar
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of Completion: _____ Date of most recent update: _____

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

1. For meeting where public notice is required under the Open Public Meetings Act ("Sunshine Law, "N.J.S.A. 10:4-6 et seq.), Berkeley Heights Township provides public notice in a manner that complies with the requirements of that Act.
2. In regard to the passage of Ordinances, Berkeley Heights Township provide public notice in a manner that complies with N.J.S.A. 40:49-1 et seq.
3. For municipal actions (e.g. adoption of the Municipal Stormwater Management Plan) subject to the public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55-1 et seq.), Berkeley Heights Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: **Berkeley Heights Township** County: **Union**
 NJPDES # : **NJG14793** PI ID #: **168094**
 Team Member/Title: **Frank Dann, Planning Board Chairperson**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

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

To control Stormwater from new development and redevelopment projects throughout Berkeley Heights Twp. (including projects we operate) we will do the following:

1. We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) for stormwater management (*including the NJDEP Stormwater Management Rules, N.J.A.C 7:8, referenced in those standards*) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.
2. Since the EDPA, Berkeley Heights Township has not constructed any new development or redevelopment on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements of that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.
3. Our planning board, township engineer office and township attorney have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater ordinance similar to that sample and model. We have also met with the county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Township Council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.
4. Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards (RSIS).
5. For any BMP that is installed in order to comply with the requirements of our post-construction program, Berkeley Heights Township will ensure adequate long-term operation as well as

preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Berkeley Heights Township intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

6. Berkeley Heights Township will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Berkeley Heights Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or for flows not conveyed through such a trash rack, the installation of the NJDOT bicycle safe grate and if needed, a curb opening with a clear space no bigger than two (2) inches across the smallest dimension.

SPPP Form 4- Local Public Education Program

Municipality
InformationMunicipality: **Berkeley Heights Twp**County: **Union**NJPDES # : **NJG147923**PI ID #: **168094**Team Member/Title: **Joyce Laudise, Environmental Commission Chairperson**Effective Date of Permit Authorization (EDPA): **April 1, 2004**Date of Completion: **February 27, 2005**

Date of most recent update:

Local Public Education Program

1. Anticipating the new Stormwater Pollution Rules, the Environmental Commission has written the following articles for the quarterly township newsletter that is distributed to all homes and extra copies are available at the library and at town hall.
 - 2003 "Know Your Watershed Address Watershed Management Areas 6 & 9" in Berkeley Heights
 - 2004 "Going Native with Plants (June)", "Clean Water for Berkeley Heights—What Residents Can Do" (September)
2. We shall continue to write at least one article per year on the subject for the township newsletter. The March 2005 newsletter will have an article entitled "The Ups and Downs of Rainwater."
3. We will distribute a pamphlet on stormwater pollution to residents probably with the June 2005 newsletter. The NJDEP handout we are considering is "Do You Know Where Your Stormwater Goes?"
4. Our annual event will take place at the end of April. For 2005, Commission members are working with the PTA and principal at Hughes Elementary School to reach all students for an April 22 Environmental Day. The Watershed Ambassador from WMA # 6 will demonstrate the Watershed Model to all students in small groups; all 4th graders will get a tree seedling with instructions on how to plant it and a handout on why trees are important particularly as part of the water cycle and removing pollutants from runoff. There will also be stories told and a puppet show still in the planning stage. We are planning to delineate a neglected woodland path at the school that goes by a small wetland where skunk cabbage thrive. In the middle of this circular path there is a sharing circle. A booklet will be available for teachers that includes identification of the flora and fauna in the different habitats and suggestions for appropriate learning activities. We hope to make the Environmental Day an annual event and reach students at all 3 elementary schools. For 2005, a Watershed Ambassador will visit the two other elementary schools to demonstrate the watershed model. In addition all 4th graders in the other schools will get tree seedlings and the same handout on trees.
5. The Passaic River Park will be dedicated in the summer of 2005. (We have worked on the park for 5 years with the Union County Dept of Parks and Recreation, which owns the land and the Passaic River Coalition which holds the grant money. The park is designed for passive recreation with a path along the river, a boat launch site and a blind for observing wildlife.) We will publicize the park and lead hikes along the river path. It is an opportunity to explain the need to protect the Passaic River and the streams that enter it.
6. The Recreation Department and the Environmental Commission are planning a day of canoeing for families along the Passaic River this summer. The emphasis will be on safety and having fun but also the participants will learn about the need to clean up our waterways.
7. We are preparing a power point presentation using slides from ANJEC that we hope to use at the library for the general public and publicize for presentation to local groups like the garden club. Our goal is to have this presentation ready and publicized so that we can present it through 2006 and on.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Joseph Graziano, Director of Public Works**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

Storm Drain Inlet Labeling

1. For our storm drain inlet labeling program we plan on using both public resources (Public Works Department) along with local girl and boy scout groups; local environmental groups, and other volunteer organizations. All storm sewer labeling will be coordinated and directed by the Public Works Department.
 - a. Where it is practical, the volunteer organizations will do the initial labeling for the Township. In areas where it is not safe, the Public Works Department will do the initial labeling. Areas not deemed safe for the volunteer organizations are the storm drain inlets located in, but are not limited to:
 - i. Municipal streets
 - ii. Public plazas and parking areas operated by the Township
 - iii. Township facilities
 - iv. Township maintenance yards
2. Labeling by volunteer organizations will consist of the use of stencils that read "No Dumping – Drains to Waterway" with a picture of a fish next to it. Where the labeling is done by the Public Works Department labeling will consist of labels ordered from Clearwater Technology that will be applied using an adhesive. The use of the more permanent labeling by the Public Works Department will allow for a more effective use of resources because of the anticipated lower re-application rate. Having the volunteers use the less permanent labeling will ensure a higher level of public participation and education both in the short and long term.
3. Inspection of the labeling will be done during the annual catch basin cleaning program. Any subsequent scheduling of the replacement of labels will be based upon those findings.
4. The attached map divides the Township into two sectors based upon the approximate Watershed Management Area (WMA) boundaries. Labeling within WMA 9 will be completed by April 2007 with labeling within WMA 6 completed by April 2009.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Michael R. Hagen, P.E.; Assistant Township Engineer & Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

MS4 Outfall Pipe Mapping

The Township Engineering and Public Works Departments will undertake MS4 Outfall Mapping. Outfall pipe mapping will be coordinated with County and State organizations to ensure that the ownership of each outfall within the Township is identified. Outfall pipe mapping of Township outfalls will consist of spatial/GPS mapping of each outfall in State Plane Coordinates. Outfall location information will be integrated into the Township as well as County GIS systems. Information on each Township outfall including the outfall's alphanumeric identifier, coordinates (X, Y, and Z), inspection information and the results of related investigations (Illicit Connection Elimination Program and Stream Scouring Remediation Program) will be integrated into the GIS environment.

Once all Township outfall pipe locations are inputted into the GIS system, an official map will be generated that will display the outfall pipe locations, identifier and receiving water. The official map shall be at a scale of 1 inch = 100 feet. Other maps of various sizes and subsequent scales will also be generated for internal purposes.

Outfall Pipe Mapping will be conducted utilizing the same sector designations presented in the Storm Drain Inlet Labeling Program. The Township will be divided into two sectors based upon the approximate Watershed Management Area (WMA) boundaries. Outfall Mapping within WMA 9 will be completed by April 2007 with labeling within WMA 6 completed by April 2009.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Michael R. Hagen, P.E.; Assistant Township Engineer & Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

The Township Engineering and Public Works Departments will undertake the Illicit Connection Elimination Program. The initial physical inspection of all the outfall pipes within the Township will be in conjunction with the Outfall Mapping Program. The Program will be undertaken in accordance with the procedures for detecting, investigating and eliminating illicit connections outlined in Attachment B of the Permit and the April 2004 NJDEP Tier A Stormwater Guidance Document.

If an illicit connection is located, and the connection is within the Township stormwater collection system, the responsible party or parties will be cited for a violation of the Township's Illicit Connection Ordinance and will implement the remediation mechanisms to eliminate the connection.

Should the source of an apparent illicit connection be found to emanate from another public entity (county, adjacent municipality, NJDOT etc.) the Township will immediately notify the entity for inclusion in their Program. Should the source of an apparent illicit connection not be found after the appropriate amount of investigation, the Township will complete the NJDEP Closeout Investigation Form with our Annual Inspection and Certification.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Michael R. Hagen, P.E., Assistant Township Engineer**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? *Program Implementation will begin in October 2005*

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

The Township has for some time had a containerized yard waste collection and disposal program. Curb-side containerized (bag) collection of leaves is done by the Township's Public Works Department. Leaf collection is conducted on a rotating basis during the months of October, November, and December.

Curb-side containerized (bag) collection of grass-clippings is done on a fee basis through a private contractor directly contacted by the home/business owners on an as-needed basis from May through September.

In addition, the Township has a Spring Chipping Program conducted by the Public Works Department. The Program allows for residents on prescribed dates to dispose of tree limbs and brush. For the Program the Town is divided into five (5) sections and each section has pick-up on the first day of the scheduled week for that area.

Preceding and during the months when collections are scheduled, residents are notified of the collection schedule and ordinance requirements in the Township's newsletter. The Newsletter is mailed to all residents and businesses. The next scheduled newsletter release is the Spring edition, due to be mailed the first week in April 2005.

Berkeley Heights Township has also adopted and is enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard waste from being placed at the curb or along the street no more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 - Ordinances

 Municipality
Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Edward Kologi; Township Attorney, Patricia Rapach; Township Clerk; Raymond Sullivan, Zoning Officer**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 23, 2005** Date of most recent update:

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

1. **Pet Waste:** March 22, 2005

Are information sheets regarding pet waste distributed with pet licenses? Y (x) N ()

2. **Litter:** March 22, 2005

3. **Improper Waste Disposal:** March 22, 2005

4. **Wildlife Feeding:** March 22, 2005

5. **Yard Waste:** March 22, 2005

6. **Illicit Connections:** March 22, 2005

How will these ordinances be enforced?

Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Michael R. Hagen, P.E., Assistant Township Engineer & Joseph Graziano, CPWM, Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

Storm drain inlet design type that will generally be used for retrofitting.

For most projects Berkeley Heights Township will use NJDOT bicycle safe grate style and if needed a curb opening with a clear space no larger than two inches across the smallest dimension.

| Repaving, repairing, reconstruction or alteration project name | Projected start date | Start date | Date of completion | # of storm drain inlets | # of storm drains w/ hydraulic exemptions |
|---|----------------------|------------|--------------------|-------------------------|---|
| Maple Avenue & Baker Avenue Road Improvement Project – NJDOT Transportation Trust Fund Project | May 2005 | | | 21 | 0 |
| Hamilton Avenue & Princeton Avenue Road Improvement Project – NJDOT Transportation Trust Fund Project | October 2005 | | | 6 | 0 |
| | | | | | |
| | | | | | |
| | | | | | |

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

No.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

Street Sweeping

Berkeley Heights Township has reviewed its street map in conjunction with the zoning mapping to determine all municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas. These areas are to be swept once per month, weather and street surface conditions permitting. These areas have been grouped together into four separate groups, and each group will be assigned a different week each month.

The Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year. Our street sweeping log is attached.

Road Erosion Control Maintenance

The Township will use the Public Works Department to monitor all roads and streets for erosion problems during their normal course of business. Identified roadside erosion problems will be documented through an inspection report and reported to the DPW Director. All identified roadside erosion problems will be logged into a central database in the DPW Director's office.

Working in conjunction with the Township Engineer's office identified areas of erosion will be discussed and repairs prioritized. During quarterly SPPP Team meetings, the remediation plan for the following quarter shall be presented and discussed. The remediation plan will incorporate both the roadway reconstruction and localized roadside erosion repairs. Should inadequate funding be available for roadway reconstruction, interim localized roadside erosion repairs will be made and maintained until such time adequate funding is available.

For localized roadside erosion repairs, maintenance personnel will be assigned to the areas of concern to have road erosion problems repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. For all roadside erosion work maintenance personnel will prepare a repair report and report it to the DPW Director who will maintain a list of all repairs and the dates completed.

The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**

NJPDES # : **NJG147923** PI ID #: **168094**

Team Member/Title: **Joseph Graziano, CPWM; Public Works Director**

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

Date of Completion: **March 18, 2005** Date of most recent update:

Berkeley Heights Township will implement an annual catch basin program to maintain catch basin function and efficiency. All municipal catch basins will be inspected annually regardless if they were found to be "clean" the previous year. The annual cleaning program will begin in April of 2005.

Program protocols:

1. Only catch basins found to contain sediment, trash or debris will be cleaned.
2. Following cleaning:
 - a. The catch basin will be inspected for proper function as well as for structural deficiencies.
 - b. Influent and effluent piping from the catch basins will be checked. Should the storm sewer piping be found to contain sediment, trash or debris the affected piping will be cleaned during the next cleaning cycle.

Berkeley Heights Township will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly and are structurally sound. Berkeley Heights Township operates the following stormwater facilities:

1. Catch basins and inlets
2. Storm sewer collection system
3. Road side drainage swales

The stormwater facilities will be inspected annually in concert with the catch basin program. In high risk or recurrence of maintenance areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Michael R. Hagen, P.E.; Asst. Township Engineer & Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

In conjunction with the illicit connection part of this program, personnel will also be checking all of the outfall pipes for signs of scouring.

All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material StorageMunicipality
Information

Municipality: **Berkeley Heights Twp** County: **Union**
NJPDES # : **NJG147923** PI ID #: **168094**
Team Member/Title: **Joseph Graziano, CPWM; Public Works Director**
Effective Date of Permit Authorization (EDPA): **April 1, 2004**
Date of Completion: **March 18, 2005** Date of most recent update:

De-icing Material Storage

Since 1994 Berkeley Heights Township has stored its de-icing salt within a permanent domed structure located in the DPW yard at 101 Columbus Avenue. Semi-annual inspections of the structure and the surrounding area will be conducted to ensure that:

1. De-icing salt is exposed to stormwater runoff during loading/unloading activities;
2. Site drainage is diverting stormwater away from the facility
3. Surrounding paved and impermeable access is in good condition and not in need of repair.
4. Stormwater inlets, structures, and swales within 200 feet of the structure are protected

SPPP Form 16 – Standard Operating Procedures

Municipality
Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Joseph Graziano, CPWM; Public Works Director**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

| BMP | Date SOP went into effect | Describe your inspection schedule |
|---|---------------------------|--|
| Fueling Operations (including the required practices listed in Attachment D of the permit) | March 21, 2005 | All fueling of Township vehicles occurs at the DPW yard located at 101 Columbus Avenue. Monthly inspections will be conducted to ensure fueling operations are in compliance with SOP. |
| Vehicle Maintenance (including the required practices listed in Attachment D of the permit) | March 21, 2005 | Monthly inspections will be conducted to ensure vehicle maintenance operations are in compliance with SOP. |
| Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit. | March 21, 2005 | Monthly inspections will be conducted to ensure good housekeeping practices are being complied with at the DPW yard and ancillary facilities. |

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: **Berkeley Heights Twp** County: **Union**
 NJPDES # : **NJG147923** PI ID #: **168094**
 Team Member/Title: **Angela Devanney; Township Administrator**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of Completion: **March 18, 2005** Date of most recent update:

The following topics will be covered by a computer generated training program:

| <u>Course:</u> | <u>Who will attend</u> |
|---|--|
| Waste Disposal Education | Police Department, Fire Department, Rescue Squad, Code Enforcement & Public Works/Sewer Department |
| Municipal Ordinances | Police Department, Code Enforcement & Public Works and Sewer Department |
| Yard Waste Collection Program | Code Enforcement & Public Works Department |
| Street Sweeping | Public Works Department |
| Stormwater Facility Maintenance | Public Works Department |
| Road Erosion Control | Public Works Department |
| Outfall Pipe Stream Scouring Remediation | Public Works Department |
| Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects) | Public Works Department |

The following topics will be part computer training, and part practical field training:

| <u>Course:</u> | <u>Who will attend</u> |
|--|------------------------|
| Illicit Connection Elimination & Outfall Piping <i>Field training will include procedures to properly conduct illicit connection detection, investigation & elimination</i> | |
| Maintenance Yard Operation (including Ancillary Operations) <i>Field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage.</i> | |

All new permanent police, public works and sewer department employees will be trained within one (1) month of their appointment. All employees shall receive refresher training annually. Dates for the above training programs are yet to be determined.