



TOWNSHIP OF POHATCONG
50 Municipal Drive
Pohatcong, New Jersey 07008

Tier A GENERAL PERMIT
NJDEP General Permit No. NJG0149420
Program Interest ID #208639

MS4 STORMWATER POLLUTION PREVENTION PLAN (SPPP)

Revision: September 2023

PREPARED BY:



700 Grand Avenue
Unit 5A
Hackettstown, NJ 07840

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SPPP Form 1 – Team Members			
Stormwater Program Coordinator (SPC)			
Name and Title		Wayne Ingram, PE, CME , Township Engineer	
Phone	908.850.0977	Email	wayne.ingram@fpaengineers.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Wayne Ingram, PE, CME Township Engineer	
Phone	908.850.0977	Email	wayne.ingram@fpaengineers.com
Other Municipal Stormwater Team Members			
Name and Title		Stephen Babinsky, Director of Public Works/Liaison to Land Use Board	
Phone		Email	
Name and Title		Erik Purasson, Environmental Commission Chairman	
Phone		Email	
Name and Title		Wanda L Kutzman, Township Clerk	
Phone		Email	
Name and Title		David Slack, Mayor/Environmental Commission	
Phone		Email	
Name and Title		Jeff Loveatz, DPW Supervisor	
Phone		Email	
Shared/Contracted Service Providers			
Provider Name		Service Provided	Term of Service
French and Parrello		Mapping Services	As Necessary
ABE Paving & Sealcoating		Street Sweeping	

SPPP Form 2 – Revision History

	Revision Date	SPPP Form Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
1.	March 2009		Original
2.	August 2019		Yearly Update
3.	March 2021		Yearly Update
4.	June 2022		Updates and minor Revisions
5.	September 2023	All	2023 Permit Renewal
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

SPPP Form 3 – Public Announcements

Part IV.B. and C.

<p>1. Provide the link to the dedicated stormwater webpage for your municipality.</p>	<p>http://www.pohatcongtp.org/Departments/departement-of-public-works</p>
<p>2. List the name and title of person(s) responsible for stormwater webpage postings/updates</p>	<p>Wanda L Kutzman, Township Clerk</p>
<p>3. <i>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.</i></p>	
<p>The Township of Pohatcong provides public notice of meetings as required by the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. Seq. for the passage of ordinances. The Township has also provided public notice for municipal actions taken, such as the adoption of the stormwater management plan, as outlined by the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. Seq.). Written Notice is provided in The Express-Times and posted at the Municipal Building.</p> <p>The Township distributes a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances.</p> <p>Public advertisement records are kept with the SPPP. Records are maintained by the township clerk at Pohatcong Township.</p>	

SPPP 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.

The Township has the same definition as the NJAC 7:8, as amended.

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.

The Township follows the same standards as the NJDEP’s Model SCO.

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

The Township has adopted its Municipal Stormwater Management Plan and Stormwater Control Ordinance. The Township’s Engineer reviews the application in accordance with N.J.A.C. 7:8, the Township’s SCO, and RSIS. The application is then reviewed by the appropriate board.

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. Records are maintained by the township clerk at Pohatcong Township.

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

Initial Adoption March 21, 2006 – Ord. 06-6

Amended September 15, 2020 – Ord. 20 -06

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

2005

SPPP Form 5 - Ordinances				
<i>Part IV.F.1</i>				
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	Oct. 04, 2005	Yes.	Pohatcong Police Department & Code Enforcement	\$100
2. Wildlife Feeding	Oct. 04, 2005	Yes.	Pohatcong Police Department & Code Enforcement	\$100
3. Litter Control	February 2, 1973	Yes.	Pohatcong Police Department & Code Enforcement	\$500, \$1,250
4. Improper Disposal of Waste	Oct. 04, 2005	Yes.	Pohatcong Police Department & Code Enforcement	\$100
5. Yard Waste	Oct. 04, 2005	Yes.	Pohatcong Police Department & Code Enforcement	\$100
6. Private Storm Drain Inlet Retrofitting	May 19, 2005	Yes.	Pohatcong Police Department & Code Enforcement and Engineering	\$100
7. Illicit Connection	Oct. 04, 2005	Yes.	Pohatcong Police Department & Code Enforcement	\$1,250
8. Privately-Owned Salt Storage	TBD	--	--	--
9. Tree Removal-Replacement	TBD	--	--	--
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				
None.				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
50 Municipal Drive Pohatcong, New Jersey, 08865				

SPPP Form 6 – Street Sweeping

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.

Streets are currently swept twice a year in June and in December.

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

Sweeping is subcontracted out to ABE Paving & Sealcoating .

SPPP Form 7 – MS4 Infrastructure (1 of 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. During inspection, work will install a label on the inlet.
- b. During reconstruction of roads, milling and paving of roadways or reconstruction of inlets, the Township retrofits inlets using Campbell Foundry's 6" Type N-ECO curb piece or approved equal. Municipal owned storm drain inlet retrofits are inspected by the Township Engineer during final inspection of a road project before project closeout.

The Township's Ordinance requires that when an owner of a private storm drain repaves, repairs, reconstructs, or resurfaces or alters their facilities, the owner is required to retrofit the private inlet. Construction Code Official ensures that Private Storm Drain inlets are retrofitted as part of the permit issuance process.
- c. As part of the Planning Board/Board of Adjustment review process, all storm drainage is reviewed against N.J.A.C. 7:8 and the SCO for compliance with Solids and floatable materials controls standards. During the construction phase, the Township Engineer's inspector will ensure the correct grates are being installed.
- d. All municipally owned storm drain inlets are inspected at least once per year by the DPW and cleaned as necessary.

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. 20% of Catch basins are inspected annually and before/after significant rain events. Catch Basins are also inspected based when a complaint is filed.
 - b. Catch basins are cleaned when the amount of collected debris affects the flow capacity of the storm system.

SPPP Form 7 – MS4 Infrastructure (2 of 3)

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 inspected by the Township’s DPW annually. Debris is removed by hand and disposed of in accordance with applicable regulations.

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.

The DPW uses NJDEP’s Stream Scouring Investigation Recordkeeping Form to investigate and assess stream scouring from outfalls. Each outfall is inspected once every 5-years to document the condition of the pipe, headwall, flared end section and any bank or discharge area erosion. Due to the location of majority of the outfalls discharge point, no scouring is typically noted.

Outfall pipes showing signs of scouring are reported to the Township Engineer for evaluation and prioritization for repair and repaired in accordance with the Standard for Soil Erosion and Sediment Control in New Jersey and requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13. Repairs not requiring NJDEP Permits are addressed first.

All repairs are then given an annual inspection to determine if further mitigation of scouring will be 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

The Township Engineer’s Office conducts illicit connection inspections of each outfall during the MS4 Outfall mapping process. They utilize the DEP provided Illicit Connection Inspection Report Form to conduct the inspections and file the forms with the SPPP Plan. Outfalls that are found to have dry weather flow or evidence of an intermittent non-stormwater flow are re-inspected.

If an illicit connection has been identified and located, the responsible party would be cited for being in violation of the Township’s Illicit Connection Ordinance and the connection would be required to be removed. If after three (3) investigation attempts, an illicit connection had not been found, a closeout investigation form would be prepared and submitted along with the Township Annual Inspection and recertification Report. Illicit Connections found to originate from another public entity would be reported by the Township to the affected entity and the DEP.

SPPP Form 7 – MS4 Infrastructure (3 of 3)

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.

The Township maintains two detention basins. Visual inspections, cleaning and monitoring of the facilities are done on a daily basis to ensure the systems are functioning properly.

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.

The Township requires that the owners of stormwater facilities submit annually, the reports and cleaning records of their systems. The Township sends out letters out to all the owners of known privately owned and operated stormwater facilities requesting copies of inspection reports to be submitted .

8. Infrastructure Records

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

50 Municipal Drive
Pohatcong, New Jersey, 08865

SPPP Form 8 – Community-Wide Measures

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.

Not applicable. The Township does not use herbicide to manage vegetation. Township outsources herbicide treatment through a licensed vendor.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

DPW crew leaders inspect all salt applications after storm events and direct removal of any excess deicing material within 24-hrs after application.

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.).

DPW collects material, chips the material into a vehicle, and brings material to the DPW yard to grind as mulch.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

Any erosion along roadways are detected through daily monitoring of roadways.

SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (1 of 3 Sheets)

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

1. Site Name and Address	
The Township of Pohatcong DPW Facility 50 Municipal Drive Pohatcong, New Jersey, 08865	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Fueling areas and tanks are inspected weekly during refilling process. General visual inspections and cleaning are done daily within the facility to ensure no spillage of debris and liquids occurs. Vehicle garage is regularly cleaned and inspected daily.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Material	Machinery/Equipment
Concrete Pipe and precast inlets	C-Boxes
Gabion Stones	2- 30 yd dumpsters dedicated for various waste
Waste Tank – 275 gal – Double walled	Generator
Pallets	Snow Plows
Diesel and Gas Tank	Township Vehicles
Spill Kit	Employee Vehicles
Jersey Barrier	
Drums	
Brush	
Yard Trimmings/ Mulch	
Metal Waste	
Bricks/CMU Blocks	

SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (Site 1) (2 of 3 Sheets)

4. Discharge of Stormwater from Secondary Containment

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

The Gas & Diesel area is located on an elevated concrete pad. This helps determine if there are any leaks present. Materials are typically placed in storage containers and are covered. Or placed in three-sided storage bins.

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 occurs on site. The fuel tank is a double walled container on an elevated concrete pad curbed area. A spill kit is available for the immediate cleanup of any fuel spills. The staff is trained yearly during bulk transfer of the fuel, spill prevention and fuel cleanup. In case of a major spill, the tank states “In case of spill call 908-454-6121”.

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 and Equipment Maintenance and Repair is done in the Township’s Garage. No repairs or maintenance operations are conducted outside.

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.

No car washing occurs. Salt Trucks are swept and excess material is collected into salt shed.

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

Yes, permanent 3 sided pole barn. Material is maintained in a pile.

SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (Site 1) (3 of 3 Sheets)

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.

No, however it is collected and processed to mulch.

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.

No.

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.

Yes. These materials are stored in a three sided bin with an impervious bottom and the front of the bin is cleaned out during loading and unloading of materials.

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.

Yes. These items are stored in a three-sided bins with an impervious bottom.

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.

Yes. Scrap Tires are stored in a dedicated containment box.

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

Occasionally. Vehicles that are leaking and/or damaged are tarped and any leaking vehicle have a drip pan placed under the vehicles. Leaking Vehicles drip pans are inspected semi-weekly to remove any leaking fluid and empty the pan.

SPPP Form 10 – Training (Sheet 1 of 2)

Stormwater Program Coordinators

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) for Storm Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff	
SPPP	At least once per year the SPC provides training to municipal staff whose job duties support the stormwater program via video and in-person training. This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.
Construction Site Stormwater Runoff	Township inspectors observe all project construction activities. Township inspectors review the approved Soil Erosion and Sediment Control Plans and notify the Township Engineer of any potential violations. Inspectors are given video training.
Post-Construction Stormwater Management in New and Redevelopment	The SPC provides video training for personnel on the construction and operation of municipal stormwater management facilities. Training explains the municipality's definition of major development and the requirements thereof.
Community-wide Ordinances	Staff who are responsible for enforcing stormwater-related ordinance receive annual training on the purpose and what steps to take if a violation is reported.
Community-wide Measures	At least once per year the SPC provides training to municipal staff on SPPP requirements via videos and field training.
Stormwater Facilities Maintenance	At least once per year the SPC provides training to municipal staff on SPPP requirements via field training.
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with our municipal maintenance yard and salt yard attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	The contractors from French & Parrello who prepare and submit our electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping

SPPP Form 10 – Training (Sheet 2 of 2)	
Outfall Stream Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Management Design Reviewer
Describe the training provided for the municipal Stormwater Program Coordinator.
The Township Engineer attends the Stormwater Management Design Review Course as required by NJDEP.

Municipal Board of Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Within 6 months of joining Township council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review https://nj.gov/dep/stormwater/asking_the_right_questions.html.</p> <p>Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:</p> <p>Stormwater Management Rules Applicability https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Planning https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Design & Performance https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Safety https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Through General Permit for MS4s https://nj.gov/dep/stormwater/training.htm</p>

Training Records
Indicate the location of training records for the above required training.
Logs of all training including the type of training, date conducted, attendees and trainers are kept in the SPPP Report, which is located at the Municipal building with the Clerk.

SPPP Form 11 – MS4 Mapping	
1. Provide a link to the most current MS4 outfall/ infrastructure map	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	44
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	1
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	2
h. MS4 stormwater facilities (any that are not listed above)	1
i. Maintenance yard(s) and other ancillary operations	3
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.)	
The township engineer go over projects where a modification to the stormwater system has occurred on an ongoing basis. Infrastructure changes are noted for future modification to the MS4 Mapping.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
We plan to continue working to update the MS4 Infrastructure Map yearly. The staff will work with our DPW staff to locate and map all stormwater infrastructure around town until all infrastructure is mapped. French and Parrello staff will then convert all data into Shape files and submit to our MS4 Case Manager before the mapping deadline of 01 Jan 2026.	

SPPP Form 12 – Watershed Improvement Plan

1. Describe how your municipality is developing its Watershed Improvement Plan.

The Township is currently under phase 1 of developing its Watershed Improvement Plan. The first step will be to prepare a Watershed Inventory Report. This will include an updated MS4 Mapping System.

2. Describe any regional projects or collaboration efforts with other municipalities.

To be determined.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Township of Pohatcong's Clerk Office and on Township's website.