Stormwater Pollution Prevention Plan

Borough of Kinnelon

Morris County

NJG0149781

February 2019

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	*James J. Freda, Mayor*
Office Phone # and Email	*973-838-5401x212; jfreda@kinnelonboro.org*
Signature/Date	

Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	*Thomas Boorady, P.E., Borough Engineer* *973-835-8300x112; tab@darmofalski.com*
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

Other SPPP Team Members	
Print/Type Name and Title	*Karen Iuele, Borough Clerk, Public Notice Coordinator, Local Public Education Coordinator, Local Public Education Coordinator,* *973-838-5401; kiuele@kinnelonboro.org*
Print/Type Name and Title	*Tamara Roselius, Planning Board Chairwoman, Post-Construction Stormwater Management Coordinator*
Print/Type Name and Title	*John Whitehead, Superintendent of Public Works, Public Works Coordinator, Employee Training Coordinator* *973-838-5401; jwhitehead@kinnelonboro.org*
Print/Type Name and Title	*Edward J. Buzak, Esq. Borough Attorney, Ordinance Coordinator* *973-335-0600*
Print/Type Name and Title	*Christopher Walthour, Construction Official* *973-838-7995; cwalthour@bloomingdalenj.net*

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
2.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	
2. Date of most current SPPP:	*October 2019*
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	
4. Date of most current MSWMP:	*February 2007*
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	*http://www.kinnelonboro.org/minutes-agendas*
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Borough of Kinnelon provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of Kinnelon provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A 40.-55D-1 et seq.), the Borough of Kinnelon complies with those requirements.	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
Information required
2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.
Educational material is distributed in the Kinnelon Recycling, Sanitation & Stormwater Information newsletter distributed yearly to every mailing address in the borough.
3. Indicate where public education and outreach records are maintained.
Public education and outreach are maintained by the Borough Clerk's office.

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Major development is defined in Borough Code §172-5. Major development shall mean any "development" that provides for ultimately disturbing one (1) or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
Per Borough Code §172-3, Stormwater Control Requirements are applicable for all non-residential major developments and aspects of residential major developments that are not pre-empted by the Residential Site Improvement Standards at N.J.A.C. 5:21
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
Per Borough Code §172-3 B, Stormwater Control Requirements are also applicable to all major developments undertaken by the Borough of Kinnelon or any other governmental agency.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. We ensure that all new major development and redevelopment projects that are subject to the Residential Site Improvement Standards (and Borough Stormwater Control Requirements) 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.	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	*Needs updating*
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	*Records are maintained by the Borough Engineer. They are physically located at their office at 86 Newark- Pompton Turnpike, Riverdale, NJ 07457*

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	*12/15/2005*	*https://ecode360.com/10288650*	*No*	*Borough Animal Control Officer/ Police Department*
2. Wildlife Feeding permit cite IV.B5.a.ii	*12/15/2005*	*https://ecode360.com/10288712*	*No*	*Borough Animal Control Officer/ Police Department*
3. Litter Control permit cite IV.B5.a.iii	*12/15/2005*	*https://ecode360.com/10289032*	*No*	*Police Department*
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	*12/15/2005*	*https://ecode360.com/10289266*	*No*	*Police Department*
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	*03/20/2008*	*https://ecode360.com/10289040*	*No*	*Police Department*
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	*03/18/2010*	*https://ecode360.com/14284990*	*No*	*Police Department/ Zoning Officer*
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	*04/19/2007*	*https://ecode360.com/10289482*	*Yes*	*Construction Official/Borough Engineer*
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	*12/15/2005*	*https://ecode360.com/10289252*	*No*	*Police Department/Public Works Department*
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	*03/18/2010*	*https://ecode360.com/14285016*	*No*	*Police Department/ Zoning Officer*

Indicate the location of records associated with ordinances and related enforcement actions:

Records are maintained by the Police Department

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
Kinnelon sweeps all roads within the Borough four times per year between March and September.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
Kinnelon sweeps all roads within the Borough four times per year between March and September.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
The Borough of Kinnelon does not provide street sweeping for other municipalities.
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
Records are maintained by the Department of Public Works.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Borough has an annual catch basin and storm drain cleaning program to maintain function and efficiency. All catch basins are inspected at least once each year. At the time of inspection, if no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
No catch basins and storm drain inlets with recurring problems have been noted.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
No catch basins and storm drain inlets with recurring problems have been noted.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
During the annual catch basin cleaning program, labels for storm drain inlets are checked to ensure that they are still visible, and if they are not, the labels are replaced immediately.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Records are maintained by the Department of Public Works.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Information required
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Information required
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Privately owned storm drain inlets are required to be retrofitted per Borough Code §152 only if the person in control of private property is repaving, repairing, resurfacing, reconstructing or altering any surface that is in direct contact with an existing storm drain inlet. The Borough Zoning Officer and/or Police Department are responsible for the enforcement of retrofitting of storm drain inlets.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Borough Zoning Officer and/or the Borough Engineer is responsible for the enforcement of retrofitting of storm drain inlets.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.
Address of municipal yard or ancillary operation: *118 Kinnelon Road* *Kinnelon, NJ 07405*
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge: Raw materials – *N/A* Intermediate products – *N/A* Final products – *N/A* Waste materials – *N/A* By-products – *N/A* Machinery – *N/A* Fuel – *N/A* Lubricants – *N/A* Solvents – *N/A* Detergents related to municipal maintenance yard or ancillary operations – Other – *N/A*

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs. Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.
1. Fueling Operations
Best Management Practices as Listed in Attachment E for Fueling Operations are posted at Borough DPW facilities. The DPW Superintendent is responsible for enforcement.
2. Vehicle Maintenance
Best Management Practices as Listed in Attachment E for Vehicle Maintenance are posted at Borough DPW facilities. The DPW Superintendent is responsible for enforcement.
3. On-Site Equipment and Vehicle Washing *See permit attachment E for certification and log forms for Underground Storage Tanks.*
Best Management Practices as Listed in Attachment E for On-Site Equipment and Vehicle Washing are posted at Borough DPW facilities. The DPW Superintendent is responsible for enforcement. Logs are maintained by DPW personnel.
4. Discharge of Stormwater from Secondary Containment
Discharge of stormwater from secondary containment (e.g. fuel storage, de-icing solution Storage, brine solution) is hauled for proper disposal, and is not discharged into the MS4. Logs are maintained by DPW personnel. Best Management Practices as Listed in Attachment E for Discharge of Stormwater from Secondary Containment are posted at

DPW facilities. Annual inspection of equipment and vehicle was wastewater containment structure?
5. Salt and De-Icing Material Storage and Handling
All salt and de-icing material are stored in permanent structures. Best Management Practices as listed in Attachment E for Salt De-Icing and Material Storage and Handling are posted at DPW facilities. The DPW Superintendent is responsible for enforcement.
6. Aggregate Material and Construction Debris Storage
Aggregate materials and construction debris are stored either indoors or in three-sided storage bays at the DPW facilities. The facility is not located near any surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Borough DPW to comment on their methodology for disposing of street sweepings, catch basin clean out and other material storage.
8. Yard Trimmings and Wood Waste Management Sites
Borough DPW to comment on their handling of Yard Trimmings and Wood Waste Management
9. Roadside Vegetation Management
DPW does not use herbicides

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

A. **Municipal Employee Training:** Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	**Borough DPW Superintendent**
2. Stormwater Facility Maintenance	Every year	**Borough DPW Superintendent**
3. SPPP Training & Recordkeeping	Every year	**Borough Engineer**
4. Yard Waste Collection Program	Every 2 years	**Borough DPW Superintendent**
5. Street Sweeping	Every 2 years	**Borough DPW Superintendent**
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	**Borough DPW Superintendent**
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	**Borough DPW Superintendent**
8. Waste Disposal Education	Every 2 years	**Borough DPW Superintendent**
9. Municipal Ordinances	Every 2 years	**Borough Engineer**
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	**Borough Engineer**

B. **Municipal Board and Governing Body Members Training:** Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

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. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year. *Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.*
2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.
All outfall pipes are checked when inspections are being made for illicit connections. Records are maintained by the Public Works Superintendent.
3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.
All outfall pipes are checked when inspections are being made for illicit connections. All sites are placed on a prioritized list and repairs are made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All repairs are inspected annually to ensure scouring has not resumed. A list is attached of all sites with outfall pipe stream scouring, the date the planned repair is scheduled, and the method of repair proposed. When repairs are complete, they will be noted as such on the list. When outfalls where scour is detected are within the jurisdiction of the Borough but not owned or operated by the Borough, the person responsible for the maintenance of outfall is notified immediately and is given a time period of one year in which to make the necessary repairs.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

   Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

We conduct an annual physical inspection of all our outfall pipes. We use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms are kept with our SPPP records. Outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow are rechecked again to locate the illicit connection. If we are able to locate the illicit connection and the connection is within the Borough of Kinnelon, we cite the responsible party for being in violation of our Illicit Connection Ordinance, and we have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough Of Kinnelon reports the connection to the Department. Citizens can report illicit connections to the Police Department, Department of Public Works or Borough Clerk.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
The Borough has a stormwater facility maintenance program to ensure all stormwater facilities operated by the Borough function properly. *The Borough operates the following:* *- catch basins* *- storm drains* *- infiltration basins* *- buffer strips* *- swales* *These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.*
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
Stormwater Facilities Inspection and Maintenance logs are maintained by the Borough DPW

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

Fecal Coliform

Beaver Brook (Morris County) – WLA = 89% Reduction

Pompton River trib. at Ryerson Rd = 96% Reduction

Stony Brook at Boonton = 78% Reduction

Lake Edenwold = 84.2% Reduction

West Lake = 83% Reduction

Mercury

Beaver Brook (Morris County) = 6.8kg/yr or 0.26kg/day

Pequannock R (below Macopin gage) = 6.8kg/yr or 0.26kg/day

Pequannock R (Macopin gage to Charl'brg) =0.26kg/day

Temperature

Macopin R at Echo Lk, Macopin R at Macopin Reservoir, Pequannock R above Macopin = 77% Reduction in Violations

Pequannock R above Clinton, Pequannock R below Clinton,, Clinton Bk below Clinton Reservoir = 77% Reduction in Violations

Phosphorus

Beaver Brook (Morris County) = 1.4kg/day (Approach 4)

Lincoln Park tribs. (Pompton River) = 122.8kg/day (Approach 1)

Montville tribs. = 122.8kg/day (Approach 1)

Pequannock R (Charlotteburg to OakRidge) = 122.8kg/day (Approach 1)

Pequannock R (below Macopin gage) = 122.8kg/day (Approach 1)

Stone House Brook = 1.4kg/day (Approach 4)

Stony Brook (Boonton) = 1.4kg/day (Approach 4)

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

Fecal Coliform

Nonpoint and stormwater point sources are the primary contributors to fecal coliform loads in these water bodies and can include storm-driven loads transporting fecal coliform from sources such as geese, farm operations, and domestic pets to the receiving water. Nonpoint sources can also include steady-state inputs from sources such as failing sewage conveyance systems and failing or inappropriately located septic systems. Illicit connections and their investigation/resolution are made a priority for the Borough.

Mercury

Mercury contamination in the environment is ubiquitous, not only in NJ, but worldwide. The primary source of contamination of waterbodies is air deposition. Stormwater Maintenance projects will have little to no effect on mercury contamination.

Phosphorous

Phosphorous contamination in the environment is a product of fertilizers and pet/animal waste. Stormwater Maintenance projects will have little to no effect on phosphorous contamination. Enforcement of pet waste ordinances is the Borough's only tool to reduce phosphorous contamination.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes. Chapter 162. Adopted 3/18/2010