Stormwater Pollution Prevention Plan

Borough of Peapack & Gladstone

Somerset County

NJPDES # NJG0153711

March 1, 2019

SPPP Table of Contents

Form 1 – SPPP Team Members (permit cite IV F 1)

Form 2 – Revision History (permit cite IV F 1)

Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)

Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)

Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)

Form 6 – Ordinances (permit cite IV B 5)

Form 7 – Street Sweeping (permit cite IV B 5 b)

Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)

Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)

Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)

Form 11 – Employee Training (permit cite IV B 5 d, e, f)

Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)

Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)

Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)

Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Scott Hanna, Director of Public Works
Office Phone # and eMail	908-234-2435 shanna@peapackgladstone.org
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	William Ryden, Borough Engineer
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	Christopher Tietjen, Administrator
Print/Type Name and Title	Nancy Bretzger, Borough Clerk/Assistant Administrator
Print/Type Name and Title	Sarah Jane Noll, Zoning Official
Print/Type Name and Title	John Kappler, Environmental Commission Chairperson

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.	3/1/19	SH	1	Update to current information.
2.	3/1/19	SH	2	Update to current information.
3.	3/1/19	SH	3	Update to current information.
4.	3/1/19	SH	4	Update to current information.
5.	3/1/19	SH	5	Update to current information.
6.	3/1/19	SH	6	Update to current information.
7.	3/1/19	SH	7	Update to current information.
8.	3/1/19	SH	8	Update to current information.
9.	3/1/19	SH	9	Update to current information.
10.	3/1/19	SH	10	Update to current information.
11.	3/1/19	SH	11	Update to current information.
12.	3/1/19	SH	12	Update to current information.
13.	3/1/19	SH	13	Update to current information.
14.	3/1/19	SH	14	Update to current information.
15.	3/1/19	SH	15	Update to current information.
16.				
17.				
18.				
19.				
20.				

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:	http://peapackgladstone.org/content/202/749/4009.aspx
2. Date of most current SPPP:	Mar 1, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://peapackgladstone.org/content/202/749/4009.aspx
4. Date of most current MSWMP:	Mar 1, 2019
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	http://peapackgladstone.org/content/202/338/2364.aspx

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 Peapack & Gladstone provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough 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. 40:55d01 ET SEQ.), the Borough of Peapack & Gladstone complies with those requirements.

Working in conjunction with Somerset County's Department of Public Works, they will distribute literature prepared by the NJ Dept. of Environmental Protection to every household in the Borough along with their recycling calendar.

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.

Fliers are posted on the Borough's website, www.peapackgladstone.org, as well as posted on the bulletin board in Borough Hall, 1 School Street, Peapack, NJ 07977.

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.

The general public is educated by the information posted on the Borough website, posters on the bulletin boards at Borough Hall, and fliers that the Borough will begin sending out with the Residential sewer bills.

3. Indicate where public education and outreach records are maintained.

Copies of any educational material are kept in the Department of Public Works 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 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?
No, the municipality does not approach residential projects differently than non-residential projects.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
For any BMP that is installed in order to comply with the requirements of our post-construction program, the Borough of Peapack & Gladstone will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMP's. For BMP's on private property that the Borough does not own or operate, the Borough of Peapack & Gladstone 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. The Borough of Peapack & Gladstone enforces, 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. The Borough has installed bicycle safe grates and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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.	
All new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards 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 Land Use Board ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	No
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	1 School Street Peapack, NJ 07977

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	06/08/93	http://peapackgladstone.org/content/202/340/1654.a	No - In April 2005 the Borough Attorney reviewed ou	The Animal Control Officer, any Police Officer, or any
2. Wildlife Feeding permit cite IV.B5.a.ii	11/23/04	http://peapackgladstone.org/content/202/340/1654.a	Yes	The Public Works Manager and/or Police Departmer
3. Litter Control permit cite IV.B5.a.iii	10/10/95	http://peapackgladstone.org/content/202/340/1654.a	In April 2005 the Borough Attorney reviewed our ordi	Police Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	05/24/05	http://peapackgladstone.org/content/202/340/1654.aspx	No - In April 2005 the Borough Attorney reviewed our ordinance and suggested the Borough adopt the model ordinance. It was modified and adopted on 5/24/05.	Police Department
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	07/23/1996	http://peapackgladstone.org/content/202/340/1654.aspx	No - In April 2005 the Borough Attorney reviewed our ordinance and found it to be more stringent than the model ordinance and complies with our Stormwater permit and NJDEP model ordinances.	Superintendent of Public Works or the Police Department
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	09/22/2009	http://peapackgladstone.org/content/202/340/1654.aspx	Yes	Police Department or the Stormwater Management Coordinator
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	05/24/2005	http://peapackgladstone.org/content/202/340/1654.aspx	Yes	Stormwater Management Coordinator
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	10/12/2004	http://peapackgladstone.org/content/202/340/1654.aspx	Yes	Public Works Manager and/or Construction Official
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	09/22/2009	http://peapackgladstone.org/content/202/340/1654.aspx	Yes	Police Department and/or Stormwater Management Coordinator

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

http://peapackgladstone.org/content/202/340/1654.aspx

http://clerkshq.com/Peapack-nj

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.
Not required by permit - no industrial area. Our one industry is on a county road.
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.
All Borough roads that have curbs are swept semiannually.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No
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.
The Department will will begin keeping records of street sweepings effective January 25, 2019.

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 of Peapack & Gladstone has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected and cleaned once a 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.
Not Applicable
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
N/A
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.
N/A - All are permanent.
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 kept at the DPW office located at 1 School Street, Peapack, NJ 07977.

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.
All municipally owned storm drain inlets are currently retrofitted. Compliance with retrofitting is verified during the annual inlet inspections.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The Borough inspects storm drains annually, at this time all are retrofitted.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
The Borough requires the submission of annual reports by owners of storm drain inlets.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Borough does not perform inspections on privately owned 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:
12 Brook Street, Peapack, NJ 07977

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 – Not Applicable

Intermediate products – Not Applicable

Final products – Not Applicable

Waste materials – Not Applicable

By-products – Not Applicable

Machinery – Not Applicable

Fuel – 1000 gallon gasoline & 1000 gallon diesel

Lubricants – Not Applicable

Solvents – Not Applicable

Detergents related to municipal maintenance yard or ancillary operations – Not Applicable

Other –

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

Fuel logs are kept in the DPW office at 1 School Street, Peapack, NJ 07977.

See Attachment A

2. Vehicle Maintenance

Please see the Standard Operating Procedures - Vehicle Maintenance. Effective January 25, 2019 they will be reviewed with employees annually.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

Please see the Standard Operating Procedures - Vehicle Maintenance. Effective January 25, 2019 they will be reviewed with employees annually.

4. Discharge of Stormwater from Secondary Containment

N/A

5. Salt and De-Icing Material Storage and Handling
The Borough of Peapack & Gladstone stores its de-icing salt at the DPW yard located at 12 Brook Street. In December 2006, a rolling door for the salt barn was ordered and in July 2007 it was installed. At the completion of loading and unloading activities, the department inspects for any spilled salt.
6. Aggregate Material and Construction Debris Storage
Stored in a bin at the DPW yard until pickup by a third party vendor.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Stored in a bin at the DPW yard until pickup by a third party vendor.
8. Yard Trimmings and Wood Waste Management Sites
Yard Trimmings - N/A Wood Waste is stored at the DPW yard until pickup by a third party vendor.
9. Roadside Vegetation Management
Stored at the DPW yard until pickup by a third party vendor.

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	Stormwater Program Coordinator
2. Stormwater Facility Maintenance	Every year	Stormwater Program Coordinator
3. SPPP Training & Recordkeeping	Every year	Stormwater Program Coordinator
4. Yard Waste Collection Program	Every 2 years	Stormwater Program Coordinator
5. Street Sweeping	Every 2 years	Stormwater Program Coordinator
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Stormwater Program Coordinator
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Stormwater Program Coordinator
8. Waste Disposal Education	Every 2 years	Stormwater Program Coordinator
9. Municipal Ordinances	Every 2 years	Stormwater Program Coordinator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Stormwater Program Coordinator

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.

www.peapackgladstone.org/filestorage/144/146/4192/4379/PG_OUTFALLS.pdf

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Effective January 25, 2019 the Department of Public Works will begin performing annual inspections of outfall pipes. The inspection records will be kept in the Department's office located at 1 School Street, Peapack, NJ 07977.

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.

Effective January 25, 2019, during the annual inspection of outfall pipes, the Department of Public Works will begin inspecting for any stream scouring. The inspection records will be kept in the Department's office located at 1 School Street, Peapack, NJ 07977.

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.

Effective January 25, 2019, during the annual inspection of outfall pipes, the Department of Public Works will begin inspecting for any illicit discharges. The inspection records will be kept in the Department's office located at 1 School Street, Peapack, NJ 07977.

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.

Peapack & Gladstone has implemented a stormwater facility maintenance program to insure all stormwater facilities operated by the Boro function properly. Peapack & Gladstone operates catch basins, storm drains, and infiltration basins. These facilities are inspected throughout the year to insure they are function properly.

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.

The Borough reviews the annual reports submitted by owners of private facilities.

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.

Effective January 25, 2019, the Department of Public Works will begin keeping record of any inspections and repairs to catch basins, storm drains and infiltration basins. The inspection records will be kept in the Department's office located at 1 School Street, Peapack, NJ 07977.

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.
Affected water bodies in Peapack are Peapack Brook, North Branch Raritan River and Ravine Lake. TMDL parameters set for fecal coliform.
2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

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.
Not Applicable
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes, Ordinance #935 - Refuse Containers/Dumpsters was adopted 9/22/2009.