

# Stormwater Pollution Prevention Plan

Pemberton Borough

Burlington County

NJPDES # NJG0121852

Latest Revision Date 9/10/2019

## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

| Stormwater Program Coordinator (SPC)  |                                      |
|---|--------------------------------------|
| Print/Type<br>Name and Title  | Donna Mull, Administrator            |
| Office Phone #<br>and eMail   | 609-894-8222 X-5 dmull@pemberton.com |
| Signature/Date  |                                      |
| Individual(s) Responsible for Major Development Project<br>Stormwater Management Review |                                      |
| Print/Type<br>Name and Title  | Donna Mull, Administrator            |
| Print/Type<br>Name and Title  | William Wentzien                     |
| Print/Type<br>Name and Title  | Steve Phillips                       |
| Print/Type<br>Name and Title  |                                      |
| Print/Type<br>Name and Title  |                                      |
| Other SPPP Team Members   |                                      |
| Print/Type<br>Name and Title  |                                      |
| Print/Type<br>Name and Title  |                                      |
| Print/Type<br>Name and Title  |                                      |
| Print/Type<br>Name and Title  |                                      |

## 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.  | 9/10/19       | DM           | member            | Change in members   |
| 2.  |               |              |                   |                     |
| 3.  |               |              |                   |                     |
| 4.  |               |              |                   |                     |
| 5.  |               |              |                   |                     |
| 6.  |               |              |                   |                     |
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| 15. |               |              |                   |                     |
| 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:   | www.pembertonborough.us                                      |
| 2. Date of most current SPPP:  | 9/10/19  |
| 3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:  | www.pembertonborough.us                                      |
| 4. Date of most current MSWMP:   | 6/8/05   |
| 5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:   | Pemberton Borough<br>50 Egbert Street<br>Pemberton, NJ 08068 |
| 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:   |  |
| <p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law": NJSA 10:4-6 et. seq.), Pemberton Borough provides public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, Pemberton Borough provides public notice in a manner that complies with the requirements of NJSA 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 (NJSA 40:55D-1 et. seq.) Pemberton Borough complies with those requirements.</p> |  |

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Pemberton Borough

County: Burlington

NJPDES #: NJG0141852

PI ID #: 50577

Team Member/Title: Donna Mull, Pemberton Borough Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_

Date of most recent update: 09/22/2014

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.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law": N.J.S.A. 10:4-6 et seq), Pemberton Borough provides public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, Pemberton 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. 40:55D-1 et seq.) Pemberton Borough complies with those requirements.*

## SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Pemberton Borough

County: Burlington

NJPDES #: NJG0141852

PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

Describe in general terms your 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 you own or operate); design of storm drain inlets (including inlets that you install); 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 your annual reports.

*To Control stormwater from new development and redevelopment projects throughout Pemberton Borough (including projects we operate) we will do the following:*

*We presently assure that 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, references in those standards) are in compliance with those standards. Our planning and zoning board assure such compliance before issuing preliminary and final subdivision or site plan approvals under the Municipal Land Use Law.*

*The Richard A. Alaimo Associates has reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and has drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance has been adopted by our planning board and Governing Body, respectively, has been submitted to the county planning agency for approval.*

*Once approve, the ordinance, which will be administered by our planning/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.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, Pemberton Borough will assure 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,*

## SPPP Form 3 – New Development and Redevelopment Program

|                                     |  |   |
|-------------------------------------|--|---|
| <b>Municipality<br/>Information</b> | Municipality: <u>Pemberton Borough</u>                           | County: <u>Burlington</u>                     |
|                                     | NJPDES # : <u>NJG0141852</u>                                     | PI ID #: <u>50577</u>                         |
|                                     | Team Member/Title: <u>Donna Mull, Administrator</u>              |   |
|                                     | Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u> |   |
|                                     | Date of Completion: _____  | Date of most recent update: <u>09/22/2014</u> |

Describe in general terms your 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 you own or operate); design of storm drain inlets (including inlets that you install); 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 your annual reports.

Page 2 of 2

*Pemberton Borough 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 Borough can perform the maintenance and charge the private entity.*

*Pemberton Borough 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. Pemberton Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate Device Exemptions" or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

## SPPP Form 4- Local Public Education Program

Municipality Information

Municipality: Pemberton Borough County Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

### Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*Pemberton Borough will implement a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the state and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate information related municipal ordinances: Pet Waste Ordinances, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container/Dumpster Ordinance and Private Storm Drain Inlet Retrofitting; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; local stream and/or shoreline restoration activities; watershed education; and general non-point source education.*

*Pemberton Borough will annually conduct educational activities that total a minimum of 10 points. Each approved activity is listed and has been assigned a point value in Attachment E of the permit and is listed below.*

- 1. School Presentations - Present educational classes/assemblies to local elementary, middle, and/or high school classes. 1 point per visit/maximum of 5 points per year.*
- 2. Website - Maintain a stormwater related page on the municipal website and include a link to [www.celanwater.nj.org](http://www.celanwater.nj.org). 1 point.*
- 3. Stormwater Display - Present a stormwater related display and materials at any municipal event. Earth Day, town picnic or maintain a display at the municipal building. 2 points.*
- 4. Giveaway - Distribute an item with stormwater related message refrigerator magnets, temporary tattoos, bookmarks, coloring books and pens or pencils. Municipality must purchase a minimum number of the items equal to 10% of the municipal population. 2 points.*



## SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

### Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

5. *Citizen Stormwater Advisory Committee - Establish a subcommittee to Environmental Commission to identify, coordinate and implement stormwater related programs. 2 points.*

6. *Utilize Department Materials - Use Department created stormwater education materials which can be found on [www.cleanwaterj.org](http://www.cleanwaterj.org) to publish an ad in the newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field. 2 points each/maximum of 4 points per year.*

7. *Poster contest - Organize a poster contest with local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. 2 points.*

8. *Stormwater Train for Elected Municipal Officials - Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules N.J.A.C. 7:8 Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution 3 points.*

9. *Mural - Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. 3 points.*

10. *Mailin - Distribute any of the Departments education brochures, tip cards, or a municipally produced equivalent calendar, recycling schedule, to every resident and business in the municipality 3 points.*

11. *Partnership Agreement/Local Event - Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school youth/fair based group and or other nonprofit to carry out a minimum of two watershed stewardship/education activities, litter march, stream/beach cleanup. 2 points.*

## SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

### Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*12. Ordinance Education - Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website to which residents can go to read these ordinances. 5 points.*

*Pemberton Borough plans to conduct the following educational activities to satisfy the local public education requirement of the Municipal Stormwater General Permit:*

- 1. Stormwater Display, Activity No. 3 - Present a stormwater display at the Pemberton Borough Day Event 2 points.*
- 2. Mailing, Activity No. 10 - Distribute a municipally produced Recycling Information Brochure and Schedule for Pemberton Borough to every resident and business in the Municipality. 3 points.*
- 3. Ordinance Education Activity No. 12 - Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter will also reference a page on the municipal website to which residents can go to read these ordinances. 5 points.*

## SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

### Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*We may substitute or add qualifying activities to the items in the above Public Education Program as conditions warrant and/or as opportunities become available.*

*Pemberton Borough shall certify annually that they have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates and details of each educational activity shall be reported to the Department in the Annual Report.*

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in January as a separate mailing. Extra copies will be available at our public works facility and at our municipal building.*

*Our annual event will be held each year in coordination with our Hanover Street Fair. We will make the DEP brochure and other education materials available at our table. We will also distribute pencils, magnets and keychains with environmental messages related to the required BMP topics subject to availability of funds.*

*In addition, we will invite our environmental commission and other environmental groups to set up their own booths during the event.*

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

### Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*For our storm drain inlet labeling program, our Public Works Department has completed the labeling. We have labeled all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Pemberton Borough.*

*Our storm drain labeling program has been through the use of storm drain markers that reads "No dumping-Drains to waterway ordered from Almetek Industries, 2 Joy Drive, Hackettstown, NJ 07840. These labels have been applied using adhesive.*

*During our annual catch basin cleaning program, we will be checking these labels to assure that they are still visible, and if they are not, we will assure that the labels are renewed in a timely fashion.*

## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

*The Richard A. Alaimo Associates in coordination with the Department of Public Works will map location of the end of all outfall pipes operated by Pemberton Borough. As outfalls are constructed, the outfall piping operated by Pemberton Borough will be mapped.*

## SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*Pemberton Borough will investigate any illicit connection on all outfall pipes in Pemberton Borough or upon notification from Burlington County.*

## SPPP Form 8 – Illicit Connection Records

|  |   |
|--|---|
| <b>Municipality Information</b>  | Municipality: <u>Pemberton Borough County Burlington</u><br>NJPDES #: <u>0141852</u> PI ID #: <u>50577</u><br>Team Member/Title: <u>Donna Mull, Administrator</u><br>Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u><br>Date of Completion: ____ Date of most recent update: <u>09/22/2014</u> |
| <b>Prior to May 2, 2006</b>  |   |
| <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i> |   |
| Total number of inspections performed this year? <u>0</u>  |   |
| 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? ____  |   |
| <b>May 2, 2006 – May 1, 2007</b>   |   |
| <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i> |   |
| 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? ____  |   |
| <b>May 2, 2007 – May 1, 2008</b>   |   |
| <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i> |   |
| 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? ____  |   |
| <b>May 2, 2008 – May 1, 2009</b>   |   |
| <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i> |   |
| 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

|   |   |
|---|---|
| <b>Municipality Information</b>   | Municipality: <u>Pemberton Borough County Burlington</u><br>NJPDES #: <u>0141852</u> PI ID #: <u>50577</u><br>Team Member/Title: <u>Donna Mul, Administrator</u><br>Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u><br>Date of Completion: _____ Date of most recent update: <u>09/22/2014</u> |
| <p>Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.</p> <p><i>Pemberton Borough has developed and implemented a yard waste collection and disposal program.</i></p> <p><i>We will be conducting collections of leaves and grass during the months of November and December, plus one collection in the spring. During the remainder of the year, Pemberton Borough may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements on the borough website.</i></p> <p><i>Pemberton Borough has adopted and is enforcing a yard waste ordinance that prohibits all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collection, unless they are bagged and otherwise containerized. The ordinance also prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.</i></p> <p><i>Leaf collection with disposal at a farm field at Harold Griffin, Scraptown Road, Pemberton NJ.</i></p> |   |



## SPPP Form 10 - Ordinances

Municipality Information

Municipality: Pemberton Borough County Burlington

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Donna Mull

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

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

Pet Waste 06/16/1996

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

Litter 11/18/1991

Improper Waste Disposal 12/19/2005

→ private retrofitting

Wildlife Feeding 12/19/2005

Yard Waste 11/19/2005

Illicit Connections 12/19/2005

→ dumpster lid

How will these ordinances be enforced?

*Pemberton Borough Police and Code Enforcement Officer will enforce these ordinances. Any person who is found to be in violation of the provisions of these ordinances shall be subject to a fine of not less than \$50 nor more than \$1000.*

## SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Pemberton Borough County Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

What type of storm drain inlet design will generally be used for retrofitting?

*For most projects pemberton Borough will use the NJDOT bicycle safe grate and if needed a curb opening with a clear space no bigger 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 |
|--|----------------------|------------|--------------------|-------------------------|---|
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |

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

*Pemberton Borough does not claim any alternative device exemptions or historic place exemptions for the above projects.*

## SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality  
Information

Municipality: Pemberton Borough County: Burlington

NJPDES # :0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

### Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

*Pemberton Borough has evaluated all of its street to determine which areas will need to be swept monthly, weather and street surface conditions permitting. The streets that are required to be swept are listed on the attached street sweeping log and maintenance by Burlington County.*

*Pemberton Borough intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit*

### Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules.

A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*Pemberton Borough will use the Public Works Department to monitor all their roads and street for erosion problems during normal patrols. All identified road erosion will be reported to Raymond Downs, the Public Works Coordinator. Identified areas of erosion will be evaluated and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All Maintenance personnel will maintain an inspection log, and Raymond Downs 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.*

**SPPP Form 12a - Street Sweeping Log**[illegible]

## SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Pemberton Borough County: Burlington

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

*Pemberton Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each. If, at the time of inspection, 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. If sediment, trash or debris is found, the catch basin will be cleaned. 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 found to be in disrepair. The annual catch basin cleaning program started*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*Pemberton Borough has implemented a stormwater facility maintenance program to assure that all stormwater facilities operated by the Borough function properly. Pemberton Borough operates the following:*

- catch basins
- storm drains
- swales

*These stormwater facilities will be inspected annually to assure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities. If stormwater facilities are found to be not functioning properly and repairs are not made, a schedule for such repairs shall be included in the annual report and certification.*

## SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Pemberton Borough County: Burling

NJPDES #: 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*Pemberton Borough has implemented a outfall pipe maintenance program to assure that all outfall pipes are maintained. Pemberton Borough Public Works inspects the outfall pipes twice a year in early spring and fall to determine if the outfall pipes need scouring, remediation and maintenance. If now maintenance is required or either scheduled inspection it will be inspected the following year. If maintenance is required it will be scheduled and logged. A list of all repairs and the dates completed will be maintained in a log.*

## SPPP Form 14a – Outfall Pipe Stream Scouring Remediation

[illegible]

## SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Pemberton Borough County Burlington

NJPDES # : 0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_ Date of most recent update: 09/22/2014

### De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*Pemberton Borough has an interlocal agreement with the county of Burlington , when de-iceing is necessary Pemberton Borough utilizes salt/sand from the county facilities. Pemberton Borough does not store salt/sand at its facility.*



## SPPP Form 67 – Standard Operating Procedures

|                                 |  |                                  |
|---------------------------------|--|----------------------------------|
| <b>Municipality Information</b> | Municipality: <u>Pemberton Borough County Burlington</u><br>NJPDES # : <u>0141852</u> PI ID #: <u>50577</u><br>Team Member/Title: <u>Donna Mull, Administrator</u><br>Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u><br>Date of Completion: ____ Date of most recent update: <u>09/22/2014</u> |                                  |
|                                 | <b>BMP</b>   | <b>Date SOP went into effect</b> |
|                                 | <b>Fueling Operations</b><br>(including the required practices listed in Attachment D of the permit)   | See attached 16a,b,c,d.          |
|                                 | <b>Vehicle Maintenance</b><br>(including the required practices listed in Attachment D of the permit)  | See attached 16a,b,c,d/          |
|                                 | <b>Good Housekeeping Practices</b><br>(including the required practices listed in Attachment D of the permit)<br><br><b>Attach inventory list required by Attachment D of the permit.</b>  | See attachment 16a,b,c,d         |

**Pemberton Borough  
Standard Operating Procedures - Vehicle and Equipment Fueling  
SPPP Form 16a**

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**Pemberton Borough Fueling Operation Location**

- **DPW Maintenance Yard, Antis Street**

**Introduction and Purpose**

Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**Scope**

These procedures are to be implemented at all Borough owned facilities with fueling operations.

**Standards and Specifications (for vehicle and equipment fueling)**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

**Standards and Specifications (for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- A trained employee must always be present to supervise during bulk transfer.

**Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Pemberton Borough Department of Public Works (Raymond Downs, Coordinator) at 609-894-8222.

**Maintenance and Inspection**

- Fueling areas and storage tanks shall be inspected monthly.
  - Keep an ample supply of spill cleanup material on the site.
  - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
-

**Pemberton Borough**  
**Standard Operating Procedures - Vehicle Maintenance**  
**SPPP Form 16b**

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**Introduction and Purpose**

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Pemberton Borough. The purpose of this SOP is to provide a set of guidelines for the Pemberton Borough vehicle maintenance yards including maintenance activities at ancillary operations.

**Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Pemberton.

**Standards and Specifications (for vehicle and equipment fueling)**

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

**Spill Response and Reporting**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Pemberton Borough Department of Public Works (Raymond Downs, Coordinator) at 609-894-8222.

**Maintenance and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.

**Pemberton Borough  
Standard Operating Procedures - Good Housekeeping  
SPPP Form 16c**

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**Introduction and Purpose**

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Pemberton Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Pemberton Borough for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

**Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Pemberton Borough.

**Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Collect waste fluids in properly labeled containers and dispose of them properly.

**Standards and Specifications (Salt and De-icing Material Handling at County Facilities)**

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
  - Sweeping should be conducted regularly to get rid of dirt and other debris. Sweeping should also be conducted immediately following, as practicable, loading/unloading activities.
  - Minimize the tracking of materials from storage and loading/unloading areas.
  - Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
  - Any materials that are stored outside must be tarped when not actively being used.
  - If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>. No outside storage shall occur between May 1<sup>st</sup> and October 14<sup>th</sup>.
-

**Spill Response and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Pemberton Borough Hall (Fred Simpkins, Mayor) at 609-894-8222.

**Maintenance and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.
  - Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.
-

**Pemberton Borough  
Municipal Maintenance Yard Inventory List  
SPPP Form 16d**

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**Introduction and Purpose**

The following is a list of general categories of all materials or machinery located at the municipal maintenance yard which could be a source of pollutants in a stormwater discharge. Materials or machinery that are not exposed to stormwater are not included on this list.

| <u>General Category</u> | <u>Item</u>  |
|-------------------------|--|
| Machinery               | 2 Utility Trucks<br>1 Dump Truck<br>Pick-up Trucks<br>Backhoe<br>1 Utility Trailer |
| Materials               | None   |

## SPPP Form 17 – Employee Training

Municipality Information

Municipality: Pemberton Borough County Burlington County  
 NJPDES #: NJG0141852 PI ID #: 50577  
 Team Member/Title: Paul Tomasetti / Director, Department of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: \_\_\_\_\_ Date of most recent update: \_\_\_\_\_

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

*The following topics will be covered in our employee training program:*

| <u>Course:</u>  | <u>Who will attend:</u>  |
|---|--|
| Waste Disposal Education  | Telephone Operators and Environmental Commission members             |
| Municipal Ordinances  | Code Enforcement and Local Police Department, Public Works Employees |
| Yard Waste Collection Program   | Public Works Employees   |
| Street Sweeping   | Public Works Employees   |
| Stormwater Facility Maintenance   | Public Works Employees and Parks and Recreation Department           |
| Road Erosion Control  | Public Works Employees   |
| Outfall Pipe Stream Scouring Remediation  | Public Works Employees   |
| Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects) | Public Works Employees   |

*The following topics will be part of our employee training, and part practical field training:*

| <u>Course:</u>  | <u>Who will attend:</u>  |
|---|--|
| Illicit Connection Elimination (field training will include procedures to properly conduct illicit connection detection's investigations, and eliminations)   | Public Works Employees, Parks and Recreation Employees and Telephone Operators |
| Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage) | Public Works Employees   |

*Dates for the above training programs are yet to be determined.*



## SPPP Signature Page

Municipality  
Information

Municipality: Pemberton Borough County: Burlington

NJPDES # : NJG0141852 PI ID #: 50577

Team Member/Title: Donna Mull, Administrator

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: \_\_\_\_\_ Date of most recent update: 09/22/2014

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

09/22/2014

(Date)

Donna Mull, RMC  
(Print Name)

Administrator  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)