

Stormwater Pollution Prevention Plan

CITY OF NORTHFIELD

COUNTY OF ATLANTIC

NJG0141852

April 24, 2020

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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	Qwin Vitale, Superintendent of Public Works
Office Phone # and email	(609) 641-7610, qvitale@cityofnorthfield.org
Signature/Date	 5/15/20
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Municipal Engineer Rami Nassar, PE, PP, CME
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Municipal Clerk Mary Canesi, RMC
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type 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
	1.3/2004			Original Plan
	2.2/2006			Update Contact Info.
	3.4/2007			Update Plan
	4.7/9/2010			Update Public Education Portion
	5.3/7/2019			Update Contact Info.
	6.4/24/2020			Update Plan to comply with the new format
	7.			
	8.			
	9.			
	10.			
	11.			
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	14.			
	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:	
2. Date of most current SPPP:	March 7, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	
4. Date of most current MSWMP:	March 31, 2020
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	
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 items 1&3 http://www.cityofnorthfield.org/government/stormwater.asp</p> <p style="text-align: center;">For item 5 then the records of notices, dates, minutes, etc... would be physically in the Municipal Clerk's office at 1600 Shore Road, and found here:</p> <p>Meeting dates: http://www.cityofnorthfield.org/government/council-dates.asp Meeting agendas: http://www.cityofnorthfield.org/government/council-agendas.asp Meeting Minutes: http://www.cityofnorthfield.org/government/council-minutes.asp</p>	

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.

Using the Municipal website, also the packet that is inserted in the tax bill mailing to every home, also the work with the Boy Scouts and local organizations.

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.

Direct mail by Mayor.
Municipal website
Add in local news paper
Pet license application

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

Records are kept at the following locations:

Public Works Department
775 West Mill Rd., Northfield NJ 08225

Municipal Clerk's Office at City Hall
1600 Shore Road, Northfield NJ 08225

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>Any development that provides for ultimately disturbing one or more acres of land or increasing impervious surface by 1/4 or more. "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. Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>During the approval process the Planning or Zoning Board Engineer, reviews the design plans prior to approval to ensure compliance with stormwater management regulations and all other local ordinances, and during the construction phase his office inspect the construction to ensure compliance with the design plans.</p>

<p>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.</p>	<p>The Planning and Zoning Board Engineer reviews all application to determine compliance with the Municipal Ordinances and the NJDEP stormwater management regulations.</p>
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p> <p style="text-align: center;">NO</p>	
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p> <p>Planning Board Office</p>	

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	2012	Cityofnorthfield.org	No	Code Enforcement
2. Wildlife Feeding permit cite IV.B5.a.ii	2002	Cityofnorthfield.org	No	Code Enforcement
3. Litter Control permit cite IV.B5.a.iii		Cityofnorthfield.org	No	Code Enforcement
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	2020	Cityofnorthfield.org	Yes	Code Enforcement
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	2020	Cityofnorthfield.org	Yes	Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	2010	Cityofnorthfield.org	Yes	Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	2020	Cityofnorthfield.org	Yes	Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	2020	Cityofnorthfield.org	Yes	Code Enforcement
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	2010	Cityofnorthfield.org	Yes	Code Enforcement

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

The Clerks' Office and the Zoning Office, in City Hall located at 1600 Shore Road, Northfield NJ 08225

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.

The City of Northfield has a shared service agreement with the ACUA and a yearly schedule sweeping twice a year in the spring and fall. All streets owned by the City of Northfield are 25mph or less. In addition to street sweeping, the Department of Public Works cleans stormwater basins and inlets on a regular basis to remove collected leaves and debris.

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.

Tilton Road and Shore Road are owned and maintained by Atlantic County. New Road (Rt. 9) is owned and maintained by the State of New Jersey

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.

All records of street sweeping are kept at City Hall, 1600 Shore Road, Northfield NJ 08225

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p> <p>DPW regularly inspects, cleans and maintains storm drain inlets throughout the City.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p> <p>No current problems</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p> <p>A catch basin or storm drain inlet with reoccurring problems would undergo more frequent inspections. Problem areas are prioritized according to severity of hazard.</p>
<p>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.</p> <p>Storm drain inlet labels are inspected during the annual cleaning and maintenance.</p>
<p>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.</p> <p>DPW keeps the records.</p>

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.

Storm drain inlets are retrofitted during repaving, repairing, reconstruction or alteration to the roadway.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

The City Engineer and staff inspect and confirm that the inlets are retrofitted before closing the job and issuing final approval.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

The retrofitting of existing storm drain inlets is required when private parking lots and roadways are repaved, reconstructed, or resurfaced. Retrofitting inlets be made part of the conditional approval of any updated site plans. Engineering permits will not be closed until the retrofitting is completed.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

The City Engineer and staff inspect and confirm that the inlets are retrofitted before closing the job and issuing final approval.

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: 775 West Mill Road, Northfield ,NJ 08225

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 – NA, No raw materials are stored on site.

Intermediate products – NA

Final products – NA

Waste materials – NA

By-products – NA

Machinery – Front Loaders, Dump Trucks, Pick Ups trucks, Vac Trailer, Generators

Fuel – NA

Lubricants – NA

Solvents – NA

Detergents related to municipal maintenance yard or ancillary operations – NA

Other – NA

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

Shared Service with Atlantic County, pumps are on site within county yard.

2. Vehicle Maintenance

Vehicle maintenance takes place in an indoor garage with a paved floor and in designated areas only. All floor drains in the garage have been sealed and are regularly inspected

3. On-Site Equipment and Vehicle Washing

No washing of vehicles and equipment

4. Discharge of Stormwater from Secondary Containment

The City does not use a secondary containment structure

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Shared service with Atlantic County, De-icing materials is stored within the county yard.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>There is no aggregate or construction debris stored within the city yard.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Street sweeping is a shared service with the ACUA, any debris collected by the ACUA is disposed by them. Catch Basin Cleanings are temporarily stored in open area located in the back of Birch Grove Park.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>Yard and wood trimmings are sometimes temporarily stored in open area located in the back of Birch Grove Park, and will be taken in bulk to the ACUA station along Delilah Road in Egg Harbor Township.</p>
<p>9. Roadside Vegetation Management</p> <p>No herbicides are used by the City of Northfield, only contracted out if necessary.</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>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.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Public Works
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Recordkeeping	Every year	Public Works
4. Yard Waste Collection Program	Every 2 years	ACUA
5. Street Sweeping	Every 2 years	ACUA
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works
8. Waste Disposal Education	Every 2 years	ACUA
9. Municipal Ordinances	Every 2 years	Public Works
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Engineer
<p>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.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. 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.</p>		
<p>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.</p>		

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.

<http://www.cityofnorthfield.org/government/stormwater.asp>

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

Outfall inspections is scheduled during the winter months. Records are located within the Public Works.

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.

Stream scouring will be documented during routine inspections. Stream scouring has not been detected in any stormwater outfall pipes. If stream scouring is identified it will be recorded with the inspection. Any stream scouring sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. We will follow each repair up with an annual inspection of the site to ensure that the scouring has not resumed. When repairs are completed we will note the date of that repair on this form.

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.

During dry weather outfall inspections, we will also be inspecting for illicit connections and discharges.

We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connections. If we are able to locate the illicit connection (and the connection is within the City) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately.

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.

All catch basins are inspected once each year and following heavy rainfall. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that do not 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.

Notices will be sent annually reminding owners the importance of maintaining privately owned stormwater 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.

Public Works

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.

Applicable Stream TMDL(s)

None

Applicable Lake TMDL(s)

None

Applicable Shellfish TMDL(s)

Six Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 15

Total coliform - 2006 : Great Egg Harbor-D, Patcong River-A : View the TMDL Document

Six Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 15

Total coliform - 2006 : Lakes Bay-A, Lakes Bay-B : View the TMDL Document

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

Annual inspections for and elimination of any illicit connections

Annual catch basin and inlet clean outs and inspection

Annual street sweeping

No Feeding of Wildlife Ordinance

Pet waste Ordinance

Pet waste signage and plastic bag dispensaries on bike path and park

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.

A Standard Operating Procedure (SOP) of good housekeeping. All City Properties

Most chemicals, fluids and supplies are kept indoors.

Keep storage areas clean and well organized.

Place trash, dirt and other debris in the dumpster or trash cans.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes