

**STORMWATER POLLUTION
PREVENTION PLAN
TOWN OF HACKETTSTOWN, WARREN COUNTY
NEW JERSEY**

**October 18, 2004
REVISED April 11, 2005
REVISED February 16, 2006
REVISED March 26, 2007
Revised May 26, 2009**

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Paul M. Sterbenz, P.E., P.P.

Title: Hackettstown Town Municipal Engineer

Date: May 26, 2009

Municipality: Town of Hackettstown

County: Warren County

NJPDES #: NJG0151319

PI ID #: 198007

Stormwater Program Coordinator: Scott Armstrong

Title: Hackettstown Public Works Superintendent

Office Phone #: (908) 852-2320

Emergency Phone #: _____

Public Notice Coordinator: William Kuster, Jr.

Title: Hackettstown Town Clerk / Administrator

Office Phone #: (908) 852-3150

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Scott Armstrong

Title: Hackettstown Public Works Superintendent

Office Phone #: (908) 852-2320

Emergency Phone #: _____

Local Public Education Coordinator: Scott Armstrong

Title: Hackettstown Public Works Superintendent

Office Phone #: (908) 852-2320

Emergency Phone #: _____

Ordinance Coordinator: Thomas K. Thorp, Esq.

Title: Hackettstown Town Attorney

Office Phone #: (908) 852-3006

Emergency Phone #: _____

Public Works Coordinator: Scott Armstrong

Title: Hackettstown Public Works Superintendent

Office Phone #: (908) 852-2320

Emergency Phone #: _____

Employee Training Coordinator: Scott Armstrong

Title: Hackettstown Public Works Superintendent

Office Phone #: (908) 852-2320

Emergency Phone #: _____

Other: Paul M. Sterbenz, P.E., P.P.

Title: Hackettstown Town Municipal Engineer

Office Phone #: (908) 684-5500

Emergency Phone #: (908) 507-7353

SPPP Form 2 - Public Notice

Municipality Information	Municipality: <u>Town of Hackettstown</u>	County: <u>Warren</u>
	NJPDES # : <u>NJG0151319</u>	PI ID #: <u>198007</u>
	Team Member/Title: <u>William Kuster, Jr., Town Clerk/Administrator</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: _____	Date of most recent update: <u>5/26/09</u>

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.), the Town of Hackettstown will provide public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, the Town of Hackettstown wil provide public notice in a manner that compies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) the Town will comply with those requirements.

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Town of Hackettstown will ensure 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, the Town of Hackettstown 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 Town can perform the maintenance and charge the private entity.

The Town of Hackettstown 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. The Town of Hackettstown expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative 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.

The Town of Hackettstown will also prepare and process an ordinance amendment that will require the retrofitting of storm drain inlets owned and operated by private entities during repaving, repairing, reconstruction, alterations or resurfacing.

SPPP Form 3 - New Development and Redevelopment Program

Municipality Information	Municipality: <u>Town of Hackettstown</u>	County: <u>Warren</u>
	NJPDES #: <u>NJG 0151319</u>	PI ID #: <u>198007</u>
	Team Member/Title: <u>Paul M. Sterbenz, P.E., P.P., Town Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: _____	Date of most recent update: <u>5/26/09</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 ordinances(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout the Town of Hackettstown (including projects we operate) we will do the following:

The Town is already ensuring 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, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing a preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, the Town of Hackettstown has not constructed any new development or redevelopment projects on Town property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

The Town adopted a Stormwater Control Ordinance in 2006. This ordinance is now in effect. It is similar to the State's model ordinance and complies with NJAC 7:8 et. seq.

The approved Stormwater Control Ordinance is administered by our planning and zoning boards, municipal engineer and code enforcement officer, to control stormwater from non-residential development and redevelopment projects. The approved ordinance also controls aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # : NJG 0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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.

The Town of Hackettstown will perform educational activities beginning in 2009 in accordance with the approved list of activities in Attachment 'E' of the permit on a yearly basis.

The Town of Hackettstown will contact other environmental groups, civic organizations, and clubs to determine if they would like to participate with the Town at its yearly festivals.

The Town of Hackettstown will do an annual mailing to residents and businesses of "Guides to Stormwater Solutions" with the tax bills. Also, pet waste brochures will be handed out during licensing of all pets annually.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # : NJG0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Stormwater Coordinator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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.

The Town of Hackettstown has identified approximately 500-700 drainage structures that must be labeled in accordance with the regulations. The Town labeled these structures over the first three (3) years of the permit.

Labeling shall be done with permanent stainless steel markers attached by stainless steel screws.

Work shall be performed in the Town as follows:

- a. 0-18 months - areas west of Route 46 (a.k.a. Main Street)*
- b. 18-36 months - areas east of Route 46 (a.k.a. Main Street)*

During the annual catch basin cleaning program, labels will be checked by the Town to ensure legibility and visibility. Those that are not legible or visible shall be replaced.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # :NJG0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA):4/1/04

Date of Completion: 3/09 Date of most recent update: 5/26/09

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 Town of Hackettstown retained Hatch Mott and McDonald (HMM) to map out the location of the end of all outfall pipes operated by the Town. HMM identified, located and mapped (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

The Town of Hackettstown has been divided into two sectors: Sector A is the area east of Route 46, and Sector B is the area west of Route 46. Both sectors were mapped by HMM.

Once all outfall pipe locations were identified, a map was developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. The Musconetcong River and all other waterbodies receiving outfall pipe discharges were also identified on the map.

Following the completion of the mapping, the outfalls were investigated for illicit connections by municipal engineer, Maser Consulting P.A. All illicit connection investigation work was completed in early 2009.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # : NJG0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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.

The Town of Hackettstown conducted an initial physical inspection of all of our outfall pipes during the mapping process in accordance with an illicit connection detection and elimination program (see attached copy). The Town used 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 were found to have a dry weather flow or evidence of an intermittent non-stormwater flow were sampled to determine if there was an illicit connection. If we are able to locate an illicit connection (and the connection is within the Town of Hackettstown) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Town will report the illicit connection to the Department.

The Town of Hackettstown has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Town of Hackettstown County Warren
 NJPDES # : NJG0151319 PI ID #: 198007
 Team Member/Title: Scott Armstrong, Public Works Superintendent
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: _____ Date of most recent update: 5/26/09

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

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? _____

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

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? _____

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

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? _____

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

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

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # : NJG0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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.

The Town of Hackettstown has a yearly yard waste program. Residents receive a yearly brochure of all dates when waste shall be collected. A copy of the brochure that is distributed is attached. In addition, the schedule is also shown on the website.

Waste is collected as follows:

Grass Collection - 4/11/09 - 10/17/09 (Wednesday and Saturday)

Brush Clippings - May 2, June 13, September 12 & October 17 of 2009

Leaf Collection - October 13 to December 11- All leaf collection is done on a daily basis. Leaves are to be placed on the curb not in gutter for pickup.

All collected material is taken to either the Morris County Municipal Utilities Authority Compost site in Mount Olive, Nature's Choice in White Township or Long Meadow Farm in Hope, NJ.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Town of Hackettstown County Warren
NJPDES # : NJG0151319 PI ID #: 198007
Team Member/Title: Thomas K. Thorp, Esq., Town Attorney
Effective Date of Permit Authorization (EDPA): 4/1/04
Date of Completion: _____ Date of most recent update: 5/26/09

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

Pet Waste was adopted in the 2005 calendar year

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

Litter was adopted in the 2005 calendar year

Improper Waste Disposal was adopted in the 2005 calendar year

Wildlife Feeding was adopted in the 2005 calendar year

Yard Waste was adopted in the 2005 calendar year

Illicit Connections was adopted in the 2005 calendar year

How will these ordinances be enforced?

Ordinance compliance will be performed by the Town's Code Officials and police department. Citations will be issued where ordinances have been violated.

A copy of the ordinances that were adopted are attached.

SPPP Form 11 - Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Town of Hackettstown</u>	County: <u>Warren</u>
	NJPDES #: <u>NJG 0151319</u>	PI ID #: <u>198007</u>
	Team Member/Title: <u>Scott Armstrong, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: _____	Date of most recent update: <u>5/26/09</u>

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

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
<i>Warren Street Improvements, between Washington Street and the high school</i>	<i>7/1/08</i>	<i>7/6/08</i>	<i>8/11/08</i>	<i>6</i>	

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

None

SPPP Form 12 - Street Sweeping and Road Erosion Control Maintenance

Municipality Information	Municipality: <u>Town of Hackettstown</u>	County: <u>Warren</u>
	NJPDES #: <u>NJG 0151319</u>	PI ID #: <u>198007</u>
	Team Member/Title: <u>Scott Armstrong, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: _____	Date of most recent update: <u>5/26/09</u>

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).

The Town of Hackettstown has evaluated all of its streets to determine which areas will need to be swept. These areas have been grouped together into five separate groups, and each group will be assigned a different schedule. A copy of the street groupings and sweeping forms are attached.

Main Street and all roads that intersect Main Street are swept every other week.

The Town of Hackettstown intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets weather permitting every other month.

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).

The Town of Hackettstown will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Scott Armstrong, the Public Works Superintendent. During SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. Public Works Department 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 Scott Armstrong 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 and Recertification.

SPPP Form 13 - Stormwater Facility Maintenance

Municipality
Information

Municipality: Town of Hackettstown County: Warren

NJPDES #: NJG 0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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

The Town of Hackettstown has an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected twice per year and cleaned if necessary, once in the Spring and once in the Fall after leaf collection. If, at the time of inspection, no sediment, trash or debris are observed in the catch basin, then that catch basin will not be cleaned. At the time of cleaning, the catch basin will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Maintenance is typically performed during the summer months. The annual catch basin cleaning program is ongoing and will continue during the permit period.

The Town is broken down into seven (7) sections which each section is done per Spring and Fall. Reports are on file for each area and the basins cleaned.

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).

The Town of Hackettstown will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. The Town of Hackettstown operates the following:

- catch basins
- storm drains
- dry wells
- swales

These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Town of Hackettstown County Warren

NJPDES # : NJG0151319 PI ID #: 198007

Team Member/Title: Scott Armstrong, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: _____ Date of most recent update: 5/26/09

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.

The Town of Hackettstown constructed and placed into operation a modern salt storage building with recessed walls several years ago on a property leased from Mars Snackfoods. The structure complies with the criteria in the Town's Tier 'A' Stormwater Permit. All de-icing salt is placed and stored within this structure.

Pavement adjacent to the salt shed is inspected following loading/unloading operations to check for spilled salt. Any spilled salt outside the salt structure shall be cleaned.

SPPP Form 17 - Employee Training

Municipality Information	Municipality: <u>Town of Hackettstown</u>	County: <u>Warren</u>
	NJPDES #: <u>NJG 0151319</u>	PI ID #: <u>198007</u>
	Team Member/Title: <u>Scott Armstrong, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: _____	Date of most recent update: <u>5/26/09</u>

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 by part time practical field training and a presentation by the Town Engineer and/or Public Works Superintendent.

<u>Course:</u>	<u>Who will attend</u>
<i>Waste Disposal Education</i>	<i>Public Works employees Environmental Commission members</i>
<i>Municipal Ordinances</i>	<i>code enforcement and local police departments, public works employees</i>
<i>Yard Waste Collection Program</i>	<i>public works employees</i>
<i>Street Sweeping</i>	<i>public works employees</i>
<i>Stormwater Facility Maintenance</i>	<i>public works employees</i>
<i>Road Erosion Control</i>	<i>public works employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>public works employees</i>
<i>Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)</i>	<i>public works employees</i>

The following topics will be part computer training, and part practical field training:

<u>Course:</u>	<u>Who will attend</u>
<i>Illicit Connection Elimination and Outfall Pipe Mapping</i> (field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)	<i>public works employees</i>
<i>Maintenance Yard Operations (including Ancillary Operations)</i> (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)	<i>public works employees</i>

The employee training will be conducted on April 20, 2009.