



Stormwater Pollution Prevention Plan

NJPDES#: NJG0151319

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Prepared for:

Town of Hackettstown
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Hackettstown, NJ 07840

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CED Project No.: HKT-074

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Scott Armstrong Hackettstown Town Public Works Superintendent	
Phone	(908)852-2320	Email	dpw@hackettstown.net
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Paul M. Sterbenz, PE, PP, CME Hackettstown Town Municipal Engineer	
Phone	(908)200-2812	Email	paul.sterbenz@collierseng.com
Name and Title		Adam T. Wisniewski, PE, CME Assistant to Municipal Engineer	
Phone	(908)200-2798	Email	adam.wisniewski@collierseng.com
Other Municipal Stormwater Team Members			
Name and Title		<u>Public Notice Coordinator</u> P.J. Reilly – Hackettstown Town Clerk/ Administrator	
Phone	(908)852-3130	Email	
Name and Title		<u>Post Construction Stormwater Management Coordinator</u> Scott Armstrong – Hackettstown Public Works Superintendent	
Phone	(908)852-2320	Email	dpw@hackettstown.net
Name and Title		<u>Local Public Education Coordinator</u> Scott Armstrong – Hackettstown Public Works Superintendent	
Phone	(908)852-2320	Email	dpw@hackettstown.net
Name and Title		<u>Ordinance Coordinator</u> Katharine Fina, Esq. – Hackettstown Town Attorney	
Phone	(610)691-7900	Email	kfina@floriolaw.com
Name and Title		<u>Public Works Coordinator</u> Scott Armstrong – Hackettstown Public Works Superintendent	
Phone	(908)852-2320	Email	dpw@hackettstown.net
Name and Title		<u>Employee Training Coordinator</u> Scott Armstrong – Hackettstown Public Works Superintendent	
Phone	(908)852-2320	Email	dpw@hackettstown.net
Name and Title		<u>Hackettstown Town Municipal Engineer</u> Paul M. Sterbenz, PE, PP, CME	
Phone	(908)200-2812	Email	paul.sterbenz@collierseng.com
Shared/Contracted Service Providers			
Provider Name		Service Provided	Term of Service
Warren County Road Dept.		Vehicle Washing	Vehicle Washing Provided as Needed

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
12/11/2018	ALL	Update SPPP per 2018 NJDEP Municipal Stormwater Permit.
12/29/2020	3,6,10,11	Reviewed plan for consistency and conformance with current NJDEP SPPP guidance.
6/26/2023	ALL	Update SPPP per 2023 NJDEP Municipal Stormwater Permit

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.hackettstown.net/public-works
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
P.J. Reilly – Hackettstown Town Clerk/ Administrator
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
The Municipality employs the following communication approaches to inform the public on the stormwater program: 1. Promotional items 2. Mailing campaign to all stormwater facility owners 3. Mailing campaign to residents and businesses 4. Litter clean ups 5. Community events (river clean ups)

**Form 4 – Post-Construction Stormwater Management in New Development
and Redevelopment**

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
MAJOR DEVELOPMENT A. An individual "development," as well as multiple developments that individually or collectively result in: (1) The disturbance of one or more acres of land since February 2, 2004; (2) The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004; (3) The creation of one-quarter acre or more of "regulated motor vehicle surface" since January 1, 2021; or (4) A combination of Subsection A(2) and (3) above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3), or (4) above. Projects undertaken by any government agency that 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.
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
The NJDEP model SCO was adopted without change.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).	
Major Development projects are reviewed as part of an application to the Town Land Use Board. Following a determination of completeness, the Town Engineer's Office reviews the plans, reports and associated documents for conformance with the Town's Land Development Ordinance, and the Stormwater Control Ordinance, the RSIS, as well as any other applicable Town ordinance sections. The design calculations, details and plans are reviewed for compliance with the Stormwater Control Ordinance and the NJDEP Stormwater Management Rules (NJAC 7:8), and to ensure conformance with the latest BMP manual, and guidance provided by the NJDEP and County Soil Conservation District. Applicants are also required to file and record a Stormwater Maintenance Agreement and associated Operations & Maintenance Manual at the Warren County Clerk's Office to establish the responsibility and obligation of the property owner to adequately maintain and operate their facilities following construction.	
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.	
The Town's Municipal Stormwater Management Plan and Stormwater Control Ordinance do not contain a mitigation plan.	
5. Indicate the dates of each iteration of the town's Stormwater Control Ordinance, starting with the initial adoption and including revisions.	
<u>Date:</u> March 17, 2006 October 11, 2018 December 10, 2020	<u>Revision:</u> Adopted Revised per 2018 Tier A Permit Revised per amendments to NJAC 7:8
6. Indicate the dates of each iteration of the town's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.	
<u>Date:</u> March 22, 2005	<u>Revision:</u> Adopted

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	10/24/05	Yes	Town of Hackettstown	\$1,000.00 (Max)
2. Wildlife Feeding	10/24/05	Yes	Town of Hackettstown	\$500.00 (Max)
3. Litter Control	10/24/05	Yes	Town of Hackettstown	\$1,000.00 (Max)
4. Improper Disposal of Waste	10/24/05	Yes	Town of Hackettstown	\$1,000.00 (Max)
5. Yard Waste	10/24/05	Yes	Town of Hackettstown	\$1,000.00 (Max)
6. Private Storm Drain Inlet Retrofitting	11/9/09	Yes	Municipal Engineer/ Hackettstown DPW	N/A
7. Illicit Connections	10/24/05	Yes	Town of Hackettstown	\$1,000.00 (Max)
8. Privately-Owned Salt Storage	TBA	NJDEP model ordinance to be adopted prior to 12/31/23	Code Enforcement	\$ ____
9. Tree Removal-Replacement	TBA	NJDEP model ordinance to be adopted prior to 12/31/23	Code Enforcement	\$ ____
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
<u>Ordinance:</u> Refuse Container Ordinance <u>Date:</u> October 24, 2005 <u>Enforcement:</u> Hackettstown Police Dept.				

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

All ordinances are available online at the following websites, and at the Municipal Offices:

<https://www.hackettstown.net/home/pages/town-code-budgets>

<https://www.hackettstown.net/land-use-board>

Records of violations and related enforcement actions can be found with each of the above listed entities responsible for enforcement.

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 times each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Streets are swept by the Hackettstown Town Department of Public Works on a rotating schedule. Required streets are divided into five separate groups. These groups are swept regularly as weather, or other DPW workload permits.

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

Sweeping records are kept on file at the DPW offices.

The Town of Hackettstown's overall street sweeping program includes sweeping all streets in the Town every other month.

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

No. Hackettstown Town does not receive street sweeping services nor does the Town provide street sweeping for any other municipalities.

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

Section a:

Inlet labels are inspected annually during the catch basin and inlet cleaning program. Labels are checked by the Town for legibility and visibility. Those that are not legible, or visible are replaced.

Section b:

Town DPW staff, or the Town selected contractor are responsible for implementing the retrofits in the course of the work as defined above. In the case of a contractor completing the work, either the Town DPW superintendent, the Town Engineer, or a designee will approve the required grate and curb piece replacements prior to installation, and a Town Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.

In the event of an application to the Town for development, or redevelopment of a property, or an application for repaving of a privately-owned facility, the owner is made aware prior to the issuance of a permit that the storm drain inlets are to be retrofit per the Town ordinance and to comply with the NJDEP/NJDOT approved inlet grates and curb pieces. A Town Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.

Section c:

New storm drain inlets are constructed with NJPDES Phase II and NJDOT compliant curb pieces and grates. The Town Engineer, or a designee will approve the required grate and curb piece prior to ordering by the private property owner. A Town Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.

Section d:

The Town of Hackettstown implemented an ongoing annual inlet and catch basin cleaning program to maintain inlet function and efficiency. All inlets are inspected twice per year and cleaned if necessary. Inlets are inspected once in the Spring and once in the Fall following leaf collection. Those inlets that are found to be in disrepair, or filled with sediment, trash, or debris are scheduled for maintenance to ensure continued service. Maintenance is typically performed during the summer months.

2. Municipal Catch Basins a. Describe when and how you conduct inspections of catch basins. b. Describe the criteria used to determine when catch basins need to be cleaned. Catch basins are inspected and cleaned in accordance with the Town inlet and catch basin inspection and cleaning program as described in section d above.
3. Municipal Conveyance System Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used. The Town has implemented an MS4 conveyance system inspection and cleaning program to maintain conveyance system function and efficiency. MS4 conveyance inspections will be performed concurrently with catch basin and outfall inspections. If MS4 conveyances are found to be in disrepair, or filled with sediment, trash, or debris on or off their usual maintenance schedule they will be repaired/cleaned immediately to ensure continued service.
4. Municipal Outfall Inspections – Stream Scouring Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used. All outfall locations are inspected annually by the Hackettstown Town DPW. In the course of the annual outfall inspections, all outfall locations are inspected for signs of scouring. All sites which are identified locations of scour will be placed on a prioritized repair list, and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. If necessary, NJDEP permits would be obtained prior to the work being performed, and those locations which do not require permits will be completed first.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

Illicit discharge inspections of municipally owned outfalls are performed annually as part of the Town's outfall inspection program.

Outfall pipes with dry weather flow are sampled in order to determine whether there is an illicit connection. The NJDEP Outfall Inspection Report Form is used to log outfall inspections. If an illicit connection is detected within the Town, the responsible party is cited for being in violation of the Illicit Connection Ordinance and will be required to immediately cease the discharge.

If the Town is unable to determine the source of the illicit connection, the Town will submit the Closeout Investigation Form with the Annual Inspection and Recertification. If the discharge is found to originate from another public entity, then the Town will report the connection to the Department.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

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

- dry wells
- swales

These stormwater facilities are inspected and maintained in accordance with approved maintenance manuals to ensure that they are functioning properly. If there are no approved maintenance manuals, the permittee shall inspect that infrastructure at least 4 times annually, and after each rainstorm exceeding one inch unless the NJDEP BMP Manual recommends a less frequent schedule. In high-risk areas, preventative maintenance is performed to ensure that the facilities do not begin to deteriorate.

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

In accordance with the current Municipal Stormwater Permit, property owners are required to maintain logs for privately owned stormwater facilities, indicating the dates, tasks, and required maintenance which has been completed on their facility.

These logs must be submitted to the Town by January 31, for the prior year's maintenance work in order for the facility owner to continue to be in compliance.

8. Infrastructure Records

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Maintenance Records are maintained at the Town DPW offices at:

309 East Plane Street
Hackettstown, NJ 07840

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The Town does not use herbicides for roadside or other vegetative maintenance except as described in the relevant section of its MS4 Permit. Roadside vegetative maintenance is typically performed using other methods such as mowing.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Within 72 hours after the end of a storm event, conditions permitting, the Town will identify and remove any excess piles of de-icing materials that have been deposited during spreading operations. All excess de-icing materials will be returned to storage or properly disposed of if not suitable for reuse.
3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
Lawn areas mowed and mulched in place. No roadside brush trimming/ collection operations performed by Public Works.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
The Town of Hackettstown operates a roadside erosion detection and repair program to inspect and maintain the stability of shoulders, embankments, ditches, and soils along these roads to ensure that they are not eroding and contributing to the sedimentation of receiving waters or stormwater infrastructure. Municipal roads are inspected annually for signs of erosion and instability. If roadside erosion is detected, it is to be repaired within 90 days if possible. If the repairs cannot be completed within the 90-day period, the Department shall be notified with an alternative schedule of completion.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
Department of Public Works Maintenance Garage and Offices 309 East Plane Street Hackettstown, NJ 07840	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs. Inspections are conducted on a monthly basis by the DPW Director. During the inspections, the DPW Director inspects all below listed onsite items which may be a source of stormwater pollution. Other items may be subject to inspection if it is deemed necessary by the DPW Director. Inspection logs will be maintained onsite and will be made available to the Department upon request.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Brine Solution	
Lubricants	
Solvents	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Not Applicable. No secondary containment on site.	
5. Fueling Operations	
Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
Not Applicable. Performed at 101 Miller Street location.	

6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.
Yes. All Vehicle maintenance is performed indoors and all floor drains within maintenance areas have been closed off.
7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.
No. Vehicle washing is not performed on site. Vehicle washing is done at Warren County Road Dept. Garage.
8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Yes. Brine solution is stored in a plastic tank, on a gravel pad in the lawn area adjacent to the municipal garage.
9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No. These materials are stored at the 101 Miller Street location.
10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No. Cold mix asphalt is not stored on site.
11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No. These materials are stored at the 101 Miller Street location.
12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No. These materials are stored at the 101 Miller Street location.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

No. These materials are disposed of at commercial facilities in accordance with all applicable State and Local Regulations.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

No. Inoperable vehicles and equipment are disposed of at commercial facilities in accordance with all applicable State and Local Regulations.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
Department of Public Works Storage and Fueling Yard 101 Miller Street Hackettstown, NJ 07840	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Inspections are conducted on a monthly basis by the DPW Director. During the inspections, the DPW Director inspects all below listed onsite items which may be a source of stormwater pollution. Other items may be subject to inspection if it is deemed necessary by the DPW Director. Inspection logs will be maintained onsite and will be made available to the Department upon request.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Dense Graded Aggregate	
Sand	
Baseball Field Clay	
Screened Topsoil	
Cold Patch Asphalt	
Asphalt Millings	
Street Sweeping/Catch Basin Cleanout Materials	
Leaf Collection, Wood Chippings, Grass Clipping	
Diesel, Gasoline	
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Not Applicable. No secondary containment on site.	

5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place. Yes. Gasoline and Diesel fuel is stored in double walled fuel tanks, on concrete pads, in an asphalt lot. The fueling area is covered under a canopy. The fueling area is not located near any stormwater facilities or conveyances. Notices are posted regarding fueling operations and a spill kit is provided at the fueling location. The fueling area is inspected as a part of the monthly site inspection and a log is kept at the DPW offices onsite.
6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities. No. Vehicle maintenance is not performed on-site. Vehicle maintenance is performed at East Plane Street garage.
7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place. No. Vehicle washing is not performed on site. Vehicle washing is performed at the Warren County Road Dept. Garage.
8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. Yes. Salt is stored in the Town's salt shed on site. The salt shed is a concrete and timber frame structure with a roof. Materials spilled during loading operations swept back into salt shed.
9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. Dense Graded Aggregate, Sand, Baseball Field Clay, and Screened Topsoil are stored uncontained, on asphalt areas, under tarp cover. Asphalt millings are stored on site uncovered, and uncontained. Concrete storage bays to be constructed in 2024 for storage of all on-site materials.

10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Yes. Cold patch asphalt is stored under cover in three-sided structure with a roof on asphalt pavement.
11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Yes. Street sweeping and catch basin clean out materials are stored in a concrete storage bin, on asphalt pavement. Street sweepings and basin cleanout materials are disposed of monthly at the Warren County Landfill.
12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Yes. Grass clippings can be dropped off at the DPW yard by residents from April to October. Bagged clippings are immediately loaded into a truck and disposed at the Morris County Compost Facility. Leaves and wood chips are stored in bermed gravel area, adjacent to the Town salt shed. Materials are hauled out at a minimum, twice a year. The storage area is NJDEP approved.
13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No. These materials are disposed of at commercial facilities in accordance with all applicable State and Local Ordinances.
14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.
No. Inoperable vehicles and equipment are disposed of at commercial facilities in accordance with all applicable State and Local Ordinances.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The stormwater coordinator shall complete the mandatory Department training as outlined in the Tier A Permit Requirements.

Topic	Municipal Employees
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	SPPP recordkeeping requirements are discussed in a group meeting with DPW employees and the municipal engineer or a qualified representative of the same.
Construction Site Stormwater Runoff	Construction site stormwater runoff training is provided by the municipal engineer and other stormwater reviewers using the online tools provided on the Department website.
Post-Construction Stormwater Management in New and Redevelopment	Post construction stormwater management training is provided by the municipal engineer and other stormwater reviewers using the online tools provided on the Department website and in person courses offered by the Department.
Community-wide Ordinances	Community-wide ordinance training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW and code enforcement employees annually to provide training on community wide ordinances.
Community-wide Measures	Community wide measures training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW and code enforcement employees annually to provide training on community wide measures.

Stormwater Facilities Maintenance	Stormwater facilities maintenance training is conducted in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on stormwater facility maintenance.
Municipal Maintenance Yards and Other Ancillary Operations	Municipal maintenance yard training is conducted in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on best management practices at municipal maintenance yards.
MS4 Mapping	MS4 mapping training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on MS4 mapping.
Outfall Stream Scouring	Outfall stream scouring training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees to provide training on stream scouring.
Illicit Discharge Detection and Elimination	Illicit discharge training is provided in person. The municipal engineer or a qualified representative of the same will meet with DPW employees and any other employees tasked with illicit discharge inspections to provide training on illicit discharge detection and elimination.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All stormwater management design reviewers shall complete the mandatory Department training as outlined in the Tier A Permit. Stormwater management design reviewers shall ensure that their training is renewed every five years.
Stormwater management design reviewers shall also complete Department training pertaining to amendments to N.J.A.C. 7:8 no later than one year after the adoption of the amendments to the Stormwater Management rules at N.J.A.C. 7:8.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
Municipal Board and Governing Body Members that review and approve application for development and redevelopment projects on behalf of the Borough shall complete the "Asking the Right Questions in Stormwater Review Training Tool". The training must be completed by all current board members and once per term of service thereafter. Board members must also review one of the training tools offered under Post Construction Stormwater Management found at the website below. http://www.njstormwater.org/training.htm

Training Records
Indicate the location of training records for the above required training.
Training records for municipal employees are located at: Town DPW Offices 309 East Plane Street Hackettstown, NJ 07840 Training records of municipal board and governing body members are located at: Hackettstown Town Office: 215 West Stiger Street Hackettstown, NJ 07840

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The SPPP will be amended to include a link to the most current MS4 outfall/infrastructure map upon completion of MS4 mapping.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	36
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	600
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	2
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The SPPP will be amended to include a procedure to amend the electronic map upon completion of MS4 mapping.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The MS4 Infrastructure Map is to be created and updated from survey of new and existing MS4 infrastructure. During the creation of the MS4 Infrastructure Map, there will be a survey effort to locate and gather information about existing MS4 infrastructure. The survey data will be used to create the MS4 Infrastructure Map.	
In the case of new construction, any new MS4 infrastructure is to be surveyed and added to the MS4 Infrastructure Map along with any additional required information.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan. The Town is in the process of preparing the Watershed Inventory Report in accordance with the timeline in its MS4 Permit. MS4 infrastructure is to be surveyed and associated information is to be gathered and incorporated into an electronic map. The Watershed Inventory Report is to be submitted to the Department upon completion. Upon completion of the Watershed Inventory Report, the Town will assess potential water quality improvement projects, estimate the percent reduction in loading of the TMDLs and impaired parameters due to the aforementioned projects, prepare a summary of feedback from public information sessions, prepare a funding estimate for each project, and prepare an estimated implementation schedule. Upon completion of the Watershed Inventory Report, the Town will prepare and implement the final Watershed Improvement Plan Report in accordance with the Tier A MS4 Permit.
2. Describe any regional projects or collaboration efforts with other municipalities. The Town is not collaborating with other municipalities at this stage of the Watershed Improvement Plan. The SPPP will be updated if any collaboration agreements are made.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan. Public information session and meeting records are located at: Hackettstown City Hall 215 West Stiger Street Hackettstown, NJ 07840