

Stormwater Pollution Prevention Plan

BOROUGH OF CALDWELL

ESSEX COUNTY

NJG 0152901

January 2021

SPPP Table of Contents

- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Glenn Beckmeyer PE, PP, CME, CFM
Office Phone # and eMail	201-635-9401
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Glenn Beckmeyer PE, PP, CME, CFM
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Mario Bifalco Public Works Director
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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
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:	http://www.caldwell-nj.com/
2. Date of most current SPPP:	03-24-2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://www.caldwell-nj.com/
4. Date of most current MSWMP:	2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	http://www.caldwell-nj.com/content/6399/291/460/default.aspx
<p>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> <p>For meetings where public notice is required under the Open Public Meetings Act, the Borough of Caldwell provides public notice in a manner that complies with the requirements of that Act. The Borough of Caldwell provides public notice in a manner that complies with the requirements of N.J.S.A 40:49-1 et seq. In addition, the borough of Caldwell complies with municipal actions that are subject to the public notice requirement in the Municipal Land Use Law.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

<p>1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.</p>
<p>Public education and outreach events are advertised on the borough's website and are advertised at the borough hall through handouts.</p>
<p>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.</p>
<p>Borough's website, ordinances and flyers</p>
<p>3. Indicate where public education and outreach records are maintained.</p>
<p>Borough Hall</p>

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

All records must be available upon request by NJDEP.

1. How does the municipality define ‘major development’?
<p>Ord. No 206-II Definitions. "Major Development":</p> <p style="padding-left: 40px;">“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"> 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 March 2, 2021 4. A combination of 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. <p style="padding-left: 40px;">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 paragraphs 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.”</p>
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
No, Stormwater ordinances and regulations are implemented as applicable
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
<p>The Borough of Caldwell implements the following practices to govern new development and redevelopment projects throughout the Borough:</p> <ol style="list-style-type: none"> 1.) New development and redevelopment are required to comply with the New Jersey Department of Environmental Protection's, Stormwater Management Regulations (N.J.A.C. 7:8); 2.) The Borough of Caldwell adopted an ordinance to regulate development on residential properties to promote groundwater recharge when appropriate and reduce runoff associated with typical single-family developments and redevelopments such as patios, additions, driveways, etc. 3.) Since the update, the Borough of Caldwell has not constructed any new development or

redevelopment that that would be subject to the Stormwater Management Regulations of Best Management Practices. It is important to note that municipal projects are developed in a manner to mitigate negative stormwater impacts and comply to the maximum extent practical with the above regulation, this includes the installation of compliant storm drains, retrofitting existing storm drains, encouraging groundwater recharge, and reducing standing water;

4.) The Borough of Caldwell also enforces, requirements for trash racks and storm drain curb opens of less than 2 inches and the use of NJDOT bicycle safe grates;

5.) Private development requires posting of performance and maintenance bonding to ensure site plan aspects are constructed in conformance with the resolution, including all stormwater management systems.

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.

The process for reviewing major development project applications for compliance is as follows:

1. Application and checklist is completed and submitted with supporting documents by the Applicant.
2. Technical review is performed by the Borough Engineer. Review perimeters include:
 1. Municipal stormwater ordinances;
 2. State regulations including N.J.A.C. 7:8 and BMP Manual; and
 3. Approval from outside agencies are required.
3. Engineering review is submitted to the Borough Planning or Zoning Board.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</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>Borough of Caldwell Municipal Building 1 Provost Caldwell, NJ 07006</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	10/04/05	https://ecode360.com/9990757	Yes	Police Department & Board of Health
2. Wildlife Feeding permit cite IV.B.5.a.ii	10/04/05	https://ecode360.com/9990746	Yes	Police Department & Board of Health
3. Litter Control permit cite IV.B.5.a.iii	10/04/05	https://ecode360.com/9991442	Yes	Police Department & Board of Health
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/04/05	https://ecode360.com/9992358	Yes	Police Department & Board of Health
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	10/04/05	https://ecode360.com/9992337	Yes	Board of Health or Borough Engineer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	04/01/04	https://ecode360.com/9992395	Yes	Borough Engineer, DPW & Police Department
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/23/21	https://ecode360.com/9992395	Yes	Borough Engineer, DPW & Police Department
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	04/04/06	https://ecode360.com/9992357	Yes	Board of Health & the Borough Engineer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	05/06/14	https://ecode360.com/28705409	Yes	Borough Engineer, DPW & Police Department

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

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.

Street sweeping is done by Department of Public Works. Throughout the months of March through December all streets within the Borough of Caldwell are swept every 4 weeks

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.

Street sweeping is done by Department of Public Works. Throughout the months of March through December all streets within the Borough of Caldwell are swept every 4 weeks

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.

Borough of Caldwell Department of Public Works

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
All catch basins are visually inspected throughout the year, especially after major rain events. Based off of the visual inspections cleaning and maintenance follows.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
There are no recurring problems.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
N/A
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
When storm inlet castings are replaced/updated they are replaced with castings that have permanent wording casted into the design. Any storm inlets without permanent wording are yearly inspected and will be relabeled if needed.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Records are kept in the DPW Building.

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.
Inlets are retrofitted as needed during road reconstruction projects.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Retrofitting inlets are included with paving projects and are pay items. Municipal engineer inspects as well as DOT as applicable.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Site Plans are reviewed by the Board and municipal engineer and details for inlets are provided.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
General site inspection though construction.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>
Address of municipal yard or ancillary operation: 1 Provost Square
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 – QP Intermediate products – N/A Final products – N/A Waste materials – N/A By-products – N/A Machinery – Backhoe, Pickup Trucks, Loader Fuel – N/A Lubricants – minimal amounts on self, found in right-to-know Solvents – minimal amounts on self, found in right-to-know Detergents related to municipal maintenance yard or ancillary operations – N/A Other – N/A

<p>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.</p> <p>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.</p>	
1. Fueling Operations	
	All fueling by municipal vehicles is done at a gas station
2. Vehicle Maintenance	
	Minimal vehicle maintenance is done by the borough. Most vehicle maintenance is done at a mechanic.
3. On-Site Equipment and Vehicle Washing	
	<i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>
	Vehicle washing is done inside of the DPW garage. The garage has floor drains that connect to the sanitary sewer.
4. Discharge of Stormwater from Secondary Containment	
	N/A

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Caldwell is part of the Essex County Co-operative where all salt is stored.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>N/A</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Borough of Caldwell Department of Public Works</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>All yard trimmings and wood waste is sent to the West Caldwell Compost Facility.</p>
<p>9. Roadside Vegetation Management</p>
<p>Trim and remove as needed.</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	DEP online or with DWP Director
2. Stormwater Facility Maintenance	Every year	DEP online or with DWP Director
3. SPPP Training & Recordkeeping	Every year	DEP online or with DWP Director
4. Yard Waste Collection Program	Every 2 years	DEP online or with DWP Director
5. Street Sweeping	Every 2 years	DEP online or with DWP Director
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	DEP online or with DWP Director
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	DEP online or with DWP Director
8. Waste Disposal Education	Every 2 years	DEP online or with DWP Director
9. Municipal Ordinances	Every 2 years	DEP online or with DWP Director
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	DEP online or with DWP Director
<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 style="margin-left: 40px;">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.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

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

All stormwater outfalls are checked on a yearly basis. Records of outfall inspections are kept within the DPW building.

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.

All stormwater outfalls are checked on a yearly basis. Any stream scouring is logged. Records of any stream scouring are kept within the DPW building.

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.

The Borough of Caldwell utilizes the Police Department for report of illicit connection and illegal dumping.

The borough engineer performs yearly inspections of all known outfalls.

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.
N/A
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.
N/A
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.
N/A
<p>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).</p> <p><i>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/.</i></p>

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.

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

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

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

Yes

<https://ecode360.com/28705409>