

# Stormwater Pollution Prevention Plan

BOROUGH OF SHREWSBURY

MONMOUTH COUNTY

NJPDES # NJG0149268

April 30, 2019

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>David Cranmer, PE</b>
Office Phone # and eMail	<b>732 212 8900 dcranmer@cranmerengineering.com</b>
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>David Cranmer, PE</b>
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	<b>Ron Neis, DPW Manager</b>
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.

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.	4/30/2019	DAC	All	Update to current forms.
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### SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.shrewsburyboro.com
2. Date of most current SPPP:	<b>Apr 30, 2019</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.shrewsburyboro.com
4. Date of most current MSWMP:	<b>Jan 20, 2006</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Shrewsbury Municipal Complex, 419 Sycamore Avenue, Shrewsbury, NJ 07702.  www.shrewsburyboro.com
<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>Any and all public meetings are noticed in accordance with state law. Any modifications to the Shrewsbury Municipal Stormwater Management Plan occurs only by action of the Planning Board, which strictly adheres to all public notice requirements, including publication in the official newspapers, as well as posting on the Borough website.</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.

All communication from the Borough related to public noticing and public outreach is listed on the Borough website [www.shrewsburyboro.com](http://www.shrewsburyboro.com), in addition to all public noticing required by law. Local public outreach is also posted on Borough maintained social media pages when appropriate.

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.

Information is made available on the Borough website, with links to [NJSTORMWATER.ORG](http://NJSTORMWATER.ORG). Businesses are monitored through Code Enforcement for improper disposal of waste and Violations issued as appropriate.

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

All Borough records are maintained by the Shrewsbury Borough Clerk at the Shrewsbury Municipal Complex

## 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'?

Major Development is defined as those projects resulting in the disturbance of greater than 1 acre or resulting in greater than 1/4 acre of new impervious surfaces.

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

Residential projects are reviewed under the RSIS standards, where non-residential projects are reviewed under the Borough Stormwater Control and Stormwater Management Ordinances.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

Projects are reviewed for compliance during the land use board application process; inspected for compliance during construction; and inspected biannually following construction by Borough staff to ensure proper operation and maintenance.

<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>Applications for any development are required by the adopted Submission Checklist to include all requisite engineering design drawings and computations, prepared by a Professional Engineer licensed in the State of New Jersey.</p> <p>The design documents are analyzed by a trained stormwater reviewer, under the direct supervision of the Borough Engineer for compliance with SCO or RSIS standards with respect to hydrology, peak rate attenuation and water quality enhancement.</p> <p>Adequate records are maintained by the Borough to demonstrate the technical analyses that are undertaken for each application.</p> <p>Prior to approval of any application for development all technical requirements of the SCO or RSIS must be achieved by the applicant.</p>	
<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>Office of the Planning and Zoning Board Secretary, Shrewsbury Municipal Complex, 419 Sycamore Avenue, Shrewsbury, NJ</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	12/06/04	www.shrewsburyboro.com	<b>Yes</b>	<b>Police Dept.</b>
2. Wildlife Feeding permit cite IV.B5.a.ii	12/06/04	www.shrewsburyboro.com	<b>Yes</b>	<b>Police Dept.</b>
3. Litter Control permit cite IV.B5.a.iii	12/06/04	www.shrewsburyboro.com	<b>Yes</b>	<b>Police Dept.</b>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12/06/04	www.shrewsbur yboro.com	Yes	Police Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12/06/20 04	www.shrewsbur yboro.com	Yes	Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	04/17/201 4	www.shrewsbur yboro.com	Yes	Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	01/20/20 06	www.shrewsbur yboro.com	Yes	Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	12/06/20 04	www.shrewsbur yboro.com	Yes	Code Enforcement
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	04/01/20 12	www.shrewsbur yboro.com	Yes	Code Enforcement

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

All records maintained by the Municipal Clerk at 419 Sycamore Avenue, Shrewsbury, NJ

## 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.

All Borough streets, except State Highways and County Routes are swept by the Department of Public Works.

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.

Broad Street (NJSH Route 35); Sycamore Avenue (CR 13A); Shrewsbury Avenue (CR 13)

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

None provided.

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.

Street Sweeping records maintained by the Department of Public Works, 90 White Road, Shrewsbury, NJ

## 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.
Each storm sewer inlet in the Borough is cleaned and inspected at least annually. Any required maintenance is logged at the time of cleaning and scheduled for in-house repairs or outside contractor at the earliest opportunity.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Henry Street storm drains require frequent cleaning to prevent flooding. Trafalgar Way at Regent Drive stormwater outlet control structure requires frequent cleaning to avoid flooding.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Inlets with known recurring problems are given priority in routine cleaning operations; and are cleaned prior to known significant rainfall events.
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.
Storm drain inlet labels are maintained by the Department of Public Works during inlet cleaning operations. Stencils were purchased by the Borough and utilized routinely as required by DPW.
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.
Storm inlet cleaning and maintenance records are maintained by the Public Works Manager at 90 White Road, Shrewsbury NJ.

## 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.
All municipal roadway improvement projects include design provisions and specific pay items for the installation of Type N Eco curb pieces on all affected storm inlets.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
All capital projects are subject to oversight and inspection by the Borough Engineer. All payments to contractors are certified by the engineer, including storm inlet retrofitting.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
All privately owned sites are required to obtain zoning permits when undertaking resurfacing projects. Storm sewer inlet retrofitting is a permit requirement.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Prior to issuance of a Certificate of Approval (CA) for all zoning permits, an inspection is performed by the Engineer or Code Enforcement to ensure compliance.

## 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: Shrewsbury Department of Public Works, 90 White Road	
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 –	None stored at this location.
Intermediate products –	None stored at this location.
Final products –	Containerized recycling materials.
Waste materials –	None stored at this location.
By-products –	None stored at this location.
Machinery –	Front end loaders, trucks, trailers, stored vehicles.
Fuel –	Gasoline and diesel pumps on exterior island.
Lubricants –	Lubricants used and stored indoors.
Solvents –	Solvents used and stored indoors.
Detergents related to municipal maintenance yard or ancillary operations –	None used at this location.
Other –	

<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>	
<p>1. Fueling Operations</p>	
<p>Required signage posted at fuel pumps; spill kits readily available in the immediate area of fueling operations. Drip trays utilized during fuel delivery operations.</p> <p>Logs of maintenance are maintained by the DPW Manager</p>	
<p>2. Vehicle Maintenance</p>	
<p>Vehicle maintenance activities are all conducted indoors.</p>	
<p>3. On-Site Equipment and Vehicle Washing</p> <p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>	
<p>No vehicle washing occurs on site. Vehicle washing occurs off-site through a shared service agreement with the County of Monmouth.</p> <p>Logs of vehicle washing are maintained by the DPW Manager.</p>	
<p>4. Discharge of Stormwater from Secondary Containment</p>	
<p>No secondary containment devices with stormwater discharges are located at this site.</p>	

5. Salt and De-Icing Material Storage and Handling
All de-icing materials are stored indoors. Loading occurs on a concrete pad on the exterior and is swept to remove any spilled material.
6. Aggregate Material and Construction Debris Storage
None stored at this location.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
None stored at this location. Catch basin cleanout materials and street sweepings are transported to the Monmouth County Landfill for proper disposal. Records of dumping are maintained by the DPW Manager at 90 White Road, Shrewsbury, NJ.
8. Yard Trimmings and Wood Waste Management Sites
Wood waste and yard trimmings are composted at the Borough solid was facility at the end of Sickles Place. The site is arranged to preclude leachate from draining into surface waters.
9. Roadside Vegetation Management
Roadside vegetation at all public lands is maintained by the Department of Public Works, including mowing and erosion prevention.  Roadside erosion inspections are performed by the Department of Public Works, logs for which are maintained by the DPW Manager.

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> 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	<b>DPW Manager</b>
2. Stormwater Facility Maintenance	Every year	Stormwater Management Coordinator
3. SPPP Training & Recordkeeping	Every year	Stormwater Management Coordinator
4. Yard Waste Collection Program	Every 2 years	Stormwater Management Coordinator
5. Street Sweeping	Every 2 years	DPW Manager
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Stormwater Management Coordinator
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Stormwater Management Coordinator
8. Waste Disposal Education	Every 2 years	Stormwater Management Coordinator
9. Municipal Ordinances	Every 2 years	Stormwater Management Coordinator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Stormwater Management Coordinator
<p><b>B. Municipal Board and Governing Body Members Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</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><b>C. Stormwater Management Design Reviewer Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. 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](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.

Outfalls are inspected at a frequency of at least once every 5 years. Records of such inspections are maintained by the Borough Clerk at 419 Sycamore Avenue, Shrewsbury, NJ.

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.

Each outfall in the Borough is inspected for stream scouring, and corrective actions taken as necessary. Records of such inspections are on file with the Municipal Clerk at 419 Sycamore Avenue, Shrewsbury, NJ.

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](http://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.*

Each outfall is inspected to detect illicit connections. When dry weather flows are observed an Illicit Connection investigation is conducted to determine the source and if further follow-up is required.

Records of illicit connection inspections are maintained by the Borough Clerk at 419 Sycamore Avenue, Shrewsbury, NJ.

## 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.

The Department of Public Works performs routine cleaning of stormwater facilities on a year-round basis, including cleaning of inlets, jetting of storm pipe networks and de-silting of detention basins.

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.

Each non-owned stormwater management facility is inspected by the Borough for proper function. All developments since the implementation of the Stormwater Control Ordinance are required to prepare and submit annual inspection reports.

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.

All inspection logs and reports are on file with the Borough Clerk at 419 Sycamore Avenue, Shrewsbury, NJ.

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](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/](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](http://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.

Fecal Coliform - 2003 : Parkers Creek Branch/Lafetras Brook, Shrewsbury River/Husky Brook

Total coliform - 2006 : Navesink Estuary-A, Navesink Estuary-B, Shrewsbury Estuary-A

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

TMDL reports are referenced in prioritizing stormwater facilities maintenance and inspections.

## 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.

The Borough is developing a Stormwater Facility location map, integrated into GIS mapping and SDL to locate all privately owned stormwater BMP's and track any maintenance or violations.

Every non-Borough owned stormwater BMP was inspected for proper function by the Borough, and located using GIS technology.

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

Yes. Adopted April 1, 2012.