

**BOROUGH OF CARTERET
MIDDLESEX COUNTY, NEW JERSEY**

New Jersey Department of Environmental Protection

**TIER A MUNICIPAL STORMWATER
GENERAL PERMIT**

**MUNICIPAL STORMWATER MANAGEMENT PLAN (MSWMP)
July 2005
REVISED May 2022**

Prepared by:

John P. DuPont, PE, CME, PP, CPWM
Director of Municipal Engineering & Public Works

Date

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: John P. DuPont, PE, CME

Title: Director

Date: May 3, 2022

Municipality: Borough of Carteret

County: Middlesex

NJPDES #: NJG0152544

PI ID #: 171628

Stormwater Program Coordinator: John P. DuPont, PE, CME

Title: Director

Office Phone #: (732) 541-3847

Emergency Phone #: Same as above

Public Notice Coordinator: Carmela Pogorzelski

Title: Borough Clerk

Office Phone #: (732) 541-3800

Emergency Phone #: Same as above

Post-Construction Stormwater Management Coordinator: John DuPont, PE

Title: Director of Engineering

Office Phone #: (732)541-3847

Emergency Phone #: Same as above

Local Public Education Coordinator: Carmela Pogorzelski

Title: Borough Clerk

Office Phone #: (732) 541-3800

Emergency Phone #: Same as above

Ordinance Coordinator: Carmela Pogorzelski

Title: Borough Clerk

Office Phone #: (732) 541-3800

Emergency Phone #: Same as above

Public Works Coordinator: Ed Segotta

Title: Superintendent of Public Works

Office Phone #: (732)541-3881

Emergency Phone #: Same as above

Employee Training Coordinator: John DuPont, PE

Title: Director of Engineering

Office Phone #: (732)541-3847

Emergency Phone #: Same as above

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Borough of Carteret

County: Middlesex

NJPDES # : NJG0152544

PI ID #: 171628

Team Member/Title: Carmela Pogorzelski, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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.

The Borough of Carteret continues to provide public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Borough has also provided public notice for municipal actions taken, such as the adoption of the stormwater management plan, as outlined by the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Borough of Carteret</u>	County: <u>Middlesex</u>
	NJPDES # : <u>NJG0152544</u>	PI ID #: <u>171628</u>
	Team Member/Title: <u>John DuPont, PE, Director of Engineering</u>	
	Effective Date of Permit Authorization (EDPA): <u>04-01-04</u>	
	Date of Completion: <u>July 18, 2005</u> Date of most recent update: <u>May 3, 2022</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 ordinance(s)) will be provided in your annual reports.

The Borough post-construction stormwater management in new development and redevelopment program is as follows:

- 1. The Borough Planning Board continues to ensure that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards, are in compliance with the Stormwater Management Regulations prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.*
- 2. The Code Enforcement Officer also continues to ensure compliance of all private developments with the approved subdivision plans and applicable ordinances, as well as, long term operation and maintenance of BMPs on private property. The DPW/Sewer Department is responsible for appropriate long term operation and maintenance of BMP's on public facilities.*
- 3. The Planning Board continues to ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Borough Engineer ensures proper installation of said inlet and the DPW/Sewer Department is responsible for proper maintenance/retrofit of existing and new inlets.*
- 4. The Borough has adopted its Municipal Stormwater Management Plan and Stormwater Control Ordinance and received approval from the County Review Agency.*

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Borough Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Carmela Pogorzelski, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 Borough ensures compliance with the DEP's Local Public Education Program requirements via utilizing on of the following actions taken on an annual basis, which would account up to the needed 12 points in accordance with permit guidelines:

- *School Presentations (1 point per visit up to 5 points per year)*
- * Website (1 point)*
- * Stormwater Display (2 points)*
- * Giveaway (2 points)*
- * Citizen Stormwater Advisory Committee (2 points)*
- * Utilize Department Materials (2 points each up to 4 points per year)*
- * Poster Contest (2 points)*
- * Stormwater Training for Elected Municipal Officials (3 points)*
- * Mural (3 points)*
- * Mailing (3 points)*
- * Partnership Agreement / Local Event (3 points)*
- * Ordinance Education (5 points)*

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Carmela Pogorzelski, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 Borough has completed its initial labeling program of Borough storm drain inlets.

Periodic inspection and maintenance are conducted during inlet cleaning by Borough personnel to verify the labels are still in place and visible. Replacement is done as needed.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: *Borough of Cartert County Middlesex*

NJPDES # : *0152544* PI ID #: *171628*

Team Member/Title: *John DuPont, PE, Director of Engineering*

Effective Date of Permit Authorization (EDPA): *04-01-04*

Date of Completion: *July 18, 2005* Date of most recent update: *May 3, 2022*

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 Borough Engineer's office has completed its update of the Borough's existing stormwater system mapping and has field verified the locations of the outfalls. A new 24"x36" map was created on GIS outlining the GPS locations of the outfalls with a new alpha-numeric identifier for each outfall. The map was submitted to the Borough for their use and reference in November of 2006. This map is currently being updated

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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.

Borough Engineer's office conducted illicit connection inspection of each outfall during the MS4 Outfall mapping process. They utilized the DEP provided Illicit Connection Inspection Report Form to conduct the inspections and filed the forms with the SPPP plan accordingly. Outfalls that were found to have a dry weather flow or evidence of an intermittent non-stormwater flow were re-inspected. However, no illicit connections were identified.

If an illicit connection had been identified and located, the responsible party would have been cited for being in violation of the Borough Illicit Connection Ordinance and the connection would be eliminated. If, after three investigation attempts, the illicit connection had not been found, a Closeout Investigation Form would be prepared and submitted along with the Borough Annual Inspection and Recertification Report. Illicit connections found to originate from another public entity would be reported by the Borough to the affected entity and the DEP.

Presently, residents may contact the Fire/Police Department to report any spills or leaks of hazardous materials.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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? 44

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 Borough currently distributes a newsletter/leaflet to residents and businesses that describes the Borough collection system and clean-up procedures. This newsletter/leaflet also includes a collection and recycling schedule.

Weekly collection for bagged leaves begins November 1st of each year and continues till December 30th of each year. Leaves must be placed in biodegradable bags, which are provided by the Borough to all residents. Leaves must not be placed in plastic bags or raked or blown into the street. Grass is picked up by the garbage department. Additionally, residents can either drop off yard wastes at the Compost Facility year round or contact the DPW to schedule a pick up.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Carmela Pogorzelski, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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

Pet Waste 10/27/05

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

Litter 10/27/05

Improper Waste Disposal 10/27/05

Wildlife Feeding 10/27/05

Yard Waste 10/27/05

Illicit Connections 10/27/05

How will these ordinances be enforced?

The Code Enforcement Officer will issue warnings to first time offenders and a summons for each violation thereafter.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Carteret County Middlesex
 NJPDES # :0152544 PI ID #: 171628
 Team Member/Title: Ed Segotta, DPW Superintendent
 Effective Date of Permit Authorization (EDPA):04-01-04
 Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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

The Borough will retrofit inlets using Campbell Foundry's 6" Type N-ECO curb piece or equal.

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>Industrial Highway</i>	<i>2021</i>	<i>2021</i>	<i>2021</i>	<i>8</i>	

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

The Borough does not claim any alternative device or historic place exemptions for the above named projects.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Borough of Carteret County: Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 Borough will continue its year-round street sweeping program which consists of sweeping all Borough and County roads on a weekly basis, weather and surface conditions permitting.

See Appendix 4 for additional details and sample record logs.

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 Borough of Carteret will perform its Road Erosion Control Maintenance Program as part of its daily street sweeping activities. All roads are curbed, however, any road erosion problem will be reported to John Riley, DPW Superintendent. Identified areas will be prioritized and repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Borough will keep a log of these inspections and maintain a list of repairs and the dates completed.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Borough of Carteret County: Middlesex

NJPDES # :0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA):04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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

The Borough will continue their existing maintenance programs which consists of an annual cleaning program for all inlets. The Borough is divided into 10 sectors and the DPW/Sewer Department schedules inlet cleaning as needed. There are approximately 1000 inlets within the Borough. Each inlet is inspected and cleaned if debris is found via the Borough jet vac truck. At the time of inspection, the Borough also checks to determine if the inlet is functioning properly.

See Appendix 5 for additional details and copies of sample record/maintenance logs.

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 Borough will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. Presently, the Borough operates a small stormwater pump station, tide gates, one detention basin, storm sewer piping, inlets and outfalls.

Maintenance for the facilities are scheduled as needed to maintain the system functioning properly.

See Appendix 5 for additional information and copies of sample record/maintenance logs.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Borough of Carteret County: Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: Ed Segotta, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

Borough Engineer's office conducted outfall pipe scouring detection during the illicit connection inspection. Due to the location of the majority of the outfall discharges, no scouring was identified during the initial inspections.

Outfall pipes showing signs of scouring in future inspections will be reported to John DuPont, PE, Director of Engineering, evaluated and prioritized for repairs in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs that do not require NJDEP permits will be prioritized first.

All repairs will be followed with an annual inspection to ensure that the scouring has not resumed.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: John Riley, DPW Superintendent

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 Borough of Carteret stores rock salt and sand inside a warehouse building on lefferts Street.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	<p>Municipality: <u>Borough of Carteret</u> County <u>Middlesex</u></p> <p>NJPDES # :<u>0152544</u> PI ID #: <u>171628</u></p> <p>Team Member/Title: <u>Ted Surick, DPW Superintendent</u></p> <p>Effective Date of Permit Authorization (EDPA):<u>04-01-04</u></p> <p>Date of Completion: <u>July 18, 2005</u> Date of most recent update: <u>May 3, 2022</u></p>
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BMP	Date SOP went into effect	Describe your inspection schedule
<p>Fueling Operations (including the required practices listed in Attachment D of the permit)</p>	<p><i>SOP pending Borough review & approval</i></p>	<p><i>The fueling area, storage tanks and pumps located in the DPW facility will be inspected on a monthly basis</i></p> <p><i>See Appendix 6 for copy of SOP.</i></p>
<p>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>	<p><i>SOP pending Borough review & approval</i></p>	<p><i>Inspections will be held on a monthly basis to ensure that the standard operating procedure is being met.</i></p> <p><i>See Appendix 6 for copy of SOP.</i></p>
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p>Attach inventory list required by Attachment D of the permit.</p>	<p><i>SOP pending Borough review & approval</i></p>	<p><i>Indoor/outdoor storage areas, containers and surrounding areas around the DPW will be inspected on a monthly basis.</i></p> <p><i>See Appendix 6 for a copy of SOP.</i></p>

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Borough of Carteret County Middlesex

NJPDES # : 0152544 PI ID #: 171628

Team Member/Title: John DuPont, PE, Director of Engineering

Effective Date of Permit Authorization (EDPA): 04-01-04

Date of Completion: July 18, 2005 Date of most recent update: May 3, 2022

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 in the Borough annual employee training program:

<i>Waste Disposal Education</i>	<i>Code Enforcement Officer & Public Works Employees</i>
<i>Municipal Ordinances</i>	<i>Code Enforcement Officer, & Public Works Employees</i>
<i>Yard Waste Collection Program</i>	<i>Public Works employees</i>
<i>Street Sweeping Program</i>	<i>Public Works employees</i>
<i>Stormwater Facility Maintenance Program</i>	<i>Public Works employees</i>
<i>Road Erosion Control Program</i>	<i>Public Works employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>Public Works employees</i>
<i>Illicit Connection Elimination and</i>	
<i>Outfall Pipe Mapping</i>	<i>Public Works employees</i>
<i>Maintenance Yard Operations</i>	<i>Public Works employees & other users as appropriate</i>
<i>Construction Activity/Post Construction</i>	
<i>Stormwater Management in New Development</i>	
<i>and Redevelopment</i>	<i>Public Works employees & Code Enforcement Officer</i>

The illicit connection elimination training will include field training on procedures to properly conduct outfall inspections for illicit connections, follow-up investigation and procedures for elimination of the illicit connection. The maintenance yard operations training will include field training on the standard operating procedures for fueling, vehicle maintenance and good housekeeping practices.

Method of conducting the training and the dates for the above training programs are yet to be determined.

See Appendix 8 for additional information.