

Stormwater Pollution Prevention Plan

*Borough of Metuchen
Middlesex County, New Jersey
NJPDES General Permit #NJG0153389*

*Annual Review Date: April 11, 2024
Stormwater Program Coordinator: Brian J. Lewis
Superintendent Public Works*

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Brian J. Lewis CPWM Superintendent of Public Works	
Phone	732-632-8519	Email	blewis@metuchen.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Thomas J Herits PE PP PLS Borough Engineer	
Phone	732-261-7934	Email	Thomas.herits@collierseng.com
Name and Title			
		Email	
Other Municipal Stormwater Team Members			
Name and Title		Deborah Zupon RMC Borough Clerk	
Phone	732-632-8508	Email	Dzupon@metuchen.com
Name and Title		Melissa Perilstein Borough Administrator	
Phone	732-632-8509	Email	Mperilstein@metuchen.com
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 3 – Public Announcements
Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.metuchennj.org
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Thomas J. Herits Borough Engineer
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.
<i>Municipal Building</i> <i>500 Main Street</i> <i>Metuchen, N.J. 08840</i> https://www.metuchennj.com

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

Part IV.E.

<p>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.</p>
<p><i>“Major development” means and individual “development,” as well as multiple development that individually or collectively result in:</i></p> <ol style="list-style-type: none"> 1. <i>The disturbance of one or more acres of land since February 2, 2004.</i> 2. <i>The creation of one-quarter acre or more of ‘regulated impervious surface’ since February 2, 2004.</i> 3. <i>The creation of one-quarter acre or more of “regulated motor vehicle surface” sine the effective date of the Stormwater Control Ordinance; or,</i> 4. <i>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.</i> <p><i>Major development includes all development 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”</i></p>
<p>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.</p>
<p><i>Municipal projects are overseen by the Borough Engineer for compliance with the SCO. Project specifications include reference to compliance with local, County and State requirements. Zoning Official can issue summons for non-compliance.</i></p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Compliance with the SCO and RSIS is ensured during the Planning and Zoning Board review process of new residential, non-residential, and redevelopment projects. An O&M manual is required for all projects utilizing Best Management Practices (BMP’s) structural stormwater management measures. Enforcement of continued proper operation of said measures is through Code Enforcement.</p>
<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater</p>

<p>Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p><i>No formal plan is in place as mitigation would be site and stormwater control specific.</i></p>
<p>5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p><i>05/10/2006, 06/2009, and 01/2021</i></p>
<p>6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p><i>05/10/2006, 06/2009, and 01/2021</i></p>

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	05/10/06	www.metuchennj.org	Code Enforcement PD	\$100.00__
2. Wildlife Feeding	05/10/06	www.metuchennj.org	Code Enforcement PD	\$1,000.00__
3. Litter Control	05/10/06	www.metuchennj.org	Code Enforcement PD	\$100.00__
4. Improper Disposal of Waste	05/10/06	www.metuchennj.org	Code Enforcement PD	\$100.00__
5. Yard Waste	05/10/06	www.metuchennj.org	Code Enforcement PD	\$1,250.00__
6. Private Storm Drain Inlet Retrofitting	05/27/09	www.metuchennj.org	Code Enforcement PD	\$1,000.00__
7. Illicit Connections	05/10/06	www.metuchennj.org	Code Enforcement PD	\$1,250.00__
8. Privately-Owned Salt Storage	09/15/2023	www.metuchennj.org	Code Enforcement PD	\$1,000.00__
9. Tree Removal- Replacement	Pending			\$__
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.				
<i>Containerized yard waste / collection program Covering & Maintenance of refuse container</i>				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Municipal Building 500 Main Street, Metuchen, N.J. 08840				

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 time 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.

County roads are swept by the County.

No Shared Services arrangement is currently in place.

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

No, we do it in house through Public Works.

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.

The Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once a year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be “clean” the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

During the annual catch basin inspection and cleaning program, all labels are inspected, and repaired or replaced if necessary.

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.

The Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once a year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be “clean” the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

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.

MS4 conveyance systems are inspected when there are visible signs of a dirty, collapsed or settled storm sewer pipe, e.g., sink holes.

Inspection of the MS4 conveyance system can be as simple as lamping the storm sewer line with a flashlight, utilizing a video camera to tv the line.

A problem area in the storm sewer line can be repaired by excavating and making a simple repair, excavating, and replacing a section of pipe, or making an in-situ repair, so that storm flow is not impeded.

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.

The Department of Public Works will check all the outfall pipes for signs of scouring when completing the illicit connection part of this program. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be completed first.

Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, most outfalls can again be inspected only once during each five-year permit cycle.

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.

DPW and / or Engineering Department checks the outfall pipes for signs of scouring when completing the illicit connection part of this program and / or as part of their daily work assignments. DPW will contact the Engineering Department to review repairs. Records are maintained at the DPW yard: 44 Jersey Ave., Metuchen, N.J. 08840

The Borough Engineer conducted an initial physical inspection of all outfall pipes during the mapping process and found no illicit connections were noted. Future inspections will be conducted using the NJDEP Illicit Connection Inspection Report form. Each of these forms will be kept with the Borough’s SPP records.

Outfall pipes that are found to have dry weather flow or evidence of intermittent non- stormwater flow will be investigated to locate the illicit connection. If the Borough is able to locate the illicit connection (and the connection is within the Borough) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected or removed within six (6) months of discovery.

If, after the appropriate amount of investigation, the Borough is unable to locate the source of the illicit connection, the closeout investigation form will be submitted with the annual inspection and recertification.

If an illicit connection is found to originate from another public entity, they will report the connection to the Department, and also notify the municipality from which it appears to originate.

The Borough will at minimum, continue to inspect for illicit connections once per permit cycle (five years.) In addition, the Borough will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing the outfall pipe stream scouring detection. Remediation and Maintenance Program, if the inspection is preceded by a 72-hour dry weather period.

Residents can report illicit connections to the Borough by contacting the local PD, or the NJDEP hotline at 1-877—WARNDEP.

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

- Catch basins.
- Storm drains

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

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.

The Borough will utilize Code Enforcement and Property Maintenance inspectors to ensure privately owned stormwater facilities NOT owned or operated by the municipality.

8. Infrastructure Records

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

*DPW
44 Jersey Ave.
Metuchen, N.J. 08840*

*Municipal Building
500 Main Street, Metuchen, N.J. 08840*

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
<p>The municipality utilized private contractors to administer herbicides.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Salt is stored in a covered shed with a salt shed door.</p>
<p>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.).</p>
<p>DPW will periodically trim vegetation on an as need basis.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>The municipality is fully developed, and all municipal roadways are curbed.</p>

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: _____

1. Site Name and Address	
<i>44 Jersey Ave., Metuchen, N.J.</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<i>DPW performs quarterly inspections utilizing a check list from the JIF.</i>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>N/A</i>	Vehicles and Equipment

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>N/A</p>
<p>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.</p>
<p><i>Yes, Borough vehicles are fueled at the DPW yard. There is a spill kit at the fuel pumps.</i></p>
<p>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.</p>
<p><i>Performed in the DPW Repair Shop or local repair shops.</i></p>
<p>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.</p>
<p><i>Yes, on a wash pit at our yard and car wash.</i></p>
<p>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</p>

stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Salt is stored in a covered shed & deicing material on a covered pallet in bags in a dry area in the DPW shop.

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

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

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, in a container with a tarp.

<p>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.</p>
<p><i>No</i></p>
<p>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.</p>
<p><i>No</i></p>
<p>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.</p>
<p><i>No</i></p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<i>DEP on-line training.</i>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	Every year by the DPW Superintendent Borough website
Construction Site Stormwater Runoff	<i>Every two years Borough Engineer</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Every two years Borough Engineer</i>
Community-wide Ordinances	<i>Every two years Borough Engineer</i>
Community-wide Measures	Every year by the DPW Superintendent
Stormwater	Every year by the DPW Superintendent

Facilities Maintenance	
Municipal Maintenance Yards and Other Ancillary Operations	Every year by the DPW Superintendent
MS4 Mapping	Every two years by the DPW Superintendent
Outfall Stream Scouring	Every two years by the DPW Superintendent
Illicit Discharge Detection and Elimination	Every two years by the DPW Superintendent

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>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/stormwate/training.htm. Indicate the location of the DEP certificate of completion for each year.</i>

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Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.
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<i>Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm</i>

Training Records

Indicate the location of training records for the above required training.
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Municipal Building 500 Main Street Metuchen, N.J. 08840

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.metuchennj.org	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
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.).	
Maps are updated according to Joint Board approvals and/or new municipal construction.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Borough will contract to GPS all MS4 structures and create a GIS Map.	

Form 12 – Watershed Improvement Plan
Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
N/A
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
N/A