

Stormwater Pollution Prevention Plan

Borough of Brooklawn

Camden County

NJG 0149390

4-20-2024

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Borough Engineer: Gregory B. Fusco P.E.
Office Phone # and eMail	
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Borough Engineer: Gregory B. Fusco P.E.
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	Borough Engineer: Ryan Giles R.M.C.
Print/Type Name and Title	Mayor: Jerry Granstrom
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.				
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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.brooklawn-nj.com
2. Date of most current SPPP:	Apr 20, 2024
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.brooklawn-nj.com
4. Date of most current MSWMP:	Apr 24, 2024
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Borough of brooklawn water dept
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>For meetings where public notice is required under the Open Public Meetings Act (“ Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Brooklawn Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Brooklawn Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Brooklawn Borough complies with those requirements.</p> <p>The Borough will certify, annually, that all applicable State and local public notice requirements were fulfilled.</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.

We distribute the N.J.D.E.P. brochure, or similar educational materials, which are prepared by the Borough, to our residents and businesses. The documents will also be distributed in the Borough newsletter and placed on the Borough website. Extra copies will be available at the Borough Municipal Building and elementary school library. We will also make the brochures and other educational materials available at our annual Fourth of July event. We may, also, distribute other items, such as, pens, magnets, key chains or other similar items, which contain the environmental messages related to the required BMP topics.

We encourage the administration of the local elementary schools to provide information to our youth, regarding these practices. In addition, we will invite the local environmental clubs, watershed groups and other environmental groups to participate in the public education program.

The Borough will, annually, conduct educational activities that total a minimum of 10 points, based upon the activities, which are listed and have been assigned a point value in Attachment E of the permit. The Borough will certify, annually, that we have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g., month, day, year) and details of each educational activity (e.g., photos of the mural) shall be reported to the Department in the Annual Report.

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.

The Borough has implemented a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. The information covered includes, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container/Dumpster Ordinance, and Private Storm Drain Inlet Retrofitting]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; watershed education; and general non-point source education.

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

brooklawn water dept

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>"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>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>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>The Borough is ensuring that any residential development and redevelopment projects, which are subject to the New Jersey Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) complies with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3). The Stormwater Control Ordinance, is administered by the Planning/Zoning Board and Code Enforcement Officer controlling stormwater for residential and non- residential development and redevelopment projects.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>To prevent or minimize water quality impacts the Borough has, and will continue to, enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the Borough), which result in a major development that discharges into the Borough MS4.</p> <p>The Borough has adopted, and will re-examine, the Municipal Stormwater Management Plan and adopt amendments to the Stormwater Management Plan, in accordance with the N.J.A.C. 7:8-4. The Borough has adopted and is implementing the Stormwater Control Ordinance, in accordance with N.J.A.C. 7:8-4. The Ordinance controls stormwater from non-residential development and redevelopment projects.</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.

All review is conducted by resident engineers employed by the Borough of Brooklawn And conforms with all standard laws there in.

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

Yes maintained in records.

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?

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	04/18/05			code enforcement/local police
2. Wildlife Feeding permit cite IV.B5.a.ii	04/18/05			code enforcement/local police
3. Litter Control permit cite IV.B5.a.iii	04/18/05			code enforcement/local police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	04/18/05			code enforcement/local police
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	04/18/20 05			code enforcement/loc al police
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	05/18/200 9			code enforcement/local police
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii				
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	04/18/20 05			code enforcement/loca l police
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	05/18/20 09			code enforcement/loc al police

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.

Brooklawn Borough intends on maintaining its existing street sweeping program for all regulated streets, which includes sweeping all streets, at least, once a year.

The Borough of Brooklawn performs the street sweeping.

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.

All streets are swept.

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.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>Brooklawn Borough has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they are found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The inlet grates are cleaned, when there is any accumulation of debris on the grate.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>Timber Blvd and Marne Rd. due to extreme flooding cases.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>Issues only occur during super high tides. basins are kept clean and clear of all debris.</p>
<p>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.</p>
<p>The Borough implemented and completed a labeling program, which was performed by the staff of the Public Works Department. All storm drain inlets, which are along the Borough streets and on municipally owned properties, have been labeled. During the cleaning of the catch basins, the Public Works Department will observe the conditions of the labels to ensure that they are visible and, if not, will be replaced immediately. The Stormwater Program Coordinator certifies, annually, that a storm drain inlet labeling program has been developed, is implemented and maintained by the Borough.</p>
<p>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.</p>

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.
Inlet castings are replaced every year during the roadway maintenance program when streets and roads are restored, reconstructed and/or overlay paved.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The borough engineer verifies when new inlet castings are constructed. Annual records are kept for the annual inspections.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
During the site plan approval process, applicants who own inlets are advised to retrofit. Older privately owned sites receive annual letters from the borough indicating that all stormwater requirements must be met.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Borough Engineer Performs inspection.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:

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

Intermediate products – None

Final products – None

Waste materials – None

By-products – None

Machinery – None

Fuel – None

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations –

None

Other –

None

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.

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.

1. Fueling Operations

There is one fueling location at the Public Works Complex which will be inspected once a month. We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the Public Works Complex.

2. Vehicle Maintenance

Monthly inspections will be held to ensure the SOP is being met.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

The Borough will not wash vehicles and equipment on any Borough property to ensure that there are no unpermitted discharges of wash water to the surface or ground waters of the State.
If vehicles and equipment are to be washed they will be taken to a private, lawful, washing facility or to another municipalities' lawful washing facility. The Stormwater Program Coordinator will maintain records of where and when vehicle and equipment washes occur.
The Stormwater Coordinator will certify, annually, that there were no unpermitted discharges from vehicle and equipment washing activities. The certification will describe the BMP's implemented at each washing facility. The Contract with another entity (private or public) for vehicle and equipment washing will contain conditions, stating that the other entity will conduct the washing in compliance with governing N.J.D.E.P. requirements under the General Permit.

4. Discharge of Stormwater from Secondary Containment

N/A

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Brooklawn Borough obtains the road salt at the Camden County Salt Storage Building, in Oaklyn Borough. The salt is stored in the truck and utilized during the storm. Any excess salt, that is not utilized during the storm is stored in an enclosed garage. There may be times of temporary storage, in a concrete bin. A tarp is placed over the salt to protect it from the elements. Typically, there is no salt spilled, during loading. Any salt that is spilled will be collected, by shoveling, and placed back into the hopper or in the salt storage bin.</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>N/A</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>N/A</p>
<p>9. Roadside Vegetation Management</p>
<p>N/A</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	Safety cord.
2. Stormwater Facility Maintenance	Every year	Safety cord.
3. SPPP Training & Recordkeeping	Every year	Safety cord.
4. Yard Waste Collection Program	Every 2 years	Safety cord
5. Street Sweeping	Every 2 years	Safety cord
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Safety cord.
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Safety cord.
8. Waste Disposal Education	Every 2 years	Safety cord.
9. Municipal Ordinances	Every 2 years	Safety cord.
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	
<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-top: 20px;">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.

The Borough has been identified and physically located (by manual field measurements or using GPS equipment) the ends of outfall pipes which are operated by the Borough. The locations have been placed on the "MS4 Outfall Pipe Map".

The Public Works Department continues to investigate, and report and take the necessary actions, under the Illicit Connection Elimination Program and Outfall Pipe Scouring Remediation Program, to address any unacceptable conditions, which are observed at any pipe outfall.

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.

We are performing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. 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 N.J.D.E.P. permits for those repairs may be done first.

We will follow each repair with an annual inspection of the site to ensure that scouring has not resumed.

When scouring occurs, a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

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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.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

<p>1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.</p>
<p>1. Annual Inspection by stormwater coordinator and/or engineer 2. Incur Lawn care and maintenance in annual public works budget 3. Outsource or bid sediment removal, erosion repair, and soil stabilization to area contractors on a regular basis</p>
<p>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.</p>
<p>1. Submit annual Gibbsboro stormwater regulation compliance reminder to all HOA's and businesses who own stormwater structures. 2. Perform cursory inspection of privately owned stormwater basins and BMP's 3. Notify owners of deficiencies observed 4. Request O&M records from owners</p>
<p>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.</p>
<p>This information is located in the O&M manual for each privately owned stormwater facility. If an O&M document does not exist, a schedule developed by the Borough Engineer is utilized and emailed to the owner. The borough engineer and clerk will keep records.</p>
<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.

Affected Body of Water, (TMDLs)

Big Timber Creek, (Polychlorinated Biphenyls)

Little Timber Creek, (Polychlorinated Biphenyls)

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.

None

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

Yes

