

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Robert R. Keady, P.E.

Title: Borough Engineer

Date: April 1, 2018

Municipality: Borough of Bound Brook

County: Somerset

NJPDES #: NJG0148725

PI ID #: 171380

Stormwater Program Coordinator: Vincent Orofino

Title: Foreman of Public Works

Office Phone #: (732) 558-0248

Emergency Phone #: Same as above

Public Notice Coordinator: Donna Marie Godleski

Title: Borough Clerk

Office Phone #: (732) 356-0833

Emergency Phone #: Same as above

Post-Construction Stormwater Management Coordinator: Robert R. Keady, P.E.

Title: Borough Engineer

Office Phone #: (732) 671-6400 ext. 9480

Emergency Phone #: Same as above

Local Public Education Coordinator: Jasmine Mathis

Title: Deputy Clerk

Office Phone #: (732) 356-0833

Emergency Phone #: Same as above

Ordinance Coordinator: Judy Verrone

Title: Borough Attorney

Office Phone #: (201) 347-2116

Emergency Phone #: Same as above

Public Works Coordinator: Vincent Orofino

Title: Foreman of Public Works

Office Phone #: (732) 558-0248

Emergency Phone #: Same as above

Employee Training Coordinator: Vincent Orofino

Title: Foreman of Public Works

Office Phone #: (732) 558-0248

Emergency Phone #: Same as above

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG 0148725 PI ID #: 171380

Team Member/Title: Donna Marie Godleski, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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 Bound Brook provides 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 will also provide public notice for municipal actions where necessary, for example in the adoption of applicable stormwater related ordinances or in the re-adoption of the stormwater management plan in subsequent re-examinations. All public notices will be in accordance with Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).

Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Municipal Stormwater Management Plan and Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain inlet retrofitting) have also been posted on the Borough's website for review by the public.

Starting January 1, 2019, the Borough will also provide public notice to all public involvement projects pertaining to stormwater education and outreach activities either on the municipality's website, through a mass mailing, through an advertisement in the Borough newspaper of record or through other similar means.

SPPP Form 3 - New Development and Redevelopment Program

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u> NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u> Team Member/Title: <u>Robert R. Keady, Jr., P.E., Borough Engineer</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</u>
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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's post-construction stormwater management program for new development and redevelopment projects is as follows:

1. The Borough's Planning Board will ensure that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards (RSIS), 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. Borough representatives will ensure continued compliance of all private developments with the approved subdivision plans, and applicable ordinances, as well as, long term operation and maintenance plans of approved BMPs on private property. The Foreman of Public Works will be responsible for appropriate long-term operation and maintenance of BMP's on Borough property and will monitor private BMP's as needed to ensure proper operation and maintenance is being conducted in accordance with approved operation and maintenance plans.
3. The Borough's Planning Board will ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Borough Engineer will ensure proper installation of said inlets and the Foreman of Public Works will be responsible for proper maintenance/retrofit of existing and new inlets.

SPPP Form 3 - New Development and Redevelopment Program (Continued)

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u>
	NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u>
	Team Member/Title: <u>Robert R. Keady, Jr., P.E., Borough Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</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.

4. The Borough's Municipal Stormwater Management Plan and Stormwater Control Ordinance have been completed and adopted in accordance with NJDEP's requirements and final copies have been reviewed and approved by the Somerset County Planning Board. Copies of both the plan and ordinance are included in Appendix 1 of this report and are also available for review and download on the Borough's website. The Municipal Stormwater Management Plan will be updated as needed as part of the re-examination of the Borough's master plan.

5. All new plans for new development and redevelopment projects are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Borough and/or their representatives will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of the summary report is included in Appendix 2 of this report.

SPPP Form 4 - Local Public Education Program

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Hector Herrera, Administrator

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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.

In accordance with the MS4 Permit requirements, the Borough must conduct various public education activities and accumulate a minimum of 12 points worth of activities within a permit year (January 1st through December 31st). A complete list of activities and their corresponding points is provided in Appendix 3 of this report. The Borough is required to select activities from at least three of the five categories provided.

Based on a review of activities provided, the Borough will conduct the following:

- **WEBSITE** – The Borough will maintain a stormwater related page on their municipal website that includes stormwater related information and links to the Clean Water website and the NJDEP stormwater website. (1 POINT)
- **STORMWATER DISPLAY** - The Borough will coordinate a display at the Borough's Riverfest event. Borough personnel will setup a table and distribute the NJDEP provided brochure and other educational materials provided by the NJDEP. (1 POINT)

Additional activities will be evaluated and coordinated as needed throughout the remainder of the permit year in order to complete accumulating the minimum 12 points required.

Activities that are under consideration may include free classroom workshops, and/or presentations at the local public schools, providing magnets, buttons, bookmarks, or pencils that portray the message of stormwater prevention at future annual educational events or coordinating stream/water body cleanups with local organizations. Final determination of additional activities to be conducted is to be determined at a later date and will be documented appropriately to record the date and event held for future reporting purposes in the Borough's Annual Inspection and Recertification Report.

SPPP Form 5 - Storm Drain Inlet Labeling

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Foreman of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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.

Labeling of the approximately 300 Borough owned storm drain inlets and catch basins was completed in 2006 and 2007. This includes all inlets along sidewalks that are adjacent to Borough streets and inlets within plazas, parking areas or maintenance yards operated by the Borough. Labels used include plastic markers. New inlets and catch basins are replaced with castings already marked in accordance with NJDEP requirements.

Periodic inspection and maintenance is conducted by Borough public work employees throughout the year during their maintenance and annual storm drain inlet cleaning program. Markers are checked to ensure they are visible and firmly attached to the inlet/catch basin head or casting. If necessary, Borough personnel replace markers as needed during their onsite inspection.

Records of the date and location of repair made is maintained separately by the Borough's Public Work Department.

SPPP Form 6 - MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

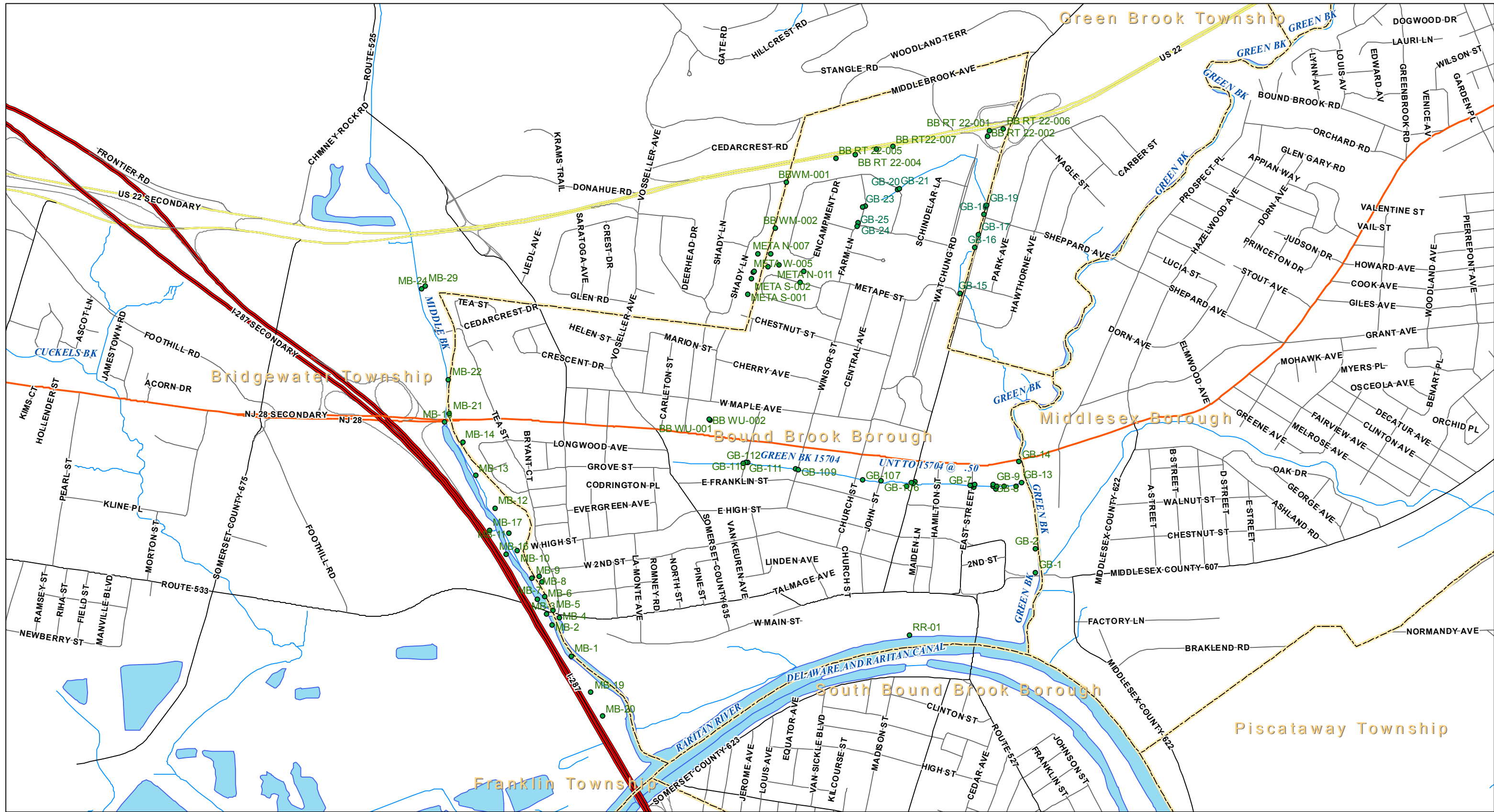
Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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 completed its stormwater outfall map in 2007. Fifty-seven (57) outfalls were field verified outfalls and data points were populated into a GIS map. Each outfall is provided with an alpha-numeric identifier. All waterbodies receiving storm outfall pipe discharges are identified on the map. A copy is provided in Appendix 4 of this report.

Revisions and/or additions to the outfall mapping system are completed annually if necessary.



T&M 11 Tindall Road
 Middletown, NJ 07748-2792
 Phone: 732-671-6400
 A S S O C I A T E S Fax: 732-671-7365
 0 625 1,250 2,500
 Feet

- Outfalls
- Interstate Route
- U.S. Route
- State Route
- County Route
- Local Roads
- Ramp
- Open Water
- Stream
- Municipal Boundary

Stormwater Outfalls Borough of Bound Brook Somerset County, New Jersey

Prepared by: STK, October 4, 2007
 Source: NJDEP - Municipal Boundary, Open Water, Streams; NJDOT - 2007 Roads;
 T&M Field Collection (March 5, 6, April 11, June 13, and July 24, 2007)
 File Path: H:\BDBK\00240\GIS\Projects\bdbk240_outfalls-2.mxd



NOTE: This map was developed using New Jersey Department of Environmental Protection Geographic Information System digital data, but this secondary product has not been verified by NJDEP and is not State-authorized.

SPPP Form 7 - Illicit Connection Elimination Program

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset
NJPDES #: NJG 0148725 PI ID #: 171380
Team Member/Title: Vincent Orofino, Public Works Foreman
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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.

The Borough completed its initial illicit connection inspection of each outfall during the MS4 outfall mapping process. The NJDEP's Illicit Connection Inspection Report Form was used as necessary to conduct the inspections. Outfalls that were found to have a dry weather flow or evidence of an intermittent non-stormwater flow were re-inspected. If an illicit connection was identified and located, the responsible party was cited for being in violation of the Borough's Illicit Connection Ordinance and the connection was eliminated. The appropriate paperwork is maintained by the Borough's Public Work Department as needed.

Borough personnel continue to inspect their outfalls. All outfalls are inspected periodically, but at least once every 5 years, during the summertime. In the event of dry weather flows, Borough personnel conduct investigations as needed to identify and eliminate the source. If, after three investigation attempts, the illicit connection is not found, a Closeout Investigation Form will be prepared and submitted along with the Borough's Annual Inspection and Recertification Report. Illicit connections found to originate from another public entity will be reported by the Borough to the affected entity and the NJDEP.

Presently, residents may contact either the Public Works Department or Police Department to report any spills or leaks of hazardous materials. Records of all inspections are maintained by the Public Works Department and data is uploaded to their digital mapping system as needed. The number of outfalls and active sources of dry weather flows are reported to the NJDEP annually in the Borough's Annual Inspection and Recertification Report.

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : _____ PI ID #: _____

Team Member: _____

Date _____ Effective Date of Permit Authorization (EDPA): _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N ()
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form **does not** need to be submitted to the Department but should be kept with your SPPP.)

If you answered "**YES**" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

(a) ODOR:

(b) COLOR:

(c) TURBIDITY:

FLOATABLES:

(e) DEPOSITS/STAINS:

VEGETATION CONDITIONS:

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE:

DAMAGE:

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required, and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) AMMONIA (as N) TO POTASSIUM RATIO: _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) FLUORIDE: _____ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) TEMPERATURE: _____ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If **"YES"**, what is the suspected source? _____

If **"NO"**, skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y () N ()

If **"YES"**, proceed to question #9.

If **"NO"**, skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If **"YES"**, identify the source. _____

What plan of action will follow to eliminate the illicit connection? Resolution:

If **"NO"**, complete the Closeout Investigation Form and attach it to this Illicit here is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : **NJG**_PI ID #: _____

Team Member / Title: _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

SPPP Form 8 - Illicit Connection Records

Municipality Information

Municipality: Borough of Bound Brook County: Somerset
 NJPDES #: NJG_0148725 PI ID #: 171380
 Team Member/Title: Vincent Orofino, Public Works Foreman
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

January 1, 2018 – December 31, 2018

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? _____

January 1, 2019 – December 31, 2019

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? _____

January 1, 2020 – December 31, 2020

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? _____

January 1, 2021 – December 31, 2021

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 Collection/Ordinance Program

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u>
	NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u>
	Team Member/Title: <u>Vincent Orofino, Public Works Foreman</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</u>

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 posts on their website and distributes an annual newsletter to all residents and businesses that outlines the Borough's yard waste collection schedule.

A copy of the current newsletter outlining the Borough's existing yard waste collection program and schedule is included in Appendix 5 of this report. The Borough is broken down into two (2) sections, the North Section and the South Section. Yard debris is collected in both sections of town during the months of April through December. Leaves are collected during the months of October, November and December.

The Borough currently mandates that residents place all items for collection in a location that does not obstruct the storm drains. The Borough has modified this mandate to specify that brush and yard waste must be bundled or placed in garbage cans and placed at the curb for pick up on the appropriate day to avoid obstructing storm drains. Residents are required to place leaves in Leaf Bio-Degradable bags and placed at the curb for pick up on the day of pick up.

Additional detail is provided on the Borough's website.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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

Pet Waste Adopted on 07/12/2005

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

Records of the dates the pet waste brochure is distributed will be maintained and the information will be provided to the Borough DPW Director as needed to include in the Borough's Annual Inspection and Recertification Report.

Litter Adopted on 7/12/2005

Improper Waste Disposal Adopted on 7/12/2005

Wildlife Feeding Adopted on 7/12/2005

Yard Waste Adopted on 7/12/2005

Illicit Connections Adopted on 7/12/2005

Private Storm Drain Retrofitting Adopted on 04/13/2010

Refuse Containers and Dumpsters Adopted on 04/13/2010

How will these ordinances be enforced?

Local code enforcement officer will enforce these ordinances. If someone violates one of these ordinances they will be given a warning before a summons is issued for the violation. Code enforcement will inform the Public Works Department of violations so that records will be included in the SPPP.

Records of violations issued are maintained by the Borough and reported as needed to the NJDEP in the Borough's Annual Inspection and Recertification Report.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u>
	NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u>
	Team Member/Title: <u>Vincent Orofino, Public Works Foreman</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</u>

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

The Borough utilizes NJDOT bicycle safe grates and J-Type ECO inlets.

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
Maple Avenue	Ongoing	January 2018		1	

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

The Borough’s Engineer maintains a list of Capital Improvements Projects and the number of inlets and/or catch basins being replaced. Quantities are reported annually in the Borough’s Annual Inspection and Recertification Report. No exemptions have been requested to date. In the event one is needed documentation will be provided in accordance with NJDEP requirements.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG 0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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 sweeps all streets each month during the months of February through September. Weather does not permit street sweeping during the winter months of October through January. Records of sweepings collected are maintained by Public Works. All sweepings collected are offloaded onto Somerset County's regional facility. No street sweeping material is stored on Borough Property. See Appendix 6 for a Street Sweeping Map.

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 Bound Brook will continue to monitor its roads and streets for signs of erosion problems during normal inspections. All identified road erosion problems will be reported to the Public Works Foreman and Borough Engineer for further evaluation and repair. As needed, personnel will be assigned to repair the road in accordance with the Standards for Soil Erosion and Sediment Control. Records of the inspection and repair undertaken will be maintained. See Appendix 6 for a Road Erosion Control Maintenance Log.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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

The Borough of Bound Brook will continue their existing program of catch basin cleaning, which includes at a minimum annual inspection and/or cleaning of their inlets/catch basins. Cleaning of inlets and catch basins are completed during the months of March, April, May and June. During the inspections, inlets will also be checked to ensure they are functioning properly. At this time, any inlets that require cleaning will be cleaned. Those inlets noted with any deficiencies will be scheduled for maintenance as needed.

See Appendix 7 for a map of the Borough's catch basins and inlets, a copy of the Borough's catch basin inspection log and additional information regarding the Borough's catch basin maintenance program.

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 of Bound Brook will continue its stormwater maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough operates the following: drainage structures, inlets, drainage pipes, storm drains catch basins.

These facilities will be inspected regularly to ensure proper function. Any disrepair or deficiency noted will be scheduled for maintenance as needed in the maintenance log included in Appendix 7. In high risk areas, preventative maintenance will be performed on all facilities to ensure that they do not fail.

Records of inspection and routine maintenance and/or repairs are kept by the Borough's DPW Department and will be included the SPPP. See Appendix 7 for additional information on the Borough's stormwater facilities maintenance program.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG 0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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.)

An initial inspection of all outfalls was conducted in 2007. The Borough's DPW Department will continue to conduct inspections of its outfalls for visual observation of the condition of the outfall, the presence of dry weather flows, and signs of outfall pipe stream scouring once every five (5) years. Outfall pipes showing signs of scouring will be reported to Vincent Orofino, Public Works Foreman, and Robert R. Keady, Jr. P.E., Borough Engineer. No outfalls were observed to have stream scouring.

These outfalls will be evaluated to determine if additional rehabilitation, repair or replacement is necessary. Based on the condition of the outfall, they will be prioritized for rehabilitation and/or repair in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs and/or rehabilitation work that does 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.

Records of all inspection, maintenance and/or rehabilitation/repairs conducted will be kept by the Borough's DPW Department.

SPPP Form 15 - De-icing Material Storage

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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 has a partnership with Somerset County to obtain de-icing materials when needed. De-icing material is stored at the County's DPW facilities. The County facility is maintained and inspected by others.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u> NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u> Team Member/Title: <u>Vincent Orofino, Public Works Foreman</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	NOT APPLICABLE	The Borough of Bound Brook DPW utilizes the Somerset County DPW fuel dispersing facilities.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	NOT APPLICABLE	No vehicle maintenance is done onsite.
Vehicle Washing	NOT APPLICABLE	The Borough has a partnership with Somerset County's regional facility for vehicle washing.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	NOT APPLICABLE	The DPW does not have any ancillary maintenance facilities that require good housekeeping practices.

SPPP Form 17 - Employee Training

Municipality
Information

Municipality: Borough of Bound Brook County: Somerset

NJPDES #: NJG_0148725 PI ID #: 171380

Team Member/Title: Vincent Orofino, Public Works Foreman

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/28/2005 Date of most recent update: 04/01/2018

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 Borough's Employee Training Program will be broken down into four (4) phases. Phase 1 will include training to be undertaken by the Borough's Board Members and Governing Bodies. Phase 2 will include training requirements for Borough representatives responsible for overseeing the reviews of development and redevelopment applications. Phase 3 will include topics that will be covered on an annual basis with applicable employees. Phase 4 will include those topics that will be covered every two (2) years with applicable employees. Records of all training sessions scheduled for Phase 2 and Phase 3 will be maintained by the Borough's DPW Department. Training will be conducted either through webinars, video training and/or field training where necessary.

Attendance for Phase 3 and 4 of the employee training program will be recorded and maintained by the Borough's DPW Department for future reporting in the Borough's Annual Inspection and Recertification Report, where applicable.

Phase 1 – Municipal Board and Governing Body Members

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. Training must be completed by July 1, 2018 and can be found at <https://www.nj.gov/dep/stormwater/training.html>. Borough Board and Governing Body members will provide the Borough DPW Director with confirmation that the training has been conducted for input in the Borough's Annual Inspection and Recertification Report where applicable.

Phase 2 – Development/Redevelopment Application Reviewer Training

All Borough employees and/or representatives that review development and redevelopment projects for the Borough must complete an NJDEP approved training either offered by NJDEP or other training agency. The initial training must be completed by January 1, 2019 and then taken once every 5 years thereafter. Borough representatives will provide the Borough DPW Director with confirmation that the training has been conducted for input in the Borough's Annual Inspection and Recertification Report where applicable.

SPPP Form 17 - Employee Training (Continued)

Municipality Information	Municipality: <u>Borough of Bound Brook</u> County: <u>Somerset</u>
	NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u>
	Team Member/Title: <u>Vincent Orofino, Public Works Foreman</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

Phase 3 – Annual Employee Training Program

Maintenance Yard Operations	Public Works employees & other users as appropriate
STW Facility Maintenance Program	Public Works employees
General SPPP	Public Works employees

Phase 4 – Bi-Annual Employee Training Program

Improper Waste Disposal Education	Code Enforcement Officer & Public Works Employees
Municipal Ordinances	Code Enforcement Officer, Public Works Employees, Police Dept.
Yard Waste Collection Program	Public Works employees
Street Sweeping Program	Public Works employees
Outfall Pipe Stream Scouring Remediation	Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public Works employees
Construction Activity/Post Construction Stormwater Management in New Development & Redevelopment	Public Works employees & Code Enforcement Officer

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

As necessary, the Borough will evaluate alternative training tools to optimize the training program. Alternative training tools may include the use of informational CD's provided by EJIF or through formal training seminars offered by Rutgers's Cooperative Extension. Links to training sources can be found at <https://www.njstormwater.org/training.htm>.