

Stormwater Pollution Prevention Plan

Chatham Borough

Morris

NJG0147842


April 16, 2020

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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	Erminio Torello, Director of Public Works
Office Phone # and email	973-635-5242 etorello@chathamborough.org
Signature/Date	 4/16/20
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Vincent J. DeNave, Borough Engineer
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	Len Resto, Environmental Commission
Print/Type Name and Title	James L. Lott, Borough Attorney
Print/Type Name and Title	Stan Serbanica, Supervisor
Print/Type Name and Title	Don Urenovich, Chief Mechanic

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.	04/16/2020	ET	1	Other SPPP Team Member section amended
2.				
3.				
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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:	https://www.chathamborough.org/chatham/Budgets%2C%20Plans%20%26%20Reports/Plans-Reports/Storm%20Water%20Reports/
2. Date of most current SPPP:	04/16/2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://www.chathamborough.org/chatham/Budgets%2C%20Plans%20%26%20Reports/Plans-Reports/Storm%20Water%20Reports/
4. Date of most current MSWMP:	March 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Chatham Borough Municipal Offices 54 Fairmount Ave. Chatham, New Jersey 07928 https://www.chathamborough.org/chatham/Agendas%20&%20Minutes/
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>The Governing Body and Borough Commissions & Committees advertise and conduct open public meetings with set agendas. These meetings comply with the current requirements of the Open Public Meetings Act (Sunshine Law).</p> <p>Public notice for passage of ordinances and other municipal actions is provided through newspaper articles and the Borough website. This includes providing information on new or revised stormwater ordinances, programs and schedules.</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.

The Borough has set up several outlets to move information into the public forum and encourage participation in local activities that exceed the 12-point minimum for Tier A programs.

1. General Public Outreach: Website and Social Media - The Borough website offers information on litter prevention, pet waste disposal, recycling, yard waste and use of pesticides. Links are set up for Clean Water New Jersey & New Jersey Water Association websites and Borough Ordinances geared to Stormwater regulations are available to view. In addition, the Borough's new Facebook page posts reminders about reducing stormwater pollutants. (1 point) Radio/Television - Informational slides are broadcast to the public on "Chatham Borough TV" channel 21 (Cablevision) and channel 32 (Verizon). (1 point) Billboard/Sign - An enclosed information display was built at Shepard Kollock Park to house several clean water posters & brochures. This park is adjacent to the Passaic River and the newly constructed Historic Riverside Trail. Picture attached. (2 points)

2. Targeted Audiences Outreach: Stormwater Display - Stormwater educational brochures & posters are on display at the Borough's Farmer's Market each Saturday from June through November, and at the annual Sustainability Fair. Picture attached. In addition, the Recycling Coordinator sets up a Farmers' Market booth for America Recycles Day. Picture attached. (1 point) Mailing/e-Mailing Campaign - The Borough publishes and delivers to each household an annual calendar. One section of the calendar pertains to "Solutions to Stormwater Pollution". This section supplies information on yard waste recycling, leaf collection schedule, hazardous waste disposal, pet waste, litter & waste management, clean water management and Clean Communities activities. The "Healthy Habits for Cleaner Water" section includes website addresses and contact information to reach state and federal agencies (EPA / DEP). (2 points)

3. School/Youth Education and Activities: School Presentations – The Borough sponsored four educational presentations for elementary school children (three shows and one video) at Washington Avenue School and ECLC School, focusing on recycling, litter abatement and stormwater management. (4 points) Clean-up - The Borough sponsored the annual Spring Clean Up in May. Volunteers, including scout troops and local residents of all ages, pick up litter and winter debris from Borough parks and public places, including Liberty Park abutting Day's Brook. (3 points)

4. Watershed/Regional Collaboration: Community Activity - The Borough organized community litter clean ups along the Passaic River (shared by the City of Summit) and surrounding walking trails. These were performed by the Kiwanis Club. The Water Utility, owned and operated by the Borough, also monitors and cleans this area as needed. In November, the highway cloverleaf ramps extending over the river and into the City of Summit were cleaned as part of the SLAP program. (3 points)

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Information on illicit connections and improper waste disposal is distributed to businesses and residents annually by mailings and brochures at our local Farmer's Market and the Sustainability Fair. Information is posted on our Borough web site on litter prevention, pet waste, recycling, yard waste and use of pesticides.

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

Copies of public outreach are kept at Public Works located at 446 Main St. Chatham NJ 07928

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
<p>MAJOR DEVELOPMENT</p> <p>Any development that provides for ultimately disturbing one or more acres of land or increasing impervious coverage by .25 acres or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.</p>
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
<p>No. Residents' projects which are also considered major developments are required to comply with residential site improvements standards for stormwater management as well as the Borough's ordinance standards for stormwater management. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.</p>
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
<p>The Governing Body adopted a Municipal Stormwater Management Plan and Ordinances that protect the environment and reduce damage to property and life.</p> <p>The plan and ordinances address a number of issues pertaining to runoff from new development or redevelopment, reduction in soil erosion from construction projects, use of properly designed inlets and culverts, minimizing pollutants from entering waterways and a means to enforce the plan and ordinances.</p> <p>The Municipal Stormwater Plan and Stormwater Control Ordinance is on file in the Borough Clerk's Office. A copy is on file in the Public Works office attached to the SPPP plan. This plan and ordinances were reviewed by various municipal boards, officials and the Borough Attorney prior to approval by the County of Morris.</p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>Major development projects are reviewed as part of an application to the Borough Planning Board of Adjustment.</p> <p>Following a determination of completeness, the Borough Engineer's office reviews the plans, reports and associated documents for conformance with the Borough's Zoning and Land Use Ordinance (Chapter 165), and the Stormwater Management Ordinance (Chapter 237), the RSIS, as well as any other applicable Borough ordinance sections (i.e. sewers, streets/sidewalks, driveways, flood damage prevention).</p> <p>The design calculations, details and plans are reviewed for compliance with the Stormwater Control Ordinance and the NJDEP Stormwater Management Rules (NJAC 7:8), and to ensure conformance with the latest BMP manual, and guidance provided by the NJDEP and County Soil Conservation District.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No, the Municipal Stormwater Plan does not include a mitigation plan.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>These files are maintained by the Planning Board and Zoning Board of Adjustment Secretaries at:</p> <p>Chatham Borough Municipal Offices 54 Fairmount Avenue Chatham, New Jersey 07928</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	06/13/2005	https://ecode360.com/6792036	yes	Animal Control Officer of Police Department
2. Wildlife Feeding permit cite IV.B.5.a.ii	06/13/2005	https://ecode360.com/6795027	yes	Recreation Director or Police Department
3. Litter Control permit cite IV.B.5.a.iii	06/13/2005	https://ecode360.com/6794788	yes	Chief of Police or his Designee
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	06/13/2005	https://ecode360.com/6795534	yes	Chief of Police or his Designee
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	06/13/2005	https://ecode360.com/6795583	yes	Director of Public Works or Police Department
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	09/13/2010	https://ecode360.com/14750009	yes	Municipal Engineer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/27/2006	https://ecode360.com/6793917	yes	Municipal Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.viii and IV.B.6.d	06/13/2005	https://ecode360.com/14748839	yes	Municipal Engineer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	09/13/2010	https://ecode360.com/14749999	yes	Zoning Officer

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

Enforcement will be carried out by the Chatham Borough Construction Official, Chatham Borough Zoning Official, Chatham Borough Property Maintenance Official, Chatham Public Works and/or the Chatham Borough Police Department.

Records of violations and related enforcement actions can be found with each of the above listed entities responsible for enforcement. Copies of all Borough Ordinances can be found in the office of the Municipal Clerk and on the Borough's website. <https://www.chathamborough.org/chatham/>

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.
<p>As per the attached map, the department's street sweeping program targets commercial areas on a weekly basis. Normal months of operation are from January to December, weather permitting. This program includes the sweeping of all parking lots located in the downtown business district. In addition to the weekly sweeping schedule, the department also sweeps the entire town on a quarterly basis.</p> <p>2019 sweeping log forms are attached.</p>
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.
<p>Streets are swept by the Borough of Chatham Department of Public Works. Non-required streets are swept on a quarterly basis.</p> <p>All Borough streets are swept on a rotation schedule or as needed. The entire Borough is swept in the fall, following leaf collection.</p>
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No, Chatham Borough does not provide street sweeping services for other municipalities.
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.
All records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.

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>The Department of Public Works implements a catch basin cleaning program during the winter months of each year. 568 catch basins and dry wells are located in Borough right of ways. The Borough is divided in to three zones - 1, 2 & 3. Separate cleaning and repair documentation for each zone is kept in the Public Roads & Property division office. The department uses a combination jet / vacuum truck to perform this work.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>One recurring problem exists on the corner of Ellers Dr. and Weston Ave. where we have 4 approved basins with leaves constantly accumulating on the grates.</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>Public works checks and cleans the top of the grates as needed and before storms.</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 maintains 568 drainage inlets. Eighteen inlets are dry wells that perk back in to the ground and are not part of the labeling program. The other 550 inlets drain off to waterways and are considered part of this labeling program. The Borough is split into three zones. Zone #1 - all streets North of Main Street, has 209 inlets. Zone #2 - all streets between Main Street and Watchung Avenue, has #202 inlets. Zone #3 - all streets South of Watchung Avenue, has 157 inlets.</p> <p>In the fall of 2006 the Borough purchased 260 4" round stainless steel markers guaranteed not to fade. The markers are printed with a fish & water logo and raised lettering "No Dumping / Drains to Waterway". The markers were installed in the summer of 2007 in zones #1 & #2. Another 200 markers were ordered in the summer of 2007 and installed in zone #3 during the summer of 2008. In 2009 The Borough started purchasing casting heads w/ lettering for new and replacement storm drains.</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>
<p>All records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.</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.
As a policy, storm drains on municipally owned roads or facilities are retrofitted to meet the design standards for floatable materials when they are in direct contact with repaving, repair, reconstruction or resurfacing.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Borough DPW staff, or the Borough selected contractor, are responsible for implementing the retrofits in the course of the work as defined above. In the case of a contractor completing the work, the Borough Engineer, or a designee, will approve the required grate and curb piece replacements prior to installation, and a Borough Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
In the event of an application to the Borough for development, or redevelopment of a property, or an application for repaving of a privately-owned facility, the owner is made aware prior to the issuance of a permit that the storm drain inlets are to be retrofit per the Borough ordinance and to comply with the NJDEP/NJDOT approved inlet grates and curb pieces.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Borough Engineer or a designee will approve the required grate and curb piece replacements prior to ordering by the private property owner. A Borough Inspector will observe the work as it is being completed to ensure it is constructed per the approved plans.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>
Address of municipal yard or ancillary operation: 446 Main St. Chatham, NJ 07928
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 – Screened Topsoil is stored within three sided bins under tarps. Intermediate products – N/A Final products – Cold Patch Asphalt Material – Stored indoors in single bags. Waste materials – Street Sweepings and inlet cleanout materials are stored in contained dumpsters. By-products – None Machinery – DPW Equipment stored outside including Trucks, Leaf Vac., Tractor and Plows. Fuel – Contained within double walled fuel tank, on concrete pad, in asphalt lot. Lubricants – Stored indoors. Solvents – Stored indoors. 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

The Borough has implemented a standard operating procedure when fuel tanks are scheduled to be filled. A Trained Borough representative is present with the vendor at all times and proper spill kits with mats and absorbents are utilized in case of an emergency. Weekly inspections are performed for leaks. Instructions for safe operation of fueling equipment are prominently displayed.

2. Vehicle Maintenance

Vehicles are maintained on site indoors. Facilities are inspected weekly and all records are attached. All equipment is maintained to prevent the exposure of pollutants to stormwater.

3. On-Site Equipment and Vehicle Washing

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

All Public Works equipment is washed in a self-contained wash station on site. Wash water is filtered and reused within the system.

4. Discharge of Stormwater from Secondary Containment

Secondary contaminant for fueling operations is not exposed to stormwater.

5. Salt and De-Icing Material Storage and Handling
<p>A new permanent structure was constructed during the summer of 2004. The building meets the standards set in the stormwater regulations under section 3.5 of the Tier A Municipal Stormwater Guidance Document: "Salt and De-icing Material Storage and Handling". Location: Public Works Complex, 446 Main Street, Chatham, New Jersey, 07928. Capacity: 400 Tons of bulk salt</p> <p>Inspections & Maintenance: Site inspections are performed monthly, and after each snow event to ensure compliance with section 3.5. Any salt overflow from loading operations is removed from the ground surface and returned to the storage building. An inspection log is kept in the Fleet Maintenance Office.</p> <p>Picture: One picture of the new salt dome attached to form 10. Copies of inspection logs are attached to this SPPP form.</p>
6. Aggregate Material and Construction Debris Storage
<p>All materials stored in three sided concrete bays or containers, on impervious surface, with the open bay side being upslope. Any materials spilled during loading and unloading are swept back into the bays. The bins are not within 50-feet of a catch basin or a stormwater conveyance. Millings are hauled out for recycling.</p>
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<p>All street sweepings and catch basin clean out materials are stored in self-contained metal dumpsters and hauled out to a landfill as needed.</p>
8. Yard Trimmings and Wood Waste Management Sites
<p>Borough yard trimmings and wood waste sites are constructed in such a manner that materials contained in the piles at the mulch depot do not enter waterways of the State and are not kept in areas that are susceptible to flooding. Trash is removed from yard trimmings and is disposed of at a permitted solid waste facility.</p> <p>All records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.</p>
9. Roadside Vegetation Management
<p>Parks and roadside areas are mowed throughout the growing season. Materials are not collected and left to compost in place. Herbicides are not used.</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	Public Works
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Recordkeeping	Every year	Public Works
4. Yard Waste Collection Program	Every 2 years	Public Works
5. Street Sweeping	Every 2 years	Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works
8. Waste Disposal Education	Every 2 years	Public Works
9. Municipal Ordinances	Every 2 years	Engineer
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Engineer
<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>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. Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928</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. Maintained by the individual – Borough Engineer /Vince DeNave, Borough Hall, 54 Fairmount Ave., Chatham, NJ 07928</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.

See Appendix A in SPPP handbook.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Supervisor of Public Roads and Property completed the task of locating all outflow pipes in 2005. Each location was assigned an alphanumeric identifier. A total of 57 outflow locations were marked using GPS software and the coordinates of each location were transferred to maps numbering each outflow #1 to #57. A master list of locations, nearest cross street and GPS coordinates is included within the report. For easy reference, pictures with corresponding numbers were taken at each outflow location.

In compliance with federal rules effective by December 21, 2020, outflow pipe data was recorded on the DEP-provided MS4 Inventory Spreadsheet for electronic uploading.

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.

The Supervisor of Public Property and Roads completed the process of mapping outfall pipe locations along the Passaic River and local streams. In addition to plotting pipe locations, the Supervisor also inspected each location for damage and noted any bank erosion caused by the outfall of stormwater.

A schedule of revisiting outfall pipe locations started in April of 2007. Ten of the 57 sites will be re-inspected yearly as per the attached inspection form submitted by the Supervisor of Public Property & Roads.

All records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.

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.

An ordinance prohibiting illicit connections was adopted by the Borough of Chatham in 2005. This ordinance can be found under chapter 237 (237-5) of the Borough's code book. A copy of the ordinance is also attached to this sheet.

The Department of Public Works incorporates, as part of its outfall pipe inspection program, a series of site visits during periods of dry weather. Upon finding water flow during times of dry weather, an investigation and follow up report will be conducted to trace the flow's source and documented on the Illicit Connection Inspection Report form provided by the NJDEP.

Immediate action will be taken by the department to terminate the source if it is found to be hazardous to the environment.

Department of Public Works personnel will also be proactive in this program. At times when employees enter homes or businesses to change out water meters or investigate sewer backups, they have been instructed to look for and report any illicit connections to their supervisor.

Reports of illicit connections received by any Borough department (Police, Fire, Construction Office) will be sent to the Department of Public Works for processing. The same SOP used for investigating outfall pipes will apply.

All information is kept at the Department of Public Works: 446 Main St. Chatham NJ 07928.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
<p>In addition to the 568 drainage inlets, the department inspects and cleans ten (10) drainage ditches. The normal schedule for this work is every three (3) months. The ditches are also inspected and cleaned prior to and after major rain storms. Cleaning logs for drainage ditches are kept in the Public Property and Roads division office. A listing of catch basin repairs generated from the 2019 program is attached to this form.</p> <p>Attached to this form are catch basin cleaning logs for the 2019 calendar year, a sample form detailing drainage ditch cleaning locations and a map showing ditch locations and the three zones set up for catch basin cleaning.</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.
There are no stormwater facilities that are not owned or operated by the Borough located in the municipality.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
All information is kept at the Department of Public Works: 446 Main St. Chatham NJ 07928.
<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.

The Stormwater Coordinator and/or Borough Engineer shall annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Borough. This information is available at www.nj.gov/dep/dwq/msrp-tmdl-rh.htm.

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

Using the information identified in the Total Maximum Daily Load (TMDL) reports, the Borough Engineer shall develop a prioritization of stormwater facility maintenance including schedules for repairs for facilities causing Stream Scouring and other facilities requiring Stormwater Facilities Maintenance. Strategies may include but are not limited to those found under Potential Responses outlined in the "Total Maximum Daily Load(TMDL) Guidance for Tier A MS4 Permittees" found at: <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

<p>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.</p> <p>All Stormwater Management practices put in to place for commercial and multi-family properties have been expanded to require all single-family homes to also comply with the Stormwater Management requirements.</p>
<p>2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?</p>
<p>Yes</p>