

Stormwater Pollution Prevention Plan

Name: Helmetta Borough

County: Middlesex County

NJPDES #: NJG0150878

Annual Review Date: May 1, 2026

Stormwater Program Coordinator: Paul Reed, CPWM

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Paul Reed, CPWM	
Phone	732-521-4946 x 110	Email	P.Reed@helmettaboro.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Ernest Feist, PE, PP, CME, CPWM	
Phone	732-605-9440	Email	efeist@centerstateengineering.com
Name and Title		Kevin Meade, Jr., PE, CME	
Phone	732-605-9440	Email	kmeade@centerstateengineering.com
Other Municipal Stormwater Team Members			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Affordable Sweeping	Contracted to sweep Helmetta Borough streets	On going or as needed basis, no official contract in place	

Form 2 – Review and Revision History

Revision Date	Form # Changed	Reason for Review or Revision (Updates to staff, policy, webpage, etc.)
4/14	1-17	2009 MS4 permit renewal revisions, Misc. revisions
10/19	1-17	2018 MS4 permit renewal revisions
11/19	1-17	Helmetta DPW revisions
1/20	10, 12	Waste inventory, outfall inspection revisions per DEP review of revised Stormwater Pollution Prevention Plan
12/22	1	Borough Administrator change
1/24	1-23	New Stormwater Pollution Prevention Plan form layout, new coordinator
4/25	1-23	New Stormwater Pollution Prevention Plan form layout
3/26	5,16	Update to new Stormwater Pollution Prevention Plan format

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.helmettaboro.com/cn/webpage.cfm?tpid=16813
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Matthew Crane, Business Administrator Melissa Hallerman, Assistant Business Administrator, Borough Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
Helmetta addresses its public education responsibility as follows: <ul style="list-style-type: none">- A stormwater page is provided on the Borough website- A sign is posted displaying "Dispose properly keep our water ways clean"- The Borough provides a storm water display at earth day clean up- Annual mailings are sent to Regency Heather Glen and Camelot about proper storm water maintenance- REA tip cards distributed annually to all residents regarding proper recycling- A letter is mailed to residents from the Mayor addressing storm water and accompanying ordinances- Organized litter clean ups are held with scout troops and baseball on Earth Day Finally, as required by the Borough's 2018 MS4 permit renewal, it developed a revised public education program to meet the new 12-point annual total requirement as well as adopted private inlet and dumpster ordinances
4. Describe the educational activities you conducted last year to earn the required 12 points and provide the dates for those activities.
Website and social media – 1 point Billboard / Signs – 2 points Stormwater Display – 1 point – Earth Day - April 11, 2025 Ordinance Education – 3 points Clean-up – 3 points Regional Stormwater Collaboration – 3 points

5. Indicate the location of records associated with public education and outreach activities.
Helmetta Borough Administration building, 51 Main Street, Helmetta, NJ 08828

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

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
As currently defined in the NJ storm water rule (NJAC 7:8).
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
Helmetta Borough's stormwater control ordinance (SCO) is the same as NJDEP's model.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
All major development applications are reviewed on behalf of the applicable (Planning/Zoning) review board to ensure that said designs conform with the NJ storm water rule. For projects maintained by DPW, all projects must meet DPW standards as well. For privately maintained projects, storm water maintenance plans developed by the applicant’s design engineers and filed with Middlesex County as per NJAC 7:8-5.
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.
No.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
Helmetta's initial adoption of the Stormwater Control Ordinance began on February 15, 2003. There were revisions to the ordinance on September 14, 2005, March 22, 2006, March 2nd, 2021 and May 2024.

6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
Helmetta's initial adoption of the Municipal Stormwater Management Plan occurred on February 18th, 2005.

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	9/28/05	Yes	P.D. Code Enforcement	\$100-2,000
2. Wildlife Feeding	8/31/04	Yes	P.D. Code Enforcement	\$100-2,000
3. Litter Control	9/28/05	Yes	P.D. Code Enforcement	\$100-2,000
4. Improper Disposal of Waste	9/28/05	Yes	P.D. Code Enforcement	\$2,500-\$10,000
5. Yard Waste	2/8/06	Yes	P.D. Code Enforcement	\$100-\$2,000
6. Private Storm Drain Inlet Retrofitting	6/23/10	Yes	P.D. Code Enforcement	\$100-\$2,000
7. Illicit Connections	9/28/05	Yes	P.D. Code Enforcement	\$100-\$2,000
8. Privately-Owned Salt Storage	4/17/24	Yes	P.D. Code Enforcement	\$100-\$2,000
9. Tree Removal-Replacement	4/17/24	Yes	P.D. Code Enforcement	\$500-\$2,000
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
Stormwater control ordinance - 3/22/06 - police department, code enforcement				
Optional: refuse container/dumpster ordinance - 6/23/10 - police department, code enforcement				

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Helmetta Borough Administration building, 51 Main Street, Helmetta, NJ 08828

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
 - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
 - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

In Helmetta Borough, all municipal roadways, Helmetta Regency and Lakeview are all swept three times per year.

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

Yes, Helmetta's Street Sweeping is outsourced by Affordable Sweeping. Currently there is no contract in place with the company. They are called out once every 4 months or on a as needed basis.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

A. Helmetta Borough provided services to label inlets in accordance with the requirements and timetables within its MS4 permit. Helmetta labeled all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by Helmetta Borough.

Helmetta uses an appropriate method of labeling inlets that reads "NO DUMPING - DRAINS TO WATERWAY", with a picture of a fish next to it.

During our annual catch basin cleaning program, Helmetta checks these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately.

B. All Municipal road/parking/paving projects are designed, bid and/or constructed to include storm drain inlet retrofits whenever existing (non-compliant) inlets are in contract with new paving.

C. Newly installed storm drain inlets are inspected thoroughly to ensure catch basins and BMPs are in place.

D. Inspections are conducted annually, and inspection reports are filed. Cleaning of storm drain inlets is based off received inspection reports and addressed accordingly.

2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

A. Inspection cleaning and maintenance is done on a yearly basis with inspections occurring all year round.

B. Based off inspection reports cleaning is done in November and December.

3. Municipal Conveyance System

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

MS4 conveyance systems are thoroughly inspected around November and December. During the inspection any necessary repairs or cleanings are noted and addressed accordingly. Visual inspections occur on a regular basis and any issues or concerns are reported.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

All Municipally owned and operated outfalls are inspected annually, and during routine storm water inspections. Repairs are prioritized and performed as weather and resources allow.

Records are kept at the DPW Administration building.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.

In accordance with Helmetta's illicit connections permit obligations, all Municipally owned and operated outfalls are inspected during each permit cycle (at a minimum) for evidence of illicit connections during dry weather conditions.

Outfalls are inspected at least once per 5-year permit cycle for evidence of potential illicit connections.

Records are available at the Helmetta DPW building.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure, and the criteria used to determine when they need to be maintained and/or cleaned.

Helmetta Borough currently has three detention basins that are thoroughly inspected once a year. Any repairs or cleaning that is required is noted and addressed accordingly. Visual inspections occur before and after storm events.

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

For major development projects as defined per NJAC 7:8, all projects involving BMPs prepare, and file a stormwater maintenance plan with Middlesex County as per NJAC 7:8

All private facilities are observed by DPW and Township personnel during routine inspections.

Owners of private facilities requiring repair as observed during routine inspections, or as reported to Helmetta Borough are notified in writing to conduct necessary repairs and maintenance.

8. Infrastructure Records

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

Records related to stormwater infrastructure, cleaning maintenance and repair activities can be found at the Helmetta DPW building.

Helmetta Borough DPW Building,
51 Main Street,
Helmetta, NJ 08828

Form 8 – Community-wide Measures

Part IV.F.2.

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>Helmetta Borough shall restrict the application of herbicides along roadsides to prevent it from being washed by storm water into the waters of the state and to prevent erosion caused by de-vegetation, as follows:</p> <p>Helmetta Borough shall not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders.</p> <p>Helmetta Borough shall only apply ecofriendly herbicides consisting of vinegar, salt and dawn dish soap within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Salt truck operators monitor their salt loads, and should any spills occur they are immediately cleaned.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>Helmetta offers free brown biodegradable bags to be used for yard trimmings and leaf collection. Upon pickup of these bags, they are directly recycled and not stored on site.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>Regular visual inspections occur and repairs are completed as necessary.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

1. Site Name and Address	
Helmetta Borough DPW Building, 51 Main Street, Helmetta, NJ 08828	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Helmetta Borough's Department of Public Works conducts a monthly site inspection that includes inspection of the following	
<ul style="list-style-type: none"> - Recycling Center - Exterior grounds - Walkways and parking areas - General site inspections - Fire safety inspections - Inspection of environmental control equipment 	
Each category listed is then broken down further to ensure that total site inspection occurs and complies with all stormwater regulations. Any issues that are noted are addressed within 24 hours. These site inspection logs can be found within the Department of Public Works Building.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Waste Materials	Trucks
	Heavy Equipment

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>N/A</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>No, the Borough has a shared services agreement with Middlesex County to fuel at the county's Thompson Park Facility.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Yes, establish, maintain and implement standard operating procedures to address vehicle maintenance (see (A-B) below):</p> <p>A. Operate and maintain equipment to prevent the exposure of pollutants to storm water.</p> <p>B. Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. The Borough will use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>No, Borough vehicles are currently washed at Team Express. 1075 NJ-18, East Brunswick NJ, 08816</p>

<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No salt is stored by the Borough. The Borough has an inter-local agreement with East Brunswick and Monroe Township to pick up salt from its facility.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, storm water basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquid waste which is removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.</p> <p>2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq.</p> <p>See the "Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials" (www.nj.gov/dep/dshw/rrtp/sweeping.htm).</p> <p>3. Road cleanup materials placed into storage must be, at a minimum:</p> <ul style="list-style-type: none"> a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap tires are stored in an enclosed trailer on site. Tires are removed and recycled accordingly at the East Brunswick recycling center.</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>No, inoperable vehicles and equipment are not stored on site. Should a vehicle or piece of equipment be down for maintenance purposes, it will be parked away from all storm inlets or systems.</p>
<p>15. Outdoor Refuse and Dumpsters Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.</p>
<p>Helmetta Borough currently has a Refuse Container / Dumpster Ordinance in place that states, any outdoor refuse containers that are exposed to stormwater are to be covered at all times, which prohibits the spilling, dumping, leaking or other discharge of liquids, semi-liquids or solids from containers.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
Virtual group training sessions, training videos and in-person training.	

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field training, and videos
Describe the training provided for municipal staff.	
SPPP	Virtual training sessions and in-person training.
Construction Site Stormwater Runoff	Virtual group training sessions, training videos and in-person training.
Post-Construction Stormwater Management in New and Redevelopment	Training every two years, trained by DPW superintendent or designee.
Ordinances	Community wide outreach to include website information and newspaper information.
Community-wide Measures	Community wide outreach to include website information and newspaper information.
Stormwater Facilities Maintenance	In-field training, and video training.
Municipal Maintenance Yards and Other Ancillary Operations	In-field training.
MS4 Mapping	Virtual sessions and video training.

Outfall Stream Scouring	In-person training.
Illicit Discharge Detection and Elimination	In-person training.
Watershed Improvement Plan	In-person training.

Stormwater Management Design Reviewers
1. Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
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 course conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm .

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
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 Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term, thereafter, watch at least one of the Online DEP videos in the series available under Post-Construction Stormwater Management.

Training Records
Indicate the location of training records for the above required training.
Training records can be located at the Boroughs Clerks office.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>The MS4 outfall / infrastructure mapping has been completed by Remington & Vernick Engineers and has been submitted for review and pending approval through NJDEP.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Helmetta Borough currently has programs in place to work with neighboring communities.
2. Describe any regional projects or collaboration efforts with other municipalities.
Stream De-snagging and clearing blockages with neighboring communities. (some of which include Monroe Township and Spotswood)
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Watershed Improvement Plan information can be located in the records of minutes of Council meetings.