

# **Helmetta Borough**

## **Stormwater Pollution Prevention (SPPP) Plan**

**March, 2005**

**Prepared By:**

**Remington, Vernick & Vena, Engineers, Inc.  
9 Allen Street  
Toms River, NJ 08753**

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Borough of Helmetta**

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## I. **Executive Summary**

Remington & Vernick Engineers was authorized by Helmetta Borough to provide Year 1 services for the Borough's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the facility, including site inspection and interviews with Borough personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared (**Appendix A of report**). The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "**Tier A Stormwater Guidance Document**", published April, 2004.

The SPPP Plan itself is comprised of seventeen (17) SPPP Forms, Sample maintenance and reporting logs, and Standard Operating Procedures (SOPs) as prepared for applicable Fueling Operations, Vehicle Maintenance and Good Housekeeping practices as performed by the Borough. These forms must be updated over time as the Borough achieves compliance with various MS4 obligations, and as operations and personnel change. The Borough will be provided an electronic copy of the forms for maintenance purposes.

Enclosed in **Appendix C** of this report is an annual certification and reporting form that must be completed by the Borough and sent to the NJDEP. **The initial certification is due May 2, 2005.** As indicated on the form, it is understood that most of the items listed will be not applicable, or incomplete with the initial certification. An electronic version of this certification is also available at the following address:

[http://www.njstormwater.org/tier\\_A/forms.htm](http://www.njstormwater.org/tier_A/forms.htm)

Also enclosed (**Appendices D and E**) are copies of two (2) pamphlets that must be distributed and/or mailed to residents – the Public Education Pamphlet and the Pet Waste Pamphlet. Color and black-and-white copies of these materials are also available on-line at the following address:

[http://www.njstormwater.org/tier\\_A/edu\\_fliers.htm](http://www.njstormwater.org/tier_A/edu_fliers.htm)

**The following is a summary of Helmettas' MS4 permit obligations and associated timetables:**

**Table 1  
MS4 Compliance Summary and Associated Timetables**

<b>Regulatory Timetables</b>	<b>Task</b>	<b>Refer to SPPP form(s)/other</b>
4/1/2005--5/1/05	Adopt, File (draft) Stormwater Management Plan with the County	SPPP Form 3
5/2/2005 (and annually)	File initial Annual Certification and Reporting Form with the NJDEP	Appendix C
4/1/2005--3/31/06	Initial employee training.	SPPP Form 17
4/1/05--3/31/06 and annual	Mail initial, and annual, public education pamphlet by NJDEP. Make same materials available for distribution at one (1) annual municipal event.	SPPP Form 4, education pamphlet copy in Appendix D
4/1/2005 and ongoing	Begin monthly street sweeping, and monthly reporting, of Municipal streets meeting MS4 street sweeping requirements	SPPP Form 12 and Sample Street Sweeping Log
4/1/2005 and ongoing	Begin annual inspection, reporting & repair (if necessary) of municipally-owned or operated stormwater facilities, including inlet cleaning.	SPPP Form 13
4/1/2005 and ongoing	Implement applicable Fueling Facility, Vehicle Maintenance, and Maintenance Yard Good Housekeeping & SOP Procedures in accordance with the SPPP	Form 16 and SOP Attachments
4/1/05 and ongoing	Retrofit inlet grates during repairs, reconstruction, also new construction	SPPP Forms 3,11, and Attachment C of MS4 Permit
10/1/2005 and ongoing	Adopt & enforce improper disposal of waste ordinances (including pet waste handouts with pet licenses)	SPPP Form 10, pet waste pamphlet copy in Appendix E
10/1/05 and ongoing	Implement Yard Waste Collection Program	SPPP Forms 9, 10
10/1/2005 and ongoing	Begin annual inspection, reporting and repair (if necessary) of municipally-owned roadside facilities	SPPP Form 12 and Sample Roadside Erosion Maintenance Log
10/1/2005-3/31/09	Complete outfall inspections for evidence of illicit connections.	SPPP Forms 7,8, and Attachment B of MS4 Permit
4/1/05 -- 4/1/07	First 50% of inlets labeled (Sector 1--North of Main Street)	SPPP Form 5

**Table 1**  
**MS4 Compliance Summary and Associated**  
**Timetables**

<b>Regulatory Timetables, continued</b>	<b>Task</b>	<b>Refer to SPPP form(s)/other</b>
4/1/05 -- 4/1/07	Comply with interim deicing storage standards (i.e., tarping)	SPPP Form 15
4/1/05 -- 4/1/07	Map outfalls discharging into waterways (Sector 1 -- North of Main Street)	SPPP Form 6
4/1/07 and ongoing	Comply with permanent deicing storage standards (enclosed structure, impermeable floor)	SPPP Form 15
4/1/07 -- 4/1/09	Remaining 50% of inlets labeled (Sector 2 -- South of Main Street).	SPPP Form 5
4/1/07 -- 4/1/09	Map outfalls discharging into waterways (Sector 2 -- South of Main Street)	SPPP Form 6

## II. Municipal Audit

The following information was provided from a February 4, 2005 interview of Darren Doran, DPW Director, and February 24, 2005 audit of the DPW facility:

### A. Storm Drain Inlet Labeling

The Borough will label all inlets by April, 2009, 50% by April, 2007. The Borough will identify Sector 1 (work by April, 2007) as area north of Main Street. Sector 2 (work by April, 2009) will be area south of Main Street.

### B. Outfall Mapping

The Borough will map all outfalls discharging into waterways per Sectors 1,2, timetables (50% by 2007, 50% by 2009) identified for stormwater labeling above. Minimum requirement, per the MS4 regulations, is to show approximate location on tax maps/100-scale mapping. Helmetta borough will locate on tax maps and use an alphanumeric identifier.

### C. Illicit Connections

All outfalls will have to be inspected, beginning October, 2005 (18 months from the Effective Date of Permit Authorization, EDPA) for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather is defined as no significant rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.). Inspections must be completed by April, 2009. Illicit connections, if any, have to be reported and prioritized for elimination. **Refer to Attachment B of the Tier A permit for specific methodology.**

### D. Yard Waste Collection

Beginning October, 2005, the Borough will collect leaves and brush per the MS4 minimum frequency of October-December and once in the Spring, as well as Borough's overall collection schedule.

There is an MS4 requirement, beginning 10/05, to either pass an ordinance prohibiting (deliberately) placing non-containerized leaves, yard waste on street, OR collect monthly October, November, December, and once in Spring.

The Borough currently has residents containerize leaves in paper bags for pick up. Bags are not allowed to be placed in the street. Bags are then picked up by the Borough and taken to the County recycling facility. Branches are picked up at the curb, chipped and taken to the County recycling facility, or distributed from the DPW site.

#### **E. Street Sweeping**

Beginning **April, 2005**, there is a requirement for monthly sweeping of **select** Borough Streets, weather and street surfaces permitting, which meet **all** of the following criteria:

- **Commercial (non-residential) only.**
- **Borough owned and operated.**
- **Curbed streets roads and highways.**
- **Speed limit of 35 mph or less.**

According to the Helmetta Borough DPW staff, there are no non-residential, curbed, Borough owned or operated streets with a posted speed limit of 35 MPH or less that require sweeping under the MS4 regulations. Main Street is a County road, 40 MPH.

#### **F. Stormwater Facility Maintenance**

Helmetta Borough has catch basins, piping, and two retention basins within the Sutton Place residential development. The Borough has no roadside swales.

Beginning April, 2005, all facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). The "System" **only** includes stormwater infrastructure **owned and maintained** by municipality.

Helmetta will meet the minimum standard.

## **G. Outfall Pipe Remediation**

The Borough will map and inspect all of its outfalls discharging into waterways per Sectors 1,2, timetables (50% by 2007, 50% by 2009) identified for stormwater labeling above. Where repairs are necessary (e.g., for downstream erosion), the Borough will prioritize, schedule repairs.

## **H. De-icing material storage**

For salt storage between 2005 and April, 2007, must be in a full enclosed structure, impermeable floor or use seasonal tarping of salt piles. All salt storage **after April, 2007** must be in a fully enclosed structure with an impermeable floor.

The Borough uses "Geosalt" for deicing purposes, which is stored in an outside bin. The Borough currently gets small (5 tons or less) loads from East Brunswick and uses it at that time (very limited storage time). It will be tarped until April 2007 per interim standards. After April 2007, a fully enclosed facility with an impermeable floor will be used, or storage will cease on-site.

## **I. Standard Operating Procedures (SOPs)**

### **1. Fuel tanks**

All Borough owned gas vehicles fuel privately at this time. Diesel vehicles fuel at the Volunteer Fire House (62 Main Street) via an agreement with the Fire Company.

### **2. DPW Garage (vehicle maintenance, good housekeeping)**

The existing DPW facility has a fully enclosed Public Works building (where limited vehicle maintenance is done) and a vehicle storage/supplies facility. All vehicle maintenance (fluid changes, minor repairs) is outsourced. Spills, if any, are cleaned up using absorbent materials, and disposed legally.

All DPW vehicles (trucks and backhoes) are stored inside the facility. Landscaping equipment is stored inside a trailer located at the Borough's water tower.



There is an outside 250-gallon oil recycling tank and an outdoor paint recycling container. Both are fully contained.

The Borough will implement applicable SOP's beginning April, 2005.

### **3. Good Housekeeping**

Applicable Good Housekeeping practices will be implemented April, 2005.

### **J. Employee Training Requirements**

The Borough will conduct annual Employee Training on its MS4 obligations. The first annual training will occur between 4/1/05 and 4/1/06.

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

## 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.

*For salt storage between 2005 and April 2007, must be in a fully enclosed structure, impermeable floor or use seasonal tarping of salt piles. All salt storage after April, 2007 must be in a fully enclosed structure with an impermeable floor.*

*Helmetta Borough uses "Geosalt" for deicing purposes, currently stored in an outside bin. The Borough currently gets small (5 tons or less) loads from East Brunswick, and uses it at that time (very limited storage time). It will be tarped until April 2007 per interim standards. After April of 2007, a fully enclosed facility with an impermeable floor will be used, or storage will cease on-site.*

*No sand piles are stored within 50-feet of municipal inlets.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Borough of Helmetta</u> County <u>Middlesex</u> NJPDES # : <u>NJG0150878 (Tier A)</u> PI ID #: <u>201987</u> Team Member/Title: <u>Darren Doran, DPW Director</u> Effective Date of Permit Authorization (EDPA): _____ Date of Completion: <u>December, 2004</u> Date of most recent update: _____
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<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>N/A - No municipal fueling facilities.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>April, 2005</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Terence Vogt, PE

Title: Consulting Engineer, Remington & Vernick

Date: December, 2004

Municipality: Borough of Helmetta

County: Middlesex

NJPDES #: NJG0150878 (Tier A)

PI ID #: 201987

Stormwater Program Coordinator: Darren Doran

Title: Public Works Director

Office Phone #: 732-521-4946 ext.110

Emergency Phone #: 732-978-0364 (cell)

Public Notice Coordinator: Sandra Bohinski

Title: Municipal Clerk

Office Phone #: 732-521-4946 ext.100

Emergency Phone #: \_\_\_\_\_

Post-Construction Stormwater Management Coordinator: James Marchione

Title: Planning Board Chairman

Office Phone #: 732-521-1016

Emergency Phone #: \_\_\_\_\_

Local Public Education Coordinator: William E. Schmeling

Title: Administrator

Office Phone #: 732-521-4946 ext.102

Emergency Phone #: \_\_\_\_\_

Ordinance Coordinator: William E. Schmeling

Title: Administrator

Office Phone #: 732-521-4946 ext.102

Emergency Phone #: \_\_\_\_\_

Public Works Coordinator: Darren Doran

Title: Public Works Director

Office Phone #: 732-521-4946 ext.110

Emergency Phone #: 732-978-0364 (cell)

Employee Training Coordinator: Darren Doran

Title: Public Works Director

Office Phone #: 732-521-4946 ext.110

Emergency Phone #: 732-978-0364 (cell)

Other: Robert Simonelli

Title: Construction Official

Office Phone #: 732-521-4946 ext.105

Emergency Phone #: \_\_\_\_\_

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough of Helmetta

County: Middlesex

NJPDES # : NJG0150878(Tier A)

PI ID #: 201987

Team Member/Title: Sandra Bohinski, Clerk

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: December, 2004 Date of most recent update: N/A

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.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et. seq.), Helmetta Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Helmetta Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Helmetta Borough complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Borough of Helmetta

County: Middlesex

NJPDES # : NJG0150878(Tier A)

PI ID #: 201987

Team Member/Title: James Marchione, Planning Board Chairman

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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.

*To control stormwater from new development and redevelopment projects throughout Helmetta Borough, (including projects we operate), we will do the following:*

*We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Once the ordinances become in effect (within 12 months of plan adoption), we will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects our our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.*

See continuation sheet.

**SPPP Form 3 (continued)**  
**New Development and Redevelopment Program**

*Prior to the April 1, 2005 filing deadline, our planning board and municipal attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual. The Planning Board will adopt the final plan for incorporation with the master plan, and then filed with the County. Per planning board review and recommendations, we will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model, which will be adopted by Council.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from all development and redevelopment projects*

*For any BMP that is installed with the requirements of our post-construction program, Helmetta Borough will ensure adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Helmetta Borough intends to do this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance, which will be incorporated into future planning board approvals, and memorialized by resolutions.*

*Helmetta Borough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Helmetta Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Sandra Bohinski, Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

## 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.

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our annual notice of taxes. Extra copies will be available at our county library and at our municipal building.*

*An annual local event will be held each year at a time to be determined. We will make the DEP brochure and other educational materials available at our table at each annual event.*



# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

## 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.

*For our storm drain inlet labeling program, the Borough will provide services to label inlets in accordance with the requirements and timetables within its MS4 permit.*

*We will label 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.*

*We will use an appropriate method of labelling inlets that will read "NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it.*

*The Borough will label all inlets by April, 2009, 50% by April, 2007.*

*The Borough has identified Sector 1 (work by April, 2007) as area NORTH of Main Street. Section 2 (work by April, 2009) will be the area SOUTH of Main Street.*

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

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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.)?

*Helmetta Borough will map out the location of all outfall pipes operated by Helmetta Borough on tax maps and use an alphanumeric identifier. They will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.*

*The Borough will map all outfalls discharging into waterways per Sectors 1 & 2 timetables (50% by 2007, 50% by 2009) identified for stormwater labeling previously. Minimum requirement, per regulations, is to show approximate location on tax maps/100-scale mapping.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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 will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Helmetta Borough), we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Helmetta Borough will report the illicit connection to the Department. Investigations of outfalls will begin by or before October, 2005.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

**Prior to May 2, 2006**

*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? \_\_\_\_\_

**May 2, 2006 – May 1, 2007**

*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? \_\_\_\_\_

**May 2, 2007 – May 1, 2008**

*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? \_\_\_\_\_

**May 2, 2008 – May 1, 2009**

*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 Ordinance/Collection Program

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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 has residents containerize leaves in paper bags for pick up and bags are not allowed to be placed in the street. Bags are then picked up by the Borough and taken to the County recycling facility. Branches are picked up at the curb, chipped and taken to the County recycling facility, or distributed from the DPW site.*

*Pick up of leaves will occur from October to December and once in the spring. Borough will use conventional leaf collection ordinance for yard waste pickup.*

*There is an MS4 requirement, beginning October, 2005, to either pass an ordinance prohibiting (deliberately) placing non-containerized leaves, yard wastes on street OR collect monthly October, November, December, and one in the spring.*

*The Borough will review/update its existing (bagged) ordinance per MS4 standards.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: City Solicitor

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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

Pet Waste (Existing ordinance or NJDEP Model Ordinance)

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

Litter (Existing ordinance or NJDEP Model Ordinance)

Improper Waste Disposal pending attorney review of the NJDEP model ordinance

Wildlife Feeding pending attorney review of the NJDEP model ordinance

Yard Waste pending attorney review of the NJDEP model ordinance

Illicit Connections pending attorney review of the NJDEP model ordinance

How will these ordinances be enforced?

*Our Health Department, Zoning Board, local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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

*For most projects, Helmetta Borough will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest dimension.*

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

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

*Helmetta Borough does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*



# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality  
Information

Municipality: Borough of Helmetta County: Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

## 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.)

*Beginning April, 2005, there is a requirement for monthly sweeping of select City streets, weather and street surfaces permitting.*

*According to the Helmetta Borough DPW staff, there are no non-residential, curbed, Borough owned or operated streets with a posted speed limit of 35 MPH or less that require sweeping under the MS4 regulations. Main Street is a County road, 40 MPH.*

## 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)

*Road erosion control maintenance (DPW) -- Beginning October, 2005 Public Works (DPW) personnel will monitor all non-curbed municipal streets for erosion problems during 'normal patrols'. Erosion problems will be reported to the DPW Director (Daren Doran), and prioritized for repairs in accordance with SCD and DEP standards, as applicable. An inspection log will be kept with repairs and dates, with a repair status kept in the Annual Report and Recertification. The inspection will be maintained by Daren Doran.*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Borough of Helmetta County: Middlesex

NJPDES #:  NJG0150878 (Tier A)  PI ID #: 201987

Team Member/Title: \_\_\_\_\_

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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

*Beginning April, 2005, Helmetta Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and maintained, if necessary, by DPW personnel and/or procured services. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year.*

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.)

*Helmetta Borough has catch basins, piping and two retention basins within the Sutton Place residential development. The Borough has no roadside swales.*

*Beginning April, 2005, all facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). "System" only includes stormwater infrastructure owned and maintained by municipality.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Borough of Helmetta County: Middlesex

NJPDES #: NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Darren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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.)

*Beginning October, 2005, concurrent with illicit connection investigations, outfalls will be inspected for signs of stream erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with Middlesex County (SCD) and NJDEP standards.*

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

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

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Borough of Helmetta County Middlesex

NJPDES # : NJG0150878 (Tier A) PI ID #: 201987

Team Member/Title: Daren Doran, DPW Director

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: December, 2004 Date of most recent update: \_\_\_\_\_

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.

*(See continuation sheet)*

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**SPPP Form 17 – Employee Training**  
(continuation)

*The following topics will be covered by an NJDEP-acceptable training program:*

<u>Course:</u>	<u>Who will attend:</u>
Waste Disposal Education	hotline operators and Environmental Commission Members
Municipal Ordinances	code enforcement and local police departments, public works employees
Yard Waste Collection Program	public works employees
Street Sweeping	public works employees
Stormwater Facility Maintenance	public works employees
Road Erosion Control	public works employees
Outfall Pipe Stream Scouring Remediation	public works employees
Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally-owned projects)	public works employees

*The following topics will be part office training and part practical field training:*

<u>Course:</u>	<u>Who will attend:</u>
Illicit Connection Elimination and Outfall Pipe Mapping	public works employees, hotline operator

(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)

<i>Maintenance Yard Operations</i> (including Ancillary Operations)	public works employees
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(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)

*Dates for the above training programs are yet to be determined.*

# **BOROUGH OF HELMETTA**

## **Standard Operating Procedure**

### **Good Housekeeping**

#### **Helmetta Borough**

#### **Good Housekeeping Goals**

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

#### **Introduction and Purpose**

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Helmetta Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Helmetta Borough for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

#### **Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Helmetta Borough.

#### **Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

#### **Standards and**

**Specifications  
(Salt and Deicing  
Material Handling)**

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

**Spill Response  
and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Middlesex County Office of Emergency Management (Hazmat Unit) at 732-727-6626.

**Maintenance  
and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

# **BOROUGH OF HELMETTA**

## **Standard Operating Procedure**

### **Vehicle Maintenance**

#### **Helmetta Borough**

**Public Works Facility, 60 Main Street**

#### **BMP Objectives**

- Waste Management
- Spill Prevention,  
Containment and  
Countermeasures
- Pollution Control

#### **Introduction and**

**Purpose** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Helmetta Borough. The purpose of this SOP is to provide a set of guidelines for the Helmetta Borough vehicle maintenance yards including maintenance activities at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at any ancillary operations within the Borough.

#### **Standards and Specifications**

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.



**Spill Response  
and Reporting**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Middlesex County Office of Emergency Management (Hazmat Unit) at 732-727-6626.

**Maintenance  
and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.

**Borough of Helmetta  
Sample Inventory Log  
(Draft)**

**Facility Name:** Helmetta DPW  
**Prepared By** Terence Vogt/Darren Doran  
**Date** 2/28/05

**Inventory Requirements for Maintenance Yard Operations (including maintenance activities at Ancillary Operations)**

*Tier A facilities shall include for maintenance yard operations an inventory that includes the following:*

*A list of general categories of all materials or machinery located at the maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; byproducts; machinery and fuels; and lubricants, solvents, and detergents that are related to the maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the maintenance yard or related to its operations do not need to be included.*

The following materials are stored at the Helmetta Public Works Facility:

- Diesel Fuel – No, none stored or used outside.
- Gasoline (if applicable) – Yes, very small quantity (5 gallons or less) stored in a fire proof cabinet.
- Lubricants – Yes, small quantities stored inside and if flammable, then stored in a fire proof cabinet.
- Solvents – Yes, small quantities stored inside and if flammable, then stored in a fire proof cabinet.
- Detergent – Yes, small quantities stored inside and if flammable, then stored in a fire proof cabinet.
- Machinery (Type) – Yes, all DPW vehicles are stored inside. Trucks and backhoes are stored inside DPW facility. Landscaping equipment is stored inside a trailer at the Borough's water tower.

**BOROUGH OF HELMETTA**  
**Sample Street Sweeping Log**  
**(Draft)**

**Prepared By** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Month (date)**   **Area/Road(s) swept**        **#Miles swept**   **Materials Collected (CY)**

**April**

**May**

**June**

**July**

**August**

**September**

**October**

**November**

**December**

**January**

**February**

**March**

Borough of Helmetta  
Sample Road Erosion Repair Log  
February, 2005

Year \_\_\_\_\_  
Prepared By \_\_\_\_\_  
Date \_\_\_\_\_

<u>Month</u>	<u>(date)</u>	<u>Road Erosion Location/length</u>	<u>Repairs</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

Borough of Helmetta  
Stormwater Facility Maintenance Log  
February, 2005

Year \_\_\_\_\_  
Prepared By \_\_\_\_\_  
Date \_\_\_\_\_

<u>Month</u>	<u>(date)</u>	<u>Stormwater Facility</u>	<u>Repairs</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			