

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Edward Herrman, P.E.

Title: Borough Engineer

Date: April 30, 2018

Municipality: Borough of Highlands

County: Monmouth

NJPDES #: NJG0147885

PI ID #: 202006

Stormwater Program Coordinator: Edward Herrman, P.E.

Title: Borough Engineer

Office Phone #: (732) 671-6400 ext. 9483

Emergency Phone #: Same as above

Public Notice Coordinator: Bonnie Brookes

Title: Borough Clerk

Office Phone #: (732) 872-1224, ext. 201

Emergency Phone #: Same as above

Post-Construction Stormwater Management Coordinator: Edward Herrman, P.E.

Title: Borough Engineer

Office Phone #: (732) 671-6400 ext. 9483

Emergency Phone #: Same as above

Local Public Education Coordinator: Kim Gonzales

Title: Borough Administrator

Office Phone #: (732) 872-1224, ext. 203

Emergency Phone #: Same as above

Ordinance Coordinator: Dave Mercado

Title: Code Enforcement Officer

Office Phone #: (732) 872-1224, ext. 210

Emergency Phone #: Same as above

Public Works Coordinator: Kim Gonzales

Title: Borough Administrator

Office Phone #: (732) 872-1224, ext. 203

Emergency Phone #: Same as above

Employee Training Coordinator: Kim Gonzales

Title: Borough Administrator

Office Phone #: (732) 872-1224, ext. 203

Emergency Phone #: Same as above

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

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

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Highlands Borough County: Monmouth  
NJPDES #: NJG 0147885 PI ID #: 202006  
Team Member/Title: Bonnie Brookes, Borough Clerk  
Effective Date of Permit Authorization (EDPA): 04/01/2004  
Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

The Borough of Highlands provides public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Borough will also provide public notice for municipal actions where necessary, for example in the adoption of applicable stormwater related ordinances or in the re-adoption of the stormwater management plan in subsequent re-examinations. All public notices will be in accordance with Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).

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

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

# SPPP Form 3 - New Development and Redevelopment Program

<b>Municipality Information</b>	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Edward Herrman, P.E., Borough Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

The Borough's post-construction stormwater management program for new development and redevelopment projects is as follows:

1. The Borough's Planning Board ensures that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards (RSIS), are in compliance with the Stormwater Management Regulations prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.
  
2. Borough representatives will ensure continued compliance of all private developments with the approved subdivision plans, and applicable ordinances, as well as, long term operation and maintenance plans of approved BMPs on private property. The Public Works Department will be responsible for appropriate long-term operation and maintenance of BMP's on Borough property and will monitor private BMP's as needed to ensure proper operation and maintenance is being conducted in accordance with approved operation and maintenance plans.
  
3. The Borough's Planning Board will ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Borough Engineer will ensure proper installation of said inlets and the Public Works Department will be responsible for proper maintenance and/or retrofit of existing and new inlets.

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

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Edward Herrman, P.E., Borough Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

4. The Borough's Municipal Stormwater Management Plan and Stormwater Control Ordinance have been completed and adopted in accordance with NJDEP's requirements and final copies have been reviewed and approved by the Monmouth County Planning Board. Copies of both the plan and ordinance are included in Appendix 1 of this report and are also available for review and download on the Borough's website. The Municipal Stormwater Management Plan will be updated as needed as part of the re-examination of the Borough's master plan.
  
5. All new plans for new development and redevelopment projects are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Borough and/or their representatives will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of the summary report is included in Appendix 2 of this report.

# SPPP Form 4 - Local Public Education Program

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

## Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

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

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

- WEBSITE – The Borough will maintain a stormwater related page on their municipal website that includes stormwater related information and links to the Clean Water website and the NJDEP stormwater website. (1 POINT)
- MAILING CAMPAIGN - The Borough will distribute the NJDEP provided brochure to all residents and businesses along with one of its municipal mailings. (2 POINTS)
- ORDINANCE EDUCATION – The Borough will distribute a letter from the mayor to all residents and business along with one of its municipal mailings highlighting the requirements and benefits of the stormwater related ordinances adopted. (3 POINTS)
- STORMWATER DISPLAY - The Borough will coordinate a display at the Borough's annual Clam Festival which is held in August every year at Huddy Park off of Shore Drive. Borough personnel will setup a table and distribute the DEP provided brochure and other educational materials provided by the NJDEP. (1 POINT)

Additional activities will be evaluated and coordinated as needed throughout the year. For additional details on the Borough's Local Public Education Program, sample brochures and letters to be distributed see Appendix 3 of this report.

# SPPP Form 5 - Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG\_0147885 PI ID #: 202006

Team Member/Title: Kim Gonzales, Borough Administrator

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

## Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

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

Periodic inspection and maintenance is conducted by Borough public work employees throughout the year during their maintenance and annual storm drain inlet cleaning program. Markers are checked to ensure they are visible and firmly attached to the inlet/catch basin head or casting. If replacement is needed, the work is reported to the Public Works Department for action.

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

# SPPP Form 6 - MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG\_0147885 PI ID #: 202006

Team Member/Title: Edward Herrman, P.E., Borough Engineer

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

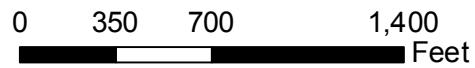
In 1990, the Borough completed a stormwater system map under the Sewage Infrastructure Improvements Act (SIIA).





In 2006, the Borough Engineer's office conducted an inspection of all Borough owned outfalls. GPS data was collected for each outfall and a new digital map was developed for the Borough. The map was updated in late 2008. A copy is provided in Appendix 4 of this report.

Revisions and/or additions to the outfall mapping system are completed annually if necessary by the Borough Engineer's office. The map is prepared using AutoCAD and includes an aerial photo of the Borough as a backdrop. Outfalls and the two (2) stormwater pump stations are located each with an alpha-numeric identifier.



**T&M** 11 Tindall Road  
 Middletown, NJ 07748-2792  
 Phone: 732-671-6400  
 ASSOCIATES Fax: 732-671-7365



-  Outfall
-  Stormwater Pump Stations
-  Monmouth County Roads
-  Municipal Boundary

## Stormwater Outfall Map Borough of Highlands Monmouth County, New Jersey

Prepared by: STK, November 12, 2008  
 Source: NJDEP; T&M Field Delineations (August, November, December 2005)  
 File Path: H:\HGHL\00261\GIS\Projects\hghl261\_OutfallsTabloid.mxd



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



# SPPP Form 7 - Illicit Connection Elimination Program

Municipality  
Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG 0147885 PI ID #: 202006

Team Member/Title: Kim Gonzales, Borough Administrator

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

Describe your Illicit Connection Elimination Program and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

The Borough completed its initial illicit connection inspection of each outfall as required by the original MS4 permit issuance. The NJDEP's Illicit Connection Inspection Report Form was used as necessary to conduct the inspections. Outfalls that were found to have a dry weather flow or evidence of an intermittent non-stormwater flow were re-inspected. Four (4) outfalls were found to have minor sources of dry weather flow; however, after re-inspection it appears that the dry weather flow was attributed to residual snow melting or groundwater infiltration.

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

Presently, residents may contact either the Borough Administrator or Police Department to report any spills or leaks of hazardous materials. Records of all inspections will be maintained by the Public Works Department and the number of outfalls and active sources of dry weather flows, if any, will be reported to the NJDEP annually as part of the Borough's Annual Inspection and Recertification Report.

# Illicit Connection Inspection Report Form

Municipality  
Information

Municipality: \_\_\_\_\_ County \_\_\_\_\_

NJPDES # : \_\_\_\_\_ PI ID #: \_\_\_\_\_

Team Member: \_\_\_\_\_

Date \_\_\_\_\_ Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

1. Is there a dry weather flow? Y (    ) N (    )
2. If "YES", what is the outfall flow estimate? \_\_\_\_\_ gpm  
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (    ) N (    )
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.  
(NOTE: This form **does not** need to be submitted to the Department but should be kept with your SPPP.)  
  
If you answered "**YES**" to either question, please continue on to question #5.  
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

## 5. PHYSICAL OBSERVATIONS:

(a) **ODOR:**

(b) **COLOR:**

(c) **TURBIDITY:**

**FLOATABLES:**

(e) **DEPOSITS/STAINS:**

**VEGETATION CONDITIONS:**

(g) **DAMAGE TO OUTFALL STRUCTURES:**

IDENTIFY STRUCTURE:

DAMAGE:

## 6. ANALYSES OF OUTFALL FLOW SAMPLE:

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

(a) **DETERGENTS:** \_\_\_\_\_ mg/L

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

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

**(b) AMMONIA (as N) TO POTASSIUM RATIO:** \_\_\_\_\_

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

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

**(c) FLUORIDE:** \_\_\_\_\_ mg/L

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

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

**(d) TEMPERATURE:** \_\_\_\_\_ °F

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

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

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

If **"YES"**, what is the suspected source? \_\_\_\_\_

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

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

Y (        ) N (        )

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

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

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

If **"YES"**, identify the source. \_\_\_\_\_

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

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

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

# Closeout Investigation Form

Municipality  
Information

Municipality: \_\_\_\_\_ County \_\_\_\_\_

NJPDES # : **NJG**\_PI ID #: \_\_\_\_\_

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

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Basis for Submittal:

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

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

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SPPP Form 8 - Illicit Connection Records

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

January 1, 2018 – December 31, 2018  
*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

January 1, 2019 – December 31, 2019  
*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

January 1, 2020 – December 31, 2020  
*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

January 1, 2021 – December 31, 2021  
*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

# SPPP Form 9 - Yard Waste Collection/Ordinance Program

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

The Borough currently posts on their website and distributes an annual newsletter to all residents and businesses that outlines the Borough's collection system and clean-up procedures. This newsletter also includes a collection schedule.

A copy of the current newsletter outlining the Borough's existing yard waste collection program and schedule is included in Appendix 5 of this report. The Borough is broken down into four (4) zones. Brush pickup is done in April, May, September, October and December. There is no collection of grass.

The Borough currently mandates that residents place all items for collection in a location that does not obstruct the storm drains. The Borough has modified this mandate to specify that no item shall be placed within 10 feet of a storm drain and no earlier than 5 days prior to a scheduled and announced pickup.

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Highlands Borough County: Monmouth  
NJPDES #: NJG\_0147885 PI ID #: 202006  
Team Member/Title: Dave Mercado, Code Enforcement Officer  
Effective Date of Permit Authorization (EDPA): 04/01/2004  
Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

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

Pet Waste Adopted on 10/19/2005

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

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

Litter Adopted on 10/19/2005

Improper Waste Disposal Adopted on 10/19/2005

Wildlife Feeding Adopted on 10/19/2005

Yard Waste Adopted on 10/19/2005

Illicit Connections Adopted on 10/19/2005

Private Storm Drain Retrofitting Adopted on 09/15/2010

Refuse Containers and Dumpsters Adopted on 09/15/2010

How will these ordinances be enforced?

The Code Enforcement Officer and Police Department will enforce these ordinances as necessary. If someone violates one of these ordinances they will be given a warning before a summons is issued for the violation.

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

# SPPP Form 11 – Storm Drain Inlet Retrofitting

<b>Municipality Information</b>	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u> NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u> Team Member/Title: <u>Edward Herrman, P.E., Borough Engineer</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>
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What type of storm drain inlet design will generally be used for retrofitting?

The Borough utilizes NJDOT bicycle safe grates and Campbell Foundry Model Type B inlet with a 6" Type N-ECO curb piece or equal.

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
Recreation Place	March 2005			1	0
Hillside	June 2008		October 2008	6	0
Washington / Miller Project	July 2007		January 2008	3	0

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

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



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

Municipality Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG 0147885 PI ID #: 202006

Team Member/Title: Kim Gonzales, Borough Administrator

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

*(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)*

The Borough determined that there are no Borough owned streets which meet the NJDEP requirements for monthly sweeping. The Borough will, however, continue its existing sweeping program, which consists of weekly sweepings on all main and secondary roads year round weather and surface conditions permitting.

All sweepings collected are offloaded into an existing 20 CY container kept at Public Works and disposed off periodically as needed.

See Appendix 6 for detailed description of the Borough's street sweeping program. Records of the sweepings collected and the dates are maintained by the Public Works Department.

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

*(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)*

The Borough performs its Road Erosion Control Maintenance Program as part of its daily street sweeping and inlet cleaning activities. Any road erosion problems will be reported to the Borough Engineer and the Department of Public Works, as needed.

If applicable, identified areas will be prioritized and repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Borough will maintain records of street inspections conducted, as well as, a list of repairs and the dates they were completed.

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG\_0147885 PI ID #: 202006

Team Member/Title: Kim Gonzales, Borough Administrator

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

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

The Borough continues to conduct their annual inspection of inlets and catch basins. During these inspections accumulated debris and/or sediment is cleared or scheduled for follow up cleaning. Material collected is dumped into the street sweeping spoils container located in the Public Works Yard and disposed off periodically as needed.

Inspection and cleaning records are maintained by the Borough's Public Works and reported to the NJDEP as part of the Borough's Annual Inspection and Recertification Report.

See Appendix 6 for additional information.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

The Borough will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. Presently, the Borough operates two (2) stormwater pump stations, and several hundred inlets, storm drains and outfalls. These facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Borough's Public Works Department.

See Appendix 6 for a detailed description of the Borough's stormwater facility maintenance program. Records of inspection and routine maintenance and/or repairs are kept by the Borough's Public Works Department.

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

An initial inspection of all outfalls was conducted in 2006 and no evidence of scouring were detected. The majority of the Borough's outfalls discharged through bulkheads. The Borough, in accordance with the 2018 permit renewal requirements, will conduct scouring inspections of their outfalls once every 5 years.

Outfall pipes showing signs of scouring will be reported to the Borough Engineer and the Department of Public Works. These outfalls will be evaluated to determine if additional rehabilitation, repair or replacement is necessary. Based on the condition of the outfall, they will be prioritized for rehabilitation and/or repair in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs and/or rehabilitation work that does not require NJDEP permits will be prioritized first.

All repairs will be followed with an annual inspection to ensure that the scouring has not resumed.

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

# SPPP Form 15 - De-icing Material Storage

Municipality  
Information

Municipality: Highlands Borough County: Monmouth

NJPDES #: NJG\_0147885 PI ID #: 202006

Team Member/Title: Kim Gonzales, Borough Administrator

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

Date of Completion: 03/28/2005 Date of most recent update: 04/30/2018

## De-icing Material Storage

Describe how you currently store your municipality's de-icing materials and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

The Borough stores salt for de-icing roadways at their DPW facility inside a canvas enclosed shelter with a door. During the off-season, any leftover de-icing material is pushed back towards the back of the structure and left to be used during the next winter season.

No sand is utilized or stored outdoors.

Routine maintenance and inspection of the de-icing material storage structure is conducted as needed throughout the year.

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u> NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u> Team Member/Title: <u>Kim Gonzales, Borough Administrator</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>
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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)	NOT APPLICABLE	* FUELING IS NO LONGER CONDUCTED ONSITE AT BOROUGH DPW FACILITIES. ALL FUELING IS DONE AT LOCAL VENDORS LOCATED THROUGHOUT THE BOROUGH.
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	NOT APPLICABLE	* THE BOROUGH HAS A SHARED SERVICE AGREEMENT WITH ATLANTIC HIGHLANDS BOROUGH FOR VEHICLE MAINTENANCE.
<b>Vehicle Washing</b>	NOT APPLICABLE	*NO VEHICLE WASHING IS CONDUCTED ONSITE; THE BOROUGH UTILIZES THE FACILITIES AT CONTI'S LOCATED IN LONG BRANCH FOR ANY VEHICLE WASHING NEEDED. RECORDS ARE MAINTAINED WHERE APPLICABLE.
<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>	April 2005	Indoor/outdoor storage areas, containers and surrounding areas around the DPW will be inspected on a monthly basis. Records will be maintained.  See Appendix 7 for a copy of SOP.  *SEE APPENDIX 7 FOR A COPY OF THE DPW FACILITIES INVENTORY LIST REQUIRED BY THE PERMIT RENEWAL.

# BOROUGH OF HIGHLANDS

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of Highland employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

#### Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15<sup>th</sup> and April 30<sup>th</sup>.

ISSUE DATE	PAGE NO.
	1 of 2

# BOROUGH OF HIGHLANDS

## STANDARD OPERATING PROCEDURES

### Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers and dispose of properly.

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the Highlands Police Department at (732) 872-1158.
  - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

### Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

**Stormwater Pollution Prevention Plan**  
**Maintenance Yard Inventory**  
**Borough of Highlands, Monmouth County, New Jersey**

**Facility Name:** Borough of Highlands DPW Facility and Recycling Center

**Date:** March 27, 2018

**Facility Location:** Shore Drive

**Inspector:** Rose Santos, P.E., Group Manager, T&M Associates

**Accompanied by:**

Facility Yard (From the Maintenance Building to the Recycling Center)

- Exposed Material Stockpiles: 20-cy Dumpster Sweepings and other spoil material  
30-cy Dumpster scrap metal  
30-cy Dumpster brush  
20-cy Dumpster for bulk materials  
10-cy Dumpster of electronics  
Stone/Gravel
  
- Exposed Equipment: Attachments for Borough vehicles  
Construction/Borough Maintenance Vehicles

Maintenance Facility

- Exposed Material Stockpiles: Speedy Dry on pallet and in individual bags  
Multiple 5-gal containers of various automotive fluids  
2-20 gal drums of waste oil  
2-55 gal drums of automotive fluids

Notes: At the time of inspection, there were no storm drain inlets/catch basins or floor drains within the Maintenance facility and DPW Yard or the Recycling Center. The DPW yard and sections near the Recycling Center and Salt Shed are on impervious cover.

There is always an attendant on duty while the recycling center is open; however, residents dispose of their own recyclables.



# SPPP Form 17 - Employee Training

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

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

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

### **Phase 1 – Municipal Board and Governing Body Members**

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

### **Phase 2 – Development/Redevelopment Application Reviewer Training**

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

# SPPP Form 17 - Employee Training (Continued)

Municipality Information	Municipality: <u>Highlands Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0147885</u> PI ID #: <u>202006</u>
	Team Member/Title: <u>Kim Gonzales, Borough Administrator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>03/28/2005</u> Date of most recent update: <u>04/30/2018</u>

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

**Phase 3 – Annual Employee Training Program**

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

**Phase 4 – Bi-Annual Employee Training Program**

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

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

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