

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Date: 4/29/2020

Municipality: Township of Upper

County: Cape May

NJPDES #: NJG0153702

PI ID #: 167054

Stormwater Program Coordinator: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Office Phone #: 609-628-2011 ext 244

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

Public Notice Coordinator: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Office Phone #: 609-628-2011 ext 244

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

Post-Construction Stormwater Management Coordinator: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Office Phone #: 609-628-2011 ext 244

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

Local Public Education Coordinator: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Office Phone #: 609-628-2011 ext 244

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

Ordinance Coordinator: Paul E. Dietrich, Sr. P.E.

Title: Municipal Engineer

Office Phone #: 609-628-2011 ext 244

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

Public Works Coordinator: Craig Reeves

Title: Supervisor of Roads

Office Phone #: 609-628-2011 ext 350

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

Employee Training Coordinator: Craig Reeves

Title: Supervisor of Roads

Office Phone #: 609-628-2011 ext 350

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

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

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

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

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

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Township of Upper

County: Cape May

NJPDES # : NJG0153702

PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 4/10/2007

Date of most recent update: 08/14/2009

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.

*Township committee appointed a subcommittee at a regular Township Committee Meeting.*

*Draft Stormwater Prevention Plan presented at Township Committee Meeting and Township Committee passed Resolution No. 40-2005 which approved plan and authorized to be submitted to County & State for review.*

*Adopted Ordinance 15-2006 on June 12, 2006. Noticed in AC Press on May 19, 2006 and June 20, 2006. Implemented model stormwater control ordinance.*

*Adopted Ordinance 13-2006 on May 16, 2006. Noticed in AC Press on April 26, 2006 and May 16, 2006. Implemented illicit conneciton model oridnance.*

*Adopted Ordinance 10-2007 on June 15, 2007. Notices in AC Press on May 24, 2007 and June 15, 2007. Implemented loose leaf collection and trash collection amendments.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Township of Upper

County: Cape May

NJPDES # : NJG0153702

PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005

Date of most recent update: 04/29/2020

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.

*Both Planning Board and Zoning Board applications are reviewed for compliance of RSIS and new stormwater regulations, review that all stormwater facilities utilize new storm drain inlets.*

*Prepared Stormwater Management Plan dated January 12, 2005 and adopted by Township Committee on January 24, 2005.*

*New development is inspected for compliance with the Township's Stormwater Ordinances and Stormwater Management Plan.*

*Two new development projects approved by Planning Board.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Township of Upper County Cape May

NJPDES # :0153702PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 04/29/2020

## 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.

*Will have booth at Upper Township Primary School Technology Fair to be held in March 2016. Have asked Watershed Ambassador for Cape May County to attend and help pass out literature.*

*Started new point system for Local Public Education in 2009*

*Maintain information on Township Website*

*Maintain stormwater displays at Township Municipal Building.*

*Discuss Stormwater Program with elected municipal officials.*

*Visit School to discuss Township Stormwater issues.*

*Department Stormwater Material distributed to Residents with Tax Bills.*

*Participate at the UT Community Night and 2019 Middle School STEM Fair*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Township of Upper Cape May

NJPDES # : 0153702 PI ID #: 1637054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 04/29/2020

## 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.

*The County of Cape May reviewed a grant to purchase labels for entire County. Received 800 labels from County. Started labeling inlets October 2004 and should have 75% of all inlets labeled by June 2005.*

*Local BoyScout and Girl Scout Troops have volunteered to install the labels. As of Jan 2005 approx. 100 labels have been placed.*

*400 Labels placed during 2006.*

*Continued inspection to replace missing inlet labeling.*

*Public Works Dept. has paint stencil that is used at all inlets during annual inspections.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Township of Upper Cape May

NJPDES # : 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 04/29/2020

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.)?

*Map will be prepared utilizing GIS (Arcview Ver. 9). Received from the County a shape file with all inlets mapped during the SI2Mapping Program, which accounts for more than 70% of all outfalls within the Township.*

*Completed mapping of all the remaining outfalls within the Township with GPS at end of 2007.*

*Add new stormwater outfalls as development occurs. Adding private stormwater infrastructure in 2019.*

*Map maintained online at <http://viewer.myidv.com/Map/71332c32765470ff/Upper-Township>*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Township of Upper Cape May

NJPDES # : 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/05 Date of most recent update: 4/29/2020

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.

*During inspection cycle for stormwater outfalls and inlets, inspectors shall record any dry weather flows and report to Stormwater Program Coordinator. Stormwater Program Coordinator shall perform an investigation in accordance with the permit requirements.*

*No Illicit Connections have been found during last years inspections.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Township of Upper County Cape May  
 NJPDES # :0153702 PI ID #: 167054  
 Team Member/Title: Paul E. Dietrich, Sr. P.E.  
 Effective Date of Permit Authorization (EDPA):4/1/2004  
 Date of Completion: 3/23/2005 Date of most recent update: 8/14/2009

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? 100

Number of outfalls found to have a dry weather flow? 2

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 100

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 200

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 00

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 200

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Township of Upper County Cape May

NJPDES # : 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/0225 Date of most recent update: 04/29/2020

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.

*Township has had yard waste collection program ongoing. Township collects bagged waste from January to April and May to September and collects loose waste during April from November to December (Ordinance 24-2.7a.5)*

*Township utilizes four- 3/4 man crews to collect the loose leaves in the Fall. The crews make 2-3 passes through the entire Township. It takes approximately one month to make the initial pass through the Township to collect the loose leaves.*

*Collected over 3,125.82 Tons of Compost in 2019*

# SPPP Form 10 - Ordinances

Municipality Information

Municipality: Township of Upper County Cape May  
 NJPDES # : 0153702 PI ID #: 167054  
 Team Member/Title: Paul E. Dietrich, Sr. P.E.  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: 3/23/2005 Date of most recent update: 04/20/2012

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

Pet Waste Ordinance 8-5.6 adopted in 1987 information is distributed

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

Litter Ordinance 24-4 adopted February 28, 2005

Improper Waste Disposal Ordinance 24-4 adopted February 28, 2005

Wildlife Feeding 5/22/2006

Yard Waste Ordinance 24-2.7a5 adopted 11/95

Illicit Connections 5/22/2006

How will these ordinances be enforced?

*Pet waste ordinance is enforced by private citizen complaint, zoning officer or animal control officer*

*Litter & Improper Waste Disposal ordinance is enforced by Ordinance section 24-1.14.*

*Yard Waste is enforced by Ordinance section 24-1.14*

*Private Storm Drain Inlet Retrofitting was adopted on 10/13/2009 Ordinance 23-2009 and is enforced .*

*Improper Spilling or Leaking from Dumpsters was adopted on 10/13/2009 Ordiance 23-2009 and is enforced.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Township of Upper County Cape May  
 NJPDES # :0153702 PI ID #: 167054  
 Team Member/Title: Paul E. Dietrich, Sr. P.E.  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: 3/23/2005 Date of most recent update: 04/1/19

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

*Various - bar grate or inlet riser.*

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
<i>Perry Road Reconstruction</i>	<i>5/2004</i>		<i>11/2004</i>	<i>5</i>	<i>0</i>
<i>2004 Paving Project</i> <i>2005 Pro</i>	<i>3/2005</i> <i>6/2/2005</i>		<i>1/2005</i> <i>1/2006</i>	<i>12</i> <i>15</i>	
<i>2006 Paving Program</i> <i>2007 Pro</i>	<i>6/2006</i> <i>8/2007</i>		<i>1/2007</i> <i>1/2008</i>	<i>22</i> <i>7</i>	
<i>2008 Paving Program</i> <i>2009 Pro</i>	<i>9/2008</i> <i>11/2009</i>		<i>3/2009</i> <i>4/2010</i>	<i>12</i> <i>10</i>	
<i>2013 Paving Program</i>			<i>6/2013</i>	<i>25</i>	

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

*no*

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

Municipality  
Information

Municipality: Township of Upper County: Cape May

NJPDES # 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 4/1/19

## 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.)*

*Street seeper operates from mid-March through mid-October*

*Each street in the Township is swept at least once.*

*Log is kept in truck. Starting in 2005 copy of log sheets will be kept with Road Department Supervisor*

## 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)*

*Township roads do not experience routine road erosion problems because over 50% of the streets have curbs.*

*Road side erosion is reported to the Road Department and usually repaired within 1 week, weather depending, and in performed in accordance with Soil Erosion Standards.*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Township of Upper County: Cape May

NJPDES # 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/05 Date of most recent update: 4/1/09

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

*Crew works full-time from April through September cleaning inlets*

*Logs are being kept beginning in April 2005.*

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.)

*Crew works part-time and on as-needed basis cleaning and maintaining basins.*

*Logs are being kept beginning in April 2005.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Township of Upper County: Cape May

NJPDES # 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/05 Date of most recent update: 4/1/09

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.)

*Crew works part-time and on as-needed basis cleaning and maintaining basins.*

*Logs are being kept beginning in April 2005*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Township of Upper Cape May

NJPDES # : 0153702 PI ID #: 167054

Team Member/Title: Pual E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 4/1/19

## 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.

*Township constructed a 1000 ton salt storage building in 2003.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Toownship of Upper County Cape May</u> NJPDES # : <u>0153702</u> PI ID #: <u>167054</u> Team Member/Title: <u>Paul E. Dietrich, Sr. P.E.</u> Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u> Date of Completion: <u>3/23/2005</u> Date of most recent update: <u>4/1/19</u>	
<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>6/3/2005</i>	<i>in SOP</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>6/3/05</i>	<i>in SOP</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>6/3/05</i>	

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Township of Upper Cape May

NJPDES # : 0153702 PI ID #: 167054

Team Member/Title: Paul E. Dietrich, Sr. P.E.

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

Date of Completion: 3/23/2005 Date of most recent update: 4/1/19

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.

4/28/2005 held training for 6 employees who are regularly responsible for roadside maintenance, street sweeping, basin maintenance and inlet cleaning. Discussed inspection logs.

6/29/2005 held training for all road department personel. Distributed SOP and watched video regarding Municipal Stormwater Pollution Prevention by Storm Watch.

Yearly basis distributed SOP and watched video regarding Municipal Stormwater Pollution Prevention by Storm Watch. Attendance log kept in stormwater file.