

Stormwater Pollution Prevention Plan



Township of Upper
Cape May County
NJG0153702


April 15, 2020

Revised April 28, 2023

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Paul Dietrich, Municipal Engineer
Office Phone # and eMail	609-628-2011 ext. 244; engineer@uppertownship.com
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Paul Dietrich, Municipal Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Craig Reeves, Superintendent of Public Works
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
4/29/2020		<i>Yearly update</i>
1/18/2022		<i>Yearly update</i>
4/28/2023		<i>Yearly update</i>

Form 3 – Public Announcements
Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://uppertownship.com/departments/engineering/stormwater-management-information/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Paul Dietrich, Municipal Engineer, Stormwater Program Coordinator
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
www.uppertownship.com

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

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
Shall mean any division of land into five or more lots; any construction or expansion of any housing development of five or more dwelling units; any construction or expansion of any commercial or industrial use or structure on a site of more than three acres; or any "development," grading, clearing or disturbance of an area in excess of 5,000 square feet. Disturbance for the purpose of this subsection is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
Same
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
Review of projects by the Municipal Engineer before approval and construction.
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.
Yes, no variances have been granted.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
6/20/2006, 8/9/2021
6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
1/12/2005, 11/16/2006

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	1987		<i>Animal Control, PW & Code Enforcement</i>	\$___
2. Wildlife Feeding	5/30/2006	yes	<i>Code Enforcement</i>	\$___
3. Litter Control	3/5/2005	No	<i>PW & Code Enforcement</i>	\$___
4. Improper Disposal of Waste	3/5/2005	no	<i>PW & Code Enforcement</i>	\$___
5. Yard Waste	3/5/2005	no	<i>PW & Code Enforcement</i>	\$___
6. Private Storm Drain Inlet Retrofitting	10/13/2009	yes	<i>PW & Code Enforcement</i>	\$___
7. Illicit Connections	5/16/2006	yes	<i>PW & Code Enforcement</i>	\$___
8. Privately-Owned Salt Storage			<i>Code Enforcement</i>	\$___
9. Tree Removal-Replacement			<i>Code Enforcement</i>	\$___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
<i>Refuse Container/ Dumpster: 10/13/2009, used model ordinance</i>				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Ordinances are online and in the Municipal Clerk's Office. Enforcement actions are maintained in department whose responsibility for the enforcement lies.				

Form 6 – Street Sweeping

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

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 times each year)

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

The Strathmere section of Upper Township is swept three times a year (Spring, Summer and Fall). There are no other required streets to be swept as required by the NJPDES permit.

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

Not outsourced.

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

<p>1. Municipal Storm Drain Inlets</p> <p>a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.</p> <p>b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.</p> <p>c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.</p> <p>d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.</p>
<p>(a.) During inspection it is noted if labels are missing and work order is issued to have label places at inlet.</p> <p>(b.) Municipal Engineer inspects projects to ensure inlets are retrofitted.</p> <p>(c.) Municipal Engineer inspection during construction.</p> <p>(d.) Inlets are inspected yearly and cleaned & maintenance performed as necessary (more than 4" of sand/ debris in bottom).</p>
<p>2. Municipal Catch Basins</p> <p>a. Describe when and how you conduct inspections of catch basins.</p> <p>b. Describe the criteria used to determine when catch basins need to be cleaned.</p>
<p>(a.) Inlets are inspected yearly</p> <p>(b.) They cleaned & maintenance performed as necessary (more than 4" of sand/ debris in bottom).</p>
<p>3. Municipal Conveyance System</p> <p>Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.</p>
<p>(a.) Inlets are inspected yearly.</p> <p>(b.) They cleaned & maintenance performed if the inlet requires cleaning.</p> <p>(c.) Public Works used vac-truck to clean inlet and conveyance pipes.</p>
<p>4. Municipal Outfall Inspections – Stream Scouring</p> <p>Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.</p>
<p><i>Upper Township has no discharges to streams.</i></p>

<p>5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</p> <p>Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.</p>
<p>Basins are inspected during dry weather to determine if illicit connection inspection is required.</p>
<p>6. Other Municipal Infrastructure</p> <p>List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.</p>
<p><i>n/a</i></p>
<p>7. Stormwater Facilities Not Owned or Operated by the Municipality</p> <p>Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.</p>
<p><i>Municipal Engineer performs annual inspection and sends letter to property owner if maintenance is required.</i></p>
<p>8. Infrastructure Records</p> <p>Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p><i>Record maintained at Public Works.</i></p>

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<i>Herbicide use on Township property is limited and is applied in accordance with manufacture recommendations. Herbicide use is not applied to Township property that is adjacent to waters of the State.</i>
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<i>After application of salt on roadways, the roadways are inspected and excess salt piles are removed by Public Works.</i>
3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
The Township has an established program that is publicized on the Township Website. Vegetative Waste is collected on a regular basis and take to the Cape May County MUA Landfill for recycling.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
Repairs are made when noted from the public or Public Works. Public Works employees are asked to report any conditions along the public roadways that may require attention.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

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

1. Site Name and Address	
Public Works Yard 1691 Mt. Pleasant – Tuckahoe Rd, Tuckahoe	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Fuel operations and vehicle washing storage tanks. Logs kept onsite at Public Works Yard.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Pipe, masonry block	Vehicles and Equipment
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
n/a	

<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p><i>Yes, all tanks are above ground for observation of leakage. There is emergency spill kits at the tanks for rapid response in-case of a spill.</i></p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Yes, all work is performed inside.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>Yes, facility is enclosed.</p>
<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Yes, covered in building with a door.</i></p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Aggregate material is stored under cover. Wood chips and leaf compost not stored on site.</i></p>

10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
<i>no</i>
11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
No, taken to Cape May County MUA OC Treatment Plant for proper disposal.
12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
<i>No, taken directly to Cape May County MUA Landfill upon collection.</i>
13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
<i>Yes, stored temporality until taken to Cape May County MUA Landfill.</i>
14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.
<i>No</i>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	
Construction Site Stormwater Runoff	<i>In-person, e-learning, videos</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>In-person, e-learning, videos</i>
Community-wide Ordinances	<i>In-person, e-learning, videos</i>
Stormwater Facilities Maintenance	<i>In-person, e-learning, videos</i>
Municipal Maintenance Yards and Other Ancillary Operations	<i>In-person, e-learning, videos</i>
MS4 Mapping	<i>In-person, e-learning, videos</i>
Outfall Stream Scouring	<i>In-person, e-learning, videos</i>
Illicit Discharge Detection and Elimination	<i>In-person, e-learning, videos</i>

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>Municipal Engineer attend required training every 5-years</i>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p>

Training Records
Indicate the location of training records for the above required training.
<i>Personnel Office</i>

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p style="color: blue; text-decoration: underline;"> http://viewer.myidv.com/Map/71332c32765470ff/Upper-Township </p> <p>username: capco_user password: myiDV2021</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
Municipal Engineer adds facilities as they are constructed.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
System is maintained on Township's GIS.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Not started. Prepared a Watershed Management Plan in 2020.
2. Describe any regional projects or collaboration efforts with other municipalities.
<i>n/a</i>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<i>Municipal Engineer's office</i>