

# **Stormwater Pollution Prevention Plan**

**Mount Laurel Township  
100 Mount Laurel Road  
Mount Laurel, NJ 08054**

**April 1, 2005  
Revised April 30, 2010**

Tier A Municipal Stormwater Regulation Program

## Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Alaimo Group

Title: Mount Laurel Township Municipal Engineer

Date: July 1, 2009

Municipality: Mount Laurel Township

County: Burlington County

NJPDES #: NJG0150029

PI ID #: 197718

Stormwater Program Coordinator: Richard A. Alaimo

Title: Township Engineer

Office Phone #: 609-267-8310

Emergency Phone #: 609-267-8311

Public Notice Coordinator: Patricie Halbe

Title: Clerk

Office Phone #: 856-234-0001

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

Post-Construction Stormwater Management Coordinator: Ray Holshue

Title: Construction Code Official

Office Phone #: 856-234-0001

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

Local Public Education Coordinator: Janice Husted

Title: Public Works

Office Phone #: 856-234-0001

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

Ordinance Coordinator: Christopher Norman, Esquire

Title: Township Solicitor

Office Phone #: 609-664-6884

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

Public Works Coordinator: Bruce Basim

Title: Public Works

Office Phone #: 856-234-0001

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

Employee Training Coordinator: Chris Schwartzman

Title: Road Superintendent

Office Phone #: 609-820-3768

Emergency Phone #: 609-668-8504

Other: Jennifer Blumenthal

Title: Acting Township Manager

Office Phone #: 856-234-0001

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

# Stormwater Pollution Prevention Plan

## Table of Contents

SPPP Form 1 .....	Stormwater Pollution Prevention Team Members
SPPP Form 2 .....	Public Notice
SPPP Form 3 .....	New Development and Redevelopment Program
SPPP Form 4 .....	Local Public Education Program
SPPP Form 5 .....	Storm Drain Inlet Labeling
SPPP Form 6 .....	MS4 Outfall Pipe Mapping
SPPP Form 7 .....	Illicit Connection Elimination Program
SPPP Form 8 .....	Illicit Connection Records
SPPP Form 9 .....	Yard Waste Ordinance/Collection Program
SPPP Form 10 .....	Ordinances
SPPP Form 11 .....	Storm Drain Inlet Retrofitting
SPPP Form 12 .....	Street Sweeping and Road Erosion Control Maintenance
SPPP Form 12a .....	Street Sweeping Log
SPPP Form 13 .....	Stormwater Facility Maintenance
SPPP Form 14 .....	Outfall Pipe Stream Scouring Remediation
SPPP Form 14a .....	Outfall Pipe Stream Scouring Remediation
SPPP Form 15 .....	De-icing Material Storage
SPPP Form 16 .....	Standard Operating Procedures
SPPP Form 16a .....	Standard Operating Procedures – Vehicle and Equipment Fueling
SPPP Form 16b .....	Standard Operating Procedures – Vehicle Maintenance
SPPP Form 16c .....	Standard Operating Procedures – Good Housekeeping
SPPP Form 16d .....	Municipal Maintenance Yard Inventory List
SPPP Form 17 .....	Employee Training
Attachment .....	Sector A / Sector B Map

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Mount Laurel Township

County: Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Patricia Halbe/Clerk

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

Date of Completion: 4/1/05

Date of most recent update: 4/30/08

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.), Mount Laurel Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Mount Laurel Township 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.) Mount Laurel Township complies with those requirements.*



# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Ray Holshue/Construction Code Official

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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 Mount Laurel Township (including projects we operate) we will do the following:*

*We presently assure 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, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards assure such compliance before issuing preliminary and final subdivision or site plan approvals under the Municipal Land Use Law.*

*Since the EDPA, Mount Laurel Township has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will assure 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 standards in Attachment C of our permit. Once our municipal stormwater ordinance takes effect, we will assure such operation and maintenance for any new development or redevelopment projects on our property by complying 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.*

*The Alaimo Group has reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance were adopted by our planning board and Governing Body, respectively, by the deadlines specified in the permit, and have been submitted to the county planning agency for approval.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Ray Holshue/Construction Code Official

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

*For any BMP that is installed in order to comply with the requirements of our post-construction program. Mount Laurel Township will assure 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, Mount Laurel Township intends to do this by enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.*

*Mount Laurel Township 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. Mount Laurel Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate Device Exemptions" or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*



# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Janice Husted / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 5/15/09

## 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.

Mount Laurel Township will implement a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate information to be covered during these educational activities shall include, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container / Dumpster Ordinance, Private Storm Drain Inlet Retrofitting, and Fertilizer Management Ordinance (if applicable)]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; local stream and/or shoreline restoration activities; watershed education; and general non-point source education.

Mount Laurel Township will annually conduct educational activities that total a minimum of 10 points. Each approved activity is listed and has been assigned a point value in Attachment E of the permit and is listed below.

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. **Website** – Maintain a stormwater related page on the municipal website and include a link to [www.cleanwaternj.org](http://www.cleanwaternj.org). (1 point)
3. **Stormwater Display** – Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building. (2 points)
4. **Giveaway** – Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)

# SPPP Form 4- Local Public Education Program

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Janice Husted / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 5/15/09

## 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.

5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on [www.cleanwater.nj.org](http://www.cleanwater.nj.org) to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. **Stormwater Training for Elected Municipal Officials** – Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. **Mural** – Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. **Mailing** – Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. **Partnership Agreement / Local Event** - Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)



# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Janice Husted / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 5/15/09

## 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.

- 12. Ordinance Education** – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

\* Posting these ordinances does not constitute the development of a website referenced above.

Mount Laurel Township plans to conduct the following educational activities to satisfy the local public education requirements of the Municipal Stormwater General Permit:

1. School Presentations – Present educational classes/assemblies to local schools ( 1 point per visit/maximum of 5 points per year)
2. Stormwater Display – Present a stormwater related display at the Fall Festival (2 points)
3. Mailing – Distribute the Department's educational brochures, tip cards, etc. to every resident and business (3 points)

We may substitute or add qualifying activities to the items in the above Public Education Program as conditions warrant and/or as opportunities become available.

Mount Laurel Township shall certify annually that they have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g. month, day, year) and details of each education activity (e.g., photos of the mural) shall be reported to the Department in the Annual Report

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Brian Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

### 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, our Public Works Department will be doing the labeling. 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 Mount Laurel Township.*

*Our storm drain labeling program will be addressed either through the use of stencils that will read "No dumping – Drains to River" or labels ordered from Almetek Industries, Inc. that will be applied using adhesive. We have identified these two different techniques to provide flexibility in the implementation of this storm drain labeling program.*

*The attached map divides Mount Laurel Township into two sectors. Sector A is the area north of Parkers Creek, and Sector B is the area south of Parkers Creek. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009.*

*During our annual catch basin cleaning program, we will be checking these labels to assure that they are still visible, and if they are not, we will assure that the labels are replaced in a timely fashion.*



## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Brian Basim/Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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.)?

*The Alaimo Group mapped the location of the end of all outfall pipes operated by Mount Laurel Township. They identified, mapped and investigated (see illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that was located.*

*Mount Laurel Township has been divided into two sectors. Sector A is the area north of Parkers Creek, and Sector B is the area south of Parkers Creek. Sector A was mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map.)*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier on a scaled map. Major waterways and all other waterbodies receiving outfall pipe discharges will also be identified on the map.*

## SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Brian Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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.

*We did conduct an initial physical inspection of all of our outfall pipes during the mapping process. We did 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 were 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 Mount Laurel Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after an 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, Mount Laurel Township will report the illicit connection to the NJDEP.*



# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 5/15/09

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? 0

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, 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? 238

Number of outfalls found to have a dry weather flow? 1

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? 0

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, 2008 – December 31, 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? 20

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: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Janice Husted / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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.

*Mount Laurel Township has developed a yard waste collection and disposal program.*

*We will be conducting collections of leaves and grass during the months of October, November, and December, plus one collection in the spring. During the remainder of the year, Mount Laurel Township may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our newsletter, which will be mailed to all residents and businesses the first of each month, on our Township website and will place a public notice in the official newspaper.*

*Mount Laurel Township has adopted and is enforcing a yard waste ordinance (see SPPP Form 10) that prohibits all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*



## SPPP Form 10 – Ordinances

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Christopher Norman, Esq. / Solicitor

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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

Pet Waste 6/20/05

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

Litter 6/20/05

Improper Waste Disposal 6/20/05

Wildlife Feeding 6/20/05

Yard Waste 6/20/05

Illicit Connections 6/20/05

How will these ordinances be enforced?

*Our code enforcement officers and 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.*

Refuse Containers/Dumpsters

10/04/2010

Private Storm Drain Inlet Retrofitting 10/04/2010

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/10

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

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

Repaving, repairing, reconstruction or alternation project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
Larchmont Blvd. Phase 4	4/20/06	5/1/06	10/06	6	0
2004 Local Road Phase 1 <ul style="list-style-type: none"> <li>- Winston Lane</li> <li>- Heather Drive</li> <li>- Charleston Road</li> <li>- Malvern Court</li> <li>- Carleton Lane</li> <li>- Oregon Avenue</li> <li>- Yorktown Drive</li> <li>- Cobblestone Drive</li> <li>- Custer Court</li> </ul>	---	12/04	11/06	4 4 6 5 6 2 8 13 1	0 0 0 0 0 0 0 0 0
2004 Local Road Phase 2 <ul style="list-style-type: none"> <li>- Apple Lane</li> <li>- Beaver Lane</li> <li>- Dorchester Road</li> <li>- Oakview Court</li> <li>- Roland Avenue</li> <li>- Schoolhouse Lane</li> </ul>	---	6/06	12/06	1 8 7 2 6 14	0 0 0 0 0 0
2005 Local Road Phase 1 <ul style="list-style-type: none"> <li>- London Lane</li> <li>- Cherry Tree Court</li> <li>- Glenbrook Drive</li> <li>- Countryside Lane</li> <li>- Norwood Road</li> <li>- Cambridge Drive</li> <li>- Hunters Lane</li> <li>- Hunters Court</li> <li>- Wembley Drive</li> <li>- Avon Court</li> </ul>	---	6/1/06	9/28/06	1 1 2 2 5 - 5 - 8 3	0 0 0 0 0 - 0 - 0 0
2005 Local Road Phase 2 <ul style="list-style-type: none"> <li>- Laurel Lane West</li> <li>- Laurel Lane South</li> <li>- Orchard Way</li> </ul>	---	1/4/07	---	3 1 9	0 0 0



- Orchard Court				-	-
- Holly lane				2	0
- Gramer Road				-	-
- Roberts Lane				3	0
- Country Lane				6	0
- Cornwallis Drive				10	0
- Texas Avenue				-	-
- Teal Lane				-	-
- Diston Court				-	-
- Belair Terrace				1	0
- Beaver Avenue				-	-
2006 CDBG	---	6/7/07	8/2/07		
- Downing Court				1	-
- Mayfair Lane				1	-
- Eaton Lane				-	-
Larchmont Boulevard	5/15/08			3	0
2007 Local Road	7/1/08	9/2/08	12/31/08		
- Hunters Drive				4	0
- Hunters Way				1	0
- Meadow Drive				10	0
- Meadow Court				1	0
- Ridgewood Terrace				0	-
- Brentwood Drive				7	0
- Birchfield Drive				2	0
- Firehouse Lane				4	0
- Memorial Lane				0	-
- Marter Avenue				4	0
- Jefferson Street				0	-
- Belair Drive				9	0
- Canterbury Road				1	0
- Williamsburg Way				0	-
2008 CDBG	6/01/09	6/08/09	8/06/09	4	0
<p>Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:</p> <p><i>Mount Laurel Township 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.</i></p>					

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

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

## 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.)

*Mount Laurel Township has evaluated all of its streets to determine which areas will need to be swept monthly, weather and street surface conditions permitting. The streets that are required to be swept are listed on the attached street sweeping log.*

*Mount Laurel Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit) which includes sweeping all streets once a year.*

*Our street sweeping log is attached.*

## 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)

*Mount Laurel Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Bruce Basim, at the Public Works Department. Identified areas of erosion will be evaluated and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Bruce Basim will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.*

## SPPP Form 12a - Street Sweeping Log

Road Name	# of Miles	Date	Amount of Material Collected
Creek Road (Marne Highway to Fleetwood Avenue)	0.3		
Briggs Road (Route 38 to Marne Highway)	1.2		
Total Number of Miles	1.5		



# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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

*Mount Laurel Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. 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. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program began in April of 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.)

*Mount Laurel Township will implement a stormwater facility maintenance program to assure that all stormwater facilities operated by the Township function properly. Mount Laurel Township operates the following:*

- catch basins
- storm drains
- infiltration basins
- buffer strips
- swales
- detention basins

*These stormwater facilities will be inspected annually to assure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities. If stormwater facilities are found to be not functioning properly and repairs are to be made, a schedule for such repairs shall be included in the annual report and certification.*



# SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

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.)

*When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites with evidence of outfall pipe stream scouring will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.*

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

*Attached is a form to list of all sites with outfall pipe stream scouring. When a site is identified, we will insert the date we plan on repairing the scouring, and the method or repair we will use. When repairs are completed we will note the date of that repair on this form.*

# SPPP Form 14a – Outfall Pipe Stream Scouring Remediation

[illegible]



## SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

### 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.

*Mount Laurel Township currently stores its de-icing material in a storage structure located at the Mount Laurel Township Public Works facility at 100 Mount Laurel Road. At the completion of loading and unloading activities, we shall inspect for spilled materials.*

*Mount Laurel Township stores infield mix for use at our baseball fields. The material is stored at the various facilities. A fifty-foot (50') minimum setback from storm sewers, stormwater conveyance channels and water bodies will be maintained. At the completion of loading and unloading activities, we shall inspect for spilled infield mix.*

# SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/1/05 Date of most recent update: 4/30/08

BMP	Date SOP went into effect	Describe your inspection schedule
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	6/05	<i>We have compiled a list of all fueling locations operated by Mount Laurel Township, which will be inspected once a month.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	6/05	<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>	6/05	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>



# **Mount Laurel Township**

## **Standard Operating Procedures - Vehicle and Equipment Fueling**

### **SPPP Form 16a**

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#### **Mount Laurel Township Fueling Operation Locations**

- **Municipal Complex, 100 Mount Laurel Road**

#### **Introduction and Purpose**

Vehicle and equipment fueling procedures and practices are designed to minimize effects to surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

#### **Scope**

These procedures are to be implemented at all Township owned facilities with fueling operations.

#### **Standards and Specifications (for vehicle and equipment fueling)**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

#### **Standards and Specifications (for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- A trained employee must always be present to supervise during bulk transfer.

### **Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained 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 absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Mount Laurel Township Department of Public Works at 856-234-0001.

### **Maintenance and Inspection**

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.



# **Mount Laurel Township**

## **Standard Operating Procedures - Vehicle Maintenance**

### **SPPP Form 16b**

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#### **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 Mount Laurel Township. The purpose of this SOP is to provide a set of guidelines for the Mount Laurel Township vehicle maintenance yards including maintenance activities at ancillary operations.

#### **Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Mount Laurel.

#### **Standards and Specifications (for vehicle and equipment fueling)**

- 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.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- 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 Mount Laurel Township Department of Public Works at 856-234-0001.

#### **Maintenance and Inspection**

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

# **Mount Laurel Township**

## **Standard Operating Procedures - Good Housekeeping**

### **SPPP Form 16c**

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#### **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 Mount Laurel Township. The purpose of this SOP is to provide a set of guidelines for the employees of Mount Laurel Township 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 Mount Laurel Township.

#### **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.
- Collect waste fluids in properly labeled containers and dispose of them properly.

#### **Standards and Specifications (Salt and De-icing 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 regularly to get rid of dirt and other debris. Sweeping should also be conducted immediately following, as practicable, loading/unloading activities.
- 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>. No outside storage shall occur between May 1<sup>st</sup> and October 14<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 Mount Laurel Township Department of Public at 856-234-0001.

### **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.

# Mount Laurel Township

## Municipal Maintenance Yard Inventory List

### SPPP Form 16d

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#### Introduction and Purpose

The following is a list of general categories of all materials or machinery located at the municipal maintenance yard which could be a source of pollutants in a stormwater discharge. Materials or machinery that are not exposed to stormwater are not included on this list.

#### General Category

#### Item

Machinery

Utility Trucks  
Dump Trucks  
Stakebody Trucks  
Refuse Packers  
Backhoes  
Loaders  
Leaf Vacuum Trailers  
Screen Sifter  
Utility Trailers  
Paver  
Rollers  
Graders  
Mowers  
Stump Grinder  
Forklift  
Bus  
Air Compressor  
Concrete Mixer

Materials

Patch

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Mount Laurel Township County Burlington County

NJPDES # : NJG0150029

PI ID #: 197718

Team Member/Title: Bruce Basim / Public Works

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

Date of Completion: 4/7/06 Date of most recent update: 4/30/08

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 following topics will be covered by a computer generated training program:*

Course:

Who will attend:

*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 of the computer training, and part practical field training:

Course:

Who will attend:

*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 eliminations)*

*Maintenance Yard Operations (including Ancillary Operations)*

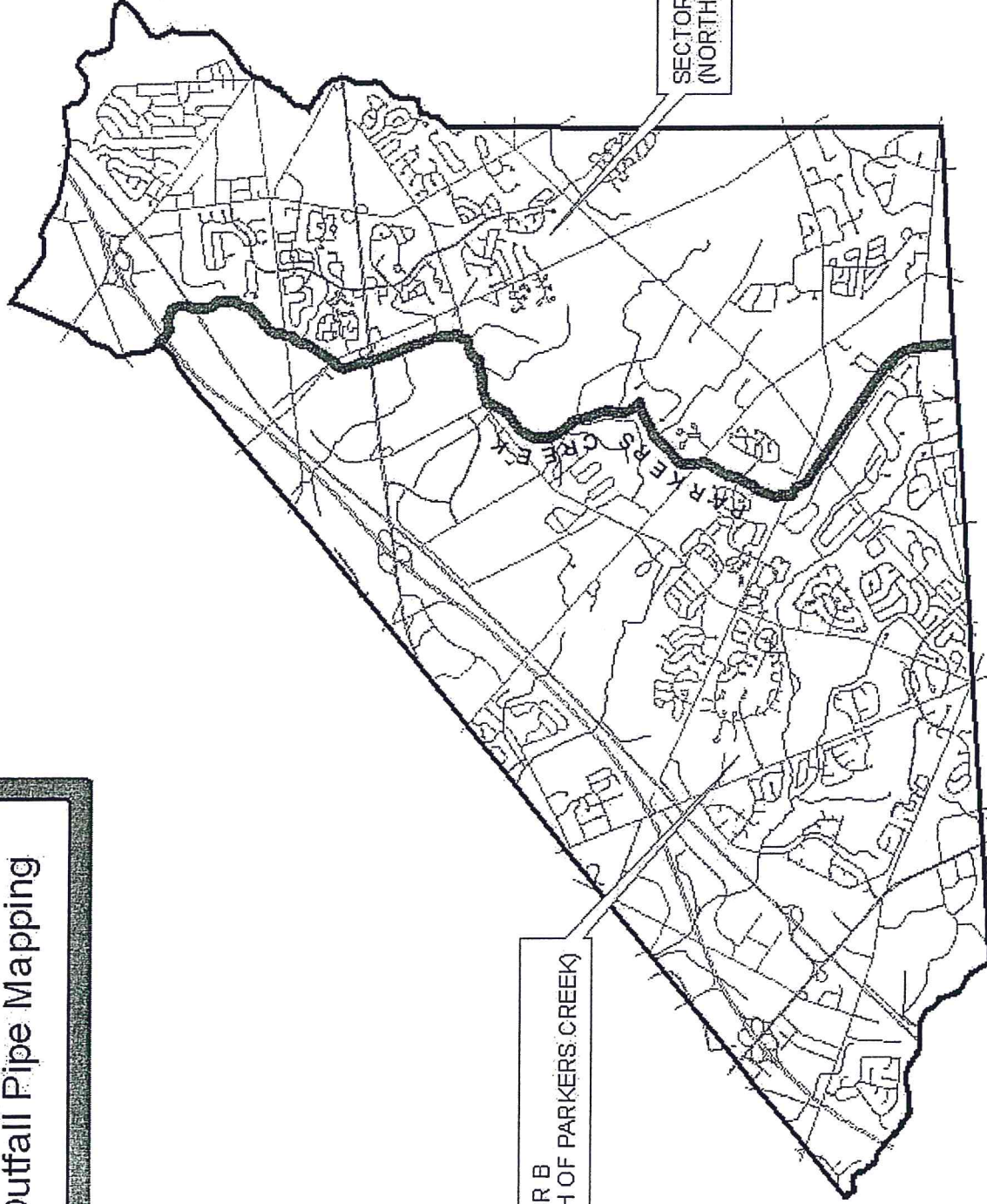
*Public Works Employees*

*(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.*



**Mt. Laurel Township  
Storm Drain Inlet Labeling  
MS4 Outfall Pipe Mapping**



SECTOR B  
(SOUTH OF PARKER'S CREEK)

SECTOR A  
(NORTH OF PARKER'S CREEK)

Created by Richard A. Alaimo Associates  
February 2005

Sources: Burlington County Engineering municipal boundaries,  
Burlington County Department of Information Technology  
GPS Roads, NUDEP streams

## SPPP Signature Page

Municipality  
Information

Municipality: Mount Laurel Township County: Burlington County

NJPDES # : NJG0150029 PI ID #: 197718

Team Member/Title: Jennifer Blumenthal/Acting Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 7/1/09

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

July 16, 2009  
(Date)

Jennifer Blumenthal  
(Print Name)

Acting Township Manager  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)



## **Annual Report and Certification Instructions**

### **Tier A Municipal Stormwater General Permit (NJ0141852)**

To simplify completing and submitting the 2009 Annual Report the Department has developed a new form that you can complete and save using the latest edition of Adobe Reader. If you do not have the latest edition of Adobe Reader, it can be downloaded for free from the Internet or the Department's web site.

**The Department will only accept the new electronic Annual Report form and will not accept any older electronic or paper forms.** In addition, all Annual Reports must be submitted to the Department as an email attachment to

[DWQ-BNPCTierA@dep.state.nj.us](mailto:DWQ-BNPCTierA@dep.state.nj.us).

#### **Filling Out the Form**

- Please complete the Adobe Form in the latest edition of Adobe Reader. (You may have to uninstall an older version of Adobe Reader, and reinstall the latest edition, for the document to open in the latest edition.)
- Report on what your municipality completed during the **2009 calendar year** (1/1/09-12/31/09).
- There are mandatory fields that must be completed in order to submit the form.
- Dates must be in the following format (MM/DD/YYYY).

#### **Signing the Form (creating a digital signature)**

- At the end of the Annual Report Form "click" the space to enter a **digital signature**.
- Select the radio button "**New digital ID I want to Create Now**" and next.
- Select the radio button "**New PKCS#12 Digital ID file**" and next.
- Complete identity information and select next.
- Enter and confirm a password and select finish.
- Enter the password you just created and select sign.
- It will then prompt you to save your pdf Form. **Please save the pdf Form using your municipality's ComCode, an underscore, and the year in which you are submitting the report.**  
**For example, for Absecon City / Atlantic County, you will save the document as "0101\_2009.pdf".**

#### **Saving the Form**

- You may save the form at any time by going to "File" and selecting "**Save As**" even if you have not completed the form.

#### **Submitting the Form**

- To **SUBMIT** the form to the Department click the **SUBMIT** button. Adobe Acrobat will ask you to **SELECT EMAIL CLIENT**. Select **Desktop Email Application** to submit the pdf Form using your default email application such as Microsoft Outlook or Novell Groupwise. If you would like to submit the form using an internet email application such as Yahoo mail or Hotmail, select **Internet Email**. This will open up a window requiring you to save the pdf Form to any location on your hard drive or server. Please save the data using your municipality's ComCode, an underscore, and the year in which you are submitting the report.
- If you receive an error message when attempting to submit the Annual Report using the **Desktop Email Application** option, please use the **Internet Email** option.
- **The pdf Form must be sent to the following email address:** [DWQ-BNPCTierA@dep.state.nj.us](mailto:DWQ-BNPCTierA@dep.state.nj.us)
- If you have question or problems completing or submitting the Annual Report please contact your Case Manager at (609) 633-7021.  
Matthew Klewin: Monmouth & Ocean Counties  
[Matt.Klewin@dep.state.nj.us](mailto:Matt.Klewin@dep.state.nj.us)  
Louisa Lubiak: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, & Salem Counties  
[Louisa.Lubiak@dep.state.nj.us](mailto:Louisa.Lubiak@dep.state.nj.us)  
Sheri Shifren: Bergen, Hudson, Hunterdon, Mercer, Middlesex, Somerset & Union Counties  
[Sheri.Shifren@dep.state.nj.us](mailto:Sheri.Shifren@dep.state.nj.us)  
Vicki Margulies: Essex, Morris, Passaic, Sussex & Warren Counties  
[Vicki.Margulies@dep.state.nj.us](mailto:Vicki.Margulies@dep.state.nj.us)