Tier A Municipal Stormwater Regulation Program

Stormwater Pollution **Prevention Team** Members

Completed by: Bruce S. Graham

Title:Borough Engineer

Date: 06/13/2017

Municipality: Borough of Cape May Point

County: Cape May

NJPDES #: NJG<u>0150401</u>

Number of team members may vary. PI ID #: <u>171621</u>
Stormwater Program Coordinator: <u>Bruce S. Graham</u> Title: <u>Borough Engineer</u> Office Phone #: <u>609-465-2600 Ext 119</u> Emergency Phone #: <u>609-425-1180</u>
Public Notice Coordinator: <u>Elaine L. Wallace</u> Title: <u>Borough Clerk</u> Office Phone #: <u>609-884-8468 Ext. 12</u> Emergency Phone #: <u>609-425-6476</u>
Post-Construction Stormwater Management Coordinator: <u>William Gibson</u> Title: <u>Supervisor of Public Works</u> Office Phone #: <u>609-884-1454</u> Emergency Phone #: <u>609-224-7015</u>
Local Public Education Coordinator: Robert Moffatt Title: Mayor Office Phone #: 609-884-8468 Ext. 20 Emergency Phone #: 609-827-7194
Ordinance Coordinator: Robert Moffatt Title: Mayor Office Phone #: 609-884-8468 Ext. 20 Emergency Phone #: 609-827-7194
Public Works Coordinator: <u>William Gibson</u> Title: <u>Supervisor of Public Works</u> Office Phone #: <u>609-884-1454</u> Emergency Phone #: <u>609-224-7015</u>
Employee Training Coordinator: <u>William Gibson</u> Title: <u>Supervisor of Public Works</u> Office Phone #: <u>609-884-1454</u> Emergency Phone #: <u>609-224-7015</u>
Other: <u>N/A</u> Title: Office Phone #: Emergency Phone #:

SPPP Form 2 - Public Notice

ormation

Municipality: Borough of Cape May Point

County: Cape May

NJPDES # : NJG<u>0150401</u>

PI ID #:171621

Team Member/Title: Elaine L. Wallace

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

Date of Completion: March 31, 2005 Date of most recent update: June 13, 2017

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.), Cape May Point provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Cape May Point 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.), Cape May Point complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

unicipality formation Municipality: Borough of Cape May Point

County: Cape May

NJPDES #: NJG0150401

PI ID #:171621

Team Member/Title: Bruce S. Graham, P.E., P.P., Borough Engineer

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

Date of Completion: March 31, 2005 Date of most recent update: December 5, 2014

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 the Borough of Cape May Point (including projects we operate) the following steps have or will continue to be followed:

We will ensure 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 ensure such compliance before issuing approvals under the Municipal Land Use Law.

If the Borough constructs any new development or redevelopment project on Borough property, we will ensure adequate long-term operation and maintenance of Best Management Practices (BMP's) for that project by requiring a project maintenance plan and by requiring the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. We will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements of our stormwater management ordinance. In addition, any storm drain inlets we install for projects will comply with said ordinance's standard for such inlets.

Cape May Point prepared and adopted its Municipal Stormwater Plan on May 10, 2006. The Stormwater control Ordinance to implement this plan was adopted on June 8, 2006.

The Stormwater ordinance is administered by our Planning and Zoning Boards and Code Enforcement Officer which control stormwater from non-residential development and redevelopment projects. The Stormwater Management ordinance also controls aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

SPPP Form 3 (Continued See Attached)

Currently any commercial development would require a waiver from the Planning and Zoning Boards since all of Cape May Point is zoned residential.

For any BMP that is installed in order to comply with the requirements of our post-construction program, Cape May Point will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPP's on private property that we do not own or operate. The Borough of Cape May Point will enforce this through 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 require maintenance, the Borough can perform the maintenance and charge the private entity.

The Borough of Cape May Point 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. The Borough of Cape May Point expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the 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: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: Mayor Robert Moffatt

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

Date of Completion: 3/31/05 Date of most recent update: June 13, 2017

Local Public Education Program

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

For our annual distribution, we mail out DEP brochures and Borough information regarding trash; recycling; and yard waste schedules and rules to property owners. This information is distributed annually with the Borough's Annual Drinking Water Report. Extra copies will be available at the County Library branches in the City of Cape May and Lower Township and at our Borough Hall. In addition to the yearly mailing, each year in coordination with our annual dune planting program, we will make the DEP brochure and other educational materials available. The Borough of Cape May Point is aware of the 10-point system public education program criteria as required in the permit and will select appropriate eligible items to achieve the 10 points on an annual basis.

SPPP Form 5 - Storm Drain Inlet Labeling

Municipality: Borough of Cape May Point County Cape May

Iunicipality Iormation

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u> Effective Date of Permit Authorization (EDPA):4/1/2004

Date of Completion: 3/31/05 Date of most recent update: 12/5/2014

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 we have coordinated with our County Planning Office as they received monies from DEP to in part provide labels to all municipalities. The labels have been applied to all inlets on all roads within the Borough. All Borough inlets have been labeled. The markers have the message "Drains to Waterway" and a picture of three turtles. The markers were supplied by DAS Corporation.

The labels are made of plastic with a protective coating and are glued to the inlet or the curb as necessary. As the markers were placed, the location was collected using a GPS receiver. Other information was also collected including the type of inlet and the condition. The labels include a unique number identifying the individual inlet in a database for future management purposes. The entire Borough has been completed as part of a larger effort labeling all storm drains in the County.

During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible and if they are not, we will ensure that the labels are replaced. The database will be updated with the new identification number.

SPPP Form 6 – MS4 Outfall Pipe Mapping

mation

Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: <u>Bruce S. Graham, P.E., P.P., Borough Engineer</u>

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

Date of Completion: 3/31/2005 Date of most recent update: June 13, 2017

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.)?

A plan of the Borough of Cape May Point's storm sewer as built was developed under the Sewage Infrastructure Improvement Act in 1996. The plan shows all stormwater infrastructure as of 1996 on two sheets. Sheet one shows the area north of Lake Lily and sheet two shows the area south of Lake Lily at a scale of 1 inch equals 100 feet. Alphanumeric identities and GPS coordinates have been assigned to all eight outfalls.

The Borough of Cape May Point has seven outfalls and a map is available upon request.

SPPP Form 7 – Illicit Connection Elimination Program

unicipality

Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u>

Date of Completion: 3/31/2005 Date of most recent update: June 13, 2017

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 conduct physical inspections of all of our outfall pipes as deemed necessary. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be repeatedly rechecked in an attempt to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough of Cape May Point) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated. If after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connections is found to originate from another public entity, the Borough will report the illicit connection to the NJDEP.

Annual inspections of the outfalls are conducted, no illicit connections have been found.

SPPP Form 8 – Illicit Connection Records

Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: Wiliam Gibson, Supervisor of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004 Team Member/Title: Wiliam Gibson, Supervisor of Public Works

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014					
Prior to May 2, 2006					
Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.					
Total number of inspections performed this year?					
Number of outfalls found to have a dry weather flow?					
Number of outfalls found to have an illicit connection?					
How many illicit connections were eliminated?					
Of the illicit connections found, how many remain?					
May 2, 2006 – May 1, 2007					
Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.					
Total number of inspections performed this year?					
Number of outfalls found to have a dry weather flow?					
Number of outfalls found to have an illicit connection?					
How many illicit connections were eliminated?					
Of the illicit connections found, how many remain?					
May 2, 2007 – May 1, 2008					
Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.					
Total number of inspections performed this year?					
Number of outfalls found to have a dry weather flow?					
Number of outfalls found to have a dry weather flow? Number of outfalls found to have an illicit connection?					
-					
Number of outfalls found to have an illicit connection?					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated?					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated? Of the illicit connections found, how many remain? May 2, 2008 – May 1, 2009 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated? Of the illicit connections found, how many remain? May 2, 2008 – May 1, 2009					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated? Of the illicit connections found, how many remain? May 2, 2008 – May 1, 2009 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated? Of the illicit connections found, how many remain? May 2, 2008 – May 1, 2009 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow. Total number of inspections performed this year?					
Number of outfalls found to have an illicit connection? How many illicit connections were eliminated? Of the illicit connections found, how many remain? May 2, 2008 – May 1, 2009 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow. Total number of inspections performed this year? Number of outfalls found to have a dry weather flow?					

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u> Effective Date of Permit Authorization (EDPA):4/1/2004

Date of Completion: 3/31/2005 Date of most recent update: June 13, 2017

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

The Borough has decided to develop a yard waste collection and disposal program instead of adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.

The Borough of Cape May Point Public Works department collects leaves and grass every Tuesday. In addition, branches are collected every Wednesday. These services are provided year round and the schedules are posted on the Boough's website. This information is also sent out annually with the Borough's Clean Drinking Water Report.

The Borough of Cape May Point has adopted and enforces a yard waste ordinance (see SPPP Form 10) that will prohibit 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 within 10 feet of any storm sewer inlet along the street, unless the waste is bagged or otherwise containerized.

SPPP Form 10 - Ordinances

Aunicipality nformation Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: Mayor Robert Moffatt

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

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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

Pet Waste Ordinance #209-83; Adopted 01-21-1984

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

Litter*Ordinance* #263-88; *Adopted* 04-14-1998

Improper Waste Disposal Adopted 01/12/2006

Wildlife Feeding Ordinance #462-02; Adopted 04/17/2003

Yard Waste Ordinance #511-05; Adopted 01/12/2006

Illicit Connections Ordinance #510-05; Adopted 01/12/2006

See other ord.'s below

How will these ordinances be enforced?

Our Code Enforcement Officer 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 penalities will be issued for subsequent offenses.

Two other relevant ordinances have been adopted are as follows: Refuse Container/Dumpster Ordinance; Adopted 06/10/2010 & Private Storm Drain Inlet Retrofitting; Adopted 06/10/2010.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality: Borough of Cape May Point County Cape May

Iunicipality formation

NJPDES # :NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Pupblic Works</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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

For most projects the Borough 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 alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

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

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

nicipality ormation Municipality: Borough of Cape May Point County: Cape May

NJPDES # :NJG0150401PI ID #: 171621

Team Member/Title: William Gibson, Supervisor of Public Works

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

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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.)

None of the streets in the Borough of Cape May Point meet the permit criteria that requires street sweeping and as such no street sweeping is required.

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) *This requirement was removed in the 2009 permit renewal.*

SPPP Form 13 – Stormwater Facility Maintenance

NJPDES # :NJG01

Municipality: Borough of Cape May Point County: Cape May

NJPDES # :NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gbson, Supervisor of Public Works</u>
Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u>

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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

The Borough of Cape May Point has implemented an annual storm drain cleaning program to maintain storm drain function and efficiency. All storm drains 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 storm drain will not be cleaned. At the time of cleaning, the storm drains will also be inspected of proper function. Maintenance will be scheduled for those strom drains that are in disrepair.

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

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

The Borough of Cape May Point has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough of Cape May Point operates the following:

-Storm Drains

These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facililities to prevent failure. A log of the maintenance performed is available upon request.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality

Municipality: Borough of Cape May Point County: Cape May

NJPDES # :NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u>
Effective Date of Permit Authorization (EDPA):4/1/2004

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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 the Borough is conducting the illicit connection detection portion of this program, it will be checking all outfall locations for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards of Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be done first. We will follow each repair with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material Storage

1unicipality nformation Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u> Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 3/31/2005 Date of most recent update: 6/13/2017

De-icing Material Storage

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

The Borough has no intention of stockpiling materials on Borough owned property. The County Road Department maintains the County Roads when conditions dictate. The Borough applies sand and/or salt to Borough Roads, but does not store these materials on-site. All materials are stored at a County owned facility.

SPPP Form 16 – Standard Operating Procedures

Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG0150401 PI ID #: 171621

Team Member/Title: William Gibson, Supplementary

Effective Date of Permit Authorization Team Member/Title: William Gibson, Supervisor of Public Works Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

ВМР	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		The Borough does not conduct fueling operations on Borough owned property. The Borough has an interlocal agreement with the County of Cape May.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	Monthly inspections completed to ensure the SOP is being met. The Borough does not conduct vehicle maintenance on Borough owned property.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	April 1, 2005	Monthly inspections of all municipal maintenance yards and ancillary operations.
Attach inventory list required by Attachment D of the permit.		

SPPP Form 17 – Employee Training

ormation

Municipality: Borough of Cape May Point County Cape May

NJPDES # : NJG 01150401PI ID #: 171621

Team Member/Title: <u>William Gibson, Supervisor of Public Works</u> Effective Date of Permit Authorization (EDPA):<u>4/1/2004</u>

Date of Completion: 3/31/2005 Date of most recent update: 12/5/2014

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.

pages as necessary.

A file is maintained indicating the date of the training along with a sign-up sheet.



