

# Stormwater Pollution Prevention Plan

*Municipality:* \_\_\_\_\_

*County:* \_\_\_\_\_

*Permit Number NJG* \_\_\_\_\_

Annual Review Date: \_\_\_\_\_

Stormwater Program Coordinator: \_\_\_\_\_

## Table of Contents

<b>Form 1 – Team Members .....</b>	<b>3</b>
<b>Form 2 – Revision History .....</b>	<b>4</b>
<b>Form 3 – Public Announcements.....</b>	<b>5</b>
<b>Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...</b>	<b>6</b>
<b>Form 5 – Ordinances .....</b>	<b>8</b>
<b>Form 6 – Street Sweeping.....</b>	<b>9</b>
<b>Form 7 – MS4 Infrastructure .....</b>	<b>10</b>
<b>Form 8 – Community-wide Measures .....</b>	<b>13</b>
<b>Form 9 – Municipal Maintenance Yards &amp; Other Ancillary Operations .....</b>	<b>14</b>
<b>Form 10 – Training.....</b>	<b>18</b>
<b>Form 11 – MS4 Mapping .....</b>	<b>21</b>
<b>Form 12 – Watershed Improvement Plan .....</b>	<b>22</b>

## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Eric March, CPWM, CRP, Assistant Director of Public Works	
Phone	(609) 261-2478	Email	
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Richard A. Alaimo, Jr., PE, CME, Land Use Board Engineer	
Phone	(609) 267-8310	Email	ralaimo@alaimogroup.com
Name and Title			
Phone		Email	
Other Municipal Stormwater Team Members			
Name and Title		Eric March, CPWM, CRP; Public Works Coordinator/Public Works Employee Training Coordinator/Local Public Education Coordinator	
Phone	(609) 261-2478	Email	emarch@twp.mountholly.nj.us
Name and Title		Sherry Marnell, Township Clerk; Public Notice and Township Ordinance and Township Council Training Coordinator	
Phone	(609) 845-1100	Email	smarnell@twp.mountholly.nj.us
Name and Title		Michele Gittinger, Land Use Board Secretary and Training Coordinator	
Phone	(609) 845-1100	Email	mgittinger@twp.mountholly.nj.us
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
1/18/05	1-31	Initial SPPP
4/30/10	1-31	New NJDEP regulations dated 2/27/09
5/03/13	1-31	New team members
4/28/15	1-31	New team members
2/06/18	11	Updated Form 11 for 2017 Illicit Connection Inspections
6/17/22	1-15	New NJDEP SPPP Forms, new team members, added TMDLs
3/29/23	3, 4, 7, 12, 13	New MS4 Permit Requirements and new Township website
7/30/24	3, 4, 6, 7, 8, 12, 13	Revised website links, outfall map links, street sweeping schedule, stormwater facility inspection schedule5
5/5/25	1-22	Updated NJDEP forms

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://mounthollytownship.com/documents-1">https://mounthollytownship.com/documents-1</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Joshua Brown, Township Manager
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.
<a href="https://twp.mountholly.nj.us/">https://twp.mountholly.nj.us/</a> <a href="https://twp.mountholly.nj.us/agendas-minutes/">https://twp.mountholly.nj.us/agendas-minutes/</a> <a href="https://twp.mountholly.nj.us/category/news-notice/">https://twp.mountholly.nj.us/category/news-notice/</a> Facebook, Twitter (X), Burlington County Times, Municipal Building Bulletin Boards Mount Holly Township Annual Calendar

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

### *Part IV.E.*

<p>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.</p>
<p>The Township defines "major development" consistent with NJAC 7: 8.</p>
<p>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.</p>
<p>The Township's SCO is consistent with the NJDEP's model SCO.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Major development project applications are submitted to the Township’s Land Use Board for completeness review and distribution to the Board’s professional consultants. Upon receipt of the application, the Board Engineer reviews the submitted documents for compliance with the Land Use Code, including the SCO and the RSIS. A review report is prepared by the Board Engineer with comments and recommendations and submitted to the Board. The Board Engineer confirms compliance before issuing preliminary and final subdivision or site plan approval letters under the Municipal Land Use Law.</p>
<p>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.</p>
<p>Yes. Approved variance applications for major development projects are kept on file at the Township’s Land Use Board Office. Major Development Summary Sheets are kept at both the Land Use Board Engineer’s Office and the Public Works office.</p>

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

**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	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
2. Wildlife Feeding	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
3. Litter Control	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
4. Improper Disposal of Waste	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
5. Yard Waste	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
6. Private Storm Drain Inlet Retrofitting	9/27/2010	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$100 per inlet
7. Illicit Connections	3/14/2005	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$1250
8. Privately-Owned Salt Storage	9/9/2024	Yes	Code Enforcement official and Local Police Dept.	Not to exceed \$2000
9. Tree Removal-Replacement	7/11/2016	No; Caliper of replacement trees larger than NJDEP Model Ord.	Code Enforcement official and Local Police Dept.	Up tp \$1000
<b>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.</b>				
Floodplain Management Ordinance 2024-5 adopted June 10, 2024				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Records are located at the Construction office and at the Police Department.				



## 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 time 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.*

Mount Holly Township will sweep all existing streets at a minimum of once every four (4) months or three (3) times a year.

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

Sweeping work is not outsourced.

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

<p><b>1. Municipal Storm Drain Inlets</b></p>
<ul style="list-style-type: none"> <li>a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.</li> <li>b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.</li> <li>c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.</li> <li>d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.</li> </ul>
<ul style="list-style-type: none"> <li>a. On an as-needed basis, Mount Holly Township repaints any stenciled labels and/or replaces any missing labels that were affixed to the inlets. These inlets are determined after yearly inspections.</li> <li>b. The Township replaces all non-compliant inlets during roadway reconstruction projects. Other non-compliant inlets are replaced when failure is reported and after inspections by the DPW. Planning and Zoning Board site plan and subdivision plan reviews identify the need for retrofits for other existing inlets.</li> <li>c. The Planning and Zoning Board Engineer reviews the plans for major development applications to verify that a catch basin with the necessary BMP to capture solids is included with or downstream of, the affected storm drain inlets.</li> <li>d. Mount Holly Township has implemented an annual catch basin and inlet cleaning program to maintain catch basin and inlet function and efficiency. All inlets and catch basins are inspected a minimum of once each year and cleaned, if necessary. If, at the time of inspection, no sediment, trash or debris is observed in basin or on the inlet, then that catch basin or inlet will not be cleaned.</li> </ul>
<p><b>2. Municipal Catch Basins</b></p>
<ul style="list-style-type: none"> <li>a. Describe when and how you conduct inspections of catch basins.</li> <li>b. Describe the criteria used to determine when catch basins need to be cleaned.</li> </ul>
<p>a-b. Mount Holly Township has implemented an annual catch basin and inlet cleaning program to maintain catch basin and inlet function and efficiency. The DPW will inspect all inlets and catch basins a minimum of once each year for debris and dirt accumulation, then cleaning is implemented. Records are kept at the DPW office.</p>

### **3. Municipal Conveyance System**

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.

We inspect all conveyance systems on a yearly basis and periodically though the year when precipitation takes place. During these times any issues that are noticed are logged and scheduled for a later date for clearance via vac-jet machine or excavation.

### **4. Municipal Outfall Inspections – Stream Scouring**

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.

The Township inspects all out falls every five years. A minimum of 20% are checked annually. 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.

### **5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

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.

The Township uses the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms are 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 rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Mount Holly 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 Holly Township will report the illicit connection to the NJDEP.

<p><b>6. Other Municipal Infrastructure</b></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>N/A</p>
<p><b>7. Stormwater Facilities Not Owned or Operated by the Municipality</b></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>For stormwater facilities not owned and operated by the Township, owners/operators will be required to report annually on their operations and maintenance plans, the status of their stormwater facilities, and provide their inspection/maintenance logs. Failure by the private owner stormwater to provide the inspection/maintenance logs will be subject the lot owner to enforcement by the Mount Holly Code Officials.</p>
<p><b>8. Infrastructure Records</b></p> <p>Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p>The DPW office will maintain copies of the inspection/maintenance logs for the Township's stormwater infrastructure.</p>

## Form 8 – Community-wide Measures

### *Part IV.F.2.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
a. The Township will not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. b. The Township will only apply herbicides around structures where overgrowth presents a safety hazard and where it is unsafe to mow.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
The DPW will check township owned streets after storms to make sure that excess material is picked up.
<b>3. Roadside Vegetative Waste</b> 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.).
Municipal collection takes place on a regular basis and hauled to the Township facility for recycling and processing.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
Visual inspections take place periodically by staff during the regular workday. If there is a issue it is logged for repair in our work order system.

## 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: \_\_\_\_\_*

<b>1. Site Name and Address</b>	
250 Rancocas Road, Mount Holly, NJ	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
DPW facilities are inspected by staff during daily operations. Designated employees inspect the facilities to ensure that all materials and machinery stored outside do not adversely impact exposure to stormwater. Corrective actions are taken during inspection, as needed, and are noted in the inspection log. All inspection records are kept in the DPW office	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Cold Patch	Utility Trucks
Mulch	Dump Trucks
	Backhoes
	Loaders
	Leaf Vacuum Trucks
	Rollers
	Mowers
	Stump Grinders
	Air Compressors

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>Mount Holly has no Secondary Containment Stormwater Discharge.</p>
<p><b>5. Fueling Operations</b> 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>Fueling of Township vehicles is done offsite</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> 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>Vehicle maintenance is performed indoors.</p>
<p><b>7. Wash Wastewater Containment</b> 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>N/A</p>

<p><b>8. Salt and Other Granular De-icing Materials</b> 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>Mount Holly Township does not currently store de-icing salt. Salt is obtained from the County facility.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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>Mulch is stored on site in a manner that minimizes contamination to stormwater</p>
<p><b>10. Cold Patch Asphalt</b> 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>Cold patch is stored on site in a manner that minimizes contamination to stormwater.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> 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>Street sweepings are stored temporarily in a dump truck and then hauled off site.</p>



<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b></p> <p>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>N/A</p>
<p><b>13. Scrap Tires</b></p> <p>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>N/A</p>
<p><b>14. Inoperable Vehicles and Equipment</b></p> <p>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.</p>
<p>N/A</p>

**Form 10 – Training**  
*Part IV.F.6-10.*

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
Attendance of required NJDEP stormwater training and updates as needed.

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field training, and videos	
Describe the training provided for municipal staff.	
SPPP	Stormwater program coordinator meets with municipal staff in person to review specific details in the SPPP.
Construction Site Stormwater Runoff	Township Engineer that inspects major construction projects are trained every 5 years related MS4 permit conditions. Developers starting major construction activities must comply with their approved soil erosion and sediment control plan.
Post-Construction Stormwater Management in New and Redevelopment	Township Engineer takes NJDEP stormwater management review courses every 5 years.
Ordinances	Township Engineer updates ordinances per NJDEP schedule of changes as required.
Community-wide Measures	Training instruction occurs annually via social media, community events and municipal meetings regarding NJDEP stormwater management updates.
Stormwater Facilities Maintenance	Stormwater program coordinator meets with municipal staff in person annually to review specific stormwater facilities maintenance details.

Municipal Maintenance Yards and Other Ancillary Operations	Stormwater program coordinator meets with municipal staff in person to review annual requirements.
MS4 Mapping	Stormwater program coordinator meets with municipal staff in person to review annual requirements.
Outfall Stream Scouring	Stormwater program coordinator meets with municipal staff in person to review annual requirements.
Illicit Discharge Detection and Elimination	Stormwater program coordinator meets with municipal staff in person to review annual requirements.
Watershed Improvement Plan	N/A

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
NJDEP stormwater management design review course

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p>

<b>Training Records</b>
Indicate the location of training records for the above required training.
<p>Training records for Land Use Board members are kept at the Land Use Board office.  Training records for Township Council members are kept at the Municipal Building.</p>

## Form 11 – MS4 Mapping

### *Part IV.G.1.*

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://mounthollytownship.com/documents-1">https://mounthollytownship.com/documents-1</a>	
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.).	
<p>DPW staff coordinates with the Township Engineer to review any new major development projects annually. The Township Engineer prepares the updated mapping.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>DPW staff coordinates with the Township Engineer to review any new major development projects annually. The Township Engineer prepares the updated mapping.</p>	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
The watershed improvement plan is a joint venture between the Township and the Township Engineer and will follow all guidelines set forth by the NJDEP
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Municipal Building 23 Washington Street Mt. Holly, NJ 08060