

# Stormwater Pollution Prevention Plan

Township of Hopewell  
Mercer County  
NJPDES: NJG0150622 / PI ID #: 202083



February 17, 2025

*Stormwater Program Coordinator:*  
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Appendix A – Public Works Department Standard Operator Procedures (SOP)

## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Herbert J. Seeburger, Jr., P.E., C.M.E., C.P.W.M.	
Phone	609-689-1100	Email	hseeburger@vancleefengineering.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		George Snyder, Business Administrator, Director of Public Works	
Phone	609-737-0605 x0	Email	gsnyder@hopewelltp.org
Name and Title		James Bash, P.E., Project Manager, Van Cleef Engineering	
	609-689-1100	Email	jbash@vancleefengineering.com
Other Municipal Stormwater Team Members			
Name and Title		David Guerard Assistant Director of Public Works	
Phone	609-537-0250	Email	dguerard@hopewelltp.org
Name and Title		Andrei Alexeev, Community Development Coordinator	
Phone	609-737-0605 x6550	Email	aalexeev@hopewelltp.org
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Van Cleef Engineering Associates, LLC	Engineering Services, GIS Services	1/1/24-12/31/24	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.hopewelltp.org/480/Stormwater-Management">https://www.hopewelltp.org/480/Stormwater-Management</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Katherine Fenton-Newman, Municipal Clerk
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.
For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Hopewell provides public notice in a manner that complies with the requirements of that Act. With regard to the passage of ordinances, Hopewell provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, Hopewell complies with all requirements 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.).

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

## Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
<p><b><u>MAJOR DEVELOPMENT</u></b></p> <p>a. An individual development as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"> <li>1. The disturbance of one or more acres of land since February 2, 2004;</li> <li>2. The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;</li> <li>3. The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021; or</li> <li>4. A combination of Subsection a2 and 3 above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</li> </ol> <p>b. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of conditions in Subsection a1 through 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered major development.</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>Hopewell’s SCO §17-82 is more stringent than the model SCO in the following ways:</p> <ol style="list-style-type: none"> <li>1. “Minor Development” is defined as: <i>All development that does not meet the definition of a major development and meets one or more of the following criteria:</i> <ol style="list-style-type: none"> <li>a. <i>Any development that requires a "C" variance pursuant to N.J.S.A. 40:55D-70c to exceed the maximum lot coverage permitted within the applicable zoning district.</i></li> <li>b. <i>Any development that requires a "D" variance pursuant to N.J.S.A. 40:55D-70d to exceed the maximum lot coverage permitted within the applicable zoning district.</i></li> <li>c. <i>Any development that results in an increase in regulated motor vehicle surface of greater than 250 square feet for residential development or 1,000 square feet for commercial development.</i></li> <li>d. <i>Increases in regulated motor vehicle surface in excess of the limits established under Subsection C above shall be applicable to all development, including those that are compliant with the total lot coverage permitted within the applicable zoning district.</i></li> </ol> </li> <li>2. §17-82.5 – <i>Minor Development Design Standards:</i> <ol style="list-style-type: none"> <li>a. <i>All construction meeting the definition of "minor development" shall comply with the requirements specified herein.</i></li> <li>b. <i>All construction meeting the definition of "minor development" shall be required to provide groundwater recharge within the same property as the proposed construction.</i></li> <li>c. <i>Soil erosion and sediment control measures shall be installed in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.</i></li> <li>d. <i>The minimum volume of stormwater required to be recharged shall be calculated as three inches per each square foot of surface area calculated as follows:</i></li> </ol> </li> </ol>

<ol style="list-style-type: none"> <li>1. <i>For all development that complies with the total lot coverage for the applicable zoning district but exceeds the limits for regulated motor vehicle surface, the recharge requirements shall be applied to the surface area in excess of the limits established for minor development (i.e., &gt;250 square feet for residential development, and &gt;1,000 square feet for commercial development).</i></li> <li>2. <i>For all development that requires a variance for total lot coverage, pursuant to N.J.S.A. 40:55D-70c or d, the recharge requirements shall be applied to a surface area equal to 120% (1.2 times) the area in excess of the maximum total lot coverage permitted by the applicable zoning district.</i></li> <li>e. <i>The stormwater recharge requirements shall be met using any one or combination of methods permitted in the Best Management Practices Manual for Green Infrastructure BMPs.</i></li> <li>f. <i>Any alternate methods for achieving the stormwater recharge requirements, not contained within the Best Management Practices Manual, shall be required to provide a detailed design, prepared by a New Jersey State licensed professional engineer.</i></li> </ol>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Applications for private development are reviewed by the Planning Board and the Board Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>Public development projects are designed by the Township Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>During construction of private and public development projects, the Township Engineer regularly inspects construction progress to confirm stormwater improvements comply with the approved plans.</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>No. Specific mitigation projects may be developed and included in future revisions of the MSWMP.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>Amended in 2004 by Ord. No. 04-1235;  Amended in 2005 by Ord. No. 05-1352;  Amended 04-19-2021 by Ord. No. 21-1744;  Amended 06-14-2021 by Ord. No. 21-1754;  Amended 06-13-2022 by Ord. No. 22-1775; and  Amended 07-15-2024 by Ord. No. 24-1830</p>

6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
<p>March 22, 2005 – Initial Adoption; and</p> <p>May 09, 2011 – Revised</p>



**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste §5-3.3	11/13/20	No, existing ordinance was maintained without revision	Health Dept., Animal Control Officer & Police Dept.	\$2,000 max
2. Wildlife Feeding §3-22	09/26/2005	No, existing ordinance was maintained without revision	Health Dept. & Police Dept.	\$ 2000 max
3. Litter Control §3-11	01/21/1992	No, existing ordinance was maintained without revision	Health Dept. & Police Dept.	\$2,000 max
4. Improper Disposal of Waste §3-26	10/18/2021	Yes	Public Works, Health Dept. & Police Dept.	\$2,000 max
5. Yard Waste §3-18	03/26/2012	No, existing ordinance was maintained without revision	Public Works, & Police Dept.	\$2000 max
6. Private Storm Drain Inlet Retrofitting §3-25	06/13/2011	Yes	Public Works & Police Dept.	\$2000 max
7. Illicit Connections §3-21	11/26/2005	Yes	Health Dept., Public Works, & Police Dept.	\$2,000 max
8. Privately-Owned Salt Storage §3-27	4/29/24	Yes	Health Dept. & Police Dept	\$2,000 max
9. Tree Removal-Replacement §12-4	Pending Adoption in 2025	No, existing ordinance was revised to comply	Zoning Officer/Engineer	\$2,000 max
<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>				
None				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Ordinance records are located in the Office of the Township Clerk. Records of violations and enforcement are kept at the office of the applicable enforcement agency.				

## 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.*

Street sweeping was not required at the time of the prior SPPPs creation as there were no roads subject to the regulations at that time.

A street sweeping program will be prepared in response to the 2023 MS4 Tier A Renewal Permit that became effective on January 1, 2023. The program requirements are described in the heading above. This revised program is under development and will be implemented by January 1, 2026 (EDPA + 36 months).

The total material collected under the municipal street sweeping program is reported in the Annual Report and Certification.

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

The street sweeping program is performed in-house by Public Works.

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

**1. Municipal Storm Drain Inlets**

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
  - b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
  - c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
  - d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.
- 
- a. Where practical, labeling will be performed by volunteer groups with the assistance of the Township Public Works Department. Volunteer groups may include scoff groups, environmental groups, senior groups, and the regional school district. Where not practical for volunteer groups the Township Public Works Department will perform the labeling. All storm drain inlets along municipal streets with sidewalks and all storm drains within plazas, parking areas, or maintenance yards that are operated by Hopewell Township will be labeled.
    - i. Labeling done by volunteer groups will use stencils. Labeling done by the Public Works Department will use stencils or plastic labels such as those manufactured by Binder Industries that will be applied using adhesive.
    - ii. During our annual catch basin cleaning program, labeling will be inspected to ensure visibility and replacements will be made as required at that time.
  - b. Municipal storm drain inlets are retrofit during municipal, county, and state road resurfacing or reconstruction activities. During the yearly inspection it is noted if the storm drain inlets are to be retrofitted in the future.

Private storm drain inlet retrofitting required by the Township’s “Private Storm Drain Inlet Retrofitting” Ordinance §3-25 and is the responsibility of the private owner. Public Works monitors private paving and repair activities to ensure adjacent municipal inlets are retrofit according to permit requirements. Annual maintenance and repair reports are reviewed by the Township Engineer, and non-compliant inlets are identified for follow-up retrofitting.
  - c. New municipal inlets are designed by the Township Engineer to conform to current permit requirements for catch basins/BMPs.

Proposed private inlets are reviewed during plan development by the Board Engineer for permit compliance. Construction is monitored by the Township Engineer to ensure plan conformance.
  - d. All municipal storm drain inlets are inspected during our annual catch basin cleaning program by DPW staff. Debris and material found to be clogging an inlet is removed and properly disposed. Residents are encouraged to monitor inlets adjacent to their property and clear debris as needed.

<b>2. Municipal Catch Basins</b>	
a.	Describe when and how you conduct inspections of catch basins.
b.	Describe the criteria used to determine when catch basins need to be cleaned.
a.	Hopewell Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency.
b.	All catch basins shall be inspected once each year and maintained by Department of Public Works personnel and/or procured services. If, at the time of the 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. Also, catch basins that are in areas of recent flooding complaints are inspected at that time to determine if they must be cleaned in the immediate near future.

### **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.

Hopewell Township has a stormwater facility maintenance program as part of its existing stormwater management ordinances to ensure that all stormwater facilities are operated by each owner, including the Township, function properly. Hopewell Township operates the following:

- catch basins
- storm drains
- detention basins: Municipal Complex, Reed Road, and Michael Way.
- buffer strips
- swales
- porous pavement parking lot

Stormwater pipes are cleaned by Public Works using a vacuum truck during adjacent road improvement projects. Storm sewer backups and clogs are investigated as soon as they are noted and/or reported. If the clog is determined to be caused by debris within a pipe, the pipe is cleaned within three weeks by Public Works or an independent contractor.

Particular locations identified as sustaining more frequent debris accumulation or clogging (as noted during Public Works inspections or reported by residents) are monitored more regularly.

### **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.

Hopewell has an existing Stormwater Outfall Map identifying the location and providing an alpha numeric identifier for each MS4 outfall. Each outfall is inspected annually. The inspection includes evaluation of the pipe condition, bank stability, and identification of any localized stream scouring caused by the outfall. Photographs are taken if possible.

The Department's Outfall Inspection Form and Stream Scouring Investigation Recordkeeping Form are utilized for municipal outfall inspections and recordkeeping.

If stream scouring is identified, remedial action is taken as soon as possible, and within 12 months. The Department's Stream Scouring Investigation Recordkeeping Form is utilized for each incidence of stream scouring identified. The Township Engineer is consulted regarding appropriate repair and remediation methods. Stream scouring restoration is made in accordance with the following:

- Standards for Soil Erosion and Sediment Control in New Jersey;
- N.J.A.C. 7:13 – Flood Hazard Area Control Act Rules bank stabilization and channel restoration requirements;
- N.J.A.C. 7:8 – Amended Stormwater Management Rules;
- §550-73 – Township Stormwater Control Ordinance (SCO); and
- N.J.A.C. 5:21 – Residential Site Improvement Standards (RSIS).

If a previously unidentified outfall is located, it is immediately inspected. The MS4 infrastructure map is updated accordingly within the same calendar year.

Records under this category are maintained by the Department of Public Works and shared with the Township Engineer.

<p><b>5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</b></p> <p>Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.</p>
<p>Hopewell Township conducts physical inspection of all MS4 outfalls. NJDEP Illicit Connection Inspection Report Forms are used to conduct illicit outfall inspections, and to record information related to each outfall. Each of these forms are kept with the SPPP records.</p> <p>Outfall pipes that are found to have a dry weather flow during summer months when the groundwater table is low, or evidence of an intermittent non-stormwater flow, will be evaluated to determine the source and the possibility of an illicit connection. If the connection is located and deemed” illicit”, the responsible/e party shall be cited for being in violation of the Illicit Connection Ordinance §3-21. The connection shall be eliminated as soon as possible. If, after investigation, the source of an illicit connection is not located, a Closeout Investigation Form shall be submitted along with the Annual Inspection Recertification. If an illicit connection is found to originate from another public entity, the illicit connection will be reported to the Department.</p>
<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><u>Detention Basins</u> – Mowing and snow removal is conducted as required. On a quarterly basis, maintenance and cleaning activities are performed at trash racks, outlet structures, and low flow channels. Repairs to structural components are made as needed.</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>With the development of the MS4 Infrastructure Map by January 1, 2026, Hopewell will establish an inventory of all private stormwater facility locations and contact information for the responsible party. Once established, Hopewell will notify private stormwater facility owners by U.S. mail in October each year of their annual maintenance and reporting obligations. Annual reporting is due to the Township Engineer no later than March 1<sup>st</sup> of the following year.</p> <p>Reporting should include the following information at minimum: (1) Facility type and location; (2) Facility inspection date(s); (3) Date(s) and description of maintenance activities performed; and (4) Date(s) and description of any repairs made. The private stormwater facility owners are required to maintain the stormwater facilities in accordance with the long-term maintenance plan approved during site plan review, and/or practices described in the BMP Manual. NJDEP inspection forms may be utilized for reporting purposes. The annual inspection report shall be prepared by a New Jersey licensed Professional Engineer.</p>

### **8. Infrastructure Records**

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Records are kept at Public Works, and shared with the Township Engineer.

## **Form 8 – Community-wide Measures**

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

#### **1. Herbicide Application Management**

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

The Township does not utilize herbicides for management of vegetation.

#### **2. Excess Deicing Material Management**

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

Public Works staff are trained to minimize deposits of excess salt during de-icing operations. After a storm event the salted routes are inspected within three days (72 hours), weather permitting. Excess salt piles are collected and returned to storage for reuse during future storm events.

Hopewell Township stores its roadway deicing salt and sand mixture within an enclosed building. When deicing operations are not occurring. The floor of the building and all loading areas are constructed of bituminous concrete and runoff from the area is controlled.

#### **3. Roadside Vegetative Waste**

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

The Township conducts monthly collection of leaves during the months of October, November, December, and April. During the remainder of the year, additional yard waste collection may be provided at the discretion of the Township. The Township website provides the collection schedule and in the Township newsletter.

Brush collection occurs ten (10) months of every year. July and August are excluded. Brush collection occurs in 3 zones with each zone being completed in one week.

The collection schedule is based on dividing Hopewell Township into 3 zones, with collections in each zone occurring on an "as needed" basis, determined by the Public Works Department, with one to two weeks per zone as an average.

Yard waste collection schedules are mailed a calendar setting forth collections schedule, the Township website posts the schedule, the Township CATV channel broadcasts the collection schedule, and public service announcements are provided in local newspapers.

This ordinance shall prohibit all yard wastes from being placed at the curb or along the street more than seven days prior 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 along the street, unless they are bagged or otherwise containerized.



<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
<p>Public Works Department presently monitors all non-curbed municipal streets /or erosion problems during routine patrols. All identified road erosion problems are reported to Dave Guerard, Assistant Director of Public Works. During quarterly SPPP Team meetings, identified areas of erosion are discussed and repairs prioritized. Public Works personnel are assigned to repair areas of concern in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey and NJDEP standards, as applicable. Public Works personnel maintain inspection logs, and Victor Silvestrov maintains a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program is included in the Annual Report and Recertification.</p>

## Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

### Part IV.F.5.

*Indicate the number of yards/sites the municipality owns or operates: **One (1)***

<b>1. Site Name and Address</b>	
Department of Public Works 203 Washington Crossing - Pennington Road Titusville, NJ 08560	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
At least once monthly, the Public Works Director or designated trained staff member inspects all aspects of the maintenance yard. The inspector ensures that stormwater protection measures are in place, including but not limited to: fuel tanks are secure and not leaking; machinery stored outside is not leaking substances; materials stored outside are completely covered and tarps are in good condition; containers and dumpsters are covered; secondary containment structures are properly secured. Inspection logs are kept on-site at Public Works, and copies are provided annually to the Township Engineer.	
* Refer to Appendix H – Department of Public Works (DPW) Standard Operating Procedures (SOP) * Refer to Appendix I – Spill Prevention Control and Countermeasure (SPCC) Plan	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Stone and sand aggregates	Leaf Vacs
Road salt (salt dome)	Dump trucks
Street sweeping & catch basin cleanings taken to Mercer Group International-Certified Recycler	Pickup trucks
Asphalt cold patch (enclosed)	Loaders
Fuel (doubled walled above ground tanks)	Backhoes
Motor Oil (individual containment tanks inside PW Building)	Mowers
Hydraulic Fluid (individual containment tanks inside PW Building)	Temporary storage of impounded motor vehicles by Township Police
<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.	
Please refer to Refer to Appendix I – Spill Prevention Control and Countermeasure (SPCC) Plan for details of secondary containment and spill control protocols for this EPA Tier I Qualified Facility.	
Stormwater potentially exposed to contaminants in a secondary containment area is collected and properly disposed at a sewer treatment facility.	

<p><b>5. Fueling Operations</b></p> <p>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>Yes, fueling operations occur on-site.</p> <p>Please refer to Appendix H – Department of Public Works (DPW) Standard Operating Procedures (SOP) for detailed guidelines for fueling operations.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b></p> <p>Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Yes, vehicle / equipment maintenance and repair occur on-site within the Fleet Garage and Road Garage buildings.</p> <p>Please refer to Appendix H – Department of Public Works (DPW) Standard Operating Procedures (SOP) for detailed guidelines for vehicle maintenance.</p>
<p><b>7. Wash Wastewater Containment</b></p> <p>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>No, there is no wash facility on site. Hopewell Township uses the Mercer County washing facility.</p>
<p><b>8. Salt and Other Granular De-icing Materials</b></p> <p>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>Public Works has a salt storage dome that is inspected monthly and stores approximately 2,000 tons of salt that is placed on a bituminous concrete floor.</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><u>Stone and Sand Aggregates</u>: stockpiled at Public Works yard on a paved surface within 3-sided concrete storage enclosures and covered with a tarp.</p> <p><u>Wood Waste</u>: Temporary storage area with SWM control pending NJDEP approval.</p> <p><u>Grass / Leaves / Vegetative Waste</u>: Not composted on-site.</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 asphalt is stored at the Public Works yard on a paved surface within a 3-sided concrete storage enclosure and covered with a tarp.</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>These materials are hauled to a disposal facility, Mercer Group International of New Jersey.</p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</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>These materials <u>are not stored on-site</u>.</p>

**13. Scrap Tires**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Scrap tires are stored in the fully enclosed public works facility until the container is full and hauled to a disposal / recycling facility.

**14. Inoperable Vehicles and Equipment**

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Inoperable equipment is stored outside waiting for auction and have drip pans underneath if leaking fluids. The drip pans are monitored monthly.

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Township Engineer is the designated municipal Stormwater Program Coordinator and works closely with all municipal staff to ensure stormwater training compliance is achieved.</p> <p>When the permit-required SPC training webinars hosted by NJDEP become available, the Township Engineer will complete this training at least once per permit cycle.</p>

Topic	Municipal Employees
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	<p>At least once per year, the Township Engineer provides SPPP training for municipal staff via e-learning and/or in-person meetings. This training typically occurs when the SPPP is updated, at the time of MSRP annual report preparation, and throughout the year if specific questions or issues arise.</p> <p>Intensive training occurs with every new MS4 permit cycle. The Township Engineer reviews new permit requirements and changes to existing permit requirements. The Township Engineer distributes a comprehensive summary to the municipal SPC, Township Administrator, Clerk, Public Works Superintendent, Governing Body Members, Board Members, and Board Professionals. The Township Engineer meets with a subcommittee to review implementation measures and schedules.</p>
Construction Site Stormwater Runoff	<p>The Township Engineer, and designated inspectors from their office, perform construction inspection for all development (major and otherwise) in the Township. These individuals are trained by the Township Engineer regarding Soil Conservation District standards, soil erosion and sediment control methods, non-compliance reporting, and the need for NJDEP 5G3 permit authorization.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>The Public Works Director provides annual in-person and video-based training to Public Works staff regarding construction, maintenance and operation of municipal stormwater management facilities. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a></p> <p><a href="https://njmel.org/mel-safety-institute/webinars/">https://njmel.org/mel-safety-institute/webinars/</a></p> <p>The Township Engineer provides annual e-learning training to municipal administration staff regarding <u>submission of reports for maintenance and repair of stormwater management facilities on private property</u>.</p>

Community-wide Ordinances	Municipal departments responsible for enforcement of each community-wide ordinance provide training to pertinent staff. A review of enforcement and violations issued is conducted annually in conjunction with the Township Engineer.
Community-wide Measures	<p>The Public Works Director provides annual in-person and video-based training to Public Works staff regarding <u><i>pollution prevention and good housekeeping measures related to street sweeping, storm drain inlets, herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements</i></u>. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a>  <a href="https://njmel.org/mel-safety-institute/webinars/">https://njmel.org/mel-safety-institute/webinars/</a></p>
Stormwater Facilities Maintenance	<p>The Public Works Director provides annual in-person and video-based training to Public Works staff regarding <u><i>inspection, maintenance and repair of municipal stormwater infrastructure</i></u>. The required inspection frequency is reviewed, as well as facility-specific information for various types of stormwater facilities present in the Township. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a>  <a href="https://njmel.org/mel-safety-institute/webinars/">https://njmel.org/mel-safety-institute/webinars/</a></p>
Municipal Maintenance Yards and Other Ancillary Operations	The Public Works Director provides annual in-person training to Public Works staff regarding maintenance and operation at the Public Works Yard. The required inspection frequency is reviewed, as well as BMP measures taken at the Public Works Yard to implement MS4 permit requirements.
MS4 Mapping	The Township Engineer ensures that its staff receives appropriate training to develop the Township MS4 Infrastructure Map according to permit requirements. These requirements are thoroughly reviewed with each permit cycle.

Outfall Stream Scouring	<p>The Public Works Director provides annual in-person and video-based training to Public Works staff regarding <i>scour at municipal outfalls</i>. The outfall location map is reviewed. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a></p> <p><a href="https://njmel.org/mel-safety-institute/webinars/">https://njmel.org/mel-safety-institute/webinars/</a></p>
Illicit Discharge Detection and Elimination	<p>The Public Works Director provides annual in-person and video-based training to Public Works staff regarding <i>detection and elimination of illicit discharge</i>. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a></p> <p><a href="https://njmel.org/mel-safety-institute/webinars/">https://njmel.org/mel-safety-institute/webinars/</a></p>

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
<p>Per MS4 permit requirements, individuals who review and approve stormwater management designs for major development on behalf of the municipality are required to attend the NJDEP Stormwater Management Design Review (SWMDR) course at least once every five (5) years. These individuals also must take NJDEP training following amendments to the stormwater management rules at N.J.A.C. 7:8. Additional information on the Stormwater Management Design Review Course is available at;</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-management-design-review-course">https://dep.nj.gov/stormwater/stormwater-management-design-review-course</a></p> <p>The Township Engineer serves as the Planning Board Engineer. He and his supporting Senior Professional Engineer comply with the training requirements listed above. Additionally, so does the Board Conflict Engineer.</p> <p>The Department maintains a listing of individuals that have successfully completed the review course;</p> <p><a href="https://dep.nj.gov/wp-content/uploads/stormwater/swmdr_reviewers_training.pdf">https://dep.nj.gov/wp-content/uploads/stormwater/swmdr_reviewers_training.pdf</a></p>	



<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Per MS4 permit requirements, municipal Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the training listed below. This includes Planning Board Members, Zoning Board Members, and Committee Members who serve as liaisons to the Boards.</p> <p>Initial Training: <i>“Asking the Right Questions in Stormwater Review Training Tool”</i></p> <p><a href="https://nj.gov/dep/stormwater/arq/">https://nj.gov/dep/stormwater/arq/</a></p> <p>Once per term of service thereafter, review at least one of the following training tools accessed from the following link:</p> <p><a href="https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training">https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training</a></p> <ul style="list-style-type: none"> <li>• Stormwater Management Rules Applicability</li> <li>• Stormwater Management Rules Planning</li> <li>• Stormwater Management Rules Design &amp; Performance</li> <li>• Stormwater Management Rules Safety</li> <li>• Stormwater Management Through General Permit for MS4s</li> </ul>

<b>Training Records</b>
Indicate the location of training records for the above required training.
<p>Records of training are located at the offices of the Department of Public Works, Municipal Clerk, and Planning Board Secretary. Copies of logs are also provided to the Township Engineer.</p>

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="http://www.hopewelltpw.org/DocumentCenter/View/3994/Stormwater-Outfall-Structure-Locations">www.hopewelltpw.org/DocumentCenter/View/3994/Stormwater-Outfall-Structure-Locations</a>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>TBD</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	<i>TBD</i>
d. MS4 storm drain inlets	<i>TBD</i>
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	<i>TBD</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	<i>TBD</i>
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>The existing Outfall Map is reviewed annually by the Township Engineer and updated if, during the past calendar year, new municipal outfalls were constructed or identified.</p> <p>If new information is added to the map, it is submitted to the Township's MS4 Case Manager at NJDEP.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The comprehensive MS4 Infrastructure Map is under development. The Township Engineer is coordinating with Public Works to systematically inventory all MS4 components in advance of the January 1, 2026 (EDPA + 36 months) deadline.</p> <p>Once fully developed, the map will be reviewed annually by the Township Engineer. If and when new municipal MS4 structures are identified or modified, the DPW Superintendent will notify the Township Engineer. The Township Engineer also monitors new construction in the Township and will inventory any new MS4 infrastructure installations. The Township Engineer will coordinate all necessary updates to the MS4 Infrastructure Map.</p> <p>If new information is added to the map, it is submitted to the Township's MS4 Case Manager at NJDEP.</p>	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

<b>1. Describe how your municipality is developing its Watershed Improvement Plan.</b>
<p>The Township is beginning the inventory phase of the Watershed Improvement Plan (WIP). The Township Engineer is leading the effort to identify and geolocate the following:</p> <ul style="list-style-type: none"><li>• Drainage areas and receiving waterbodies for all outfalls</li><li>• Water quality classification for receiving waterbodies</li><li>• Up-to-date TMDL and water quality impairment areas</li><li>• Impervious areas</li><li>• Location, ownership and type of private SWM facilities</li></ul>
<b>2. Describe any regional projects or collaboration efforts with other municipalities.</b>
<p>The Township's Environmental Commission consults regularly with the Watershed Institute to understand and achieve local goals and initiatives regarding water quality maintenance within the watershed. The Township anticipates that this collaboration will continue to build regional efforts to improve the local watershed.</p>
<b>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</b>
<p>All meeting notices, agendas, minutes and other public records are kept in the office of the Municipal Clerk.</p>

APPENDIX A

Department of Public Works (DPW)

Standard Operating Procedures (SOP)

**Township of Hopewell**  
**Department of Public Works (DPW)**  
**Standards Operation Procedures (SOP)**

**Introduction**

This SOP outlines the basic management practices for waste management, spill prevention, pollution control, containment and countermeasures during vehicle maintenance and fuel operations at the Township of Hopewell DPW facilities including maintenance at ancillary locations within the municipality.

**Vehicle Maintenance, Fueling Operations, Spill Response, Maintenance and Inspection**

**Vehicle Maintenance**

Guidelines for vehicle maintenance at the Township of Hopewell MS4 vehicle maintenance yards:

- a) Vehicle maintenance operations should be conducted at designated areas;
- b) Maintain and store equipment in designated areas designated to prevent exposure of pollutants to stormwater;
- c) When possible, conduct vehicle maintenance at indoors location with an impervious surface and shall use a drip pan;
- d) If vehicle maintenance is to be conducted outdoors and lasting more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, shall use a drip pan at all times and block storm drain inlets when conducting vehicle maintenance;
- e) Absorbent spill clean-up materials (absorbent pads, booms) shall be available in indoor and outdoor maintenance areas and shall be disposed in accordance with local, county and state guidelines.

**Fuel Operations**

Guidelines for fuel operations at the Township of Hopewell MS4 to address vehicle fueling:

- a) Receiving and transfer of bulk fuel shall be supervise by trained personnel at all times;
- b) Drip pans shall be placed under all hose and pipe connections and leak-prone areas during bulk transfer of fuel;
- c) Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process;
- d) When using temporary berms or booms instead of blocking inlets, all hose connections points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels;
- e) Transfer of fuel shall take place during daylight hours in non-rain events whenever practical;
- f) Prior to fuel transfer, check the level and volume of fuel in tank to ensure tank can accept volume;
- g) DPW designated trained personnel shall verify that spill clean-up material is readily available if need it and in adequate supply;
- h) DPW designated personnel shall observed fuel transfer and visually inspect the fuel transfer area;
- i) Instructions for safe operation of fueling equipment shall be post in a prominent area of the facility including information regarding:
  - ❖ Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”;
  - ❖ Stay in view of fueling nozzle during dispensing; and
  - ❖ Contact information for the person(s) responsible for spill response.

- j) Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

### **Spill Response**

Any spill response is to be conducted in accordance with the Township of Hopewell Spill Prevention Control and Countermeasure (SPCC) Plan for the Township's Department of Public Work dated April 2019 that provides information for oil storage containers, type of oil waste and capacity including inspections, testing, recordkeeping, personnel training, emergency procedures and contact information. See Appendix I for a copy of the SPCC Plan.

### **Maintenance and Inspection**

The Township of Hopewell MS4 areas shall be inspected as follows:

- a) Fueling areas shall be inspected at least once a month;
- b) Vehicle maintenance areas shall be inspected at least once a month;
- c) Spill cleanup supply material shall be inspected for adequacy on a weekly basis;
- d) Inspect for leaks and damaged equipment on a bi-weekly basis; and
- e) Repair or replace any damaged fuel dispenser equipment, pumps, valves, tanks and pipes.

### **On-Site Equipment and Vehicle Washing and Wash Wastewater Containment**

#### **Tier A Standards**

Tier A municipalities which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with manage of any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State; may temporarily contain wash wastewater prior to proper disposal under the following conditions:

- a) Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every three (3) years using appropriate methods determined by "The List of Leak Detection Evaluations for Storage Tank Systems" created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s).
- b) For any cathodically protected containment system, provide a passing cathodic protection survey every three (3) years.
- c) Operate containment structures to prevent overfilling resulting from normal or abnormal operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.
- d) Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection, inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
- e) Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the *NJDEP Hotline (1-877-927-6337)* followed by a site investigation in

accordance with N.J.A.C. 7:26C and N.J.A.C. 7:26E if the discharged is confirmed.

- f) All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
- g) Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
- h) Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the walls, floors, joints, seams, pumps and pipe connections of other containment devices using the attached Engineer's Certification of Annual Inspection Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis.
- i) All logs, inspection records, and certification are to be maintained on site and made available to the Department upon request.

### **Spill Response**

Any spill response is to be conducted in accordance with the Township of Hopewell Spill Prevention Control and Countermeasure (SPCC) Plan for the Township's Department of Public Work dated April 2019 that provides information for oil storage containers, type of oil waste and capacity including inspections, testing, recordkeeping, personnel training, emergency procedures and contact information. See Appendix A for a copy of the SPCC plan.

### **Good Housekeeping**

#### **Good Housekeeping Standards**

Basic practices of good housekeeping shall be implemented at maintenance yards including maintenance activities at ancillary locations within the Township of Hopewell.

- a) Entire site shall be inspected under dry and wet conditions in a monthly basis;
- b) Identify illicit discharges or negative impacts to municipal MS4 and conditions that contribute to stormwater contamination;
- c) Inspection logs detailing conditions requiring attention and remedial actions taken for all activities occurring at municipal maintenance yards and other ancillary locations shall be maintained on-site with SPPP and made available to department upon request;
- d) All containers shall be labeled, clean, legible, visible, covered and in good condition;
- e) Keep storage areas clean and well organized;
- f) Containers should be stored indoors whenever practical;
- g) Protect spill kits and drip pans near all liquid transfer areas from rainfall; and
- h) Conduct cleanups of spills of liquids or dry materials immediately after discovery. Spill response shall follow Township's SPCC Plan located in Appendix I and Municipal Release Response Plan in Appendix J.
- i) Regularly maintain outdoor storage locations.