

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Francis W. Mullan, P.E.

Title: Borough Engineer

Date: April 1, 2018

Municipality: Borough of Sea Bright

County: Monmouth

NJPDES #: NJG0151513

PI ID #: 214056

Stormwater Program Coordinator: David Bahrle

Title: Director of Public Works

Office Phone #: (732) 741-7403

Emergency Phone #: (732) 890-5922 cell

Public Notice Coordinator: Christine Pfeiffer

Title: Borough Clerk

Office Phone #: (732) 842-0099

Emergency Phone #: Same as above

Post-Construction Stormwater Management Coordinator: David Bahrle

Title: Director of Public Works

Office Phone #: (732) 741-7403

Emergency Phone #: (732) 890-5922 cell

Local Public Education Coordinator: Christine Pfeiffer

Title: Borough Clerk

Office Phone #: (732) 842-0099

Emergency Phone #: Same as above

Ordinance Coordinator: Christine Pfeiffer

Title: Borough Clerk

Office Phone #: (732) 842-0099

Emergency Phone #: Same as above

Public Works Coordinator: David Bahrle

Title: Director of Public Works

Office Phone #: (732) 741-7403

Emergency Phone #: (732) 890-5922 cell

Employee Training Coordinator: David Bahrle

Title: Director of Public Works

Office Phone #: (732) 741-7403

Emergency Phone #: (732) 890-5922 cell

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth
NJPDES #: NJG 0151513 PI ID #: 215056
Team Member/Title: Christine Pfeiffer, Borough Clerk
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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.

The Borough of Sea Bright provides public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Borough will also provide public notice for municipal actions where necessary, for example in the adoption of applicable stormwater related ordinances or in the re-adoption of the stormwater management plan in subsequent re-examinations. All public notices will be in accordance with Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).

Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Municipal Stormwater Management Plan and Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain inlet retrofitting) have also been posted on the Borough's website for review by the public.

Starting January 1, 2019, the Borough will also provide public notice to all public involvement projects pertaining to stormwater education and outreach activities either on the municipality's website, through a mass mailing, through an advertisement in the Borough newspaper of record or through other similar means.

SPPP Form 3 - New Development and Redevelopment Program

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

The Borough's post-construction stormwater management program for new development and redevelopment projects is as follows:

1. The Borough's Unified Planning Board will ensure that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards (RSIS), are in compliance with the Stormwater Management Regulations prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.
2. Borough representatives will ensure continued compliance of all private developments with the approved subdivision plans, and applicable ordinances, as well as, long term operation and maintenance plans of approved BMPs on private property. The Director of Public Works will be responsible for appropriate long-term operation and maintenance of BMP's on Borough property and will monitor private BMP's as needed to ensure proper operation and maintenance is being conducted in accordance with approved operation and maintenance plans.
3. The Borough's Unified Planning Board will ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Borough Engineer will ensure proper installation of said inlets and the Director of Public Works will be responsible for proper maintenance/retrofit of existing and new inlets.

SPPP Form 3 - New Development and Redevelopment Program (Continued)

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

4. The Borough's Municipal Stormwater Management Plan and Stormwater Control Ordinance have been completed and adopted in accordance with NJDEP's requirements and final copies have been reviewed and approved by the Monmouth County Planning Board. Copies of both the plan and ordinance are included in Appendix 1 of this report and are also available for review and download on the Borough's website. The Municipal Stormwater Management Plan will be updated as needed as part of the re-examination of the Borough's master plan.

5. All new plans for new development and redevelopment projects are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Borough and/or their representatives will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of the summary report is included in Appendix 2 of this report.

SPPP Form 4 - Local Public Education Program

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>Christine Pfeiffer, Borough Clerk</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

In accordance with the MS4 Permit requirements, the Borough must conduct various public education activities and accumulate a minimum of 12 points worth of activities within a permit year (January 1st through December 31st). A complete list of activities and their corresponding points is provided in Appendix 3 of this report. The Borough is required to select activities from at least three of the five categories provided.

Based on a review of activities provided, the Borough will conduct the following:

- **WEBSITE** – The Borough will maintain a stormwater related page on their municipal website that includes stormwater related information and links to the Clean Water website and the NJDEP stormwater website. **(1 POINT)**
- **MAILING CAMPAIGN** – The Borough will distribute the NJDEP provided brochure to all residents and businesses along with one of its municipal mailings. Additional copies will be made available to the public at Borough Hall and posted on the Borough municipal website. **(2 POINTS)**
- **ORDINANCE EDUCATION** – The Borough will distribute a letter from the mayor to all residents and business along with one of its municipal mailings highlighting the requirements and benefits of the stormwater related ordinances adopted. **(3 POINTS)**
- **STORMWATER DISPLAY** – The Borough will coordinate a display at the Borough’s Sea Bright Day which is held every year on the 3rd Saturday in September. Borough personnel will setup a table and distribute the DEP provided brochure and other educational materials provided by the DEP. **(1 POINT)**
- **SIGN** – The Borough will post and maintain a stormwater related sign on their digital sign located off of Ocean Avenue. **(2 POINTS)**

Additional activities will be evaluated and coordinated as needed throughout the year. For additional details on the Borough’s Local Public Education Program, sample brochures and letters to be distributed see Appendix 3 of this report.

SPPP Form 5 - Storm Drain Inlet Labeling

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth

NJPDES #: NJG_0151513 PI ID #: 215056

Team Member/Title: David Bahrle, Director of Public Works

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

Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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.

Labeling of all existing Borough owned storm drain inlets and catch basins has been completed. This includes all inlets along sidewalks that are adjacent to Borough streets and inlets within plazas, parking areas or maintenance yards operated by the Borough. Labels used include the metal round markers with the engraving titled "NO DUMPING – DRAINS TO RIVER". New inlets and catch basins are replaced with castings already marked in accordance with NJDEP requirements.

Periodic inspection and maintenance is conducted by Borough public work employees throughout the year during their maintenance and annual storm drain inlet cleaning program. Markers are checked to ensure they are visible and firmly attached to the inlet/catch basin head or casting. If necessary, Borough replaces markers as needed during the onsite inspection.

Records of the date and location of repair made is maintained separately by the Borough's Public Work Department.

SPPP Form 6 - MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth

NJPDES #: NJG_0151513 PI ID #: 215056

Team Member/Title: David Bahrle, Director of Public Works

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

Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

The Borough's MS4 mapping is complete. The base for the map had been previously prepared as part of the SIIA Grant application process done between 1996 and 1998. The map created was at a 100 scale level.

The map is being reviewed and will be updated to digital format as required by the NJDEP's permit renewal regulations. The update will also include any new outfalls or structures created. Outfalls mapped will include an alpha-numeric identifier.

SPPP Form 7 - Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

The Borough completed its initial illicit connection inspection of outfalls; however, no sources of dry weather flow were detected.

Borough personnel continue to inspect their outfalls. All outfalls will be inspected once every 5 years. In the event of dry weather flows, Borough personnel will conduct investigations as needed to identify and eliminate the source. If, after three investigation attempts, the illicit connection is not found, a Closeout Investigation Form will be prepared and submitted along with the Borough Annual Inspection and Recertification Report. Illicit connections found to originate from another public entity will be reported by the Borough to the affected entity and the NJDEP.

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : _____ PI ID #: _____

Team Member: _____

Date _____ Effective Date of Permit Authorization (EDPA): _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N ()
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form **does not** need to be submitted to the Department but should be kept with your SPPP.)

If you answered "**YES**" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

(a) ODOR:

(b) COLOR:

(c) TURBIDITY:

FLOATABLES:

(e) DEPOSITS/STAINS:

VEGETATION CONDITIONS:

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE:

DAMAGE:

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required, and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) AMMONIA (as N) TO POTASSIUM RATIO: _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) FLUORIDE: _____ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) TEMPERATURE: _____ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If **“YES”**, what is the suspected source? _____

If **“NO”**, skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y () N ()

If **“YES”**, proceed to question #9.

If **“NO”**, skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If **“YES”**, identify the source. _____

What plan of action will follow to eliminate the illicit connection? Resolution:

If **“NO”**, complete the Closeout Investigation Form and attach it to this Illicit here is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : **NJG**_PI ID #: _____

Team Member / Title: _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

SPPP Form 8 - Illicit Connection Records

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

January 1, 2018 – December 31, 2018
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? _____

January 1, 2019 – December 31, 2019
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? _____

January 1, 2020 – December 31, 2020
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? _____

January 1, 2021 – December 31, 2021
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? _____

SPPP Form 9 - Yard Waste Collection/Ordinance Program

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG 0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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 currently posts on their website and distributes an annual brochure to all residents and businesses that outlines the Borough's yard waste collection system and clean-up procedures. This newsletter also includes a collection schedule.

A copy of the current newsletter outlining the Borough's existing yard waste collection program and schedule is included in Appendix 4 of this report. Leaf and branch collection is done in April, May, June, October and November. There is no collection of grass, residents are encouraged to compost or leave the clippings on their lawns.

The Borough currently mandates that residents place all items for collection in a location that does not obstruct the storm drains. The Borough has mod(fied this mandate to specify that no item shall be placed within 10 feet of a storm drain and no earlier than five (5) days of a scheduled pickup.

Additional detail is provided on the Borough's website.

SPPP Form 10 - Ordinances

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>Christine Pfeiffer, Borough Clerk</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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

Pet Waste Adopted on 09/07/2004 (Ord. #25-004)

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

Records of the dates the pet waste brochure is distributed will be maintained and the information will be provided to the Borough DPW Director as needed to include in the Borough's Annual Inspection and Recertification Report.

Litter Adopted on 09/07/2004 (Ord. #24-004)

Improper Waste Disposal Adopted on 09/07/2004 (Ord. #23-004)

Wildlife Feeding Adopted on 09/07/2004 (Ord. #26-004)

Yard Waste Adopted on 09/07/2004 (Ord. #28-004)

Illicit Connections Adopted on 09/07/2004 (Ord. #22-004)

Private Storm Drain Retrofitting Adopted on 08/03/2010 (Ord. #18-2010)

Refuse Containers and Dumpsters Adopted on 08/03/2010 (Ord. #19-2010)

How will these ordinances be enforced?

The Police Department and/or Borough code enforcement officer will enforce these ordinances. If someone violates one of these ordinances they will be given a warning before a summons is issued for the violation.

Records of violations issued are maintained by the Borough and reported as needed to the NJDEP in the Borough's Annual Inspection and Recertification Report.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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

The Borough utilizes Campbell Foundry Type E or equal.

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
Island View Roadway Reconstruction	N/A	05-04	12-04	7	0
Island View Bulkhead Reconstruction	04-01-05			1	
South Way / Via Ripa Bulkhead	04-01-05			1	

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

The Borough’s Engineer maintains a list of Capital Improvements Projects and the number of inlets and/or catch basins being replaced. Quantities are reported annually in the Borough’s Annual Inspection and Recertification Report. No exemptions have been requested to date. In the event one is needed documentation will be provided in accordance with NJDEP requirements.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Sea Bright Borough County: Monmouth
NJPDES #: NJG 0151513 PI ID #: 215056
Team Member/Title: David Bahrle, Director of Public Works
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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.)

The Borough determined that there are no Borough owned streets which meet the NJDEP requirements for monthly sweeping. The Borough will, however, continue its existing sweeping program, which consists of semi-weekly sweepings for the downtown area and semi-monthly sweepings for the north and south sections of the Borough between April 1st and November 30th, weather and surface condition permitting.

Records of sweepings collected are maintained by Public Works. All sweepings collected are offloaded into a 10 CY container kept temporarily at the River Street Pump Station yard and disposed off at the landfill as needed.

See Appendix 5 for detailed description of the Borough's street sweeping program.

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)

Borough streets are either curbed and/or paved and no road erosion is anticipated; however, visual observations are conducted during routine maintenance activities. Any road erosion problems are reported to David Bahrle, Director of Public Works as needed.

If applicable, identified areas will be prioritized and repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Borough maintains records of street inspections conducted. Any repairs observed are reported and a work order is generated.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth

NJPDES #: NJG_0151513 PI ID #: 215056

Team Member/Title: David Bahrle, Director of Public Works

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

Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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

The Borough conducts a annual inspection of all its inlets and catch basins. Cleaning of inlets and catch basins are done as needed by Borough DPW personnel. Spoils are dumped into the Borough's street sweeping waste container and disposed offsite. Inlet cleaning along NJSH Route 36 is conducted by others.

Inspection records for each inlet/catch basin is maintained by the Borough's Public Works and includes visual observation on the condition of the inlet/catch basin. Repairs needed are noted and work orders are generated where necessary.

See Appendix 5 for additional information.

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 will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. Presently, the Borough operates three (3) stormwater pump stations, and several hundred inlets, storm drains and outfalls. These facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Borough Public Works Department and in conjunction with an outside contractor to ensure they are functioning properly.

See Appendix 5 for a detailed description of the Borough's stormwater facility maintenance program. Records of inspection and routine maintenance and/or repairs are kept by the Borough's DPW Department.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth

NJPDES #: NJG 0151513 PI ID #: 215056

Team Member/Title: David Bahrle, Director of Public Works

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

Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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.)

The Broough's DPW Department conducts annual inspections of its outfalls for visual observation of the condition of the outfall, the presence of dry weather flows, and signs of outfall pipe stream scouring. The majority of the outfalls discharge through bulkheads; however, outfall pipes showing signs of scouring will be reported to David Bahrle, Director of Public Works, and Francis W. Mullan, P.E., Borough Engineer.

These outfalls will be evaluated to determine if additional rehabilitation, repair or replacement is necessary. Based on the condition of the outfall, they will be prioritized for rehabilitation and/or repair in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs and/or rehabilitation work that does not require NJDEP permits will be prioritized first.

All repairs will be followed with an annual inspection to ensure that the scouring has not resumed.

Records of all inspection, maintenance and/or rehabilitation/repairs conducted will be kept by the Borough's DPW Department.

SPPP Form 15 - De-icing Material Storage

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth

NJPDES #: NJG_0151513 PI ID #: 215056

Team Member/Title: David Bahrle, Director of Public Works

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

Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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 does not have an existing storage facility for salt or other de-icing material. The Borough has a shared services agreement with the Borough of Long Branch to utilize rock salt at the Long Branch DPW facility during snow storm events.

No sand is utilized or stored outdoors.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u> NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u> Team Member/Title: <u>David Bahrle, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	April 2005	The Borough purchases gasoline fuel at local gas stations but does have a 150-gallon portable gasoline tank in a metal container located on the back of a military truck vehicle for use by beach buggies between Memorial Day and Labor Day. See Appendix 6 for copy of SOP
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 2005	Light repairs are done in the Borough's garage. All other heavy repair is contracted out to local private garages. Inspections will be held on a monthly basis to ensure that the SOP is being met. See Appendix 6 for copy of SOP.
Vehicle Washing	NOT APPLICABLE	*NO VEHICLE WASHING IS CONDUCTED ONSITE; THE BOROUGH SHARES SERVICES WITH CONTI'S IN LONG BRANCH AND UTILIZES THEIR FACILITY FOR ANY VEHICLE WASHING NEEDED. RECORDS ARE MAINTAINED WHERE APPLICABLE.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	April 2005	Indoor/outdoor storage areas, containers and surrounding areas around the DPW will be inspected on a monthly basis. See Appendix 6 for a copy of SOP. *SEE APPENDIX 6 FOR A COPY OF THE DPW FACILITIES INVENTORY LIST REQUIRED BY THE PERMIT RENEWAL.

SPPP Form 17 - Employee Training

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth
NJPDES #: NJG_0151513 PI ID #: 215056
Team Member/Title: David Bahrle, Director of Public Works
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

The Borough's Employee Training Program will be broken down into four (4) phases. Phase 1 will include training to be undertaken by the Borough's Board Members and Governing Bodies. Phase 2 will include training requirements for Borough representatives responsible for overseeing the reviews of development and redevelopment applications. Phase 3 will include topics that will be covered on an annual basis with applicable employees. Phase 4 will include those topics that will be covered every two (2) years with applicable employees. Records of all training sessions scheduled for Phase 2 and Phase 3 will be maintained by the Borough's DPW Department. Training will be conducted either through webinars, video training and/or field training where necessary.

Attendance for Phase 3 and 4 of the employee training program will be recorded and maintained by the Borough's DPW Department for future reporting in the Borough's Annual Inspection and Recertification Report, where applicable.

Phase 1 – Municipal Board and Governing Body Members

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. Training must be completed by July 1, 2018 and can be found at <https://www.nj.gov/dep/stormwater/training.html>. Borough Board and Governing Body members will provide the Borough DPW Director with confirmation that the training has been conducted for input in the Borough's Annual Inspection and Recertification Report where applicable.

Phase 2 – Development/Redevelopment Application Reviewer Training

All Borough employees and/or representatives that review development and redevelopment projects for the Borough must complete an NJDEP approved training either offered by NJDEP or other training agency. The initial training must be completed by January 1, 2019 and then taken once every 5 years thereafter. Borough representatives will provide the Borough DPW Director with confirmation that the training has been conducted for input in the Borough's Annual Inspection and Recertification Report where applicable.

SPPP Form 17 - Employee Training (Continued)

Municipality Information	Municipality: <u>Sea Bright Borough</u> County: <u>Monmouth</u>
	NJPDES #: <u>NJG_0151513</u> PI ID #: <u>215056</u>
	Team Member/Title: <u>David Bahrle, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/23/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

Phase 3 – Annual Employee Training Program

Maintenance Yard Operations	Public Works employees & other users as appropriate
STW Facility Maintenance Program	Public Works employees
General SPPP	Public Works employees

Phase 4 – Bi-Annual Employee Training Program

Improper Waste Disposal Education	Code Enforcement Officer & Public Works Employees
Municipal Ordinances	Code Enforcement Officer, Public Works Employees, Police Dept.
Yard Waste Collection Program	Public Works employees
Street Sweeping Program	Public Works employees
Outfall Pipe Stream Scouring Remediation	Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public Works employees
Construction Activity/Post Construction Stormwater Management in New Development & Redevelopment	Public Works employees & Code Enforcement Officer

The illicit connection elimination training may include field training on procedures to properly conduct outfall inspections for illicit connections, follow-up investigation and procedures for elimination of the illicit connection for new employees. The maintenance yard operations training may include field training on the standard operating procedures for fueling, vehicle maintenance and good housekeeping practices.

As necessary, the Borough will evaluate alternative training tools to optimize the training program. Alternative training tools may include the use of informational CD's provided by EJIF or through formal training seminars offered by Rutgers's Cooperative Extension. Links to training sources can be found at <https://www.njstormwater.org/training.htm>.

SPPP Signature Page

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth
NJPDES #: NJG_0151513 PI ID #: 214056
Team Member/Title: David Bahrle, Director of Public Works
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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

(Signature)

(Date)

David Bahrle

(Print Name)

Public Works Director

(Title)

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

SPPP Signature Page

Municipality
Information

Municipality: Sea Bright Borough County: Monmouth
NJPDES #: NJG 0151513 PI ID #: 214056
Team Member/Title: David Bahrle, Director of Public Works
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/23/2005 Date of most recent update: 04/01/2018

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



(Signature)

MARCH 29TH 2018.

(Date)

David Bahrle

(Print Name)

Public Works Director

(Title)

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

BOROUGH OF SEA BRIGHT

STANDARD OPERATING PROCEDURES

TITLE Vehicle Fueling	REVISION NO. 000
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DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides guidelines for the Borough of Sea Bright employees to implement procedures for delivering fuel into vehicles and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

STANDARDS AND SPECIFICATIONS:

Vehicle Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle.
4. Absorbent spill clean-up materials shall be available near the mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off."
7. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (732) 842-0010.
 - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

ISSUE DATE	PAGE NO. 1 of 2
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BOROUGH OF SEA BRIGHT

STANDARD OPERATING PROCEDURES

Maintenance and Inspection

1. Inspect fueling area, tanks and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged or leaking shall be repaired immediately.

BOROUGH OF SEA BRIGHT

STANDARD OPERATING PROCEDURES

TITLE Vehicle Maintenance	REVISION NO. 000
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DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Sea Bright vehicle maintenance for its municipal yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.
9. Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (732) 842-0010.
 - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

ISSUE DATE	PAGE NO. 1 of 1
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BOROUGH OF SEA BRIGHT

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough garage and storage yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Sea Bright employees to implement Good Housekeeping Practices for its facilities, yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (732) 842-0010.
 - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

ISSUE DATE	PAGE NO.
	1 of 1

Stormwater Pollution Prevention Plan
Maintenance Yard Inventory
Borough of Sea Bright, Monmouth County, New Jersey

Facility Name: Borough Sea Bright Department of Public Works Facilities
Date: March 27, 2018
Inspector: Rose Santos, P.E., Group Manager, T&M Associates
Accompanied by: David Bahrle, Director of Public Works

Vehicle Maintenance Workshop (4 New Street, Sea Bright, NJ)

- Exposed Material Stockpile: (1) pallet of Calcium Chloride Pellets in 50 Lb. Bags
12 - 5-gal containers of stripping paint
(1) 10-gal container for Waste Oil
- Exposed Equipment: Minor shop maintenance equipment

South Street Garage

- Exposed Material Stockpile: 3 – 5 CY Dumpsters (regular trash)
2 – 5 CY Dumpsters (recycle material)

River Street Pump Station Yard

- Exposed Material Stockpile: Clean Stone (temporarily stored for use around town)
Lumber (temporarily stored for use around town)
- Exposed Equipment: Beach Equipment (i.e. chairs, waste baskets, fence lines, planters, etc.) – stored during offseason
Beach sand sweeping vehicle
(1) 20-CY container for general trash
Police siren alarms
Boat
Scrap/White Metal (stored temporarily)

Middle Street Pump Station

- Exposed Material Stockpile: 1-1,050 gal double walled tank of Bioxide

Note: There were no floor drains in the Maintenance Workshop and the multiple various storage yards do not have any storm drain inlets or catch basins within their property limits.