SCHOOR DEPALMA
Engineers and Consultants

STORMWATER POLLUTION PREVENTION PLAN

FOR

BOROUGH OF VICTORY GARDENS MORRIS COUNTY, NEW JERSEY

Prepared By:

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May 2005

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Borough of Victory Gardens
Stormwater Pollution Prevention Plan

This plan has been prepared in accordance with the requirements of the Tier A Municipal Stormwater Master General Permit.

_____ _____

Edwardo Martinez
Superintendent

Date

Tier A Municipal Stormwater Regulation Program **Stormwater Pollution Prevention Team Members** Number of team members may vary	Completed by: *Municipal Engineer* Title: *Victory Gardens Municipal Engineer* Date: *April 8, 2005* Municipality: *Victory Gardens* County: *Morris* NJPDES #: *NJG0149110* PI ID #: *167076*
Stormwater Program Coordinator: Title: *Borough Engineer* Office Phone #: Emergency Phone #:	
Public Notice Coordinator: *Deborah Evans* Title: *Borough Clerk* Office Phone #: *973-361-8121* Emergency Phone #:	
Post-Construction Stormwater Management Coordinator: *Wayne Jacobus* Title: *Planning Board Chairman* Office Phone #: *973-361-8121* Emergency Phone #:	
Local Public Education Coordinator: *Deborah Evans* Title: *Borough Clerk* Office Phone #: *973-361-8121* Emergency Phone #:	
Ordinance Coordinator: *Tom Zelante* Title: *Municipal Attorney* Office Phone #: *973-361-1500* Emergency Phone #:	
Public Works Coordinator: *Edwardo Martinez* Title: *Superintendent* Office Phone #: *973-366-5312* Emergency Phone #:	
Employee Training Coordinator: *Subcontracted* Title: *OSHA Training Representative* Office Phone #: Emergency Phone #:	
Other: *Jim Benton; Jerry Hartmann* Title: *Code Enforcement Officer; Building Inspector* Office Phone #: *973-361-8121* Emergency Phone #:	

SPPP Form 2 – Public Notice

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
	NJPDES # : *NJG0149110* PI ID #: *167076*
	Team Member/Title: *Borough Engineer*
	Effective Date of Permit Authorization (EDPA): *April 1, 2004*
	Date of Completion: *April 8, 2005*
	Date of most recent update:_____

Briefly outline the principal ways in which you comply with the applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Victory Gardens Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Victory Gardens Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan)subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Victory Gardens Borough complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: *Victory Gardens* County: *Morris County* NJPDES # : *NJG0149110* PI ID #: *167076* Team Member/Title: *Borough Engineer* Effective Date of Permit Authorization (EDPA): *April 1, 2004* Date of Completion: *April 8, 2005* Date of most recent update:_____

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout the Borough (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, Victory Gardens Borough has not constructed any new development or redevelopment projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

A Municipal Stormwater Management Plan has been drafted and will be adopted by our planning board. Additionally, a stormwater control ordinance will be drafted and once adopted will control non-residential development and redevelopment projects. The plan and ordinance will be adopted by our planning board and Borough Council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

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

For any BMP that is installed in order to comply with the requirements of our post-construction program, Victory Gardens Borough will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Victory Gardens Borough intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.

Victory Gardens Borough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Victory Gardens Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4 – Local Public Education Program

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
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	Team Member/Title: *Borough Engineer*
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Local Public Education Program

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

For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in the next Borough mailing (no later than August 2005) following adoption of the Stormwater Management Plan. Extra copies will be available at our county library and at our municipal building. Our annual event will be held each year in coordination with our Morris Plains Day Celebration or at any other similar event held in the Borough. We will make the DEP brochure and other educational materials available at this event. We will also distribute any available promotional materials with environmental messages related to the required BMP topics.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
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	Team Member/Title: *Borough Engineer*
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Storm Drain Inlet Labeling

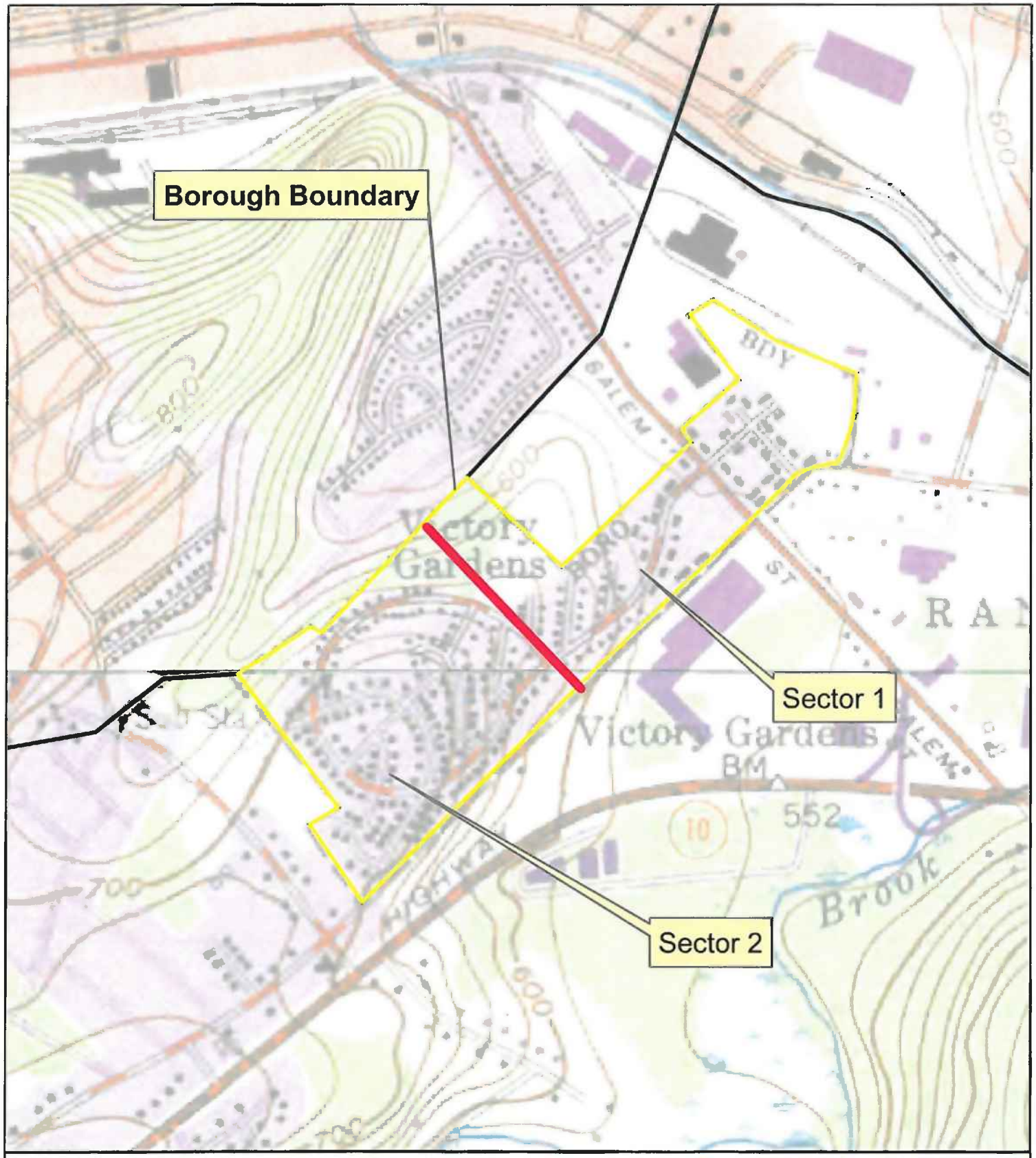
Describe your storm drain inlet labeling schedule, the details of your long-term maintenance plan, and plans on coordinating the watershed groups of other volunteer organizations.

Due to the small size of the Borough, there are currently no volunteer organizations, therefore our Public Works Department will be doing the labeling unless a volunteer organization is operating at the time of the labeling program initiation. We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Victory Gardens Borough.

If labeling is done by the a volunteer organization we will use stencils that will read "No dumping - Drains to Waterway" with a picture of a fish next to it. Where the labeling is done by the Public Works Department we will use plastic labels that will be applied using adhesive. We will be using these two different techniques because we feel that the volunteers who are doing the labeling will benefit the most from this program. The more opportunities they have to perform the storm drain labeling, the greater the benefit. However, we feel that having our Public Works Department constantly labeling and re-labeling the same areas will be more of a nuisance, so they will use the plastic labels that will only need to be applied once.

The attached map divides Victory Gardens Borough into two sectors. Labeling of Sector 1 will be completed by April 2007 and Sector 2 will be completed by April 2009.

During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately.



Data Type	Source	Relevant Time Period
USGS Quadrangles		Feb-Apr 2002
Municipal Boundary	NJDEP	1989

Storm Drain Inlet Labeling

Borough Boundary on USGS Quadrangles

Borough of Victory Gardens
Morris County, New Jersey

Symbol Legend

Municipal Boundary

0 1,000 2,000 Feet

N W E S

This map was developed using Geographic Information System digital data developed under the auspices of the Department of Environmental Protection, Geographic Information System digital data, but this secondary product has not been verified by NJDEP and is not State-authorized.

SCHOOR DEPALMA Engineers and Consultants

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information	
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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 Victory Gardens Borough does not operate any outfall piping.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
	NJPDES # : *NJG0149110* PI ID #: *167076*
	Team Member/Title: *Borough Engineer*
	Effective Date of Permit Authorization (EDPA): *April 1, 2004*
	Date of Completion: *April 8, 2005*
	Date of most recent update:_____

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 Victory Gardens Borough does not operate any outfall piping and therefore does not need to conduct any inspections.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: *Victory Gardens* County: *Morris County*

NJPDES # : *NJG0149110* PI ID #: *167076*

Team Member/Title: *Borough Engineer*

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

Date of Completion: *April 8, 2005*

Date of most recent update:_____

Prior to May 2, 2006

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? *program implementation will begin by October 2005*

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

Number of outfalls found to have an illicit connection?_____

How many illicit connections were eliminated?_____

Of the illicit connections found, how many remain?_____

May 2, 2006 – May 1, 2007

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

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

Number of outfalls found to have an illicit connection?_____

How many illicit connections were eliminated?_____

Of the illicit connections found, how many remain?_____

May 2, 2007 – May 1, 2008

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

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

Number of outfalls found to have an illicit connection?_____

How many illicit connections were eliminated?_____

Of the illicit connections found, how many remain?_____

May 2, 2008 – May 1, 2009

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Number of outfalls found to have 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 Ordinance/Collection Program

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
	NJPDES # : *NJG0149110* PI ID #: *167076*
	Team Member/Title: *Borough Engineer*
	Effective Date of Permit Authorization (EDPA): *April 1, 2004*
	Date of Completion: *April 8, 2005*
	Date of most recent update:_____

Please describe your yard waste ordinance/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 collects leaves during the Fall each year on an as-needed basis.

Victory Gardens Borough will also be adopting and enforcing a yard waste ordinance (See SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 – Ordinances

Municipality Information	Municipality: *Victory Gardens* County: *Morris County* NJPDES # : *NJG0149110* PI ID #: *167076* Team Member/Title: *Borough Engineer* Effective Date of Permit Authorization (EDPA): *April 1, 2004* Date of Completion: *April 8, 2005* Date of most recent update:_____

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

Besides adoption of the Stormwater Control Ordinance the following will be adopted:

Pet Waste: *pending attorney review of NJDEP model ordinance*
Are information sheets regarding pet waste distributed with pet licenses? Y (x) N( )

Litter: *pending attorney review of NJDEP model ordinance*

Improper Waste Disposal: *pending attorney review of NJDEP model ordinance*

Wildlife Feeding: *pending attorney review of NJDEP model ordinance*

Yard Waste: *pending attorney review of NJDEP model ordinance*

Illicit Connections: *pending attorney review of NJDEP model ordinance*

How will these ordinances be enforced?

Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: *Victory Gardens* County: *Morris County*

NJPDES # : *NJG0149110* PI ID #: *167076*

Team Member/Title: *Borough Engineer*

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

Date of Completion: *April 8, 2005*

Date of most recent update:_____

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

For most projects Victory Gardens Borough will use the NJDOT bicycle safe grate style (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alternation project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
Washington Avenue	June 2005			10	0

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

No alternative device exemptions apply to any of the projects above.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
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	Team Member/Title: *Borough Engineer*
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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 of Victory Gardens currently sweeps its streets, sometimes by hand, on an as-needed basis.

The Borough intends on maintaining its existing street sweeping program for all streets (that are not required by the permit), which includes sweeping all streets on an as-needed basis.

Our street sweeping log is attached.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.
(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

All roads in Victory Gardens Borough are curbed and therefore a road erosion control program is not necessary.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
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	Team Member/Title: *Borough Engineer*
	Effective Date of Permit Authorization (EDPA): *April 1, 2004*
	Date of Completion: *April 8, 2005*
	Date of most recent update:_____

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

Victory Gardens Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program will begin in August of 2005.

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

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

Victory Gardens Borough will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly.

The stormwater facilities will be inspected annually by the Public Works Department to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
	NJPDES # : *NJG0149110* PI ID #: *167076*
	Team Member/Title: *Borough Engineer*
	Effective Date of Permit Authorization (EDPA): *April 1, 2004*
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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 Victory Gardens Borough does not operate any outfall piping and therefore does not need to conduct scouring inspections.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality Information	
	Municipality: *Victory Gardens* County: *Morris County*
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De-icing Material and Sand 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.

Victory Gardens Borough currently stores its de-icing salt inside of the Borough garage located adjacent to Borough Hall at 337 South Salem Street. In addition, at the completion of loading and unloading activities we shall inspect for spilled salt.

SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: *Victory Gardens* County: *Morris County*

NJPDES # : *NJG0149110* PI ID #: *167076*

Team Member/Title: *Borough Engineer*

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

Date of Completion: *April 8, 2005*

Date of most recent update:_____

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		*The Borough does not operate any fueling facilities. All fueling is done at commercial gas stations.*
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	On-going	*Monthly inspections will be held to ensure that the SOP is being met.*
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) **Attach inventory list required by Attachment D of the permit.**	On-going	*Monthly inspections of all municipal maintenance yards and ancillary operations will be held.*

SPPP Form 17 – Employee Training

Municipality Information

Municipality: *Victory Gardens* County: *Morris County*

NJPDES # : *NJG0149110* PI ID #: *167076*

Team Member/Title: *Borough Engineer*

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

Date of Completion: *April 8, 2005*

Date of most recent update: _____

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

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

Course:	*Who will attend*
Waste Disposal Education	*Hotline operators, public works employees*
Municipal Ordinances	*Code enforcement and local police departments, public works employees*
Yard Waste Collection Program	*Public works employees*
Street Sweeping	*Public works employees*
Stormwater Facility Maintenance	*Public works employees*
Road Erosion Control	*Public works employees*
Outfall Pipe Stream Scouring Remediation	*Public works employees*
Construction Activity/Post Construction Stormwater Management in New Development And redevelopment (for municipally owned projects)	*Public works employees*
	Public works employees

The following topics will be part computer training, and part practical field training:

Course:	*Who will attend:*
Illicit Connection Elimination and Outfall Pipe Mapping (field training will include procedures to properly conduct illicit connection detection's, investigations and eliminations)	*Public works employees, hotline operators*
Maintenance Yard Operations (including ancillary operations) (field training will include SOPs for fueling, vehicle and equipment maintenance, general housekeeping and good housekeeping for de-icing materials storage)	*Public works employees*

Dates for the above training programs are yet to be determined.