

Stormwater Pollution Prevention Plan

Borough of Highland Park

Middlesex County

Permit Number: NJG0148962

Annual Review Date: July 29, 2024

Stormwater Program Coordinator: Michael Wiczorkiewicz

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Appendix A – Logs & Miscellaneous Forms:

Outfall Inspection Form

Stream Scouring Investigation Recordkeeping Form

Illicit Connection Inspection Report Form

Attachment B – Points System for Public Education and Outreach Activities

Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

Engineers Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure

Underground Vehicle Wash Water Storage Tank Use Log

Underground Vehicle Wash Water Storage Tank Pump Out Log

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Michael Wieczorkiewicz, DPW Superintendent		
Phone	732-514-1277	Email	mwieczorkiewicz@hpboro.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Shane Bonczak, CME Associates		
Phone	732-727-8000	Email	sbonczak@cmeusa1.com
Name and Title	Mario DiSanto, CME Associates		
Phone	732-727-8000	Email	mdisanto@cmeuse1.com
Name and Title	Abd Elazeem Youssef, CME Associates		
Phone	732-727-8000	Email	ayoussef@cmeuse1.com
Name and Title	Benjamin Pettingill, CME Associates		
Phone	732-727-8000	Email	bpettingill@cmeuse1.com
Other Municipal Stormwater Team Members			
Name and Title	Teri Jover, Borough Administrator		
Phone	732-819-3789	Email	tjover@hpboro.com
Name and Title	Scott Brescher, Code Enforcement		
Phone	732-819-3795	Email	sbrescher@hpboro.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
04-14-2006		Completion of SPPP
04-30-2010		Public Notice Update
04-12-2021		Update of SPPP

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.hpboro.com/departments/public-works/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Michael Wieczorkiewicz, DPW Superintendent
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.
<p>a) For meetings where public notice is required, the Borough Clerk's Office publishes in local newspapers and post in public places in compliance with the Open Public Meetings Act (the "Sunshine Law," NJSA 10:4-6 et seq.)</p> <p>The municipality implements the following list of activities, however, same may be modified as allowed by the Permit. If deviation from the following list occurs, same will be noted in the respective annual report and certified accordingly:</p> <ol style="list-style-type: none"> 1. Website: A separate section dedicated to Stormwater Management has been created on the Borough's website. A copy of the Borough Stormwater Management Ordinance and links to NJDEP Educational information has been placed on the website; 2. Stormwater Display: The Borough maintains a stormwater related display at the Municipal Building, Community Service Center and Public Library; 3. Mailing - Distribute the Department's educational brochures, tip cards, or a municipality produced equivalent, to every resident and business in the municipality with the Borough's water bills; 4. Partnership Agreement / Local Event: The Borough will coordinate their annual educational event at the Borough's Street Fair. Borough personnel will set up a booth / table and distribute the DEP provided brochure and other educational materials; 5. Ordinance Education: Distribute a letter from the Mayor to ever resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste and Illicit Connection Ordinances.

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.
Major Development means an individual “development,” as well as multiple developments that individually or collectively result in the disturbance of one or more acres of land since February 2, 2004.
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.
The Borough's SCO defines a Major Development is as stringent as the NJDEP's model SCO.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
The Borough Engineer also reviews major development applications for conformance with the SCO and RSIS as part of his review process prior to the approval of the site plan or subdivision plan.
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.
Our Planning Board and Municipal Attorney have reviewed the Municipal Stormwater Management Plan and Stormwater Control Ordinance which was modeled after the NJ Stormwater BMP Manual. The Borough Engineer also reviews municipal projects for conformance with the SCO as part of his review process.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
N/A
6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
N/A

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	04/08/2005	Yes	Code Enforcement	\$ Up to \$1,000
2. Wildlife Feeding	4/08/2005	Yes	Code Enforcement	\$ Up to \$100
3. Litter Control	4/08/2005	Yes	Code Enforcement	\$ Up to \$1,000
4. Improper Disposal of Waste	4/08/2005	Yes	Code Enforcement	\$ Up to \$1,000
5. Yard Waste	4/08/2005	Yes	Code Enforcement	\$ Up to \$1,000
6. Private Storm Drain Inlet Retrofitting	07/06/2010	Yes	Code Enforcement	\$ Up to \$1,000
7. Illicit Connections	04/08/2005	Yes	Code Enforcement	\$ Up to \$2,000
8. Privately-Owned Salt Storage			Code Enforcement	\$ N/A
9. Tree Removal- Replacement				\$ Up to \$500
<p>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.</p> <p>See Ordinance No. 24-2085 Adopted June 18, 2024</p> <p>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</p> <p>BOROUGH CLERKS OFFICE</p>				

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.

WEATHER CONDITIONS PERMITTING, ALL STREETS ARE SWEPT WEEKLY
ACCORDING TO A ROTATING SCHEDULE

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

The Borough does not outsource sweeping operations.

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

<p>1. Municipal Storm Drain Inlets</p> <p>a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.</p> <p>b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.</p> <p>c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.</p> <p>d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.</p>
<p>Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality.</p>
<p>2. Municipal Catch Basins</p> <p>a. Describe when and how you conduct inspections of catch basins.</p> <p>b. Describe the criteria used to determine when catch basins need to be cleaned.</p>
<p>CATCH BASINS ARE INSPECTED ONCE A YEAR AND ARE CLEANED AND REPAIRED AS NECESSARY.</p> <p>Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality.</p>
<p>3. Municipal Conveyance System</p> <p>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.</p>
<p>Visual inspections occur on regular basis all throughout the year. Cleaning and repair operations are conducted based off of submitted inspection reports.</p>
<p>4. Municipal Outfall Inspections – Stream Scouring</p> <p>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.</p>
<p>Visual inspections on a regular basis throughout the year. Additional inspections occur after storms. Each outfall pipe is thoroughly inspected atleast once every year and if needed repairs are to be completed by the Department of Public Works or by outside contractor.</p>
<p>5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</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>Outfalls are inspected once a year for illicit connections during dry weather</p>

6. Other Municipal Infrastructure

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.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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.

8. Infrastructure Records

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

Records, inspections repairs, records are kept at Department of Public Works.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
See Standard Operating Procedures
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
If excess salt piles are found, the Borough removes them manually.
<p>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.).</p>
See Standard Operating Procedures
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
See Standard Operating Procedures

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations
Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
Department of Public Works 444 Valentine St. Highland Park, NJ 08904	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Inspections conducted at these sites are performed on an as-needed basis. Inspection logs and tracking forms are kept at each of the respective sites.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Transmission fluid	Pick-Up Trucks
Coolant	Packers
Motor Oil	Rack Body Trucks
DEF Fluid	Side Loader
Washer Fluid	Roll-Off Trucks
Hydraulic Fluid	Forklift
R-134 Refrigerant	Trackless Trucks
	Bobcat
	Van
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
N/A	
5. Fueling Operations 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.	
Yes, spill kits and drip pan is near Pump	
6. Vehicle/Equipment Maintenance and Repair 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.	
Maintenance and repairs are conducted onsite and indoors.	
7. Wash Wastewater Containment 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.
Vehicles are washed outside, using mat to contain water and taken away by outside vendor power washing company
8. Salt and Other Granular De-icing Materials 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.
Yes stored inside closed building on pallet. Also when not used covered with tarp.
9. Aggregate Material, Wood Chips, and Finished Leaf Compost 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.
No wood chip or compost on site
10. Cold Patch Asphalt 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.
Cold patch is in bags and stored inside.
11. Street Sweepings and Storm Sewer Cleanout Materials 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.
Street sweeping is stored in roll off container.
12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings 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.
Wood waste and yard trimmings are loaded into roll off containers.
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.
N/A
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.
Vehicles are checked for leaks and stored for auction.

Form 10 – Training
Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.	
Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	In-person and videos
Construction Site Stormwater Runoff	DEPARTMENT OF PUBLIC WORKS
Post-Construction Stormwater Management in New and Redevelopment	DEPARTMENT OF PUBLIC WORKS
Community-wide Ordinances	DEPARTMENT OF PUBLIC WORKS
Community-wide Measures	DEPARTMENT OF PUBLIC WORKS
Stormwater Facilities Maintenance	DEPARTMENT OF PUBLIC WORKS
Municipal Maintenance Yards and Other Ancillary Operations	DEPARTMENT OF PUBLIC WORKS
MS4 Mapping	DEPARTMENT OF PUBLIC WORKS
Outfall Stream Scouring	DEPARTMENT OF PUBLIC WORKS
Illicit Discharge Detection and Elimination	DEPARTMENT OF PUBLIC WORKS
Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	

All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm. Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body Member

Training Records

Indicate the location of training records for the above required training.

Training records for the above are kept at the Department of Public Works office.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	329
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	Will be determined at a later date
c. MS4 interconnections	Will be determined at a later date
d. MS4 storm drain inlets	1,696
e. MS4 manholes	Will be determined at a later date
f. Length of conveyance (channels, pipes, ditches, etc.)	Will be determined at a later date
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	Will be determined at a later date
i. Maintenance yard(s) and other ancillary operations	2
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.).	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
2. Describe any regional projects or collaboration efforts with other municipalities.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.