

Stormwater Pollution Prevention Plan

**Mount Holly Township
23 Washington Street
Mount Holly, NJ 08060**

**January 18, 2005
Revised June 15, 2010
May 3, 2013**

Stormwater Pollution Prevention Plan

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Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Alaimo Group

Title: Mount Holly Township Municipal Engineer

Date: 05/03/13

Municipality: Mount Holly Township

County: Burlington County

NJPDES #: NJG0147796

PI ID #: 208135

Stormwater Program Coordinator: Chief Steve Martin

Title: Township Manager

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Public Notice Coordinator: Chief Steve Martin

Title: Township Manager

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Post-Construction Stormwater Management Coordinator: Richard A. Alaimo

Title: Township Engineer

Office Phone #: 609-267-8310

Emergency Phone #: 609-267-8311

Local Public Education Coordinator: Chief Steve Martin

Title: Township Manager

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Ordinance Coordinator: Chief Steve Martin

Title: Township Manager

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Public Works Coordinator: Chief Steve Martin

Title: Public Works Superintendent

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Employee Training Coordinator: Chief Steve Martin

Title: Public Works Superintendent

Office Phone #: 609-267-0170

Emergency Phone #: 609-845-1150

Other: N/A

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Mount Holly Township

County: Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin, Township Manager

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

Date of Completion: 4/1/05

Date of most recent update: 05/03/13

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.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Mount Holly Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Mount Holly Township 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.) Mount Holly Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Mount Holly Township County Burlington County
 NJPDES # : NJG0147796 PI ID #: 208135
 Team Member/Title: Richard A. Alaimo Associates/Township Engineer
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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 Mount Holly Township (including projects we operate) we will do the following:

We presently assure 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 assure such compliance before issuing preliminary and final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, Mount Holly Township has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will assure adequate long-term operation and maintenance of BMP's 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 standards in Attachment C of our permit. Once our municipal stormwater ordinance takes effect, we will assure such operation and maintenance for any new development or redevelopment projects on our property by complying the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.

The Alaimo Group has reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance were adopted by our planning board and Governing Body, respectively, by the deadlines specified in the permit, and have been 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

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Mount Holly Township County Burlington County
 NJPDES # : NJG0147796 PI ID #: 208135
 Team Member/Title: Richard A. Alaimo Associates/Township Engineer
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 4/1/05 Date of most recent update: 05/03/13

For any BMP that is installed in order to comply with the requirements of our post-construction program. Mount Holly Township will assure 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, Mount Holly Township intends to do this by 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 Township can perform the maintenance and charge the private entity.

Mount Holly Township 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. Mount Holly Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate 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: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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.

Mount Holly Township will implement a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate information to be covered during these educational activities shall include, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container / Dumpster Ordinance, Private Storm Drain Inlet Retrofitting, and Fertilizer Management Ordinance (if applicable)]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; local stream and/or shoreline restoration activities; watershed education; and general non-point source education.

Mount Holly Township will annually conduct educational activities that total a minimum of 10 points. Each approved activity is listed and has been assigned a point value in Attachment E of the permit and is listed below.

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. **Website** - Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org. (1 point)
3. **Stormwater Display** - Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building. (2 points)
4. **Giveaway** - Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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.

5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on www.cleanwater.nj.org to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. **Poster Contest** -- Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. **Stormwater Training for Elected Municipal Officials** -- Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. **Mural** - Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. **Mailing** -- Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. **Partnership Agreement / Local Event** - Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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.

- 12. Ordinance Education** - Distribute a letter from the mayor to every 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, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

* Posting these ordinances does not constitute the development of a website referenced above.

Mount Holly Township plans to conduct the following educational activities to satisfy the local public education requirements of the Municipal Stormwater General Permit:

1. **Website** – Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org. (1 point)
2. **Stormwater Display** – Maintain a stormwater related display at the Municipal building (2 points)
3. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
4. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
5. **Mailing** – Distribute the Department’s educational brochures, tip cards, etc. to every resident and business (3 points).

We may substitute or add qualifying activities to the items in the above Public Education Program as conditions warrant and/or as opportunities become available.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

Local Public Education Program

Mount Holly Township shall certify annually that they have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g. month, day, year) and details of each education activity (e.g., photos of the mural) shall be reported to the Department in the Annual Report.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/06 Date of most recent update: 05/03/13

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.

For our storm drain inlet labeling program, our Public Works Department will be doing the labeling. 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 Mount Holly Township.

Our storm drain labeling program will be addressed either through the use of stencils that will read "No dumping – Drains to Waterway" or aluminum labels ordered from Binder Industries that will be applied using adhesive. We have identified these two different techniques to provide flexibility in the implementation of this storm drain labeling program.

During our annual catch basin cleaning program, we will be checking these labels to assure that they are still visible, and if they are not, we will assure that the labels are replaced in a timely fashion.

The Township has a total of 337 inlets. A list of the inlets is available upon request.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/07 Date of most recent update: 05/03/13

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.)?

Mount Holly Township, will map out the location of the end of all outfall pipes operated by Mount Holly Township. They will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

Mount Holly Township will be mapped by April 2007.

Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations. Major waterways and all other waterbodies receiving outfall pipe discharges will also be identified on the map.

The Township has 88 outfalls, a map is available upon request.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 9/1/05 Date of most recent update: 05/03/13

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.

We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Mount Holly Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after an appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Mount Holly Township will report the illicit connection to the NJDEP.

Mount Holly Township has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

The Township will inspect all outfalls annually and check for illicit connections.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 9/1/05 Date of most recent update: 05/03/13

Prior to September 1, 2005

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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

September 2, 2005 – September 1, 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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

September 2, 2006 – September 1, 2007

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? 10

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

September 2, 2007 – September 1, 2008

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? 10

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 9/1/05 Date of most recent update: 05/03/13

September 2, 2008 – December 31, 2009

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? 50

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

January 1, 2010 – January 1, 2011

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 Ordinance/Collection Program

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 9/1/05 Date of most recent update: 05/03/13

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.

We will be conducting collections of leaves during the months of October, November, and December. During the remainder of the year, Mount Holly Township may hold additional yard waste collections, but no schedule has been determined for these. We will post our collection schedule and our ordinance requirements in our yearly calendar, which will be mailed to all residents and businesses.

Mount Holly Township will also be adopting and is 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: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 3/28/05 Date of most recent update: 05/03/13

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

Pet Waste 3/28/05

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

Litter 3/28/05

Improper Waste Disposal 3/28/05

Wildlife Feeding 3/28/05

Yard Waste 3/28/05

Illicit Connections 3/28/05

Refuse Container/Dumpster _____ 2013 Ordinance No. _____

Private Storm Drain Inlet Retrofitting _____ 2013 Ordinance No. _____

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: Mount Holly Township County Burlington County
 NJPDES # : NJG0147796 PI ID #: 208135
 Team Member/Title: Richard A. Alaimo Associates/Township Engineer
 Effective Date of Permit authorization (EDPA): 04/01/2004
 Date of Completion: N/A Date of most recent update: 05/03/13

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

For most projects Mount Holly Township will use the NJDOT bicycle safe grate style and (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
High Street/Paxson Street	6/01/06	6/16/06	7/30/06	6	0
2006 Road Bond Program					
- Smith Lane	4/01/07	4/27/07	8/29/07	5	0
- Homestead Avenue				2	0
- Ashurst Lane				9	0
- Buttonwood Street				1	0
- Walnut Street				1	0
- Parkview Drive				3	0
- Park Drive				5	0
Ridgway Street	6/01/08	6/23/08	9/05/08	4	0
2008 CDBG (Shreve Street)	8/01/09	8/31/09	9/29/09	5	0
2010 TTF Garden Street	9/26/11	9/26/11	12/24/11	4	0
2010 CDBG (Filbert Street)	6/20/11	6/20/11	8/18/11	2	0

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Richard A. Alaimo Associates/Township Engineer

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

Date of Completion: N/A Date of most recent update: 05/03/13

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

Mount Holly Township does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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.)

Mount Holly Township has evaluated all of its streets to determine which areas will need to be swept monthly. Mill Race Village is swept every week, the remaining streets are swept per the schedule.

Mount Holly Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit) which includes sweeping all streets once a year.

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)

Mount Holly Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Superintendent. During quarterly SPPP Team meetings, identified areas of erosion will be evaluated and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

Chapter 8 - Solids and Floatable Control

Solids and floatable control focuses on using preventative measures to help reduce the amounts of solids and floatable materials which may enter or result from the MS4s. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. The permit targets the reduction of solids and floatables since they are one of the most visible pollutants that impact our receiving waters. Many solids on streets come from pavement, tire and vehicle equipment wear, and often contain heavy metals and petroleum hydrocarbons. Solids are also produced by erosion along roads and in the vicinity of stormwater outfall pipes. These solids contribute to siltation of waterways and make streambeds unsuitable for many species reproduction. Solids and floatables also create nuisances such as odors and toxic/corrosive gases. Solids and floatables are also aesthetically unappealing, making water look dirty, turbid and cloudy.

Street Sweeping

WHAT IS REQUIRED?

Minimum Standard

Tier A Municipalities shall sweep all municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.

Measurable Goal

Tier A Municipalities shall certify annually that they have met the Street Sweeping minimum standard. Tier A Municipalities must maintain records including the date and areas swept, number of miles of streets swept and the total amount of materials collected. Information shall be reported to the Department in the annual report and certification.

Implementation Schedule

Beginning 12 months after the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a street sweeping program that meets the minimum standard above.

WHAT DOES THIS MEAN?

What streets need to be swept?

The only streets (including roads and highways) that need to be swept are streets that meet all of the following criteria:

- the street is owned or operated by the Tier A municipality;
- the street is curbed and has storm drains;
- the street has a posted speed limit of 35 mph or less;
- the street is not an entrance or exit ramp; and

- the street is in a predominately commercial area.

Tier A Municipalities are required to sweep these streets monthly (weather permitting) and maintain appropriate record keeping, which will allow the completion of the annual report and certification. The Department realized that it would be impossible to sweep all streets within a municipality on a monthly basis. So we narrowly defined which streets need to be swept in an attempt to target those streets that potentially have the most pollutants (e.g., those in predominately commercial areas). Predominantly commercial generally means those areas with businesses involving the sale of goods or services, for example your central business district. Areas that are primarily residential, industrial or agricultural are not predominately commercial and therefore are not required to be swept monthly. However, the Department encourages all municipalities to maintain existing street sweeping and try to sweep all streets within the municipality once per year.

WANT TO KNOW MORE?

Street sweeping removes silt, trash, total suspended solids (TSS), hydrocarbons, excessive nutrients such as phosphorous and nitrogen, and other chemicals from the roadside before they are discharged from the storm drain system. Studies have revealed that the vast majority of toxic and conventional pollutants found in stormwater are associated with automobile maintenance and use. Studies have identified gasoline combustion, brake fluid, transmission oil, antifreeze, grease, undercoating and tire and brake lining wear as the chief contributors. Since little can be done to prevent the pollutants from depositing on street surfaces, attention must be focused on removing the accumulated materials. A regular street-sweeping program will help to clean and maintain the attractiveness of communities and enhance business viability and residential values.

It is also important to note there is a relationship between regular sweeping and maintenance of catch basins and other stormwater facilities. A regular sweeping program will reduce the amount of material accumulating in such facilities, reducing the need for frequent cleaning. More information on catch basin and stormwater facility maintenance can be found in this Chapter of the guidance document

For information on how to properly dispose of materials collected during street sweeping and catch basin cleaning see <http://www.state.nj.us/dep/dshw/rntp/sweeping.htm>.

For information on the beneficial use program see <http://www.state.nj.us/dep/dshw/rntp/bud.htm>.

Recommendations

The following are recommendations that may be beneficial but are not required by the permit.

- Higher efficiency street sweepers should be considered when purchasing new equipment (e.g., regenerative air and vacuum filter street sweepers).
- By sharing staff and equipment, municipalities or other governmental entities may benefit by saving money and resources.
- Parking should be regulated on predominately commercial streets to facilitate sweeper access.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

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

Mount Holly Township will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and cleaned, if necessary. 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 April 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.)

Mount Holly Township will implement a stormwater facility maintenance program to assure that all stormwater facilities operated by the Township function properly. Mount Holly Township operates the following:

- catch basins
- storm drains
- drainage basins

These stormwater facilities will be inspected annually to assure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 9/1/05 Date of most recent update: 05/03/13

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.)

When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites with evidence of outfall pipe stream scouring will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to assure that scouring has not resumed.

Attached is a form to list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method or repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: N/A Date of most recent update: 05/03/13

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.

Mount Holly Township does not currently store de-icing salt. Salt is obtained from the County facility.

SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796

PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

BMP	Date SOP went into effect	Describe your inspection schedule
<p>Fueling Operations (including the required practices listed in Attachment D of the permit)</p>		<p><i>The facility is owned and operated by the Mount Holly MUA.</i></p>
<p>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>		<p><i>Monthly inspections will be held to ensure that the SOP is being met.</i></p> <p><i>Vehicle maintenance is outsourced.</i></p>
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p>Attach inventory list required by Attachment D of the permit.</p>		<p><i>A monthly inspection of the municipal maintenance yard will be conducted.</i></p>

Mount Holly Township Standard Operating Procedures - Vehicle and Equipment Fueling SPPP Form 16a

Mount Holly Township Fueling Operation Locations

➤ Public Works Complex

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize effects to surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope

These procedures are to be implemented at all Township owned facilities with fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Standards and Specifications (for bulk fueling)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- A trained employee must always be present to supervise during bulk transfer.

Mount Holly Township

Standard Operating Procedures - Vehicle Maintenance

SPPP Form 16b

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Mount Holly Township. The purpose of this SOP is to provide a set of guidelines for the Mount Holly Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Mount Holly.

Standards and Specifications (for vehicle and equipment fueling)

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Mount Holly Township Department of Public Works at 609-845-1152.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

Mount Holly Township

Standard Operating Procedures - Good Housekeeping

SPPP Form 16c

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Mount Holly Township. The purpose of this SOP is to provide a set of guidelines for the employees of Mount Holly Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Mount Holly Township.

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Collect waste fluids in properly labeled containers and dispose of them properly.

Standards and Specifications (Salt and De-icing Material Handling)

N/A

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Mount Holly Township Department of Public at 609-845-1152.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

**Mount Holly Township
Municipal Maintenance Yard Inventory List
SPPP Form 16d**

Introduction and Purpose

The following is a list of general categories of all materials or machinery located at the municipal maintenance yard which could be a source of pollutants in a stormwater discharge. Materials or machinery that are not exposed to stormwater are not included on this list.

<u>General Category</u>	<u>Item</u>
Machinery	Utility Trucks Dump Trucks Backhoes Loaders Leaf Vacuum Trailers Rollers Mowers Stump Grinder Air Compressor
Materials	Patch Mulch

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Mount Holly Township County Burlington County

NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/7/06 Date of most recent update: 05/03/13

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:

<u>Course:</u>	<u>Who will attend:</u>
<i>Waste Disposal Education</i>	<i>Hotline Operators and Environmental Commission members</i>
<i>Municipal Ordinances</i>	<i>Code Enforcement and Local Police Departments, Public Works Employees</i>
<i>Yard Waste Collection Program</i>	<i>Public Works Employees</i>
<i>Street Sweeping</i>	<i>Public Works Employees</i>
<i>Stormwater Facility Maintenance</i>	<i>Public Works Employees</i>
<i>Road Erosion Control</i>	<i>Public Works Employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>Public Works Employees</i>
<i>Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)</i>	<i>Public Works Employees</i>

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

<u>Course:</u>	<u>Who will attend:</u>
<i>Illicit Connection Elimination and Outfall Pipe Mapping (field training will include procedures to properly conduct illicit connection detection's, investigations, and eliminations)</i>	<i>Public Works Employees, Hotline Operator</i>
<i>Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)</i>	<i>Public Works Employees</i>

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

SPPP Signature Page

Municipality
Information

Municipality: Mount Holly Township County: Burlington County

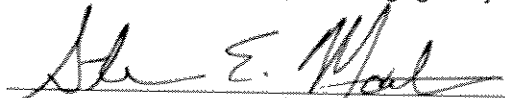
NJPDES # : NJG0147796 PI ID #: 208135

Team Member/Title: Chief Steve Martin/Township Manager

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

Date of Completion: 4/1/05 Date of most recent update: 05/03/13

"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)

May 7, 2013
(Date)

Chief Steve Martin
(Print Name)

Township Manager
(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.)

**Mt. Holly Township
USGS Topography**



Created by Burlington County
Office of Resource Conservation
October 2004

Sources: Burlington County Engineering
municipal boundaries, USGS topography
from NJGS