

Stormwater Pollution Prevention Plan

Cape May County

Crest Haven Complex

NJPDES #NJG0153851

4/30/2020

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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	Nancy Mauro, P.E./ PW Administrator
Office Phone # and e-Mail	609-465-1035 Nancy.Mauro@co.cape-may.nj.us
Signature/Date	
<p>Individual(s) Responsible for Major Development Project Stormwater Management Review</p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	Mary Bradley/ Staff Engineer / Cape May County
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Other SPPP Team Members	
Print Name/ Title/Affiliation	Alice Gibson Staff Engineer & Planning Board Reviewer
Print Name/ Title/Affiliation	Jason Downie GIS Planner/ Cape May County
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
2.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://capemaycountynj.gov/601/Public-WorksCounty-Engineer
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	
3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p>For any meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et seq.), the County provides public notice in a manner that complies with the requirements of that Act. The County Freeholder Office prepares all Public Notices required by this program.</p>	

SPPP Form 4 – Public Education and Outreach

This is only required for colleges, universities, and military bases with dependents living on base.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

The County is not a college, university or military base, and therefore this is not applicable

2. Indicate where public education and outreach records are maintained.

The AmeriCorps Watershed Ambassador for Cape May County is staffed at the CMC Municipal Utilities Authority in CMCH. Each year a new Ambassador is assigned to meet with local schools and organizations to educate the public on watershed and stormwater issues.

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

1. How does the permittee define 'major development'?

“Major development” means any development that is disturbing one or more acre of land and a net increase of one-quarter (1/4) acre or more of impervious surface.

2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

Any new development and redevelopment projects designed by the County or one of its consultants, will be in accordance with the permit requirements for such projects. The County's Annual Report will list these projects.

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

There are no major development projects that have been approved by the County this year. If there was it would be located under the County project file.

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department
2. Wildlife Feeding permit cite IV.B.5.a.ii.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department
3. Litter Control permit cite IV.B.5.a.iii.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department
5. Residential Yard Waste Collection <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	6/27/06	http://nj-capemaycounty.civicplus.com/601/Public-WorksCounty-Engineer		Cape May County Public Works/ Engineering Department

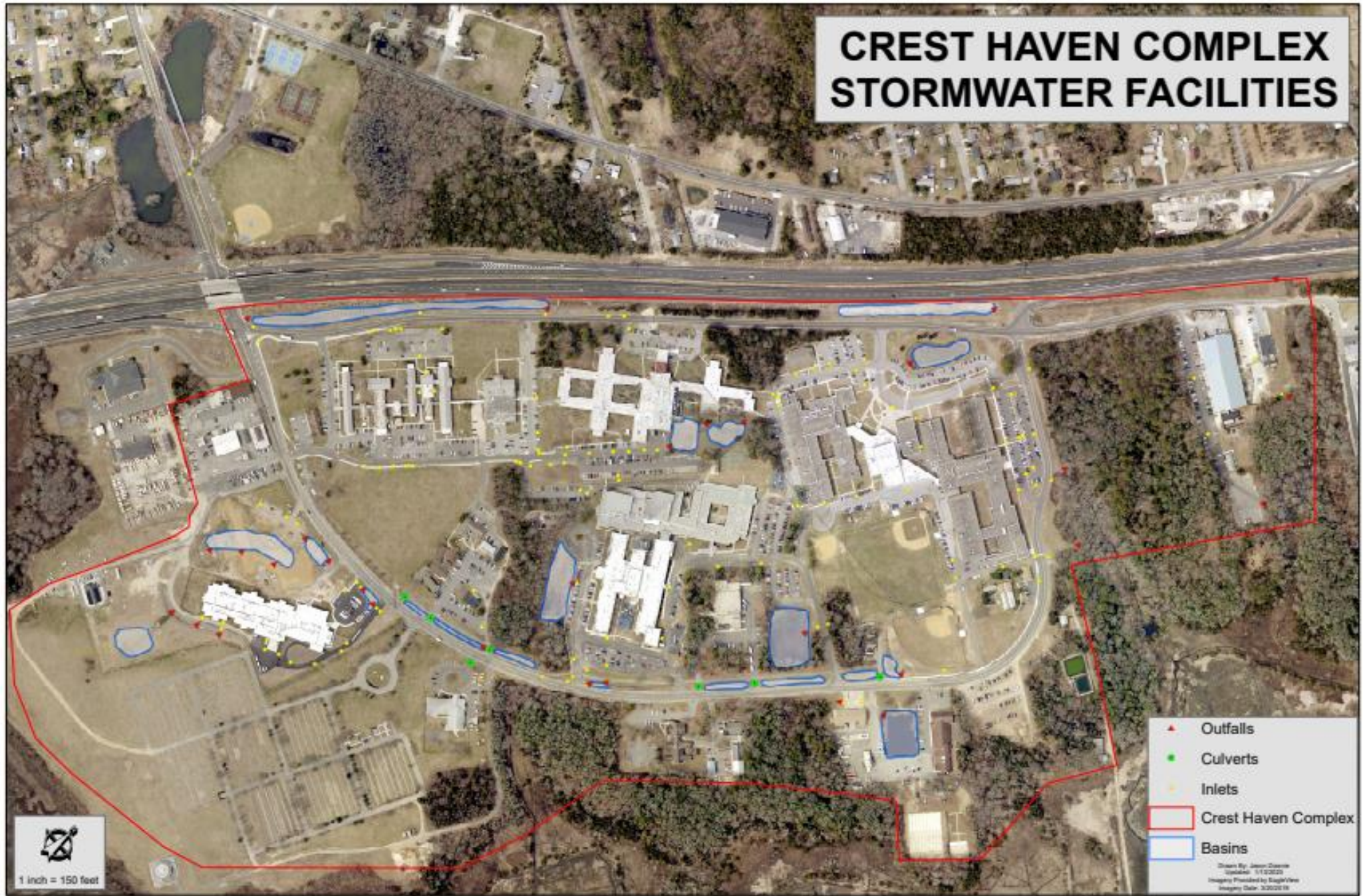
Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

The County passed resolution No. 546-06 to adopt and implement the stormwater management standards. The County Engineer has the authority to impose rules, regulation, policies and procedures in order to enforce stormwater issues.

SPPP Form 7 – Street Sweeping

<p>1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.</p>
<p>In the Crest Haven Complex there are two county roads CR 609 Crest Haven Road which is 1.25 miles and CR 663 which is .85 miles. In the stormwater facilities map one can see the parking lots and roadways that have stormwater inlets.</p>
<p>2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.</p>
<p>Since all the County roads fall into the category non- limited- access roads with inlets, the County is now required to sweep all the County roads Tri-annually. The County has two divisions of the road department with an upper and lower section. Street sweeping will be divided between both divisions.</p>
<p>3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.</p>
<p>Records are maintained in the Pubworks software system. This information can be accessed by the stormwater program coordinator.</p>

CREST HAVEN COMPLEX STORMWATER FACILITIES



- ▲ Outfalls
- Culverts
- Inlets
- ▭ Crest Haven Complex
- ▭ Basins

1 inch = 150 feet

Drawn By: Jason Christie
Updated: 11/12/2020
Imagery Provided by EagleView
Imagery Date: 02/2020/19

SPPP Form 8 – Catch Basins and Storm Drain Inlets

<p>1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.</p>
<p>It is the County's goal to inspect all County storm drain inlets on an annual basis</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.</p>
<p>None of the catch basins in the crest haven complex experience problems but the basins are cleaned out if flooding or accumulated debris occur.</p>
<p>3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.</p>
<p>Every year one member from the Stormwater Program Coordinator Team inspect the inlets that do not have a permanent wording casting and make sure those labels are still in good condition.</p>
<p>4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>The location of those records are kept in the engineering / public works department and the Cape May County planning department.</p>
<p>5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.</p>
<p>The permittee yearly inspects the storm drain inlets in the public complex to ensure the inlets are retrofitted.</p>

SPPP Form 9 – Employee Training

A. Permittee Employee Training: 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	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	Cape May County Public Works/ Engineering Department
2. Stormwater Facility Maintenance	Every year	Cape May County Public Works/ Engineering Department
3. SPPP Training & Recordkeeping	Every year	Cape May County Public Works/ Engineering Department
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	Cape May County Public Works/ Engineering Department
5. Street Sweeping	Every 2 years	Cape May County Public Works/ Engineering Department
6. Illicit Connections & Outfall Mapping	Every 2 years	Cape May County Public Works/ Engineering Department
7. Outfall Stream Scouring	Every 2 years	Cape May County Public Works/ Engineering Department
8. Waste Disposal Education	Every 2 years	Cape May County Public Works/ Engineering Department
9. Regulatory Mechanisms	Every 2 years	Cape May County Public Works/ Engineering Department
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Cape May County Public Works/ Engineering Department0000000

B. Stormwater Management Reviewer Training: All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee 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 permittee’s list of the names and dates of individuals that received the Department approved training: _____

SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):

Crest Haven Complex

11 Holmes Creek Road, Cape May Court House, NJ

2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.

Raw materials – no raw materials are stored outside

Intermediate products –

Final products –

Waste materials – There is a storage drum placed near the fuel facility that stores the old fuel filters

By-products –

Machinery – Snowplows, excavators, and county vehicles are all exposed to stormwater. All other machinery is kept indoors.

Fuel – Crest Haven Complex had an underground fuel system and follows the UST guidelines. In case of a fuel spill there is contact list at each location of who to contact along with absorbent material at each site.

Lubricants – The Crest Haven Complex does not do vehicle maintenance, repairs, or cleaning so there are no lubricants.

Solvents –

Detergents related to maintenance yard or ancillary operations – cleaning products are kept indoors

Other –
(SPPP Form 10 continued)
3. Indicate the location of monthly inspection logs documenting inspections of this location:
Monthly inspections are sent to the stormwater program coordinator every month.
4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.
Everyone in the county is trained on how to properly clean up a spill if one were to occur. Absorbent material is placed at each facility close to the fuel facility in case of a spill. There is also a contact list put up at each facility in case of an emergency spill.
5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.
If any containers have to be stored outside, they are sealed and covered.
(SPPP Form 10 continued)
6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

a. Fueling Operations
Inspected monthly
b. Discharge of Stormwater from Secondary Containment
All materials that are exposed to the secondary containment are property stored and sealed.
c. Vehicle Maintenance
Inspection of vehicles conducted monthly and repairs documented.
d. On-Site Equipment and Vehicle Washing <i>See permit for certification and log forms for Underground Storage Tanks.</i>
There is no on-site vehicle washing. If a car or vehicle must be washed it is sent to Billy Bob's Car Wash. Larger vehicles such as vac trucks and street sweepers are cleaned at the local dewatering County facility.
(SPPP Form 10 continued)
e. Salt and De-Icing Material Storage and Handling
The De-icing is only used when necessary and is closed and contained when not in use. If de-icing material is used and piles up in certain area along a county road the de-icing material is removed to reduce the amount of stormwater pollution.

f. Aggregate Material and Construction Debris Storage
The aggregate material and construction debris are usually stored with a tarp or under a roof to contain material especially in rainy conditions.
g. Street Sweepings, Catch Basin Clean Out and Other Material Storage
There is a dewatering facility that is located in the Crest Haven Complex.
h. Yard Trimmings and Wood Waste Management Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.
The County does not bag its yard or facility trimmings. Wood waste is taken to the CMCMUA landfill as vegetative waste.

SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application.

1. Mapping Outfall Pipes: Attach an image or provide a link to a map of the outfall pipes located on the Public Complex property, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the Public Complex which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).

All the inlets in the county are located on the website below.

<https://ims.capemaycountynj.gov/>

2. **Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.

This map can be found at <https://ims.capemaycountynj.gov/>

The PDF of the map can be found in this document above on page 10.

SPPP Form 12 – Outfall Pipe Inspections

1. Inspections: Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

The goal of the County is to inspect the all outfall pipes annually. In the complex the stormwater program coordinator is the one who inspects the outfalls annually.

2. Stream Scouring: Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

The road/ engineering department is trained to detect stream scouring and if found the County Engineer is contacted. The County Engineer will send out a county inspector to determine why the scouring is happening and determine what actions need to take place to fix the problem.

3. Illicit Discharges: Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP's form at https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf.

Indicate the location of these forms and related illicit discharge records. Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to NJ DEP as an attachment to the Annual Report and Certification.

If an outfall pipe is found to have a dry weather flow or intermittent non-stormwater flow, the outfall will be rechecked in coordination with a representative of the County Engineer's office and the County Health Department.

If an illicit connection is found to be the result of County activities, it will be eliminated within 6 months. If the source is unable to be located, it will be noted on the Closeout Investigation Form. Any illicit connection from public sources will be identified and notified, with a written explanation sent to the NJDEP detailing the results of the investigation. The County will only alert the NJDEP if an illicit connection is found to be from a private entity. If the illicit connection poses an immediate threat, the employees have been instructed to call the NJDEP hotline at 1 877 WARN DEP (1 877 927-6337). Separate written notification of such action will also be sent to the NJDEP. Reports of illicit connections will be directed to either the County Engineer's office or the County Health Department.

All reports are in the engineering/ public works department.

SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

- 1. Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.**

The inspections for the stormwater facilities are completed by the stormwater team. The form used included all the inlets, outfalls, culverts and basins within the complex. The forms are kept in the Engineers/ Public Works files.

- 2. Maintenance: Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.**

NJDEP provides materials to assist permittees with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.

The maintenance plans related to the complex are kept in the Engineers / Public Works files. If maintenance is necessary to the stormwater facilities the maintenance material provided by NJDEP is used.

SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

- Crest Haven Complex (Middle Township)- Stream (Zone 6 Delaware River) TMDL → Polychlorinated Biphenyls (PCBs), Shellfish TMDL → Total Coliform

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

- Fecal Coliform/ Total Coliform- Enforce both the pet waste and wildlife feeding ordinance, eliminate illicit connections, and construct stormwater BMPs where possible

SPPP Form 15 – Additional Measures and Optional Measures

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee’s stormwater program by a TMDL.

The goal of the county is incorporate stormwater BMPs wherever possible. Some of the BMPs that can be implemented in certain areas are street trees, permeable pavement /sidewalk and bioretention basins.

2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.

The County has yet to develop any additional BMPs that are not mentioned by the DEP. But would like to focus on greener infrastructure in future development.

SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee's behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

The County does not have any shared services in place to complete the stormwater permit conditions.

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

Written agreements are held within the County engineering office and the office of the Board of Chosen Freeholders.