



Medford
Township

Stormwater Pollution Prevention Plan

SWPPP

December 1, 2016

Environmental Resolutions, Inc
815 East Gate Drive
Suite 103
Mt. Laurel, NJ 08054
856-354-7170

SPPP Signature Page

Municipality
Information

Municipality:Medford Township County:Burlington

NJPDES # : NJG0151661PI ID #: 223759

Team Member/Title:Rich Parks, Director of Neighborhood Services

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

Date of Completion:01/26/05Date of most recent update: 12/01/16

"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)

12/01/16
(Date)

Rich Parks
(Print Name)

Director, Neighborhood Svcs.
(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.)

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Jeff Hanson, PE

Title: Stormwater Specialist

Date: 12/1/16

Municipality: Medford Township

County: Burlington County

NJPDES #: NJG0151661

PI ID #: 223759

Stormwater Program Coordinator: Rich Parks

Title: Director of Neighborhood Services

Office Phone #: 609-654-6791

Emergency Phone #: 609-654-7511

Public Notice Coordinator: Katherine Burger

Title: Township Clerk

Office Phone #: 609-654-2608

Emergency Phone #: 609-654-7511

Post-Construction Stormwater Management Coordinator: Beth Portocalis

Title: Zoning Official

Office Phone #: 609-654-2608

Emergency Phone #: 609-654-7511

Local Public Education Coordinator: Katherine Burger

Title: Township Clerk

Office Phone #: 609-654-2608

Emergency Phone #: 609-654-7511

Ordinance Coordinator: Richard Hunt, Esquire

Title: Municipal Attorney

Office Phone #: 856-985-4087

Emergency Phone #: _____

Public Works Coordinator: Rich Parks

Title: Director of Neighborhood Services

Office Phone #: 609-654-6791

Emergency Phone #: 609-654-7511

Employee Training Coordinator: Rich Parks

Title: Director of Neighborhood Services

Office Phone #: 609-654-6791

Emergency Phone #: 609-654-7511

Other: Jeff Hanson, PE

Title: Stormwater Specialist

Office Phone #: 856-235-7170

Emergency Phone #: 856-235-7170

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Medford Township

County: Burlington

NJPDES # : NJG0151661

PI ID #: 223759

Team Member/Title: Katherine Burger, Municipal Clerk & Registrar

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05

Date of most recent update: 12/01/16

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", NJAC 10:4-6 et seq.), Medford Township provides public notice in compliance with that regulation. Notice is provided in the two official newspapers, the Central Record & Burlington County Times. In addition, all public meetings are accessible to the public through the Medford Township website www.medfordtownship.com.

For the adoption of the Municipal Stormwater management Plan and other municipal actions, Medford Township complies with the public notice requirements of Municipal Land use law (NJSA 40:55-1 et seq)

For the adoption of stormwater management ordinances and where ordinances must be read and adopted, Medford Township complies with the requirements of NJSA 40:49-1 et seq.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Medford Township

County: Burlington

NJPDES # : NJG0151661

PI ID #: 223759

Team Member/Title: Beth Portocalis, Zoning Official

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05

Date of most recent update: 12/01/16

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

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

All municipal construction projects in Medford Township will have storm drain inlets in conformance with Attachment C of the permit. Long-term operation and maintenance of BMPs for all projects are ensured by requiring operation and maintenance plans for the BMP's in accordance with the ordinance.

Medford Township will comply with all ordinance requirements of the Pinelands Commission with regards to stormwater management regulations. Within the Pinelands areas of Medford Township, all stormwater BMP's will be maintained and guaranteed in accordance with the Pinelands requirements. The Stormwater Management Plan and Stormwater Control Ordinance were passed by Township Council on October 26, 2010, under Resolution #2010-32

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Medford Township County Burlington

NJPDES # :0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

Local Public Education Program

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

For our annual distribution, we the DEP brochure information to our residents and businesses through the Medford Messenger. The Medford Messenger is compiled by the Medford Messenger Committee and distributed quarterly throughout the year. Extra copies are available at the library and at our municipal building.

Our annual Medford Arts & Music Festival is held each year in coordination with the Medford Recreation Director. A brochure of the DEP stormwater material and other educational materials is made available to the public at the Festival.

The Medford Township Environmental Committee is invited to participate in interacting with the local public education process and reaching out to the schools, scouts and other environmental groups to educate the public and increase awareness in water quality issues.

Additionally, the DEP Brochure on Pet Waste is given to each recipient of a dog license.

The Township is aware of the NJDEP 10 point system for public education and implements measures to ensure that a minimum of 10 points are earned annually.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Medford Township County Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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.

Our public works department has completed the storm drain inlet labeling program. 100% of the 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 Medford Township have been labeled. Labels are inspected annually by public works employees and will be replaced as necessary.

Labeling was done utilizing stencils that will read "No Dumping - Drains to Stream" with a picture of a fish next to it if inlet drains. A second stencil reads "Drains to Wetlands" and is used if the inlet drains to a basin. Due to the cost of the labeling and other permit requirements, the municipality will monitor the time it takes to label the inlets, determine how long the stenciled inlets last and evaluate the plan each year.

The attached map divides Medford Township into two sectors. Sector A is the area west of Fostertown Road, east of the southwest branch of the Rancocas Creek, and east of Stokes Road. Sector A represents 50% of the municipality.

Sector B is the area east of Sector A and represents the remaining 50% of Medford Township. A Storm Drain Map (Scale 1"=1,600') is attached. As of May 26, 2011, 100% of the inlets have been labeled.

During our annual catch basin cleaning program, the label condition will be checked to ensure that they are still visible, and if they are not, the labels will be corrected. An inlet clean log/inspection form is being kept by the Medford Public works department as each inlet is labeled.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Medford Township County Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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

The Medford Township Public Safety Employees used a GPS Unit to map out the location of the end of all outfall pipes operated by Medford Township. Each outfall pipe was identified, GPS, mapped and investigated (see Illicit Connection Elimination Program and Outfall Pipe Stream Remediation Program)

Medford Township has been divided into five sectors. The sectors have been mapped by Environmental Resolutions on the Storm Drain and Outfall map. The map is attached.

Sector 1 is north of Route 70, west of Fostertown Road and west of the southwest branch of the Rancocas Creek. Sector 2 is south of Route 70, west of Stokes Road and north of Tauton Boulevard and Tuckerton Road. Sector 3 is south of Tuckerton Road and Tauton Boulevard and west of Jackson Road. Sectors 1, 2 and 3 comprise approximately 50% of the municipality. As of May 26 2011, the GIS location of all municipally owned outfalls has been 100% completed. A detailed log of the illicit connection/outfall inspection forms has been kept as the GIS data has been collected. During the initial inspections, no illicit connections were observed

Sector 4 is east of Jackson Road and south of Stokes Road. Sector 5 is east of Fostertown Road, east of the southwest branch of the Rancocas Creek, and east of Stokes Road. Sector 4 & 5 represent the final 50% of the municipality. As of May 26, 2010, 100% of the outfalls have been mapped. During the initial inspections, no illicit connections were observed.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Medford Township County Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

The initial physical inspection of all of our outfall pipes occurred during the mapping process. The initial inspection information collected with the GIS unit was kept in data log forms. No illicit connections were found during the initial inspections. If the Township is able to locate an illicit connection (and the connection is within Medford 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 the 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, Medford Township will report the illicit connection to the Department.

Medford Township uses the police department for reporting spills and illegal dumping. The police department will also be used for reporting illicit connections.

In addition storm drainage lines are televised as necessary to identify any areas of disrepair prior to pavement milling and paving projects on township roadways.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Medford Township County Burlington

NJPDES # :0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA):4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

Prior to May 2, 2006

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

Total number of inspections performed this year? 187

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

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? 219

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

May 2, 2007 – May 1, 2008

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

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? _____

May 2, 2008 – May 1, 2009

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

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: Medford Township County Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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.

Medford Township has adopted the Yard Waste Ordinances requiring leaf collection within one week and prohibiting placement of leaves by residents within ten feet of an inlet. Medford Township uses leaf pick-up signs to notify the residents of leaf collection dates. In addition, the leaf collection dates are clearly displayed on the homepage of the municipal website by neighborhood.

Medford Township uses the public works employees to perform leaf collection by neighborhood. There are 5 neighborhood zones. By concentrating the entire public works department in each neighborhood, leaf collection was performed within the one week time frame and collection was done in each neighborhood twice.

The leaf collection is documented by neighborhood.

Yard waste is picked up twice in the spring. Brush is picked up throughout the year by neighborhood zone, with two weeks of pickup for each zone.

Information regarding leaf collection and brush pickup is printed in the Medford calendar..

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Medford Township County Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rick Hunt, Esq., Katherine Burger, Twp. Clerk

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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

Pet Waste 4/26/05

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

Litter 4/26/05

Improper Waste Disposal 4/26/05

Wildlife Feeding 4/26/05

Yard Waste 4/26/05

Illicit Connections 4/26/05

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.

Information sheets are distributed with pet licenses.

The Refuse Container/Dumpster and Private Storm Drain Retrofitting ordinances were both passed by Township Council on 11/10/09

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Medford Township County Burlington
 NJPDES # :0151661 PI ID #: 223759
 Team Member/Title: Christopher J Noll, PE, Municipal Engineer
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 1/26/05 Date of most recent update: 12/01/16

What type of storm drain inlet design will generally be used for retrofitting?
Campbell Inlet Type "J"

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

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

Medford 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: Medford Township County: Burlington

NJPDES # :0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 05/26/11

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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.)

Medford Township has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been listed and a log is kept to track when the streets are swept.

Medford 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.

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)

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Medford Township County: Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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

Medford Township has implemented a catch basin maintenance program to maintain catch basin function and efficiency. If at the time of inspection no sediment, trash or debris is observed in the catch basin, then that inlet will be noted to not need cleaning. All catch basins are inspected yearly, even if they were found to be "clear" the previous year. All catch basins that have maintenance calls into the Township that create work orders will be cleaned.

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.)

Medford Township has identified all stormwater basins that are maintained by Public Works. The maintenance program ensures that all stormwater facilities operated by the Township function properly by inspecting the basins annually and performing preventative maintenance annually. A list of the stormwater basins is attached showing the date of inspection.

Any work orders generated from resident phone calls related to stormwater basins are also attached.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Medford Township County: Burlington

NJPDES # : 0151661 PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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 performed the illicit connections portion of this program, we inspected all of our outfall pipes for signs of scouring. All sites are placed on a prioritized list and repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not require NJDEP permits may be done first.

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

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

A scouring remediation project has been completed for an outfall pipe on Larue Lane during 2010..

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Medford Township County Burlington

NJPDES # :0151661PI ID #: 223759

Team Member/Title: Rich Parks, Director of Neighborhood Services

Effective Date of Permit Authorization (EDPA):4/1/04

Date of Completion: 1/26/05 Date of most recent update: 12/01/16

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.

Medford Township currently stores all of its de-icing salt indoors in a permanent structure, at the Public Works Facility, located on Commonwealth Drive. The storage building is inspected monthly. In addition, at the completion of loading and unloading activities, we inspect for spilled salt. Medford Township does not use sand for de-icing practices.

Sand for use in Medford Township's athletic fields, playgrounds, etc. is delivered from an outside supplier as necessary. The sand is dumped in the area of application and immediately spread by grading equipment. At the completion of loading and unloading activities, we inspect for spilled sand, and clean-up if necessary.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Medford Township</u> County <u>Burlington</u> NJPDES # : <u>0151661</u> PI ID #: <u>223759</u> Team Member/Title: <u>Rich Parks, Director of Neighborhood Services</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/26/05</u> Date of most recent update: <u>12/01/16</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	1/1/05	<i>All fueling locations within our municipal maintenance yards are inspected once a month to ensure that the vehicle fueling SOP (attached) is being met.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	1/1/08	<i>Vehicle Maintenance has been contracted to a private entity within the Township.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	1/1/05	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held to ensure that the SOP (attached) is being met.</i>

**Medford Township Public Works Facility
List of Materials stored outdoors
5/26/11**

- 1. Waste Oil (in container)**
- 2. Paint cans (under cover on pallets)**
- 3. Batteries (under cover on pallets)**
- 4. Tires**
- 5. Computers**
- 6. Utility Trucks**
- 7. Dump Trucks**
- 8. Leaf Collection Trucks / Blowers**
- 9. Trash Trucks**