

Stormwater Pollution Prevention Plan

Municipality: Medford Township

County: Burlington

Permit Number NJG 151661

Annual Review Date: Stormwater April 2024

Program Coordinator: Brian Cop

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Brian Cop, Assistant Director	
Phone	609-654-6791 (ext. 325)	Email	bcop@medfordtownship.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Dawn Bialec, Municipal Clerk	
Phone	(609) 654-2608 (ext. 328)	Email	dbialec@medfordtownship.com
Name and Title		Jeff Hanson, PE, Stormwater Specialist	
Phone	856-235-7170	Email	jhanson@erinj.com
Other Municipal Stormwater Team Members			
Name and Title		Christopher Noll, PE, CME	
Phone	856-235-7170	Email	cnoll@erinj.com
Name and Title		Ronnie Fowler, Director DPW	
Phone	(609) 654-6791 x 325	Email	rfowler@medfordtownship.com
Name and Title		William Kirchner, PE, CME	
Phone	856-235-7170	Email	wkirchner@erinj.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
Jan. 2005		Routine Update
July 2005		Routine Update
August 2005		Routine Update
May 2011		Routine Update
December 2016		Routine Update
January 2019		Revised Format of SPPP Forms
July 2023		Revised Format of SPPP Forms
April 2024		Routine Update

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.medfordtownship.com/Stormwater
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
- https://www.medfordtownship.com/calendar - https://www.medfordtownship.com/enewsletter - https://www.medfordtownship.com/content/871/11644/default.aspx - https://www.facebook.com/medfordtownship -Twitter: MEDFORDTWPNJ

Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

"Major Development" means any "development" that provides for ultimately discharging one or more acres of land or increasing impervious surface by one-quarter acre or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, NJSA 40:55-1 et seq., are also considered "major development".

2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

The Township's Stormwater Control Ordinance has an additional section to specify that the NJDEP stormwater regulations and all stormwater control ordinances enacted by the Township are to be imposed on lands in the area of the Township under the jurisdiction of the Pinelands Commission pursuant to the Pinelands CMP. This additional ordinance was adopted 3/2/2021.
(Chapter DR, Sections 509 and 509.1)

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

The Planning Board Engineer reviews all proposed stormwater management measures for compliance with the Township Ordinance and NJAC 7:8.

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>A Mitigation Plan is located on Page 26 of the MSWMP. The Community Development Office has records of any and all variances granted.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>Initial: 1992 Amendments: 2008 and 2010 Addition of Pinelands: 2021</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>Initial: 4/18/2005 revised: 5/30/2008</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	04/26/05	Yes	Code Enforcer ⁺	\$ ___
2. Wildlife Feeding	04/26/05	Yes	Code Enforcer ⁺	\$ ___
3. Litter Control		No. See Ch89 of code here: https://ecode360.com/9109695	Code Enforcer ⁺	\$ ___
4. Improper Disposal of Waste	04/26/05	Yes	Code Enforcement	\$ ___
5. Yard Waste	04/26/05	No, the Township's ordinance does not specify a duration before scheduled collection. https://ecode360.com/9110341	Code Enforcer ⁺	\$ ___
6. Private Storm Drain Inlet Retrofitting	11/10/09	Yes	Code Enforcement	\$ ___
7. Illicit Connections	04/26/05	Yes	Code Enforcer ⁺	\$ ___
8. Privately-Owned Salt Storage	09/05/23	Yes	Code Enforcer ⁺	\$ ___
9. Tree Removal-Replacement	04/16/24	Yes	Code Enforcer ⁺	\$ ___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
N/A				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Township Clerk's Office				

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

See Street Sweeping Map

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

N/A

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

A- Labeled markers are attached to inlets.

B- Labels are inspected during routine inlet inspections and replaced as necessary.

C- We follow NJDEP guidelines on stormwater control and management. Any development would be reviewed and enforced by township engineer.

D- Tops of inlets are cleaned frequently, typically before predicted rainfall. While cleaning the tops of inlets, the Township inspects the inside of storm drains for debris.

2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

A- Before a predicted rain storm, while cleaning the tops of grates, we look inside to see if and how much debris is in the catch basin. If needed, the catch basin is cleaned out by hand or with the use of a vactor truck.

B- We open grates to inlets and if there is a need to clean, we manually clean. If we are not able to safely clean, we use a contractor.

3. Municipal Conveyance System

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

We inspect all conveyance systems yearly and after heavy rains. If there is a need to clean and Public Works cannot handle it, we arrange for a contractor to clean.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

When we performed the illicit connections portions 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 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 to repair the scouring, and the method of repair we will use. When repairs are completed, we note the date of that repair on this form.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.

The initial physical inspection of all of the outfall pipes was performed 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.

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 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 is also used for reporting illicit connections.

In addition, all storm drainage lines are televised to identify any areas of disrepair to pavement milling and paving projects on Township roadways.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

N/A

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

If a stormwater facility is found to be failing or not maintained, the Township sends a notice to the owner. If the maintenance is not completed by the owner, the Township has the power to maintain and/or repair the facility and place a lien on the property.

8. Infrastructure Records

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

The location of all Stormwater Facilities Inspection and Maintenance Logs is at the Department of Public Works office.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>The Township does not use herbicides.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>The Township will remove all excess salt piles after storms with front loaders or by hand into dump trucks.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>Brush collection is scheduled throughout the year, picked up by designated zones. When bad storms that cause fallen trees and brush occur, brush is picked up the day following the storm.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>All of the Township roads are driven by on a regular basis. If there is any erosion observed, it is documented and scheduled to be repaired.</p>

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>

8. Salt and Other Granular De-icing Materials

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

11. Street Sweepings and Storm Sewer Cleanout Materials

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

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

1. Site Name and Address	
18 Fostertown Road, Medford, NJ, 08055	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Inspections of the Waste Water Treatment plant operations are conducted daily. Inspections focus on proper operation of the facility to ensure no leaks/discharges occur and that all equipment is in sound working order. Catch basin and retention ponds are inspected quarterly to ensure proper function and for the identification of debris. Quarterly Facility Hazard inspections are conducted as well. Records are maintained in the Stormwater coordinators office.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Various Pipe/ Water and Sewer Fittings/ Manholes	Backhoe/Mini Excavator
Block/Brick/ Construction materials	Various Utility Trucks/ Dump Trucks/ Service Trucks
Unused Storage Tanks	Salt Brine Equipment
Grit Dumpster for Treatment Plant	Traffic Control Devices
Street Sweepings / Vac/Jet Debris	Trailers / Pumps / Light Towers

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>N/A</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>All fueling locations within our municipal maintenance yards are inspected once a month to ensure that the fueling SOP (attached) is being met. Records are filed in the stormwater coordinators office.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Vehicle maintenance is a mix of in house and contracted off-site. All maintenance conducted on site is completed indoors.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>No vehicle washing conducted on site.</p>

<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>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.</p> <p>Sand for use in Medford Township's athletic field, 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.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Materials are stored in a drying bed. Any run-off is contained and redirected to the sanitary sewer system for treatment.</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Stored in enclosed container or indoors</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>Any Inoperable equipment is stored indoors.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm .

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	Training video viewed by governing body as well as Public Works Staff
Construction Site Stormwater Runoff	Every 2 years Township Engineer
Post-Construction Stormwater Management in New and Redevelopment	Every 2 years Township Engineer
Community-wide Ordinances	Every 2 years Township Clerk
Community-wide Measures	The Township educates residents on Facebook, Township Webpage, and literature available at the Township building.

Stormwater Facilities Maintenance	Public Works Staff is trained yearly.
Municipal Maintenance Yards and Other Ancillary Operations	The Township yards are inspected monthly and maintained daily, Monday through Friday. Township employees are trained to notice anything that could harm stormwater.
MS4 Mapping	Mapping is completed by Township Engineer
Outfall Stream Scouring	Township employees are trained to recognize stream scour or erosion to stream beds and report this to supervisors. Proper action will be taken to repair the condition.
Illicit Discharge Detection and Elimination	Illicit connection inspections occur once a year. Township employees are trained to recognize foreign materials in stormwater to determine an illicit connection. If an illicit connection is identified, proper remediation will occur.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All reviewers (I.e. Planning Board Engineer's Office) take the NJDEP mandated training course at a minimum of once every five years.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.
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All Municipal Board and Governing Body Members view a training video within 6 months of appointment to their position. www.nj.gov/dep/stormwater/training.htm
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Training Records

Indicate the location of training records for the above required training.
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All training records are located at Public Works Office

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.medfordtownship.com/Stormwater	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	241
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	3100
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	2
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The map will be reviewed and updated on an annual basis to include any new infrastructure or previously unidentified/unlocated infrastructure.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Township is in the process of updating the existing mapping to include all municipally owned stormwater infrastructure prior to the 2026 deadline.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Watershed Improvement Plan is currently a joint effort between the Township and Township Engineer. The Plan will be implemented on or before the NJDEP mandated dates.
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
N/A