

# Stormwater Pollution Prevention Plan

City of Beverly

Burlington County, NJ

NJPDES #: NJG0153095

2019

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### SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>Michael Haws, Superintendent of Public Works</b>
Office Phone # and eMail	(609) 387-1881 Ext. 102    mhaws@thecityofbeverly.com
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>Rich Wolbert, Public Notice and Ordinance Coordinator</b>
Print/Type Name and Title	Michael Haws, Employee Training, Public Works, & Local Public Education Coordinator
Print/Type Name and Title	<b>Jeff Hanson, PE, City Engineer's Office</b>
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.	Apr. 1, 2005			Routine update
2.	Apr. 17, 2009			Routine update
3.	Apr. 29, 2010			Routine update
4.	Nov. 14, 2012			Routine update
5.	Apr. 29, 2013			Routine update
6.	Mar. 19, 2018			Routine update
7.	Feb. 19, 2018			Revisions made to SPPP Forms
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="http://thecityofbeverly.com/wp-content/uploads/2018/06/SPPP-Forms.pdf">http://thecityofbeverly.com/wp-content/uploads/2018/06/SPPP-Forms.pdf</a>
2. Date of most current SPPP:	<b>Mar 19, 2018</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="http://thecityofbeverly.com/wp-content/uploads/2018/06/Beverly-MSWMP.pdf">http://thecityofbeverly.com/wp-content/uploads/2018/06/Beverly-MSWMP.pdf</a>
4. Date of most current MSWMP:	<b>Feb 22, 2006</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	thecityofbeverly.com and the clerk's office
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meeting where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJAC 10:4-6 et seq.), the City of Beverly provides public notice in compliance with that regulation. Notice is provided in the Burlington County Times and posted in City Hall.</p> <p>For the adoption of the Municipal Stormwater Management Plan and other municipal actions, the City of Beverly complies with the public notice requirements of Municipal Land Use Law (NJSA 40:55-1 et seq)</p> <p>For the adoption of stormwater management ordinances and where ordinances must be read and adopted, the City of Beverly complies with the requirements of NJSA 40:49-1 et seq.</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

For our annual distribution, we use the DEP materials to be printed in the local newspaper/newsletter that is distributed to every resident & business within the City and neighboring communities.

Local Public Education is distributed at public events throughout the City and events vary from Community Day, Memorial Day Parade, Back to School night and is also available at City Hall year round.

The City of Beverly will continue the efforts above and will use a variety of methods each and every year to meet the twelve point requirement of the local public education program. By varying the methods of communication we believe the information will be better received by the community and will be more effective in mitigating non-source stormwater pollution.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Businesses and the general public are educated about the hazardous associated with illicit connections and improper disposal of waste through the City's website and the information is posted in the Beverly Bee.

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

**The City website and the clerk's office.**

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>The city defines a major development as:</p> <p>"Major development" means any "development" that provides for ultimately disturbing 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, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>Residential projects and non-residential projects are approached the same way. The effects of runoff from residential developments and non-residential developments are equivalent.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>All projects proposed within the City of Beverly are reviewed by the engineering consultant for compliance with the City Ordinance, the New Jersey Administrative Code 7:8, and the New Jersey Stormwater Management Best Management Practices (BMP) Manual.</p>

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

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

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

The Mitigation Plan can be found on Page 17 of the MSWMP.

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?

The Community Development Office and the Planning Board Engineer's Office



### SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	03/22/05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
2. Wildlife Feeding permit cite IV.B5.a.ii	03/22/05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
3. Litter Control permit cite IV.B5.a.iii	03/22/05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	03/22/05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	03/22/20 05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	09/08/20 09	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/22/20 05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	03/22/20 05	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	09/08/20 09	<a href="http://thecityofbeverly.com/stormwater-management">http://thecityofbeverly.com/stormwater-management</a>	No	Code Enforcement and Police

Indicate the location of records associated with ordinances and related enforcement actions:

The location of the records associated with ordinance and related enforcement actions are found within the Police records and the Code Enforcement records.

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

There are no streets in Beverly that are required to be swept.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

There are no streets in Beverly that are required to be swept.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

No.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

Department of Public Works Office.

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>Beverly City has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. The program will be modified to a 5 year cycle per the new permit requirements. All catch basins will be inspected once per cycle, at a minimum. 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, even if they were found to be "clear" the previous cycle. 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 catch basin cleaning program began in April of 2005.</p> <p>Beverly City implements a stormwater facility maintenance program to ensure that all stormwater facilities operated by the City function properly.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>None.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>The City repaired the problems on Railroad Avenue in 2018. Pipe problems on Magnolia and 2nd were repaired in 2018.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p>Our public works department is responsible for performing the storm drain inlet labeling program. We have labeled 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 the City of Beverly. Labeling was done utilizing stainless steel medallions installed with rivets for durability. The attached map divides Beverly City into two sectors. Sector A is the area west of Broad Street. Sector A represents 50% of the municipality and inlet labeling was completed in Sector A by April 1, 2007 in conformance with the permit requirements. Sector B is the area east of Broad Street and represents remaining 50% of the City of Beverly. Inlet labeling was completed in Sector B by April 1, 2009. During our catch basin cleaning/inspection program, the label condition will be checked to ensure that they are still intact. Any missing or obliterated labels will be replaced.</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>SPPP Manual and the Department of Public Works Office.</p>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
The City is required to perform routine inspections to ensure storm drain inlets are retrofitted.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Inlets are inspected during the routine inspections and during all repaving/reconstruction projects.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Privately owned storm drain inlets are retrofitted as required by ordinance.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Retrofits are inspected by the Township Inspectors at the time of construction.

## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
Address of municipal yard or ancillary operation: Magnolia Street, Beverly, NJ 08010	
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:	
Raw materials –	
Intermediate products –	
Final products –	
Waste materials –	
By-products –	
Machinery –	Chipper, Leaf Machine, and Plow
Fuel –	
Lubricants –	
Solvents –	
Detergents related to municipal maintenance yard or ancillary operations –	
Other –	

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

All fueling operations take place outside of the City at Delanco Township.

2. Vehicle Maintenance

All vehicle maintenance is performed by Willingboro Township as a shared service.

3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

Monthly inspections of all municipal maintenance yards and ancillary operations are conducted.

4. Discharge of Stormwater from Secondary Containment

N/A

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>The City of Beverly has an agreement with Burlington County for shared services for salt and sand for road de-icing during winter storm events. Salt and sand is not stored at Beverly facilities but purchased on an as needed basis.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>None stored.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>None stored.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>Taken to the compost facility in Delanco.</p>
<p>9. Roadside Vegetation Management</p>
<p>Taken to the compost facility in Delanco.</p>

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> 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.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	DPW
2. Stormwater Facility Maintenance	Every year	DPW
3. SPPP Training & Recordkeeping	Every year	DPW
4. Yard Waste Collection Program	Every 2 years	DPW
5. Street Sweeping	Every 2 years	DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	DPW
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	DPW
8. Waste Disposal Education	Every 2 years	DPW
9. Municipal Ordinances	Every 2 years	Ordinance Coordinator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	SPC
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p style="margin-left: 40px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		



## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

Outfall map attached.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Outfalls are inspected on cycles in accordance with MS4 Permit Requirements. Records are kept at the Department of Public Works office.

3. **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.

Seven of Beverly's eight outfalls are located along the tidal Delaware River. The one outfall that is not adjacent to the river will be inspected for signs of scouring and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

The outfall will be inspected annually for illicit connection conditions when it has not rained for a minimum of 72 hours.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form ([www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm)) and 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 DEP with the annual report.*

The initial physical inspection of all of our outfall pipes was completed during the mapping process. The initial inspection information was collected with the trimble unit and transferred to the DEP Illicit Connection Inspection Report Form, and each of these forms is 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 Beverly City) 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, Beverly City will report the illicit connection to the Department.

Beverly City uses the fire and police department for reporting spills and illegal dumping. The code enforcement department will be used for reporting illicit connections.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

<p>1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.</p>
<p>Beverly City implements a stormwater facility maintenance program to ensure that all stormwater facilities operated by the City function properly. Beverly City operates the following:</p> <ul style="list-style-type: none"><li>- catch basins</li></ul>
<p>2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.</p>
<p>If a stormwater facility is found to be failing or not maintained, the City sends a notice to the owner. If the maintenance is not completed by the owner, the City has the power to maintain and/or repair the facility and place a lien on the property.</p>
<p>3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.</p>
<p>The location of all Stormwater Facilities Inspection and Maintenance Logs is at the Department of Public Works office.</p>
<p>Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">http://www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> (select specific logs from choices listed in the Field Manuals section).</p> <p><i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <a href="https://hydro.rutgers.edu">https://hydro.rutgers.edu</a>. To download data in an Excel format, see <a href="https://hydro.rutgers.edu/public_data/">https://hydro.rutgers.edu/public_data/</a>.</i></p>

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.


1. Using the Total Maximum Daily Load (TMDL) reports provided on [www.nj.gov/dep/dwg/msrp-tmdl-rh.htm](http://www.nj.gov/dep/dwg/msrp-tmdl-rh.htm), list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

See attached TMDL report. TMDL lookup tool has been added to the Stormwater Link on the City website.

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

N/A

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**Industrial Stormwater Permitting Program**



**Municipal Stormwater Regulation Program**

- Tier A Municipalities
- Tier B Municipalities
- Public Complex
- Highway Agency
- Case Manager List
- Emergency Snow Removal and Disposal Policy
- De-Icing Storage Policy
- Cleanwater Multimedia
- Stormwater Training
- TMDL Lookup

**Companion Links**

- [www.cleanwater.nj.org](http://www.cleanwater.nj.org)
- [www.njstormwater.org](http://www.njstormwater.org)



**Onsite Wastewater Management Program**



**Discharge to Ground Water Permitting Program**



**Stormwater Management**



**Green Infrastructure in New Jersey**



**General Permits**



**Individual Permits**

**Municipality and County**

Beverly City  
Burlington County

**Total Maximum Daily Load(TMDL) Information for Selected Municipality:**

**Applicable Stream TMDL(s)**

- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River  
Polychlorinated Biphenyls (PCBs) - 2003 : LDRV tribs (Beverly to Assiscunk Ck) : [View the TMDL Document](#)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River  
Polychlorinated Biphenyls (PCBs) - 2003 : LRDV trib - Delanco/Edgewater : [View the TMDL Document](#)

**Applicable Lake TMDL(s)**

None

**Applicable Shellfish TMDL(s)**

None

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Last Updated: March 27, 2019

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

We meet or exceed all of the MS4 Permit requirements.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes, Ordinance adopted September 8, 2009.