

Stormwater Pollution Prevention Plan

Municipality: City of Beverly

County: Burlington County

Permit Number NJG0153095

Annual Review Date: April 2024

Stormwater Program Coordinator: Michel Haws

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures	14
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	15
Form 10 – Training	19
Form 11 – MS4 Mapping	22
Form 12 – Watershed Improvement Plan	23

Form 1 – Team Members

Stormwater Program Coordinator (SPC)		
Name and Title	Michael Haws, Public Works Supervisor	
Phone	(609) 747-4092	Email mhaws@thecityofbeverly.com
Individual(s) Responsible for Major Development Project Stormwater Management Review		
Name and Title	William Kirchner, PE, City & Planning Board Engineer	
Phone	856-235-7170	Email wkirchner@erinj.com
Name and Title	Jeff Hanson, PE, City Engineer's Office	
Phone	856-235-7170	Email jhanson@erinj.com
Other Municipal Stormwater Team Members		
Name and Title	Caitlin D'Alfonso, Public Notice and Ordinance Coordinator	
Phone	609-747-4084	Email cdalfonso@thecityofbeverly.com
Name and Title	Rich Wolbert, City Administrator/Public Safety Director	
Phone	609-747-4090	Email rwolbert@thecityofbeverly.com
Name and Title		
Phone		Email
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.)
Apr. 1, 2005		Routine update
Apr. 17, 2009		Routine update
Apr. 29, 2010		Routine update
Nov. 14, 2012		Routine update
Apr. 29, 2013		Routine update
Mar. 19, 2018		Routine update
Feb. 19, 2018		Revisions made to SPPP Forms
June 27, 2023		new Tier A SPPP
April 30, 2024		Routine Update

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
http://thecityofbeverly.com/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Rich Wolbert, City Administrator and Caitlin D'Alfonso, Municipal Clerk
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.
-Beverly Bee Newspaper - http://thecityofbeverly.com/

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 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."

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 City's SCO is the same as NJDEP's model SCO.

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

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, the New Jersey Stormwater Management Best Management Practices (BMP) Manual, the Flood Damage Prevention Ordinance, and all other applicable codes/regulations related to development.

<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>Yes. Any variances granted are recorded with the Land Use Board Secretary and the Land Use Board Engineer's Office</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: 2007 Revision: February 23, 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: 4/20/2005 Revised: 2/22/2006</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	3/22/05	No	Code Enforcer	\$ ___
2. Wildlife Feeding	3/22/05	No	Code Enforcer	\$ ___
3. Litter Control	3/22/05	No	Code Enforcer	\$ ___
4. Improper Disposal of Waste	3/22/05	No	Code Enforcement/City Engineer	\$ ___
5. Yard Waste	3/22/05	No	Code Enforcer	\$ ___
6. Private Storm Drain Inlet Retrofitting	9/8/2009	No	Code Enforcement/City Engineer	\$ ___
7. Illicit Connections	3/22/05	No	Code Enforcer	\$ ___
8. Privately-Owned Salt Storage	5/14/2024	No	Code Enforcer	\$ ___
9. Tree Removal- Replacement	In process	<small>No, the Ordinance includes preferred species and trees with a higher carbon sequestration index</small>	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.				
The location of the records associated with ordinance and related enforcement actions are found within the Code Enforcement records.				

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.

New Tier A Street Sweeping requirements will be implemented prior to the 1/1/2026 deadline. Please see the shared service note below.

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

The City of Beverly has entered into a shared service agreement with Delanco Township to purchase and share a street sweeper. The share service is with Delanco Township Public Works (60%) and Beverly City Public Works (40%). DPW crews are currently training with the sweeper; which has already been delivered.

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- All inlets have been labeled in accordance with Tier A requirements upon implementation with a stainless steel pog riveted to the top of curbpiece. All replacement curbpieces have the labeling embossed in the casting.

B-Retrofitting is performed in conjunction with any municipally funded project (i.e., a road repaving or reconstruction project). All heads and grates owned by the City will be retrofitted on or before the 2028 deadline in accordance with the permit requirements.

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

D- Before and after heavy rain events and as needed.

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.

Beverly City has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. The program has been 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.

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. All storm inlet grates (surfaces) are checked and cleaned as necessary before every storm event that is forecasted for heavy rain. All storm inlet grates (surfaces) are inspected after a major rain event and cleaned if necessary. This is a manual operation with rakes and shovels.

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.

Most of Beverly's 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.

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.

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

Since most of the city's outfalls are located within a tidal area it is not possible to check for dry weather flow after 72 hours as these outfalls and associated pipes are inundated twice a day. Further, many of the reconstructed MS4 collection system components are designed to recharge. Unfortunately, this design also allows for groundwater to enter the MS4, which complicates dry weather flow inspections. Upstream manholes, outside of the inundation area, are used to monitor dry weather flow.

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.

There are 3 infiltration basins in the City, which are inspected by Burlington County Soil Conservation annually. If a deficiency is noted, the Owner is notified to correct the issue.

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 City sends a notice to the owner. If the maintenance is not completed by the owner, the City has the authority 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>No herbicides are used in the City.</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 City does not allow excess salt piles after storms. Any spills that may occur are immediately removed.</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>All vegetative waste is taken to the Compost Facility or the DPW in Delanco Township.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>All the City roads are driven by Public Works daily. If there is any erosion observed, it is immediately addressed. Since all of the City's roadways are curbed we have not found erosion issues.</p> <p>All roadway hazards are immediately reported to Public Safety and any imminent hazard is addressed within 10 minutes. All roadway hazards are left in the safest possible condition before a crew can leave the area. Long-term issues are addressed through the City Engineer's office.</p>

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: 1

1. Site Name and Address	
Beverly Sewerage Authority Water Pollution Control Facility 97 Magnolia Street, Beverly, NJ 08010 This yard is only used to stored equipment out of season.	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
On a monthly basis, the City's Public Works Supervisor inspects the Public Works yard. If there are any issues that need to be addressed a work order is generated to correct those issues.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
	Chipper
	Leaf Machine
	Plow
	Tailgate spreaders

<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 operations take place outside of the City at Delanco Township.</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>All vehicle maintenance is performed by private garages. Only minor repairs such as bulb replacement, airing up tires, etc are done onsite.</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 vehicles are washed onsite. The City has been utilizing the Willingboro Township wash facility. Monthly inspections of all municipal maintenance yards and ancillary operations are conducted.</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>The City of Beverly has an agreement with Burlington County and Edgewater Park Township for shared services for salt for road de-icing during winter storm events. Salt is not stored at Beverly facilities. The City of Beverly does not store sand nor use sand.</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>Purchased as needed from a local asphalt plant.</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>Street sweepings will be stored in a dumpster that will covered to prevent stormwater from entering the dumpster.</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>No Construction/Demolition Waste is stored on site. All Yard Trimmings and Wood Waste is taken to the Compost Facility in Delanco Township.</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>Scrap tires are collected during community clean up days but they are taken to the County Eco Complex for recycling.</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>Yes, on impervious surface and checked for fluid leakage to minimize possible contamination.</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 videos, posted at www.nj.gov/dep/stormwater/training.htm , the NJMEL MSI LMS, and DVD's

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 Public Works Staff annually.
Construction Site Stormwater Runoff	Every 2 years City Engineer
Post-Construction Stormwater Management in New and Redevelopment	Every 2 years City Engineer
Community-wide Ordinances	Every 2 years City Clerk
Community-wide Measures	We educate residents through the City Website and through brochures and flyers.

Stormwater Facilities Maintenance	NJDEP training viewed annually by Public Works employees.
Municipal Maintenance Yards and Other Ancillary Operations	NJDEP training viewed annually by Public Works employees.
MS4 Mapping	Mapping is completed by City Engineer's Office.
Outfall Stream Scouring	NJDEP training viewed annually by Public Works employees.
Illicit Discharge Detection and Elimination	NJDEP training viewed annually by Public Works employees.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All reviewers 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.
All Land Use Board and Governing Body members appointed to the Land Use Board view a training video www.nj.gov/dep/stormwater/training.htm, NJMEL MSI LMS, and/or DVD

Training Records
Indicate the location of training records for the above required training.
Records are kept in the Municipal Clerk's office.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
http://thecityofbeverly.com/wp-content/uploads/2020/11/2020-Outfall-Map.pdf	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
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	
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 City 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 City and the City Engineer's Office. 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.