

Stormwater Pollution Prevention Plan

City of Burlington

Burlington County

Permit Number: NJG0153109

Annual Review Date: (July 1, 2023)

Stormwater Program Coordinator: (William Curry)

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		William Curry, Public Works Director	
Phone	609-386-0754	Email	wcurry@burlingtonnj.us
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		William Harris, Housing & Community Development Director	
Phone	609-386-0200 ext 130	Email	wharris@burlingtonnj.us
Name and Title		K. Wendell Bibbs, PE, Land Use Board Engineer	
	609-820-0307	Email	
Other Municipal Stormwater Team Members			
Name and Title		John Alexander, Public Affairs Director	
Phone	609-386-4070	Email	jalexander@burlingtonnj.us
Name and Title		John Alexander	
Phone	609-386-4070	Email	
Name and Title		Stuart Platt, Municipal Attorney	
Phone	856-784-8500 ext 20	Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Remington & Vernick</i>	<i>Land Use Board Engineer</i>	<i>Annual Contract</i>	
<i>Pennoni</i>	<i>Sewer & Drainage Engineer</i>	<i>Annual Contract</i>	

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.burlingtonnj.us/departments/public_works/Stormwater.php
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
John Alexander, Public Affairs Director
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.
<p>Elements of the MS4 program are available to the public upon request and copies of the Stormwater Pollution Prevention Plan, Municipal Stormwater management Plan and other related ordinances are posted on the City's website.</p> <p>The City uses the Beverly Bee, a news publication that is delivered by regular mail to all residents and businesses, to post stormwater advertisements and provide commentary updates on stormwater issues by the Mayor and Public Works Director</p> <p>Other direct mailings include recycling schedules.</p> <p>The City uses Facebook and (social media outlets?) to post stormwater-related information.</p> <p>The Stormwater link on the City's web page provides detailed information about City stormwater procedures.</p> <p>The City also displays stormwater literature and handouts at various annual events, including the Car Show and the Wood Street Fair.</p>

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.
The "Major Development" definition matches the definition in NJAC 7:8-1.2.
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 of Burlington's SCO (see attached) matches the NJDEP's model ordinance.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<p>All new development and redevelopment projects are required to comply with the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater management rules NJAC 7:8, referenced in those standards). Our planning and zoning boards ensure such compliance before issuing preliminary or final site plan approvals under the Municipal Land Use Law.</p> <p>Engineers and others who review stormwater management design for development and redevelopment projects will complete the Department approved Stormwater Management Design Review Course once every 5 years. The City board members and governing body members who review applications will complete the online training tool.</p> <p>Long-term maintenance of BMP’s and stormwater facilities that are not owned and/or operated by the City are provided for under the stormwater control ordinances by requiring design engineers to prepare a specific maintenance plan that identifies the parties responsible for ensuring maintenance and compliance. In addition, facilities owners/operators are required t report to the City annually.</p> <p>All improvements within the City that trigger compliance with the Tier A MS4 NJPDES permit are required to provide storm drain inlets (new and/or retro-fits) that control the passage of solids and floatables.</p> <p>The City requires a Major Development Stormwater Summary for each structural and non-structural stormwater measure associated with development and redevelopment projects.</p>

<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, the City's MSWMP and SCO include mitigation plans to be required for variances.</p> <p>The City's Housing & Community Development Department maintains the records for approved development applications.</p>
<p>5. Indicate the dates of each iteration of the City's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>01/2006; 02/06/2007; 05/11/2021</p>
<p>6. Indicate the dates of each iteration of the City's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>March 23, 2005; April 27, 2005; August 1, 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	<i>05/02/06</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
2. Wildlife Feeding	<i>05/02/06</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
3. Litter Control	<i>12/1992</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
4. Improper Disposal of Waste	<i>05/02/06</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
5. Yard Waste	<i>05/02/06</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
6. Private Storm Drain Inlet Retrofitting (Land Development)	<i>08/02/2018</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
7. Illicit Connections	<i>05/02/06</i>	<i>Yes</i>	<i>PD/Board</i>	\$ ___
8. Privately-Owned Salt Storage	<i>TBD</i>		<i>Code Enforcement</i>	\$ ___
9. Tree Removal- Replacement	<i>TBD</i>		<i>Code Enforcement</i>	\$ ___
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.				
Solid Waste (Refuse Container-Dumpster)	<i>07/20/2010</i>	<i>NO</i>	<i>Code Enforcement</i>	
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
<i>City Code Enforcement Office</i>				

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.

The City of Burlington endeavors to sweep all street within the municipality twice per month when weather permits.

At a minimum, the City will sweep all municipally-owned streets with storm drains 3 times each year.

The City sweeps all of its streets once annually and does not partner with another entity through a shared service arrangement.

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.) During the annual inlet cleaning program, the label condition is checked to ensure that they are still visible, and are corrected if they are not.
- b.) Inlets are inspected during the design phase of capital roadway improvement projects and evaluated for compliance with the regulations. Deficiencies are noted and included as part of the project scope. Inlets are inspected during construction and prior to final payment. The design of private storm drain inlets are reviewed and approved during the application process.
- c.) The City shall not install storm drains that do not include a catch basin or other BMP designed for solids collection in areas which drain to surface waters and that do not have any other downstream BMP's prior to the surface water discharge. Storm drains installed on bridges or culverts are exempt from this requirement.
- d.) All publicly owned storm drain inlets will be inspected annually. Cleaning will take place during time of inspection or more frequently as needed. Private facility owners/operators are required to report to the City annually on their operations and maintenance plans, the status of their stormwater facilities, and provide their inspection/maintenance logs in accordance with the approved stormwater maintenance plan.

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.) The City shall inspect all catch basins that it owns or operates. At a minimum, City shall inspect a minimum of 20% of the total per year, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency.

b.) Cleaning and maintenance shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State; to eliminate recurring problems; and maintain proper function.

Catch basins will be cleaned when they reach 50% capacity of the sump bottom. Any catch basins within a reported area of flooding will be inspected and cleaned more often as necessary. The amount of material removed from the catch basins will be recorded.

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.

Conveyance systems are investigated when the potential for an underground maintenance issue is discovered, either by Stormwater or Roads crew inspections/observations.

First, inspect the pipe interior by visual means and lamp testing from the inlets/manholes/structures that the pipe connects.

Complete a report that indicates the observed conditions regarding obstructions in the pipe conveyance or defects in the pipe material.

If necessary, clean the system with the City jet truck.

If necessary, the pipe can be video inspected by Burlington Township or a private contractor.

If sink holes or roadway failures are evident, mobilize a backhoe and labor crew to excavate and expose the pipe, evaluate the cause of the failure, and make necessary repairs.

Schedule a video inspection to determine if additional maintenance or pipe replacement is needed.

Information regarding the inspections and maintenance of open-channel conveyance are detailed in the City Drainage System Operations & Maintenance Manual dated March 6, 2018.

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.

City outfalls are inspected drone camera and also visually where access is possible.

While inspecting for illicit connections, the City checks outfall pipes for signs of scouring. All City-owned stormwater outfalls are inspected for localized stream scouring at least once every 5 years. All sites are placed on a prioritized list and repairs are made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs that do not need NJDEP permits may be completed first.

All repairs will be checked during an annual inspection of the sites to ensure that scouring has not resumed. A log of all sites with outfall pipe scouring, as well as the dates and methods of corresponding repairs will be maintained.

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.

City outfalls are inspected drone camera and also visually where access is possible.

The City implements and enforces this Illicit Connection Elimination Program and has adopted an illicit connection ordinance.

The City conducts dry weather inspections as part of routine maintenance activities. In addition, the City conducts visual dry weather inspections of outfall pipes owned/operated by the City at least once every 5 years for signs of dry weather flow. If dry weather flows are observed, further investigation will be performed beginning with increased inspections and potable water tests of the discharge. Further investigations will be performed with the goal of tracing the discharge to its source, notifying the source, and taking necessary action to eliminate the discharge.

Within 3 months of a complaint/report of a potential illicit connection, the City will respond to investigate.

When dry weather flow is observed, the attached Illicit Connection Inspection Report Forms will be completed.

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.

The Stormwater pumps are located at the WWTP and are inspected weekly and exercised/run once per week at a minimum to ensure proper operations. Maintenance work is scheduled and performed by the City's WWTP Electrical and/or Mechanical Maintenance contractors on an as-needed basis.

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.

Burlington City has implemented and enforces a program to ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by Burlington City, not subject to the conditions of another NJPDES stormwater permit and which were constructed after February 7, 1984

Burlington City ensures that stormwater facilities not owned or operated by Burlington City are inspected and maintained pursuant to approved maintenance plans, or more frequently as needed to ensure the proper function and operation of the stormwater facility, but at a frequency of not less than once per year. Private owners are notified yearly by the City Public Affairs department and they provide annual stormwater facility inspection reports to the City Housing & Community Development Department.

Burlington City ensures that proper maintenance includes cleaning and removal of solid and float-able materials, including trash/little, excess leaves or grass clippings, branches, logs, any other debris, or excess growth. These materials have the potential to impede the proper function and/or restrict flow causing flooding or excessive discharge velocity or may be discharged to the receiving waters.

Burlington City maintains a log sufficient enough to demonstrate compliance with the section, including but not limited to the actions taken by Burlington City to enforce compliance with the long-term cleaning, operation, and maintenance program; the stormwater facility that was the subject of the action; location information of the facility with geographic coordinates; the name and title of person responsible for enforcement; the date of the action; and the findings.

8. Infrastructure Records

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

The City keeps the infrastructure records with their Work Order system (Dude Solutions, Brightly).

Form 8 – Community-wide Measures

Part IV.F.2.

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.

Burlington City restricts the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows: Burlington City shall not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Burlington City shall only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

De-icing materials are stored in a permanent structure located at the City's Wastewater Treatment Plant.

The City will perform regular inspections of the structure and surrounding area. Loading and unloading will be conducted during dry weather, when possible, and care will be taken to avoid spilling and tracking of materials. Spilled/tracked material will be cleaned up immediately following loading/unloading operations.

In the event that temporary storage facilities are needed, the materials will be tarped when not in use and temporary conditions will not last more than 30 days unless approved by NJDEP Compliance & Enforcement.

The City will inspect for stormwater runoff issues/impacts in the vicinity of the storage areas.

In addition, the following applies to sand storage:

1. Store sand in such a manner as to minimize stormwater run-on and run-off.
2. Store outside, tarped, and maintain a 50-foot setback from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.

The City will inspect roadways and parking lots within its jurisdiction for excess salt piles within 72 hours after the storm event. The excess salt piles will then be collected and placed in a covered container to be reused as needed.

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.).

The City picks up wood waste and yard trimmings immediately for delivery to the Landfill site. Mowed grass is left in place.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

All streets within City jurisdiction are curbed and are not subject to erosion.

Form 9a – 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	
Burlington Public Works Department 325 East Federal Street (Mitchell Avenue and Federal Street) Burlington, NJ 08016	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Monthly inspections of all municipal maintenance yards and ancillary operation are held. Inspection logs are kept on the site to report any maintenance issues that need to be addressed and to generate Work Orders.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>1 double-walled drum for recycled waste oil</i>	DPW
	5 Dump Trucks, 5 pickup trucks, large mower
<i>All other materials and equipment are stored Inside except as noted.</i>	1 Roll Off Truck, 2 empty storage trailers
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
The City has no secondary containment, but if the need arises the City will follow this protocol: The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. A municipality may discharge stormwater accumulated in secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only	

<p>effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the City shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.</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>N/A. The City fuels at Burlington 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>Maintenance work on vehicles and equipment occurs indoors at the DPW garage.</p> <p>Vehicle maintenance is performed within an enclosed garage that has floor drains that discharge through a separator tank to the City’s sanitary sewer system.</p> <p>Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being services when not being worked on, and drip pans shall be used at all times. use designated areas away from storm drain or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.</p> <p>Monthly inspection are held to ensure that the SOP is being met. The SOP is kept at the DPW garage located on Mitchell Avenue.</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>All vehicle washing is done at the Burlington County Bridge Commission facility located near the Tacony Palmyra Bridge.</p> <p>Rinsing is sometimes performed indoors and drains to the floor drains and the City wastewater treatment system.</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>N/A. Salt is stored at the WWTP yard.</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>Aggregate is stored at the WWTP and Water Plant sites. They are stored uncovered, but there are no stormwater facilities within 200-feet of the stockpiles and runoff is to the surrounding grassed areas.</p> <p>Wood chips and finished leaf compost are stored at the Landfill site on Jacksonville Road and are permitted separately.</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>Cold patch is stored inside at DPW.</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>Sweepings are stored in a water-tight container and hauled to the County as needed, usually every other month.</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>Construction and demolition waste are hauled immediately offsite for proper disposal.</p> <p>Wood Waste and Yard Trimmings are stored at the Landfill site on Jacksonville Road and are permitted separately.</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.

Scrap tires are not accepted by the public. Scrap tires from municipal vehicles are stored inside and then disposed at the County facility.

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.

Inoperable vehicles are stored at the DPW yard until they are auctioned or scrapped.

Form 9b – 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	
Burlington Public Works Department Sewer and Drainage Utility Division 900 West Broad Street, Burlington, NJ 08016	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Monthly inspections of all municipal maintenance yards and ancillary operation are held. Inspection logs are kept on the site to report any maintenance issues that need to be addressed and to generate Work Orders.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>All materials and equipment are stored</i>	WWTP
<i>Inside except as noted.</i>	1 Dump Truck, 5 pickup trucks
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
The City has no secondary containment, but if the need arises the City will follow this protocol: The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. A municipality may discharge stormwater accumulated in secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the	

<p>contents of the tank are not visible in stormwater, the City shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.</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>N/A. The City fuels at Burlington 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>Only minor vehicle maintenance is performed within an enclosed garage that has floor drains that discharge through a separator tank to the City’s sanitary sewer system.</p> <p>Major vehicle maintenance is performed at the City DPW garage.</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. floor drains that discharge through a separator tank to the City’s sanitary sewer system.</p>
<p>All vehicle washing is done at the Burlington County Bridge Commission facility located near the Tacony Palmyra Bridge.</p> <p>Rinsing is sometimes performed indoors and drains to the floor drains and the City wastewater treatment system.</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>De-icing materials are stored in a permanent structure located at the City’s Wastewater Treatment Plant. Materials are pushed into the structure, so precipitation does not reach the materials. Staff responsible for loading/unloading road salt from the structure to spreaders are required to sweep spilled salt back into the main salt pile daily to minimize tracking of materials.</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>Aggregate is stored at the WWTP and Water Plant sites. They are stored uncovered, but there are no stormwater facilities within 200-feet of the stockpiles and runoff is to the surrounding grassed areas.</p> <p>Wood chips and finished leaf compost are stored at the Landfill site on Jacksonville Road and are permitted separately.</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>Cold patch is stored inside at DPW.</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>Sweepings are stored in a water-tight container and hauled to the County as needed, usually every other month.</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>Construction and demolition waste are hauled immediately offsite for proper disposal.</p> <p>Wood Waste and Yard Trimmings are stored at the Landfill site on Jacksonville Road and are permitted separately.</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 not accepted by the public. Scrap tires from municipal vehicles are stored inside and then disposed at the County facility.</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.

Inoperable vehicles are stored at the DPW yard until they are auctioned or scrapped.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>a.) Burlington City shall ensure that all individuals who serve as Stormwater Program Coordinators (SPC) complete mandatory Department training regarding their responsibilities to implement the stormwater program in their municipality.</p> <p>b.) The Department will conduct this free training via an interactive webinar which shall be offered approximately twice each year.</p> <p>c.) SPCs are required to attend this training within EDPA +36 months and once per permit cycle thereafter.</p> <p>d.) In the event of SPC turnover, Burlington City shall comply with the conditions set forth in part IV.A.1.e. and ensure that the new SPC attends the next available Department training session.</p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>The City will train all employees within 3 months of them commencing duty and will maintain sign-in sheets.</p> <p>Annual Training will include review of this SPPP, applicable recordkeeping, and detailed training as needed.</p> <p>NJDEP Stormwater Stormwater Training Webinars – Municipal Excess Liability (njmel.org)</p>
Construction Site Stormwater Runoff	<p>Provide general training on the permitting requirements for construction activity and Post-Construction Stormwater Management in New Development and Redevelopment.</p> <p>NJDEP Stormwater Stormwater Training nj.gov/dep/stormwater/arq/</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>The City provides training on the requirements for Post-Construction Stormwater Management in New Development and Redevelopment. The training includes review of the Stormwater Management Rules, SCO, BMP Manual and Guidance Documents.</p> <p>nj.gov/dep/stormwater/arq/</p>

Community-wide Ordinances	The City provides training on the community-wide ordinances including a review of the requirements, enforcement, and the repercussions of non-compliance.
Community-wide Measures	The City provides training on the community-wide pollution prevention/good housekeeping measures. The training includes review of street sweeping schedules, storm drain inlet requirements, herbicide application, yard waste collection and disposal, and roadside erosion control requirements.
Stormwater Facilities Maintenance	The City provides training on the maintenance of inventoried stormwater facilities owned or operated by the municipality as well as those not owned or operated by the municipality.
Municipal Maintenance Yards and Other Ancillary Operations	The City provides training on implementing BMPs, good housekeeping measures, and conducting and documenting site inspections at municipally owned or operated Maintenance Yard Operations and Other Ancillary Operations
MS4 Mapping	The City provides training on mapping MS4 infrastructure within the municipality.
Outfall Stream Scouring	The City provides training on how to inspect, identify, correct, and document outfall pipe stream scouring and contributing factors.
Illicit Discharge Detection and Elimination	The City provides training on how to inspect, identify, eliminate, and document the impacts associated with illicit connections and details of the program including investigation techniques, physical observations, and field sampling.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Municipal board and governing body members that review and approve projects for new and redevelopment projects will complete the online training tool provided by the NJDEP and will continue to review at least one tool found at www.nj.gov/dep/stormwater/training.htm once per term of service.

The City shall ensure that all individuals that review and approve stormwater management designs for major development projects on behalf of the City for compliance with the Stormwater Management rules at N.J.A.C. 7:8 have completed this mandatory Department provided training. This information can be found at www.njstormwater.org/training.htm

This SWMDR training course covers the rule's requirements, calculation methodologies, and how to review a major development. This training must be completed, at a minimum, once every five years.

A list of the individuals that completed this training course is posted at the link noted above, which includes their five-year expiration date.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

a.) The City shall ensure that municipal board and governing body members complete the "Asking the Right Questions in Stormwater Review Training Tool" posted at www.njstormwater.org/training.htm. This training is required for planning board members, zoning board members, and governing body members who review and approve applications for development and redevelopment projects on behalf of Burlington City.

b.) This training must be complete by current municipal board and governing body members and once per term of service thereafter, municipal board and governing body members must also review at least one of the tools offered under Post-Construction Stormwater Management found at the website above

Training Records

Indicate the location of training records for the above required training.

The City maintains a list of the dates and names of training program participants in its SPPP.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p style="text-align: center;"><u>Stormwater Resources and Plans, Stormwater Resources and Plans STORMWATERPublic Works Department Charles Ercol, Plant Chief Operator OFFICE ADDRESS 900 W (burlingtonnj.us)</u></p> <p style="text-align: center;">The City also maintains a secure GIS mapping system of</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	92
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	6 City-owned (4 private)
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	1,128
e. MS4 manholes	384
f. Length of conveyance (channels, pipes, ditches, etc.)	42 miles
g. MS4 pump stations	1
h. MS4 stormwater facilities (any that are not listed above)	2,500 LF Force Main
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.).	
<p>The outfall and stormwater infrastructure mapping is discussed at regular stormwater meetings with DPW and the GIS is checked regularly and during times of need.</p> <p>The City has an outfall pipe map that is updated yearly. The outfall pipe map includes all known tidal and non-tidal discharges to surface water bodies.</p> <p>As municipal improvement, development, and redevelopment projects are completed, the outfall maps will be updated.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The City will either hire a firm or purchase equipment and utilize City personnel to complete the mapping of the MS4 Infrastructure Map and all data will be converted into shape files for submission to the DEP by the deadline of January 1, 2026.</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.

The City shall develop a Watershed Improvement Plan in the three phases specified below that describes what action the City will take to:

i.) Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have percent reductions listed for stormwater in the Total Maximum Daily Loads.

ii.) Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have water quality impairments as per the Department's Integrated Report.

iii.) Reduce and/or eliminate stormwater flooding in the municipality, prioritizing the areas of flooding for corrective actions based on threat to human health and safety, environmental impacts, and frequency of occurrence.

The Watershed Inventory Report will be posted to the stormwater webpage by 01/01/2026.

2. Describe any regional projects or collaboration efforts with other municipalities.

The City shall solicit input from stakeholders, including residents, business, owners, owners of private stormwater facilities, and other municipalities and/or dischargers to the subwatershed(s) to be involved in the Plan development process.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Logs of all comments received during public information sessions and minutes from meetings will be kept in the municipal clerk's office.