

Borough of Atlantic Highlands
Stormwater Pollution Prevention Plan



**New Jersey Pollutant Discharge
Elimination System**
**Tier A Municipal Stormwater
General Permit No. NJG0149853**
PI ID No. 167066

Katherine A. Elliott
Borough Administrator
Borough of Atlantic Highlands
Stormwater Program Coordinator

April 7, 2005
Date

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Katherine L. Elliott

Title: Borough Engineer

Date: December 1, 2004

Municipality: The Borough of Atlantic Highlands

County: Monmouth

NJPDES #: NJG0149853

PI ID #: 167066

Stormwater Program Coordinator: Adam Hubeny

Title: Borough Administrator

Office Phone #: 732-291-1444

Emergency Phone #: 732-

Public Notice Coordinator: Dwayne Harris

Title: Borough Clerk

Office Phone #: 732-291-1444

Emergency Phone #: 732-

Post-Construction Stormwater Management Coordinator: Katherine L. Elliott, P.E.

Title: Borough and Planning Board Engineer

Office Phone #: 732-380-1700, ext. 1247

Emergency Phone #: 732-804-5478 (cell)

Local Public Education Coordinator: Jacqueline Royce

Title: Vice Chair - Borough Environmental Commission

Office Phone #: 732-291-3556

Emergency Phone #:

Ordinance Coordinator: Janice Davis-Miller

Title: Municipal Attorney

Office Phone #: 732-741-6769

Emergency Phone #: 732-291-2812

Public Works Coordinator: Robert Dougherty

Title: Public Works Director

Office Phone #: 732-872-0233

Emergency Phone #: 732-904-5403

Employee Training Coordinator: Robert Dougherty

Title: Public Works Director

Office Phone #: 732-872-0233

Emergency Phone #: 732-904-5403

Other:

Title: Employee Training – Vehicle Maintenance

Office Phone #: 732-291-1444

Emergency Phone #:

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Katherine L. Elliott

Title: Borough Engineer

Date: December 1, 2004

Municipality: The Borough of Atlantic Highlands

County: Monmouth

NJPDES #: NJG0149853

PI ID #: 167066

Other:

Title: Employee Training – Vehicle Maintenance

Office Phone #: 732-291-1444

Emergency Phone #:

Other:

Title: Employee Training – Stormwater System Maintenance

Office Phone #: 732-291-1444

Emergency Phone #:

Other: Roger Kroeck

Title: Employee Training – Road Maintenance

Office Phone #: 732-291-1444

Emergency Phone #:

Other:

Title: Employee Training –

Office Phone #: 732-291-1444

Emergency Phone #:

Other:

Title:

Office Phone #:

Emergency Phone #:

SPPP Form 2 – Public Notice

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Dwayne Harris, Borough Clerk**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), The Borough of Atlantic Highlands provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, The Borough of Atlantic Highlands provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Borough of Atlantic Highlands also complies with the public notice requirements of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) with regard to municipal actions subject to that statute (e.g., adoption of the municipal stormwater management plan).

SPPP Form 3 – New Development and Redevelopment

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Katherine L. Elliott, P.E., Borough & Planning Board Engineer	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of Best Management Practices (BMPs) (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout The Borough of Atlantic Highlands (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our combined Planning and Zoning Board ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the Effective Date of Permit Authorization (EDPA), The Borough of Atlantic Highlands has not constructed any new development or redevelopment projects on municipal property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in the model ordinance provided by the NJDEP, and by requiring and funding the implementation of that plan. Within 12 months of the EDPA (by April 1, 2005) we will also require any storm drain inlets we install to comply with the design standard in Attachment C of our permit. Once our stormwater control ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Continued on following page -

SPPP Form 3 – New Development and Redevelopment - Continued

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Katherine L. Elliott, P.E., Borough & Planning Board Engineer	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: NA	

Our Planning Board and municipal attorney will be reviewing the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater Best Management Practices (BMP) Manual, and will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We will also meet with county planning agency staff to discuss the draft plan and ordinance. The Municipal Stormwater Management Plan will be adopted by our Planning Board and Borough Council, respectively, within 12 months of the EDPA (by April 1, 2005), and will be submitted to the County planning agency for approval. The Stormwater Control Ordinance will be adopted by our Planning Board and Borough Council within 12 months from the adoption of the Municipal Stormwater Management Plan, and will be submitted to the County planning agency for approval.

Once approved, the ordinance, which will be administered by our Planning/Zoning Board and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, The Borough of Atlantic Highlands will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, The Borough of Atlantic Highlands intends to do this within 24 months of the EDPA (by April 1, 2006) by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.

Within 24 months of the EDPA (by April 1, 2006), the Borough of Atlantic Highlands will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. We expect that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate or equivalent and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4 – Local Public Education Program

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Jacqueline Royce, Borough Environmental Commission**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

Local Public Education Program

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

For our annual distribution, we will mail basic information to our residents and businesses within 12 months of the EDPA (by April 1, 2005). We will do a town-wide mailing of an explanatory brochure, using the NJ-DEP brochure and adapting it to local conditions. Extra copies of the brochure will be available for additional public distribution on request at our town library and Borough Hall. In addition, a briefer treatment of the issues will be given in an article in the April issue of the Borough's quarterly newsletter, which is also mailed town-wide.

We will organize two annual events. The first will be held as part of our annual Earth Day Celebration, within 12 months of the EDPA. The 2005 Earth Day Fair will be held at Veteran's Park on First Avenue on Saturday, April 23, 2005. Planning meetings for the event have begun. We will make the NJDEP brochure and other educational materials available to attendees of this event. We will also distribute items such as pencils, magnets, and key chains with environmental messages related to the required BMP topics.

As in the past, we will invite our high school environmental club, local watershed group, scouts, and environmental groups such as NY/NJ Baykeeper, Audubon Society, Surfrider Foundation and others to set up their own interactive displays during this event. We will invite them to relate their Earth Day exhibits and public outreach to the issues of stormwater management, nonpoint pollution, fishable-swimmable waters and water quality.

The second event is our annual National Estuaries Day and eco-kayaking program, scheduled for September 24, 2005 on the Atlantic Highlands waterfront. We will distribute information on BMP topics as one activity for the Day. This annual event is co-sponsored by the NY/NJ Baykeeper and the NY/NJ Harbor Estuaries Program.

Continued on following page.

SPPP Form 4 – Local Public Education Program - *Continued*

Municipality Information	Municipality: The Borough of Atlantic Highlands County: Monmouth
	NJPDES #: NJG0149853 PI ID #: 167066
	Team Member/Title: Jacqueline Royce, Borough Environmental Commission
	Effective Date of Permit Authorization: April 1, 2004
Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

We have placed on public display a small exhibit that provides basic information on the watershed of Many Mind Creek, which covers about two-thirds of the Borough's territory. The exhibit is a large mounted aerial photograph of the watershed, with the boundaries of the sub-watersheds shown in bright pink. This placard is displayed on an easel with a sign reading "Where's your house? Where does your stormwater go?" The display was first mounted by the Environmental Commission as part of its exhibit at the Town History Celebration on November 19, 2004, which was attended by several hundred residents. The display was then moved to the lobby of the Borough Hall where everyone with official business (paying taxes and water bills, attending public meetings, visiting the library) can see it.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Jacqueline Royce, Borough Environmental Commission	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

The Atlantic Highlands Environmental Commission began labeling all storm drain inlets four years ago as part of a community-wide educational effort on nonpoint pollution. May 19, 2001 was called "Paint the Town Blue" Day. That day, many community members painted stencils with a blue fish and the warning "'No Dumping - Drains to the Bay" on storm drain caps or neighboring road macadam. Both adults and youth took part, including scouts and science club members from Henry Hudson Regional School. Volunteers also canvassed households that day and hung awareness information on doorknobs. Ninety per cent of storm drains in town were labeled. The stencils and doorhangers were purchased by the Environmental Commission from Clean Ocean Action.

Since painted storm drain labels wear off from the effects of weather and traffic, in 2003 the Commission sponsored a replacement program to install durable plastic medallions on the drain caps. The medallions are made from an abrasive-resistant plastic and are mounted with a special long-lasting adhesive. These materials were ordered from Das Manufacturing in Valrico, Florida, using a grant from the NY/NJ Habitat Estuary Program.

Medallions were installed in 2003 and most recently in October 2004 by about 20 students from the Henry Hudson Regional School. Three student groups took part – the Science Club, the junior Lions service club known as Leos, and Advanced Placement Environmental Science students. They marked approximately 85 per cent of the storm drains in town using about 100 plastic medallions reading "No Dumping/Drains to the Bay." The medallions installed in 2004 mark the drains that flow into Many Mind Creek. Students also distributed informative door hangers.

The student team will continue the labeling schedule this spring around Earth Day (April 2005) with 50 medallions for storm drains that flow into Sandy Hook Bay. The project team leader, Ms. Doreen Silakowski, is a high school science teacher who teaches the Advanced Placement Environmental Science class and is a member of the Environmental Commission.

Continued on following page.

SPPP Form 5 – Storm Drain Inlet Labeling - *Continued*

Municipality Information	Municipality: The Borough of Atlantic Highlands County: Monmouth
	NJPDES #: NJG0149853 PI ID #: 167066
	Team Member/Title: Jacqueline Royce, Borough Environmental Commission
	Effective Date of Permit Authorization: April 1, 2004
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A

In 2005 we will identify the remaining storm drain inlets that are along municipal streets, and all storm drain inlets within parking areas, or maintenance yards that are operated by Borough of Atlantic Highlands. The Borough of Atlantic Highlands will label all remaining storm drain inlets by April of 2006. During the Borough's annual catch basin cleaning program, we will be checking the medallions to ensure that they are still visible. If not, they will be replaced.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Robert Dougherty, Public Works Director**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

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

An outfall pipe map has already been prepared by Maser Consulting, P.A. under the guidelines of the SIIA. The outfall locations are labeled using an alpha-numeric system. All inlet and outfall as-built information is provided on this map.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Robert Dougherty, Public Works Director**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

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

Employees of the Borough's Department of Public Works will perform the initial physical inspection of our outfall pipes within 18 months from the EDPA (by October 1, 2005) and will complete the initial physical inspection of all outfall pipes within 24 months from the EDPA (April 2006). We will use the NJ Department of Environmental Protection (NJDEP) Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be 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 The Borough of Atlantic Highlands) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. The responsible party will be notified by certified mail of the illegal connection and directed to disconnect the discharge within 30 days of receipt of the notification.

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, The Borough of Atlantic Highlands will report the illicit connection to the NJDEP.

Individuals may contact Borough Hall, the Department of Public Works or the Borough Police Department to report spills, illegal dumping and illicit connections.

The easterly section of Atlantic Highlands is not service by a municipal sewer system. These residential properties are on septic systems. The Borough will identify any residence that is currently discharging grey water into the street or overland, ultimately entering the stormwater sewer system. These discharges will be connected into the individual septic systems.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: **The Borough of Atlantic Highlands** County: **Monmouth**
 NJPDES #: **NJG0149853** PI ID #: **167066**
 Team Member/Title: **Bob Dougherty, Public Works Director**
 Effective Date of Permit Authorization: **April 1, 2004**
 Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

Prior to May 2, 2006

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

Total number of inspections performed this year? *Program implementation will begin by October 2005*

Number of outfalls found to have dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year?

Number of outfalls found to have dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year?

Number of outfalls found to have dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year?

Number of outfalls found to have dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: NA	

Please describe your yard waste ordinance/collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

The Borough of Atlantic Highlands has an ordinance governing yard waste that has been in effect since 1987 (Ordinance 894-1987) and is contained in the book of revised Ordinances at Section 22-2 – 22-2.9 (Bulk Refuse). The Ordinance provides that yard wastes shall be placed at the curblin in containers, tied, packaged and bundled for collection. The penalty for failure to obey the Ordinance upon conviction of a violation, the judge may impose imprisonment in the Monmouth County Jail or in any place provided by the municipality for the detention of prisoners for any term not exceeding ninety (90) days; or by a fine not exceeding \$1,250.00; or by a period of community service not exceeding ninety (90) days. (Ord. 1.5)

The Borough conducts quarterly collections of leaves and grass. A collection schedule is posted in the Borough Newsletter, which is mailed to all residents and businesses on a quarterly basis and is available at Borough Hall throughout the year during regular business hours. In addition, the Borough collects large, specialty, bulk items at curbside twice a month or by arrangement.

The Borough will amend its Bulk Refuse ordinance to include the following:

- (1) Prohibiting bulk refuse (hedge, hedge clippings, shrubbery, shrubbery clippings, tree branches or tree cuttings) from being placed at curb or along street more than 7 days prior to scheduled collection unless waste is bagged or otherwise containerized.*
- (2) Prohibiting placing bulk refuse closer than 10 feet from any storm sewer inlet along curb or street unless the waste is bagged or otherwise containerized.*
- (3) Setting forth who will enforce the ordinance.*

The Borough of Atlantic Highlands also has a recycling ordinance (22-1.1) that mandates that all residents separate newspapers, leaves, glass bottles and jars, aluminum cans, tin and bimetal cans from all other solid waste produced by such residence for collection and ultimate recycling of the materials. The newspapers, glass bottles and jars, aluminum cans, tin and bimetal cans are collected twice per

Continued on following page.

SPPP Form 9 – Yard Waste Ordinance/Collection Program - Continued

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: NA	

month on a schedule that is posted in the quarterly Borough Newsletter and said schedule is available at Borough Hall during business hours. In addition, corrugated cardboard and high-grade paper can be taken by the residents to the Borough yard for recycling during business hours and on Saturdays.

Occupants of business and industrial property are also subject to mandatory recycling as for residents with the added requirement that corrugated cardboard and high grade paper must also be separated from all solid waste. All demolition materials must be separated from all other solid waste produced for collection.

Seasonally, the Borough collects brush, yard waster, leaves and Christmas trees. The Borough distributes via mailing a separate schedule for the collection of these materials. (see attached)

Residents and businesses may also drop off recyclables, car batteries, used anti-freeze and motor oil, brush, yard waste, leaves, metal items (appliances, etc.) at the Borough Yard.

The Borough notifies the residents and businesses of the garbage, yard waste and recycling program through the annual distribution of "ALL THAT STUFF" (see attached). The document is mailed to all residences and businesses.

SPPP Form 10 – Ordinances

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Janice Davis-Miller, Esq., Borough Attorney	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

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

The following ordinances will be adopted and enforced within 18 months of the EDPA (by October 1, 2005):

Pet Waste: Ordinance 5-1 – 5-3.5. Adopted 1990 with amendments adopted in 1994. This ordinance will be amended and adopted to include the language contained in the NJDEP Pet Waste Model Ordinance on November 30, 2005.

The Borough will add the following information regarding the Pet Waste Ordinance to the bottom of the dog license: All pet owners and keepers are required, by Borough Ordinance, to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person.

Litter: Ordinance 3-1.1 – 3-1.14. Adopted 9/10/1968.

Improper Waste Disposal: An ordinance will be adopted to include the language contained in the NJDEP Improper Feeding Model Ordinance on November 30, 2005.

Wildlife Feeding: An ordinance will be adopted to include the language contained in the NJDEP Improper Feeding Model Ordinance on November 30, 2005.

Yard Waste: Ordinance 22-2 – 22-2.9. Adopted 1987. This ordinance will be amended to include appropriate language as set forth in the Yard Waste Model Ordinance November 30, 2005.

Illicit Connections: An ordinance will be adopted to include the language contained in the NJDEP Illicit Connections Model Ordinance on November 30, 2005.

How will these ordinances be enforced?

The Ordinances will be drafted and/or amended to include that the Borough code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and a summons will be issued and penalties imposed for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: The Borough of Atlantic Highlands County: Monmouth
	NJPDES #: NJG0149853 PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director
	Effective Date of Permit Authorization: April 1, 2004
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A

What type of storm drain inlet design will generally be used for retrofitting (see note below)?
For most projects, the Borough of Atlantic Highlands will use the NJDOT bicycle safe grate or equivalent style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alteration project name	Projected Start Date	Actual Start Date	Date of Completion	# of Storm Drain Inlets	# of Storm Drains w/ Hydraulic Exemptions
2005 Roadway Improvement Program	July 2005			~20	0

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

The Borough of Atlantic Highlands does not currently operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not currently plan on claiming any historic place exemptions.

NOTE: Within 12 months of the EDPA (by April 1, 2005), retrofitting of existing storm drain inlets to meet the standards in Attachment C of the permit will be implemented when such inlets are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction or alterations of facilities owned or operated by the municipality.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

The Street Sweeping Program will be implemented within 12 months of the EDPA (by April 1, 2005). This program will pertain to municipally owned and operated curbed streets with storm drains that have a posted speed limit of 35 m.p.h. or less that are located in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.

The streets that will require monthly sweeping have been identified within the Central Business District and the Light Industrial District. The Borough's Road Department will perform monthly sweeping of these streets, weather and street surface conditions permitting.

The Borough of Atlantic Highlands intends to maintain its existing street sweeping schedule for all other streets (that are not required by the permit), which includes sweeping all streets once a year.

A street sweeping log containing the date, area swept, number of miles swept and total amount of material collected will be maintained on file with the Department as part of the Street Sweeping Program.

Continued on following page.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance - *Continued*

Municipality Information	Municipality: The Borough of Atlantic Highlands County: Monmouth
	NJPDES #: NJG0149853 PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director
	Effective Date of Permit Authorization: April 1, 2004
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

The Road Erosion Control Maintenance Program will be implemented within 18 months of the EDPA (by October 1, 2005).

The Borough of Atlantic Highlands will use the Public Works/Road Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Robert Dougherty, the Public Works Director. During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Public Works Department will maintain an inspection log and a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Robert Dougherty, Public Works Director**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **N/A**

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

The Borough of Atlantic Highlands will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. 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 yearly, even if they were found to be "clean" the previous year. 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 annual catch basin cleaning program will begin in April of 2005.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.) A sample maintenance log has been attached. This log will be maintained and submitted annually.

The Borough of Atlantic Highlands will implement a stormwater facility maintenance program within 12 months of the EDPA (by April of 2005) to ensure that all stormwater facilities operated by the Borough function properly. The Borough operates the following:

- catch basins*
- storm drains*
- infiltration basins*
- buffer strips*
- swales*

These stormwater facilities will be inspected annually to insure that they are functioning properly. In high-risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.) N/A

The Outfall Pipe Stream Scouring Remediation Program will be implemented within 18 months of the EDPA (by October 1, 2005).

When we are performing the outfall pipe inspections as part of our illicit connection elimination program, we will be checking all of our outfall pipes for signs of scouring. All sites where scouring is observed will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

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

The attached SPPP Form 14A provides a list of all sites where outfall pipe stream scouring has been identified, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form. (TO BE COMPLETED BY OCTOBER 1, 2005)

SPPP Form 14A – List of Sites with Outfall Pipe Stream or Stream Bank Scouring

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Location of Outfall Pipe Stream or Stream Bank Scouring (include alphanumeric outfall identifier)	Projected Start Date for Repairs	Method of Repair	Date Repairs Completed
End of unnamed R.O.W. off Highland Place	March, 2006	New pipe, drainage structures and soil stabilization	

Notes: 1) Repairs will be prioritized based upon the extent of the problem, the need for engineering support, and the need for permits and will be scheduled accordingly.
 2) Use additional copies of this form as necessary to document all observed scouring.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality
Information

Municipality: **The Borough of Atlantic Highlands**

County: **Monmouth**

NJPDES #: **NJG0149853**

PI ID #: **167066**

Team Member/Title: **Robert Dougherty, Public Works Director**

Effective Date of Permit Authorization: **April 1, 2004**

Date of Completion: **March 31, 2005** Date of Most Recent Update: **NA**

De-icing Material and Sand Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

The Borough of Atlantic Highlands currently stores its de-icing salt in stockpiles at its maintenance yard. Within 12 months of the EDPA (by April 1, 2005) we will implement the interim seasonal tarping procedures at these sites until a permanent structure is built. Outdoor storage of de-icing materials will be limited to the October 15th through April 30th period. During that period we will inspect each tarp weekly to ensure that it is covering the salt pile. In addition, at the completion of loading and unloading activities we shall inspect for spilled salt.

The Borough of Atlantic Highlands will need to provide a de-icing material storage buildings at its public works yard in order to comply with the Statewide Basic Requirement. The following tentative schedule is set for the modifications:

A buffer is built into the tentative schedule for potential delays in bidding of the project, procuring permits or delays due to weather. However, the storage structure should be complete within 36 months of EDPA (April 2007).

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Standard Operating Procedure (SOP)	Date SOP Went Into Effect*	Describe Your Inspection Schedule
<p style="text-align: center;">Fueling Operations (including the required practices listed in Attachment D of the permit)</p>		<p><i>We have compiled a list of all fueling locations within our maintenance yards, which will be inspected once a month.</i></p> <p><i>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tanks located at the</i></p>
<p style="text-align: center;">Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>		<p><i>We will perform monthly inspections of vehicle maintenance operations in order to ensure that the SOP is followed.</i></p>
<p style="text-align: center;">Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p style="text-align: center;">Attach Inventory list required by Attachment D of the permit.</p>		<p><i>Monthly inspections of all municipal maintenance yards and ancillary operations will be performed.</i></p>

***NOTE: All of the above Standard Operating Procedures must be implemented within 12 months of the EDPA (by April 1, 2005).**

SPPP Form 17 – Employee Training

Municipality Information	Municipality: The Borough of Atlantic Highlands	County: Monmouth
	NJPDES #: NJG0149853	PI ID #: 167066
	Team Member/Title: Robert Dougherty, Public Works Director	
	Effective Date of Permit Authorization: April 1, 2004	
	Date of Completion: March 31, 2005 Date of Most Recent Update: N/A	

Describe your employee-training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

The following topics will be covered by an annual classroom training program:

Topic	Who Will Attend
<i>Waste Disposal Education</i>	<i>Hotline Operators</i>
<i>Municipal Ordinances</i>	<i>Code Enforcement, Police Department and Public Works Employees</i>
<i>Yard Waste Collection Program</i>	<i>Public Works Employees</i>
<i>Street Sweeping</i>	<i>Public Works Employees</i>
<i>Stormwater Facility Maintenance</i>	<i>Public Works Employees</i>
<i>Road Erosion Control</i>	<i>Public Works Employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>Public Works Employees</i>
<i>Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects).</i>	<i>Public Works Employees</i>

The following topics will include classroom training and some field training:

Topic	Who Will Attend
<i>Illicit Connection Elimination (Field training will include procedures to properly conduct illicit connection detections and investigations).</i>	<i>Public Works Employees</i>
<i>Maintenance Yard Operations (Including ancillary operations) (Field training will include the SOP's for fueling, vehicle maintenance, general good housekeeping and good housekeeping for de-icing material storage).</i>	<i>Public Works Employees</i>

Dates for the above-described training programs have yet to be determined, but the training will begin within 12 months of the EDPA (by April 1, 2005).

List of Drain Locations to Monitor and Repair

<u>No.</u>	<u>Location</u>	<u>Situation</u>	<u>Date of Inspection/Repair</u>
1.	287 East Highland Avenue	Dry well	
2.	Hofbrauhaus -- East Highland Avenue	Dry well	
3.	Bonnie Brae Path	Outfall pipe into gully	
4.	Bayside Drive	County drainage system	
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Stormwater Facility Maintenance - 2005

<u>Location</u>	<u>Scope of Work</u>
Intersection of First Avenue and Highland Avenue	Repairs made to catch basin
End of Carter's Drive (a.k.a. "The Hole")	Replaced catch basin