

**FOR  
BOROUGH OF RARITAN**

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REVISED  
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## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough of Raritan

County: Somerset

NJPDES # : NJG0153427

PI ID #: 213676

Team Member/Title: Paul Rizzo/Borough Attorney

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 11/10/04

Date of most recent update: \_\_\_\_\_

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.

*The Borough of Raritan complies with the requirements of the Open Public Meetings Act ("Sunshine Law", N.J.S.A.10:4-6 et seq) for all public meetings where such notice is required. The Borough also follows the requirements of N.J.S.A. 40:49-1 et seq, as it applies to the passage of ordinances. The Borough of Raritan complies with the public notice requirements of the Municipal Land Use Law (N.J.A.C. 40:55-D1 et seq) for special municipal actions as well.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Borough of Raritan

County: Somerset

NJPDES # : NJG0153427

PI ID #: 213676

Team Member/Title: Stanley Schrek/Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 2/4/05

Date of most recent update: \_\_\_\_\_

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 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.

*All facets of Raritan's stormwater management program comply with the minimum requirements of the Tier A Permit. Raritan has prepared a Municipal Stormwater Management Plan that meets all requirements specified in Appendix C of the State's Best Management Practices Manual.*

*Raritan complies with the requirements of the Residential Site Improvement Standards for all covered projects through the reviews and subsequent approvals granted by the Planning and Zoning Boards and the Board of Adjustment. These reviews ensure that the projects are designed to meet all standards established in the Residential Site Improvement Standards, including stormwater. The Borough Engineer reviews the stormwater plans.*

*Raritan will establish a program for the maintenance of all stormwater elements for new major development projects consistent with Section 10 of the Model Ordinance. Consistent with the Model Ordinance, a private entity specified by the application will be responsible for maintenance of the stormwater elements for such projects. Where the specified entity does not perform the necessary functions, Raritan will take action and perform the duties as specified in the Model Ordinance.*

*For BMPs on property owned or operated by the municipality. Raritan will take responsibility for the operation and maintenance as specified in the Model Ordinance.*

*Raritan has an existing Stormwater Ordinance (Section 42-165 of the Raritan Code). This Ordinance will be reviewed and modified to be consistent with the Model Municipal Stormwater Control Ordinance (Appendix D, Best Practices Manual). The modified Ordinance will be adopted by the deadline specified in the permit.*

*Any new storm drain inlets installed will comply with the design standards in Attachment C of the permit. Raritan will review all existing specifications and modify them to incorporate this requirement.*



# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG 0153427 PI ID #: 213676

Team Member/Title: Daniel Jaxel/Borough Administrator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/10/05 Date of most recent update: \_\_\_\_\_

## 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.

*The Borough of Raritan will provide all residents with an informative brochure. This brochure will be mailed with tax bills later in 2005. Information will also be available at the Borough Library and on the Borough's website.*

*The Borough will consider placing an information booth at the Basilone Parade, an annual event honoring a local war hero or another possible venue which would have Borough wide exposure.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Albert DiGiuseppantonio/Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 2/2/05 Date of most recent update: \_\_\_\_\_

## 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.

*Labeling of stormwater inlets will be accomplished by the Department of Public Works. Where practicable, assistance will be sought from volunteer groups.*

*The Borough will be divided into 4 quadrants. One quadrant per year will be labeled beginning in 2005 and continuing through 2008.*

*Plastic "stick on" labels, illustrating a trout and the verbiage "No Dumping - Drains to Waterway", will be utilized.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Stanley Schrek/Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 2/4/05 Date of most recent update: \_\_\_\_\_

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.)?

*Utilizing recently prepared GIS mapping, the Borough will locate all outfall piping. All structures will be identified, mapped by GPS and investigated for illicit connections.*

*The Borough will be divided into 2 sectors: (A) North of Route 202; (B) South of Route 202. Sector (A) will be mapped by April 2007 and sector (B) will be mapped by 2009.*

*The mapping will be at an appropriate scale to properly disseminate required information.*

*Mapping will be performed by the Borough Engineer as a consultant to the Borough.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG015342 PI ID #: 213676

Team Member/Title: Stanley Schrek/Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/1/05

Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

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.

*All outfall structures will be inspected during the process of MS4 mapping. The DEP Illicit Connection Report Form will be used to conduct these inspections.*

*Outfalls that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate illicit connections. The inspections and follow up investigations will be conducted in accordance with Appendix B of the permit.*

*Complaints will be reported to the Public Works Department, Health Department and the Borough Administrator.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Raritan County Somerset  
 NJPDES # : NJG0153427 PI ID #: 213676  
 Team Member/Title: Daniel Jaxel / Borough Administrator  
 Effective Date of Permit Authorization (EDPA): 4/1/04  
 Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

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? \_\_\_\_\_

Number of outfalls found to have a 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 a 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 a 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 a 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: Borough of Raritan County Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Albert DiGiuseppantonio/Public Works Manager

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 2/2/05 Date of most recent update: \_\_\_\_\_

Please describe your yard waste 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.

*Yard waste as, defined as grass clippings and small branches is collected curbside with routine garbage collection. This service is provided by the Department of Public Works.*

*Leaf collection continuing weekly during October, November and December.*

*Leaves and yard waste are disposed per County Co-op.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG 0153427 PI ID #: 213676

Team Member/Title: Paul Rizzo/Borough Attorney

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

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

Pet Waste Pending Attorney review of the NJDEP model ordinance.

Are information sheets regarding pet waste distributed with pet licenses? Y ( ) N ( )

Litter 3/24/92

Improper Waste Disposal 12/11/74; 7/22/80

Wildlife Feeding Pending Attorney review of the NJDEP model ordinance.

Yard Waste Pending Attorney review of the NJDEP model ordinance.

Illicit Connections Pending Attorney review of the NJDEP model ordinance.

How will these ordinances be enforced?

*The Code Enforcement Officer, Property Maintenance Officer and the Borough Police will enforce these ordinances.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Raritan County Somerset  
 NJPDES # :NJG0153427 PI ID #: 213676  
 Team Member/Title: Stanley Schrek/Borough Engineer  
 Effective Date of Permit Authorization (EDPA):4/1/04  
 Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

What type of storm drain inlet design will generally be used for retrofitting?

*On all projects the Borough uses NJDOT bicycle safe grates and Type "N" curb pieces with an embossed trout and no dumping verbiage.*

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>Meehan Avenue Reconstruction</i>		<i>10/15/05</i>	<i>12/15/05</i>	<i>15</i>	<i>0</i>
<i>Wall Street Reconstruction</i>	<i>6/05</i>			<i>8</i>	

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

*Not at this time.*

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Borough of Raritan County: Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Albert DiGiuseppantonio/Public Works Manager

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: 1/10/05 Date of most recent update: \_\_\_\_\_

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

*Raritan will conduct monthly sweeping of all municipal owned or operated curbed streets.*

*Formal tracking and logs will be implemented with new standard operating procedures.*

## 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)

*Raritan will identify and repair erosion along streets operated by the municipality. Regular inspections of shoulders, embankments, ditches and soils along these streets will be conducted to ensure there is no erosion. Where necessary repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control.*

*Formal tracking and logs will be implemented with new standard operating procedures.*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Borough of Raritan County: Somerset

NJPDES # :  NJG015342 PI ID #:  213676

Team Member/Title:  Albert DiGiuseppantonio/Public Works Manager

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion:  1/10/05 Date of most recent update: \_\_\_\_\_

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

*Raritan will implemnt an annual catch basin cleaning program. All catch basins will be inspected annaully. Basins found to be free of sediment, trash and debris will not be cleaned.*

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.)

*Raritan will implement a stormwater facility maintenance program to ensure that all stormwater facilities, operated by the Borough, function properly.*

*Where stormwater facilities are not found to be functioning properly, they will be repaired or a schedule for such repair will be included in the annual report and certification.*

*Raritan operates the following: catch basins, detention basins, stormwater piping and outfall structures.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Borough of Raritan County: Somerset

NJPDES # : NJG015342 PI ID #: 213676

Team Member/Title: Stanley Schrek/Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/1/05

Date of Completion: 2/4/05 Date of most recent update: \_\_\_\_\_

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.)

*Raritan will implement a program to detect stormwater outfall pipe scouring and to control localized stream and bank scouring in the vicinity of the outfall pipes operated by the municipality. The investigation will be done when the outfall pipes are mapped.*

*Any areas found to be eroding will be prioritized based on the erosion and repairs will be scheduled and completed. Repairs will be done in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Albert DiGiuseppantonio

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

## De-icing Material 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.

*De-Icing material is currently stored in a shed at the public works yard. The shed is inspected annually.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Borough of Raritan</u> County <u>Somerset</u> NJPDES # : <u>NJG0153427</u> PI ID #: <u>213676</u> Team Member/Title: <u>Albert DiGiuseppantonio/Public Works Manager</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>3/1/05</u> Date of most recent update: _____	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>N/A</i>	<i>Fueling is at County facilities located in Bridgewater and Hillsborough.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>N/A</i>	<i>An SOP will be adopted per NJDEP model preventative maintenance and repairs are currently performed on an as need basis or contracted out.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>N/A</i>	<i>An SOP will be adopted per NJDEP model. Current housekeeping practices follow "right-to-know" requirements.</i>

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Borough of Raritan County Somerset

NJPDES # : NJG0153427 PI ID #: 213676

Team Member/Title: Daniel Jaxel/Borough Administrator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/1/05 Date of most recent update: \_\_\_\_\_

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.

Training is seasonal and as needed for employee.

New training procedures will be adopted as ordinances and SOP's are implemented.

Training will include all members of the Public Works Department. It is expected that all training will be accomplished by 2005.