

# Stormwater Pollution Prevention Plan

*Municipality:* Hainesport Township

*County:* Burlington

*Permit Number NJG* 0147834

Annual Review Date: Stormwater 04/27/2025

Program Coordinator: Paula L Kosko

## Table of Contents

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

### Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Paula L Kosko, Administrator/Clerk	
Phone	609-267-3730 x104	Email	pkosko@hainesporttownship.com
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Alaimo Group	
Phone	609-267-8310	Email	mgmiller@alaimogroup.com
Name and Title			
Phone		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Joe Crain	
Phone	609-267-2730 x120	Email	joecrain@hainesporttownship.com
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided		Term of Service

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
July 31, 2018		Updates to team members, SBRs, BMPs

### Form 3 – Public Announcements

#### *Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.hainesporttownship.com/environmental-commission/pages/stormwater-management">https://www.hainesporttownship.com/environmental-commission/pages/stormwater-management</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<b>Paula Tiver, Computer Services Technician</b>
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>www.hainesporttownship.com Email blast when post information on website to those pre-registered to receive MyDowntown-Mobile - Hainesport Hainesport Municipal Calendar (year) - mailed to every household in February Bi-Annual Newsletter mailed to every household</p>

**Form 4 – Post-Construction Stormwater Management in New Development  
and Redevelopment**

*Part IV.E.*

<p>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.</p>
<p>It is the same.</p>
<p>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.</p>
<p>It is the same.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Guidance is provided by the Municipal Planner and Municipal Engineer during informal review period and through the formal site plan process. The Municipal Engineer ensures long-term operation and inspection logs are required as a condition of approval. We require new and retrofitted storm drain inlets within the standards set forth in permit. 5G3 forms are submitted annually to stormwater coordinator.</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 JLUB Secretary maintains the Annual Year End Report which includes all approvals, denials and variances.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>January 24, 2006; September 10, 2007; May 11, 2010; May 12, 2020; October 13, 2020; February 16, 2021</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>February, 2005; February 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	1/24/06	Yes	Township	\$ ____ 2,000
2. Wildlife Feeding	1/24/06	Yes	Township	\$ ____ 2,000
3. Litter Control	1/24/06	Yes	Township	\$ ____ 2,000
4. Improper Disposal of Waste	8/13/19	Yes	Township	\$ ____ 2,000
5. Yard Waste	5/12/20	Yes	Township	\$ ____ 2,000
6. Private Storm Drain Inlet Retrofitting	1/24/06	Yes	Township	\$ ____ 2,000
7. Illicit Connections	1/24/06	Yes	Township	\$ ____ 2,000
8. Privately-Owned Salt Storage			Township	\$ ____
9. Tree Removal-Replacement			Township	\$ ____
<b>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.</b>				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Construction Office				



## 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 times 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.*

Hainesport Township has no streets that qualify for this program.

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

## 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.

Hainesport Township Public Works Department conducts inlet labeling inspections at the time of inlet inspections and cleaning. This department purchases and installs the labels. 100% inlets are labelled.

Municipal engineer ensures private drain inlets are retrofitted during and after approval process. Township mails letters and checklists directly to all private basin owners.

During annual basin cleaning program and after all storm events, the inlets are visually inspected to ensure they are functioning properly. Visual inspection for debris levels that compromise stormwater flow generally trigger cleaning.

### **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.

Annually using the township's newly-identified and labeled basins (Streelogix Mapping and Labeling Program) and after storm events. See above for additional responses.

**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.

The Township Public Works employees will manually clean conveyance systems if they are deeper than chest level. Will use leaf vacuum machine. Public Works will regularly mow and clean out the grates on basins.

**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.

Hainesport Township has 32 outfall pipes that it checks annually for scouring. Repairs are made in accordance with the Standards for Soil Erosion and Sediment Control.

**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.

Inspections performed by the Public Works Department and the records are held with them at 8 Oak Lane, Hainesport. The town has not identified any illicit connections at this time and will use the Illicit Connection Inspection Report Form will be used if an illicit connection to the township's MS4 storm sewer conveyance system is found.

**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.

**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.

I send inspection forms and letters to all private basin owners annually, informing them of their responsibilities in accordance with NJAC 7:8 regulations. Major development owners send our municipal engineer annually a copy of their 5G3 Permit, Stormwater Management Facility Inspection Report and maintenance log.

**8. Infrastructure Records**

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

Records are located at the Jay Jones Public Works Building located at 8 Oak Lane, Hainesport and in the Stormwater Coordinator's office.

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Hainesport has a cooperative purchasing agreement with Burlington County for de-icing materials. No de-icing materials are stored in Hainesport Township-owned facilities.
<b>3. Roadside Vegetative Waste</b> 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.).
Hainesport Township picks up brush, vegetative waste, leaves by zones 10 months per year. Hainesport has 3 zones. If there is a major storm event, the Brush Schedule is paused and removal is conducted immediately and as needed. Hainesport owns two brush trucks and is very efficient and effective in this operation. All debris is taken to the Burlington County landfill or Mt. Holly Township's leaf compost facility.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
Public Works Department monitors all roadways for erosion during normal patrol. All identified erosions are reported to the DPW Foreman. Repairs are prioritized, personnel assigned to areas of concern and repairs conducted in accordance with the Standards for Soil Erosion and Sediment Control in NJ. Logs are maintained by Public Works Department.

## Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

### Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

<b>1. Site Name and Address</b>	
Hainesport Township Jay Jones Public Works Building 8 Oak Lane Hainesport NJ 08036	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
Pubic Works inspects facilities as part of our joint insurance requirements. These logs are maintained and filed at the Jay Jones Public Works Building.	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
None	2 Leaf Vacuum Machines

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>There are no outdoor containers stored at this location.</p>
<p><b>5. Fueling Operations</b> 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>Fueling is not conducted at this site. We have a shared service agreement with Burlington County to fuel at their location. Our backup SSA is with Lumberton Township for fuel needs should our primary site become unavailable.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> 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>Hainesport does not perform vehicle maintenance. We have a Shared Service Agreement with Lumberton Township and also utilizes local, private businesses for maintenance and repair.</p>
<p><b>7. Wash Wastewater Containment</b> 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>Vehicles are washed at private facilities.</p>



<p><b>8. Salt and Other Granular De-icing Materials</b> 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>Hainesport does not store salt or any granular de-icing materials on site.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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>Hainesport does not store aggregate material, wood chips or leaf compost. These items are taken to local businesses, neighboring town and Burlington County Resource Recovery Complex.</p>
<p><b>10. Cold Patch Asphalt</b> 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>We do not store cold patch on site. We purchase as needed.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> 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>These materials are not stored on site. Immediately following clean-up and removal, the debris is taken to county facility.</p>

<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b>  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>These materials are not stored on site. Immediately following demolition, clean-up and removal, the material(s) is taken to county facility.</p>
<p><b>13. Scrap Tires</b>  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>Hainesport Township recieves scrap tires two times per year at its Clean-Up Days (spring and fall) and they are taken to the contracted container/waste facility at the end of the events.</p>
<p><b>14. Inoperable Vehicles and Equipment</b>  Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>Hainesport Township sells inoperable vehicles and equipment immediately through Govdeals online auction site. All equipment is stored inside the garage or on asphalt at the public works facility.</p>

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials.
Construction Site Stormwater Runoff	Municipal Engineer receives training through his employment with Alaimo Engineers and as needed to maintain certification.
Post-Construction Stormwater Management in New and Redevelopment	Municipal Engineer receives training through his employment with Alaimo Engineers.
Community-wide Ordinances	These ordinances are available on the municipal website, mobile app and given directly to municipal employees and officials.
Community-wide Measures	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials.

Stormwater Facilities Maintenance	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials. Training provided by NJDEP via web links is also employed.
Municipal Maintenance Yards and Other Ancillary Operations	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials.
MS4 Mapping	The Burlington County Soil Conservation Office provides these services to Hainesport Township.
Outfall Stream Scouring	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials
Illicit Discharge Detection and Elimination	Training is provided through the BURLCO JIF MSI Learning Management System via live, pre-recorded and online trainings for municipal staff and officials

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
The Municipal Engineer, Alaimo Engineers obtains their training as required for maintaining their engineer licensure.	

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Training for land use board and governing body members is provided through the initial mandated 5-hour Land Use Training. In addition, refresher training is completed via the NJDEP online stormwater review training tool. SWM and Asking the Right Questions trainings.</p>

<b>Training Records</b>
Indicate the location of training records for the above required training.
<p>Stormwater Coordinator maintains these records.</p>

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://www.hainesporttownship.com/sites/g/files/vyhlif3211/f/uploads/outfall_structure.pdf">https://www.hainesporttownship.com/sites/g/files/vyhlif3211/f/uploads/outfall_structure.pdf</a>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	32
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<b>44</b>
c. MS4 interconnections	
d. MS4 storm drain inlets	470
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	1
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.).	
Municipal Engineer	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Municipal Engineer or Burlington County Soil Conservation District	

## Form 12 – Watershed Improvement Plan

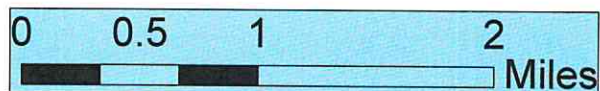
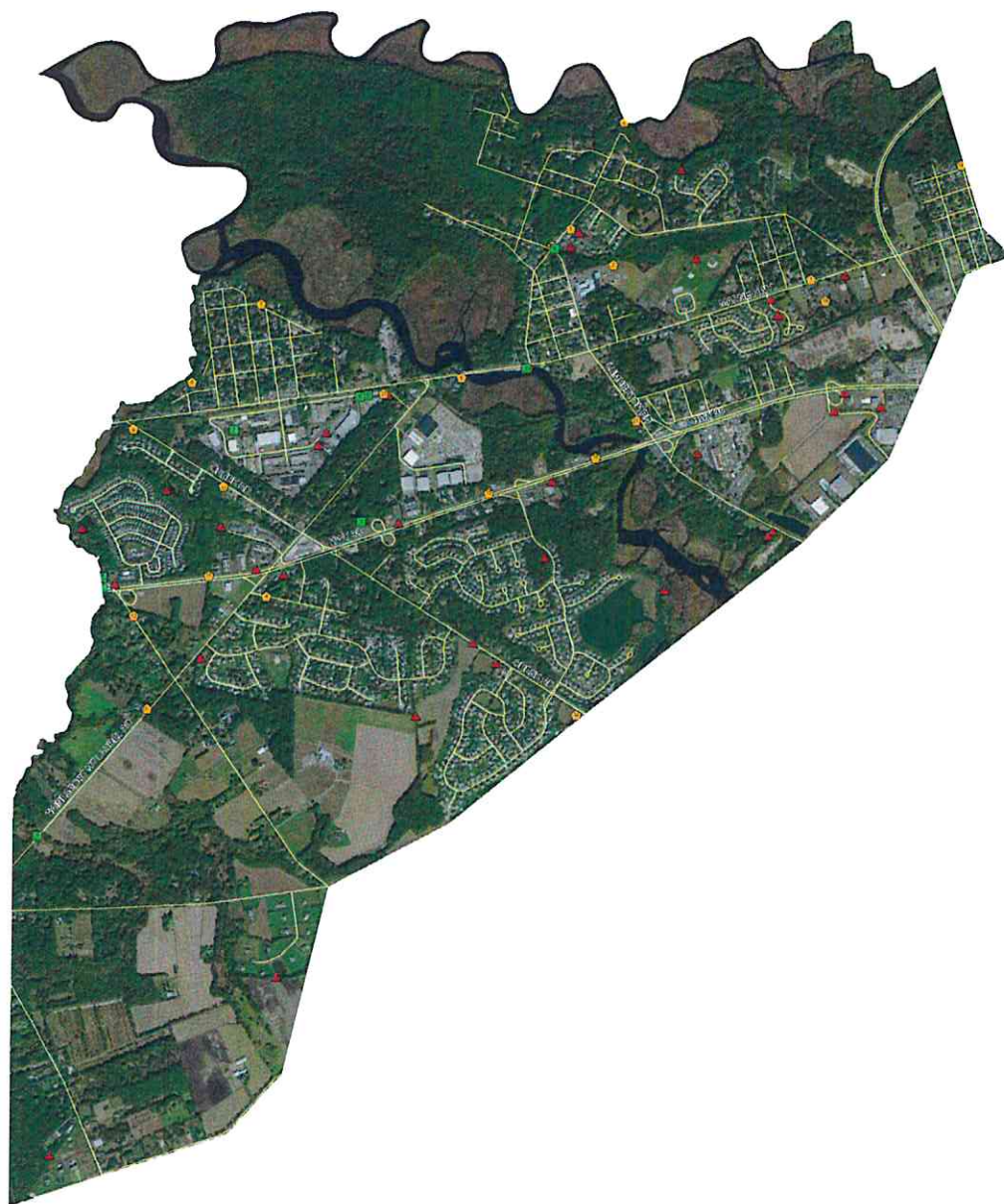
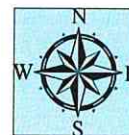
### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
Hainesport Township is part of a regional group of municipalities that has applied for a Water Quality Restoration Grant - 319(h) to fund the creation of a Watershed Improvement Plan.
2. Describe any regional projects or collaboration efforts with other municipalities.
Hainesport Township is collaborating with Burlington County Resource Conservation Department to improve Rancocas Creek access point. Water Quality Restoration Grant application.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Administrator/Clerk office

# Hainesport Township Outfall Structures

## Legend

- Culverts
- Storm Sewers Outfalls
- ▲ Basin Outfalls
- Main Roads



Produced by Burlington County Soil Conservation District  
December 2020

Sources: Burlington County roads map, New Jersey Municipality  
boarders, New Jersey Geographic Information Network, NJ Natural  
Color Imagery