

STORMWATER POLLUTION PREVENTION PLAN

**SANDYSTON TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

NJPDES: NJG0152803

PREPARED FOR:

Sandyston Township
133 County Road 645
Sandyston, NJ 07826

PREPARED BY:



Harold E. Pellow & Associates, Inc.
Consulting Engineers
17 Plains Road
Augusta, New Jersey 07822-9704

February 2025

A handwritten signature in black ink, appearing to read 'Cory L. Stoner', is written over a horizontal line.

**Cory L. Stoner, P.E., C.M.E
New Jersey Professional Engineer License #41027**

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Amanda Lobban, Municipal Clerk	
Phone	(973)-948-3520	Email	clerk@sandystontownship.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Harold Pellow, P.E., L.S., Township Engineer	
Phone	973-948-6463	Email	hpellow@hpellow.com
Name and Title		Thomas G. Knutelsky, P.E., Engineer	
Phone	973-948-6463	Email	tknutelsky@hpellow.com
Other Municipal Stormwater Team Members			
Name and Title		Roy McClain, CPWM, DPW Supervisor	
Phone	(973)-948-4725	Email	rc.mcclain@yahoo.com
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
N/A			

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
2/19/25	All	SPPP Created

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.sandystontownship.com/resident/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Amanda Lobban, Municipal Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), Sandyston Township provides notice in a manner that complies with the requirements of that Act through the paper of record; the New Jersey Herald. Information regarding the stormwater program and related events are posted on the Township website and social media pages. Residents can also sign up for community notifications which will inform residents of stormwater events. Every year all owners of property in the Township are mailed information regarding stormwater.</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.
<p>The municipality uses the definition of ‘major development’ found in the New Jersey Stormwater Management Rules (N.J.A.C. 7:8)</p> <p>"Major development" means any "development" that provides for ultimately disturbing one or more acres of land or increasing impervious surface by one-quarter acre or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</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>The Municipality’s stormwater control ordinance was based on the model ordinance and is as stringent as the model ordinance.</p>
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<p>Major projects are reviewed for compliance when they are presented to the Land Use Board for review. The project is reviewed by the Land Use Board Engineer to assure with the Stormwater Control Ordinance and Residential Site Improvement Standards in regards to nonstructural strategies, water quantity, water quality and groundwater recharge.</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>Yes, when it is found that a proposed development cannot meet the design and performance standards specified in this plan, a variance or exemption from these standards will be permitted subject to justification, specific reasoning and alternative analysis reporting.</p> <p>No variances from the stormwater control ordinance have been granted to date.</p>

5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.

Initial Stormwater Control Ordinance adopted on April 4, 2006 by Ordinance #2-06.
Updated Stormwater Control Ordinance adopted on March 16, 2021 by Ordinance #2021-02.
Updated Stormwater Control Ordinance adopted on 10/15/2024 by Ordinance #2024-016

6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

The Municipal Stormwater Management Plan was adopted on March 7, 2005 and revised September 1, 2005. Revisions are planned in 2025 and will include all references to current standards, addition of green infrastructure text and updated build-out analysis. This plan will be submitted to Sussex County for review and approval prior to finalization.

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	04/19/2024	The DEP model ordinance was adopted.	Code Enforcement Official, Animal Control Officer and/or Township designee of Sandyston Township	Fine not less than \$50 and not to exceed \$500 (§60-43)
2. Wildlife Feeding	12/05/05	The DEP model ordinance was adopted.	Sandyston Township Code Enforcement	Fine of not less than \$100 not more than \$500 (§60-37)
3. Litter Control	12/6/1990, Amended: 09/12/23	The DEP model ordinance was adopted.	The Sandyston Township Code Enforcement Official	The Sandyston Township Code Enforcement Official (§100-10)
4. Improper Disposal of Waste	04/19/2024	The DEP model ordinance was adopted.	Code Enforcement Official or Township designee of Sandyston Township	Fine not less than \$50 and not to exceed \$2,000 (§132-6)
5. Yard Waste	05/22/2024	The DEP model ordinance was adopted.	Code Enforcement Official, Township designee of Sandyston Township	Fine not less than \$50 and not to exceed \$1,000
6. Private Storm Drain Inlet Retrofitting	04/19/2024	The DEP model ordinance was adopted.	Code Enforcement Official of Sandyston Township	Fine not of not less than \$100 and not to exceed \$1,500 (§132-12)
7. Illicit Connections	04/19/2024	The DEP model ordinance was adopted.	Code Enforcement Official, or Township designee of Sandyston Township	Fine not less than \$100 and not to exceed \$2,000 (§132-24)
8. Privately-Owned Salt Storage	04/19/2024	The DEP model ordinance was adopted.	Code Enforcement Official or Township designee of Sandyston Township	Fine of not less than \$50 and shall not exceed \$2,000 (§132-18)
9. Tree Removal-Replacement	07/08/2008	The current ordinance (Chp 141, Ord# 2008-11) was adopted in 2008 and is comparable to the model ordinance	Code Enforcement Official or Township designee of Sandyston Township	None listed

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.

No additional ordinances have been implemented by the Municipality.

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Records related to ordinances are located at the Municipal Clerk's office and records related to enforcement actions are located in the Zoning and Code Enforcement 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 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.

Currently all municipally owned roads are swept in the spring each year.

The new triannual sweeping schedule will be implemented on or before January 1, 2026 for all municipally owned or operated streets with storm drain inlets that discharge to surface waters. A description and/or map outlining the sweeping schedule will be provided at that time.

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

Sweeping work is undertaken by the Township Department of Public Works with their own equipment. No street sweeping work is outsourced in Sandyston Township.

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. Badges have been installed on 100% of Storm drains in the Municipality that do not have a label. During yearly cleaning, if the DPW staff sees a label missing they will install a new one.

b. As part of roadway repaving, municipally owned or operated storm drain inlets are retrofitted or replaced, if needed, to control passage of solid and floatable materials.

The municipality has created an ordinance which requires retrofitting of all privately owned storm drain inlets which are in direct contact with repaving. The ordinance states violation times and penalties.

c. As part of the site plan review process, the Land Use Board Engineer checks the submitted plans to ensure that proposed stormwater drain inlets comply with all applicable design standards. Newly installed storm drain inlets are inspected upon installation to ensure that they include catch basins or other BMPs to collect solids.

d. The Sandyston Township DPW periodically conducts drive-by inspections of all storm drain inlets. If debris is present, the grate and surrounding area is cleaned at that time or scheduled for 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.

All Municipally owned and operated catch basins are inspected periodically throughout the year. Cleaning of catch basins takes place primarily in the spring and fall. A third party company comes and jet-vacs 20% of the catch basins every year.

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 MS4 conveyance system is inspected during the yearly jet-vac cleaning. Observed or reported localized street flooding may also trigger an inspection of the conveyance system. At which time DPW staff will clean or schedule a cleaning of the conveyance.

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.

During yearly inspections any scour conditions will be noted. All sites will be placed on a prioritized list and repairs will be made in accordance to Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will take priority. Repairs will be with an inspected within six months to ensure that scour has not resumed. All records are kept by the DPW at their yard.

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.

Yearly inspection of outfall structures will be conducted during a dry period so illicit connections can be noted. Record cases of illicit connections shall be noted in a report kept at the DPW yard.

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.

Detention Basin – Detention basins owned and operated by the Municipality are inspected during the growing season when they are mowed once a week. Inspections are also conducted at each detention basin once a month.

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.

The Township is in the process of creating a list of such facilities and developing a program to ensure inspection and maintenance of these facilities. The intended program will include municipal contact to the owner of the facility indicating the need for annual inspections including the need for a written receipt of inspection certification by the owner. Failure of the owner to provide such annual certifications may result in fines and or penalties.

8. Infrastructure Records

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

Records are kept by the Sandyston DPW Superintendent.
133 Route 645, Sandyston, NJ 07826

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.
The Municipality conducts roadside vegetation management through cutting of material. Herbicides are not applied.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
If present, excess salt piles that remain on roadways or in parking lots are manually swept and removed within 3 days after the storm event is over. Accumulated material is returned to the pile as appropriate.
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.).
Yard trimmings are not collected or stored at the municipal maintenance yard. DPW staff are instructed to mow those areas so that they can direct the exit chute away from streets, parking areas or areas near storm drain inlets. Trimming activities are most often conducted by a third party, chipped and disposed of properly by the vendor.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
DPW staff looks for signs of erosion during the course of normal DPW activities. If roadside erosion is noted corrective measures are taken as soon as possible. Depending on the nature and severity of the erosion, vegetative planting, riprap or other measures may be implemented to promote soil stabilization.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations
Part IV.F.5.

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

1. Site Name and Address	
122 Couty Route 560, Sandyston NJ 07826	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
DPW staff conducts monthly inspections of the entire municipal maintenance yard to identify conditions that may contribute stormwater contaminants.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Grit pile	N/A
3/8 “ stone pile	
Oversized stone pile	
Quarry process stone pile	
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
N/A, there are no secondary containment used on the site.	
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.	
We have a diesel tank and gasoline tank where fueling takes place. SOP’s are in place to ensure safe fueling operations including utilization of spill kits when necessary.	

<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>Vehicle maintenance is done inside at all times.</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>N/A, Vehicles are not washed on site.</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 salt and sand are stored within a salt shed located at the municipal complex.</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 material stored for long periods of time are not located in close proximity to storm drains.</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 not stored onsite.</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>If necessary, street sweepings and catch basin clean out materials are stored for short periods of time at the municipal maintenance yard prior to disposal. Materials piles are not stored in close proximity to storm drains.</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No, these materials are not stored on site.</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>No, these materials are not stored on site. Scrap tires are collected once a year and immediately recycled.</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>We do not have any inoperable vehicles on site.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
The Stormwater Program Coordinator will complete the required mandatory Department training once it is available.	

Topic	Municipal Employees <small>Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos</small>
Describe the training provided for municipal staff.	
SPPP	Annual training will be provided to appropriate municipal staff on the current SPPP and applicable recordkeeping requirements. The training will be provided through in-person training sessions.
Construction Site Stormwater Runoff	For all sites requiring Soil Erosion and Sediment Control Certification the Upper Delaware Soil Conservation District will review, approve and request a general or individual Construction Site Stormwater Runoff permit. The Township Engineer will ensure standards are met.
Post-Construction Stormwater Management in New and Redevelopment	Land Use Board Engineer will ensure that all “major development” projects are constructed in accordance with the approved development plans.
Community-wide Ordinances	Annual training will be provided to appropriate municipal staff regarding stormwater related ordinances. The training includes a review of the requirements, enforcement and violations for non-compliance. The training will be provided through in-person training sessions.
Community-wide Measures	Annual training will be provided to appropriate municipal staff that implement community-wide pollution prevention measures and good housekeeping measures. The training will be provided through in-person training sessions.

<p>Stormwater Facilities Maintenance</p>	<p>Annual training will be provided to DPW staff involved with the inspection, maintenance and repair of municipally owned and operated stormwater infrastructure. The training will be provided through in-person and/or virtual training sessions.</p>
<p>Municipal Maintenance Yards and Other Ancillary Operations</p>	<p>Annual training will be provided to DPW staff involved with the inspection, maintenance and repair of municipally owned and operated stormwater infrastructure. The training will be provided through in-person and/or virtual training sessions.</p>
<p>MS4 Mapping</p>	<p>Not applicable. Staff from the Township Engineer’s office will collect stormwater infrastructure information and add it to the stormwater infrastructure map.</p>
<p>Outfall Stream Scouring</p>	<p>Annual training will be provided to DPW staff involved with the inspection outfalls for stream scouring. The training will be provided through in-person and/or virtual training sessions.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>Annual training will be provided to DPW staff involved with the inspection outfalls for illicit connections. The training will be provided through in-person and/or virtual training sessions.</p>

<p>Stormwater Management Design Reviewers</p>
<p>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</p>
<p>All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm.</p>

Municipal Board and Governing Body Members

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

Members of the Sandyston Township Land Use Board and Sandyston Township Committee will complete the “Asking the Right Questions in Stormwater Review Training Tool” posted at: <https://dep.nj.gov/stormwater/stormwater-training/> once per term. Once per term thereafter, Sandyston Township Land Use Board and Sandyston Township Committee members must review at least one of the training 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.

All record related to all public information sessions and meetings for discussions of the Watershed Improvement Plan will be kept on file with the Municipal Clerk.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The Sandyston Township Outfall maps will be posted on the Stormwater webpage when complete.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	TBD
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	TBD
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The MS4 Infrastructure Map will be reviewed by the Township Engineer and/or DPW staff annually, or more frequently as necessary, and updated to include the location or attributes of any new or newly identified MS4 infrastructure. Changes to the map will then be made as required.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Staff from the Township Engineer’s Office are in the process of collecting GPS points and associated attributes for all municipally owned and operated MS4 infrastructure. The data collected will be used to create the MS4 Infrastructure Map. Once the map is created it will be periodically updated as needed.	

Form 12 – Watershed Improvement Plan
Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Staff from the Township Engineer’s office are in the process of collecting required information for Phase I of the Watershed Improvement Plan.
2. Describe any regional projects or collaboration efforts with other municipalities.
There are no regional projects or collaborative efforts underway at the moment.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All record related to all public information sessions and meetings for discussions of the Watershed Improvement Plan will be kept on file with the Municipal Clerk.