

Stormwater Pollution Prevention Plan

Mansfield Township
Warren County

Permit Number NJG0152633
Annual Review Date: December 28, 2023
Stormwater Program Coordinator: Paul W. Ferriero, PE, CME

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Paul W. Ferriero
Stormwater Program Coordinator

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Paul W. Ferriero, PE, CME, Township Engineer	
Phone	908-879-6209	Email	paul.ferriero@ferrieroengineering.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Paul W. Ferriero, PE, CME, Township Engineer	
Phone	908-879-6209	Email	paul.ferriero@ferrieroengineering.com
Name and Title		C. Richard Quamme, PE, CME, Township Engineer	
	908-879-6209, ext 234	Email	rich.quamme@ferrieroengineering.com
Other Municipal Stormwater Team Members			
Name and Title		Harry Appleby, Jr., Machine Operator	
Phone	908-672-0695	Email	cfo@mansfieldtownship-nj.gov
Name and Title		Judy Curran, Chief Financial Officer	
Phone	908-689-6151 x127	Email	cfo@mansfieldtownship.gov
Name and Title		Wendy Barras, Township Clerk	
Phone	908-689-6151 x128	Email	clerk@mansfieldtownship-nj.gov
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
6/1/2016	3, 5, 8, 9, 10, 11, 12, 14, 15 16	Minor updates to include current information and compliance with MS4 permit
12/15/2021	All	Updated to reflect current staff and procedures
12/28/2023	All	Updated for compliance under 2023 MS4 permit

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.mansfieldtownship-nj.gov/index.php/public-services/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Leigh Raffaele, Deputy Township 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.
Postal mailings of NJDEP stormwater brochure to residents and businesses annually with tax bills. Extra copies are available at the municipal building stormwater display. Website stormwater page hosts stormwater-related material. Plans are underway for additional outreach via social media outlets (Facebook, Twitter).

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>(1) Any individual "development," as well as multiple developments that individually or collectively result in:</p> <ul style="list-style-type: none">(a) The disturbance of one or more acres of land since February 2, 2004;(b) The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;(c) The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021; or(d) A combination of Subsection (1)(b) and (c) above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. <p>(2)</p> <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of conditions in Subsection (1)(a), (b), (c) or (d) above. Projects undertaken by any government agency that 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>
<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>Same</p>

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

Under the SCO, which is administered by the planning/zoning boards and code enforcement officer, we control stormwater from non-residential development and redevelopment projects. To control stormwater from new development and redevelopment projects throughout Mansfield Township (including projects we operate) we:

Ensure 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 planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. To date and under the permit, Mansfield has not constructed any new development or redevelopment projects on Township property that require stormwater management.

We require any storm drain inlets that we install to comply with the design standards set forth under the permit.

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.

No

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

March 4, 2005 (initial)
January 27, 2021

6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
3/21/2005(initial)

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	11/9/2005	yes	Municipal Court via resident complaint	NTE \$2000
2. Wildlife Feeding	11/9/2005	yes	Police, Recreation Committee member	NTE \$2000
3. Litter Control	1/1/1975	yes	Police, Health	NTE \$2000
4. Improper Disposal of Waste	11/9/2005	No. Revised ordinance to be adopted 1Q24	Police, Health	NTE \$2000
5. Yard Waste	11/22/2022	yes	Police, Zoning Officer	NTE \$2000
6. Private Storm Drain Inlet Retrofitting	5/11/2011	yes	Police, Engineer	NTE \$1000
7. Illicit Connections	4/26/2006	yes	Police	NTE \$1000
8. Privately-Owned Salt Storage	11/8/2023	yes	Police, Code Enforcement	1 st \$100 2 nd \$500 3 rd + \$1000
9. Tree Removal-Replacement		Pending – existing ordinance to be updated prior to 5/1/2024		\$___
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.				
Refuse Containers/Dumpsters – adopted 5/11/2011, enforced by Police, Engineer, fine NTE \$2000 SCO/Flood Control – adopted 8/10/2022, enforced by engineer, NTE \$1000				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				

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.

Mansfield currently sweeps its curbed roads 4x/year using its own street sweeper.

Plans are under development to expand the street sweeping to all qualifying roads on a tri-annual basis, or annually where appropriate based on the Tier A requirements.

Sweeping logs with dates and material collected are maintained in the public works office.

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

Mansfield will continue to sweep its own roads under the 2023 permit.

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) The Township maintains and keeps legible all storm drain labels throughout the municipality. As part of the annual stormwater facility inspection the inspectors will replace any storm drain labels that are missing or are illegible. The labels will read "No dumping - Drains to Stream" with a picture of a fish next to it. We label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Mansfield Township. For the labeling we use plastic or metal labels that will be applied using adhesive.
- b) Appropriate retrofits with permanent castings are included in road project designs and inspected upon install during construction.
- c) Records are retained in the annual certification sent to the NJDEP. The Engineer's duties include a procedure for any road that undergoes renovations or paving projects must also have its inlets inspected and retrofitted if necessary. Records are kept on both contracted work and in-house work that is completed.
- d) Storm drain inlets are visually inspected by road crews as part of routine maintenance and cleared before/after anticipated major storm events.

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 catch basins are inspected at least once per 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. Catch basin inspections are conducted by contracted vendor when requested. At the time of

cleaning, the catch basins will also be inspected for proper function. Maintenance or repair will be prioritized based on condition and scheduled for repair as needed.

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.

Mansfield Township has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township continue to function properly. Currently the Township operates:

- catch basins (inlets)
- storm drains
- detention basins
- buffer strips
- swales

These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high-risk areas preventative maintenance will be performed on all stormwater facilities to ensure that they continue to operate properly.

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.

Inspections are conducted annually by public works during the course of normal public works duties, particularly after major storm events, and supplemented by contracted consultant, when requested.

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 of outfall pipes are conducted annually and made part of the illicit connection inspection process. All sites with signs of scouring are placed on a prioritized list with repairs made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs that do not need NJDEP permits are typically prioritized since the repair timelines can be expedited.

The annual inspections enable the Township to monitor repairs and ensure that scouring has not resumed.

If complaints are reported or if any outfalls are found to have a suspected illicit discharge, we re-inspect within 30 days and sample in accordance with NJDEP's MS4 Guidance to determine if an illicit connection exists.

If an illicit discharge is detected, the Township will begin the work to identify the source within 30 days. We fill out and submit the NJDEP Illicit Connection Inspection Report Forms for each suspected illicit discharge to submit with our Annual Report.

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.

Mansfield Township has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. These stormwater facilities will be inspected annually to insure that they are functioning properly. Inspections are performed by contracted vendor, when requested. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

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 of Mansfield maintains a list of stormwater facilities that are not owned by the municipality and is currently reviewing the list for accuracy, as part of the MS4 mapping exercise. The list includes location, type, and facility contact information. The Township requires an annual certification from these owners and follows up to ensure the inspections are conducted and the facilities are maintained.

8. Infrastructure Records

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

All infrastructure records are maintained in the office of the Superintendent of Public Works.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
<p>The Township of Mansfield does not apply herbicides to its properties.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Mansfield Township stores its de-icing material in a permanent salt storage structure located at its maintenance yard. Trucks pull up to the building's edge for loading. At the completion of loading or unloading activities, inspections are conducted for spilled material, with any excess returned to salt piles by shovel or backhoe. This procedure is also used on streets, where an excess amount may have been unintentionally discharged.</p>
<p>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.).</p>
<p>Any and all roadside waste generated by the Borough is immediately removed at the conclusion of the task and/or upon discovery.</p> <p>Roadside vegetation is manually cut back.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>Road crews maintain and constantly monitor roadway conditions. Crews are out daily performing various tasks that enable them to identify areas of erosion or deterioration. Whenever possible, temporary solutions are implemented (stone, cold patch, etc.). Areas are logged for future repair, often added to larger road improvement projects.</p>

Identified areas of particular concern are coned off or barricaded for public safety until a safe and permanent fix is installed.

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	
Mansfield Township DPW 1710 NJ-57 Hackettstown, NJ 07840	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly site inspection reports will be maintained. As a matter of continued practice, the public works site is continuously inspected by the Public Works Supervisor and corrective action, when required, is taken immediately. All records are maintained in the office of the Public Works Supervisor.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Clean Stone, 1 ½” stone	Landscaping trailers
Millings	
Broken concrete/asphalt	
Street sweeping (temporary storage)	
All materials are stockpiled for use and/or collection prior to delivery to recycling location (asphalt/concrete/street sweepings)	
*There are no storm drains located at the public works facility	

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>	
<p>No containers are stored outdoors.</p>	
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>	
<p>Fueling is conducted using a 500-gallon above ground tank with secondary containment. Nozzles are inspected frequently or replaced to guard against spillage. There are spill kits and fire extinguishers on site. Drivers are required to stay with the vehicle at all times during fueling activities.</p>	
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>	
<p>All maintenance and repair work is performed inside the municipal garage.</p>	
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>	
<p>Vehicles are no longer washed on site, or at any other location. Rinsing using water only is conducted, very occasionally. While the garage is equipped with a wash bay, it has been out of service and in need of repair for several years. There is no plan or desire to resume</p>	

<p>vehicle washing activity.</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>All salt and deicing materials are stored in the permanent salt storage building.</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>There is no municipal curbside collection of brush or leaves in the Township of Mansfield. Materials are not stored on site.</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Cold patch is stored in a three-sided covered container inside the municipal facility.</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>Street sweeping materials are temporarily stored at the municipal yard prior to deliver to the Warren County District Landfill (Pollution Control Financing Authority) in Oxford, NJ. Tickets are received at the recycling center and records are maintained in the public works office.</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Construction or demolition materials that may be collected are temporarily stored at the municipal yard prior to deliver to the Warren County District Landfill (Pollution Control Financing Authority) in Oxford, NJ. Tickets are received at the recycling center and records are maintained in the public works office.</p> <p>There is no municipal curbside collection of brush or leaves in the Township of Mansfield.</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap tires are temporarily stored in a container at the public works facility prior to delivery to the Warren County District Landfill for recycling.</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>of to Inoperable vehicles and equipment are stored temporarily only prior to auction. Inspections the municipal yard include the inspection of any equipment that may be stored at that time to ensure that there is no leaking/spillage of fluids, etc.</p>



Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Stormwater Program Coordinator (SPC) for Mansfield Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.</p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	In-person
Construction Site Stormwater Runoff	Field training
Post-Construction Stormwater Management in New and Redevelopment	Field Training
Community-wide Ordinances	In-person
Community-wide Measures	In-person, virtual

Stormwater Facilities Maintenance	Field training
Municipal Maintenance Yards and Other Ancillary Operations	Field training
MS4 Mapping	Virtual group
Outfall Stream Scouring	Field training
Illicit Discharge Detection and Elimination	Field training

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8. The design reviewer for Mansfield Township is the municipal engineer.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Training is required for individuals who review and approve applications for development and redevelopment projects in the municipality at a minimum of once per term. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects.</p> <p>Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm. Within 6 months of commencing duties, officials watch the “Asking the Right Questions” video Stormwater Review Training Tool. Once per term thereafter, officials are required to watch at least one of the online NJDEP videos in the series available under Post-Construction Stormwater Management.</p>

Training Records
Indicate the location of training records for the above required training.
Township Clerk’s office



Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>Work is in progress, information below is areas mapped to date, with the balance to be completed in advance of the 1/1/2026 permit deadline. The numbers in this section reflect that partial mapping status. The stormwater infrastructure map will be uploaded to the municipal website upon completion.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	163
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	To be identified/mapped
c. MS4 interconnections	2 (identified/mapped to date)
d. MS4 storm drain inlets	607
e. MS4 manholes	25 (identified/mapped to date)
f. Length of conveyance (channels, pipes, ditches, etc.)	To be identified/mapped
g. MS4 pump stations	To be identified/mapped
h. MS4 stormwater facilities (any that are not listed above)	To be identified/mapped
i. Maintenance yard(s) and other ancillary operations	To be identified/mapped
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>All MS4 infrastructure is being identified via the initial MS4 mapping work. Once completed, it will be updated as needed to ensure accuracy.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>Mansfield Township has contracted with Stormwater Compliance Solutions, LLC, to perform and complete the mapping work required under the 2023 MS4 permit. Initial work for 2023 has been completed, as reflected in 2a-i above.</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Watershed Improvement Plan is pending at this time and will be developed in accordance with the Tier A permit requirements.
2. Describe any regional projects or collaboration efforts with other municipalities.
Pending/To be determined
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All meeting minutes are maintained by the Borough Clerk and available for public inspection.