

TOWNSHIP OF PEMBERTON  
STORMWATER POLLUTION PREVENTION PLAN

MARCH 2005  
REVISED APRIL 2016

ARH# 32-06002

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PHIL SAGER  
DIRECTOR OF PUBLIC WORKS

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DENNIS GONZALEZ  
BUSINESS ADMINISTRATOR

TOWNSHIP OF PEMBERTON  
STORMWATER POLLUTION PREVENTION PLAN

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Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Phil Sager

Title: Stormwater Coordinator

Date: April 21, 2016 (Updated)

Municipality: Township of Pemberton

County: Burlington

NJPDES #: NJGNJG0148652

PI ID #: 207721

Stormwater Program Coordinator: Phil Sager

Title: Superintendent of Public Works

Office Phone #: (609) 894-7968

Emergency Phone #: (609) 668-4184

Public Notice Coordinator: Amy Cosnoski

Title: Township Clerk

Office Phone #: (609) 894-3313

Emergency Phone #: \_\_\_\_\_

Post-Construction Stormwater Management Coordinator: Dave Benedetti

Title: Construction Official

Office Phone #: (609) 894-3306

Emergency Phone #: (856) 854-5449

Local Public Education Coordinator: Dennis Gonzalez

Title: Business Administrator

Office Phone #: (609) 894-3303

Emergency Phone #: \_\_\_\_\_

Ordinance Coordinator: Andrew Bayer, Esq. and Amy Cosnoski

Title: Township Solicitor and Township Clerk respectively

Office Phone #: (609) 278-1900 (A.B)

Emergency Phone #: (609) 894-3313

Public Works Coordinator: Phil Sager

Title: Superintendent of Public Works

Office Phone #: (609) 894-7968

Emergency Phone #: (609) 668-4184

Employee Training Coordinator: Joyce Tines

Title: Safety Coordinator

Office Phone #: (609) 894-3323

Emergency Phone #: \_\_\_\_\_

Other: Dave Benedetti

Title: Construction Official

Office Phone #: (609) 894-3306

Emergency Phone #: (856) 854-5449

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Township of Pemberton

County: Burlington

NJPDES # : NJG0148652

PI ID #: 207721

Team Member/Title: Amy Cosnoski, Township Clerk

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: before 2000

Date of most recent update: April 2016

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

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et seq.), Pemberton Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Pemberton Township provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et seq. In addition, for municipal actions (e.g. adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (NJSA 40:55D-1 et seq.) Pemberton Township complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Township of Pemberton

County: Burlington

NJPDES # : NJG0148652

PI ID #: 207721

Team Member/Title: Dave Benedetti, Construction Official

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: 2005

Date of most recent update: April 2016

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.

*To control stormwater in new development and redevelopment projects throughout Pemberton Township (including projects we operate), we will do the following: Assure that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards assure such compliance before issuing preliminary and final subdivision or site plan approvals under the Municipal Land Use Law.*

*Pemberton Township has adopted a Municipal Stormwater Management Ordinance (adopted 12-6-2006 Ordinance No. 25-2006) modeled after the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the BMP Manual.*

*The ordinance will continue to be administered by our planning and zoning boards and code enforcement officer to control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the ordinance regulates aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.*

*Pemberton Township will assure adequate long-term operation as well as preventative and corrective maintenance (including replacement) for any installed BMP. For BMPs on private property that the Township of Pemberton does not operate, we intend to enforce the provision as stated in municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Township of Pemberton

County: Burlington

NJPDES # : NJG0148652

PI ID #: 207721

Team Member/Title: Dave Benedetti, Construction Official

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: 2005

Date of most recent update: April 2016

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.

*Pemberton Township will continue to enforce, through the municipal control ordinance, compliance with the design standards in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Pemberton Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate Device Exemptions" or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no larger than two (2) inches across the smallest dimension.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : 0148652 PI ID #: 207721

Team Member/Title: Dennis Gonzalez, Business Administrator

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

## Local Public Education Program

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

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our Township newsletter. Extra copies will be available at our County Library and at our Municipal Building.*

*Our annual event will be held each fall in coordination with our community day celebration. We will make the DEP brochure and other educational materials available at our table.*

*In addition, we will invite our high school environmental club, local watershed group and other environmental groups to set up their own booths during this event.*

*The Township will also make the brochure available to the public via the Township website.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2006 Date of most recent update: April 2016

## Storm Drain Inlet Labeling

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

*The Township of Pemberton has labeled all the storm drain inlets that were located along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by the Township. This includes schools and fire department stations.*

*The Township continues to adhere to an annual catch basin cleaning program, at which time these labels are checked to ensure that they are still visible, and if they are not, that they are re-labeled in a timely manner.*

*Pemberton Township did not have to label inlets that are on streets with no sidewalks.*

*Pemberton Township did not have to label inlets along county roads. This is the county's responsibility.*

*The abovementioned inlet labeling was completed in 2006*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2009 Date of most recent update: April 2016

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.)?

*A map of the locations of all outfall pipes operated by Pemberton Township has been put together. The actual data points and attribute information collected for each of the outfall structures were collected in an ArcGIS digital format and was uploaded to the Township's GIS system. This is referenced in the investigations of potential illicit connections (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) This map was developed displaying the outfall pipe locations with an alphanumeric identifier on a scaled map. Major waterways and all other water bodies receiving outfall pipe discharges are also identified on the map.*

*Inlets were not required to be mapped, only discharge points.*

*The MS4 outfall mapping was completed in 2009.*

*The Township maintains the mapping current by requesting MS4 Outfall Pipe locations for all proposed developments prior to final approvals. This information is then added to the map in a timely manner.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Township of Pemberton County Burlington  
 NJPDES # : NJG0148652 PI ID #: 207721  
 Team Member/Title: Phil Sager, Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: 2006 Date of most recent update: April 2016

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.

*Any reports of illicit connections are given to the Code Enforcement Officer and the Public Works Superintendant for investigation.*

*An initial physical inspection of all of the Township outfall pipes was done during the mapping process in 2009. The inspections were done using the DEP Illicit Connection Inspection Form and filed with the SPPP records. All the Township owned outfall structures were identified and not one was found to be an illicit connection.*

*The Township will continue to enforce the Illicit Connection Ordinance. Any outfall pipe that is found or reported to have a dry weather flow or evidence of an intermittent non-stormwater flow will be investigated for an illicit connection. If we are able to locate the illicit connection (and the connection is within Pemberton Township), we will cite the responsible party for being in violation of our Illicit Connection Ordinance and we will have the connection eliminated immediately. If after an appropriate amount of investigation we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Pemberton Township will report the illicit connection to the NJDEP.*

*All illicit connections found and that are subject to the ordinance prohibiting illicit connections will be eliminated within six (6) months of discovery.*

# SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <u>Township of Pemberton County Burlington</u> NJPDES # : <u>NJG0148652</u> PI ID #: <u>207721</u> Team Member/Title: <u>Phil Sager, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u> Date of Completion: <u>2009</u> Date of most recent update: <u>April 2016</u>
<b>Prior to May 2, 2006</b>	
<i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? <u>1</u>	
Number of outfalls found to have a dry weather flow? <u>2, submerged</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
<b>May 2, 2006 – May 1, 2007</b>	
<i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? <u>1</u>	
Number of outfalls found to have a dry weather flow? <u>2, submerged</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
<b>May 2, 2007 – May 1, 2008</b>	
<i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? <u>1</u>	
Number of outfalls found to have a dry weather flow? <u>2, submerged</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
<b>May 2, 2008 – May 1, 2009</b>	
<i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? <u>1</u>	
Number of outfalls found to have a dry weather flow? <u>2, submerged</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

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.

*Pemberton Township has adopted and is enforcing a Yard Waste Ordinance that protects the public health, safety and welfare, and to prescribe penalties to those who do not comply. The ordinance prohibits all yard wastes from being placed closer than ten feet (10') from any storm sewer inlet along the street, unless they are bagged or otherwise containerized. The owner or occupant of any property, or any employee or contractor of such owner or occupant, shall not sweep, rake, blow or otherwise place yard waste, unless the yard waste is containerized, in the street. Otherwise, the party responsible for placement of yard waste in the street must remove the yard waste from the street or said party shall be written a written warning for first offensive and be subject to penalties for subsequent offenses.*

*The Township will be revising the Ordinance to remove the requirement of prohibiting yard waste being placed at the curb or along the street more than seven (7) days prior to scheduled collection.*

*The residents are notified of the leaf pick up schedules via the newspaper and the Township website. The following is taken from the newspaper ad:*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Amy Cosnoski, Township Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

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

Pet Waste: Adopted 10-6-05 (Ordinance No. 16-2005)

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

Litter: Adopted 10-6-05 (Ordinance No. 18-2005)

Improper Waste Disposal: Adopted 10-6-05 (Ordinance No. 17-2005)

Wildlife Feeding: Adopted 10-6-05 (Ordinance No. 15-2005)

Yard Waste: Adopted 10-6-05 (Ordinance No. 14-2005 and 20-2005)

Illicit Connections: Adopted 10-6-05 (Ordinance No. 19-2005)

## How will these ordinances be enforced?

*Yard Waste Ordinance revision: 7 day requirement shall be removed from Ordinance by November 2010.*

*Refuse Containers/ Dumpsters Ordinance to be adopted by November 2010. Model ordinance submitted to the Township for review.*

*Private Storm Drain Inlet Retrofitting Ordinance to be adopted by November 2010. Model ordinance submitted to the Township for review.*

*The definition of "permanent structure" shall be added to the ordinance by November 2010.*

*Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Township of Pemberton County Burlington  
 NJPDES # : NJG0148652 PI ID #: 207721  
 Team Member/Title: Phil Sager, Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: 2004 Date of most recent update: April 2016

What type of storm drain inlet design will generally be used for retrofitting?  
*NJDOT bicycle safe grates and (if needed) a curb opening w/ a clear space no larger than 2" across smallest dimension*

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>Kinsley Road, Phase I</i>	<i>2004</i>	<i>8/04</i>	<i>12/04</i>	<i>2</i>	<i>none</i>
<i>2004 - 2005 Road Program</i>	<i>3/05</i>	<i>3/05</i>	<i>6/05</i>	<i>21</i>	
<i>Norcross Lane</i>	<i>3/09</i>	<i>3/09</i>	<i>6/09</i>	<i>3</i>	
<i>2009 Road Program</i>	<i>9/09</i>	<i>9/09</i>	<i>2010</i>	<i>11</i>	
<i>Springfield Road</i>	<i>3/09</i>	<i>3/09</i>	<i>11/09</i>	<i>2</i>	

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

*Only required where such inlets are in direct contact with repaving or reconstruction on the roads (not pothole repair). Across the board retrofitting is not required.*

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

Municipality  
Information

Municipality: Township of Pemberton County: Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA):

Date of Completion: 2005 Date of most recent update: April 2016

## 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.)*

*Pemberton Township shall sweep all municipality owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.*

*Street Sweeping Program: Starts in April (weather permitting) & ends in November.*

## Road Erosion Control Maintenance

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

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

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

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Township of Pemberton County: Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Dave Benedetti, Construction Official

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2009 Date of most recent update: April 2016

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

*A catch basin cleaning program has been implemented where all catch basins are inspected and cleaned once a year. If at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are found to be in disrepair.*

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.)

*Pemberton Township's Stormwater Facility Maintenance Program has been implemented to ensure that all stormwater facilities operated by the Township of Pemberton are working properly. The Township operates the following:*

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

*These stormwater facilities will be inspected annually and cleaned, if necessary, to assure that they are functioning properly*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Township of Pemberton County: Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

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.)

*When we performed the illicit connection part of this program (which was also done at the time of the outfall structure mapping), we checked all of our outfall pipes for signs of scouring. All the outfalls were checked and none were in need of repair.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Township of Pemberton County Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

## 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.

*Pemberton Township currently stores its deicing salt in its salt storage dome located at its maintenance yard.*

*Good Housekeeping Practices for Salt and De-icing Material Handling:*

*a.) The SPPP for De-icing Material Storage shall include the following required practices to ensure that Municipal Maintenance Yard Operations prevent or minimize the exposure of salt and de-icing materials during loading and unloading activities.*

*i. Prevent and/ or minimize the spillage of salt and de-icing materials during loading and unloading activities.*

*ii. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.*

*iii. Sweeping by hand or mechanical means of storage and loading/ unloading areas shall be done on a regular basis. More frequent sweeping is required following unloading/ loading activities. Sweeping shall also be conducted immediately following, as practicable, loading/ unloading activities.*

*b.) Interim Seasonal Tarping: All Tier A Municipalities must tarp all de-icing materials until a permanent structure is built. Interim storage measure must include, but are not limited to the following:*

*i. Tarping materials that are not actively being used.*

*ii. The storage of de-icing materials (salt and de-icing products) outside is limited to October 15<sup>th</sup> through April 30<sup>th</sup>.*

*iii. The implementing of a regular inspection, sweeping and housekeeping program to ensure that the material is maintained and stored in a proper manner.*

*iv. All sand for use in baseball fields, playgrounds, etc. must be stored at least 125 feet from storm sewers or waterbodies.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Township of Pemberton County Burlington</u> NJPDES # : <u>NJG0148652</u> PI ID #: <u>207721</u> Team Member/Title: <u>Phil Sager, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u> Date of Completion: <u>2005</u> Date of most recent update: <u>April 2016</u>	
<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>Attachment D enclosed as part of this SPPP</i>	<i>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)		<i>Monthly inspections will be made to ensure that the SOP is being met.</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>Monthly inspections of all municipal maintenance yards and ancillary operations will be made.</i>

# SPPP Signature Page

Municipality  
Information

Municipality: Township of Pemberton County: Burlington

NJPDES # : NJG0148652 PI ID #: 207721

Team Member/Title: Phil Sager, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 2005 Date of most recent update: April 2016

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

\_\_\_\_\_  
(Signature)

April 9, 2010  
(Date)

Phil Sager  
(Print Name)

Superintendent of P.W.  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

## **Attachment A**

### **Contents of the Stormwater Pollution Prevention Plan**

#### **A. SPPP Team**

1. The Stormwater Pollution Prevention Plan (SPPP) shall identify the person or persons responsible for implementing or coordinating the SPPP activities (including at the Tier A Municipality's discretion, OMs).

#### **B. Description of Required Best Management Practices**

1. The SPPP shall identify and discuss each Statewide Basic Requirement (SBR) and best management practice (BMP) required by the Tier A Municipal Stormwater General Permit.
2. The SPPP shall identify and discuss each Additional Measure (AM), if any, required by the Tier A Municipal Stormwater General Permit.
3. The SPPP shall identify and discuss any Optional Measures (OMs) the Tier A Municipality chooses to include in its stormwater program.
4. For each SBR, AM, or OM included in the Tier A Municipality's stormwater program, the SPPP shall:
  - a. Describe the method of implementation;
  - b. Include detailed record keeping, as appropriate or as required;
  - c. Include an implementation schedule consistent with permit requirements, including interim milestones;
  - d. Include any special diagrams required by the permit (i.e., Storm Drain Inlet Labeling and Illicit Connection Elimination and MS4 Outfall Pipe Mapping);
  - e. Sharing responsibilities (If the Tier A Municipality wants to share responsibilities for implementing one or more control measures (other than OMs) with one or more other entities pursuant to N.J.A.C. 7:14A-25.7(a), the SPPP must describe which measure(s) the Tier A Municipality will implement, and identify the entity(ies) that will implement the other measure(s));
  - f. Include maintenance schedules, as appropriate; and
  - g. Include inspection schedules, as appropriate.
5. Identifying Areas Served by Combined Sewer
  - a. Tier A Municipalities that want to exclude any "combined sewer area" from the stormwater program must include a map showing the boundaries of the combined sewer area. A "combined sewer area" is an area that is excluded because all stormwater from that area (and operated by the municipality) is discharged to combined (or sanitary) sewer systems.

## Attachment B

### Procedures for Detecting, Investigating, and Eliminating Illicit Connections

#### *Detection*

An illicit connection for the purposes of this permit, is any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the Tier A Municipality's small MS4, unless that discharge is authorized under a NJPDES permit other than this Tier A Municipal Stormwater General Permit (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system). An illicit connection is also any category of non-storm water discharges that a Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).

MS4 outfall pipes, for the most part, should not be discharging during substantial dry periods (72 hours after a rain event). Such flow is frequently referred to as "dry weather flow", which may be the result of an illicit connection. All dry weather flows are generally non-stormwater discharges, however not all dry weather flows are illicit connections. Some non-stormwater flows result from the improper disposal of waste (e.g., radiator flushing, engine degreasing, improper disposal of oil) and some may be the result of allowable discharges such as residential car washing, irrigation runoff, permitted (NJPDES) discharges and natural waters (e.g., spring water and groundwater infiltration). By using the Department's Illicit Connection Inspection Report form and making physical observations, a Tier A Municipality will compile information that will help determine if the dry weather flow is an illicit connection and the most likely source of the illicit connection. After making these physical observations, additional chemical field testing will enable a Tier A Municipality to further narrow the potential source(s) of the illicit connection.

The first physical observation is to observe if there is a dry weather flow. Some dry weather discharges are continuously flowing and some are intermittent. Observations will allow the Tier A Municipality to establish with reasonable certainty if there is an intermittent flow. If there are indications of intermittent flows (staining, odors, deterioration of outfall structure) follow-up investigations are required (see Investigation section). An estimate of the flow rate of the discharge shall also be noted (flow rate can be estimated by various methods, including timing how long it takes to fill a container of a known size). Additional physical observations and measurements shall be made for odor, color, turbidity, floatable matter, temperature, deposits and stains, vegetation and algal growth and condition of outfall structure (see Illicit Connection Inspection Report form). Information compiled from physical observations and field monitoring should be used to help identify potential sources. These observations are very important since they are the simplest method of identifying grossly contaminated dry weather flows. If physical observations alone are sufficient to warrant further investigation, then field testing is not required.

If a dry weather flow exists, and after making all physical observations (unless physical observations are enough to warrant further investigation), the Tier Municipality shall field test for surfactants (detergents). If these flows contain surfactants in excess of the detection limit, Tier A Municipalities shall field test for ammonia (as N) and potassium to help distinguish sanitary wastewater sources from other non-storm water flows that contain detergents. Non-stormwater discharges that are absent of surfactants shall be tested for fluoride to help distinguish potable from non-potable sources. Municipalities should refer to the Tier A Stormwater General Permit Guidance Manual for assistance and interpretation of field testing results.

All of the tests for the tracing of illicit connections may be performed in the field by employees of the Tier A Municipality or may be contracted out. Lab certification for those parameters is not required, however all person(s) responsible for calibrating, maintaining, and taking field samples shall be trained in the use of the equipment and appropriate field testing protocol.

#### *Investigation*

Any storm sewer outfall pipe found during the initial inspection or on any subsequent inspection to have a non-stormwater discharge or indications of an intermittent non-stormwater discharge requires further investigation by the Tier A Municipality to identify and locate the specific source. Non-stormwater discharges suspected of being sanitary sewage and/or significantly contaminated shall be prioritized and investigated first. Investigations of non-stormwater discharges suspected of being cooling water, washwater, or natural flows may be delayed until after all suspected sanitary sewage and/or significantly contaminated discharges have been investigated, eliminated and/or resolved.

Dry weather flows believed to be an immediate threat to human health or the environment shall be reported immediately to the Department's Action Hotline at 1-877-WARNDEP (1-877-927-6337).

Physical observations and field testing can help narrow the identification of potential sources of a non-stormwater discharge. However it is unlikely that either will pinpoint the exact source. Therefore, Tier A Municipalities will need to perform investigations "upstream" to identify illicit connections to systems with identified problem outfalls.

All non-stormwater discharges, whether continuous or intermittent must be investigated by the Tier A Municipality. All investigations must be resolved. If the source is found to be a non-stormwater discharge authorized under Part 1, Section A.2.c of the permit, no further action is required. If a non-stormwater discharge is found but no source is able to be located within six (6) months of beginning the investigation, then the Tier A Municipality shall submit to the Department a Closeout Investigation form to close out the investigation. The Tier A Municipality must document that a good faith effort was made to find the source of the dry weather discharge and document each phase of the investigation. If the observed discharge is intermittent the Tier A Municipality must document, in the Illicit Connection Inspection Report form, that a minimum three (3) separate investigations were made to observe the discharge when it is flowing. If these attempts are unsuccessful, the Tier A Municipality shall submit to the Department the Closeout Investigation form noted above. However, since this is an ongoing program, the Tier A municipality should periodically recheck these suspected intermittent discharges.

#### *Elimination*

Non-stormwater discharges traced to their source and found to be illicit connections subject to the ordinance prohibiting illicit connections shall be eliminated. At the time the illicit connection is detected the responsible party shall be cited for violation of the municipal ordinance prohibiting illicit connections and given thirty (30) days to cease the non-stormwater discharge. The responsible party may apply for a NJPDES permit for the discharge, but the discharge shall be ceased until a valid NJPDES permit has been issued by the Department. Tier A Municipalities are required to verify that the illicit discharge was eliminated by the responsible party within the specified timeframe and ensure that measures taken to eliminate the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

When a responsible party fails to eliminate the discharge, Tier A Municipalities shall take the necessary steps to enforce their ordinance, including court action. In such instances the Department shall be notified by written correspondence so it is aware of any pending action and is able to provide assistance if needed.

If an illicit connection cannot be located or is found to emanate from another public entity, Tier A Municipalities must submit to the Department a written explanation detailing the results of the investigation and notify that public entity.

## Attachment C DESIGN STANDARD - STORM DRAIN INLETS

This standard applies to storm drain inlets installed as part of new development and redevelopment projects (public or private) that disturb one acre or more. In addition, retrofitting of existing storm drain inlets to this standard is required where such inlets are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard see "Exemptions" below.

### Grates in Pavement or Other Ground Surfaces

Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

1. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996).
2. A different grate, if each individual clear space in the grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

(In regard to whether the different grate must also be bicycle safe, the Residential Site Improvement Standards include requirements for bicycle-safe grates.)

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

### Curb-Opening Inlets Including Curb-Opening Inlets in Combination Inlets

Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

### Exemptions

#### *Retrofitting Exemptions*

1. Repaving, repairing, reconstruction or alterations projects that began construction prior to March 3, 2004, and projects that were awarded bid prior to March 3, 2004, are exempted from the storm drain inlet design standard.
2. Existing curb-opening inlets do not need to be retrofitted to meet the design standard if each individual clear space in the curb opening has an area of no more than nine (9.0) square inches.

*Hydraulic Performance Exemptions*

1. New Development and Redevelopment Projects - Where the review agency determines that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards.
2. Retrofitting of existing storm drain inlets - Where the review agency determines that this standard would cause inadequate hydraulic performance.

*Alternative Device Exemptions*

1. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
  - a. A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or
  - b. A bar screen having a bar spacing of 0.5 inches.
2. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8.

Note - The preceding exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle-safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(a)).

*Historic Places Exemption*

Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

**Attachment D**  
**REQUIRED PRACTICES FOR FUELING OPERATIONS) VEHICLE**  
**MAINTENANCE, AND GOOD HOUSEKEEPING SBRs**

A. The following BMPs must be implemented at maintenance yards including maintenance activities at ancillary operations (for example, impound yards, solid waste transfer stations, mobile fueling), where applicable, operated by Tier A Municipalities:

**1. Inventory Requirements for Municipal Maintenance Yard Operations (including Ancillary Operations)**

a. Tier A Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:

i. A list to be made part of the SPPP of general categories of all materials or machinery located at the municipal maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the municipal maintenance yard or related to its operations do not need to be included.

**2. Fueling**

a. No topping off vehicles, mobile-fuel tanks, and storage tanks. Drip pans must be used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.

b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. A trained employee must always be present to supervise during bulk fuel transfer.

c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

d. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must immediately be repaired or replaced.

**3. Vehicle Maintenance**

a. Perform all vehicle and equipment maintenance at an indoor location with a paved floor whenever possible. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over the equipment being serviced when not being worked on, and drip pans must be used.

#### 4. General Good Housekeeping

a. Properly mark or label all containers. Labels must be kept clean and visible. All containers must be kept in good condition and tightly closed when not in use. When practical, containers must be stored indoors. If indoor storage is not practical, containers may be stored outside as long as they are covered and placed on spill platforms. An area that is graded and/or benched that prevents run-through of stormwater may be used in place of spill platforms. Outdoor storage locations must be regularly maintained.

b. Conduct cleanups of any spills or liquids or dry materials immediately after discovery. Clean all maintenance areas with dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and the rest of the area is to be swept. Collected waste is to be disposed of properly. Clean-up materials, spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

#### 5. Good Housekeeping Practices for Salt and De-icing Material Handling

a. The SPPP for De-icing Material Storage shall include the following required practices to ensure that Municipal Maintenance Yard Operations prevent or minimize the exposure of salt and de-icing materials to stormwater runoff from storage, loading and unloading areas and activities:

i. Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.

ii. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.

m. Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.

iv. Tracking of materials from storage and loading/unloading areas shall be minimized.

v. Minimize the distance salt and de-icing materials are transported during loading/unloading activities.

b. Interim Seasonal Tarping - All Tier A Municipalities must tarp all de-icing materials until a permanent structure is built. Interim storage measures must include, but are not limited to the following:

i. Tarping materials that are not actively being used.

ii. The storage of de-icing materials (salt and de-icing products) outside is limited to October 15th through April 30th. All salt and de-icing materials must be removed from the site prior to May 1<sup>st</sup> and may not be stored outside again until October 15th.

m. The implementing of a regular inspection, sweeping and housekeeping program to ensure that the material is maintained and stored in a proper manner.

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## 6. Inspections

- a. Inspections of all Municipal Maintenance Yard Operations shall be conducted regularly.
- b. Discharge of Stormwater from Secondary Containment
  - i. The discharge pipe/outfall from a secondary containment area must have a valve and the valve must remain closed at all times except as described below. A municipality may discharge stormwater that accumulated in the secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the municipality must rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

## Attachment E

### Local Public Education Approved Activities and Point Totals

**I. Tier A Municipalities** shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.

1. School Presentations - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit /maximum of 5 points per year)
2. Website -Maintain a stormwater related page on the municipal website and include a link to [www.cleanwater.nj.gov](http://www.cleanwater.nj.gov). (1 point)
3. Stormwater Display –Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
4. Giveaway -Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
5. Citizen Stormwater Advisory Committee -Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. Utilize Department Materials - Use Department created stormwater education materials, which can be found on [www.cleanwater.nj.gov](http://www.cleanwater.nj.gov) to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each /maximum of 4 points per year)
7. Poster Contest –Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. Stormwater Training for Elected Municipal Officials -Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. Mural -Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. Mailing -Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g. calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. Partnership Agreement /Local Event - Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)
12. Ordinance Education -Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse

Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances, (5 points)

\* Posting these ordinances does not constitute the development of a website referenced above.

**Attachment F**  
**MUNICIPALITIES AFFECTED BY THE TMDL FOR THE "NON-TIDAL PASSAIC RIVER**  
**BASIN ADDRESSING PHOSPHORUS IMPAIRMENTS"**

Bergen County

Elmwood Park Borough	Fair Lawn Borough	Franklin Lakes Borough
Garfield City	Glen Rock Borough	Mahwah Township
Midland Park Borough	Oakland Borough	Ramsey Borough
Ridgewood Village	Waldwick Borough	Wycoff Township

Essex County

Caldwell Borough	Cedar Grove Township	Essex Fells Borough
Fairfield Township	Livingston Township	Millburn Township
Montclair Township	North Caldwell Borough	Roseland Borough
Verona Township	West Caldwell Township	West Orange Township

Morris County

Butler Borough	Boonton Town	Boonton Township
Denville Township	Chatham Borough	Chatham Township
Hanover Township	East Hanover Township	Florham Park Borough
Long Hill Township	Kinnelon Borough	Lincoln Park Borough
Mendham Township	Madison Borough	Mendham Borough
Morris Township	Montville Township	Morris Plains Borough
Parsippany-Troy Hills	Morristown Town	Mountain Lakes Borough
Riverdale Borough	Pequannock Township	Randolph Township

Passaic County

Bloomington Borough	Clifton City	Haledon Borough
Hawthorne Borough	Little Falls Township	North Haledon Borough
Paterson City	Pompton Lakes Borough	Prospect Park Borough
Ringwood Borough	Totowa Borough	Wanaque Borough
Wayne Township	West Milford Township	West Paterson Borough

Somerset County

Bernards Township	Bernardsville Borough	Bridgewater Township
Warren Township		

Union County

Berkeley Heights Twp.	New Providence Borough	Summit City
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