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Hardwick Township  
40 Spring Valley Road  
P.O. Box 284  
Hardwick, NJ 07825

Tier A GENERAL PERMIT  
NJDEP General Permit No. NJG0153575  
Program Interest ID #198048

# MS4 STORMWATER POLLUTION PREVENTION PLAN (SPPP)

November 2023  
Updated January 2026

PREPARED BY:



700 Grand Avenue  
Unit 5A  
Hackettstown, NJ 07840

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<b>SPPP Form 1 – Team Members</b>			
<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Denis F. Keenan, PE, CME	
Phone	908.850.0977	Email	Denis.Keenan@FPAEngineers.com
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Stefanie Williams, PE, CME	
Phone	908.850.0977	Email	Stefanie.Williams@FPAEngineers.com
Name and Title			
Phone		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Tom Campbell, Certified Public Work Director	
Phone	(908) 459-5011	Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	
<i>French and Parrello</i>	<i>Mapping Services</i>	<i>As Necessary</i>	

## SPPP Form 2 – Revision History

	Revision Date	SPPP Form Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
1.	September 2023	All	2023 Tier A Designation
2.	January 2026	3, 9, 10	Updated forms per latest standards
3.			
4.			
5.			
6.			
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11.			
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13.			
14.			
15.			

## SPPP Form 3 – Public Announcements

*Part IV.B. and C.*

<p>1. Provide the link to the dedicated stormwater webpage for your municipality.</p>	<p style="text-align: center;"><a href="https://www.hardwicktp.com/announcements/stormwater-information/">https://www.hardwicktp.com/announcements/stormwater-information/</a></p>
<p>2. List the name and title of person(s) responsible for stormwater webpage postings/updates</p>	<p>Kristin Shipps</p>
<p>3. <i>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.</i></p>	
<p><i>The Township of Hardwick provides public notice of meetings as required by the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. Seq. for the passage of ordinances. The Township has also provided public notice for municipal actions taken, such as the adoption of the stormwater management plan, as outlined by the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. Seq.). Written Notice is provided in Star-Ledger and New Jersey Herald and posted on the notice board of the Municipal Building and on the Township Website.</i></p> <p><i>The Township provides public education and information through tax bill mailings, information on the Township’s website.</i></p>	
<p>4. <i>Describe the educational activities you conducted last year to earn the required 12 points and provide the dates for those activities.</i></p>	
<p>5. <i>Indicate the location of records associated with public education and outreach activities.</i></p>	

# SPPP 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.

*The Township has the same definition as the NJAC 7:8, Date last amended: July 17, 2023*

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.

*The Township follows the same standards as the NJDEP’s Model SCO.*

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

*The Township has adopted its Municipal Stormwater Management Plan and Stormwater Control Ordinance. The Township’s Engineer reviews the application in accordance with N.J.A.C. 7:8, the Township’s SCO, and RSIS. The application is then reviewed by the appropriate board.*

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.

*Initial Adoption Ord. 2006 -06*

*Amended Ord. 2019.06*

*Amended 3-3-2021 – Ord. 2021 -02*

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

*TBD*

## SPPP Form 5 - Ordinances

### Part IV.F.1

Ordinance	Date Adopted	Was the DEP model adopted without	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	TBD – Intro August 16,2023	Yes.	Local Board of Health	\$2,000
2. Wildlife Feeding	TBD – Intro August 16,2023	Yes.	New Jersey State Police, the New Jersey Park Police, as well as the Hardwick Township Animal Control Officer	\$2,000
3. Litter Control	TBD – Intro August 16,2023	Yes.	New Jersey State Police, Warren County Health Department, and the Hardwick Township Zoning Officer	\$2,000
4. Improper Disposal of Waste	To Be Adopted Dec. 2023	TBD	TBD	--
5. Yard Waste	To Be Adopted Dec. 2023	TBD	TBD	--
6. Private Storm Drain Inlet Retrofitting	To Be Adopted Dec. 2023	TBD	TBD	--
7. Illicit Connection	To Be Adopted Dec. 2023	TBD	TBD	--
8. Privately-Owned Salt Storage	--	--	--	--
9. Tree Removal-Replacement	--	--	--	--

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

None.

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

Municipal Building  
 40 Spring Valley Road  
 Hardwick, NJ 07825

## SPPP Form 6 – Street Sweeping

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.*

*The Township is working on implementing and creating a map to create a street sweeping program.*

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

*TBD*

**SPPP Form 7 – MS4 Infrastructure (1 of 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. During a DPW inspection, DPW worker will install a label.
- b. During reconstruction of roads, milling and paving of roadways or reconstruction of inlets, the Township retrofits inlets using Campbell Foundry’s Type N-ECO curb piece or approved equal. Municipal owned storm drain inlet retrofits are inspected by the Township Engineer during final inspection of a road project before project closeout.  
  

The Township’s Ordinance requires that when an owner of a private storm drain repaves, repairs, reconstructs, or resurfaces or alters their facilities, the owner is required to retrofit the private inlet. Construction Code Official ensures that Private Storm Drain inlets are retrofitted as part of the permit issuance process.
- c. As part of the Planning Board/Board of Adjustment review process, all storm drainage is reviewed against N.J.A.C. 7:8 and the SCO for compliance with Solids and floatable materials controls standards. During the construction phase, the Township Engineer’s inspector will ensure the correct grates are being installed.
- d. All municipally owned storm drain inlets are inspected at least once per year by the DPW and cleaned as necessary. Inlets within flood prone areas are inspected before and after each significant rainfall event.

**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.

- a. 20% of Catch basins are inspected annually on a rolling basis, a minimum of once every 5 years and before/after significant rain events.
- b. Catch basins are cleaned when the amount of collected debris affects the flow capacity of the storm system.

**SPPP Form 7 – MS4 Infrastructure (2 of 3)**

**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.

Inspection of the MS4 conveyance system is done during roadside inspections after a rain event. If a pipe has indication that it is clogged or had slow flow, the DPW worker will inspect the pipe and determine if it needs to be cleaned out. The debris is removed by hand and disposed of in accordance with applicable regulations. The DPW inspects and cleans all outfall every spring and at the end of fall.

**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.

The Town is working on implementing a logged inspection process. The DPW will use NJDEP’s Stream Scouring Investigation Recordkeeping Form to investigate and assess stream scouring from outfalls. Each outfall will be inspected once every 5-years to document the condition of the pipe, headwall, flared end section and any bank or discharge area erosion.

Outfall pipes showing signs of repeated scouring are reported to the Township Engineer for evaluation and prioritization for repair and repaired in accordance with the Standard for Soil Erosion and Sediment Control in New Jersey and requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13. Repairs not requiring NJDEP Permits are addressed first.

All repairs will be then given an annual inspection to determine if further mitigation of scouring will be required.

**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

The Town is working on implementing a logged inspection process to log Illicit connections. The inspections of each outfall will occur during the MS4 Outfall mapping process. They will utilize the DEP provided Illicit Connection Inspection Report Form to conduct the inspections and file the forms with the SPPP Plan. Outfalls that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be re-inspected.

If an illicit connection has been identified and located, the responsible party would be cited for being in violation of the Township’s Illicit Connection Ordinance and the connection would be required to be removed. If after three (3) investigation attempts, an illicit connection had not been found, a closeout investigation form would be prepared and submitted along with the Township Annual Inspection and recertification Report. Illicit Connections found to originate from another public entity would be reported by the Township to the affected entity and the DEP.

**SPPP Form 7 – MS4 Infrastructure ( 3 of 3)**

**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.

The Township maintains one detention basin. Visual inspections, cleaning and monitoring of the facilities are done on a quarterly-yearly basis to ensure the systems are functioning properly.

**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 requires that the owners of stormwater facilities submit annually, the reports and cleaning records of their systems. The Township sends out letters out to all the owners of known privately owned and operated stormwater facilities requesting copies of inspection reports to be submitted. All new stormwater facilities for Planning Board and Board of Adjustment are required to submit an Operation and Maintenance Manual.

**8. Infrastructure Records**

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

Municipal Building  
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## SPPP Form 8 – Community-Wide Measures

### 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.

Not Applicable.

### 2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

DPW crew leaders inspect all salt applications after storm events and direct removal of any excess deicing material within 72-hrs after application.

### 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.).

N/A

### 4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

Any erosion along roadways will be monitored through weekly inspection of roadways.

## SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (1 of 3 Sheets)

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

<b>1. Site Name and Address</b>	
Municipal Building 40 Spring Valley Road Hardwick, NJ 07825	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Fueling areas and tanks are inspected during refilling process. General visual inspections and cleaning are done daily within the facility to ensure no spillage of debris and liquids occurs. Vehicle garage is regularly cleaned and inspected daily. Monthly inspections are logged and kept at this site.	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
Material	Machinery/Equipment
Riprap – Various Sizes	Generator-45 KW
Quarry Process	2-yd dumpsters dedicated for office refuge
Diesel and Gas Tank	Snow Plows
Spill Kit	Township Vehicles
RipRap	Employee Vehicles
Metal Waste – At times	Trailer
ADS Pipe	Small Vibratory Roller
Disel Tank – 550 Gal	Front Loader
Gasoline Tank – 250 Gal	
Inlet Casting	

## SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (2 of 3 Sheets)

**4. Discharge of Stormwater from Secondary Containment**

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Waste are placed in a three-sided storage bays to minimize run-off. The area in front of the storage bays are swept clean during any loading or unloading of material.

**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.

Fueling occurs on site. The fuel tank is a double walled container and under a roofed area. A spill kit is available for the immediate cleanup of any fuel spills. The staff is trained yearly during bulk transfer of the fuel, spill prevention and fuel cleanup. In case of a major spill, the tank that reads “In case of spill call DPW Supervisor”.

**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.

Vehicle and Equipment Maintenance and Repair is done in the Township’s Garage. No repairs or maintenance operations are conducted outside.

**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.

Washing of Pickup Trucks area done off-site. Car washing is done at the Blairstown Car Wash (commercial) facility.

**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

Salt is stored in a permanent salt shed.

## SPPP Form 9 – Municipal Maintenance Yards & Other Ancillary Operations (3 of 3 Sheets)

**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.

Riprap and the Quarry Process is binned in a 3 sided container.

**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.

Yes, within the garage.

**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.

No. These materials are bagged and disposed.

**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.

No.

**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.

Yes, within the garage. The town removes these tires once a year.

**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

No.

**15. Outdoor Refuse and Dumpsters**

Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.

All outdoor dumpsters and refuse containers are kept closed when they are not being used. This will prevent stormwater from getting inside and creating contaminated runoff, and it will also help to prevent any accidental spilling or leaking.

## SPPP Form 10 – Training (Sheet 1 of 2)

### Stormwater Program Coordinators

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) for Storm Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff	
SPPP	At least once per year the SPC provides training to municipal staff whose job duties support the stormwater program via video and in-person training. This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.
Construction Site Stormwater Runoff	Township inspectors observe all project construction activities. Township inspectors review the approved Soil Erosion and Sediment Control Plans and notify the Township Engineer of any potential violations. Inspectors are given video training.
Post-Construction Stormwater Management in New and Redevelopment	The SPC provides video training for personnel on the construction and operation of municipal stormwater management facilities. Training explains the municipality’s definition of major development and the requirements thereof.
Community-wide Ordinances	Staff who are responsible for enforcing stormwater-related ordinance receive annual training on the purpose and what steps to take if a violation is reported.
Community-wide Measures	At least once per year the SPC provides training to municipal staff on SPPP requirements via videos and field training.
Stormwater Facilities Maintenance	At least once per year the SPC provides training to municipal staff on SPPP requirements via field training.
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with our municipal maintenance yard and salt yard attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	The contractors from French & Parrello who prepare and submit our electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping

<b>SPPP Form 10 – Training (Sheet 2 of 2)</b>	
Outfall Stream Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Watershed Improvement Plan	Staff responsible for developing the Watershed Improvement Plan attend annual training to discuss MS4 permitting requirements and progress that has been made towards completing each phase of the Watershed Improvement Plan. This Includes mapping for the Watershed Inventory Report and conducting semi-annual public information sessions.

<b>Stormwater Management Design Reviewer</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
The Township Engineer attends the Stormwater Management Design Review Course as required by NJDEP.

<b>Municipal Board of Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
Within 6 months of joining Township council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review <a href="https://nj.gov/dep/stormwater/asking_the_right_questions.html">https://nj.gov/dep/stormwater/asking_the_right_questions.html</a> .

<b>Training Records</b>
Indicate the location of training records for the above required training.
Logs of all training including the type of training, date conducted, attendees and trainers are kept in the SPPP Report, which is located at the Municipal building with the Director of Engineering.

<b>SPPP Form 11 – MS4 Mapping</b>	
<b>1. Provide a link to the most current MS4 outfall/ infrastructure map</b>	
TBD	
<b>2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).</b>	
a. MS4 outfalls	5
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	55
c. MS4 interconnections	2
d. MS4 storm drain inlets	112
e. MS4 manholes	1
f. Length of conveyance (channels, pipes, ditches, etc.)	15004.77 FT
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	1
i. Maintenance yard(s) and other ancillary operations	1
<b>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.)</b>	
<p>The Engineer and the DPW superintendent go over projects where a modification to the stormwater system has occurred on an ongoing basis. Infrastructure changes are noted for future modification to the MS4 Mapping.</p>	
<b>4. Describe how the municipality will create and update its MS4 Infrastructure Map.</b>	
<p>We plan to continue working with French and Parrello to create the MS4 Infrastructure Map. Their staff will work with our DPW staff to locate and map all stormwater infrastructure around town until all infrastructure is mapped. French and Parrello staff will submit to our MS4 Case Manager before the mapping deadline of 01 Jan 2026.</p>	

## SPPP Form 12 – Watershed Improvement Plan

**1. Describe how your municipality is developing its Watershed Improvement Plan.**

The Township is currently under phase 1 of developing its Watershed Improvement Plan. The first step will be to prepare a Watershed Inventory Report. This will include an updated MS4 Mapping System.

**2. Describe any regional projects or collaboration efforts with other municipalities.**

To be determined.

**3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.**

Township of Hardwick Clerk's Office and on Township's website.