

# Stormwater Pollution Prevention Plan

Borough of West Cape May

Cape May County

NJG0141852 TIER A

12/31/2018

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**SPPP Form 1 – SPPP Team Members**

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>David Carrick W/S Supervisor</b>
Office Phone # and eMail	<b>609-884-1005 dcarrick@westcapemay.us</b>
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>See list of all Planning and Zoning Members</b>
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	<b>Suzanne Schumann, RMC</b>
Print/Type Name and Title	<b>Greg Basile, PW Supervisor</b>
Print/Type Name and Title	<b>Carol Sabo, Mayor</b>
Print/Type Name and Title	<b>Raymond Roberts, Engineer Remington &amp; Vernick</b>

**PLANNING BOARD 2019**

**M.L.U.L. –40-55D23**

**CLASS I MEMBER**  
 Carol E. Sabo, Mayor

**Runs with Official Tenure**

**Appointment**

1/2019	<b><u>Class II Member (EC)</u></b> Bob Hewitt 410 Fourth Avenue <a href="mailto:bobhewitt410#@gmail.com">bobhewitt410#@gmail.com</a> 732-616-7882	<b><u>Expires</u></b> 12/31/2020	<b><u>Term</u></b> Runs with EC term
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1/2019	<b><u>Class III Member</u></b> Peter Burke, Commissioner	12/31/2019	1 yr.
1/2018	Doris Jacobsen 301 Central Avenue 884-5785 <a href="mailto:capebeach@aol.com">capebeach@aol.com</a>	12/31/2021	4 yr.

1/2018	Kevin O’Neill, 747 Maple Ave 884-5043 <a href="mailto:gibbons-oneill-cpa@verizon.net">gibbons-oneill-cpa@verizon.net</a>	12/31/2021	4 yr.
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1/2017	Paul Mulligan 163 Stevens Street 884-9161 <a href="mailto:pimulligan@comcast.net">pimulligan@comcast.net</a>	12/31/2020	4 yr.
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1/2019	Lisa Roselli, <b>Vice Chair</b> 716 Third Avenue Cell: 271-0490 <a href="mailto:Jellyfish7@verizon.net">Jellyfish7@verizon.net</a>	12/31/2022	4 yr.
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1/2018	Art Joblin 156 Stevens Street 898-7578 <a href="mailto:joblin@comcast.net">joblin@comcast.net</a>	12/31/2021	4 yr.
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1/2019	Thomas J. Belasco, <b>Chair</b> 297 Fifth Avenue 780-2510 <a href="mailto:Belasco@alumni.rutgers.edu">Belasco@alumni.rutgers.edu</a>	12/31/2022	4 yr.
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**Alternates**

1/2018	<b><u>Alternate I</u></b> Lindsay Givens Casale 123 Stimpson Lane 609-972-6478 <a href="mailto:lindsay.givens@gmail.com">lindsay.givens@gmail.com</a>	12/31/2019	2 yr.
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1/2017	<b><u>Alternate II</u></b> <i>Open Position</i>	12/31/2018	2 yr.
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**Engineer**

Ray Roberts  
 Remington, Vernick & Walberg

**Solicitor**

Richard M. King Jr., Esquire  
 Planning Board Solicitor

**Secretary**

Theresa Enteado  
 884-1005 ext. 101  
[tenteado@westcapemay.us](mailto:tenteado@westcapemay.us)

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	1/2005			original
2.	6/2009			permit requirements
3.	5/2019	DC		permit requirements
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## SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.westcapemay.us
2. Date of most current SPPP:	<b>May 10, 2019</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.westcapemay.us
4. Date of most current MSWMP:	<b>Dec 31, 2018</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	732 Broadway West Cape May New Jersey 08204
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>To control stormwater from new development and redevelopment projects throughout the Borough of West Cape May, (including projects we operate), we will do the following:</p> <p>We are already ensuring 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, NJAC 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.</p> <p>Once the ordinances become in effect (ordinances effective October, 2005), we will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our annual notice of taxes. Extra copies will be available at our county library and the municipal building.

The Borough of West Cape May will use the 12 point system( outlined in Attachment E) to conduct its public educational activities. The approved activities will be filed with the SPPP.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

A yearly brochure is mailed along with updates to the website regularly.

3. Indicate where public education and outreach records are maintained.

Records are maintained by the Water and Sewer Supervisor in West Cape May Borough Hall.

## SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>CHAPTER XXII STORMWATER CONTROL</p> <p>22-2 DEFINITIONS</p> <p>Development shall mean the division of a parcel of land into two (2) or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or structure, any mining excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, by any person, for which permission is required under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. In the case of development of agricultural lands, development means: any activity that requires a State permit; any activity reviewed by the County Agricultural Board (CAB) and the State Agricultural Development Committee (SADC), and municipal review of any activity not exempted by the Right to Farm Act, N.J.S.A 4:1C-1 et seq.</p> <p>Major development shall mean any "development" that provides for ultimately disturbing one (1) or more acres of land, or more than ten thousand (10,000) square feet of new impervious coverage. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No, see the definition for development in answer to question 1. above, "any building or structure".</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>All projects must go before Planning and Zoning, they are subject to complying with the Borough municipal storm water control ordinance.</p>



<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>See attached</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Per review of the optional MS4 mitigation plan requirement with the WCM Borough and Planning Board representatives, the PB has deferred identifying any specific existing areas in need of mitigation at this time. If applicable the Borough will amend plan and submit to NJDEP for review in accordance with the regulations.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>West Cape May Borough Hall 732 Broadway West Cape May, NJ 08204</p>

### SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/02/02	www.westcapemay.us	<b>yes</b>	<b>code</b>
2. Wildlife Feeding permit cite IV.B5.a.ii	10/04/05	www.westcapemay.us	<b>yes</b>	<b>code</b>
3. Litter Control permit cite IV.B5.a.iii	10/04/05	www.westcapemay.us	<b>yes</b>	<b>code</b>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/04/05	www.westcape may.us	yes	code
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	10/04/20 05	www.westcape may.us	yes	code
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	03/24/200 5	www.westcape may.us	yes	code
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/22/20 06	www.westcape may.us	yes	code
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	10/04/20 05	www.westcape may.us	yes	code
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	03/24/20 05	www.westcape may.us	yes	code

Indicate the location of records associated with ordinances and related enforcement actions:

All records are located in the water office located @732 Broadway West Cape May, NJ 08204

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The only roads in the Borough that must be swept monthly per MS4 regulations are Park Boulevard(local), Myrtle Avenue (County) and Sunset Boulevard(County). Cape May sweeps the county roads now.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

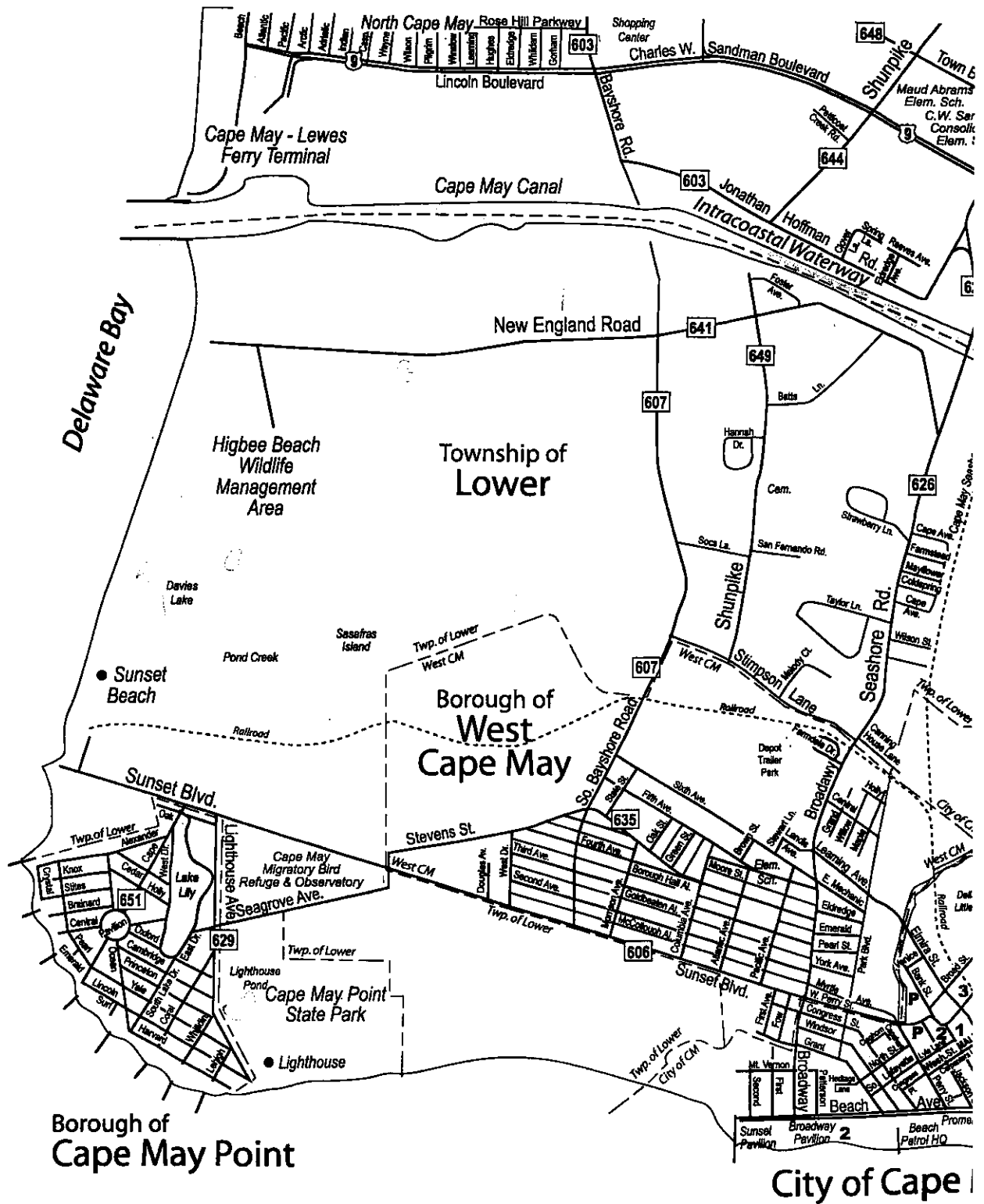
See above,  
The Borough is discussing an inter-local agreement for monthly sweeping of Park Blvd. with the City

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

N/A

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

West Cape May Water/Sewer Dept.  
732 Broadway  
West Cape May, NJ 08204



City of Cape May

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>WCM has requested the City of Cape May to consider providing this service via an inter-local agreement. All Catch basins will be inspected once each year and maintained, if necessary, by DPW personnel and or procured services. If , at the time of inspection, no sediment, trash or debris is observed in the catch basins, 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.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>Pacific Avenue Third &amp; Atlantic Avenue Myrtle Avenue</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>DPW and proper personnel will inspect before known weather events, as well as bi-weekly inspections.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p><small>For our storm drain inlet labeling program, the Borough will provide services to label inlets in accordance with the requirements and timetables within its MS4 permit. We will 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 West Cape May Borough. COMPLETED We will use an appropriate method of labeling inlets that will read "NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it. At the Borough's discretion, alpha numeric labels may be included. The attached map divides West Cape May Borough into two sectors. Beginning by or before April, 2005, 50% of eligible municipal inlets (A) will be labeled by or before April, 2007. For schedule purposes, Sector 1 includes inlets EAST of Atlantic Avenue, and Sector 2 includes land WEST of Atlantic Avenue. 100% of eligible municipal inlets (Sectors A and B east of the above referenced roadways) will be labeled by or before April, 2009. During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately. As of January 1st 2006 all of the Borough storm drains inlets have been labeled with proper labels. Annual inspections and replacement of missing labels will continue.</small></p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>Department of Public Works Borough of West Cape May 732 Broadway West Cape May, NJ 08204</p>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>When projects are approved by the engineer, they ensure proper retrofitting has been completed.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>All projects are inspected by the engineer before completion.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>As of June 2019 the Borough is not aware of any privately owned inlets, however the same process as above would be implemented.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>If applicable, the process would be verified by the Borough Engineer before completion. Privately owned property projects are subject to planning board approval.</p>

## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

*Complete separate forms for each municipal yard or ancillary operation location.*

Address of municipal yard or ancillary operation:

732 Broadway  
West Cape May, NJ 08204

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials –

Intermediate products –

Final products –

Waste materials –

By-products –

Machinery –


Fuel –

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –

\* For a comprehensive listing, see Safety Data Sheet Binders 

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Cape May County Airport  
507 Terminal Drive  
Erma, NJ 08204

2. Vehicle Maintenance

Cape May County Airport  
507 Terminal Drive  
Erma, NJ 08204

3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

Cape May County Airport  
507 Terminal Drive  
Erma, NJ 08204

4. Discharge of Stormwater from Secondary Containment

Cape May County Airport  
507 Terminal Drive  
Erma, NJ 08204



<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Cape May County Airport 507 Terminal Drive Erma, NJ 08204</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>N/A</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Cape May County Airport 507 Terminal Drive Erma, NJ 08204</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>The Borough has weekly yard waste collections for residents. The Borough residents bring containerized yard wastes to a dumpster at the Borough's Department of Public Works facility located at 732 Broadway. Yard Waste Ordinance adopted in October,2005.</p> <p>Wood waste is taken to the Cape May County Transfer Station @ 650 Shunpike Rd Cape May Court House, NJ 08210.</p>
<p>9. Roadside Vegetation Management</p>
<p>The Borough disposes Roadside Vegetation wastes to a dumpster at the Borough's Department of Public Works facility located at 732 Broadway. Yard Waste Ordinance adopted in October,2005.</p>

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	<b>PW Department</b>
2. Stormwater Facility Maintenance	Every year	PW Department
3. SPPP Training & Recordkeeping	Every year	PW Department
4. Yard Waste Collection Program	Every 2 years	PW Department
5. Street Sweeping	Every 2 years	PW Department
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<b>PW Department</b>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<b>PW Department</b>
8. Waste Disposal Education	Every 2 years	PW Department
9. Municipal Ordinances	Every 2 years	PW Department
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Planning & Zoning
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwg/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwg/msrp_map_aid.htm).*

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

West Cape May Borough will map out the location of all outfall pipes operated by West Cape May Borough. They will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

West Cape May Borough has been divided into two sectors (refer to SPPP Form 5).

Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. All waterbodies receiving outfall pipe discharges will also be identified. Existing SIAA mapping, if available, will be used and updated.

The Borough of West Cape May outfall pipe mapping is 100% complete and filed with the current SPPP. Also a copy will be filed in the Public Works office.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Beginning October, 2005, concurrent with illicit connection investigations, outfalls will be inspected for signs of erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with Cape-Atlantic County (SCD) and NJDEP standards.

We will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Once inspections are underway, we will develop a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed, we will note the date of that repair on this form.