

Stormwater Pollution Prevention Plan

Municipality: Springfield Township

County: Burlington

Permit Number NJG 0148939

Annual Review Date: Stormwater 2024

Program Coordinator: Brandy Boyington

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Brandy C. Boyington; Township Manager & Clerk	
Phone	609-723-2464	Email	clerk@springfieldtownshipnj.org
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Christopher J. Noll, PE, PP, CME, Township Engineer	
Phone	856-235-7170	Email	cnoll@erinj.com
Name and Title		Alyssa C. Danter, Engineering Associate	
Phone	856-235-7170	Email	adanter@erinj.com
Other Municipal Stormwater Team Members			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Burlington County Shared Service	Street sweeping, trees, manhole repair, pipe repair/replacement, culvert repairs	Jan. 1, 2024 - Dec. 31, 2028	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
July 2024	All	New SPPP Format

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.springfieldtownshipnj.org/stormwater-pollution/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Brandy C. Boyington; Township Manager & Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
Public Meeting: Bulletin Board at Township building post flyers and information Community Stormwater related Activities: "Pride in Springfield" annual Township cleanup. Posted on Township's website and social media pages.

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 definition for "major development" in the Springfield Township ordinance corresponds with the definition in NJAC 7:8.
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 stormwater control ordinance (SCO) is the same 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 Land Development Board Engineer reviews any land development applications to ensure they comply with the SCO and RSIS prior to issuing preliminary/final subdivision and/or site plan approval under the Municipal Land Use Law.

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>Copies are kept in the office of the Municipal Clerk.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>The original Stormwater Control Ordinance was adopted on June 8, 2005 and amended September 12, 2007.</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>Municipal Stormwater Management Plan - March 2005</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	12/08/04	Yes	Police & BOH	\$___ 100
2. Wildlife Feeding	12/08/04	Yes	Police	\$___ 100
3. Litter Control	06/11/14	Yes	Police	\$___ VARIES
4. Improper Disposal of Waste	12/14/94	Yes	Police & Code Enf	\$___
5. Yard Waste	09/12/07	Yes	Police & Code Enf	\$___
6. Private Storm Drain Inlet Retrofitting	11/08/23	Yes	Police & Code Enf	\$___
7. Illicit Connections	12/08/04	Yes	Police	\$___ 100
8. Privately-Owned Salt Storage	11/08/23	Yes	Police & Code Enf	\$___
9. Tree Removal-Replacement	06/12/24	Yes	Police & Code Enf	\$___ VARIES
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.				
N/A				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Copies are kept in the office of the Municipal Clerk.				

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 times each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Currently, the Township is not required to sweep streets. The Township will begin street sweeping operations in accordance with their Tier A permit on or before January 1, 2026.

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

Springfield Township has developed a shared services agreement with Burlington County to perform the necessary street sweeping throughout the Township.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

The Township's contracted landscaper and crew conduct drive-by inspections of the storm drain inlets and open conveyances at which time they inspect the condition of the labels on the storm drain inlets. If any buttons need to be replaced or paint needs re-stenciling, the crew will update the Township Manager to make the repair as needed at that time or will schedule follow up work.

During any major development project and during repaving projects, the Township Engineer performs site inspections and checks for proper storm drain retrofits.

The contracted landscaper staff is instructed to observe storm drain inlets and note those that have not been retrofitted. If any are located along Township roads or properties and are in areas that are known to have been repaved, they are identified as reported.

The Township Engineer reviews road project and major development plans to verify that a catch basin and/or stormwater BMP is implemented to capture solids included with, or downstream of, the affected storm drain inlets.

The landscaping crew performs inspections of all storm drain inlets at least annually as they drive the roads of the Township. The staff will communicate with their Supervisor and schedule the cleaning and removal of any debris off of the inlet grate and surrounding area and load the debris into their trucks for proper disposal.

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.

The landscaping crew performs inspections of all storm drain inlets at least annually as they drive the roads of the Township. At this time, the crew is also inspecting the inside of the catch basin to ensure that it is free of debris and the structure is in satisfactory condition. The staff will communicate with their Supervisor and schedule the cleaning and removal of any debris from the catch basin and load the debris into their trucks for proper disposal.

3. Municipal Conveyance System

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

The Township's conveyance system is inspected when the contracted landscaper observes problems through visual indications, such as clogged inlets. Observations such as flooded inlets may indicate clogged pipes or back-ups in the conveyance system. The landscaper will visually inspect the area of concern, determine the problem, and take measures to remedy the issue. If the problem cannot be fixed by the landscaper, such as in cases where additional equipment is required, then the work will be outsourced to a separate contractor. An example of this outsourced work is videoing and jetting of pipes.

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.

Upon the completion of the MS4 mapping, the Township will implement a stream scouring inspection plan that follows the Tier A Permit requirements. Should any stream scour be detected, the identifying party (contracted landscaper) will remedy the problem. Should significant stream scour be present that requires additional attention and equipment, the work will be outsourced to another contractor. All inspections and repairs will be documented. The Township anticipates inspections to be performed at least once a year, yet we anticipate additional inspections. Currently, outfalls are inspected several times a year.

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.

Upon completion of the MS4 mapping, the Township's landscaper will inspect all outfalls annually. Inspection forms will be utilized and any repairs will be performed. If the outfall requires a repair that is greater than what is achievable by the landscaper, the work will be completed by a separate contractor. Visual inspection and reporting by residents are used to identify illicit discharge. All cases are documented and the contractor(s) will use the NJDEP's Illicit Connection Inspection Report Form in their future program.

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.

There are two (2) basins that the Township owns and operates. The Township has implemented a basin inspection program where the basins are periodically inspected and maintained against a prepared basin inspection form/checklist. The checklist is utilized to document any deficiencies and complete repairs.

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.

There are two (2) additional private stormwater basins located within the Township. The Township will notify the provide basin owner that annual inspections are required to be completed and that the basins must be kept in proper condition.

8. Infrastructure Records

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

Records are stored in the office of the Municpal Clerk.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>Residents are encouraged to find alternatives to herbicides and pesticides, and to follow directions carefully if they choose to utilize herbicides and pesticides. The Township landscaper does not utilize either when performing maintenance.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>The Township hires a contractor responsible for plowing and de-icing the municipal roads and complex. The Contractor does not dump excess piles of salt anywhere for storage. Any accidental over-salting is immediately cleaned up by the contractor.</p> <p>In the event that private residences leave excess piles of salt on their properties, code enforcement will notify the resident.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>Residents are required to handle their own wood trimmings and yard waste. There is no storage of wood waste and yard trimmings on municipal roads.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>The contracted landscaper periodically performs roadside inspections when any signs of erosion can be detected. Further inspection will be completed to determine the extent and cause of the erosion, and the landscaper will contact the Township to create a plan to repair the erosion. If the erosion appears to be caused by a stabilization issue, then the Township Engineer will be consulted to determine the corrective measures required for repair.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

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

1. Site Name and Address	
Springfield Township Municipal Building 2159 Jacksonville-Jobstown Road Jobstown, NJ 08041	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Daily informal inspections are performed by the Municipal Staff to ensure the property is maintained and in satisfactory condition. The SPC walks the site once a month to ensure that the fueling station is operating in compliance with the MS4 permit. Remedial actions are noted and the responsible party will be contacted to ensure that necessary actions are taken in a timely manner.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
N/A	N/A

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>N/A</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>Fueling occurs at the rear of the municipal building/police station. The Township employs spill kits and emergency signage to ensure possible contamination of stormwater from fueling activities is minimized.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>N/A</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>N/A</p>

<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>N/A</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
Online and/or in-person training is required for the Stormwater Program Coordinator. The Stormwater Program Coordinator conducts yearly training and any training required by the NJDEP as regulations are amended and updated.

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	Municipal staff complete training within 3 months of being hired and on a yearly basis afterward. Staff watch the stormwater training videos provided by the NJDEP.
Construction Site Stormwater Runoff	Staff responsible for inspections of construction projects that disturb 1 acre of soil or more, are trained annually on related MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved soil erosion and sediment control plan.
Post-Construction Stormwater Management in New and Redevelopment	Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the Township's post-construction stormwater management program to address stormwater runoff.
Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take if violations are reported.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with those requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Facilities Maintenance	The Stormwater Program Coordinator oversees the contracted landscaping company who is responsible for stormwater facility maintenance to ensure that the infrastructure is being inspected and maintained in accordance with approved maintenance plan(s). The SPC receives annual training to ensure they are adequately informed.
Municipal Maintenance Yards and Other Ancillary Operations	The Township of Springfield does not operate a municipal maintenance yard. However, fueling operations take place at the municipal building, and the SPC ensures that the fueling station is operating in accordance with the MS4 permit.
MS4 Mapping	The Township of Springfield is working with Environmental Resolutions, Inc., the Township Engineer, to finalize the MS4 infrastructure mapping. All staff who are reviewing the mapping take the annual stormwater training.
Outfall Stream Scouring	The Stormwater Program Coordinator oversees the contracted landscaping company who is responsible for facility maintenance to ensure that the outfalls are inspected and maintained in accordance with approved maintenance plan(s). Any stream scour is documented and remediated. The SPC receives annual training to ensure they are adequately informed on how to perform the documentation and remediation of stream scour.
Illicit Discharge Detection and Elimination	The Stormwater Program Coordinator oversees the contracted landscaping company who is responsible for facility maintenance to ensure that the outfalls are inspected and maintained in accordance with approved maintenance plan(s). Any illicit connections are documented and the source identified. The SPC receives annual training to ensure they are adequately informed on how to identify and eliminate illicit connections.

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
Stormwater Design Reviewers complete the 5-year NJDEP stormwater training, as well as training required at any amendments to the stormwater regulations.	

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.
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Members of the Land Development Board and Township Council will watch the training videos provided by NJDEP.
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Training Records

Indicate the location of training records for the above required training.
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The training records are kept in the office of the Municipal Clerk.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The stormwater infrastructure map will be prepared by Environmental Resolutions, Inc. A copy will be provided upon completion of the map. Section 2 below will be completed upon completion, as well.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	TBD
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	2
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The stormwater infrastructure map is currently be prepared by Environmental Resolutions, Inc.. A copy will be provided upon completion. The map will be updated periodically to include new construction, maintenance, and repairs.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Environmental Resolutions, Inc. will locate each stormwater structure, outfall, inlet, basin, etc. and create the Township's stormwater infrastructure map. Upon completion, ERI will periodically update the map with any changes thereon.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Springfield Township is working with the Township Engineer to meet these requirements. There were several position changes in the 2023-2024 year in addition to budgetary restrictions which slowed the process.
2. Describe any regional projects or collaboration efforts with other municipalities.
Annual "Pride in Springfield" Community Cleanup - April 28, 2024 The Township is seeking options with Watershed Ambassadors.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All comments received during public information sessions and minutes from meetings will be kept in the Municipal Clerk's office or in archive.