

Stormwater Pollution Prevention Plan

Borough of Bernardsville
Somerset County
NJPDES: NJG0151068

Annual Review Date: April 22, 2025
Stormwater Program Coordinator: Michele Hovan,
Aqualis (formerly Stormwater Compliance Solutions LLC)

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Stormwater Program Coordinator

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Michele Hovan, Project Manager, Aqualis (formerly Stormwater Compliance Solutions, LLC)	
Phone	O: 908-879-1145 C: 908-625-2208	Email	mhovana@aqualisco.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Joseph R. Vuich, PE, PP, CME Borough Engineer Van Cleef Engineering Associates, LLC	
Phone	973-298-0225	Email	jvuich@vancleefengineering.com
Name and Title		Robert Brightly, PE, PP, CME Board Engineer Boswell Engineering	
Phone	908-879-6209	Email	bbrightly@boswellengineering.com
Other Municipal Stormwater Team Members			
Name and Title		Kevin Murray, CRP, CPWM Director of Public Works	
Phone	908-766-3850 x147	Email	kmurray@bernardsville.gov
Name and Title		Kathy Redling, CRP, CCC, Rutgers Green Infrastructure Champion Assistant to the Public Works Manager	
Phone	908-636-7609	Email: kredling@bernardsvilleboro.org	
Name and Title		Anthony Suriano, Borough Clerk	
Phone	908-766-3850 x115	Email	asuriano@bernardsvilleboro.org
Shared/Contracted Service Providers			
Provider Name		Service Provided	Term of Service
Aqualis (formerly Stormwater Compliance Solutions, LLC)		Stormwater management consulting, permit compliance tasks including SPPP plan updates, MS4 mapping, detention basin inspection/reports, catch basin inspection/cleaning	Annual - 1/1 to 12/31

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
12/19/2018	All	Updated per permit requirements
7/29/2019	All	Updated to reflect current practices in the Borough
12/14/2023	All	Updated per 2023 Tier A requirements
1/29/2024	1	Updated to reflect current contracted and shared services agreements and stormwater team members
10/16/2024	All except #5	Annual Update
4/15/2025	1,6,7, 8, 9, 10, 11	Minor edits to update SPPP team contacts and to provide additional operational details.

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://bernardsville.gov/departments/dpw/stormwater
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Kathy Redling, CRP, CCC, Rutgers Green Infrastructure Champion Assistant to the Public Works Manager
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.
Direct Mail (postal), Bernardsville Environmental Commission website (https://www.bernardsvilleboro.org/boards/environmental), Borough of Bernardsville Facebook page, Bernardsville Environmental Commission Facebook page and Sandwich boards at weekly Farmer’s Market and other green community events (Stream Cleanups, etc)

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.

Major Development shall mean any individual "development," as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;
3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021; or
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one quarter acre or more. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of conditions 1, 2, 3, or 4 above.

Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development"

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 Borough’s stormwater control ordinance is more stringent than NJDEP’s model and includes:

MINOR DEVELOPMENT:

- a. EXEMPT DEVELOPMENT - Shall mean any development that creates less than 500 square feet of roof area and less than 1,000 square feet of new impervious area in total and disturbs less than 2,500 square feet of land. Further, an exempt development shall not meet the definition of "minor development."
- b. MINOR DEVELOPMENT - Shall mean any development that results in the creation of 500 square feet of roof area or 1,000 square feet or more of new impervious area in total or one that disturbs more than 2,500 square feet of land area. Further, a minor development shall not meet the definition of "major development" in N.J. A.C. 7:8.

§LD-12-29.8 Requirements for a Site Development Stormwater Plan (Minor Development) The following information shall be required:

1. Topographic Base Map. The topographic base map for the site being developed shall extend a minimum of 50 feet beyond the limits of the proposed development, at a scale of 1"=50' or greater, showing 2-foot contour intervals. Upstream tributary drainage information shall be required when deemed necessary by the reviewing engineer. The topographic base map shall

include existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

2. Project Description and Site Plans. A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping.

3. Stormwater Management Facilities Map

The following information, illustrated on a map at a scale no smaller than 1"=50', where the larger the second number, the smaller the scale, shall be included:

(a) Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.

(b) Details of all stormwater management facility designs.

4. Calculations demonstrating compliance with the minor development standards of LD-12-29.3.b must be submitted.

5. Waiver from Submission Requirements

The Borough Engineer may waive submission of any of the requirements in Section LD-112-29.8.a.1 through LD-12-29.8.a.4 of this ordinance when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>The Borough's planning and zoning boards review the projects and ensure compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. All new residential development and redevelopment projects subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards.</p>
<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>Yes.</p> <p>Records of variances, if any, would be located in the Planning and Zoning Department files.</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>Initial Ordinance No. 2006-1423, adopted March 3, 2006 Revision: Ordinance No. 2007-1478, adopted November 26, 2007 Revision: Ordinance No. 2021-1872, adopted February 22, 2021 Revision: Ordinance No. 2021-1888, adopted August 9, 2021 Revision: Ordinance No. 2024-2005, adopted September 23, 2024 (Please note: Ordinance No. 2024-2005 was initially adopted on April 29, 2024 to comply with the Inland Flood Protection Rule. Somerset County Planning requested an edit during their review, resulting in a new ordinance number, known as 2024-2005)</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>Initial MSMP adopted March 2005 Revised March 2006 Revised June 2007</p> <p>It is a requirement of the Tier A permit to review and update (as needed) the MSWMP every 10 years when the Municipal Master Plan is reviewed. A reexamination of the Municipal Master Plan was conducted in 2016 and the MSWMP was reviewed as part of that effort. The Borough is aware that the Department is developing a new model MSWMP, targeted for release in 2025, and will update its MSWMP to conform with the new model and the Tier A requirements.</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	3/21/2005	yes	Code Enforcement Officer, , Police Department	\$100 Minimum \$2000 Maximum
2. Wildlife Feeding	3/21/2005	yes	Code Enforcement Officer, Police Department, any Borough official	\$100 Minimum \$2000 Maximum
3. Litter Control	3/21/2005	yes	Code Enforcement Officer, Police Department	\$100 Minimum \$2000 Maximum
4. Improper Disposal of Waste	3/21/2005	yes	Code Enforcement Officer, Police Department, any Borough official	\$100 Minimum \$2000 Maximum
5. Yard Waste	3/21/2005	yes	Code Enforcement Officer, Police Department, any Borough official	\$100 Minimum \$2000 Maximum
6. Private Storm Drain Inlet Retrofitting	9/1/2010	yes	Borough's contractual health agency, Code Enforcement Officer, Police Department	\$100 Minimum \$2000 Maximum
7. Illicit Connections	3/21/2005	yes	Code Enforcement Officer, Sanitarian,	\$100 Minimum \$2000

			Police Department	Maximum
8. Privately-Owned Salt Storage	10/23/2023	yes	Code Enforcement Officer, Zoning Enforcement Officer	\$100 Minimum \$2000 Maximum
9. Tree Removal- Replacement	2008, 10/28/2019 & 9/27/2021	Exceeds model in numerous areas, including with quantity of required replacements, the establishment of Tree Conservation Officer to administer program, and aggressive time limits imposed on issued permits.	Tree Conservation Officer	\$25 Application review fee. Additional fee of \$100/acre (or portion) for development of vacant property, or redevelopment of property with a demolished dwelling, with maximum fee of \$825.

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.

Fertilizer Management Ordinance, adopted 10/13/2009, enforced by Code Enforcement Officer, minimum \$100 to maximum \$2,000

Containerized Yard Waste, adopted 3/31/2005, enforced by Code Enforcement Officer, Police Department, any Borough official, minimum \$100 to maximum \$2,000

Removal of Snow & Ice, adopted 2/9/2004, enforced by Director of Public Works, Borough Administrator

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

Borough Clerk's office. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, with penalties assessed for subsequent offenses.

Form 6 – Street Sweeping

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

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
 - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
 - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

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

The Borough is preparing to transition to tri-annual street sweeping in accordance with the 2023 Tier A MS4 Permit terms by January 1, 2026.

The Borough currently exceeds the permit requirements for street types under the former permit. It will modify its sweeping schedules to minimally include a tri-annual sweeping schedule for all asphalt/ concrete segments of roads owned or operated by the municipality that have storm drain inlets that discharge to surface water and at least annually for municipal roads that do not have storm drain inlets but discharge to surface water. Dirt, gravel, and chip sealed roads are excluded from the sweeping program.

The Borough will continue its current street sweeping program policies through 2025 that were developed and implemented upon the initial assignment as a Tier A municipality. This has been an aggressive program, with a schedule established to ensure that Borough roads are properly maintained for stormwater management purposes. The Borough evaluated all of its streets to determine which areas should be included in its monthly street sweeping program, including streets that were not initially required to be swept more than once per year. The street sweeping activity meets the minimum standards of: ALL CURBED WITH 25 MPH SWEPT MONTHLY - the street is owned or operated by the municipality; - the street is curbed and has storm drains; - the street has a posted speed limit of 35 mph or less; - the street is not an entrance or exit ramp; and - the street is in a predominantly commercial area. Historically, rural roads that were not required to be swept under the Permit regulations were still swept annually.

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

The Borough utilizes a contractor for street sweeping services. The contract is currently held by TSS Facility Services of Union, NJ.

Form 7 – MS4 Infrastructure

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

1. Municipal Storm Drain Inlets

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

a) The Borough maintains and keeps legible all storm drain labels throughout the municipality. As part of the annual stormwater facility inspection the inspectors will replace any storm drain labels that are missing or are illegible. The labels will read "No dumping - Drains to Stream" with a picture of a fish next to it. We label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Bernardsville Borough. For the labeling we use plastic or metal labels that will be applied using adhesive.

b) Appropriate retrofits are included in road project designs and inspected upon install during construction. The Borough-owned inlets requiring retrofit are identified during annual inlet inspections. Tier A Part IV.F.2.a.iv requires that Borough-owned inlets be retrofitted per Attachment B standards by December 1, 2027.

c) The Borough Engineer reviews plans for capital road projects to ensure that storm drains, or other structures to capture solids, are included with or downstream of the affected storm drain inlets. This review procedure extends to any road that undergoes renovations. Paving projects must also have its inlets inspected and retrofitted if necessary. Records are retained for both contracted work and in-house work that is completed and reported in the annual certification sent to the NJDEP.

d) Public Works crews routinely inspect and monitor the condition of storm drains and are proactive to inspect/clean in advance of forecasted storms. Areas that historically clog and overflow are provided enhanced attention before/after storm events. Annual inspection reports are maintained by the Director of Public Works. A running inventory of storm drains that require repair or modification is maintained by the Director of Public Works. A schedule of cleaning sites and repairs is maintained based on priority and performed/contracted based on available funding.

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.

Bernardsville Borough has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. A formal inspection is conducted annually by Aqualis (formerly Stormwater Compliance Solutions, LLC), with results provided to the municipality and areas requiring maintenance or repair identified for follow-up action. 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.

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.

Bernardsville Borough has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Bernardsville Borough operates the following: - catch basins - storm drains - detention basins. These stormwater facilities are inspected quarterly to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

Inspections of outfall pipes are conducted annually and made part of the illicit connection inspection process. All sites with signs of scouring are placed on a prioritized list with repairs made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

The annual inspections enable us to monitor repairs and ensure that scouring has not resumed. Appropriate repairs will be made at those outfall locations where such resumption has occurred.

If remediation cannot be completed within 12 months, a schedule will be submitted to the MS4 case manager prior to the 12-month deadline. All restoration shall be made in accordance with the Standards for Soil Erosion and Sediment Control and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13, as per Tier A permit requirements. Prioritization of repairs will be based in part upon extent of scour, potential safety threat, and need for NJDEP permit(s). All pertinent repair records including the date, location, type of repair, and copies of all applicable NJDEP permits will be kept in the engineering and public works departments.

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.

Outfall pipes are inspected on an annual basis. Records of inspection dates, locations, and findings are maintained by the Director of Public Works.

If an illicit discharge is detected, the Borough will identify the source within 30 days. NJDEP Illicit Connection Inspection Report Forms are completed for each suspected illicit discharge to submit with our Annual Report. Where necessary due to location, the Borough will notify the property owner(s) of the violation of the Illicit Connection Ordinance and will have the connection eliminated immediately.

If unable to locate the source of the illicit connection within 11 months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within 1 month of the situation and to request an extension of the investigation period.

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.

Bernardsville Borough has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Bernardsville Borough operates the following: - catch basins - storm drains - detention basins These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

The Borough of Bernardsville maintains a list of stormwater facilities (major and minor) that are not owned by the municipality. The list includes location, type, and facility contact information. The Borough requires an annual certification from these owners and follows up to ensure the inspections are conducted and the facilities are maintained.

The Major SW facility list includes location, facility details, contact information and past compliance with annual inspection reports. The Minor SW facility list is divided into 3 sections of town associated with the required inspection reports every 3 years and includes location, facility and past compliance records.

For 2024, 100% of Major and 96.4% of required Minor SW facility inspection reports were received as of September 30, 2024.

8. Infrastructure Records

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

All records regarding stormwater infrastructure are maintained in the Office of the Director of Public Works.

Form 8 – Community-wide Measures

Part IV.F.2.

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.

Bernardsville Borough does not apply herbicides or cause by contract to be applied on its properties. Undesirable vegetation is removed by mowing, utilizing other outdoor machinery, or hand-weeding.

2. Excess Deicing Material Management

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

Bernardsville Borough currently stores its de-icing material in a permanent structure located at its maintenance yard at the municipal building. At the completion of loading and unloading activities, the site is inspected for spillage. Spilled salt is swept and returned to the salt storage piles.

Truck drivers inspect their respective plow routes after storm events and any excess salt piles are swept up and returned to the salt storage bin. All excess salt is removed within 72 hours after the end of the storm event, and in most cases, immediately upon discovery of the spill.

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.).

As a requirement under Tier A Part IV.F.2, any and all roadside waste generated by the Borough is immediately removed at the conclusion of the task and/or upon discovery. This ensures that vegetative waste from roadside maintenance is not blown or deposited into storm drain inlets and stormwater facilities. Roadside vegetation is manually cut back. Chemical sprays are not used.

Wood waste generated from roadside tree removal (logs, branches and wood chips) is disposed of at the Borough's compost facility. This facility is regulated under a separate stormwater permit (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029)

4. Roadside Erosion Control

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

Under Tier A Part IV.F.2a.ix. Roadside Erosion Control: The permittee shall develop a program to detect and repair erosion along the roads owned or operated by the permittee and to inspect and maintain the stability of shoulders, embankments, ditches, and soils along these roads to ensure that they are not eroding and contributing to the sedimentation of receiving waters or stormwater infrastructure. Inspections of municipal roads shall occur at least once per year, and any repairs shall be completed as soon as practicable, but no later than 90 days from discovery, unless the Department is notified with an alternate schedule of completion, and be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. N.J.A.C. 2:90-1, as applicable.

Road crews maintain and constantly monitor roadway conditions. Crews are out daily performing various tasks that enable them to identify areas of erosion or deterioration. Whenever possible, temporary solutions are implemented (cold patch during winter, etc.). Areas are logged for future repair in accordance with the roadside erosion control program. Identified areas of particular concern are coned off or barricaded for public safety until a safe and permanent fix is installed.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2

1. Site Name and Address	
166 Mine Brook Road, Bernardsville, NJ 07924	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspections are conducted with records maintained in the public works office.</p> <p>As a matter of continued practice, the public works site is also continuously inspected by the Public Works Manager and corrective action, when required, is taken immediately.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
	Ford Masonry Dump (3)
2000 Gallon Double Walled Gas Tank	Ford Pickup Truck (5)
	Utility Truck w/ Crane
	Asphalt Hot Box
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
There are no containers stored outdoors onsite that would require secondary containment.	

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.

There is one fueling location within the municipal maintenance yard. It is inspected monthly, with records maintained in the public works office. Spill kits are stored onsite for immediate use when a spillage occurs. Employees are required to remain with the vehicle at all times during fueling. There is signage prohibiting the topping off of fuel as well as emergency contact information.

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.

Tier A Part IV.F.5.i requires that “the permittee shall perform vehicle and equipment maintenance in a manner that prevents the exposure of pollutants to stormwater. Whenever possible, the permittee shall conduct vehicle and equipment maintenance and/or repair activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.”

Vehicle and equipment repairs are performed in accordance with Tier A BMP protocols:

Supervisors and mechanics are annually trained on BMP procedures. The shop is cleaned daily, and weekly inspections are maintained for the site.

Routine vehicle maintenance is performed inside a garage if space permits or outside the garage if weather permits. Drip pans and tarps are always utilized to guard against the spillage of motor vehicle fluids. Spill kits are used when necessary.

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.

There is no vehicle wash area onsite. No solvents, detergents, or chemicals are used to clean vehicles. Equipment is rinsed using water only.

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.

Road salt is stored in a covered salt shed in the northeast corner of the public works facility. Trucks can pull to the shed edge for filling. When spillage occurs, it is swept and returned to the salt pile.

<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>No aggregate material, wood chips or finished leaf compost is stored at this site.</p> <p>Wood waste and yard trimmings are stored at the compost facility located at 150 Pill Hill Road (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029)</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Cold patch asphalt is not stored on site.</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>No sweepings or storm cleanout materials are stored on site</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>There is no construction or demolition waste stored onsite. Wood waste and yard trimmings are stored at the compost facility located at 150 Pill Hill Road (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029)</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap tires are not stored on site. Scrap tires are stored prior to removal for recycling in a dedicated and covered 30 CY dumpster at our compost facility at 150 Pill Hill Road. (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029)</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.

To ensure that there is no exposure to stormwater from this equipment, all inoperable equipment is inspected at least monthly during the facility inspections to check for leaks or filled drip pans or any other contributing source of contamination until such time as the vehicle or piece of equipment is removed for disposal at auction or recycling facility in accordance with Tier A Part IV.F.5.q.

Additionally, when vehicles or equipment are determined to be inoperable, all electronic equipment is removed for recycling, and fluids are drained if there are leakage issues. Vehicles or Equipment are stored in designated area (away from freshwater stream) and removed by Scrap Dealer within 30 days.

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: 2**

15. Site Name and Address	
2 Old Quarry Road, Bernardsville, NJ 07924	
16. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspections are conducted with records maintained in the public works office.</p> <p>As a matter of continued practice, the public works site is also continuously inspected by the Public Works Manager and corrective action, when required, is taken immediately.</p>	
17. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Concrete Block Separated Bins Containing:	Old Dominion Leaf Collectors (4)
Recycled Asphalt and Concrete	Flat Bed Equipment Trailers (2)
DGA, Rip Rap Stone and Sand	Recreation Trailer
Concrete Block and Pavers	OEM Trailer Mounted Generators (2)
Misc. Sanitary Sewer Manhole Frames and Covers	
Misc. Storm Sewer Castings	
18. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
There are no containers stored outdoors onsite that would require secondary containment.	

<p>19. 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>There are no fueling operations at this site.</p>
<p>20. 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>Vehicle and equipment maintenance and repair is not performed at this site.</p>
<p>21. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>Vehicles and not washed on this site.</p>
<p>22. 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>There is no salt storage on this site.</p>
<p>23. 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>Aggregate materials are stored on this site. Materials are stored in separate bins lined by concrete blocks. The recycled concrete bin is tarped to prevent stormwater contamination from leachate.</p>
<p>24. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Cold patch asphalt is not stored on site.</p>

25. 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 sweepings or storm cleanout materials are stored on site. Street sweeping and storm cleanout materials are stored in a tarped container located at 150 Pill Hill Road (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029).

26. 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.

There is no construction or demolition waste stored onsite.

Wood waste and yard trimmings are stored at the compost facility located at 150 Pill Hill Road (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029).

27. 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.

Scrap tires are not stored on site. Scrap tires are stored in a dedicated and covered 30 CY dumpster at our compost facility at 150 Pill Hill Road (Wood Waste Recycling and Leaf Composting General Permit NJ0324183. NJPDES: NJG0354678, PI ID#1048029).

28. 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 inoperable vehicles are stored at this site.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) for Bernardsville Borough attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation. Michele Hovan, SPC, is certified through 12/31/2027.

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>The Tier A permit requires: Ensure duty-specific training of all individuals responsible for the implementation of the stormwater program. Training shall describe the procedures necessary to ensure compliance with all permit conditions and shall include municipality-specific details described in the SPPP. Training shall be conducted within 3 months of commencement of duties and on an annual basis thereafter.</p> <p>Training records detailing employees that attended the training, dates, signatures, agenda/topics discussed along with instructor’s name/title and/or video title/website link are maintained by the Director of Public Works and SPC for reporting and compliance purposes.</p> <p>In person – comprehensive review of SPPP and departmental responsibilities.</p>
Construction Site Stormwater Runoff	<p>Field training. Ongoing and site specific training is provided to familiarize employees with requirements and best practices measures. Records of training are maintained by the Director of Public Works and SPC for reporting and compliance purposes.</p> <p>E-learning/In person/field training</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>Ongoing and site specific field training is provided to familiarize employees with requirements and best practices measures. Records of training are maintained by the Director of Public Works Manager and SPC for reporting and compliance purposes.</p> <p>E-learning</p>

Community-wide Ordinances	Ongoing training to familiarize responsible employees is conducted by the Director of Public Works with training records maintained. Records of training are maintained by the Director and SPC for reporting and compliance purposes. In-person
Community-wide Measures	Ongoing training to familiarize responsible employees is conducted as needed by the SPC with training records maintained. Records of training are maintained by the Director of Public Works and SPC for reporting and compliance purposes. In-person
Stormwater Facilities Maintenance	Initial and as needed training provided by the SPC and/or contracted inspection vendor to ensure familiarity with maintenance requirements. Records of training are maintained by the Director of Public Works Manager and SPC for reporting and compliance purposes. Field training
Municipal Maintenance Yards and Other Ancillary Operations	Initial and ongoing training provided by Director of Public Works in consultation with the SPC. Records of training are shared between the Director and the SPC for reporting and compliance purposes. Field training
MS4 Mapping	Training provided by the SPC and/or contracted vendor to ensure familiarity with mapping updates and to further familiarity of maintenance areas/requirements. Records of training are maintained by the Director of Public Works and SPC for reporting and compliance purposes. Virtual group
Outfall Stream Scouring	Ongoing and site specific training is provided to familiarize employees with requirements and best practices measures. Records of training are maintained by the Director of Public Works Manager and SPC for reporting and compliance purposes. Field training
Illicit Discharge Detection and Elimination	Ongoing and site specific training is provided to familiarize employees with requirements and best practices measures. Records of training are maintained by the Director of Public Works and SPC for reporting and compliance purposes. Field training

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8. The design reviewers for Bernardsville Borough are Robert Brightly, PE, Board Engineer ((SMDR valid through 3/28/2027) and Joseph Vuich, PE, Borough Engineer (SMDR valid through 4/29/2029).

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

Training Records
Indicate the location of training records for the above required training.
All training records are maintained in the office of the Board Administrative Officer, Denise Filardo.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>Approximately 2/3 of the full MS4 Infrastructure mapping project is complete. The numbers in this section reflect that partial mapping status. The stormwater infrastructure map will be uploaded to the municipal stormwater webpage upon completion. Updated outfall maps are posted to the webpage annually.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	176
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	2 (municipally-owned basins)
c. MS4 interconnections	16 (<i>identified/mapped to date</i>)
d. MS4 storm drain inlets	1553
e. MS4 manholes	62 (<i>identified/mapped to date</i>)
f. Length of conveyance (channels, pipes, ditches, etc.)	21.21 (<i>mapped to date</i>)
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	2
i. Maintenance yard(s) and other ancillary operations	1 (2 Old Quarry Road ancillary facility)
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>All MS4 infrastructure is being identified via the MS4 mapping work. Once completed, it will be updated annually or as needed to ensure accuracy.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The Borough of Bernardsville has contracted with Aqualis (formerly Stormwater Compliance Solutions, LLC) to prepare the MS4 Infrastructure Map. Upon completion, all data will be converted into Shape files and submitted to the MS4 Case Manager in advance of the mapping requirement deadline (January 1, 2026).</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

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

Phase I of the 3-part Watershed Improvement Plan (WIP) is underway and will be developed in accordance with the Tier A permit requirements. Bernardsville has contracted for this largely mapping project which examines drainage areas, receiving waterbodies, interconnections, water quality, etc. Phase I is targeted for completion prior to January 1, 2026 in accordance with Tier A permit requirements.

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

The Borough is actively collaborating with the Raritan Headwaters Association for data collection to be utilized in the Watershed Improvement Plan and is also in receipt of useful studies and materials prepared by the Rutgers Cooperative Extension Water Resources Program (and funded by the Highlands Council) that will aid in the WIP preparation. Examples of materials received to date include: Impervious Coverage Assessment, Impervious Coverage Reduction Action Plan, Green Infrastructure Feasibility Study, and Roadway Bioswale Stormwater Reduction Action Plan. These beneficial partnerships will continue while the WIP progresses, and beyond.

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

No WIP public information sessions have been scheduled or required to date as the Phase I plan is not yet complete. Once meetings are held, corresponding meeting minutes will be maintained by the Borough Clerk and available for public inspection.