

# Stormwater Pollution Prevention Plan

*Chester Borough*

*Morris County*

*NJG0151467*

Annual Review Date: *December 28, 2023*

Stormwater Program Coordinator: *Paul W. Ferriero*

X

---

Paul W. Ferriero

Stormwater Program Coordinator

## **Table of Contents**

<b>Form 1 – Team Members .....</b>	<b>3</b>
<b>Form 2 – Revision History .....</b>	<b>4</b>
<b>Form 3 – Public Announcements.....</b>	<b>5</b>
<b>Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...</b>	<b>6</b>
<b>Form 5 – Ordinances .....</b>	<b>8</b>
<b>Form 6 – Street Sweeping.....</b>	<b>10</b>
<b>Form 7 – MS4 Infrastructure .....</b>	<b>11</b>
<b>Form 8 – Community-wide Measures .....</b>	<b>14</b>
<b>Form 9 – Municipal Maintenance Yards &amp; Other Ancillary Operations .....</b>	<b>15</b>
<b>Form 10 – Training.....</b>	<b>18</b>
<b>Form 11 – MS4 Mapping .....</b>	<b>20</b>
<b>Form 12 – Watershed Improvement Plan .....</b>	<b>21</b>

## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		<i>Paul W. Ferriero, PE, CME</i> <i>Borough Engineer</i>	
Phone	908-879-6209	Email	<a href="mailto:paul.ferriero@ferrieroengineering.com">paul.ferriero@ferrieroengineering.com</a>
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		<i>Paul W. Ferriero, PE, CME</i> <i>Borough Engineer</i>	
Phone	908-879-6209	Email	<a href="mailto:paul.ferriero@ferrieroengineering.com">paul.ferriero@ferrieroengineering.com</a>
Name and Title			
Phone		Email	
Other Municipal Stormwater Team Members			
Name and Title		<i>Margaret Nordstrom</i> <i>Borough Administrator</i>	
Phone	908-879-3660 Ext. 2130	Email	<a href="mailto:Administrator@ChesterBorough.org">Administrator@ChesterBorough.org</a>
Name and Title		<i>Robin Ghebreel, RMC, CMR</i> <i>Borough Clerk &amp; Registrar</i>	
Phone	908-879-3660 Ext. 2129	Email	<a href="mailto:Clerk@ChesterBorough.org">Clerk@ChesterBorough.org</a>
Name and Title		<i>Scott Beam, Public Works Department Head</i>	
Phone	908-879-3660 Ext. 2118	Email	<a href="mailto:SBeam@ChesterBorough.org">SBeam@ChesterBorough.org</a>
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Washington Township</i>	<i>Street Sweeping Equipment</i>	<i>Equipment provided upon request on an as-needed basis</i>	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
05/02/2019	ALL	Update of SPPP to comply with new permit requirements.
09/13/2019	4 & 10	Adding public education and car wash information.
09/20/2019	10	Car wash update and general formatting clean up.
05/01/2020	10	Updated yard inventory.
12/23/2021		
12/28/2023	ALL	Update Stormwater Pollution Prevention Plan (SPPP) pursuant to NJPDES Tier A MS4 Permit NJ0141852 effective 1/1/2023

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://chesterborough.org/government/forms/stormwater">https://chesterborough.org/government/forms/stormwater</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Robin Ghebreal, Borough Clerk &amp; Registrar</i>
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.
<p><i>Website and social media: stormwater page on municipal website (category 1, 1 pt)</i></p> <p><i>Newspaper Ad: ad for municipal stormwater svcs published in newspaper (category 1, 1 pt)</i></p> <p><i>Stormwater Display: display and materials at municipal event (category 2, 1 pt)</i></p> <p><i>Mailing: stormwater mailing to residents (category 2, 2 pts)</i></p> <p><i>Ordinance Education: mailing to residents and businesses on stormwater ordinance requirements (category 2, 3 pts)</i></p> <p><i>School Presentations: clerk and DPW supervisor presented 2 programs at the local elementary school (category 3, 2 pts)</i></p> <p><i>Clean-up: a town wide clean-up day hosted in November (category 3, 3 pts)</i></p> <p><i>All public education and outreach events are advertised on <a href="http://www.chesterborough.org">www.chesterborough.org</a> and Facebook for the municipality for the Borough of Chester.</i></p> <p><u><i>=13 points, 3 categories</i></u></p>

# Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

## Part IV.E.

<p>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.</p>
<p><i>Chester Borough uses the N.J.A.C 7:8 definition for “major development”, which states;</i></p> <p><i>A. An individual development, as well as multiple developments that individually or collectively result in:</i></p> <p><i>(1) The disturbance of one or more acres of land since February 2, 2004;</i></p> <p><i>(2) The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;</i></p> <p><i>(3) The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021;</i></p> <p><i>or</i></p> <p><i>(4) A combination of Subsection A(2) and (3) above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</i></p> <p><i>B. 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 Subsection A(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.</i></p>
<p>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.</p>
<p><i>The municipality has adopted a SCO that is more stringent than the NJDEP’s model SCO in terms of the requirements to regulate minor development.</i></p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p><i>Since the EDPA, Chester Borough has not constructed any new development or redevelopment projects on Borough property. If Chester Borough decides to construct any new development or redevelopment projects on Borough property, we will ensure adequate long-term operation and maintenance of BMPs 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 standard for such inlets.</i></p> <p><i>Our planning board and municipal attorney have reviewed a draft municipal stormwater management plan and a draft municipal stormwater control ordinance for their adoption. We</i></p>

*also plan to meet with the Morris County planning agency staff to discuss the plan and ordinance. The plan and ordinance will be adopted by our planning board and council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.*

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

*For any BMP that is installed in order to comply with the requirements of our post-construction program, Chester Borough will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Chester Borough intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.*

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

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

*No, Chester Borough's MSWMP and SCO does not include a mitigation plan. The Planning and Zoning Department has approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans.*

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

*Initial adoption: February 16, 2021*

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

*Introduced: March 2005  
Initially adopted: May 12, 2005  
Revised: March 1, 2006*

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	06/01/2004	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>\$50 - 500</i>
2. Wildlife Feeding	07/02/2005	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
3. Litter Control	07/15/2005	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
4. Improper Disposal of Waste	07/02/2005	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
5. Yard Waste	07/02/2005	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
6. Private Storm Drain Inlet Retrofitting	08/17/2010	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
7. Illicit Connections	07/02/2005	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
8. Privately-Owned Salt Storage	11/08/2023	<i>Yes</i>	<i>Code enforcement officers and local police</i>	<i>Fines not exceeding \$2,000</i>
9. Tree Removal-Replacement	<i>N/A</i>	<i>Not adopted yet. The State just issued the model ordinance</i>	<i>N/A</i>	<i>N/A</i>



**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.**

*Refuse Container/ Dumpster Ordinance*

*Date Adopted: 05/04/2010*

*Yes, the DEP model was adopted without change.*

*Entity Responsible for Enforcement: Code enforcement officers and local police*

*Fees & Fines: Fines not exceeding \$2,000.*

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

*The 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, and penalties will be issued 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.*

*Under the new Tier A Municipal Stormwater General Permit, a number of streets are required to be swept a minimum of 3 times a year.*

*A program that includes a sweeping schedule and inspection retention requirement is currently under development for compliance with the Tier A permit.*

*A formal schedule with map outlining the sweeping routes is pending at this time. A street map is included in this plan for reference. It is anticipated that street sweeping schedules will follow a quadrant-by-quadrant pattern for municipal roads.*

*All records are kept in the Public Works office.*

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

*No, Chester Borough does not outsource street sweeping services. However, the Borough outsources equipment from Washington Township on an as-needed basis.*

**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 will continue to maintain and upkeep the legibility of the label throughout the entire 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 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 Chester Borough. For the labeling we will use plastic or metal labels that will be applied using adhesive.*

*b. Records are retained in the annual certification sent to the NJDEP. The Engineering Department duties include a procedure for any road that undergoes renovations or paving projects must also have its inlets inspected and retrofitted if necessary. Engineering reviews are completed anytime a site plan is done. The Borough Engineer ensures they are retrofitted when any improvement work is done. Records are kept on both contracted work and in-house work that is completed.*

*c. The Borough Engineer checks the plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with or downstream of the affected storm drain inlets.*

*d. A licensed contractor will perform inspections of all storm drain inlets annually as they drive the roads of the borough. The staff will then make a note of the location and notify the SPC, who will, in turn, arrange to have DPW clean the inlet 1 week. Areas that historically clog and flood during storms are inspected and cleaned more regularly. In addition, these areas are inspected and cleaned, if necessary, prior to large, forecasted storms.*

**2. Municipal Catch Basins**

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

*a. Chester Borough DPW staff performs an annual catch basin cleaning program to maintain catch basin function and efficiency. About 20% of catch basins will be inspected once each year, rotating the schedule in such a way that all catch basins will be inspected at least once every 5 years.*

*b. 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. Each catch basin will be inspected, even if it was found to be "clean" the previous inspection. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.*

### **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.

*All MS4 conveyance system obligations are met via the annual inspection activities. If maintenance or repairs of the systems are required, Chester Borough will be notified and asked to restore the system to its proper working conditions.*

### **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.

*When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.*

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

*Attached is 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.*

### **5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

*The illicit connection identification is an ongoing process that is conducted annually along with the stormwater facility inspection. There has not been an illicit connection found within the Borough so far. We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records.*

*Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are*

*unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification.*

*If an illicit connection is found to originate from another public entity, the Borough will report the illicit connection to the Department.*

#### **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.

*Chester Borough will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Chester Borough operates 1 detention basin located on Ammerman Way.*

*These stormwater facilities will be inspected annually to ensure 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.

*For BMPs on private property that are not owned or operated by the Borough, a provision has been included in the Municipal Stormwater Control Ordinance that requires the private property entity to perform all operation and maintenance. The Borough will implement an annual reminder program to property owners for this reporting requirement in order to maintain compliance under the regulations. Property owners are additionally advised that failure to conduct annual inspections and maintenance may result in the Borough performing and billing for the work. The Borough will accept and upload inspection reports annually into the electronic database upon receipt.*

#### **8. Infrastructure Records**

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

*All records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities can be located in the Public Works office.*

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<i>Chester Borough sprays glyphosate as “spot treatment” for weeds using a backpack sprayer. When spraying, the herbicide is not used around any stormwater infrastructure. The material being used is a “cling-on” spray that attaches to the object being treated, and does not allow soil mobility to groundwater, or runoff into the environment or stormwater systems. Location and detailed logs are kept with the DPW staff</i>
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<i>Contracted snow plows crews are instructed to implement appropriate salt application practices. Any unintended accumulation of salt piles is shoveled into dump trucks and returned to the public works site.</i>
<b>3. Roadside Vegetative Waste</b> 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.).
<i>Chester Borough operates a year-round program for the collection of roadside waste.</i>  <i>Residents may place wood/tree limbs at curbside in the area between the street and the sidewalk for collection during the first week of October. Brush material should be tied in 3-4ft bundles with string, and be placed at the curb for collection. These materials cannot be mixed with yard (small branches, hedge trimmings, grass clippings) waste, for it will not be picked up.</i>  <i>Leaf collection is typically during Oct-Dec. Like brush, leaves may not be blown or raked into the streets. Leaf collection ends at the end of December each year.</i>  <i>There will be separate pickup scheduled in the Springtime.</i>
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
<i>Chester Borough’s streets are well maintained and constantly monitored. Crews are out daily doing drive-by inspections while performing various tasks that enable them to identify areas of erosion or deterioration. Areas are logged for future repair, often added to larger road improvement projects. Identified areas of particular concern are coned off or barricaded for public safety until a safe and permanent fix is installed.</i>

# 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	
50 North Road, Chester, NJ 07930	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspection of the maintenance yard will be held to ensure that the standard operating procedures (SOP) is being met.</p> <p>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month, even during the off-season, to ensure that all materials and machinery are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions are noted in the inspection log.</p> <p>The DPW Supervisor will check the condition of the salt barn to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. The inspector checks the condition of salt loaders and spreaders and addresses any material spillage from loading and unloading operations.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
175 tons of Salt – stored in covered salt barn	Caterpillar 420F2IT 2018
1200 Gallon Liquid Calcium Container	Caterpillar 242 Skid Steer 2016
1000 Gallon Gasoline Tank	Case Tractor 2014 110 Farmall
1000 Gallon Diesel Gas Tank	X Mark Zero Turn Mower 2023
55 Gallon Used Oil Drum	Z Master Zero Turn Mower 2016
	Toro 7210 Zero Turn Mower 2015
	Bandit Chipper 15XP 2022
	Tarco Leaf Vac 2002
	Tarco Big T Leaf Vac 2008
	Toro 7210 Zero Turn Snow Blower 2008
	Crack Pro SM-125 2014
	(2) Ford F-350 2011 and 2020
	(3) Ford F-550 2011, 2018, and 2022
	Freightliner Single Axle 2016



<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p><i>There is no outside secondary containment.</i></p>
<p><b>5. Fueling Operations</b> 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><i>Chester Borough DPW Yard has gasoline fueling stations outside of their shop. Spill kits are kept near the station when fueling is in process.</i></p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> 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><i>All large vehicle and equipment maintenance and repairs are done off site. If there are smaller repairs to be done, they are conducted inside.</i></p>
<p><b>7. Wash Wastewater Containment</b> 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><i>Chester Borough does not wash DPW vehicles and equipment on site.</i></p>
<p><b>8. Salt and Other Granular De-icing Materials</b> 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><i>Chester Borough currently stores its de-icing material in a permanent structure located at its maintenance yard at the municipal building. If stored outdoors it is tarped when not actively used. At the completion of loading and unloading activities we shall inspect for spilled salt. Sweeping is conducted once a week or more if necessary.</i></p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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><i>Stored in a permanent structure at the Public Works facility.</i></p>



<p><b>10. Cold Patch Asphalt</b></p> <p>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><i>Chester Borough does not store these materials on site.</i></p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b></p> <p>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><i>Sweeping of the yard will be done on a monthly basis during the summer months. Sweepings will be stored in tarped, dumpsters, on pavement surrounded by a hay bale barrier, until removed. No catch basins are onsite in the yard area of the municipal building. The two catch basins located in the front parking lot will be inspected monthly and cleaned on an as needed basis.</i></p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b></p> <p>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><i>We have considered the two options available, and have decided to develop a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.</i></p> <p><i>During the entire year, Chester Borough have adopted and enforcing a yard waste ordinance that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.</i></p>
<p><b>13. Scrap Tires</b></p> <p>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><i>Chester Borough does not store these materials on site.</i></p>
<p><b>14. Inoperable Vehicles and Equipment</b></p> <p>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><i>Chester Borough does not store these materials on site.</i></p>

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
<p><i>The Stormwater Program Coordinator (SPC) for Chester Borough attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.</i></p>

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	<i>In-person group, every year</i>
Construction Site Stormwater Runoff	<i>In-person group/field training, every 2 years</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Virtual group, every 2 years</i>
Community-wide Ordinances	<i>In-person group, every 2 years</i>
Community-wide Measures	<i>In-person group, every 2 years</i>
Stormwater Facilities Maintenance	<i>Field training, every year</i>
Municipal Maintenance Yards and Other Ancillary Operations	<i>Field training, every year</i>
MS4 Mapping	<i>Virtual group, every 2 years</i>
Outfall Stream Scouring	<i>Field training, every 2 years</i>
Illicit Discharge Detection and Elimination	<i>In-person group, every 2 years</i>

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>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.</i>

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<i>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>.</i>
<i>Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management.</i>

<b>Training Records</b>
Indicate the location of training records for the above required training.
<i>Training records that include the type of training, date conducted, attendees, and trainers are maintained by the SPC.</i>

**Form 11 – MS4 Mapping**  
**Part IV.G.1.**

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://www.chesterborough.org/media/attachments/2023/11/17/cb-2023-stormwater-inspection-map-24x36.pdf">https://www.chesterborough.org/media/attachments/2023/11/17/cb-2023-stormwater-inspection-map-24x36.pdf</a>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	23
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	N/A
c. MS4 interconnections	Approx. 6
d. MS4 storm drain inlets	355
e. MS4 manholes	15
f. Length of conveyance (channels, pipes, ditches, etc.)	Approx. 7 miles
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	1
i. Maintenance yard(s) and other ancillary operations	1
<p>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> <p><i>DPW and the Borough Engineer annually meet each November to review recent or pending changes to the tax maps for the coming year. This annual review will now include updates and changes to the stormwater infrastructure. Map updates will be provided to Stormwater Compliance Solutions, LLC, and the MS4 Case Manager.</i></p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p><i>The Borough has contracted with Stormwater Compliance Solutions to complete 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)</i></p>	

## Form 12 – Watershed Improvement Plan

### Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<i>Chester Borough is currently collecting data required to develop the Phase 1 Watershed Inventory Report (due and required for posting by 01/01/2026).</i>
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<i>Minutes of all proceedings for public meetings and public information sessions will be maintained by the Chester Borough Clerk and posted on the dedicated stormwater page on the Borough website when the meetings are held.</i>