

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Steven Kegelman

Title: Emergency Management Coordinator

Date: 03/21/2018

Municipality: Avon-by-the-Sea

County: Monmouth

NJPDES #: NJG0154431

PI ID #: 1671160

Stormwater Program Coordinator: Steven Kegelman

Title: Emergency Management Coordinator

Office Phone #: 732-502-4510

Emergency Phone #: 732-502-4500

Public Notice Coordinator: Michele Darling

Title: Deputy Clerk

Office Phone #: 732-502-4510

Emergency Phone #: 732-502-4500

Post-Construction Stormwater Management Coordinator: Rich Connors

Title: Construction Official

Office Phone #: 732-502-4510

Emergency Phone #: 732-502-4500

Local Public Education Coordinator: Sheila Sullivan

Title: Safety Coordinator

Office Phone #: 732-502-4510

Emergency Phone #: 732-502-4500

Ordinance Coordinator: Rich Connors

Title: Construction Official

Office Phone #: 732-502-4510

Emergency Phone #: 732-502-4500

Public Works Coordinator: Scott Hauselt

Title: Superintendent of Public Works

Office Phone #: 732-502-4520

Emergency Phone #: 732-502-4500

Employee Training Coordinator: Scott Hauselt

Title: Superintendent of Public Works

Office Phone #: 732-502-4520

Emergency Phone #: 732-502-4500

Other: Kerry McGuigan

Title: Borough Administrator

Office Phone #: 732-502-4520

Emergency Phone #: 732-502-4500



# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
 NJPDES # : NJG 0154431 PI ID #: 167160  
 Team Member/Title: Kerry McGuigan  
 Effective Date of Permit Authorization (EDPA): April 01, 2004  
 Date of Completion: March 17, 2005 Date of most recent update: March 21, 2018

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

**To control stormwater from new development and redevelopment projects throughout the Borough of Avon-by-the-Sea, Borough will do the following:**

**The Borough's Planning Board ensures that all new residential development and redevelopment projects subject to the Residential Site Improvements Standards for stormwater management are in compliance prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.**

**The Code Enforcement Officer will ensure continued compliance of all private redevelopment projects with the latest approved subdivision plans and applicable ordinances as well as long term operation and maintenance of of proposed BMP's (Best Management Practices.) The Superintendent of Public Works will be responsible for appropriate long term operation and maintenance of BMP's constructed on Borough property.**

**The Borough Engineer will ensure all plans for new development and redevelopment projects incorporate the new design for storm drain inlets. The Engineer or his designee will ensure proper installation of said inlets and the Superintendent of Public Works will be responsible for the proper maintenance or retrofit of existing inlets.**

---

---

---

---

---

---

---

---









# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
 NJPDES #: NJG0154431 PI ID #: 167160  
 Team Member/Title: Scott Hauselt, Public Works Supervisor  
 Effective Date of Permit Authorization (EDPA): April 01, 2004  
 Date of Completion: September 30, 2004 Date of most recent update: March 21, 2018

**Prior to May 2, 2006**

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2006 – May 1, 2007**

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2007 – May 1, 2008**

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2008 – May 1, 2009**

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_







# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
 NJPDES # : NJG0154431 PI ID #: 167160  
 Team Member/Title: Charles Rooney, Borough Engineer  
 Effective Date of Permit Authorization (EDPA): April 01, 2004  
 Date of Completion: Date of most recent update: DOC March 01, 2005 DOMRU March 21, 2018

What type of storm drain inlet design will generally be used for retrofitting?

~~The Borough has installed NJDOT bicycle safe grates with skid resistant surface.~~

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

~~No. The Borough does not plan on claiming any historic place exemptions or alternate device exemption.~~

---



---



---



---

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
 NJPDES # : NJG0154431 PI ID #: 167160  
 Team Member/Title: Scott Hauselt, Superintendent of Public Works  
 Effective Date of Permit Authorization (EDPA): April 01, 2004  
 Date of Completion: January 01, 2005 Date of most recent update: March 21, 2018

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.  
 (NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

~~The Borough will continue their existing street sweeping program which consists of by monthly sweepings on every other Wednesday. Records of street sweeping will be maintained at the DPW office.~~

---

---

---

---

---

---

---

---

---

---

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

~~The Borough uses the Public Works Department to monitor all their roads and street for erosion problems during normal patrols. All identified road erosion problems will be reported to Scott Hauselt, the Public Works Department Supervisor. During DPE personnel meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned areas of concern, and areas identified to have road erosion problems will be repaired in accordance with Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and the Supervisor will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.~~

---

---

---

---

---

---

---

---

---

---

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
NJPDES # : NJG0154431 PI ID #: 167160  
Team Member/Title: Scott Hauselt, Public Works Supervisor  
Effective Date of Permit Authorization (EDPA): April 01, 2004  
Date of Completion: January 01, 2005 Date of most recent update: March 21, 2018

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

~~The Borough has implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed inn 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. 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.~~

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

~~The Borough has implemented a stormwater facility maintenance program that ensures that all stormwater facilities operated by the Borough function properly. These facilities are inspected annually to insure that they function properly. In High risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.~~





### **De-icing Material and Sand Storage**

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*The Borough currently stores its de-icing mixture in a garage at the DPW yard.*

## **SPPP Form 16 – Standard Operating Procedures**

### **Municipality Information**

Municipality: Borough of Avon-by-the-Sea

NJPDES #: NJG 0154431 PI ID #: 167160

Team Member/Title: Jeff Bramhall, *Public Works Supervisor*

Effective Date of Permit Authorization (EDPA): *April 1, 2004*

Date of Completion: March 25, 2005 Date of most recent update:

**BMP Date SOP went into effect Describe your inspection schedule**

### **Fueling Operations**

(including the required practices listed in Attachment D of the permit)

*The Borough fuels all vehicles at the Public Works Yard, which is inspected daily.*

*We will also perform visual inspections before discharging stormwater that has accumulated in the area of the aboveground fuel storage tanks.*

### **Vehicle Maintenance**

(including the required practices listed in Attachment D of the permit)

*Monthly inspections will be held to ensure that the SOP is being met.*

### **Good Housekeeping Practices**

(including the required practices listed in Attachment D of the permit)

**Attach inventory list required by Attachment D of the permit.**

*Monthly inspection of the municipal maintenance yard and ancillary operations will be held.*

## **Borough of Avon-by-the-Sea**

## **Standard Operating Procedures**

### **Vehicle and Equipment Fueling**

**Introduction and Purpose:** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**Scope:** These procedures are to be implemented at the DPW maintenance yard. Including mobile fueling operations.

**Standards and Specifications (for vehicle and equipment fueling):**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.



- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off”.
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

#### Standards and Specifications (for bulk fueling):

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

#### Spill Response:

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Avon Fire Department via the Police Department.

#### Maintenance and Inspection:

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

## **Borough of Avon-by-the-Sea**

### **Standard Operating Procedure**

### **Vehicle Maintenance**

#### Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the DPW maintenance yard. The purpose of this SOP is to provide a set of guidelines for the Borough vehicle maintenance yard.

Scope: This SOP applies to the DPW maintenance yard.

Standards and Specifications:

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

**Borough of Avon-by-the-Sea Maintenance Yard BMP Objectives**

-Waste Management

-Spill Prevention, Containment and Countermeasures

-Pollution Control

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting:

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Avon Fire Department via the Police Department.

Maintenance and Inspection:

- Periodically check for leaks and damaged equipment and make repairs as necessary.

**Borough of Avon-by-the-Sea  
Standard Operating Procedure  
Good Housekeeping**

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at the DPW maintenance yard. The purpose of this SOP is to provide a set of guidelines for the employees of Avon-by-the-Sea for Good Housekeeping Practices at their maintenance yard.

#### Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

#### **Borough of Avon-by-the-Sea Good Housekeeping Goals**

-Proper Recycling

-Proper Waste Disposal

-Pollution Prevention

#### Standards and Specifications (Salt and Deicing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

#### Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.

#### Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Borough of Avon-by-the-Sea County: Monmouth  
NJPDES # : NJG0154431 PI ID #: 167160  
Team Member/Title: Scott Hauselt  
Effective Date of Permit Authorization (EDPA): April 01, 2018  
Date of Completion: March 17, 2005 Date of most recent update: March 21, 2018

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

**The following topics will be covered in the Borough's annual employee training program:**

**Waste Disposal Education - Code enforcement and public works employees**  
**Municipal Ordinances - Code enforcement, local police and public works employees**  
**Yard Waste Collection Program - Public works employees**  
**Street Sweeping - Public works employees**  
**Stormwater Facility Maintenance - Public works employees**  
**Road Erosion Control - Public works employees**  
**Outfall Pipe Stream Scouring Remediation - Public works employees**  
**Illicit Connection Elimination and Outfall Pipe Maintenance - Public works employees**  
**Maintenance Yard Operations - Public works employees**  
**Construction Activity / Post Construction New Development & Redevelopment - Building official**

**The illicit connection elimination training will include field training on procedures to properly conduct outfall inspections for illicit connections and procedures for elimination of the illicit connection. The maintenance yard operations training will include field training on the standard operation procedures for fueling, vehicle maintenance and good housekeeping practices.**