

# Stormwater Pollution Prevention Plan

*(Township of Maple Shade)*

*(Burlington County)*

*(Permit Number (NJG0148849))*

*Annual Review Date: (6/30/2024)*

*Stormwater Program Coordinator: Timothy McGonigle*

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Timothy McGonigle or Patrick Lyons	
Phone	856-779-9610, ext 221	Email	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Tim Staszewski, P.E., RVE Township Engineer	
Phone	856-795-9595 ext 1094	Email	Timothy.Staszewski@rve.com
Name and Title			
		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Susan E. Danson, Township Manager	
Phone	856-779-9610 x 161	Email	twpmgr@mapleshade.com
Name and Title		Richard Brevogel , Project Manager RVE	
Phone	856-633-8713	Email	<a href="mailto:Richard.Brevogel@RVE.com">Richard.Brevogel@RVE.com</a>
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
04/30/2009		
01/04/2016	JA	General Update
04/30/2018	JA	General Update
04/30/2019	GDH	General Update
05/14/2019	GDH	General Update
04/30/2020	SED	General Update
04/30/2021	SED	Update to New SPPP format and general update
04/29/2022	SED	Update to address NJDEP Compliance Evaluation Inspection Comments
06/30/2024	RAB	Update to new SPPP format for township

## Form 3 – Public Announcements

### Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="#">SPPP – Maple Shade Township</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Township Manager’s Office
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>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et. seq.), Township of Maple Shade provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Township of Maple Shade provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal storm water management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Township of Maple Shade complies with those requirements.</p> <p>The official newspaper is the Burlington County Times. All legal notices to be published must appear in the official newspapers as stipulated by the Acts. Public notices may be published , although not required, in any or all of the secondary newspapers.</p> <p>Social media outlets include Facebook and township Webpage</p>

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

*Part IV.E.*

<p>1. How does the municipality define ‘major development’? <b>Primary Agencies involved – Municipal and Board Consulting Engineers</b></p>
<p>As currently defined in the NJ Storm water Rule (NJAC 7:8).</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>Primary difference is that most non-residential projects are privately maintained.</p> <p>For any BMP that is installed with the requirements of our post-construction program, Township of Maple Shade ensures 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, Township of Maple Shadedoes this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance.</p> <p>Township of Maple Shade also enforces, 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 thorough storm drain inlets. EveshamTownship expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the “Alternative Device Exemptions”, or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>All major development projects are designed to comply with the applicable storm water design requirements of the NJ Storm water Rule (NJAC 7:8), including volume reduction, TSS reduction and recharge (as applicable). <b>A new Stormwater Control Ordinance (SCO) was adopted by Township of Maple Shade in 2021. An amended SCO was adopted in July of 2024.</b></p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>
<p>All Major development applications are reviewed on behalf of the applicable (Planning/Zoning) review Board to ensure that said designs conform with the NJ Storm water Rule. For projects maintained by DPW, all projects must meet DPW standards as well. For privately-maintained projects, storm water maintenance plans are developed by the applicants' design engineers and filed with Burlington County as per NJAC 7:8-5.</p>
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>
<p>No</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>
<p style="text-align: center;">Township of Maple Shade Municipal Building 200 Stiles Avenue Maple Shade NJ 08052</p>

## Form 5 – Ordinances

### Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	12-15-2004	YES	Maple Shade Code Enforcement and Local Board of Health	Up to \$2000
2. Wildlife Feeding	12-15-2004	YES	Maple Shade Code Enforcement	Up to \$2000
3. Litter Control	12-15-2004	YES	Maple Shade Police Department and Maple Shade Code Enforcement	Up to \$2000
4. Improper Disposal of Waste	12-15-2004	YES	Maple Shade Police Department, Code Enforcement and DPW	Up to \$2000
5. Yard Waste	12-15-2004	YES	Maple Shade Police Department Code Enforcement and DPW	Up to \$2000
6. Private Storm Drain Inlet Retrofitting	02/17/2010	YES	Zoning Officer	Up to \$2000
7. Illicit Connections	12-15-2004	YES	Maple Shade Zoning Office and Code Enforcement	Up to \$2000
8. Stormwater Control Ordinance Permit cite IV.B.4.g and IV.B.5.a.vii	07/18/2024	YES	Code Enforcement	Up to \$2000
9. Optional : Refuse Container/Dumpster Ordinance		YES		Up to \$2000
10. Privately-Owned Salt Storage	09-14-2023	YES	Code Enforcement and DPW	Up to \$2000
11. Tree Removal- Replacement	05-23-2024	YES	Code Enforcement and DPW	Up to \$2000



List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.

N/A.

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

Township of Maple Shade  
Municipal Building  
200 Stiles Avenue  
Maple Shade NJ 08052

**Form 6 – Street Sweeping**

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

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

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

**Note – triannual and annual sweeping requirements referenced above will not go into effect until January 1, 2026.**

Maple Shade currently meets its street sweeping obligations and will be in compliance with the new requirements set for Jan 1 2026.

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

N/A

**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.

All pre-existing municipally owned and operated inlets have been labelled or have “no dumping -drains to waterway” type labels casted or imprinted on the inlets. The Township inspects and maintains these inlets as part of its MS4 maintenance responsibilities.

Maple Shade inspects all municipally owned and operated storm drains at least once per year. Maple Shade developed, updated, and implemented a storm drain inlet cleaning and maintenance program. The program shall establish the conditions under which a storm drain inlet must be cleaned, and maintenance performed. Cleaning and maintenance shall be conducted, at a minimum, as frequently as necessary to ensure that sediment, trash, or other debris is removed as necessary to restrict it from entering the waters of the State; to eliminate recurring problems. and maintain proper function.

Maple Shade inspects all storm drains that it owns or operates. At a minimum, Maple Shade shall inspect a minimum of 20% of the total per year, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency.

Finally, private inlets are required, per Township and/or Board development reviews to comply with current MS4 standards. **All Township owned and maintained inlets will be retrofitted by or before the December 2027 MS4 deadline.**

**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.

Maple Shade inspects all municipally owned and operated storm drains at least once per year. Maple Shade developed, updated, and implemented a storm drain catch basin cleaning and maintenance program. The program shall establish the conditions under which a storm catch basin must be cleaned, and maintenance performed.

Cleaning and maintenance shall be conducted, at a minimum, as frequently as necessary to ensure that sediment, trash, or other debris is removed as necessary to restrict it from entering the waters of the State; to eliminate recurring problems. and maintain proper function.

Maple Shade inspects all catch basins that it owns or operates. At a minimum, Maple Shade shall inspect a minimum of 20% of the total per year, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency.

### **3. Municipal Conveyance System**

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

The Township of Maple Shade has developed, implemented and updates an MS4 conveyance system inspection, cleaning and maintenance program including municipally-owned and operated ditches and pipes.

The Township of Maple Shade inspects all stormwater infrastructure excluding storm drain inlets, catch basins, piping and other conveyances at least four (4) times per year and after each rainstorm exceeding 1” of rainfall.

The Township of Maple Shade performs necessary maintenance of all stormwater infrastructure excluding storm drain inlets, catch basins, piping and other conveyances per approved maintenance plans or more frequently as needed to ensure proper function and operation.

Conventional stormwater conveyance system inspections are visual, at a frequency above and as-needed periodic inspections. At the discretion of the Township, video of underground conveyance systems may be performed on a case-by-case basis to determine the cause(s) of malfunction drainage infrastructure.

### **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.

The Township of Maple Shade has developed and implemented a Stream Scouring program which includes the following measures:

- i. Inspect each MS4 outfall that discharges to a stream, and the surrounding area in the vicinity of the MS4 outfall, for localized scouring of the stream banks or bottom caused by the outfall.

Each outfall shall be inspected at least once every five years, with a minimum of 20% of the total number of outfalls.

ii. Inspect, within 30 days of identification, any new and/or newly identified outfalls as required in i. above for localized scouring of the stream banks or bottom caused by the outfall;

iii. Investigate, within 30 days of receipt, all complaints and reports of stream scouring;

iv. When localized stream scouring is detected, identify sources of stormwater that contribute to the scouring from the outfall within 3 months;

v. Where identified sources are located on property owned or operated by the permittee, corrective action shall be taken by the permittee to reduce stormwater rate or volume when feasible;

vi. Where identified sources are within the jurisdiction of the permittee, but not located on property owned or operated by the permittee, the permittee shall ensure that proper operation and maintenance of stormwater facilities is performed by the entity responsible for the facility as required in Part IV.F.4;

vii. Prioritize, schedule and complete remediation of identified localized stream scouring as soon as possible, taking action based upon the requirements above. If not able to be completed within 12 months, a schedule for completion shall be submitted to the MS4 Case Manager before the 12 month deadline. (See [https://www.nj.gov/dep/dwq/msrp\\_managers.htm](https://www.nj.gov/dep/dwq/msrp_managers.htm)). This schedule of completion shall be maintained with updated information and provided to the MS4 Case Manager on a quarterly basis until completion as required in Part IV.F.3 and IV.F.4;

viii. All stream scouring restoration shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1) and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13;

#### **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.

Township of Maple Shade implemented the following program to detect investigate and enforce an ongoing Illicit Discharge Detection and Elimination Program in accordance with Evesham’s MS4 permit. This program shall be documented in the written SPPP). **As part of this program, Township of Maple Shade shall perform the following tasks:**

1. Maple Shade will conduct visual dry weather inspection of all outfall pipes owned or operated by the Township at least once every five years to determine if dry weather flow or other evidence of illicit discharge is present. Dry weather flow is flow occurring 72 hours after a rain event.
2. Township of Maple Shade will investigate the source if evidence of illicit discharge is found and;
  - a. Eliminate non-stormwater discharges that are traced to their source and found to be illicit connections;
  - b. Document investigations and actions taken using the Department’s Illicit Connection Inspection Report Form;
  - c. Inspect any outfall pipes newly identified in compliance with Part IV.B.6.a for illicit discharges;
  - d. Investigate dry weather flows discovered during routine inspection and maintenance of other elements of the MS4; and
  - e. Investigate, within three months of receipt, complaints and reports of illicit connections including those from operating entities of interconnected MS4s.
3. Township of Maple Shade has adopted and will enforce an ordinance that prohibits illicit connections to the municipal separate storm sewer system operated by the Township.
4. Township of Maple Shade shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for MS4 Outfall Pipe Mapping, and Illicit Discharge and Scouring Detection and Control specified for Existing Permittees (Measurable Goals and Implementation Schedule).

**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.

**Where existing/proposed** – Township of Maple Shade shall inspect and maintain “other” municipal infrastructure as follows:

**Infiltration Basins** – DPW staff will perform inspections according to maintenance plans that were approved by the Township for major development projects. If an approved maintenance plan is not available, we typically adopt the suggested maintenance plan from the Department’s BMP Manual.

Updates may be made to the maintenance plan based on the Department’s online guidance and in-person observations of the BMP’s functionality over time. Any trash or debris gets cleaned up on the spot.

**Manufactured Treatment Devices (MTDs)** – DPW staff will perform MTD inspections according to the manufacturer’s maintenance plans that were approved by the Township for the major development. Maintenance is conducted more frequently as needed if the functionality of the MTD declines. MTD inspections involve removal of the covering to examine the interior of the structure.

**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.

Township of Maple Shade maintains a summary of the location of each non-municipal stormwater facility and the associated inspection/maintenance records. For stormwater basins, Township of Maple Shade will institute a licensing program where we charge a fee to the owner of each basin. Fees are used for municipal staff to conduct annual inspections and review maintenance records.

For all other stormwater infrastructure, each December, Township of Maple Shade will send out a form to all private stormwater facility owners for them to complete and return to the Township by January 15th for the previous year. The form requires the location and type of each stormwater facility on the property and the dates and details of inspections, maintenance, cleaning, and repairs that were performed. The form requires certification by the property owner that the stormwater facilities are functioning as designed, approved maintenance plans were followed (where appropriate) and has an area to explain if this is not the case. In instances where the owners do not perform the necessary maintenance, Maple Shade may perform the maintenance and bill the owner.

**8. Infrastructure Records**

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

Township of Maple Shade keeps an inventory list of all stormwater infrastructure (municipal and private) with records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls, and repairs that have been done as well as those projected for completion each year. These records are kept in the DPW office.

## 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.

**If Maple Shade elects to use herbicides in the future**, the Township shall restrict the application of herbicides to prevent herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation. At a minimum, the permittee shall: (1) not apply herbicides on or adjacent to storm drain inlets, or on steeply sloping ground; (2) only apply herbicides along curb lines and unobstructed shoulders that contain unwanted vegetation; and (3) only apply herbicides within a 2-foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

#### 2. Excess Deicing Material Management

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

Township of Maple Shade DPW staff are trained to shovel up excess salt piles that remain on all **municipally-owned or operated** roadways and parking areas within three days (72 hours) after a storm is over, conditions permitting. The salt is collected in a covered trash bin on the truck and the salt is reused during the next storm.

#### 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.).

DPW staff utilize side charging of mowing clippings to return nutrients back into the soil to reduce the use of synthetic fertilizers. Curbside brush collection for residents is during the following months March – October and each resident receives 1 collection per month per their section of town they live coordinated with the week of the month (i.e. Section 1 homes are collected during the first full week of the month). Curbside leaf collection follows the same schedule during the months of November, December, and April. Residents are not to pile brush and leaves within the roadway.

**4. Roadside Erosion Control**

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

As DPW staff perform annual storm drain inlet inspections as noted above, they also check for erosion of shoulders, embankments, ditches, and soils along roads. If they notice any such erosion or sedimentation collecting in areas, including in the waters near the road, they log it in the maintenance schedule and fix the issue within three months. We either plant vegetation or use other methods, such as riprap in areas prone to erosion along roads to promote soil stabilization as described in the Standards for Soil Erosion and Sediment Control. We will contact our Township engineer for guidance for cases where planting will not remedy this issue.



**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**

Maple Shade owns or operates:  
620 Cutler Avenue  
Maple Shade , New Jersey 08052

**2. Monthly Site Inspections**  
Describe the nature of inspections conducted at this site and the location of inspection logs.

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

**3. Inventory List**  
List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery/Equipment
Brush	Municipal Trucks

**4. Discharge of Stormwater from Secondary Containment**  
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

None

**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.

Maple Shade uses standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps (see (a-c), below):

- a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels
- b. 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of

fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.

- c. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

**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.

Maple Shade uses the following standard operating procedures to address vehicle maintenance (see (a-b), below):

- a. Operate and maintain equipment to prevent the exposure of pollutants to storm water.
- b. Whenever possible, conduct vehicle and equipment maintenance 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.

**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.

Vehicles are washed at 620 Cutler Ave in a reclamation system

**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.

Maple Shade Township stores its de-icing material in a storage structure located at the Maple Shade Public works department located at 620 Cutler Avenue. The

Following procedures are followed:

- a. Store material in a permanent structure.
- b. Perform regular inspections and maintenance of storage structure and surrounding area.
- c. Minimize tracking of material from loading and unloading operations.
- d. During loading and unloading:
  - a. Conduct during dry weather, if possible;

- b. Prevent and/or minimize spillage; and
- c. Minimize loader travel distance between storage area and spreading vehicle.
- e. Sweep (or clean using other dry cleaning methods):
  - a. Storage areas on a regular basis;
  - b. Material tracked away from storage areas;
  - c. Immediately after loading and unloading is complete.
- f. Reuse or properly discard materials collected during cleanup.

Finally, Township of Maple Shade’s DPW staff are trained to shovel up excess salt piles that remains on roadways and parking areas within three days (72 hours) after the storm is over, conditions permitting. The salt is collected in a covered trash bin on the truck and the salt is reused during the next storm.

**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.

See procedures (a-c) below:

- a. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize storm water run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
- b. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other storm water conveyance channels.
- c. The stockpiling of materials and construction of storage areas on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see [www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/) for more information).

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**10. Cold Patch Asphalt**  
materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. Explain where these materials are stored.

*If/when* stored, Maple Shade shall store asphalt in a permanent structure or on an impervious surface and cover in a manner that minimizes stormwater run-on and pollution run-off.

**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.

Street sweepings and Storm Sewer materials are placed in a dumpster and it will be covered per the new permit requirements. Once a year, samples of materials are sent to an independent laboratory for testing per Burlington County Department of Solid Waste standards for disposal. Street Sweepings and Sewer clean out materials are stored at the Public Works yard for no more than 6 months at a time.

**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.

See procedures (1-3) below:

1. These practices are applicable to any yard trimmings or wood waste management site:
2. Yard trimmings or wood waste management sites must be operated in a manner that:
  - a. Diverts storm water away from yard trimmings and wood waste management operations;
  - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to storm water.
3. Yard trimmings and wood waste management site specific practices:
  - a. Construct windrows, staging and storage piles:
    - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
    - ii. On ground which is not susceptible to seasonal flooding;

- iii. In such a manner that prevents storm water run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert storm water from contacting yard trimmings and wood waste).
- b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of storm water runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
- d. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
- e. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
- f. Remove trash from yard trimmings and wood waste upon receipt.
- g. Monitor site for trash on a routine basis.
- h. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter;
- i. Dispose of collected trash at a permitted solid waste facility.
- j. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

**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.

*If/when stored*, all scrap tires are stored indoors (or covered with tarp to prevent contact with stormwater) until removed and disposed/recycled offsite.

**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.

*If/when* Township of Maple Shade stores inoperable vehicles onsite, we stabilize drip pans and tarps to prevent stormwater run-on and run-off. Any equipment vehicles that are stored are also inspected monthly.

## Form 10 – Training

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

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

<b>Topic</b>	<b>Municipal Employees</b>
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos Describe the training provided for municipal staff.	
SPPP	Township of Maple Shade trains staff whose job duties support the stormwater program. Training on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping is conducted annually via combined in-person/virtual training. This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.
Construction Site Stormwater Runoff	Staff who are responsible for inspections of construction projects that disturb one acre of soil or more, are trained annually on related MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved soil erosion and sediment control plan.
Post-Construction Stormwater Management in New and Redevelopment	Staff who are responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality’s postconstruction stormwater management program to address stormwater runoff. Training explains the municipality’s definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, Township of Evesham’s SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents. For example, we identify where the Department’s maintenance guidance is available on the website for DPW staff reference when an approved maintenance plan does not exist.



Community-wide Ordinances	Staff who are responsible for approving and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take if violations are reported.
Community-wide Measures	Staff who are responsible for conducting activities associated with communitywide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. This training details what infrastructure is to be maintained according to approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual.</p> <p>Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work. All types of stormwater infrastructure in the Township are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, stormwater infiltration basins, and manufactured treatment devices.</p>
Municipal Maintenance Yards and Other Ancillary Operations	Staff who are responsible for conducting activities associated with our municipal maintenance yard and salt yard attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	Our Township Engineer (RVE) who prepares and submits our electronic mapping of stormwater infrastructure attend State of the Art (SOTA) training to review the MS4 permit requirements for electronic mapping.

<p>Outfall Stream Scouring</p>	<p>Staff who are responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>Staff who are responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p>

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

<p><b>Municipal Board and Governing Body Members</b></p>
<p>Describe the training provided for members of the planning/zoning board and municipal council.</p>
<p>Within 6 months of joining town council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review <a href="https://nj.gov/dep/stormwater/asking_the_right_questions.html">https://nj.gov/dep/stormwater/asking_the_right_questions.html</a>.</p> <p>Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:</p> <p>Stormwater Management Rules Applicability <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a></p> <p>Stormwater Management Rules Planning <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a></p>

Stormwater Management Rules Design & Performance <https://nj.gov/dep/stormwater/training.htm>

Stormwater Management Rules Safety <https://nj.gov/dep/stormwater/training.htm>

**Training Records**

Indicate the location of training records for the above required training.

Logs of all training including the type of training, date conducted, attendees and trainers are kept in the DPW office.

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	19
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	To be determined (TBD)
c. MS4 interconnections	(TBD)
d. MS4 storm drain inlets	62
e. MS4 manholes	(TBD)
f. Length of conveyance (channels, pipes, ditches, etc.)	(TBD)
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	(TBD)
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>By January 1, 2026, Township of Maple Shade shall develop and maintain an MS4 Infrastructure Map which delineates the location of the following stormwater features that are owned or operated by the Township, including their associated attributes noted in parentheses:</p> <ul style="list-style-type: none"> <li>• MS4 outfalls (receiving surface water name, type of outfall);</li> <li>• MS4 groundwater discharge points (type);</li> <li>• MS4 Interconnections (type into/from, entity);</li> <li>• Storm Drain inlets (type, catch basin present, label presented, retrofitted);</li> <li>• MS4 manholes;</li> <li>• MS4 conveyances (type, direction of flow);</li> <li>• MS4 pump stations;</li> <li>• Stormwater facilities (type); and</li> <li>• Property boundaries of maintenance yards and other ancillary operations (and type).</li> </ul> <p>DPW staff shall coordinate with the Township Engineer every year to discuss any new major development projects happening around town throughout the year. All infrastructure being built for those projects are then mapped by the Township Engineer (RVE), and the corresponding data is submitted to our MS4 Case Manager.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

We plan to continue working with the Township Engineer (RVE) to complete the MS4 Infrastructure Map. Their staff will work with our DPW staff to locate and map all stormwater infrastructure around town until all infrastructure is mapped. RVE staff will then convert all data into Shape files and submit to our MS4 Case Manager before the mapping deadline of 01 Jan 2026.

## Form 12 – Watershed Improvement Plan

### Part IV.H.

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

Township of Maple Shade is gathering data to meet the requirements for the phase 1, Watershed Inventory Report, which is due and will be posted on our stormwater webpage by January 1, 2026. The Township is completing its stormwater infrastructure map (due January 1, 2026 per its MS4 permit obligations) to include these requirements.

Township of Maple Shade will include the Township of Maple Shade Environmental Commission and other stakeholders in our discussions to identify opportunities for public participation and education sessions.

Township of Maple Shade shall develop a Watershed Improvement Plan in the three phases specified below that describes what actions the permittee will take to:

i. Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have percent reductions listed for stormwater in the Total Maximum Daily Loads (see the TMDL Look-up Tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm>);

ii. Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have water quality impairments as per the Department's Integrated Report.

(See the 303(d) list portion of the Department's Integrated Report at [https://www.epa.gov/sites/default/files/2020-01/documents/2016\\_final\\_integrated\\_report\\_appendix\\_b.pdf](https://www.epa.gov/sites/default/files/2020-01/documents/2016_final_integrated_report_appendix_b.pdf)); and

iii. Reduce and/or eliminate stormwater flooding in the municipality, prioritizing the areas of flooding for corrective actions based on threat to human health and safety, environmental impacts, and frequency of occurrence.

Township of Maple Shade shall solicit input from stakeholders, including residents, business owners, owners of private stormwater facilities (as per b.xiii below), and other municipalities and/or dischargers to the sub-watershed(s) to be involved in the Plan development process.

Township of Maple Shade shall conduct semi-annual public information sessions (in-person or virtual) beginning on or before January 1 2026, throughout the development of the Plan. These sessions could be included on the agenda for town council (or equivalent) meetings.

Township of Maple Shade shall prepare and submit to the Department, on or before January 1, 2026, the Watershed Inventory Report, as the first step of the Watershed Improvement Plan, which shall summarize and include an electronic map of the items listed below. The permittee may use any information available from the Department's GIS database at <https://gisdata-njdep.opendata.arcgis.com/> to assist with the preparation of this Report, except for items ii. through vi. For i., existing permittees shall use the outfall pipe map as the base map:

- i. All stormwater outfalls owned/operated by the permittee;
- ii. The drainage area for each outfall(s);
- iii. The receiving waterbodies of those outfalls;
- iv. The water quality classification of all receiving waterbody segments;
- v. All stormwater interconnections from the municipality into another entities' storm or sanitary sewer system;
- vi. The drainage area for each interconnection into another entities' storm or sanitary sewer system;
- vii. All stormwater connection points into the municipality from another entities' storm sewer system;
- viii. All storm drain inlets owned/operated by the permittee;
- ix. Area associated with each TMDL for waters that lie within or bordering the municipality;
- x. Area associated with each water quality impairment for waters that lie within or bordering the municipality;
- xi. Overburdened communities;
- xii. Impervious areas; and
- xiii. The location and ownership of all stormwater outfalls and basins/infrastructure not owned/operated by the permittee.

Township of Maple Shade shall prepare and submit to the Department, on or before January 1, 2027, the **second phase** Watershed Assessment Report, which shall include, but not be limited to:

- i. An assessment of potential water quality improvement projects by sub-watershed and parameter;
- ii. An estimate of the percent reduction in loading of the TMDL/impaired parameters due to project(s) in i. above;
- iii. A summary of feedback from public information sessions;
- iv. An estimate of funding needs for each project, and identification of potential funding sources, including the New Jersey Water Bank (NJWB); the formation of an SWU, using 319 grants, FEMA BRIC grants; and
- v. An estimate of an implementation schedule.

Township of Maple Shade shall post the Watershed Assessment Report, along with an announcement of a 60-day comment period for formal public input on its municipal website.

Township of Maple Shade shall prepare and submit to the Department, on or before December 1, 2027, the **final Watershed Improvement Plan Report**, which shall include:

- i. A summary of proposed locations and load reductions of water quality improvement projects, both public and private, to be implemented;
- ii. A summary of the public comments received, and the changes made to the Final Plan;
- iii. A summary of how the projects will be coordinated with other regulatory requirements, such as:
  - flood protection;
  - endangered habitat/species;
  - surface & ground drinking water protection;
  - climate change/resiliency;
  - green infrastructure/SWM requirements;
  - wildlife corridors;
  - green acres;
  - environmental justice;
  - wetlands;
  - riparian buffers;
  - forest corridors;
  - related ongoing projects;
  - and
  - Delaware River Basin Commission.



- iv. The proposed implementation schedule for the water quality improvement projects;
- v. A schedule of the public information sessions to be held;
- vi. Problems identified that are outside the jurisdiction of the permittee, if any. These can be related to pollutant loading due to agricultural properties, or other lands not under the jurisdiction of the municipality, and opportunities to address them;
- vii. Costs, broken down by project and year, the funding opportunities that will be sought; and
- viii. This plan shall describe how stormwater related problems in overburdened communities have been prioritized.

Township of Maple Shade shall begin implementation of the Watershed Improvement Plan in accordance with the schedule set forth in the Plan.

Township of Maple Shade shall update this Plan, when necessary, based upon the biennial (every 2 years) review of the revisions to the impairments of the permittee’s waterbodies as per the Department’s Integrated Report and newly adopted TMDLs

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

No regional projects or collaborative efforts are proposed at this time.

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

Logs of all comments received during public information sessions and minutes from meetings will be kept in the municipal clerk’s office.

Township of Maple Shade  
Municipal Building  
200 Stiles Avenue  
Maple Shade NJ 08052

