



Stormwater Pollution Prevention Plan

Township of West Windsor
Mercer County
Permit Number NJG0149977

Annual Review Date: December 12, 2024
Stormwater Program Coordinator: Francis A. Guzik, PE, CME

 Recoverable Signature

X 

Francis A. Guzik, NJ PE #24GE04345900

Stormwater Program Coordinator

Signed by: 439b968e-dab2-40f4-944d-b02efca44613

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Francis A. Guzik, PE, CME Township Engineer	
Phone	609-799-9396	Email	fguzik@westwindsortwp.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Francis A. Guzik, PE, CME Township Engineer	
Phone	609-799-9396	Email	fguzik@westwindsortwp.com
Name and Title		Ian Hill, PE & Jim Bash, PE Van Cleef Engineering Associates	
Phone	888-473-1130	Email	ihill@vancleefengineering.com jbash@vancleefengineering.com
Name and Title		John Taylor, PE, CME, Assistant Township Engineer Alex Lesniak, PE, Engineering Technician	
Phone	609-799-9396	Email	jbtaylor@westwindsortwp.com alesniak@westwindsortwp.com
Other Municipal Stormwater Team Members			
Name and Title		Abdul Koomson Engineering Technician	
Phone	609-799-2400 x261	Email	akoomson@westwindsortwp.com
Name and Title		Allison Sheehan Township Clerk	
Phone	609-799-2400 x225	Email	asheehan@westwindsortwp.com
Name and Title		Anthony Esposito, CPWM Director of Public Works	
Phone	609-799-2400 x364	Email	tesposito@westwindsortwp.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
TruGreen	Herbicide Application	Contracted under Somerset County Co-op #CC-01-10-23 expires 6/1/2026	
Trap Rock Industries. LLC	Asphalt/Stone materials	Contracted under 18-Fleet-00639 T- 0155, expires 1/31/2025	
DCRS	Street Sweepings	Contracted under Somerset County Co-op #CC-0067-22 expires 3/2/2025	
Kings Parts	Scrap Metals Recycling	Ongoing as needed	
Newtech Recycling	Electronics Recycling	Ongoing as needed	
PMARR	Refrigerates/Scrap Metal	Ongoing as needed	

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.westwindsornj.org/stormwater-management-home
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Francis A. Guzik, Township Engineer, Stormwater Program Coordinator
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.
The Township Environmental Committee holds information meetings with the general public on various environmental topics including illicit connections and improper disposal of waste. Educational materials available at public information table at municipal building. Annual postal mailings to residents and businesses. Stormwater material posted to website, Facebook page (West Windsor Twp NJ Government) and X (formerly known as Twitter) account @westwindsortwp. Stormwater educational materials are distributed at the West Windsor Community Day event held each September.

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

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

“Major development” - any development or redevelopment that individually or collectively results in the disturbance of one or more acres of land since February 2, 2004. 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 result in the disturbance of one or more acres of land since February 2, 2004. Projects undertaken by any government agency that otherwise meet the definition of "major development," but which do not require approval under the Municipal Land Use Law, N. J. S. A. 40: 55D- 1 et seq., are also considered "major development."

2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

A. All development shall be designed to account for stormwater and natural drainage water which originates not only within the lot or tract boundaries, but also that originating beyond the lot or tract boundaries which normally flows into or through the development lot or tract boundaries.

B. Stormwater runoff, natural drainage water or water discharged from any source shall not be so diverted or directed as to overload existing drainage systems or create flooding or the need for additional drainage improvements including structures on other private properties or public lands. Proper and approved provisions shall be made in the development design to relieve these conditions to the satisfaction of the Township Engineer.

C. Over the sidewalk, under the sidewalk and/ or through the curb drains for the purpose of discharging of roof drains or sump pumps is prohibited. These facilities must outlet into an adequate watercourse or drainage conveyance or collection system as approved by the Township Engineer. Roof leaders in violation of §200- 101. 2. B must be connected to an approved drainage system as determined by the Township Engineer. In the absence of a practical outlet for either a sump pump or roof leader, other drainage systems, as approved by the Township Engineer, may be used.

D. The design of any stormwater runoff collection system shall conform to N J A C 5: 21- 7. 2 and 7. 3, except high density polyethylene pipe (HDPE) shall not be used for any system or portion thereof to be dedicated to West Windsor Township, or for driveway culverts Minimum pipe size for any public drainage system is 15 inches in diameter.

E. The stormwater collection and conveyance system for major development shall be analyzed for the one-hundred-year design storm event. The temporary maximum depth of standing water at any pavement gutter line shall not exceed nine inches Further, temporary standing water shall not encroach upon any building envelope, existing or proposed. In sump conditions, overland relief shall be provided in the form of a drainage swale designed to carry the design flow to its intended destination As an alternative the storm sewer system shall be designed for the one- hundred- year design storm from the sump location to the stormwater BMP discharge, and shall include adequate capacity at each inlet to admit the one-hundred-year design storm runoff

F. The materials used in the construction of storm sewers and other drainage structures shall be in accordance with the Standard Specifications for Road and Bridge Construction of the New Jersey Department of Transportation latest edition, including any supplements addendum and modifications

thereto. "WEST WINDSOR TOWNSHIP STORM SEWER" shall be cast integrally in the cover of any storm manhole cover. Modification or change of these specifications may be affected only with the knowledge and written consent of the Township Engineer.

G. Minimum overland grades on all lots shall not be designed at less than a 2% slope unless within a designed waterway, stormwater management facility or structural pavement 30 area. Maximum grades shall not exceed a ratio of 3 horizontal to 1 vertical. Wherever possible, all lots without an on-lot stormwater management facility or collection structure shall be designed to provide positive drainage to the roadway facility fronting the same without flowing onto or across adjacent property.

H. Proposed development along or near a stream shall be subject to demonstrating compliance with the requirements of Part 6 of Chapter 200, "Flood Damage and Prevention Ordinance of the Township of West Windsor".

I. Approval for drainage structures shall also be obtained from the appropriate West Windsor, Mercer County, State of New Jersey and Federal agencies and offices. Each applicant shall make application to the Department of Environmental Protection, the Delaware & Raritan Canal Commission, the Mercer County Engineering Department and the Township Engineer, as applicable. Letters of approval from the appropriate governmental authorities shall be furnished to the Township Engineer, with copies to the administrative officer, prior to the granting of final approval or, if approval is granted conditionally, letters of approval shall be provided prior to the Township Engineer's signing of the final map or final plans.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

The Township's Land Use Boards utilize checklists indicating the submission requirements necessary to deem applications complete. They include reference to the Township Stormwater Control Ordinance and the checklist in that ordinance for major developments triggering stormwater review. Individuals responsible for major development review (identified in SPPP form 1) review the projects for compliance, and incorporate stormwater related comments into reports to the Board indicating compliance or deficiencies to be addressed. Any deficiencies are incorporated as conditions of approval to be addressed as part of a project's resolution compliance.

For projects not requiring Land Use Board review, the Zoning Officer refers applicable projects to the Engineering Division for review and approval as a precedent to issuing a Zoning Permit. Stormwater control compliance is required to be demonstrated before Engineering approval is issued, which is a prerequisite to the Zoning Permit being approved and released.

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.

Not at the present time.

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

April 10, 2006
February 22, 2021
June 24, 2024

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

March 1, 2005 initial adoption. Update pending per Tier A Permit requirements (scheduled for 2025)

It is a requirement of the Tier A permit to review and update (as needed) the MSWMP every 10 years when the Municipal Master Plan is reviewed. A reexamination of the Municipal Master Plan was conducted in 2018 however the MSWMP was not reviewed as part of that effort. The Township is aware that the Department is developing a new model MSWMP, targeted for release in 2025, and will update its MSWMP to conform with the new model and the Tier A requirements.

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	1/17/2006	yes	Police, Animal Control	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
2. Wildlife Feeding	1/17/2006	yes	Police, Animal Control	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
3. Litter Control	1/17/2006	yes	Police	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
4. Improper Disposal of Waste	1/17/2006	yes	Police, Engineer, Health Officer, Plumbing Subcode	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
5. Yard Waste	1/17/2006, amended 12/29/2008 & 1/6/2024	Yes, includes containerized yard waste	Police, DPW Director or designees	Notice of Violation with 5 days to comply, then \$100

6. Private Storm Drain Inlet Retrofitting	9/1/2010	yes	Police, Engineer, Health Officer or designees	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
7. Illicit Connections	1/17/2006	yes	Police, Engineer, Health Officer, Plumbing Subcode	Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
8. Privately-Owned Salt Storage	2/12/2024	yes	Police, Zoning Officer, designees	72-hour warning, then maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days
9. Tree Removal- Replacement	4/29/2024	No. The Shade Tree Commission (STC) developed revisions to the pre-existing township Tree Removal Permit program to reflect the requirements of the DEP draft for replacement of healthy trees, or contributions towards a municipal tree planting program. These were reviewed with Administration and Council at public work sessions. Additional information developed by the STC to accompany this program change includes tree diagrams and planting details, desired tree species lists and prohibited tree species lists.	Business Administrator, Shade Tree Commission	Applicable Tree Removal Permit Application fee plus Maximum not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days

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 containers/dumpsters, Ordinance 2010-20, adopted on September 20, 2010, and enforced by the Police, Engineer, Health Officer and or designees. Maximum fine not to exceed \$2,000, imprisonment not to exceed 90 days or community service not to exceed 90 days.

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

Township Clerk, Zoning Officer, Court Administrator offices.

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.

West Windsor Township currently employs an ambitious street sweeping program that includes the sweeping of all required streets within the Township at least once per year, with an additional (approximately 20 miles of municipal roads) swept monthly. Streets that are required to be swept include those with posted speeds less than or equal to 35 miles per hour, excluding entrance/exit ramps, curbed streets, and non-residential area streets.

The Township is currently preparing to modify/increase its street sweeping schedule to tri-annual for qualifying roads under the new permit, to be implemented by January 1, 2026.

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

None

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 DPW crews conduct on-site inspections of the storm drain inlets that include the condition of the labels. This occurs during routine public works maintenance, such as road repairs as well as during focused inspections of catch basins, etc. If any interpretive buttons are missing or damaged/faded, the DPW crews will replace from existing stock that same day or will schedule replacement as soon as possible. All defective buttons are reported to the Director of Public Works for scheduling/replacement and inventory purposes. All municipal and county roads that have storm drain inlets are inspected by the DPW crews. The DPW reports any issues relating to County systems to Mercer County Roads and Bridges Division for repair/replacement scheduling.

b. During major development project construction and municipal/county paving projects, the Township Engineer performs site inspections of storm drain inlet retrofits to ensure proper type/installation. The municipality will also inform the responsible party of all private paving projects of the current requirements prior to the commencement of work. In addition to requirements posted on the Township website, the Zoning Officer and/or Construction Official will inform the property owner of the requirements at the time of permit application.

c. The Township Engineer and supporting staff review plans for capital road projects to ensure that storm drains, or other structures to capture solids, are included with or downstream of the affected storm drain inlets.

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

2. Municipal Catch Basins

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

West Windsor Township has implemented an annual catch basin cleaning program to maintain function and efficiency. Inspections are conducted by zone (Township is divided into 4 zones). On average, 60% of the 3,479 catch basins are inspected and/or cleaned annually. The condition of the catch basins is

recorded in the inspections, noting damage or deterioration for repair/replacement scheduling.

The Township routinely conducts visual inspections of the storm drain inlets and conducts a town-wide assessment ahead of any major forecasted storm. DPW crews clear all storm drain inlets from debris on a routine basis and ahead of forecasted storms. Difficult or inaccessible catch basins that are compacted with debris are scheduled for cleaning as identified. All catch basins that are at or near pipe obstruction levels are recorded and scheduled for clearing by vacuum truck as fast as possible, ideally within 1 month of inspection.

All work records are maintained in the office of the Public Works Director.

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 Department of Public Works manages the entirety of its roads and conveyance systems by conducting frequent visual inspections. Inspections are conducted by zone and concurrent with catch basin inspections. These inspections are performed to determine proper functionality, with any areas logged for repair/cleaning action. Inspections are visual unless issues are identified that require further investigation and/or the use of stick cameras/tv truck to more comprehensively diagnose.

All logs and records are maintained in the office of the Public Works Director for reporting purposes and the scheduling of follow-up action.

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 West Windsor has developed an annual outfall pipe inspection program that inspects and records condition (evidence of scouring) and/or sites requiring repair. Inspections are typically conducted in dry weather by zone utilizing GIS-mapped segments of the Township that are labeled with condition reported, including pictures. Where issues are identified, the Township proceeds with corrective action if on municipally-owned property or when necessary, ensures that the appropriate private entity(ies) perform necessary maintenance. If the Township is unable to identify the source, the enforcement inspector and MS4 case manager will be notified before the end of the 3 months. Additionally, outfalls are inspected within 1 week of any complaints received.

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

Records of inspection dates, locations, and findings are maintained in the Office of the Public Works Director. Repaired areas are monitored to ensure that scouring has not resumed.

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.

Illicit Discharge Detection and Elimination Inspections are conducted during the annual outfall pipe inspection work. As such, these dry weather inspections are conducted by zone utilizing GIS-mapped segments of the Township that are labeled with condition reported, including pictures.

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

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

Records of inspection dates, locations, and findings are maintained in the Office of the Public Works Director

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.

West Windsor Township has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. West Windsor Township operates the following in addition to catch basins and storm drains: detention and retention basins, buffer strips, swales, porous sidewalks & parking lots, manufactured treatment devices (MTDs), and rain gardens. All stormwater facilities are inspected annually to ensure proper functioning. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

There are currently three (3) Contech MTD units requiring annual inspection and filter replacement to clear chambers. In addition, there are four (4) Aqua Swirl Systems that are inspected and cleared to prevent the accumulation of vegetative debris and to improve flow.

Basins are visually inspected for erosion, structural integrity, and functionality. Pipes, orifices, outlet control structures, and trash racks are inspected for obstruction or blockages and functionality. Inspection reports that record the condition and any repair/maintenance requirements are maintained in the Office of the Public Works Director.

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 code (section 200-105) provides guidance for the installation, operation, and maintenance of private stormwater facilities. These facilities are approved by the land use board as conditions of approval. Developers are required to enter into recorded maintenance agreements or provide proof of maintenance obligations in HOA documents. Easements are required where necessary to ensure proper maintenance. Annual inspection and maintenance reports are required to be filed with the Township Engineer annually by **June 30**.

Annual inspection reports and logs include items outlined within the Maintenance Plan, and are not limited to condition assessment with recommendations on the following items:

- (a) Stormwater BMP outlet structure and outfall, including escape provisions as outlined in N.J.A.C. 7:8-6.2;
- (b) Vegetation cover and health;
- (c) Trash racks and overflow grates;
- (d) Embankments;
- (e) Erosion, including outfall;
- (f) Sediment and debris removal;
- (g) Retention pond maintenance; and
- (h) An evaluation of the effectiveness of the current Maintenance Plan and any recommended adjustments to the plan.

The party responsible for maintenance shall retain and make available, upon request by any public entity with administrative, health, environmental or safety authority over the site, the Maintenance Plan and the documentation required by Township Code § 200-105B(7).

8. Infrastructure Records

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

All stormwater infrastructure inspection and maintenance records are maintained in the Office of the Township Engineer (SPC) and/or Director of Public Works and shared between stormwater team members.

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.

Herbicides are applied by licensed contracted vendor (Tru-Green/Somerset County Co-op contract #CC-01-10-23) with applications limited to weed control in Township Parks and at the Municipal Building and firehouse. The treated areas do not drain to a MS4 system or to waterways. Care is taken that herbicides are not applied on or adjacent to any basin or rain garden or on any steeply sloping ground. Throughout the park and elsewhere in the Township, undesirable vegetation is removed by DPW staff by mowing, utilizing other outdoor machinery, or hand-weeding.

2. Excess Deicing Material Management

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

Any unintended accumulation of salt piles that are found on streets are shoveled and returned to the public works site. In accordance with the Tier A permit, all excess salt is removed within 72 hours after end of storm event, and in most cases, immediately upon discovery of any excess salt spill.

3. Roadside Vegetative Waste

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

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

4. Roadside Erosion Control

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

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

Sediment Control in New Jersey. N.J.A.C. 2:90-1, as applicable.

DPW crews are out daily performing various tasks that enable them to identify areas of erosion or deterioration. Whenever possible, temporary solutions are implemented (cold patch during winter, etc.). Areas are logged for future repair in accordance with the roadside erosion control program. Repairs are made within 90 days, if possible, depending on severity. Where necessary, areas of particular concern are coned off or barricaded for public safety until a safe and permanent fix is installed.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations
Part IV.F.5.

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

1. Site Name and Address	
West Windsor Township Department of Public Works 70 Southfield Road West Windsor, NJ 08550	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Monthly site inspection reports are conducted utilizing Form 9. As a matter of continued practice, the public works site is continuously inspected by the Director of Public Works. Corrective action, when required, is taken immediately. Monthly report logs are maintained by the Director and include the date, time, and inspector's name, along with any conditions requiring attention or remedial action in addition to confirming areas of compliance.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Liquid Calcium (stored in secondary containment)	Backhoes, loaders, chippers, pickup trucks, mason dump trucks.
DGA/Blended Stone, ¾" stone (stored in 3-sided concrete bins)	Enclosed trailers (for electronics collection and scrap metal storage)
Concrete blocks/bricks	
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Liquid Calcium is stored in a double-walled 3,000 gallon tank surrounded by concrete wall.	

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.

Monthly inspections are performed at the fueling facilities located at Public Works (Southfield Road), the Police Station, the Volunteer Fire Company and Emergency Medical Services (EMS) facility. Spill kits are present at each facility, near all fueling operations.

Gas (2,000 gallon capacity) and diesel (2,000 gallon capacity) pumps are in self-contained, double-walled, concrete containers. Employees are required to remain with the vehicle at all times during fueling.

6. Vehicle/Equipment Maintenance and Repair

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

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

The Township complies with the permit requirements. All vehicle maintenance is performed inside a garage. If any vehicle breaks down or any equipment fails off-site, it is returned (or towed) to the shop for maintenance. Drip pans and tarps are always utilized to guard against the spillage of motor vehicle fluids. Spill kits are used when necessary. Any equipment requiring temporarily stored outdoors for service is tarped or tented when not being worked on if repairs cannot be completed in a day. Monthly inspections of the shop area conducted to ensure that standard BMP practices are followed. All supervisors and mechanics are trained in proper BMP procedures.

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 onsite in the designated wash bay and wastewater is discharged into the sanitary sewer.

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.

Salt is stored in the domed salt shed at the DPW facility located on Southfield Road. The area is inspected daily in season and any accidental spillage is swept and returned to the salt pile. Bagged salt is stored indoors on pallets. Liquid calcium is stored in a 3,000 gallon double walled tank with concrete perimeter walls.

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.

All material is stored on impervious surface in accordance with Tier A Part IV.F.5.1:

- i. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;
- ii. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading, dikes and/or berms (which may include sandbags, 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; and
- iii. Not being processed (i.e., composting, chipping, grinding, screening, and/or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit.

The Township utilizes 3-sided concrete bins for the storage of all material. Residents may deliver brush and leaf material to the DPW site that is stored in concrete bins prior to delivery to Hamilton Mulch for recycling. Mulch stored in a 3-sided bin is available for resident pick up in a staffed area during specific business hours (Monday through Friday, 8am to 2 pm and Saturdays 8am to 12pm).

Additionally, the municipal yard is swept monthly except during winter months.

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Bags are stored in a covered concrete bin.

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.

All materials are stored in 3-sided concrete bins prior to recycling disposal.

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.

All materials are stored in permanent 3-sided concrete bins. This includes all construction and demolition materials, concrete, wood waste, yard trimmings, and clean stone (3/4”).

All material is stored on impervious surface in accordance with Tier A Part IV.F.5.1:

- i. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;
- ii. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading, dikes and/or berms (which may include sandbags, 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; and
- iii. Not being processed (i.e., composting, chipping, grinding, screening, and/or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit.

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.

Scrap tires are stored in a covered dumpster prior to recycling collection removal by contracted vendor in accordance with Tier A Part IV.F.5.p, which states: Scrap Tires: Store scrap tires in a covered container or enclosure to prevent the exposure to stormwater.

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.

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

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Stormwater Program Coordinator (SPC) for West Windsor Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.</p> <p>Francis A. Guzik is the Stormwater Program Coordinator and has completed the training required by the NJDEP and is currently certified through 12/31/2027.</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	<p>The Tier A permit requires: Ensure duty-specific training of all individuals responsible for the implementation of the stormwater program. Training shall describe the procedures necessary to ensure compliance with all permit conditions and shall include municipality-specific details described in the SPPP. Training shall be conducted within 3 months of commencement of duties and on an annual basis thereafter.</p> <p>In-person group – comprehensive review of SPPP and departmental responsibilities. West Windsor 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 in-person training.</p>
Construction Site Stormwater Runoff	<p>In-person group/field training. Staff 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 the commencement of construction activities and must comply with their approved soil erosion and sediment control plan.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>In-person group. Staff members responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality’s post-construction stormwater management plan 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, the West Windsor SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents.</p>

Community-wide Ordinances	In-person group. Staff members responsible for approving and/or enforcing the stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take when violations are reported.
Community-wide Measures	Virtual meeting. Staff members responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and West Windsor-specific measures and best management practices that are employed to comply with the requirements. Information is also presented regarding safety measures, the frequency of work and inspections, and the proper documentation of work.
Stormwater Facilities Maintenance	Field training. Staff members 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 requirements for current BMP's, 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, and stormwater infiltration basins.
Municipal Maintenance Yards and Other Ancillary Operations	Field training. Staff members responsible for conducting activities associated with the municipal maintenance yard, included salt storage, receive annual training to discuss related MS4 permit conditions, current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	In-person/virtual meeting. Staff members responsible for preparing and updating MS4 mapping work attend training to review the MS4 permit requirements for electronic mapping.
Outfall Stream Scouring	Field training. Staff members 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 BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Field training. Staff responsible for conducting inspections and repairs of stormwater outfalls attend and receive annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes the current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Management Design Reviewers

Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.

Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8.

The design reviewer for West Windsor Township is Francis A. Guzik, PE, Township Engineer. Mr. Guzik has completed the Stormwater Management Design Reviewer training as required by the NJDEP and is currently certified through 4/26/2026. Other support staff outlined on Form 1, including both in-house staff and outside consultants, are DEP trained as required by the rules and Tier A permit.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Training is required for individuals who review and approve applications for development and redevelopment projects in the municipality at a minimum of once per term. This includes members of the planning and zoning boards, township committee, and anyone else who votes on such projects.

Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm. Within 6 months of commencing duties, officials watch the “Asking the Right Questions” video Stormwater Review Training Tool. Once per term thereafter, officials are required to watch at least one of the online NJDEP videos in the series available under Post-Construction Stormwater Management.

Training in 2024 was by video using information made available in the NJDEP catalog.

Training Records

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

All stormwater training records are maintained in the office of the Township Engineer/Stormwater Program Coordinator.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://westwindsornj.org/images/maps/Outfall-Location-Map.pdf	
2. Indicate the total of each type of MS4 infrastructure listed below (<i>mapped to date recorded below, complete map due 01 Jan 2026</i>).	
a. MS4 outfalls	369
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	214
c. MS4 interconnections	0
d. MS4 storm drain inlets	2,130
e. MS4 manholes	92
f. Length of conveyance (channels, pipes, ditches, etc.)	~163,900
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	22
i. Maintenance yard(s) and other ancillary operations	0
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>The map is reviewed to verify the existence, closure, geolocation, and ownership changes of outfalls, basins, and storm drains. The Township updates its MS4 infrastructure map using GIS/CAD files for as-built infrastructure from municipal and county capital construction projects, as provided by professional consultants. The Township also utilizes as-builts it obtains from consultants to developers of major development project construction as a condition of final approval and/or the release of development performance guarantees.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The Township creates and updates its MS4 infrastructure map using GIS/CAD files as outlined in the response to #3. These files include details of drainage systems, inlets, catch basins, ditches, channels, and storm drains, which are incorporated into the map. Other existing stormwater collection system infrastructure within the municipality is being mapped over a multi-phase multi-year contract with a professional consultant. These results are compared against record as-built information.</p>	

Form 12 – Watershed Improvement Plan
Part IV.H.

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

The Watershed Improvement Plan is pending at this time and will be developed in accordance with the Tier A permit requirements. The Township has commenced collecting requisite data required to develop the Phase 1 Watershed Inventory Report (due and required for posting by 01/01/2026).

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

It is the intention of the Township to participate in regional initiatives hosted by the respective watershed associations, as applicable, to foster increased dialogue regarding stormwater issues and regional impacts.

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

All meeting minutes are maintained in the Office of the Township Clerk.