

Stormwater Pollution Prevention Plan

Borough of Far Hills

Somerset County

NJG0151599

Annual Review Date: January 22, 2024

Stormwater Program Coordinator: Dorothy S. Hicks, RMC, QPA, CMR

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Dorothy S. Hicks

Stormwater Program Coordinator

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Form 1 – Team Members

| Stormwater Program Coordinator (SPC) | | |
|---|--|---|
| Name and Title | <i>Dorothy S. Hicks, Borough Clerk</i> | |
| Phone | <i>908-234-0611 x19</i> | Email <i>DHICKS@FARHILLSNJ.ORG</i> |
| Individual(s) Responsible for Major Development Project Stormwater Management Review | | |
| Name and Title | <i>Paul Ferriero, Borough Engineer</i> | |
| Phone | <i>908-879-6209 x232</i> | Email <i>pferriero@boswellengineering.com</i> |
| Name and Title | <i>Steve Bolio, Engineer</i> | |
| | <i>908-879-6209 x230</i> | Email <i>sbolio@boswellengineering.com</i> |
| Other Municipal Stormwater Team Members | | |
| Name and Title | <i>Kimberly Coward, Zoning Officer</i> | |
| Phone | <i>908-234-0611 x18</i> | Email <i>kcoward@farhillsnj.org</i> |
| Name and Title | <i>Stephen Mahoney, Construction Official</i> | |
| Phone | <i>908-234-0611 x11</i> | Email <i>smahoney@farhillsnj.org</i> |
| Name and Title | <i>Michael DeCarolis, Chief of Police</i> | |
| Phone | <i>908-234-1192</i> | Email <i>chief@farhillsnj.org</i> |
| Shared/Contracted Service Providers | | |
| Provider Name | Service Provided | Term of Service |
| <i>Township of Bedminster</i> | <i>Bedminster Township provides all DPW support to Far Hills through a shared services contract. The scope of work includes all road repairs, drainage inlet repairs/cleaning/upgrades, snow plowing, etc. Far Hills does not own or maintain any equipment for these services. Street sweeping will be completed under a shared service that is still being negotiated.</i> | <i>Existing agreement under discussion for revision to include stormwater services</i> |
| <i>Stormwater Compliance Solutions</i> | <i>GIS MS4 Mapping</i> | <i>A contract for mapping the municipality was signed for the year of 2023.</i> |

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

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| 1. Provide the link to the dedicated stormwater webpage for your municipality. |
| <i>https://www.farhillsnj.org/stormwater_management.php</i> |
| 2. List the name and title of person(s) responsible for stormwater webpage postings/updates. |
| <i>Dorothy Hicks, Borough Clerk</i> |
| 3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities. |
| <p><i>The Borough of Far Hills 2023 Local Public Education/Outreach program:</i></p> <ul style="list-style-type: none"> <i>-Social Media: A Stormwater Management Page on Borough’s website https://www.farhillsnj.org/stormwater_management.php (Category 1, 1pt.)</i> <i>-Newspaper Ad: Two stormwater newsletters sent to residents and businesses in the spring and fall/winter of 2023 (Category 1, 1pt.)</i> <i>-Ordinance Education: In the fall/winter 2023 newsletter, there was a section educating the public of all new adopted ordinances (Category 2, 3 pts.)</i> <i>-Promotional Item: A pen with the recycling symbol was distributed to the community (Category 2, 2pts.)</i> <i>-Stormwater Display: Display and flyers at the municipal building (Category 2, 1pt.)</i> <i>-Mailing Campaign: Distributed tip cards in annual tax mailings in June (Category 2, 2pts.)</i> <i>-Community Activity: Annual event with Raritan Headwaters Association (Category 4, 3 pts.)</i> <p><i>The Borough Engineer attended a council meeting to inform the governing body about the Tier A MS4 Stormwater Permit and SPPP requirements.</i></p> <p><i>= Total 3 categories and 13 points</i></p> |

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

Part IV.E.

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| <p>1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p> |
| <p><i>The Borough’s definition for “major development” and all other criteria matches the updated definition from the July 17, 2023 Stormwater Management Rules at N.J.A.C. 7:8-1.2</i></p> <p><i>A. An individual development, as well as multiple developments that individually or collectively result in:</i></p> <p><i>(1) The disturbance of one or more acres of land since February 2, 2004;</i></p> <p><i>(2) The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;</i></p> <p><i>(3) The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021;</i></p> <p><i>or</i></p> <p><i>(4) A combination of Subsection A(2) and (3) above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</i></p> <p><i>B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3) or (4) above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered major development.</i></p> |
| <p>2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.</p> |
| <p><i>The municipality has adopted a SCO that is more stringent than the NJDEP’s model SCO in terms of the requirements to regulate minor development.</i></p> |
| <p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p> |
| <p><i>Applications for private projects within the municipality are initially reviewed by the Zoning Official, and forwarded to the Planning or Zoning Board, as appropriate. Board professionals review applications for conformance with the SCO and RSIS prior to issuing recommendations to the Board. The Engineer will review the application for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per N.J.A.C. 7:8 and the Borough of Far Hills SCO.</i></p> <p><i>During the application/hearing process, the Board Engineer issues a recommendation to the Board for approval or denial of the stormwater elements of the project. The Board will then review the application and render its decision, subject to review and approval from the Somerset County Planning Board and the Somerset County Soil Conservation District. Some projects require additional final review/approval from the NJDEP.</i></p> |

Approved projects that have satisfied the approving resolution conditions may be constructed. The Engineer will inspect the project during construction to ensure compliance with the approved stormwater plan and the larger development plan. The Engineer will conduct a final inspection at the conclusion of construction, and recommend/object to the issuance of CO/TCO.

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

No, the Borough of Far Hills does not have a mitigation plan included in their Municipal Stormwater Management Plan (MSWMP) or Stormwater Control Ordinance (SCO), however, a plan is in progress to include a mitigation plan in the updated MSWMP. Records will be submitted to NJDEP and the Somerset County Planning Board upon approval. Copies will be kept in the Borough Clerk's office.

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

*Initial adoption – June, 2006
Repeal and replace ordinance in its entirety – January 25, 2021
Revised adoption – February 8, 2021*

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

*Initial adoption – April 4, 2005
Revised – August, 2007*

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 | 12/28/2015 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 2. Wildlife Feeding | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 3. Litter Control | 02/11/2008 | Yes | Code enforcement officers and local police | Min. fine not exceeding \$2,500 or Max. fine not exceeding \$10,000 |
| 4. Improper Disposal of Waste | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 5. Yard Waste | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 6. Private Storm Drain Inlet Retrofitting | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 7. Illicit Connections | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 8. Privately-Owned Salt Storage | 11/27/2023 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 9. Tree Removal- Replacement | 11/22/2021 | Yes | Code enforcement officers and local police | Min. of \$100 per offense |
| 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. | | | | |
| <i>The Borough of Far Hills does not have any additional stormwater-related ordinances adopted that address issues beyond the scope of the MS4 permit.</i> | | | | |
| Indicate the location of records associated with ordinances and related violations and enforcement actions below. | | | | |
| <i>Code Enforcement records are maintained in the office of the Zoning Officer. Records of violations that have been prosecuted in municipal court are maintained in the court files.</i> | | | | |

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.

As a Tier B permittee, the Borough of Far Hills did not have a formal street sweeping program. A program that includes a sweeping schedule and inspection retention requirement is currently under development for compliance with the Tier A permit that is expected to include a partnership arrangement with the County of Somerset as a primary service provider. The Borough will additionally pursue street sweeping service options with neighboring communities such as Bedminster.

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

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

It is anticipated that the Borough of Far Hills will create a shared services arrangement with the County of Somerset and/or with neighboring communities, such as Bedminster Township for street sweeping services. The County of Somerset is already responsible to sweep and maintain county roads in the Borough, so expanding those services to include municipal streets may be the most likely of available options.

Under any shared services arrangement, the Borough would maintain a current inventory of streets/areas requiring sweeping that includes service dates and the volume of material collected (in cubic yards). The Borough would be responsible to collect data Somerset County regarding street sweeping services under the Tier A permit, a practice that was not necessary as a Tier B community.

Street sweeping inventory records shall be maintained in the Borough Clerk's office, and annually submitted to the SPC, or as needed, upon request.

Form 7 – MS4 Infrastructure

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

1. Municipal Storm Drain Inlets

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

a. The Borough of Far Hills utilizes Bedminster's DPW crew, or other authorized contractors, to conduct drive-by inspections of the storm drain inlets at which they inspect the condition of the labels. If any buttons need to be replaced or paint needs re-stenciling, the DPW crew will make the repair or repaint as needed and will schedule follow-up work with the DPW supervisor.

b. During major development project construction and during repaving projects, the Borough Engineer performs site inspections and checks for proper storm drain inlet retrofits. Additionally, during day-to-day operations that entail driving through various areas of the Borough, DPW staff are instructed to observe storm drain inlets and note those that have not been retrofitted. If any are located along Borough roads or properties and are in areas that are known to have been repaved, they are identified by the staff for follow-up for retrofitting. If the inlet is located on private property, the SPC will notify the property owner of the requirements.

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

d. Stormwater Compliance Solutions (SCS) staff performs inspections of all storm drain inlets annually as they drive the roads of the Borough. The SCS staff will then make a note of the location and notify the SPC, who will, in turn, arrange to have DPW clean the inlet as soon as feasibly possible. Areas that historically clog and flood during storms are inspected and cleaned more regularly. In addition, these areas are inspected and cleaned, if necessary, prior to large, forecasted storms.

2. Municipal Catch Basins

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

As defined in the new Tier A permit, a catch basin is "a cistern, vault, chamber or well that is typically built along a street and below an inlet grate as part of the storm sewer system that is designed to capture and retain sediment, debris, and pollutants so those particles do not pass on to the stormwater sewer system."

As a result, the Borough of Far Hills does not have any municipally owned catch basins. Therefore, there will be no inspections performed.

3. Municipal Conveyance System

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

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

4. Municipal Outfall Inspections – Stream Scouring

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

The Borough of Far Hills owns and operates 32 total outfalls. Each year, 7 outfalls (20% of the total) are inspected, and the surrounding areas for scouring. If scouring is detected, a Stream Scouring Investigation Recordkeeping Form is completed. Any time a new outfall is identified (due to expansion or a change to the conveyance system or one that has not been inventoried before), it is inspected and checked for scouring within 30 days of identification. In the cases where stream scouring is detected, the Borough will attempt to trace it back to the source within 3 months. If a source is identified, the Borough will take corrective action if it is related to municipally owned property, or will ensure that the private entity(ies) perform necessary maintenance. If the Borough is unable to identify the source, the NJDEP 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. All identified scour problems will be evaluated and prioritized for remediation as soon as possible. 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 Soil Erosion and Sediment Control Standards in New Storm and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13, as per the 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 with the Borough Engineer. 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.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

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

The Borough of Far Hills has 32 total outfalls. The contractor will check for dry weather discharges (72 hours after a rain event), intermittent non-stormwater flow, and discoloration or inappropriate debris (such as toilet paper) in and immediately downstream of the outfall.

If complaints are reported or if any outfalls are found to have a suspected illicit discharge, it is re-inspected within 30 days and sample in accordance with NJDEP's MS4 Guidance to determine if an illicit connection exists. The illicit connection inspections are done annually along with the outfall inspections.

If an illicit discharge is detected, the Borough will begin the work to identify the source within 30 days. The Borough will fill out and submit the NJDEP Illicit Connection Inspection Report Forms for each suspected illicit discharge to submit with our Annual Report.

If the source is identified, the Borough will notify the property owner(s) of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately in accordance with the ordinance.

If unable to locate the source of the illicit connection within 12 months of discovery, the Borough SPC 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.

Whenever a new outfall is identified (due to expansion or a change to our conveyance system or one that has not been inventoried before), it is inspected and checked for illicit discharge within 30 days of identification.

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.

The Borough of Far Hills has no municipally owned stormwater basins or manufactured treatment devices (MTDs). All other MS4 infrastructure is privately owned and under the responsibility of the parcel owner.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

The Borough will implement an annual reminder program to property owners for this reporting requirement in order to maintain compliance under the regulations. Property owners are additionally advised that failure to conduct annual inspections and maintenance may result in the Borough performing and billing for the work. The Borough will accept and upload inspection reports annually into the electronic database upon receipt.

8. Infrastructure Records

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

The Borough of Far Hills 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 SPC's office and should be filed with the Borough Engineer.

Form 8 – Community-wide Measures

Part IV.F.2.

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| <p>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.</p> |
| <p><i>The Borough of Far Hills does not apply herbicides or cause by contract to be applied on its properties. Undesirable vegetation is removed by mowing or other outdoor machinery, or hand-weeding.</i></p> |
| <p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p> |
| <p><i>Contracted snow plow crews are instructed to implement appropriate salt application practices. Any unintended accumulation of salt piles is shoveled into dump trucks and returned to the public works site within 72 hours of salt spreading application.</i></p> |
| <p>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.).</p> |
| <p><i>The Borough of Far Hills provides a leaf pickup program in the village and downtown areas only. The Bedminster DPW crew will collect the leaves that are placed between the sidewalks and street so that debris does not flow into stormwater MS4 systems. The Borough does not provide curbside collection of wood waste and yard trimmings. The property owner is responsible for the disposal of this waste, in accordance with Borough code. Debris from any work conducted on Borough properties is removed same day.</i></p> |
| <p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p> |
| <p><i>As the contractor's staff performs annual storm drain inlet inspections as noted above, they also check for erosion of shoulders, embankments, ditches, and soils along municipal roads. During daily operations, if any erosion or sedimentation is identified (or made aware of via resident complaints), including in the near drainage systems, it is logged into the maintenance schedule and addressed within 3 months. In some areas, vegetation is planted, or other methods utilized, such as the installation of riprap in areas prone to erosion along roads to promote soil stabilization. This practice is described in the Standards for Soil Erosion and Sediment Control. The Borough will contact their MS4 Case Manager for guidance for cases where using other known remedies is not practical.</i></p> |

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: 0

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| 1. Site Name and Address | |
| <i>The Borough of Far Hills does not have any municipal maintenance yards or ancillary operations. The Borough shares a Department of Public Works (DPW) with Bedminster Township.</i> | |
| 2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs. | |
| <i>N/A</i> | |
| 3. Inventory List List all materials and machinery that are potentially exposed to stormwater. | |
| Materials | Machinery/Equipment |
| <i>N/A</i> | <i>N/A</i> |
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| 4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored. | |
| <i>N/A</i> | |

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| <p>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.</p> |
| <p><i>N/A</i></p> |
| <p>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.</p> |
| <p><i>N/A</i></p> |
| <p>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.</p> |
| <p><i>N/A</i></p> |
| <p>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.</p> |
| <p><i>N/A</i></p> |
| <p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> |
| <p><i>N/A</i></p> |

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| <p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> |
| <p style="text-align: center;"><i>N/A</i></p> |
| <p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> |
| <p style="text-align: center;"><i>N/A</i></p> |
| <p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> |
| <p style="text-align: center;"><i>N/A</i></p> |
| <p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> |
| <p style="text-align: center;"><i>N/A</i></p> |
| <p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p> |
| <p style="text-align: center;"><i>N/A</i></p> |

Form 10 – Training

Part IV.F.6-10.

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

| Topic | Municipal Employees |
|--|--|
| Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos | |
| Describe the training provided for municipal staff. | |
| SPPP | <p><i>The Borough of Far Hills 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.</i></p> <p><i>The Borough Engineer attended a council meeting to inform the governing body about the Tier A MS4 Stormwater Permit and SPPP requirements.</i></p> <p><i>Stormwater Compliance Solutions (SCS) created online training modules and videos that are 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.</i></p> |
| Construction Site Stormwater Runoff | <p><i>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 commencement of construction activities and must comply with their approved soil erosion and sediment control plan.</i></p> |
| Post-Construction Stormwater Management in New and Redevelopment | <p><i>Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality's post-construction 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, the Borough of Far Hills SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents.</i></p> |
| Community-wide Ordinances | <p><i>Virtual group employee training for enforcement of the ordinances for which they have responsibility. These are the littering, pet waste, etc. ordinances. The training will be focused on what ordinances each group is to enforce.</i></p> |

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| Community-wide Measures | <p><i>Staff responsible for conducting activities associated with community-wide 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.</i></p> |
| Stormwater Facilities Maintenance | <p><i>Stormwater Compliance Solutions (SCS), or other contractors, perform inspections and maintenance of the municipal stormwater facilities. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i></p> |
| Municipal Maintenance Yards and Other Ancillary Operations | <p style="text-align: center;">N/A</p> |
| MS4 Mapping | <p><i>Stormwater Compliance Solutions (SCS), or other contractors, will perform the MS4 mapping for the municipality. Once the work is complete, the contractor reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i></p> |
| Outfall Stream Scouring | <p><i>Stormwater Compliance Solutions (SCS), or other contractors, perform inspections for outfall stream scouring. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i></p> |
| Illicit Discharge Detection and Elimination | <p><i>Stormwater Compliance Solutions (SCS), or other contractors, perform inspections for illicit connections. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP, the Illicit Connection Ordinance, and the MS4 permit requirements to understand the municipality's responsibility.</i></p> |

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.

Municipal Board and Governing Body Members

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

Training for all governing body members and the planning/zoning boards will be conducted once per term of service, with attendance records maintained. New members shall complete training within 6 months of starting duties. Training will be in person or by video using information made available in the NJDEP catalog.

Training Records

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

Training records that include the type of training, date conducted, attendees, and trainers are maintained by the Borough Clerk.

Form 11 – MS4 Mapping
Part IV.G.1.

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|---|-----|
| 1. Provide a link to the most current MS4 outfall/infrastructure map. | |
| <i>https://cms1files.revize.com/farhills/Far%20Hills%20Overview%20Map.pdf</i> | |
| 2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026). | |
| a. MS4 outfalls | 32 |
| b. MS4 ground water discharge points (basins or overland flow infiltration areas) | 0 |
| c. MS4 interconnections | 6 |
| d. MS4 storm drain inlets | 215 |
| e. MS4 manholes | 20 |
| f. Length of conveyance (channels, pipes, ditches, etc.) | N/A |
| g. MS4 pump stations | 0 |
| h. MS4 stormwater facilities (any that are not listed above) | 0 |
| 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.). | |
| <i>All new infrastructure built are mapped by Stormwater Compliance Solutions. Updated maps and reports are submitted to the MJDEP MS4 Case Manager.</i> | |
| 4. Describe how the municipality will create and update its MS4 Infrastructure Map. | |
| <i>The Borough has contracted with Stormwater Compliance Solutions to complete the MS4 Infrastructure Map. Upon completion, all data will be converted into Shape files and submitted to the MS4 Case Manager in advance of the mapping requirement deadline (January 1, 2026).</i> | |

Form 12 – Watershed Improvement Plan
Part IV.H.

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