

Stormwater Pollution Prevention Plan (SPPP)

*Borough of Hamburg
County of Sussex
16 Wallkill Avenue
Hamburg, NJ 07419
Facility Permit #: NJG0149888
PI ID #: 198043*

Date Issued: June 1, 2023

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements.....	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping.....	10
Form 7 – MS4 Infrastructure	11
Form 8 – Community-wide Measures	16
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	17
Form 10 – Training.....	20
Form 11 – MS4 Mapping	23
Form 12 – Watershed Improvement Plan	24

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		John Ruschke, PE, Borough Engineer	
Phone	908-238-50000	Email	John.ruschke@mottmac.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		John Ruschke, PE, Borough Engineer	
Phone	908-238-5000	Email	John.ruschke@mottmac.com
Name and Title			
		Email	
Other Municipal Stormwater Team Members			
Name and Title		Alex Yanish, Acting DPW Supervisor	
Phone	973-827-7702	Email	DPW@hamburgnj.org
Name and Title		Doreen Schott, Borough Clerk	
Phone	973-827-9230 Ext. 4010	Email	clerk@hamburgnj.org
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
9/5/24	6	<i>Update to shared services</i>

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
Stormwater – Borough of Hamburg, New Jersey (hamburgnj.org)
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Doreen Schott, Borough Clerk
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.
Public Meetings: The Daily Record and the Star Ledger newspaper, the Borough’s webpage, and Facebook page. The Borough mails the DEP brochure to all residents and business with the tax bills. Extra copies of the brochure are made available at the Hamburg Municipal Building. The Borough maintains stormwater information on the Borough website.

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.
Same as N.J.A.C. 7:8
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.
The Borough’s stormwater control ordinance is the same as NJDEP’s model ordinance.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<p>For major development projects the Borough is undertaking, the Borough Engineer (Mott MacDonald) is responsible for designing the stormwater management plans. These projects are reviewed by another Engineer at Mott MacDonald since designers may not be responsible for reviewing their own plans.</p> <p>For non-municipal projects, the Borough/Board Engineer reviews the stormwater management design for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per N.J.A.C. 7:8.</p> <p>If the project is deemed compliant with the SWM rule and Township’s SCO, it is presented to the Land Use Board for approval.</p> <p>Throughout construction, the Borough’s Code Enforcement Officer and/or Borough Engineer inspects the construction sites at project milestones to ensure that the project is constructed in accordance with the approved development plans.</p>
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 does not have a mitigation plan included in the Stormwater Management Plan or Stormwater Control Ordinance.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.

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

The Borough's Stormwater Management Plan was originally adopted in March 2005 and was revised in January 2023.

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	9/6/23	Yes	Animal Control Officer	Not exceeding \$1,250
2. Wildlife Feeding	9/6/23	Yes	Property Maintenance	Not exceeding \$1,250
3. Litter Control	9/6/23	Yes	Police Department	Not exceeding \$1,250
4. Improper Disposal of Waste	9/6/23	Yes	Department of Public Works	Not exceeding \$1,250
5. Yard Waste	9/6/23	Yes	Property Maintenance	Not exceeding \$1,250
6. Private Storm Drain Inlet Retrofitting	9/6/23	Yes	Department of Public Works	Not exceeding \$1,250
7. Illicit Connections	9/6/23	Yes	Construction Department	Not exceeding \$1,250
8. Privately-Owned Salt Storage	9/6/23	Yes	Department of Public Works	Not exceeding \$1,250
9. Tree Removal- Replacement		<i>Pending – Required by 12/31/23</i>		
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
Hamburg Borough also has a Refuse Containers/Dumpsters ordinance that requires those dumpsters be covered when not in use to prohibit stormwater from entering and running through the dumpsters. This ordinance is enforced by the Department of Public Works. Each violation of this ordinance carries a fine up to \$1,250.				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
The records associated with ordinance and related violations and enforcement are kept by the Borough Clerk from the Borough Zoning/Construction Code Official, and the Health				

Department. On an annual basis, this information is input into a comprehensive spreadsheet to summarize the data for record and reporting purposes

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.

All municipal roads within Hamburg Borough discharge to surface water. The vast majority of the municipal roads do have storm drain inlets, although several do not have storm drains.

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

Street sweeping is performed by Hardyston Township and disposed of. No sweepings/debris are brought to Borough property.

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 DPW crew conducts drive-by inspections of the storm drain inlets and open conveyances at which time they inspect the condition of the labels on storm drain inlets. If any buttons need to be replaced or paint needs re-stenciling, the DPW crew will make the repair or repaint as needed at that time or will schedule follow up work with the DPW supervisor. Furthermore, during the Borough's annual preparation for road resurfacing work, the roads under review also have their catch basins inspected for compliance. If the existing catch basins are not in compliance (i.e. no wording cast in design, outdated curb piece, etc.), they are replaced as part of the project.
- b. Throughout major development project construction and during repaving projects, the Code Enforcement Office and/or 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 and the responsible entity is notified, if it is a private entity.
- 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. DPW staff perform inspections of all storm drain inlets at least annually as they drive the roads of the Borough. The staff will either decide to stop then to remove any debris off the inlet grate and surrounding area and load the debris into their trucks for proper disposal or make a note of the location to return to conduct the cleaning within 1 week. Areas that clog and flood often during storms are inspected more regularly and prior to large, forecasted storms, and cleaned if necessary.

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.

Hamburg Borough maintains a semi-annual catch basin cleaning program. All catch basins are inspected twice per year. If at the time at inspection, no sediment, trash or debris is observed in the catch basin – that catch basin will not be cleaned. All catch basins are inspected twice per year, even if noted as “clean” at the most recent inspection.

At the time of cleaning inspection, the catch basins are also inspected for proper function. Maintenance is scheduled for catch basins found in disrepair.

Additionally, catch basins that are in areas of recent flooding complaints are inspected within 1 week of the complaint.

The Borough also refers to previous records and puts those catch basins that have been noted as needing frequent cleaning on a more frequent inspection schedule.

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.

Like our procedure for inspecting our storm drain inlets, as DPW staff drive the roads of the town for various activities, our DPW staff also check the conditions of ditches and swales since most of our conveyance system is comprised of these. If there is noticeable trash or debris interfering with stormwater flow, the staff is required to clean up the debris preferably immediately, but no later than 1 week.

We use sewer inspection cameras maintained by the Borough to view the enclosed pipe conveyances in areas associated with our catch basins, as we perform those inspections. If it appears that any ditches or swales need to be cleared, they will be added to our maintenance schedule to be completed as soon as possible, but no later than within 3 months of the inspection.

Additionally, conveyance systems that are downstream of areas with recent flooding complaints are inspected within 1 week of the complaint.

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.

Hamburg Borough owns and operates a total of stormwater outfalls. The outfalls are in the process of being located (Fall 2023). Each year, 25% of outfalls and the surrounding area are inspected for scouring. If scouring is detected, we complete the Stream Scouring Investigation Recordkeeping Form and placed on a prioritized list for repairs. Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check it for scouring within 30 days of identification. Repairs that do not need NJDEP permits are performed first.

In the cases where stream scouring is detected, we will attempt to trace it back to the source within 3 months. If a source is identified, the Borough would take corrective action if it 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 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 twelve months, a schedule will be submitted to the MS4 case manager prior to the twelve-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 our 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 Department. 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 owns and operates stormwater outfalls, which are checked annually for dry weather discharges (72 hours after a storm event), intermittent non-stormwater flow, and discoloration or inappropriate debris (such as toilet paper) in and immediately downstream of the outfall.

If An outfall observed to have a dry weather flow or other evidence of intermittent non-stormwater flow an investigation will begin within 30 days to identify the source. Further investigation including the use of a video camera maintained by the Borough will be used to investigate the source of any illicit connections. The party responsible for the illicit connection will be cited per the Illicit Connection Ordinance and the connection will be eliminated immediately. If we are unable to locate the source of the illicit connection within eleven

months, the township will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and to request an extension of the investigation period.

Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check it for illicit discharge within 30 days of identification.

If, during the course of any investigation relating to an illicit connection, the connection is found to be originating from another public entity, Hamburg Borough will report the connection to the New Jersey Department of Environmental Protection.

The Borough has and will continue to advise all residents that spills and illegal dumping can be reported to the Borough either through the Department of Public Works or the Police Department.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

N/A – The Borough does not maintain any infrastructure that requires inspection and is not already noted in items 1-5 above.

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 maintains a GIS database of the location of each non-municipal stormwater facility and the associated inspection/maintenance records; this GIS database is being updated as per the stormwater inventory requirements.

For all private stormwater infrastructure, each December, Hamburg Borough sends 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, the Borough 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.

Hamburg Borough 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.

<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>Vegetation is cut back by mowing or clipping, which prevents erosion. Herbicide sprays are not used.</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>The Borough'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.</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>DPW staff use mower bags to collect grass clippings in most areas, and resident curbside pickup must be in cans. The clippings are brought directly for disposal, with no temporary storage on site.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>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 MS4 Case Manager for guidance for cases where planting will not remedy this issue.</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: 1

1. Site Name and Address	
<p><i>Hamburg Municipal Garage</i> 8 Wallkill Avenue Hamburg, NJ 07419</p>	
2. Monthly Site Inspections	
<p>Describe the nature of inspections conducted at this site and the location of inspection logs.</p> <p>Best management practices are performed daily by DPW employees during daily tasks. General good housekeeping inspections are performed regarding vehicle maintenance areas and storage areas.</p> <p>During winter months, the salt and de-icing material area are inspected regularly to prevent/minimize spills. Spills are removed immediately. Sweeping is conducted weekly to clean dirt and other debris.</p> <p>All activities are recorded, and logs are kept at the DPW office.</p>	
3. Inventory List	
<p>List all materials and machinery that are potentially exposed to stormwater.</p>	
Materials	Machinery/Equipment
Road Salt (under covered storage)	Loading Vehicles
	Salt Spreading Vehicles
	Lawn Mowers
	SkidSteer
	Backhoe/Excavator
	Dumpster
	Sewer Jet truck
4. Discharge of Stormwater from Secondary Containment	
<p>Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>	

<p>Although generally non-applicable, if stormwater needs to be discharged from secondary containment areas, it can be pumped and hauled offsite.</p>
<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>Fueling does not occur on site.</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>Vehicle maintenance is performed inside.</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>Vehicle washing is not performed onsite.</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>The Borough stores its de-icing material in a permanent structure located at its maintenance yard. Materials are pushed back away from the alcove and into the structure, so precipitation does not reach the materials. Staff responsible for loading/unloading road salt from the dome to spreaders are required to sweep spilled salt back into the main salt pile daily to minimize tracking of materials</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>We do not store these materials on site.</p>
<p>10. Cold Patch Asphalt</p>

<p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>N/A – Cold patch is not stored on site.</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>N/A - Street sweeping and storm sewer cleanout are not stored on site. The materials are hauled offsite to a disposal facility.</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>We do not store construction and demolition waste, wood waste, and yard trimmings temporarily at our site.</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>All scrap tires are stored indoors.</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>The Borough generally does not store inoperable vehicles or equipment on site. However, if it was to happen, the Borough will utilize drip pans and tarps to prevent stormwater run-on or run-off. Any equipment or vehicles that are stored are also inspected monthly.</p>

Form 10 – Training

Part IV.F.6-10.

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

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	The Borough 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 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 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 Hamburg Borough 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 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 responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and Borough 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	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. 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 Borough 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
Municipal Maintenance Yards and Other Ancillary Operations	Staff 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	The Borough Engineer (Mott MacDonald) who prepares and submits the electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping.
Outfall Stream Scouring	Staff 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.
Illicit Discharge Detection and Elimination	Staff 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.
--	---

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
The Borough/Board Engineer reviews and approve stormwater management designs for major developments on behalf of the municipality. They 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.
<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 https://nj.gov/dep/stormwater/asking_the_right_questions.html.</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 https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Planning https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Design & Performance https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Rules Safety https://nj.gov/dep/stormwater/training.htm</p> <p>Stormwater Management Through General Permit for MS4s https://nj.gov/dep/stormwater/training.htm</p>

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 by the Borough administrator and an updated record is provided to the Borough Engineer on an annual basis.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The MS4 outfall map is provided in the Appendix of this report. The infrastructure map is not yet available.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>Not yet available</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>Not yet available</i>
c. MS4 interconnections	<i>Not yet available</i>
d. MS4 storm drain inlets	<i>Not yet available</i>
e. MS4 manholes	<i>Not yet available</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>Not yet available</i>
g. MS4 pump stations	<i>Not yet available</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>Not yet available</i>
i. Maintenance yard(s) and other ancillary operations	<i>Not yet available</i>
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.).	
The current infrastructure mapping will be reviewed by the DPW Supervisor and Borough Engineer for updates to the MS4 infrastructure in December of each year. This will be relayed to the surveyor who will locate the new infrastructure and add the information to the infrastructure map, and the corresponding data will be submitted to our MS4 Case Manager.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Borough currently has MS4 Infrastructure mapping but is working with the Borough Engineer to complete/update the mapping as required. The Borough Engineer will submit the updated map Shape files to the Borough’s 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.
Hamburg Borough 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 01/01/2026. The Borough has been expanding on our stormwater infrastructure map to include these requirements.
2. Describe any regional projects or collaboration efforts with other municipalities.
No regional projects or collaboration efforts with other municipalities are proposed at this time; however, the Borough is open to future opportunities.
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.