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May 3, 2022

BCSEX 22001

Sent via Email and Regular Mail

[\(mstaravoj@burlingtonnj.us\)](mailto:mstaravoj@burlingtonnj.us)

Mark Staravoj
Sewer Superintendent
City of Burlington
Sewer and Drainage Utility Division
900 W. Broad Street
Burlington, NJ 08016

**RE: CITY OF BURLINGTON
NJDEP STORMWATER REGULATIONS
2021 ANNUAL REPORT AND CERTIFICATION**

Dear Mark:

We have submitted the Annual Report and Certification in accordance with the Tier A Municipal Stormwater General Permit. It was submitted to NJDEP on May 2, 2022. We have attached the following for your records:

1. One (1) copy of the 2021 Annual Report and Certification.

There were no issues of non-compliance.

Please feel free to contact us with any questions.

Sincerely,

PENNONI ASSOCIATES INC.

Hugh J. Dougherty, PE, CME
Sewer Engineer

Kenneth J. Shine, CFM
Project Manager

Attachment

cc's via Email only:
David Ballard
Bill Curry

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MSRP ANNUAL REPORT - Tier A

You have completed the Annual Report submittal process. You may print or save a copy of this submittal report for your records.

Service ID: 1366825
Facility Name: BURLINGTON CITY
Reporting Period: January 1, 2021 through December 31, 2021
NJPDES Permit #: NJG0153109
Activity ID: DST170001

Contacts

Name: MARK STARAVOJ
Title: SUPERINTENDENT SEWAGE/DRAINAGE
Contact Type: Stormwater Coordinator
Organization Name: BURLINGTON CITY
Organization Type: Municipal
E-Mail: KSHINE@PENNONI.COM
Phone: (609) 386-0035 (Work Phone Number)
(609) 747-9293 (Fax Number)
Contact Address: 900 W BROAD ST
Burlington, New Jersey 08016

Uploaded Attachments

Attachment Name	Attachment Description	File Name
Supplemental Questionnaire Authorization to Submit	Burlington City 2021 Burlington City	Supplemental_Questionnaire_ Burlington City 2021.pdf Auth to Submit for Burl City.pdf

Annual Report Details - Part A

Municipality Information

Team member responsible for completing the report:	Ken Shine
Team member email address:	kshine@pennoni.com

Stormwater Pollution Prevention Plan

1. Has the municipality revised its Stormwater Pollution Prevention Plan during the last calendar year?	Yes
2. Date of the last revised SPPP:	09/30/2018

Public Notice

1. Is the municipality complying with applicable State and local public notice requirements when providing for public participation in	Yes
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the ongoing development and implementation of the stormwater program?

Report Details - Part B

Post-Construction Stormwater Management in New Development and Redevelopment

1. Is the municipality reviewing and approving major development residential projects in accordance with the Residential Site Improvement Standards (RSIS)?	Yes
2. Did the municipality adopt a municipal stormwater management plan?	Yes
3. Most recent date of adopted municipal stormwater management plan:	04/27/2005
4. Status of this plan (if not adopted):	
5. Did the municipality adopt the municipal stormwater control ordinance provided by NJDEP without change?	Yes
6. Most recent date the municipality adopted a municipal stormwater control ordinance:	05/02/2006
7. What is the current status of the ordinance?	
8. Did the municipality submit the adopted municipal stormwater management plan to the appropriate county review agency for approval?	Yes
9. Most recent date the adopted Municipal Stormwater Management Plan was submitted to the appropriate county review agency for approval:	03/06/2007
10. If yes, did the municipality send the adopted municipal stormwater control ordinance to the appropriate county review agency for approval?	Yes
11. Most recent date the adopted Municipal Stormwater Control Ordinance was submitted to the appropriate county review agency for approval:	04/27/2021
12. Status of county review:	Approved
13. Did the municipality adopt the review agency's required amendments and resubmit to the county review agency?	
14. Is the Stormwater Control Ordinance in effect?	Yes
15. Most recent effective date of Stormwater Control Ordinance:	05/06/2007
16. Ordinance Number(s):	01-2007
17. What is the current status of the adopted plan and ordinance?	
18. Are you reviewing projects as part of your site plan and subdivision approval process to ensure that they comply with your municipality's effective municipal stormwater control ordinance(s)?	Yes
19. How many projects that were subject to either the municipal stormwater control ordinance or the stormwater provisions of RSIS did the municipality approve?	0

20. Does the municipal stormwater management plan contain a mitigation plan?	Yes
21. Has the municipality granted any variances or exemptions from the design and performance standards for stormwater management measures set forth in the approved municipal stormwater management plan and stormwater control ordinance(s)?	No
22. If yes, how many variances or exemptions from the design and performance standards has the municipality granted?	
23. If granted any variances or exemptions, did you submit a written report to the county review agency describing the variance or exemption and the required mitigation?	
24. Does the municipality's plan review evaluate storm drain inlet protection for solids and floatables in accordance with Attachment C of the permit?	Yes
25. Does the municipality require plans for long-term operation and maintenance for stormwater BMPs?	Yes
26. Are you ensuring that adequate long-term operation and maintenance of stormwater BMPs is being performed on property that you do not own or operate? Please keep an inventory of stormwater BMPs indicating type, function and location in a format provided by the Department onsite and available for inspection or upon request.	Yes
27. Briefly indicate how this is being accomplished (e.g., ordinance requiring operation and maintenance by private entity; operation and maintenance by you or other governmental entity):	Ordinance requiring operation and maintenance of private facilities. Providing written notification to private facility owners.
28. Is the municipality's stormwater management plan re-examined at each re-examination of the master plan in accordance with N.J.A.C. 7:8-4?	N/A - we did not re-examine our master plan this year
29. Date re-examination report was last adopted:	

Report Details - Part C

Local Public Education Program and Outreach

1. Has the municipality developed a Local Public Education Program?	Yes
2. Has the municipality conducted educational activities that total the minimum number of points required by the permit?	Yes

Storm Drain Inlet Labeling

1. Has the municipality established a storm drain inlet labeling program?	Yes
2. Indicate the percentage labeled to date:	100%

3. Other Amount:	
4. Is your municipality maintaining the labels (i.e. replacing and/or repainting)?	Yes

Community Wide Ordinances

Have you adopted and are you enforcing a regulatory mechanism for:

1. Pet Waste Ordinance:	Yes
2. Date adopted:	05/02/2006
3. Litter Ordinance/State Litter Statute:	Litter Ordinance
4. Date adopted:	12/15/1992
5. Improper Disposal of Waste Ordinance:	Yes
6. Date adopted:	05/02/2006
7. Wildlife Feeding Ordinance:	Yes
8. Date adopted:	05/02/2006
9. Containerized Yard Waste Ordinance / Yard Waste Collection Program Ordinance:	Yard Waste Collection Program Ordinance
10. Date adopted:	05/02/2006
11. Illicit Connection Ordinance:	Yes
12. Date adopted:	05/02/2006
13. Refuse Container/Dumpster Ordinance:	Yes
14. Date adopted:	05/18/2010
15. Private Storm Drain Inlet Retrofitting Ordinance:	Yes
16. Date adopted:	05/18/2010
17. Status of these ordinances (if not adopted):	
18. Method(s) of enforcement (e.g., summons, warnings, additional signs, etc.):	Police Department
19. Are you distributing the Pet Waste Information Sheets with pet licenses?	Yes

Report Details - Part D

MS4 Outfall Pipe Mapping

1. Has the municipality completed the mapping of the MS4 outfall pipes?	Yes
2. Date completed:	03/15/2018
3. Number of outfall pipes that you operate in the municipality:	91
4. How many MS4 outfall pipes are mapped?	91

Illicit Connection Elimination Program

1. Does the municipality have an ongoing program to detect and eliminate illicit connections to municipally owned or operated outfall pipes?	Yes
2. How many outfall pipes were inspected during the past calendar year?	91
3. Number of illicit connections detected during the past calendar year:	0
4. Number of illicit connections eliminated during the past calendar year:	0

Street Sweeping Program

1. In the past calendar year, were all required streets swept?	Yes
2. What was the total number of miles swept?	580

List the amount of materials collected for each month in 2021.

3. Units:	Tons
4. January:	0
5. February:	0
6. March:	6.12
7. April:	3.79
8. May:	10.21
9. June:	12.81
10. July:	21.44
11. August:	13.72
12. September:	0
13. October:	12.75
14. November:	11.54
15. December:	1.14
16. Total (Note: 1.053 cubic yards = 1 ton):	93.52
17. Explain the reason if reporting zero (0) for a month above:	Winter weather restrictions and labor shortage due to to COVID.

Storm Drain Inlet Retrofitting

1. Has the municipality completed repaving, repairing, reconstruction, or alterations on any road surfaces in direct contact with municipally owned or operated storm drain inlets?	Yes
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2. Approximately what percentage of storm drains within the municipality currently meet the standard?	59
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Stormwater Facility Maintenance

Stormwater facilities include, but are not limited to, catch basins, extended detention basins, low flow bypasses, underground detention, dry wells, manufactured treatment devices, pervious paving buffers, infiltration basins/trenches, sand filters, constructed wetlands, wet ponds, bioretention, rooftop vegetated cover, vegetative filters, and stormwater conveyance systems. Stormwater facility inventories that indicate the type, function, and location of the facility must be kept onsite and available for inspection or upon request in a format provided by the Department. The format is available as SPPP Form 13 at: http://www.nj.gov/dep/dwq/pdf/Tier_A/A%20-%20pdf%206.pdf.

1. Have you developed a Stormwater Facility Maintenance Program?	Yes
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Other Stormwater Facilities

1. Were all stormwater facilities that you operate inspected?	Yes
2. Were any found to be in need of cleaning or repair in order to function properly?	Yes
3. During the past calendar year, were any stormwater facilities (excluding catch basins) cleaned?	Yes
4. Were repairs made?	Yes
5. Describe repair(s) or if repairs have not yet been made, provide a schedule for the repair(s):	Parging and rebuilding

Catch Basins

1. Total number of catch basins that the municipality operates:	1262
2. Total number of catch basins inspected:	1262
3. Total number of catch basins cleaned:	1262
4. Amount of materials removed from catch basins, in tons, during the past calendar year:	11
5. Units:	Tons

Report Details - Part E

Outfall Pipe Stream Scouring Remediation

For all outfall pipes undergoing remediation through a scour remediation program, attach additional page(s) as necessary indicating the location of the outfall pipe (including the alphanumeric identifier), the repair start date, and the repair completion date.

1. Has the municipality developed a prioritized list of outfall pipes requiring outfall pipe stream scouring remediation?	N/A - no outfalls meet the stream scouring
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requirement

De-icing Material and Sand Storage

1. Does the municipality have a permanent structure for all de-icing material storage?

Yes

2. If sand is being stored outside, is it set back 50 feet from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies?

N/A - no sand stored outdoors

Fueling Operations

1. Is the municipality implementing Best Management Practices for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations in accordance with Attachment E of the permit?

N/A - no fueling

Vehicle Maintenance

1. Is the municipality implementing Best Management Practices for vehicle maintenance and repair activities at maintenance yard operations in accordance with Attachment E of the permit?

Yes

Good Housekeeping Practices

1. Is the municipality implementing Good Housekeeping Practices for all materials or machinery listed in the Inventory Requirements for Municipal Maintenance Yard Operations (including maintenance activities and ancillary operations) in accordance with Attachment E of the permit?

Yes

Equipment and Vehicle Washing

1. Has the municipality implemented measures to properly handle the discharge of equipment and vehicle wash wastewater from municipal maintenance yard operations?

Yes

2. Please indicate which option you implemented to eliminate the unpermitted discharge:

Connected to sanitary sewer

3. Date the management measure was implemented:

02/13/2009

4. What is the NJPDES permit number that authorizes the discharge of vehicle and equipment wash wastewater?

5. Is the municipality maintaining records of vehicle and equipment washing?

Annual Employee Training

1. Did the municipality conduct training for employees on stormwater related topics as required under the MS4 permit (e.g., police officers trained on ordinances)?	Yes
2. List date(s) of employee training:	3/2/2021, 3/9/2021

Report Details - Part F

Sharing of Responsibilities

Does the municipality share services with another entity to satisfy a permit requirement?	Yes
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For each of the following, indicate if you are relying on another entity to satisfy all or part of any permit requirements. Please provide additional information for any "Yes" answers in the provided Comments field.

1. Public notice:	No
2. Comments:	
3. Ensure compliance with RSIS for stormwater management:	No
4. Comments:	
5. Municipal stormwater management plan:	No
6. Comments:	
7. Municipal stormwater control ordinance:	No
8. Comments:	
9. Long term operation and maintenance of BMPs (post-construction):	No
10. Comments:	
11. Storm drain inlet design standard (post-construction):	No
12. Comments:	
13. Local public education program:	No
14. Comments:	
15. Storm Drain Inlet Labeling Program:	No
16. Comments:	
17. Illicit connection elimination program:	No
18. Comments:	
19. Street sweeping:	No
20. Comments:	
21. Storm drain inlet retrofitting:	No
22. Comments:	

23. Maintenance of municipally operated stormwater facilities:	No
24. Comments:	
25. Outfall pipe stream scouring:	No
26. Comments:	
27. De-icing and sand storage:	No
28. Comments:	
29. Fueling operations:	Yes
30. Comments:	City owned and operated vehicles are fueled in Burlington Township
31. Vehicle maintenance:	No
32. Comments:	
33. Good Housekeeping:	No
34. Comments:	
35. Vehicle and Equipment Washing:	No
36. Comments:	
37. Employee Training:	No
38. Comments:	

Incidents of Non-compliance

1. Did your municipality have any incidents of non-compliance?	No
2. Identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring. (If the text box is not large enough to complete this section, please provide your report as an attachment and upload it on the next screen. Please reference the attachment in the textbox.)	

Certification

Certifier: Angelique Tucker
Certifier ID: ATUCKER@PENNONI.COM
Challenge/Response Question: What is your mother's middle name?
Challenge/Response Answer: *****
Certification PIN: *****
Date/Time of Certification: 04/28/2022 16:30

"I certify under penalty of law that this Annual Report and Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Annual Report and

Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete.

"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Tier A Municipal Stormwater General Permit No. NJG0153109 except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to remedy the non-compliance and to prevent such incidents from recurring.

"I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

Please note, no changes will be allowed to be made to this report upon its certification. If you need to correct or modify the report after certification, please contact your case manager at (609) 633-7021 so they may enable that function.

Angelique Tucker
General

04/28/2022
Date

Instructions for Saving and Submitting the
2021 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

1. Once opened, please save the Questionnaire to your computer, using the “Save As” function. This can be done by going to FILE > then Save As... or Shift + Ctrl + S. Name the document Supplemental_Questionnaire_TOWN NAME
2. Complete the Questionnaire.
3. Once you have completed the Questionnaire, use the “Save” function to save your answers to the Questionnaire to your computer . This can be done by going to FILE > then Save or Ctrl + S.
4. The completed and saved Questionnaire must then be uploaded as an attachment, in Part 7, to your Annual Report before the Annual Report is submitted to the Department.
5. To access the Annual Report, open the link to “NJDEP Online Portal” at http://www.nj.gov/dep/dwq/tier_a.htm. In Part 7, you will be asked to complete information regarding the file(s) to be uploaded. Navigate to your saved Questionnaire and then hit the “Upload” button in the lower right section of Part 7. The Annual Report will indicate if the Questionnaire was successfully uploaded. Then click on the “Continue” button and proceed with finalizing your Annual Report.

Your Annual Report will be considered incomplete if the Supplemental Questionnaire is not attached. If you experience any difficulty in this process, please contact your municipal case manager at 609-633-7021.

Please note that use of Adobe Acrobat Reader DC is recommended. This free software is available for download at <http://get.adobe.com/reader/> . If you have an earlier version of Adobe Reader, please go to the Adobe website at <http://tv.adobe.com/watch/acrobat-x-tips-tricks/quick-tip-how-to-save-form-data-in-adobe-reader/> for detailed instructions on how to save your completed Questionnaire.

2021 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

General Information

A. Municipal Information

Municipality:	County:
Stormwater Coordinator:	
Phone:	Email:

Public Involvement and Participation

Provide a web address for each of the following:

Current Stormwater Pollution Prevention Plan (SPPP):

Municipal Stormwater Management Plan:

Local Public Education and Outreach

Report the number of points obtained in each public education and outreach category:

General Public Outreach:

Watershed/Regional Collaboration:

Targeted Audiences Outreach:

Community Involvement Activities:

School/Youth Education and Activities:

Has the municipality advertised public education and outreach activities on the municipalities website?: Yes No

Post Construction Stormwater Management

Note: This portion of the annual report should be completed by a person knowledgeable in post-construction stormwater management project review and approvals.

Name of person completing this section:

Affiliation of person completing this section:

Please fill out the attached major development project list for all major developments approved in the last calendar year.

Community Wide Ordinances

Does the municipality maintain a database to track all instances of community wide ordinance violations?:

Yes No

Provide the web address for each ordinance and report the entity responsible for the enforcement of each ordinance as well as the number of warnings and violations issued for each in the past calendar year:

Pet Waste Ordinance

Entity:

Warnings/Violations:

Wildlife Feeding Ordinance

Entity:

Warnings/Violations:

Litter Control Ordinance

Entity:

Warnings/Violations:

Improper Disposal of Waste Ordinance

Entity:

Warnings/Violations:

Containerized Yard Waste/Yard Waste Collection Program Ordinance

Entity: Warnings/Violations:

Private Storm Drain Inlet Retrofitting Ordinance

Entity: Warnings/Violations:

Illicit Connection Ordinance

Entity: Warnings/Violations:

Stormwater Control Ordinance

Entity: Warnings/Violations:

Municipal Maintenance Yard and Other Ancillary Operations

Does the municipality maintain a list of all materials and machinery located at each municipal maintenance yard and ancillary operation which could be a source of pollutants in a stormwater discharge?: Yes No

Has the municipality implemented Best Management Practices as described in Attachment E for all applicable activities at each municipal maintenance yard and ancillary operation owned or operated by the municipality?: Yes No

Does the municipality maintain an inspection log detailing conditions requiring attention and remedial actions taken at municipal maintenance yards and other ancillary operations?: Yes No

Does the municipality have an underground vehicle wash water storage tank? Yes No

Employee Training

Does the municipality maintain records of employee training including sign in sheets, dates of training, and training agendas?: Yes No

Does the municipality maintain a list of the names and dates of the municipal board and governing body members that review and approve applications for development and redevelopment projects who have completed the "Asking the Right Questions in Stormwater Review" training tool?: Yes No

Does the municipality maintain a list of the names and dates of individuals that review development and redevelopment projects for compliance with NJAC 7:8 on behalf of the municipality who have completed the Department approved stormwater management training once every 5 years?: Yes No

Outfall Pipe Mapping

Check the box(es) for the components included on the municipality's outfall pipe map in addition to MS4 outfalls and surface water bodies:

- Conveyances (Pipes, Swales, Ditches)
- Culverts
- Block and Lots
- Green Infrastructure
- Manufactured Treatment Devices
- Stormwater Management Basins
- Storm Drain Inlets
- Streets/Roadways
- Subsurface Infiltration/Detention Basins

Has the municipality included the outfall pipe map in the SPPP?: Yes No

Does the municipality update the outfall pipe map annually?: Yes No

Does the municipality's map identify outfalls that do not discharge to surface waters?: Yes No

Stream Scouring

How many outfalls did the municipality inspect for stream scouring in the past calendar year?:

How many instances of stream scouring were found during those inspections?:

How many instances of stream scouring were remediated in the past calendar year?:

Stormwater Facilities Maintenance

Does the municipality keep up to date stormwater facility maintenance logs and inspection records for stormwater facilities owned or operated by the municipality?: Yes No

How does the municipality ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality?:

Does the municipality keep up to date stormwater facility maintenance logs and inspection records for stormwater facilities not owned or operated by the municipality?: Yes No

Total Maximum Daily Load (TMDL)

Has the municipality reviewed TMDL reports to identify those which are relevant to the municipality's water bodies?: Yes No

How many TMDLs were found to be applicable to the municipality?:

How has the municipality used TMDL information to assist in the prioritization of stormwater facility maintenance?:

Has the municipality updated its SPPP to include TMDL information?: Yes No

Has the municipality incorporated any additional or optional measures? If so, please elaborate:

This Supplemental Questionnaire must be attached to your Annual Report to be considered complete. If you experience any difficulty in this process, please contact your municipal case manager at 609-633-7021.

1. Once you have completed the Questionnaire, use the "Save" function to save your answers to the Questionnaire to your computer. This can be done by going to FILE > then Save or Ctrl + S.
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