

Stormwater Pollution Prevention Plan

Name: Borough of Woodlynne

County: Camden

NJPDES #:NJG0152919

Annual Review Date: 1/30/2026

Stormwater Program Coordinator: James Capone

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Form 1 – Team Members

Storm Water Program Coordinator (SPC)			
Name and Title		James Capone	
(856)655-1638		Email	Jcapone1964@comcast.net
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Steven Bach, Borough Engineer	
Phone	856-546-8611	Email	sbach@bachassociates.com
Name and Title		Nicholas Bishop, Borough Engineer	
Phone	856-546-8611	Email	nbishop@bachassociates.com
Other Municipal Stormwater Team Members			
Name and Title		Jeraldo Fuentes, Administrator	
Phone	856-962-8300	Email	
Name and Title		Darryl Rhone, Borough Solicitor	
Phone	609-902-0354	Email	drhone@gmail.com
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Boro of Bellmawr	Fleet Maintenance	2024-2026	
Boro of Bellmawr	Sanitary & Stormwater Maintenance	2024-2026	

Form 2 – Review and Revision History

Revision Date	Form # Changed	Reason for Review or Revision (Updates to staff, policy, webpage, etc.)
4/12/2007	1-17	MSWP Adopted
5/11/2006	10	Ordinances Added
12/08/2017		General Permit Issued
5/20/2019	1-15	Updated Forms
12/15/2022		General Permit Issued for 2023-2027
4/17/2023	1	Updated Storm Water Coordinator Team Members
6/8/2023		Additional Ordinances Added
5/5/2024	1-23	Updated Forms
5/6/2025	1-26	Updated Forms
1/30/2026	3	New Stormwater Coordinator

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
Woodlynne.com
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Chibuzo Idimaogu
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.
Courier Post & Woodlynne Newsletter
4. Describe the educational activities you conducted last year to earn the required 12 points and provide the dates for those activities.
Each Woodlynne Newsletter contains Storm Water Articles, 2 x's per year we work with our schools educating students Stormwater facts, Do's & Don't's, We display at our National Night Out Celebration Stormwater Materials, We educate residents applying for pet licenses and advertise on the Borough web page our newly created and existing ordinances.
5. Indicate the location of records associated with public education and outreach activities.
Woodlynne Borough Hall

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

Part IV.E.

<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>Woodlynne defines “Major Development” as a disturbance of 1 or more acres of land. All other criteria match the updated definition from the March 2, 2021 Stormwater Management Rules at N.J.A.C.7:8-1.2 Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing vegetation. Where development is defined as the diversion of a parcel of land into 2 or more parcels, the construction, conversion, structural alteration, relocation or enlargement of any building structure, any mining operations or landfill, and any is or change in the use of any building or structure, or land extension or use of land, by any person, for which permission is required under municipal land use law N.J.S.A.40-55D-1et seq. In the case of development of agricultural land, development means any that requires a state permit: any activity reviewed by CAB and the SADC, and the municipal review of any activity exempted by the right to farm act N.J.S.A..4:1c2et seq according to municipal code definitions</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>The same as</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>For major development projects that the town is under taking, An outside engineering firm will be utilized for designing the storm water plans. These projects would then be reviewed by the Planning Board Engineer.</p> <p>For non-municipal projects, The Planning Board Engineer reviews the Storm Water management design for compliance with water quality, water quantity, groundwater recharge and green infrastructure design standards as per N.J.A.C.78.</p> <p>Throughout construction, the Borough’s Code Enforcement Officer inspects the construction sites at project milestones to ensure that the project is constructed in accordance with the approval 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
5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
<p>The original SCO was adopted on 5/11/2006 Ord # 2006-20</p> <p>Refuse/Private Storm Drain Ordinances adopted 4/8/2010 Ord# 2010-2</p> <p>Management Rules & Regulations adopted on 2/11/2021 Ord# 2021-1</p>
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
4/12/2007 Initial Stormwater Management Plan Adopted

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	5/11/2006	Yes	Code Enforcement	\$500.00
2. Wildlife Feeding	5/11/2006	Yes	Code Enforcement	\$500.00
3. Litter Control	5/11/2006	Yes	Code Enforcement	\$500.00
4. Improper Disposal of Waste	5/11/2006	Yes	Code Enforcement	\$500.00
5. Yard Waste	5/11/2006	Yes	Code Enforcement	\$500.00
6. Private Storm Drain Inlet Retrofitting	4/8/2010	Yes	Code Enforcement	\$100.00 Per
7. Illicit Connections	5/11/2006	Yes	Code Enforcement	\$500.00
8. Privately-Owned Salt Storage	6/8/2023	Yes	Code Enforcement	\$2,000.00
9. Tree Removal-Replacement	6/8/2023	Yes	Code Enforcement	\$300.00 per tree
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.				
None				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Woodlynne Borough Hall				

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.

Woodlynne roadways are swept by hand as needed, there is no scheduled or posted streets for sweeping. A street sweeping spreadsheet documenting street sweeping is completed daily when street sweeping is performed, Woodlynne will sweep each street with a storm drain inlet on it a minimum of 3x's per year. All other streets a minimum of 1x's.

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

No

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. Woodlynne inspects inlets on a yearly basis, if wording is not permanently cast into inlet a painted symbol stating No Dumping Drain to Waterway is painted or re-painted during cleaning/inspections of inlets.
- B. Prior to construction or re-paving projects inlets not meeting design standards are noted to be changed to meet Section V Design Standards related to Ordinance #2010-3 Private Storm Drain Inlet Retrofitting under Stormwater Ordinance.
- C. Post Construction inspections by engineer's or DPW.
- D. Usually in January after Leaf Season is completed cleaning and inspections occur simultaneously.

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.

Same as above yearly inspections/cleaning development of repair schedule.

<p>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.</p>
<p>Woodlynne utilizes a storm sewer camera in-conjunction with high pressure water jetting to maintain our conveyance system. The jetting is performed prior to camera use to document condition of conveyance system. The Borough of Bellmawr performs these services on an as needed basis as a shared service.</p>
<p>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.</p>
<p>Woodlynne visually inspects 20% of their outfalls per year. This equates to two (2) outfalls inspected. The outfall inspection is performed during dry weather periods whereas there has been no measurable rain fall for three (3) days. At this same time inspectors are checking for stream scouring. If found appropriate permits would be obtained and repairs made.</p>

<p>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 storm water webpage.</p>
<p>Woodlynne inspects 20% each Borough owned outfall pipe yearly. After a 72 hour dry period we perform inspections noting any dry weather flow. Illicit connections are investigated in any outfall pipe indicating dry weather flow. Video’s are recorded and if no apparent illicit connections are found sampling is performed under NJDEP standards and results reported in dry weather flow reports submitted to the NJDEP.</p>
<p>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.</p>
<p>Manufactured Treatment Devices, yearly inspection cleaning as per manufacturers plan, sub –surface systems, look for erosion, settling, cavatations, check inlets they drain to and look for discoloration, soil etc.</p>

<p>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.</p>
<p>Yearly inspections of detention, retention, sub-surface and MTD's, Notifications made tom property owner by Code Enforcement. If other repairs are required such as fence, security or other documents are utilized in court.</p>
<p>8. Infrastructure Records Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p>Woodlynne DPW Office</p>

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
Woodlynne does not allow herbicides to be sprayed along waterways.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
With in 72 hours after the end of a storm event conditions permitting, remove pile of excess salt & de-icing materials that have been deposited during spreading operations on all streets and parking areas owned or operated by Woodlynne.
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.).
Woodlynne ensures proper pick-up, handling and disposal of wood waste & yard trimmings generated by Woodlynne. We currently dispose of these materials at Camden County Conservation.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
Detect & repair erosion alongside roadways owned & operated by Woodlynne and inspect & maintain the stability of shoulders, embankments, ditches and soils along side these roads to ensure they are not eroding and contributing to sedimentation of receiving waters. All streets are curbed and there has been no history of erosion.

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	
Woodlynne DPW Facility 4 th Avenue Woodlynne	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
Woodlynne conducts monthly inspections of our DPW facility. Records kept at the DPW facility.	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Outside storage of propane tanks approx.. 10-12	
	Trash Truck
Recyclable electronics stored inside shed prior to pick –up by others	
	V-Box Spreader (plastic)
Assorted metal collected on a daily basis prior to disposal	
	Pick-Up Truck

4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Woodlynne stores no materials at DPW Facility that require secondary containment	
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.	
Woodlynne utilizes privately owned & operated fueling stations	
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.	
Woodlynne conducts minor repairs to lawnmowers, plows and other small equipment inside their DPW Facility. Woodlynne has a shared service agreement with the Borough of Bellmawr for fleet maintenance.	
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.	
Woodlynne does not wash vehicles on-site a commercial car wash is utilized.	

<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>Woodlynne stores its salt in a permanent structure at its DPW facility. Employees are trained on Best Management Practices (BMP's) regarding salt storage and handling.</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>Woodlynne stores no aggregate materials, woodchips or finished leaf compost on site. These products are purchased in bagged quantities when needed and stored inside the DPW Facility</p>
<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>Woodlynne utilizes bagged cold patch which is stored inside DPW Facility.</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>Woodlynne stores no street sweepings or storm water clean out materials on site. These items are disposed of the day they are collected.</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.	
Woodlynne stores no demolition waste, wood waste or yard trimmings at the DPW facility. These materials are disposed immediately after collection.	
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.	
Woodlynne stores no scrap tires on DPW Facility site. Any tires generated by vehicle maintenance are disposed by Bellmawr.	
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.	
Woodlynne on occasion stores vehicles prior to auction sale, Every effort is made to store these vehicles within the garage facility, These vehicles are checked for fluid leaks. If vehicles are stored outside a drip pan is placed under engine to prevent oil drips. These pans are also inspected on a monthly basis.	
15. Outdoor Refuse and Dumpsters Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.	
There are no dumpsters located at the DPW Facility or other Borough owned property	

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Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>James Capone attended Stormwater Program Coordinator Training on October 8, 2024. The certification is valid through December 31, 2027</p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field training, and videos	
Describe the training provided for municipal staff.	
SPPP	On a yearly basis Woodlynne trains employees for implementation of the stormwater program permit conditions that apply to their job duties. This training is achieved by viewing videos from the NJDEP and Mel Websites.
Construction Site Stormwater Runoff	Woodlynne ensures that all individuals that review and approve stormwater management designs for major development projects on behalf of Woodlynne for compliance with the Stormwater Management rules at N.J.A.C. 7.8 completes the training provided by the NJDEP at least 1 x every 5 years, If amendments are passed these individuals must complete training regarding such amendments. Our Stormwater Reviewers received the require training on December 4, 2023
Post-Construction Stormwater Management in New and Redevelopment	Woodlynne will comply with N.J.A.C. 7:8 by developing, updating, implementing and enforcing the following stormwater management program to address post construction stormwater runoff, a municipal stormwater management plan (MSWMP), a stormwater control ordinance (SWO), and if applicable a mitigation plan, the same individual may not design and review stormwater management projects.
Ordinances	Woodlynne will supply ordinances to Code Enforcment Officer & Duly Authorized employees along with training on verbal, written and court appearance notification.
Community-wide Measures	These ordinaces along with educational brochures and web addresses will be made available through Woodlynne, meetings, web page, municipal message boards and Woodlynne Bulletin

Stormwater Facilities Maintenance	Woodlynne will perform maintenance on all stormwater infra structure per approved maintenance plans or more frequently as needed to ensure proper function and operation.
Municipal Maintenance Yards and Other Ancillary Operations	Woodlynne has implemented BMP's for activities listed at our DPW Facility
MS4 Mapping	Woodlynne has completed all necessary infrastructure mapping. We will continue to develop, update and maintain MS4 infrastructure mapping as changes warrant. Reviews will be made on a yearly basis, updated as needed and posted on Woodlynne's web page and submitted electronically to the NJDEP
Outfall Stream Scouring	Woodlynne will continue to develop, update, implement a program to detect, investigate and control localized stream scouring from stormwater outfalls owned and operated by Woodlynne. A minimum of 2 outfalls will be inspected yearly
Illicit Discharge Detection and Elimination	Woodlynne will develop, update, implement and enforce an ongoing illicit discharge detection and inspection program by inspecting outfalls owned and operated by Woodlynne.
Watershed Improvement Plan	Woodlynne has been working with FEMA and the NJDEP to create a National Flood Insurance Plan by providing timely answers to audits. Woodlynne's engineer is currently developing a new Watershed Improvement Plan (Due Jan. 1, 2026)

Stormwater Management Design Reviewers
1. Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
At a minimum once every 5 years individuals who review and approve stormwater management designs for major development projects on behalf of the Borough of Woodlynne must complete the NJDEP's provided training. A list shall be kept on the Borough website showing the expiration date of training.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
Woodlynne Planning Board members must complete the "Asking the Right Questions" in stormwater training tool. The training is required for the governing body members, who review and approve applications for development and redevelopment projects on behalf of Bellmawr. The training must be completed once per term of service. The training follows a similar format as Stormwater Management Design Reviewers.

Training Records
Indicate the location of training records for the above required training.
These records will be kept by the Borough Clerk at the Boro Hall with a copy given to the Stormwater Coordinator for their records.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
Woodlynne.com	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	6
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	1
c. MS4 interconnections	0
d. MS4 storm drain inlets	36
e. MS4 manholes	7
f. Length of conveyance (channels, pipes, ditches, etc.)	1.25 miles
g. MS4 pump stations	1
h. MS4 stormwater facilities (any that are not listed above)	0
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
Woodlynne will on a yearly basis review and update all mapping regarding new stormwater features or recently discovered stormwater infrastructures and make changes to it's maps and supply to the NJDEP any changes.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Borough Engineer and In-House surveying crew would utilize a Trimble Catalyst DA2 receiver to supply engineer information required to update mapping.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Woodlynne has been working with FEMA and the NJDDEP to create a National Flood Insurance Program by providing timely answers to the audit. Woodlynne will rely on information provided to the Borough Engineer to develop the Watershed Improvement Plan due Jan. 1 2026.
2. Describe any regional projects or collaboration efforts with other municipalities.
None at this time
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Woodlynne Borough Hall, Business Administrator's office.

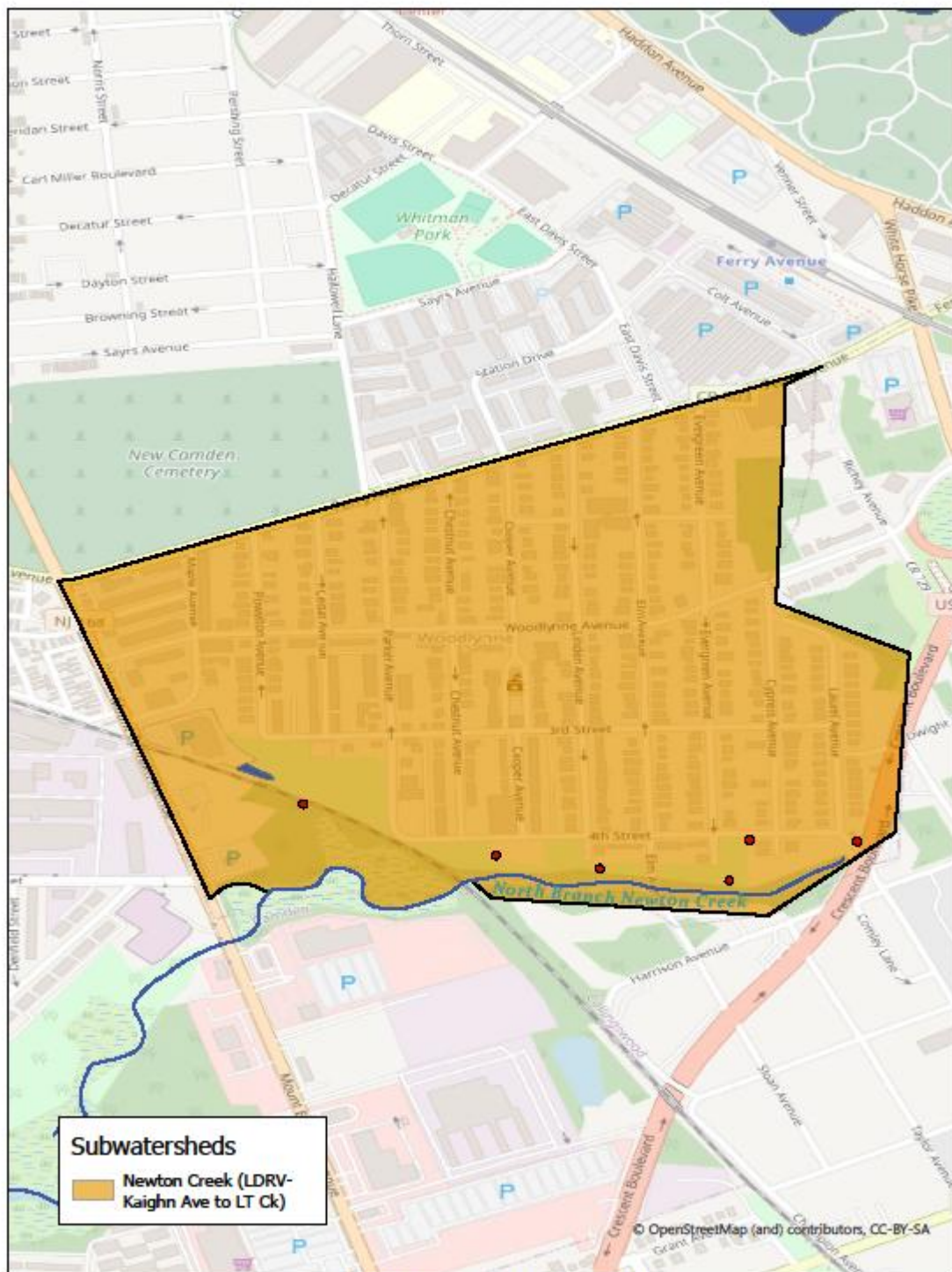


Figure 1: Woodlynne operated stormwater outfalls.

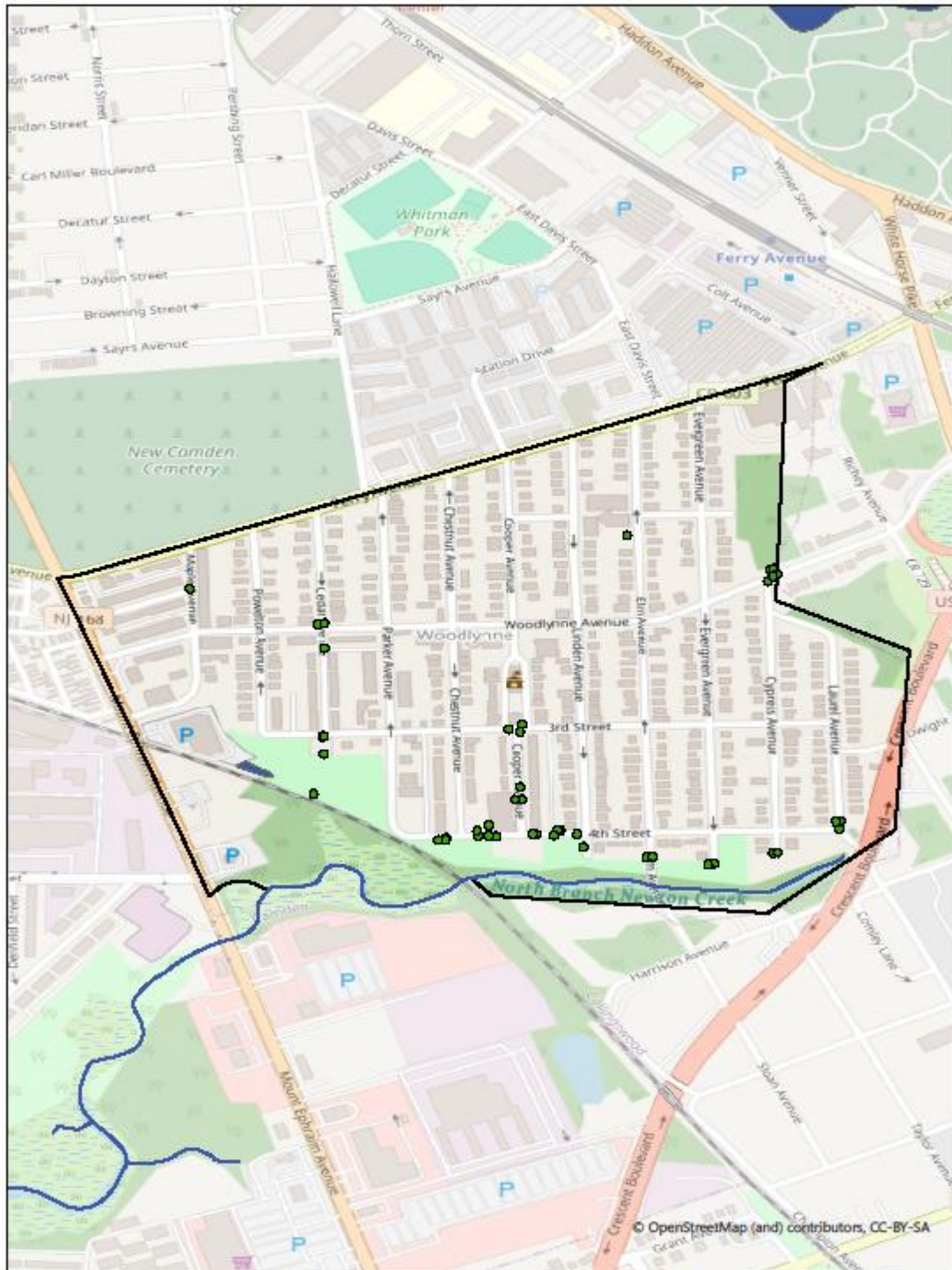


Figure 2: Woodlynne operated stormwater inlets and manholes.

Stormwater Management Design Review Training Required by NJDEP

Name of Reviewer	Firm Association	Attendant ID	Training Expiration Date	Notes
Steven M Bach, PE, RA, PP, CME	Bach Associates	RFGUEHRO	4-Dec-28	
Nicholas Bishop,	Bach Associates	VT9X597E	4-Dec-28	
Craig Reilly	Bach Associates	EDG616Q9	4-Dec-28	