

Stormwater Pollution Prevention Plan

Permittee Name: COUNTY OF UNION

Facility Address: 2325 SOUTH AVENUE, SCOTCH PLAINS, NJ 07076

NJPDES #: NJD0153320

Annual Review Date: 12/24/2025

Stormwater Program Coordinator: RICARDO MATIAS, PE, CME, CFM

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name	Ricardo Matias	Title	Director of Engineering / County Engineer
Phone	908-789-3675	Email	Ricardo.Matias@ucnj.org
Individual(s) Responsible for Stormwater Management Major Development Project Review			
Name(s)	Ricardo Matias	Title(s)	Director of Engineering / County Engineer
Email(s)	Ricardo.Matias@ucnj.org		
Other Stormwater Team Members			
Name	Kelly Martins Bruce Bergen Michael Pozyc Joseph Policay	Title(s)	Public Information Office County Counsel Employee Training Coordinator Dept Dir, Eng, PW & FM
Email(s)	Kelly Martins Kelly.Martins@ucnj.org Bruce Bergen bbergen@ucnj.org Michael Pozyc Michael.Pozyc@ucnj.org Joseph Policay jpolicay@ucnj.org		
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

**The County has no shared services where Stormwater compliance is provided to the County. The County does however have shared service agreement with municipalities for the use of and for the sharing of salt during snow events.

Form 3 – Public Education and Outreach
Part IV.B. and C.

1. Provide a link to the permittee's dedicated stormwater webpage.
ucnj.org/stormwater
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Stormwater Coordinator & Public Information Officer
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.
Facebook & ucnj.org & announcements at commissioner public meetings.
4. Describe the educational activities you conducted last year to earn the required 7 points set forth in Attachment A. Provide the dates for those activities.
The County has determined that the most efficient way to provide for public education on the required topics at these areas is to post the following signs as appropriate: 1) "NO FEEDING OF WILDLIFE" 2) "CLEAN UP PET WASTE" 3) " NO LITTERING" The County has a website dedicated to stormwater at: ucnj.org/stormwater/
5. Indicate the location of records associated with public education and outreach activities.
2325 South Avenue, Scotch Plains, NJ 07076

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

Part IV.E.

<p>1. How does the permittee define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>Major Development Definition does not differ from NJAC 7:8</p>
<p>2. Describe the process for reviewing and approving major development project applications for compliance with the Stormwater Management Rules at N.J.A.C. 7:8.</p>
<p>All applications that are considered major development and that are related to the Highway Complex permit must go through the local municipal planning board. All development plans will be designed by hired consultants and reviewed by the County Engineer for compliance with the stormwater management rules of NJAC 7:8 et seq.</p>
<p>3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.</p>
<p>No</p>
<p>4. Indicate the location of approved applications for major development projects.</p>
<p>All applications are held at the municipal offices where the project is located.</p>

Form 5 – Regulatory Mechanisms

Part IV.F.1. & F.2.b.

Regulatory Mechanism	Date Adopted	Was the DEP model adopted without change? If not, explain how the permittee’s Regulatory Mechanism is more stringent.	Entity Responsible for Enforcement	Fees & Fines
Pet Waste Control	12/18/24	ucnj.org/stormwater	County Police & County Counsel	\$100
Wildlife Feeding Control	12/18/2024	ucnj.org/stormwater	County Police & County Counsel	\$100
Litter Control	12/18/2024	ucnj.org/stormwater	County Police & County Counsel	\$100 to \$500
Improper Disposal of Waste	12/18/2024	ucnj.org/stormwater	County Police & County Counsel	\$250 to \$500
<p>1. List any additional stormwater-related regulations the permittee has adopted to address issues beyond the scope of the MS4 permit, if applicable. Include adoption date, entity responsible for enforcement, and related fees and fines.</p>				
<p>See Chapter 131 – Streets and Sidewalk Article IV Improper Disposal into Storm Sewers Article III Storm Sewers Article V Dumpster Ordinance 12/18/2024 Article II Diversion of Water 12/18/2024</p>				
<p>2. Describe how the permittee prevents illicit connections into the MS4 and the program in place to eliminate any observed illicit discharges.</p>				
<p>The County of Union does not allow any connections into County Storm Sewer Infrastructure without first obtaining a permit. Further, the County does not allow any pipe connections at the curb line.</p>				
<p>3. Indicate the location of records associated with regulations, related violations, and enforcement actions.</p>				
<p>2371 South Avenue, Scotch Plains, NJ 07076 for all storm sewer connection permits 2325 South Avenue, Scotch Plains, NJ 07076 for any enforcement actions 10 Elizabethtown Plaza, Elizabeth NJ 07208 for historical planning board applications that may include storm sewer work 2325 South Avenue, Scotch Plains, NJ 07076 for current planning board applications that may include storm sewer work</p>				

Form 6 – Litter Pick-Up Program

Part IV.F.2.c.

1. Describe the permittee's program and schedule for roadside clean-ups of trash and debris.
<p>Trash is collected and picked up from all locations where public trash cans are available.</p> <p>Garbage and refuse are collected from Union County's 30 parks and 2 golf courses on a regular basis. A refuse truck is deployed with a 3-man crew in each of the County's 5 geographical sections every Monday and Friday throughout the year. During the heavier park use months of the summer, trucks area also an additional day as needed and on weekends that are expected to be unusually busy, such as holidays or during large public events. On occasion refuse crews may be sent out on Saturdays and Sundays as well. Besides emptying refuse cans into the packer trucks, the crew also has a standing assignment to pick up litter as needed, in picnic areas, on ballfields and open lawns, and along roadsides. After large public events, litter pick-up efforts are supplemented with workers from the Sheriff's Labor Assistance Program.</p>
2. Indicate the location of records that include the dates and estimated amount of material collected from roadside clean-ups
2325 South Avenue Scotch Plains, NJ 07076
3. For permittees that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at these locations.
N/A

Form 7 – Street Sweeping

Part IV.F.2.d-f.

1. Provide a written description and/or attach a map identifying all streets and paved parking lots that the permittee owns or operates. Indicate the street sweeping schedule for each of the following:
 - a. Segments of limited-access highways (including ramps and parking areas) that are owned or operated by the permittee and have storm drain inlets or discharge directly to surface water.
 - b. Segments of streets, ramps, and parking areas that are owned or operated by the permittee and have storm drain inlets or discharge directly to surface water but are NOT limited-access highways.
 - c. Segments of streets, ramps and parking areas that are owned or operated by the permittee but do NOT have storm drain inlets or discharge directly to surface water.

See map included in the overall plan and the enclosed schedule which is updated on a yearly basis.

- a) No roadways have limited-access. The County does have parking lots.
- b) Most roadways have storms drains.
- c) Not applicable.

The COUNTY OF UNION has been sweeping its roads which require monthly sweeping under the Highway Permit and will continue the monthly street sweeping program of those roads. See attached Sweeping Schedule.

2. Indicate the location of records that include sweeping dates, location of roads/parking areas swept, number of miles swept, and total amount of material collected.

The records are kept at the Springfield Recycling Facility located at 301 Shunpike Road, Springfield, NJ throughout the year. The County Maintains a sweeping schedule which is included and attached in the plan. For the Annual report, the County Engineer requests and receives the records for the entire previous year and is then kept at 2325 South Avenue, Scotch Plains, NJ 07076

Form 8 – Storm Drain Inlets – Labeling, Retrofitting, and Installation

Part IV.F.2.g-i.

1. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design are properly labelled.

The County replaces the frame and grates on any inlets that do not meet the requirement. The County typically uses the TYPE N curb piece.

2. Describe the permittee's plan to retrofit all storm drain inlets owned or operated by the permittee by EDPA + 59 months. Indicate the percentage completed of permittee owned or operated storm drain inlets that are retrofitted.

We believe that all inlets have been replaced to meet the new requirements. As we continue to pave County roadways through our NJDOT capital program, the program designer may identify any inlet that was not replaced to be included in the project.

3. Describe how the permittee ensures all newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids, when applicable.

When inlets have been replaced, the standard NJDOT detail is used.

Form 9 – Good Housekeeping

Part IV.F.2.b, j-o.

1. Herbicide Application Management Describe the permittee's program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
In accordance with the Highway Permit, the COUNTY OF UNION no longer applies herbicides outside the prescribed radius of two (2) feet around any structure for which it is impractical to mow around.
2. Excess De-icing Material Management Describe the permittee's program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.
The County has a specific work order request online for the public to submit work orders. Additionally, roadway supervisors will drive the roads post storm to assess their operations, and if any salt piles are seen, they are called in.
3. Vegetative Waste Management Describe the permittee's program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee, such as trimming trees, mowing, etc.
The County operates a Class C recycling facility in Springfield New Jersey. All wood debris, wood waste, trimmings generated by the County are moved to the Springfield Recycling Facility.
4. Tree Replacement Management Describe the permittee's program for ensuring the proper removal and replacement of trees on permittee owned or operated property.
The County has a Shade Tree Bureau that removes trees that are either unhealthy. The Parks department routinely plants trees through their capital program, grants or third party endeavors.
5. Roadside Erosion Control Describe the permittee's program to detect and repair erosion along permittee owned or operated curbed and uncurbed roadways, ramps, and parking areas.
County Roadway Supervisors routinely inspect the roadways after storms for any erosion or necessary repairs. They are called in to the office via work orders.
6. Outdoor Refuse Containers and Dumpsters Describe the permittee's program to ensure outdoor refuse containers and dumpsters on permittee owned or operated property are managed to prevent stormwater run on and run through so as not to discharge pollutants.
Covers are available to staff and staff is advised to cover all refuse containers and dumpsters at the end of the work day.

Form 10 – Stormwater Facility Inspection, Cleaning, and Maintenance
Part IV.F.3.b-i.

<p>1. Outfall Condition Describe the program in place to check the overall condition of stormwater outfalls. Include an inspection schedule, any repairs made, and a description of the equipment and techniques used.</p>
<p>County staff routinely inspects outfalls. Any identified repairs are called in via a work order.</p>
<p>2. Stream Scouring at Outfall Locations Describe the program in place to detect, investigate, and control localized stream scouring caused by stormwater outfalls. Include an inspection schedule, any repairs made, and a description of the equipment and techniques used.</p>
<p>County staff routinely inspects outfalls. Any identified repairs are called in via a work order.</p>
<p>3. Illicit Discharge Detection and Elimination at Outfall Locations Describe the program in place for conducting visual dry weather inspections at permittee owned or operated outfalls. Include an inspection schedule and 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.</p>
<p>County staff routinely inspects outfalls. Any identified repairs are called in via a work order.</p>
<p>4. Storm Drain Inlets Describe how the permittee conducts inspections of storm drain inlets and the criteria used to determine when they need to be cleaned. Include an inspection schedule and description of equipment and techniques used.</p>
<p>County DPW staff inspects and cleans storm drains on a routine bases. The schedule is posted and updated yearly.</p>
<p>5. Catch Basins Describe how the permittee conducts inspections of catch basins and the criteria used to determine when catch basins need to be cleaned. Include an inspection schedule and description of equipment and techniques used.</p>
<p>County DPW staff inspects and cleans catch basins on a routine bases. The schedule is posted and updated yearly.</p>

6. MS4 Conveyance System

Describe how the permittee conducts inspections of MS4 conveyance systems, and the criteria used to determine when MS4 conveyance systems need to be cleaned. Include an inspection schedule and description of equipment and techniques used.

The County DPW staff routinely inspects the MS4 Conveyance Systems after storms. The County owns and operates a sewer jet and a sewer camera.

7. Other MS4 Infrastructure

List the types of MS4 infrastructure the permittee owns or operates that require inspection but are not noted above in items 1-6. Describe how the permittee conducts inspections of this infrastructure. Include an inspection schedule and description of equipment and techniques used for each.

N/A

8. Infrastructure Records

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

2325 South Avenue Scotch Plains, NJ

Form 11 – Maintenance Yards & Other Ancillary Operations

Part IV.F.4.

Complete a separate Form 11 for each site. Indicate the number of sites the permittee owns or operates: _____

1. Site Name and Address	
See Appendix B	
2. Monthly Site Inspections	
Describe the frequency and nature of inspections conducted at this site. Indicate the location of inspection logs.	
The Site Safety staff member conducts monthly inspections.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
SEE APPENDIX M	
4. Fueling Operations	
If fueling occurs on site, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If fueling does not occur on site, explain where fueling takes place.	
Yes, Fueling operations take place at the Scotch Plains yard. There are spill kits available directly adjacent to the Gas pumps.	
5. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Secondary containment units are used as necessary.	
6. Vehicle/Equipment Maintenance and Repair	
If vehicle/equipment maintenance and repair occur outdoors, describe the BMPs in place to minimize contamination of stormwater from these activities.	

Yes, vehicle and equipment maintenance/repair is conducted at the facility. All work is done in doors or in a covered area.

7. Wash Wastewater Containment

If vehicle/equipment is washed on site, describe the BMPs in place to minimize contamination of stormwater from these activities. If not, explain where vehicle/equipment washing takes place. If containment is used for wash wastewater, indicate what procedures are in place to prevent any unpermitted discharges of wash wastewater to storm sewer inlets, surface waters, or groundwaters of the state.

Indicate the location of records kept showing compliance with this section.

The County has a vehicle wash station.

8. Salt and Other Granular De-icing/Anti-icing Materials

Describe where salt and other granular de-icing/anti-icing material is stored. Describe the BMPs in place to minimize contamination of stormwater from these materials. If not stored on site, explain where these materials are stored.

The County stores its salt in a salt dome. Haybales are used to prevent any spillage of salt out of the dome. The site is cleaned up at the end of each operating day.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Describe where each of these materials are stored. Describe the BMPs in place to minimize contamination of stormwater from these materials. If not stored on site, explain where these materials are stored.

Aggregate materials on site or put into bins and protected. Wood chips and leaf compost are taken to the County's Class C recycling facility.

10. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Describe where each of these materials are stored. Describe the BMPs in place to minimize contamination of stormwater from these materials. If not stored on site, explain where these materials are stored.

No Construction or Demolition Waste is stored on site. All Wood Waste is taken to the County's Class C recycling facility.

11. Cold Patch Asphalt

Describe where this material is stored. Describe the BMPs in place to minimize contamination of stormwater from this material. If not stored on site, explain where this material is stored.

No Cold Patch is stored. All material is picked up at the beginning of the day and is fully used.

12. Street Sweepings and Storm Sewer Clean-out Materials

Describe where these materials are stored. Describe the BMPs in place to minimize contamination of stormwater from these materials. If not stored on site, explain where these materials are stored.

These materials are taken into a dumpster and then disposed of by a third party contractor.

13. Scrap Tires

Describe where this material is stored. Describe the BMPs in place to minimize contamination of stormwater from this material. If not stored on site, explain where this material is stored.

Scrap tires are stored under cover at the rear of the yard.

14. Inoperable Vehicles and Equipment

Describe where these are stored. Describe the BMPs in place to minimize contamination of stormwater from these. If they are not stored on site, explain where these are stored.

Inoperable vehicles and equipment are stored either under cover at the yard or off site at an alternate location.

Form 12 – Training
Part IV.F.5-9.

NJDEP Provided Training		
Training	Attendee(s)	Date(s) Attended
Stormwater Program Coordinator (SPC) Training	Ricardo Matias - IS77082	August 20, 2025
Stormwater Management Design Review (SWMDR) Training	Ricardo Matias - SFJW2UHD	April 30, May 2, May 7, May 9 2024
Stormwater Management Rule Amendment Training	N/A	

Annual Employee Training	
Topic	Description of training provided to staff including location of training records
SPPP	See Presentation Slides
Construction Site Stormwater Runoff	See Presentation Slides
Post-Construction Stormwater Management in New and Redevelopment	See Presentation Slides
Regulatory Mechanisms	See Presentation Slides
Good Housekeeping	See Presentation Slides
Stormwater Facility Maintenance	See Presentation Slides
Maintenance Yard and Other Ancillary Operations	See Presentation Slides
De-icing/Anti-icing Material Application	See Presentation Slides

MS4 Mapping	See Presentation Slides
Watershed Improvement Plan	See Presentation Slides

Form 13 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 Infrastructure Map.	
https://oms.ucnj.org/Html5Viewer/index.html?viewer=UnionCountyGIS	
2. Indicate the total of each type of MS4 infrastructure listed below	
MS4 outfalls	367
MS4 ground water discharge points	0
MS4 interconnections	21
MS4 storm drain inlets	5105
MS4 manholes	2001
Length of conveyance	106.9
MS4 pump stations	0
MS4 stormwater facilities (any that are not listed above)	N/A
Maintenance yard(s) and other ancillary operations	1 + (10)
3. Describe the process for updating the MS4 Infrastructure Map for any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The County GIS team would update any new infrastructure Mapping or the County would hire an outside consultant to perform the work.</p>	
4. Describe how the permittee will update and maintain an MS4 Infrastructure Map. List the person(s) or group/department of people responsible for maintaining the electronic database.	
<p>County Engineer, 2325 South Avenue, Scotch Plains, New Jersey</p>	

Form 14 – Watershed Improvement Plan

Part IV.H.

1. Describe any regional collaboration efforts with municipalities or other MS4 permittees.																																																
N/A																																																
2. List the subwatersheds (HUC 14s) identified by the permittee, including any associated TMDLs and water quality impairments related to stormwater for each subwatershed.																																																
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3. List areas of flooding within the permittee’s jurisdiction.																																																
<p>Passaic River and Tributaries Rahway River and Tributaries Elizabeth River and Tributaries</p>																																																
4. Describe how the permittee is developing or has developed a Phase 1 Watershed Inventory.																																																
The County is currently in the process of completing the Phase 1.																																																
5. Describe how the permittee will conduct public information session(s) for the start of																																																

the Phase 2 – Watershed Assessment Report. Indicate the date(s), time(s), and regional participant(s) for each public information session held.
Undetermined at this time.
6. Provide a link to the Phase 2 Watershed Assessment Report and indicate the start date of the 60-day comment period.
Undetermined at this time.
7. Describe how the permittee will conduct the FINAL public information session(s) no more than 45 days after the start of the 60-day public comment period for the Phase 2 Watershed Assessment Report. Indicate the date(s), time(s), and regional participant(s) for each public information session held.
Undetermined at this time.
8. Provide a link to the final Watershed Improvement Plan Report.
Undetermined at this time.
9. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Undetermined at this time.