
SEPTIC MANAGEMENT PLAN COMPONENT WITH MUNICIPAL- SPECIFIC CHAPTERS

SOMERSET COUNTY Wastewater Management Plan

**Amending the Northeast, Upper Raritan and Lower Raritan-Middlesex County
Areawide Water Quality Management Plans**

WMP Agency: Somerset County Board of County Commissioners

**Submitted by the Board of Chosen Freeholders of the County of Somerset in collaboration with
Somerset County's Municipalities**

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**Prepared By:
*The Somerset County Office of Planning, Policy and Economic Development
In Collaboration with Somerset County Municipalities***

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

SEPTIC MANAGEMENT PLAN COMPONENT

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SOMERSET COUNTY SEPTIC MAINTAINANCE PROGRAM

Prepared by the Somerset County Planning Board

AUGUST 2018, revised 8-23-2020 and 3-2021

A Septic Maintenance Program, (SMP) which aims to ensure that all septic systems are functioning properly is a requirement under the New Jersey Department of Environmental Protection's (NJDEP) Water Quality Management (WQM) Planning rule, specifically the Wastewater Management Plan (WMP) described at N.J.A.C. 7:15. The Department is allowing for local decisions and needs to guide the level of active county management (as well as to the level at local government) desired within specific planning areas depending on which level of government has this responsibility within the County. In Somerset County the responsibility for septic management programs rests with the municipal health departments.

Septic management is an important aspect of wastewater management planning, as individual subsurface sewage disposal systems (ISSDS or septic system) protect human health and water quality when they are properly maintained. A septic maintenance program's requirement should allow for a progressive increase in actions to reflect the increased level of risk imposed by ISSDSs in order to achieve water quality and public health goals.

Although implementation of septic maintenance programs may primarily be carried out by local authorities (other than the county), this does not preclude the counties from assessing the current state of septic management throughout the county. The Department intends for the counties and local authorities (municipalities, health agencies, etc.) to develop a septic maintenance program and set implementation authority based on their authority, resources available, and local needs to promote the maintenance of ISSDSs so that they continue to function properly and protect human health and water quality.

Septic maintenance programs may include a variety of planning and implementation tools. The minimum requirements for a septic maintenance program include the following components: an inventory of ISSDSs in the planning area; a description of current practices in the planning area (at any level of government) that are focused on ensuring the proper functioning of ISSDSs; and lastly, any identified gaps or areas for improving to achieve the goal of protecting human health and water quality. Each community has identified time frames to attend to these “gaps”. These components are described in a bit more detail below.

The septic maintenance program should identify the actions conducted to develop an inventory of ISSDSs as well as any future actions to expand and maintain the inventory, as applicable.

Compliance with this action would be the compilation of the current ISSDSs in the planning area based on permit records or any other currently maintained data. The plan could identify that the inventory would be a “work in progress” and how the plan would be supplemented by the future identification of ISSDSs installed prior to permitting requirements or newly permitted systems.

The septic maintenance programs should provide a thorough description of what is currently being accomplished within the planning area, such as septic management education, requirements or permitting programs that have been established to install, inspect, alter, replace, or repair ISSDSs as well as compliance, as applicable, with the septic management rules at N.J.A.C. 7:9A.

Lastly, the septic maintenance program provides a description of actions for improving the increased proper maintenance of ISSDSs and an evaluation of alternatives to meet that goal. The following is for illustrative purposes only. Each municipality should develop their own septic management program that meets their needs and available resources.

Each program should include the following items listed in bold. The information that follows describes how this requirement can be met.

- I. Inventory** (All items listed below are part of the inventory requirement)
 - a. Current Inventory and how this was developed.
 - b. Expanding the inventory (i.e. new permits)
 - c. “Work in Progress”- how will inventory be built and include those ISSDSs that are not on the current inventory because built prior to the current

inventory development or permitting process.

- II. Currently Being Accomplished** (All items listed below are required, however, they may look very different between local planning agencies.)
 - a. Educational materials and policies (All required to do this at some level already)
 - b. Any other actions regarding permitting or other compliance requirements (i.e. inspections, ordinances for pump outs, etc.) (This will differ among municipalities)

The report summarizes what the existing septic management within the planning area currently accomplishes. Municipalities will have varying levels of septic management. There is not a set level of management required to meet this part of the septic management program.

- III. Promoting Increased Proper Maintenance** (All items listed below are required; however, they may look very different between planning agencies.)
 - a. Current Conditions (i.e. areas with repetitive septic failures, homeowner complaints, or poor water quality due to failing septic systems)
 - b. Strategies to address these gaps (i.e. targeted education or inspections, ordinances, etc.)

Municipalities or counties can identify what strategies will work to accomplish their septic management needs and goals. Septic management is important as ISSDSs protect human health and water quality when they are properly maintained. A septic maintenance program shall allow for a progressive increase in actions to reflect the increased level of risk imposed by ISSDSs in order to achieve water quality and public health goals.

A septic maintenance program can include many other issues such as mandatory inspections, pump outs, or targeted enforcement. These aspects of septic management can be included in the plan, but they are not required in order to meet the Department's minimum technical requirements nor to be in compliance with the septic management provision at N.J.A.C. 7:15-4.5(c)1vi.

Resources:

As the Department intends for the local authorities (e.g., municipalities, health agencies, counties, sewerage authorities) to develop a septic management program and set implementation authority based on their authority, resources available, and local needs to promote the maintenance of ISSDSs so that they continue to function properly and are protective of human health and water quality, programs will vary amongst the planning agencies. The following is illustrative of the varying levels of septic management depending on the needs and resources of the municipalities.

The EPA has developed septic maintenance management models that range from focusing efforts on primarily homeowner education and inventorying septic's to models with varying intensity of permitting and compliance measures.

For more information on the type of management models, refer to https://www.epa.gov/sites/production/files/2015-06/documents/septic_guidelines.pdf. The Department will work with local entities as necessary to guide the development of a septic maintenance program that is suitable to meet the needs and authoritative capacity within Somerset County.

Inventory:

Septic management starts with the development of an inventory as part of understanding the universe of ISSDSs in a given area. A database inventory can include locations, site evaluations, record drawings, permits, and performed maintenance and inspection reports of all systems. System inventories provide the nuts and bolts for onsite management. Basic system information—GIS location, type, design capacity, owner, installation, and servicing dates—is essential to an effective program. The best recordkeeping programs feature integrated electronic databases with field unit data entry (i.e. using a handheld PDA), save-to-file CAD drawings, and user-specified reporting formats.

(https://www.epa.gov/sites/production/files/2015-06/documents/onsite_handbook.pdf)

Using various different forms of information to identify the location and type of system may allow for systems to be mapped or data manipulated in such a way as to provide valuable planning information. Consider including the name and address of the property owner/person responsible for the ISSDS; street address, municipality and Block/Lot of property with septic; date of last notification to property owner; date of last inspection; name

of inspector; date of last pump- out; name of hauler; date next notification is to be sent. Inventorying a description of system size/what is served, type and the location of system on the property is also recommended.

It is important to identify how the ISSDS inventory will be initially developed. Identify the mechanism(s) that will be utilized to obtain this information such as the local authority designated under N.J.A.C. 7:9A (aka Chapter 199) records, tax records, sewer bills, registration form, local permit. Identify the timeframe for development of the inventory. If development of the inventory is to be phased, an initial phase inventory must be submitted with a timeline as to when the remainder of the inventory will be populated. Identify how the ISSDS inventory will be updated over time as ISSDSs are constructed or come offline. Identify the mechanism(s) that will be utilized to obtain this information such as construction permits, property sale records, sewer connection approvals, etc.

Methodology applied in the Somerset County Septic Management Plan

In order to create a tabular inventory and a map of parcels served by ISSDS for each municipality, existing data were solicited from municipal health officers. Staff met on several occasions with the Somerset County Health Officers Association for discussion, feedback and guidance. Spreadsheets containing parcel identifiers were received from Bridgewater, Franklin and Montgomery Townships. For all other municipalities, records of “Code 07 Septic” in the “Utilities” field of computer-assisted mass appraisal (CAMA)¹ data were provided to the Office of Planning, Policy and Economic Development by the Somerset County Tax Administrator; however no records existed in the CAMA data for Far Hills Borough. Parcels served by ISSDS in Far Hills Borough were extracted from Somerset County Parcel GIS data² by the process of selecting parcels that did not overlap with a sewer service area, were not undeveloped preserved land, and were not State or Federal undeveloped parkland, based on the assumption that all parcels outside assigned sewer service areas are not served by sewer and are therefore served by ISSDS.

Because it was necessary to map ISSDS parcels as part of the build-out analysis required for the Wastewater Management Plan capacity analysis, spreadsheet data were mapped by joining the tables to the Somerset County Parcel GIS dataset. Joined records were exported to a GIS geodatabase and mapped for municipal review and data verification. Municipalities, with the exception of Far Hills Borough, Manville Borough, Somerville Borough and South Bound Brook Borough, were emailed a map with an associated table including the following parcel identifier fields: Municipal Code, Block, Lot, Property Location, Name of Person Responsible for ISSDS, and Address of Person Responsible for ISSDS. Far Hills Borough was

sent a table and map containing only 2012 data, and parcels served by ISSDS in Far Hills Borough were mapped by the above described process specific to that municipality.

The GIS geodatabase was updated based on municipal feedback if received, and the resulting GIS tables were exported for each municipality as the Current Inventory of ISSDS for the Septic Management Plan Component of the Wastewater Management Plan.

Summary of findings

Somerset County consists of twenty one (21) municipalities. This report contains a folder for each municipality. Within the folder there is a copy of a template developed by Somerset County that frames the required components of the septic maintenance rules. The template was approved by the Department (NJDEP) to be used for such purpose. Of Somerset County's twenty one (21) municipalities there are six (6) municipalities that do not have septic but instead are fully on sanitary sewer systems. These are the communities of Somerville, Raritan, Manville, North Plainfield, Rocky Hill, and South Bound Brook. The other fifteen (15) have some or much of the community with onsite septic. The request for information was originally sent to the local health officials and subsequent requests for further information and data were requested from all 21 municipal wastewater committees that were established to assist the County in completing the County Wastewater Management Plan. We soon were aware that information to complete the required aspects of the document was plentiful in some municipalities and not as much in others. The larger towns tend to have the staff and resources to perform the tasks required, however other municipalities with lesser of those resources and often lesser septic were in some cases not able to provide a greater level of detail. Some towns had significant detail to share which is included in the individual chapters within this report.

It was determined that to present the findings and data consistently that a similar set of sources would be used for each of the twenty one (21) Somerset County municipalities. Each template was the same and to be consistent CAMA, (computer-assisted mass appraisal) data provided annually to the state by the municipal tax assessor was utilized. This report provides the section where the tax assessor must check as to whether the tax parcel is on sewer or not. These data varied from town to town in completeness, some towns were very extensive while other towns were not, however the report provided a consistent treatment of the data application methodology. In certain municipalities there were significant anomalies which required staff to use best judgement in using the data. Staff knowledge of the area and the use of aerial photography were important in deciding whether the parcel appeared to be on septic or public sewer. In areas of uncertainty staff used aerial

photography and its function “Street View” in addition to onsite visits to determine if in fact there were manhole covers in the roadbed that would indicate sanitary sewer systems. Subsequent analysis of the CAMA data with on-site checks did find areas that had in the interim received sanitary sewer hook-ups. Calls to local municipal engineers were made to verify the information. In future versions of this analysis, Somerset County will use new data and undertake additional research to verify this information since the current methodology could contain errors or omissions based upon the data sources used.

As mentioned earlier, the responses of the municipal data varied from municipality to municipality. Some town had quite an amount of information on the local systems and had a progressive monitoring and inspection program while others did not. All municipalities with septic systems did comply with providing information about their recording and maintenance systems, thus meeting state requirements. Based upon the NJDEP’s septic management program requirements, additional actions will need to be implemented as part of future updates to the plan. The timeline for the update of wastewater management plans under the rule is that of a 10 year cycle. Municipalities were asked to assess what of the requirements were currently in place and what yet needed to be done to meet the requirements over the next 10 year period. The municipalities to their credit were able to identify the data currently available and the extent to which they are able to work with their residents to educate them about proper maintenance of their septic systems. The municipal responses include timelines as to current procedures and completion of required elements over a specified time period. Goals were set as to ensure NJDEP rules were met. Most of the goals being set were to better collect data, retrieval and storage. Often data was saved from many years of record keeping and were as a result in hard copy format saved in boxes and on shelves. Newer information was beginning to find its way electronically, but the process is slow and time consuming. It is suggested that additional funding be made available thru the NJDEP to have the local information digitized in an electronic format for easier storage and retrieval. Such funds would allow for a municipality to achieve the goal of the NJDEP rules prior to the next 10 year cycle.

Staff was able to provide to municipal officials an Excel spreadsheet and GIS mapping of the locations as to where septic systems exist based upon the CAMA data. This is a product of significant importance to the municipality. It allows for a quick visual assessment of where systems are located and offers the ability to see trends. The report contains these maps and Excel tables for each of our towns.

Somerset County is currently completing all components of the Somerset County Wastewater Management Plan and part of the plan is this Septic Management Plan component. Somerset

County will be a partner over the next ten year period with our municipalities in assisting them with meeting their set goals by offering additional mapping as updates become available and will work with all municipal wastewater committees in correcting existing data as new developments and changes to the extension of sewer mains come along. The location and tracking of sanitary and on-site sewer disposal is ultimately necessary as a public health issue.

The county assists municipal planning by setting a regional framework of land use trends as the County grows. Somerset County Planning has laid out such a framework in our efforts to present a County Master Plan which identifies regional trends and forecasts land development patterns that shape our County. Examples of this include the County “Investment Framework” document which identifies lands where development is a more favored land use based upon the location of necessary infrastructure and utilities, and it also identifies those portions of the County that are more suited to uses such as agricultural pursuits, parks and the protection of open spaces. We will continue to offer these regional planning efforts to our towns to assist them in planning their communities to meet the needs of their residents and future generations.

¹ Source: CAMA data were made available through the Vital CAMA database distributed by Vital Communications, Inc., July 2017.

² Source: Somerset County, 2017.

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BEDMINSTER TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Bedminster Township **Date:** 3/19/2018

Prepared by: Paul W. Ferriero, PE, Township Engineer, P.O. Box 571, Chester, NJ 07930 e-mail: paul.ferriero@ferrieroengineering.com, phone: 908 879-6209

Revised: 6-2020 and 3-2021 by Somerset County Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format.

Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Bedminster Township is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Bedminster Township that were provided by the Somerset County Planning Division. Parcels for which "Code 07 – Septic" as indicated in the "Utilities" field of the CAMA dataset are included. For more information, see "Methodology applied in the Somerset County Septic Management Plan" on page 7 of the "Somerset County Septic Management Program", August 2018 overview.

See the attached map entitled "Bedminster Township Parcels Served by Individual Subsurface Sewage Disposal System" and the attached spreadsheet which represents the inventory generated by the County of Somerset based on July 2017 CAMA data. The spreadsheet includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

Records are currently on file with the Township for all septic applications submitted to the Town for more than 30 years consistent with the requirements at N.J.A.C. 7:9A-3.15 but have not yet been organized in database form.

The records on file with the Township are to be recorded in database form over the next ten (10) years.

2) Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Burnt Mills Road
Airport Road
Laomatong Road
Country Club Road
Victory Road
Somerset Terrace
Preston Terrace
Fairview Drive
Old Dutch Road
Berkshire Court
Ski Hill Drive
Southfield Drive

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

The procedures outlined in N.J.A.C. 7:9A for the permitting of new and altered system design approvals are adhered to as follows:

1. Soil testing is scheduled, and application fees are submitted by applicant.
2. Soil testing conducted by applicant’s professionals and witnessed by township.
3. Application and design for conventional or advanced systems submitted to the Township for review. All new ISSDS applications and alterations that do not meet the minimum requirements of N.J.A.C. 7:9A and/or the Township Health Code are subject to the review and approval of the Township at a regular meeting of the Board of Health.
4. Permit to construct is inspected by a representative by the Township.
5. Final construction approval granted upon receipt of as-built plan, certifications, and certificate of compliance prepared by the applicant’s professionals.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

The maintenance requirements for systems incorporating advanced pretreatment per N.J.A.C. 7:9A are adhered to.

Guidance materials developed by the NJDEP are distributed and relevant septic maintenance information is published on the Township website.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Pursuant to Township of Bedminster Health Ordinance section BH:6-10.2b., an authorized agent of the administrative authority may conduct an inspection of the septic system after twelve (12) months of operation to determine if the system is functioning in accordance with the requirements of the Township Health Code and N.J.A.C. 7:9AS, et seq.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Guidance materials are available from the Board of Health Office and County Department of Health upon request.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

None currently.

Response Actions to Complaints—provide general summary:

The Health Officer responds to complaints received by the Administrative Authority within one (1) business day. The Township implements the procedures outlined under N.J.A.C. 7:A-3.4(d), (e) and (f) upon identification of a non-compliant system.

Remedial Actions Required for Failing ISSDSs—provide general summary:

The Township implements the procedures outlined under N.J.A.C. 7:A-3.4(d), (e) and (f) upon identification of a non-compliant system.

Reporting to DEP—provide general summary:

Annual numeric data is provided to NJDEP via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDSs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

A comparison of properties served by public sewer vs. the total number of parcels within the corporate limits of the Township will need to be conducted to estimate those

properties served by ISSDSs. GIS will also need to be utilized to identify vacant lots and those lots developed with multiple structures to determine if multiple ISSDSs are present on those parcels.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Funding via grants or other sources is required to cover the costs of additional staffing, hardware, and software necessary to develop the inventory.

Improving tracking and notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Funding is required to cover the costs to improve tracking and provide additional public outreach on the subject.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women's Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Funding is required to cover the costs to implement public information programs on the subject.

Include an estimated timeframe and/or system of "Milestones" to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time-period, or dividing non-sewer areas into geographical "sections" to be completed on a pre-determined timeframe, etc.:

- Purchase data base for septic system inventory - 2020
- Merge GIS data with new data base - 2020
- Merge property records on file with the Township data with database - 2021

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BERNARDS TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Bernards Township **Date:** 5-4-2017

Prepared by: Lucy Forgione, Health Officer, e-mail: lforigione@bernards.org and Tricia Cowell, Sr. REHS, e-mail: tcowell@bernards.org, Bernards Township Health Department, phone: 908-204-2520

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

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1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Bernards Township is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Bernards Township that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See attached map entitled “Bernards Township Parcels Served by Individual Subsurface Sewage Disposal System” and list provided by the Somerset County Planning Division which includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will build a data base over the next 10 years. Currently we have records of permits and file any and all paperwork by Block and Lot files.

2) Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Sunset Lane

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. Septic plans are submitted for review and must be approved by Health Dept. Staff
4. Owner hires installer and obtains permit to install system (with permit fee)
5. Health Department witnesses the installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade, or repair.

Minor repairs such as replacing a distribution box, or section of sagging pipe start at step 4 above.

Engineer would discuss different types of septic systems from conventional, pressure dosed, to advanced treatment with owner. Plan is then drawn up and submitted.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are none except for the Alternative Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Discuss at Board of Health meetings
- Article in monthly newsletter
- As built folders are sent out with every new septic system installation.
- Put information on Township Website.
- Information available at Health Department.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Started a database as repairs and new systems come to the Health Department. The township has a mixture of septic system ages.

Looking to in-put all of our files that we house here, over the next 10 years.

Response Actions to Complaints—provide general summary:

- When we receive a complaint of odors, wet spots, or effluent breaking out to surface, an inspector will field- verify the complaint within one business day.

- Once verified, the owner is sent a Notice of Violation giving them 10 days to address the situation; repairs/alterations. A timeline is issued to implement the repairs/alterations.
- Failure to comply may result in a summons to municipal court.
- We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs—provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing but yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

We hope to add every block and lot file to our newly developed system over the next 10 years.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase database instead of developing one

in-house.

Improving Tracking and Notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

In development.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

- Put more information on website
- Perhaps give presentations to local organizations
- Include in mailings

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

- Develop an in-house database for septic system inventory – 2020
- Merge GIS sewer service area data with new database – 2020
- Add old files to system – on-going, once database is ready

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BERNARDSVILLE BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Bernardsville Borough **Date:** 5-4-2017

Prepared by: Lucy Forgione, Health Officer, e-mail: lforigione@bernards.org, and Tricia Cowell, Sr. REHS, e-mail: tcowell@bernards.org , Bernards Township Health Department (also serves Bernardsville Borough) phone: 908 204-2520

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format.

Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP’s eWQMP electronic portal system.

1 Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Bernardsville Borough is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Bernardsville Borough that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See attached map entitled “Bernardsville Borough Parcels Served by Individual Subsurface Sewage Disposal System” and list provided by the Somerset County Planning Division which includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector

- Date of Last Inspection or Pump-out
- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will build a data base over the next 10 years. Currently we have records of permits and file all paperwork by Block and Lot files.

2 Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

None currently.

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. Septic plans are submitted for review and must be approved by Health Dept. Staff
4. Owner hires installer and obtains permit to install system (with permit fee)
5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade, or repair.

Minor repairs such as replacing a distribution box, or section of sagging pipe start at step 4

above.

Engineer would discuss different types of septic systems from conventional, pressure dosed, to advanced treatment with owner. Plan is then drawn up and submitted.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are none except for the Alternative Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Discuss at Board of Health meetings
- Article in monthly newsletter
- As-built folders are sent out with every new septic system installation.
- Put information on Township Website.
- Information available at Health Department.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Started a database as repairs and new systems come to the Health Department. The township has a mixture of septic system ages.

Looking to input all our files that we house here, over the next 10 years.

Response Actions to Complaints—provide general summary:

- When we receive a complaint of odors, wet spots, or effluent breaking out to surface,

an inspector will field- verify the complaint within one business day.

- Once verified, the owner is sent a Notice of Violation giving them 10 days to address the situation; repairs/alterations. A timeline is issued to implement the repairs/alterations.
- Failure to comply may result in a summons to municipal court.
- We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDS- provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3 Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDSs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

We hope to add every block and lot file to our newly developed system over the next 10 years.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase database instead of developing one

in house.

Improving Tracking and Notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

In development.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women's Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

- Put more information on website
- Perhaps give presentations to local organizations
- Include in mailings

Include an estimated timeframe and/or system of "Milestones" to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical "sections" to be completed on a pre-determined timeframe, etc.:

- Develop an in-house database for septic system inventory – 2020
- Merge GIS sewer service area data with new database – 2020
- Add old files to system, on-going once database is ready

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BOUND BROOK BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Bound Brook Borough **Date:** 1-15-2018

Prepared by: Kevin G. Sumner, Health Officer, Middle-Brook Regional Health Commission, e-mail: Ksumner@middlebrookhealth.org, phone: 732 968-5151 ext. 1

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise

municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP’s eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Bound Brook Borough is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Bound Brook Borough that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See the attached map entitled “Bound Brook Borough Parcels Served by Individual Subsurface Sewage Disposal System” and list provided by the Somerset County Planning Division, which includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will continue to build a data base over the next 10 years. Currently we have block and lot files with locations of new systems, repairs, and alterations over the last 10+ years. Summary information is entered into an Access database as new activity is identified.

2) Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Only one area of the municipality is known to have individual onsite sewage disposal systems and a history of potential problems. This identified area is comprised of the properties on Middlebrook Road.

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. New construction site plans and alterations must be approved by Health Dept. Staff, along with review of septic plans
4. Owner hires installer and obtains permit to install system (with permit fee)

5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade, or repair.

Minor repairs such as replacing a distribution box, or section of sagging pipe start at step 3 above. Municipality follows state law for ISSDS.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are no maintenance requirements except those required in State law for the Advanced Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Articles are submitted to local newsletters.
- Information is posted on Municipal and Commission websites.
- Information is available at Health Office.
- We hand-out information to applicants, as warranted, with each new installation, alteration or repair.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

The Health Department has started a rudimentary database to record information as repairs, alterations, and new systems that come to the Health Department.

Response Actions to Complaints—provide general summary:

- When we receive a complaint of odors, wet spots, or effluent breaking out to surface, an inspector will field- verify the complaint within one business day.
- Once verified, the owner is sent a Notice of Violation giving them 10 days

to advise us of who (engineer or installer) will be addressing the repairs/alterations. 30 days to implement the repairs/alterations.

- Failure to comply may result in a summons to municipal court.
- We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs—provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

As information about properties and their sewage disposal systems (ISSDs or Public Sewer) is obtained by the Health Department, it is entered into our Access database.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase a comprehensive database.

Improving Tracking and Notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Educational materials are regularly sent for inclusion in local newsletters and websites with reminders to pump tanks.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach activities.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

- Obtain database for septic system inventory in next five years.
- Merge GIS data with new database upon implementation of database
- Merge current Access repair/replace data with database

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BRANCHBURG TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Branchburg Township **Date:** 5/4/2017

Prepared by: Cynthia Weaver, Health Officer, Branchburg Township Health Department. E-mail: Cynthia.weaver@branchburg.nj.us, Phone: 908-526-1300 ext. 181

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format.

Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP’s eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Branchburg Township is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Branchburg Township that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See attached map entitled “Branchburg Township Parcels Served by Individual Subsurface Sewage Disposal System” and list provided by the Somerset County Planning Division which includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out
- Name of Pump-out Provider

- Date of Last Notification Sent from Municipality

We will build a data base over the next 10 years. Currently we have a spread sheet with locations of repairs and alterations for the last 10 years.

2) Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDSs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDSs or exhibit other indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Vollars Drive
Preston Drive
Glenn Cres Drive
Dreahook Road
Miller Ave
Mary Lynn Lane
Village Way
Beechwood-Deerhill Road
Whiton Road
Sharon Ave
Harlan School Road
South Branch Road

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDSs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)

3. New construction site plans must be approved by Health Dept. Staff, along with review of septic plans.
4. Owner hires installer and obtains permit to install system (with permit fee)
5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade.

Minor repairs such as replacing a distribution box start at step 4.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out (include copies of letter/pamphlet, etc.) and when (each triennial schedule)).

Currently there are none except for the Alternative Technology systems.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every "x" years? Or a pump-out required every "x" years? Other septic management measures?)

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Articles are supplied to the local newspaper which gets delivered to every home in the community.
- We hand out information at annual community fair and with each new installation or repair.
- Put information on Township Website.
- Information available at Health Office.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Started a data base as repairs and new systems come to the Health Department. The township has a mixture of septic system ages.

Response Actions to Complaints—provide general summary:

- When we receive a complaint of odors, wet spots, or effluent breaking out to surface, an inspector will field-verify the complaint within one business day.
- Once verified, the owner is sent a Notice of Violation giving them 10 days to advise us of who (engineer or installer) will be addressing the repairs/alterations. 30 days to implement the repairs/alterations.
- Failure to comply may result in a summons to municipal court.
- We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs—provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

We can work with the Branchburg GIS to develop a query of improved properties that do not have sewer (all potential septic systems.)

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase data base.

Improving tracking and notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Triennial mailing of educational materials with reminders to pump tanks.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women's Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach activities.

Include an estimated timeframe and/or system of "Milestones" to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time-period, or dividing non-sewer areas into geographical "sections" to be completed on a pre-determined timeframe, etc.:

- Purchase data base for septic system inventory - 2020
- Merge GIS data with new data base - 2020
- Merge excel repair/replace data with database - 2021

ADDITIONAL COMMENTS IF ANY:

The attached map includes our revisions. Please be aware these revisions do not include the potential for subdivisions.

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

BRIDGEWATER TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Bridgewater Township **Date:** 12-12-2017

Prepared by: Peter Leung, MPH, Health Officer, Bridgewater Health Department, 100 Commons Way, Bridgewater, NJ 08807, Phone: 908 725-6300, ext. 5205

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Bridgewater Township Health Dept. staff provided Somerset County Planning staff with a spreadsheet containing tax parcel identifiers for all properties served by ISSDS within the municipality. This data was joined to the County's GIS Tax Parcel Dataset to create a GIS-based inventory that can be used for monitoring, tracking and mapping purposes.

See attached map entitled "Bridgewater Township Parcels Served by Individual Subsurface Sewage Disposal System" and list provided by the Somerset County Planning Division, which includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out
- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

This spreadsheet will be updated as new information becomes available due to

repairs, home sales and complaints.

Also, one-fifth of the spreadsheet will be reviewed every year beginning in 2018. The properties on the spreadsheet will be compared to the tax map to identify missing properties served by ISSDS.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDSs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDSs or exhibit other indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Information such as residents’ complaints and permits for septic repairs will be reviewed and added to the ISSDS spreadsheet to identify the areas with the oldest or underperforming systems. This information will be shared with the Bridgewater Engineering Department.

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDSs:

1. The property owner obtains an engineer to do initial soil suitability evaluation.
2. A permit is required for the soil evaluation and two soil logs are typically witnessed by the Bridgewater Health Department.
3. The Engineer submits plans for the new septic system/alteration. Plans are reviewed by the Bridgewater Health Department.
4. The Owner Hires an installer. A permit is required for repairs, alterations and new

septic systems. The installation is typically witnessed by the Bridgewater Health Department when:

- a. The bed or trenches are excavated;
- b. The fill material is in place;
- c. The lateral pipes, distribution box and septic tank are in place;
- d. The gravel and filter fabric are in place; and
- e. The final grading is finished.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Manufacturers of Alternative Systems using peat bio-filters or aerators require service contracts and annual inspections by their certified installers. There is no requirement by Bridgewater to report pumping schedules or inspect a system on a triennial schedule.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Bridgewater has no such ordinance.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

The Bridgewater Health Department will gather literature to be posted on the Township website, handed-out at community events or mailed to homes with ISSDS.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

See pages 2 and 3.

Response Actions to Complaints—provide general summary:

The Bridgewater Health Department will conduct an on-site evaluation within two business days of receiving a complaint of a malfunctioning septic system. The homeowner

and the closest neighbors will be interviewed if possible.

Remedial Actions Required for Failing ISSDs – Provide general summary:

When a malfunction is present, a notice of violation will be issued giving the property owner 10 days to reduce the water output and/or pump the septic tank. If a chronic malfunction is identified, a notice of violation will be issued to obtain a septic repair contractor or a PE and begin corrective action within 30 days.

Reporting to DEP—provide general summary:

Totals for all septic-related permits are reported to NJDEP annually.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

See pages 2 and 3.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

The Bridgewater Health Department will review new data sources that might become available through the Township Planner, Tax Assessor or Engineer.

Improving tracking and notification process to further encourage regular pump-outs,

system augmentation, and regular maintenance practices:

A triennial mailing will begin in 2018 with emphasis on pumping septic tanks on a regular schedule.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

The Bridgewater Health Advisory Board and the Environmental Commission will discuss opportunities for outreach.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

By 2020, the ISSDS spreadsheet will be replaced by a suitable database that allows searches and creation of GIS maps of smaller “neighborhoods” where septic systems are clustered.

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

FAR HILLS BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Far Hills Borough **Date:** 3-20-2018

Prepared by: Paul W. Ferriero, P.E. – Borough Engineer, P.O. Box 571, Chester, NJ 07930, e-mail: paul.ferriero@ferrieroengineering.com, Phone: 908 879-6209

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Parcels served by ISSDS in Far Hills Borough were extracted from Somerset County Parcel GIS data by Somerset County Planning Division staff using a process of selecting parcels that did not overlap with a sewer service area, were not preserved land, and were not State or Federal parkland, based on the assumption that all developed parcels outside assigned sewer service areas are not served by sanitary sewers and are therefore served by ISSDS. The resulting dataset has been provided to the Borough as a resource to be expanded upon and enhanced by the Borough.

Records are currently on file with the Borough for all septic applications submitted to the Town for more than 30 years consistent with the requirements at N.J.A.C. 7:9A-3.15 but have not been organized in database form. The attached spreadsheet represents the inventory generated by the Somerset County Planning Division staff as noted above. The spreadsheet contains the following fields, of which the first five (5) have been completed for all records:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector

- Date of Last Inspection or Pump-out
- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

The records on file with the Borough are to be recorded in database form over the next 10 years.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDSs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDSs or exhibit other indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

None.

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

The procedures outlined in N.J.A.C. 7:9A for the permitting of new and altered system design approvals are adhered to as follows:

1. Soil testing is scheduled, and application fees are submitted by the applicant.
2. Soil testing conducted by applicant’s professionals and witnessed by Borough.
3. Application and design for conventional or advanced systems submitted to the Borough for review. All new ISSDS applications and alterations that do not meet the minimum requirements of N.J.A.C. 7:9A and/or the Borough Health Code are subject to the review and approval of the Borough at a regular meeting of the Board of Health.

4. Permit to construct issued by the Borough upon satisfaction of application approval conditions.
5. Construction is inspected by a representative of the Borough.
6. Final construction approval granted upon receipt of as-built plan, certifications, and certificate of compliance prepared by the applicant's professionals.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

The maintenance requirements for systems incorporating advanced pretreatment per N.J.A.C. 7:9A are adhered to.

Guidance materials developed by the NJDEP are distributed and relevant septic maintenance information is available at Borough Hall.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every "x" years? Or a pump-out required every "x" years? Other septic management measures?):

None.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Guidance materials are available from the Board of Health Office and County Department of Health upon request.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

None currently.

Response Actions to Complaints—provide general summary:

The Health Officer responds to complaints received by the Administrative Authority within one (1) business day. The Borough implements the procedures outlined under N.J.A.C. 7: A-3,4(d), (e) and (f) upon identification of a non-compliant system.

Remedial Actions Required for Failing ISSDs – Provide general summary:

The Borough implements the procedures outlined under N.J.A.C. 7: A-3.4(d), (e) and (f) upon identification of a non-compliant system.

Reporting to DEP—provide general summary:

Annual numeric data is provided to the NJDEP via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

A comparison of properties served by public sewer vs. the total number of parcels within the corporate limits of the Borough will need to be conducted to estimate the location of all properties served by ISSDs. GIS will also need to be utilized to identify vacant lots and those lots developed with multiple structures to determine if multiple ISSDs are present on those properties.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Funding via grants or other sources is required to cover the costs of additional staffing, hardware and software necessary to develop the inventory.

Improving tracking and notification process served by public sewer vs. o further

encourage regular pump-outs, system augmentation, and regular maintenance practices:

Funding is required to cover the costs to improve tracking and provide additional public outreach on the subject.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Funding is required to cover the costs to implement public information programs on the subject.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

Purchase database for septic system inventory – 2020

Merge GIS data with new database – 2020

Merge property records on file with the Borough with database - 2021

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

FRANKLIN TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality of: Franklin Township **Date:** 2-20-2018

Prepared by: The Somerset County Department of Health, which serves as Franklin Township's Health Department, 27 Warren Street, 3rd Floor, Somerville, NJ 08876 (908) 231-7155, HealthDept@co.somerset.nj.us

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format.

Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1 Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Franklin Township provided a spreadsheet containing properties served by ISSDS that included parcel identifiers to the Somerset County Planning Division staff. This dataset served as the basis of an Excel spreadsheet, GIS dataset and map of parcels served by ISSDS in the Township prepared by the County Planning Division.

See the attached map entitled, "Franklin Township Parcels Served by Individual Subsurface Sewage Disposal System" and the attached list, which represents the inventory generated by the County based on data provided by Franklin Township. The list contains the following fields, of which the first five (5) have been completed for all records:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out
- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

Those properties marked in red on the Township’s spreadsheet are now on sewer, and those in blue are properly abandoned septic systems on vacant lots that don’t produce effluent (e.g., parking lot, solar field). Within the next year an update will begin to capture the above information as it is collected.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDSs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDSs or exhibit other indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

At this time inspectors follow-up on complaints received and inspection reports received from private septic inspectors. NOVs are sent to those deemed to be non-compliant and summonses are issued to those that fail to make necessary corrections.

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

New and altered systems are required to submit a plan for approval by Somerset County Department of Health prior to a permit being issued. Systems requiring a repair must provide a sketch or narrative describing the proposed corrective action. Systems using advanced technology must provide proof the installer is certified by the manufacturer of the technology as well as having CIWOTS certification prior to a permit being issued.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14

(i.e., what is sent out and when (each triennial schedule)):

Information is provided on the Somerset County Department of Health website with a link to a NJDEP document titled, “A Homeowner’s Guide to Septic Systems”.

Once a year an article will be placed in the Franklin Times (newsletter mailed to all Township residences) beginning in 2018.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

The Township currently has no additional requirements.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Once a year an article will be placed in the Franklin Times (newsletter mailed to all Township residences) beginning in 2018.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Currently a spreadsheet with street addresses and block and lots exists and is attached. Those properties marked in red on the spreadsheet are now on sewer and those in blue are properly abandoned septic on vacant lots that don’t produce effluent (e.g., parking lot, solar field).

Response Actions to Complaints—provide general summary:

An REHS investigates all complaints received. If valid, an NOV is sent giving a timeline to make corrections.

Remedial Actions Required for Failing ISSDSs – Provide general summary:

NOV sent giving timeline for corrections. Failure to comply results in a summons.

Reporting to DEP—provide general summary:

Report yearly to NJDEP in required annual Local Health Report.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

Additions will be added to the current spreadsheet as the Somerset County Department of Health is made aware of them. Deletions will also be done as sewers are added to areas of the Township and current systems abandoned.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Over the next 5 years Somerset County Department of Health will be working with the County IT Division to create a program that will track all activity conducted on ISSDs as it occurs.

Improving tracking and notification process served by public sewer vs. o further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Once a year an article will be placed in the Franklin Times (newsletter mailed to all Township residences) beginning in 2018.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach activities.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

Over the next 5 years the Township will actively work to get accurate inventory of all ISSDS within Township, to include inspection and maintenance data.

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

GREEN BROOK TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Green Brook Township Date: 1-15-18

Prepared by: Kevin G. Sumner, Health Officer, Middle-Brook Regional Health Commission, e-mail: ksumner@middlebrookhealth.org, phone: 732- 968-5151, x 1

Revised 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Green Brook Township is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Green Brook Township that were provided by the Somerset County Planning Division. Parcels for which "Code 07 – Septic" as indicated in the "Utilities" field of the CAMA dataset are included. For more information, see "Methodology applied in the Somerset County Septic Management Plan" on page 7 of the "Somerset County Septic Management Program", August 2018 overview.

See the attached map entitled "Green Brook Township Parcels Served by Individual Subsurface Disposal System" and the attached spreadsheet which represents the inventory generated by the County Planning Division based on July 2017 CAMA data. The Spreadsheet includes the following information fields for which the first five (5) have been completed for all records thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality
-

We will continue to build a database over the next 10 years. Currently we have block and lot files with locations of all new systems, repairs, and alterations over the last 10+ years. Summary information is entered into an Access database as new activity is identified.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Areas of the municipality known to have individual onsite sewage disposal systems with a history of potential problems are:

Wischer Lane; Straits Lane; Houser Lane; Route 22 East (Block 2)

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDs:

1. Owner obtains engineer to do initial soil suitability evaluation;
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee);
3. New construction site plans and alterations must be approved by Health Dept. Staff, along with review of septic plans;
4. Owner hires installer and obtains permit to install system (with permit fee);
5. Health Department witnesses installation: bottom of bed, top of sand, pipe and

stone, tank, and pump tank, final grade.

Minor repairs such as replacing a distribution box start at step 3. Municipality has a local ordinance for ISSDSs that is more restrictive than State law.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are no maintenance requirements except those required in State law for the Advanced Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there is none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Articles are submitted to local newsletters.
Information is posted on Municipal and Commission websites.
Information is available at Health Office.
We hand-out information to applicants, as warranted, with each new installation, alteration or repair.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

The Health Department has started a rudimentary database to record information as repairs, alterations and new systems that come to the Health Department.

Response Actions to Complaints—provide general summary:

When we receive a complaint of odors, wet spots, or effluent breaking out to the surface,

an inspector will field-verify the complaint within one business day.

Once verified, the owner is sent a Notice of Violation giving them 10 days to advise us of who (engineer or installer) will be addressing the repairs/alterations. 30 Days to implement the repairs/alterations is provided.

Failure to comply may result in a summons to municipal court.

We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs – Provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provide annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

As information about properties and their sewage disposal systems (ISSDs or Public Sewer) is obtained by the Health Department, it is entered into our Access database.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase a comprehensive database.

Improving tracking and notification process served by public sewer vs. o further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Educational materials are regularly sent for inclusion in local newsletters and websites with reminders to pump tanks.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach activities.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

- Obtain database for septic system inventory in next five years
- Merge GIS data with new database upon implementation of database
- Merge current Access repair/replace data with database

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

HILLSBOROUGH TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Hillsborough Township Submission Date: 12-12-2017

Prepared by: Siobhan Spano, Deputy Health Officer, e-mail: sspano@hillsborough-nj.org, Glen Belnay, Ph.D., Health Officer, e-mail: gbelnay@hillsborough-nj.org, Phone: 908 369-5652

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Hillsborough Township was provided with an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Hillsborough Township by the Somerset County Planning Division. Parcels for which "Code 07 – Septic" as indicated in the "Utilities" field of the CAMA dataset are included. For more information, see "Methodology applied in the Somerset County Septic Management Plan" on page 7 of the "Somerset County Septic Management Program", August 2018 overview.

See the attached map entitled "Hillsborough Township Parcels Served by Individual Subsurface Disposal System" and the attached spreadsheet which represents the initial inventory ISSDSs in Hillsborough Township. The spreadsheet includes the following information fields for which the first five (5) at a minimum, have been completed for all records thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

The map of sewerred parcels and septic system locations provided by Somerset County was reviewed by Township officials. Glen Belnay met with Scott Lynn of the Hillsborough MUA to determine changes in the locations on the map from septic to sewer.

The Township’s intern created a database in Excel of existing septic system information. Included on this spreadsheet are name and address of property owner, location as block and lot, date of installation, type of system – conventional and advanced, date of last inspection, and whether-or-not a well is located on the property. The database will be populated over the next 10 years. Hillsborough Township has over 1,600 properties on septic.

This information is being recorded as the paper files are pulled for review upon request or when a system is repaired or replaced.

The Board of Health is in discussion about how to record the vast number of records to this system.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Areas of concern:

1. The Mountain Zone at the western side of Hillsborough has shallow bedrock and groundwater. The systems in that area are being replaced regularly as they age-out.
2. Systems that are on small lots, aging out:

- a. End of Triangle Rd.
- b. Beekman Lane, near New Center Rd. intersection
- c. Falcon Rd. between Kohls and Roycefield Rd.
- d. Valley Rd. – just a few
- e. Roycefield Rd. across from the County DPW, there are a few
- f. Mountainview Rd. – a few older lots
- g. Mill Lane
- h. Neshanic historic district
- i. East Mountain Rd.
- j. Poplar Rd./Larch Lane neighborhood
- k. Blackpoint Rd.
- l. South Branch Rd. after the municipal building to the YMCA
- m. Three Bridges Rd.
- n. Woods Rd.
- o. North Willow Rd.
- p. Willow Rd. – across from baseball field

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process:

1. Owner obtains an engineer to do the soil suitability test, with a witness from the Health Department. The engineer develops a design for a new system or a system needing to be altered.
2. The Health Officer reviews the plan for compliance with 7:9A and soil suitability. If the plan is approved, a permit is issued.
3. The owner hires an installer and schedules inspections for each step of construction.
4. There is a requirement that owners of advanced systems contract with installers for maintenance schedule.
5. If a septic system requires a minor repair, a report is submitted to the Health Officer and the Health Officer will issue a permit for a minor repair if it is determined that there is no other cause or malfunction. The homeowner then contacts an installer to make the correction.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

There is a document (available at the following link: <https://www.nj.gov/dep/dwq/pdf/septicmn.pdf>), that is distributed by the health department upon receipt of the permit. Information is posted on the health department website (see <https://www.hillsborough-nj.org/departments/health>). No other information is released.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

There are no additional requirements presently, other than the requirements for advanced systems to be contracted with a qualified expert for maintenance of the system, and the provision of 30 days within which to get the plan, permit and install.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Links are provided on the Hillsborough website. Information is given out at the time of application.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Presently, the Hillsborough Health Department maintains a large paper inventory of the septic systems that are permitted in Hillsborough Township. An electronic inventory has just been started (attached). There is no practice to notify residents who own septic systems that they should pump their tanks. However, the Board of Health is now in discussion regarding this.

Response Actions to Complaints—provide general summary:

When the Hillsborough Health Department receives a complaint of odors, wet spots or running effluent, and inspector goes out to the location and conducts a field inspection to

look for tell-tale signs of failure. If there is failure or stress detected, the inspector may as for further testing and may require that the homeowner contact an engineer regarding the problems and to draw-up the plan. Permits range from those that allow a minor repair such as the replacement of the distribution box to the use part of the field and alter the field to handle additional seepage, to complete replacement. Soil testing documents are necessary for everything except minor repairs. The timeframe for completion is up to the Health Officer. For restaurants with failing systems, immediate repair or replacement is necessary. For residences, usually 2 weeks is the maximum time allowed to obtain an engineer, and 30 days is provided for completing the plan, permit, and installation.

Remedial Actions Required for Failing ISSDs – Provide general summary:

If a system has been evaluated, and a report has been submitted to the health officer, remedial action may be necessary as a repair, alteration or replacement. The health officer will give the owner a certain amount of time to get a permit and a contractor to upgrade the system.

Reporting to DEP—provide general summary:

The Hillsborough Township Health Department provides annual data via the NJ Local Health Report System in the Hippocrates Reporting System. Any systems that exceed 2,000 gallons per day are referred to the NJDEP’s Bureau of Non-Point Pollution Control/Onsite Wastewater Management Program, as well as any systems that require a Treatment Works Approval. We also work closely with the NJDEP staff on requests for guidance as to how to apply the regulations in specific circumstances.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer

areas, etc.?

The Hillsborough Township Board of Health is now in the process of discussing how to approach this inventory and management of information, and improvements. Currently, we have received a map from Somerset County that is being upgraded to include all sewered areas. Subtracting those from the list of residences in Hillsborough Township will give an approximate number of septic systems. The historical knowledge of the Health Officer and staff about areas on this map that are currently on septic, and then blocking out areas to update into the spreadsheet is one idea, hopefully identifying those properties that have not upgraded their septic systems for many years. We will then move to those areas that have had more recently installed or upgraded systems.

The Board of Health is entertaining ideas such as the possible use of student interns to complete the inventory over the next 10 years. We are attempting to enter information as it comes up for real estate transactions or replacement/repairs. It may not be feasible to send out maintenance information to all septic system owners every 3 years, nor to require a permit process. These ideas are being considered but will require work hours to complete. Even with additional staff, the undertaking will be huge.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Hiring new staff dedicated to this would be needed also. A new database may need to be purchased.

Improving tracking and notification process served by public sewer vs. o further encourage regular pump-outs, system augmentation, and regular maintenance practices:

With the collection of e-mail addresses on septic permit applications, it may be possible to send out a notification to those with systems. We will investigate this possibility. We will also send out notifications via Mayor's e-mail once per year and general information with tax bills.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women's

Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

We give out information at our annual Green Living and Wellness Fair and we will investigate partnering with our Environmental Commission, Tax Assessor’s Office and Finance Office to educate owners.

Triennial mailing of educational materials with reminders to pump tanks out if additional staff can be obtained.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

1. Obtain assistance from interns, volunteers, or new hires for entering of data into Excel spreadsheet – Present
2. Enter systems as files are pulled for use (present – with intern) into Excel spreadsheet – 10% per year for 10 years
3. Purchase software or agreement with County for uses of GIS- 2020
4. Possibly ne staff to enter data – 2022

ADDITIONAL COMMENTS IF ANY:

The estimate of the numbers of systems doesn’t include areas of possible subdivision.

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

MILLSTONE BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality of: Millstone Borough **Date:** 12-22-17

Prepared by: Siobhan Spano, Deputy Health Officer, e-mail: sspano@hillsborough-nj.org, Glen Belnay, Ph.D., Health Officer, e-mail: gbelnay@hillsborough-nj.org, Phone: 908 369-5652

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Millstone Borough is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Millstone Borough that were provided by the Somerset County Planning Division. Parcels for which "Code 07 – Septic" as indicated in the "Utilities" field of the CAMA dataset are included. Currently, all developed properties in the Borough are served by ISSDS. For more information, see "Methodology applied in the Somerset County Septic Management Plan" on page 7 of the "Somerset County Septic Management Program", August 2018 overview.

See the attached map entitled "Millstone Borough Parcels Served by Individual Subsurface Disposal System" and the attached spreadsheet which represents the inventory generated by the County Planning Division based on July 2017 CAMA data. The Spreadsheet includes the following information fields for which the first five (5) have been completed for all records thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector

- Date of Last Inspection or Pump-out
- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

Millstone Borough contracts with Hillsborough Township for health services. There are approximately 140 homes, all of which are served by septic systems. Millstone Borough septic systems will be documented in the same database as work is done on the systems over the next 10 years.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

1. Almost all properties in Millstone Borough are on undersized lots with older systems.

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

The permitting process in Millstone is the same as in Hillsborough Township:

1. Owner obtains an engineer to do the soil suitability test, with a witness from the Health Department. The engineer develops a design for a new system or a system needing to be altered.
2. The Health Officer reviews the plan for compliance with 7:9A and soil suitability. If the plan is approved, a permit is issued.
3. The owner hires an installer and schedules inspections for each step of

construction.

4. There is a requirement that owners of advanced systems contract with installers for maintenance schedule.
5. If a septic system requires a minor repair, a report is submitted to the Health Officer and the Health Officer will issue a permit for a minor repair if it is determined that there is no other cause or malfunction. The homeowner then contacts an installer to make the correction.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

There is a document (available at the following link: <https://www.nj.gov/dep/dwq/pdf/septicmn.pdf>), that is distributed by the health department upon receipt of the permit. Information is posted on the health department website (see <https://www.hillsborough-nj.org/departments/health>). No other information is released.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

There are no additional requirements presently, other than the requirements for advanced systems to be contracted with a qualified expert for maintenance of the system, and the provision of 30 days within which to get the plan, permit and install.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Millstone Borough’s website includes a link to the Hillsborough Health Department webpage. Information is given out at the time of application.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Presently, the Hillsborough Health Department maintains a large paper inventory of the septic systems that are permitted in Millstone Borough. An electronic inventory has just

been started – same as Hillsborough Township. There is no practice to notify residents who own septic systems that they should pump their tanks. However, the Board of Health is now in discussion regarding this.

Response Actions to Complaints—provide general summary:

When the Hillsborough Health Department receives a complaint of odors, wet spots or running effluent, and inspector goes out to the location and conducts a field inspection to look for tell-tale signs of failure. If there is failure or stress detected, the inspector may as for further testing and may require that the homeowner contact an engineer regarding the problems and to draw-up the plan. Permits range from those that allow a minor repair such as the replacement of the distribution box to the use part of the field and alter the field to handle additional seepage, to complete replacement. Soil testing documents are necessary for everything except minor repairs. The timeframe for completion is up to the Health Officer. For restaurants with failing systems, immediate repair or replacement is necessary. For residences, usually 2 weeks is the maximum time allowed to obtain an engineer, and 30 days is provided for completing the plan, permit, and installation. This procedure is the same as in Hillsborough Township.

Remedial Actions Required for Failing ISSDs – Provide general summary:

If a system has been evaluated, and a report has been submitted to the health officer, remedial action may be necessary as a repair, alteration or replacement. The health officer will give the owner a certain amount of time to get a permit and a contractor to upgrade the system.

Reporting to DEP—provide general summary:

The Hillsborough Township Health Department provides annual data for Millstone Borough via the NJ Local Health Report System in the Hippocrates Reporting System. Any systems that exceed 2,000 gallons per day are referred to the NJDEP’s Bureau of Non-Point Pollution Control/Onsite Wastewater Management Program, as well as any systems that require a Treatment Works Approval. We also work closely with the NJDEP staff on requests for guidance as to how to apply the regulations in specific circumstances.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete

Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

Millstone Borough will be handled in the same way as Hillsborough Township as described below:

The Hillsborough Township Board of Health is now in the process of discussing how to approach this inventory and management of information, and improvements. Currently, we have received a map from Somerset County that is being upgraded to include all sewered areas. Subtracting those from the list of residences in Hillsborough Township will give an approximate number of septic systems. The historical knowledge of the Health Officer and staff about areas on this map that are currently on septic, and then blocking out areas to update into the spreadsheet is one idea, hopefully identifying those properties that have not upgraded their septic systems for many years. We will then move to those areas that have had more recently installed or upgraded systems.

The Board of Health is entertaining ideas such as the possible use of student interns to complete the inventory over the next 10 years. We are attempting to enter information as it comes up for real estate transactions or replacement/repairs. It may not be feasible to send out maintenance information to all septic system owners every 3 years, nor to require a permit process. These ideas are being considered but will require work hours to complete. Even with additional staff, the undertaking will be huge.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Hiring new staff dedicated to this would be needed also. A new database may need to be purchased.

Improving tracking and notification process served by public sewer vs. o further encourage regular pump-outs, system augmentation, and regular maintenance practices:

With the collection of e-mail addresses on septic permit applications, it may be possible to send out a notification to those with systems. We will investigate this possibility. We will also send out notifications via Mayor’s e-mail once per year and general information with tax bills.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Give out information at our annual Green Living and Wellness Fair and we will investigate partnering with our Environmental Commission, Tax Assessor’s Office and Finance Office to educate owners.

Triennial mailing of educational materials with reminders to pump tanks out if additional staff can be obtained.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

1. Obtain assistance from interns, volunteers, or new hires for entering of data into Excel spreadsheet – Present
2. Enter systems as files are pulled for use (present – with intern) into Excel spreadsheet – 10% per year for 10 years
3. Purchase software or agreement with County for uses of GIS-2020
4. Possibly ne staff to enter data – 2022

ADDITIONAL COMMENTS IF ANY:

The estimate of the numbers of systems doesn't include areas of possible subdivision. The Hillsborough Township Board of Health has directed the health department to review all ordinances and amendments to the Onsite Wastewater Treatment Regulations to update and to include specific requirements for septic installers.

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

MONTGOMERY TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Montgomery Township **Date:** 7-21-2017

Prepared by: Stephanie Carey, Health Officer, Montgomery Township Health Department, e-mail: scarey@montgomery.nj.us, phone: 908 359-8211, x 245

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

The Montgomery Township Health Dept. provided Somerset County Planning Division staff with a spreadsheet containing tax parcel identifiers for all properties served by ISSDS within the municipality. This data was joined to the County's GIS Tax Parcel Dataset to create a GIS-based inventory that can potentially be used for monitoring, tracking and mapping purposes.

See the attached map entitled "Montgomery Township Parcels Served by Individual Subsurface Sewage Disposal System" and spreadsheet "Montgomery ISSDS Database 7_2017" contains:

- Name and address of person responsible for the ISSDS maintenance;
- Street address/location of ISSDS
- Date of last inspection or pump-out (that is, the system was pumped 3 years before the license expiration date. A license that expires August 2018 would have been pumped in August of 2015)

The Access Database also includes:

- Date ISSDS installed or approximate age of system;
- Type of ISSDS;
- Date/description of last known permitted activity via Health Department (installation, alteration, repair)

However, we do not currently have queries set up to provide this information on a spreadsheet.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Montgomery Township was the pilot community for Septic Management Planning. In 1989, Montgomery Township Board of Health adopted an ordinance to institute an EPA Level 3 Septic Management System. Owners of all septic systems constructed, altered, or repaired after January 1, 1990 must obtain a license to operate from the Health Department. The License term is 3 years. To renew the license, the owner must show proof that the septic tank was recently pumped, complete a brief questionnaire/license form, and include a fee of \$60.

Septic systems serving commercial or multi-family buildings, or those utilizing advanced wastewater treatment technology, have additional maintenance requirements, with an annual license renewal at \$25.

The ordinance includes a right-of-entry stipulation which allows the Health Department to perform walkover inspections of systems that may be at risk of failing (i.e. breaking out to surface).

A key flaw of this ordinance is that it exempts the oldest, least maintained systems in town from the maintenance and inspection requirements (grandfathered systems). For those oldest systems, we are only able to respond on a complaint basis, or for certain real estate transaction inspection reports.

“Green” systems, such as peat moss filtration, have become increasingly popular since they eliminate most of the mound in areas with high groundwater. These systems are considered Alternative Technology and receive a 1-year license (described above).

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other

indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

The Permitting process for ISSDSs:

1. Owner obtains an engineer to do initial soil suitability evaluation
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. New construction site plans must be approved by the Board of Health with Staff recommendations.
4. Engineer submits plans to REHS for review (with review fee)
5. REHS reviews plans and approves or requests additional information
6. Owner hires installer and obtains permit to install system (with permit fee) and Septic Management License.
7. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade.
8. Septic management license issued (3 years).
9. Two months before expiration, homeowner is mailed the renewal form with a reminder to pump tank and renew license.

Minor repairs such as replacing a distribution box start at step 6.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

1. Two months before license expiration, homeowners receive a reminder to pump their tank and renew their license. Licenses are good for **three years** for most systems. The cover letter also explains the environmental and financial benefits of regular maintenance.
2. Specialized systems (Commercial, multi-family, or alternative technologies) receive one-year licenses and must meet additional maintenance requirements (service agreement with manufacturer; cleaning of filters, etc.)

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Montgomery Health Department uses materials from Rutgers NJAES, and from the National Small Flows Clearinghouse to educate the community. We have tabling events at the Montgomery Earth Day Fair; and hold occasional talks with community group. We also have links to important information on our Website: <http://health.montgomery.nj.us/services/environmental-health/septics/>.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

There are almost 2000 septic systems under the 3-year Septic Management licensing program, and another 75 in the Septic Annuals program.

We estimate there are 300-500 pre-1990 systems that are not under management. These systems come under management as they are repaired or replaced.

Response Actions to Complaints—provide general summary:

When we receive a complaint of odors, wet spots, or effluent breaking out to surface, an inspector will field-verify the complaint within one business day.

Once verified, the owner is sent a Notice of Violation giving them 10 days to advise us of who (engineer or installer) will be addressing the repairs/alterations; with 30 days to implement the repairs/ alterations.

Failure to comply may result in a summons to municipal court.

We also confer with the owner on ways to address immediate safety issues (e.g. snow

fence around a sink hole, reducing water use to abate ponding).

Remedial Actions Required for Failing ISSDs – Provide general summary:

General summary, see previous paragraph.

Reporting to DEP—provide general summary:

MTHD provides annual numeric data via the NJ Local Health Report System in the Hippocrates Reporting System.

We refer systems that exceed 2000 Gallons per day to NJ DEP’s Bureau of Non-Point Pollution Control/Onsite Wastewater Management Program, as well as any systems that require a Treatment Works Approval. We also work with NJDEP staff on Requests for Guidance as to how to apply the regulations in specific circumstances.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

Montgomery Health Department will work with Montgomery GIS to develop a query of improved properties that do not have sewer (All potential septic systems), and then evaluate how to subtract the systems that are under Septic Management (i.e. current databases are not interoperable). This would generate a list of properties likely to be on septic systems that are not yet managed.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or

suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

See previous paragraph about database interoperability. This could be an opportunity to update the platform that our Septic Management system uses (Access) into the GIS system (A software capital outlay)

Also, the Health Department should examine how residents might submit payment, scanned pump-out receipts, and renewal forms online, since the existing system is a paper-heavy process.

Improving tracking and notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

With this additional listing of 300-500 septic systems, the Health Department could schedule a triennial mailing of educational material with a reminder to pump your tank.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach efforts described above.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

- If there are roughly 2500 septic systems in town, with 2000 of them already under management, we should be able to inventory the rest of them within 5 years
- Upgrade Access database by 2019
- Explore interoperability with GIS system by 2019

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

PEAPACK & GLADSTONE BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Peapack & Gladstone Borough **Date:** 5-4-2017

Prepared by: Lucy Forgione, Health Officer, e-mail: lforcione@bernards.org and Tricia Cowell, Sr. REHS, tcowell@bernards.org, Bernards Township Health Department, phone: 908 204-2520

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP’s eWQMP electronic portal system.

2) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Peapack & Gladstone Borough is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Peapack and Gladstone Borough that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See the attached map entitled “Peapack and Gladstone Borough Parcels Served by Individual Subsurface Disposal System” and the attached spreadsheet which represents the inventory generated by the County Planning Division based on July 2017 CAMA data. The Spreadsheet includes the following information fields for which the first five (5) have been completed for all records thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will build a data base over the next 10 years. Currently we have records of permits and file all paperwork by Block and Lot files.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDSs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDSs or exhibit other indications that the area is prone to failing ISSDSs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDSs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. Septic plans are submitted for review and must be approved by Health Dept. Staff
4. Owner hires installer and obtains permit to install system (with permit fee)
5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade, or repair.

Minor repairs such as replacing a distribution box, or section of sagging pipe start at step 4.

Engineer would discuss different types of septic systems from conventional, pressure dosed, to advanced treatment with owner. Plan is then drawn up and submitted.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are none except for the Alternative Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Discuss at Board of Health meetings
- Article in monthly newsletter
- As built folders are sent out with every new septic system installation.
- Put information on Township Website.
- Information available at Health Department.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

Started a data base as repairs and new systems come to the Health Department. The township has a mixture of septic system ages.

Looking to in-put all our files that we house here, over the next 10 years.

Response Actions to Complaints—provide general summary:

When we receive a complaint of odors, ponding, or effluent breaking out to surface, an inspector will field-verify the complaint within one business day.

Once verified, the owner is sent a Notice of Violation giving them 10 days to address the situation; repairs/alterations. A timeline is issued to implement the repairs/alterations.

Failure to comply may result in a summons to municipal court.

We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs – Provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

2 Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

We hope to add every block and lot file to our newly developed system over the next 10 years.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and purchase data base instead of developing one in-house.

Improving tracking and notification process served by public sewer vs. o further

encourage regular pump-outs, system augmentation, and regular maintenance practices:

In development.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women's Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Put more information on website.

Perhaps give presentations to local organizations

Include in mailings.

Include an estimated timeframe and/or system of "Milestones" to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical "sections" to be completed on a pre-determined timeframe, etc.:

Develop an in-house data base for septic system inventory -2020

Merge GIS sewer service area data with new data base -2020

Add old files to system- on-going once database is ready.

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

WARREN TOWNSHIP
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Warren Township **Date:** 1-15-2018

Prepared by: Kevin G. Sumner, Health Officer, Middle-Brook Regional Health Commission, e-mail: ksumner@middlebrookhealth.org, phone: 732-968-5151, ext. 1

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format. Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that

promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP's eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Warren Township is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for Warren Township that were provided by the Somerset County Planning Division. Parcels for which "Code 07 – Septic" as indicated in the "Utilities" field of the CAMA dataset are included. For more information, see "Methodology applied in the Somerset County Septic Management Plan" on page 7 of the "Somerset County Septic Management Program", August 2018 overview.

See the attached map entitled "Warren Township Parcels Served by Individual Subsurface Disposal System" and the attached spreadsheet which represents the inventory generated by the County Planning Division based on July 2017 CAMA data. The Spreadsheet includes the following information fields for which the first five (5) have been completed for all records thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will continue to populate the database over the next 10 years. Currently, we have block and lot files with locations of new septic systems, repairs, and alterations recorded over the last 10+ years. Summary information is entered into a municipal database as new activity is identified. The database is GIS-based, but an entry relative to ISSDs is not a standard feature and so “work-arounds” are being created by the developer of the system.

2) Current Septic Management Practices

Provide a narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Areas of the municipality known to have individual onsite sewage disposal systems with a history of potential problems are:

1. Ferguson Road – clay soils & high-water table. All alterations have been raised, mounded system.
2. Elm Avenue area – clay souls, ground water, maybe stone, and many streams
3. Charles Road area – clay, shale, and water. Many alterations. In this area are peat moss systems.
4. Tall Oaks, Miller Lane, Tiffany Lane – big houses, limited land and aging systems.
5. Parts of Mountain Ave. – aging systems.
6. Parts of Old Stirling Road
7. Parts of Stirling Road – clay, shale, water, and the systems are older. Alternative systems in the area
8. Parts of Reinman Road – Systems are older and there is a moratorium on sewer.

connections.

Narrative for Permitting Process for ISSDSs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDSs:

1. Owner obtains engineer to do initial soil suitability evaluation.
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. New construction site plans and alterations must be approved by Health Dept. Staff, along with review of septic plans.
4. Owner hires installer and obtains permit to install system (with permit fee)
5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank and pump tank, final grade.

Minor repairs such as replacing a distribution box – start at step 3. Municipality has a local ordinance for ISSDSs that is more restrictive than state law, particularly as it relates to design of new or altered system.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are no maintenance requirements except those required in State law for the Advanced Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there are none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

- Articles are submitted to local newsletters.
- Information is posted on Municipal and Commission websites.

- Information is available at Health Office.
- We hand out information to applicants, as warranted, with each new installation, alternation or repair.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

The Health Department has started to populate a rudimentary database to record information as repairs, alterations and new systems come to the Health Department.

Response Actions to Complaints—provide general summary:

When we receive a complaint of odors, ponding, or effluent breaking out to surface, an inspector will field-verify the complaint within one business day.

Once verified, the owner is sent a Notice of Violation giving them 10 days to address the situation; repairs/alterations. A timeline is issued to implement the repairs/alterations.

Failure to comply may result in a summons to municipal court.

We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDSs – Provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provided annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the

next 10-year WMP planning period that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing but yet unaccounted-for ISSDSs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

As information about properties and their sewage disposal systems (ISSDS or Public Sewer) is obtained by the Health Department, it is entered into our Access database. Inventories maintained by the Health Department and the local sewerage authority are shared and compared for accuracy.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

Would need to hire additional staffing and update the database.

Improving tracking and notification process served by public sewer vs. o further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Educational materials are regularly sent for inclusion in local newsletters and websites with reminders to pump tanks.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build upon existing outreach activities, including use of e-blast system maintained by the municipality.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDSs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time- period, or dividing non-sewer areas into geographical

“sections” to be completed on a pre-determined timeframe, etc.:

Continue to improve the existing database for septic system inventory over the next five years such that it is user friendly and complete.

Merge GIS data with database upon implementation of database.

ADDITIONAL COMMENTS IF ANY:

SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN

WATCHUNG BOROUGH
SEPTIC MANAGEMENT PLAN COMPONENT

2020



SEPTIC MAINTAINANCE PROGRAM
Municipal Chapter – Countywide Septic Management Plan Component
SOMERSET COUNTY WASTEWATER MANAGEMENT PLAN (WMP)

Somerset County Municipality: Watchung Borough Date: 1-15-2018

Prepared by: Kevin G. Sumner, Health Officer, Middle-Brook Regional Health Commission, e-mail: ksumner@middlebrookhealth.org, Phone: 732 968-5151, ext. 1

Revised: 6-2020 and 3-2021 by Somerset County Planning Division Staff in accordance with NJDEP staff review comments received 6-19-20 and 3-4-21 respectively.

Background: A Countywide Septic Management Plan is a required component of the Countywide Wastewater Management Plan, which must be completed and submitted to the NJ Department of Environmental Protection (NJDEP) in accordance with the WQMP Rules (N.J.A.C. 7:15). The Countywide Septic Management Plan is being developed in collaboration with Somerset County Municipalities. In Somerset County, municipalities have been and remain responsible for the review and permitting of septic systems as well as for providing septic management oversight consistent with the requirements of N.J.A.C. 7:9A. Therefore, the Countywide Septic Management Plan will be comprised of individual municipal chapters for each Somerset County municipality with facilities served by individual subsurface sewerage disposal systems (ISSDS).

The municipal chapters that comprise the Countywide Septic Management Plan will effectuate the establishment of the formal municipal septic management programs to be implemented at the local level. Municipal chapters must meet the individual needs of the municipality and be aligned with the capabilities and resources available to them. N.J.A.C. 7:9A is the minimum benchmark that they must meet. Municipal septic management programs can be carried out incrementally (in phases) based on municipal resources and capabilities and should reflect the level of risk imposed by ISSDS on water quality and public health. Implementation phasing and timelines must be provided in each municipal chapter. Municipal Septic Management Plans are to be developed at the local level with assistance provided by a consultant under contract with the County Planning Division. Completed municipal chapters are to be submitted to the County Planning Division in electronic format.

Municipal chapters are comprised of the below questionnaire responses that comprise municipal-specific information on 1) current inventory of ISSDS, 2) current practices that promote ISSDS care and maintenance and 3) planned improvements to the current inventory and current practices. Questionnaire text is shown in bold font. They will be merged into the Countywide Septic Management Plan Component of the Somerset County Wastewater Management Plan, which will be submitted by the Somerset County Planning Division to the NJDEP using NJDEP’s eWQMP electronic portal system.

1) Current ISSDS (septic system) Inventory

Provide Data Report (narrative & property/ISSDS data) on ISSDS for which records are currently maintained, i.e. begin inventory with all existing-to-date records for newly constructed, modified, or repaired ISSDSs that required a permit from the Health Dept.

Watchung Borough is utilizing an Excel spreadsheet and GIS Map of tax parcels served by on-site septic systems based on Computer-assisted Mass Appraisal (CAMA) data July 2017 for the Borough that were provided by the Somerset County Planning Division. Parcels for which “Code 07 – Septic” as indicated in the “Utilities” field of the CAMA dataset are included. For more information, see “Methodology applied in the Somerset County Septic Management Plan” on page 7 of the “Somerset County Septic Management Program”, August 2018 overview.

See the attached map entitled “Watchung Borough Parcels Served by Individual Subsurface Sewage Disposal System” and the attached spreadsheet which represents the inventory generated by the County of Somerset based on July 2017 CAMA data. The spreadsheet includes the following information fields for which the first five have been completed for each record thus far:

- Block
- Lot
- Property Location (street address)
- Name of Person Responsible for ISSDS
- Address of Person Responsible for ISSDS
- Date of Installation
- Type of ISSDS
- Date of Last Known Permitted Activity
- Name of Inspector
- Date of Last Inspection or Pump-out

- Name of Pump-out Provider
- Date of Last Notification Sent from Municipality

We will continue to build a database over the next 10 years. Currently, we have block and lot files with locations of new systems, repairs and alterations over the next 10 or more years. Summary information is entered into an Access database as new activity is identified.

2) Current Septic Management Practices

Provide narrative of the current activity underway in your municipalities that helps to support the proper functioning of ISSDs—both including AND separate from the triennial requirements of N.J.A.C. 7:9A-3.14. The narrative will include a discussion of how each municipality implements septic system maintenance/management, with a specific focus on the following activities.

Identify areas (as applicable) that have a history of failing ISSDs or exhibit other indications that the area is prone to failing ISSDs that are “aging out” and showing signs of failure or improper maintenance (e.g., complaints to Health Dept. or from residents speaking out at town meetings):

Areas of the municipality known to have individual onsite sewage disposal systems with a history of potential problems are:

- Crestwood Dr.
- Parts of Johnston Dr. starting on the east side and extending to the area of the Blue Star Shopping Center.

Narrative for Permitting Process for ISSDs—provide general summary and (as applicable) other relevant information, such as if there are options for alternative systems that utilize “Green” technologies or are those prohibited and why?

Permitting process for ISSDs:

1. Owner obtains engineer to do initial soil suitability evaluation
2. Engineer schedules with REHS to witness field soil evaluation (with witnessing fee)
3. New construction site plans and alterations must be approved by Health Dept. staff, along with review of septic plans.
4. Owner hires installer and obtains permit to install system (with permit fee)

5. Health Department witnesses installation: bottom of bed, top of sand, pipe and stone, tank, pump tank and final grade.

Minor repairs such as replacing a distribution box start at step 3. The municipality has a local ordinance for ISSDSs that is more restrictive than State law.

Maintenance requirements for ISSDS owners/users, pursuant to N.J.A.C. 7:9A-3.14 (i.e., what is sent out and when (each triennial schedule)):

Currently there are no maintenance requirements except those required in State law for the Advanced Technology systems.

Any additional municipal maintenance requirements, as applicable, (e.g., any existing ordinances, for example, for inspections required every “x” years? Or a pump-out required every “x” years? Other septic management measures?):

Currently there is none.

Education/Outreach on Proper Maintenance (in addition to 7:9A-3.14):

Articles are submitted to local newsletters.

Information is posted on municipal and commission websites.

Information is available at the Health Office.

We hand out information to applicants, as warranted, with each new installation, alteration or repair.

Record Creation and Maintenance (in addition to 7:9A-3.15), such as an already existing inventory of ISSDS owners/users and if/when any municipal notifications are sent to them):

The Health Department has started a rudimentary database to record information as repairs, alterations and new systems come to the Health Department.

Response Actions to Complaints—provide general summary:

When we receive a complaint of odors, wet spots, or effluent breaking out to the surface, an inspector will field-verify the complaint within one business day.

Once verified, the owner is sent a Notice of Violation giving them 10 days to advise us of who (engineer or installer) will be addressing the repairs/alterations. 30 days to implement the repairs/alterations is provided.

Failure to comply may result in a summons to municipal court.

We also confer with the owner on ways to address immediate safety issues.

Remedial Actions Required for Failing ISSDs—provide general summary:

See previous paragraph.

Reporting to DEP—provide general summary:

We provide annual numeric data via the NJ Local Health Reporting System in Hippocrates.

3) Proposed Improvements to Current Septic Management Practices and Plan to Complete Inventory

Provide a description of activities that will be evaluated and/or implemented over the next 10-year WMP planning period, that will improve the current municipal practices listed above associated with septic management. Examples of the types of activities being sought include:

How will existing yet unaccounted-for ISSDs be added to the initial/partial inventory—for example, those noted during past realty transfers, CO Inspections, tax records for non-sewer areas, etc.?

As information about properties and their sewage disposal systems (ISSDs or Public Sewer) is obtained by the Health Department, it is entered into our database.

In what other ways may this inventory be augmented and/or completed, i.e., need a plan or suite of approaches that propose how to augment and complete the inventory over the 10-year WMP planning period?

We would need to hire additional staffing and purchase a comprehensive database.

Improving tracking and notification process to further encourage regular pump-outs, system augmentation, and regular maintenance practices:

Education materials are regularly sent for inclusion in local newsletters and websites with reminders to pump tanks.

Additional educational opportunities to share information with system owners on septic maintenance (e.g., classroom presentations or to civic groups such as Lions Club, Women’s Clubs, or partnering with Environmental Commissions/ Advisory Councils/Watershed Ambassadors, etc.):

Build on existing outreach activities.

Include an estimated timeframe and/or system of “Milestones” to chart progress, e.g., estimate total number of ISSDs per municipality (provided to Health Depts. pursuant to N.J.A.C. 7:9A-3.15) and commit to populating the Inventory for a certain percentage of them over a pre-determined time-period, or dividing non-sewer areas into geographical “sections” to be completed on a pre-determined timeframe, etc.:

- Obtain database for septic system inventory in next five years.
- Merge GIS data with new database upon implementation of database.
- Merge current Access repair/replace data with database.

ADDITIONAL COMMENTS IF ANY: