

# Initial Lead Service Line Identification and Replacement Plan

ANDOVER BOROUGH WATER

NJ1901001

June 30, 2023

New Plan     Revised Plan as of date revised

## 1. Plan Certification

*I have verified and certify the information listed in this Plan is true and accurate to the best of my knowledge and belief:*

  
\_\_\_\_\_  
Plan Preparer Signature

7/5/23  
\_\_\_\_\_  
Date

John A. Morgan, Mayor  
\_\_\_\_\_  
Plan Preparer Name/Title

  
\_\_\_\_\_  
Supplier of Water Signature

7/5/23  
\_\_\_\_\_  
Date

Robert Smith, Water Supervisor  
\_\_\_\_\_  
Supplier of Water Name/Title

  
\_\_\_\_\_  
Licensed Operator Signature

7/7/23  
\_\_\_\_\_  
Date

Timothy Hess  
\_\_\_\_\_  
Licensed Operator Name (Print)

T1 - 528370  
W2 - 579252  
\_\_\_\_\_  
License Number

<b>2. General Water System Information</b>	
System Name: Andover Borough Water	PWSID: NJ1901001
Total Number of Service Connections: 223	
Number of Lead Service Lines: 7	
*See Lead Service Line Inventory for a breakdown of materials and ownership.	
Number of Service Lines of Unknown Material: 46	
Number of Service Lines Comprised of Other Materials: 170	
Total Population Served (excluding transient populations): 596	

<b>2a. Contact Information</b>	
<b>System owner contact information:</b>	
Name: Robert Smith	Title: Water Superintendent
Phone: 973-862-7766	Email: r.smith@andoverboroughnj.org
<b>Licensed operator contact information</b>	
Name: Timothy A. Hess	Title: Licensed Water Operator
Phone: 973-945-4868	Email: hesswater1@gmail.com
License (VSWS, T1, W1, etc.): W2	License Number: 579252
<b>Additional Licensed operator contact information (if applicable)</b>	
Name:	Title:
Phone:	Email:
License (VSWS, T1, W1, etc.):	License Number:
<b>Plan Preparer contact information</b>	
Name: John A. Morgan	Title: Mayor
Phone: 973-222-3857	Email: j.morgan@andoverboroughnj.org

Under N.J.S.A. 58:12A-44, a public community water system must create a lead service line replacement plan. The Plan must be updated annually or when new information becomes available regarding the replacements, identification of lead service lines, changing priorities, contract expirations, or changes in staff. This Plan is required to be kept on site, and made available for State review upon request.

<b>3. Responsible Parties</b>	
<b>List names, titles, and details for the following:</b>	
1.	Creating and maintaining the Lead Service Line Replacement Plan: John Morgan, Mayor
2.	Identification of lead service lines: Robert Smith, Water Supervisor
3.	Maintenance of service line inventory: Robert Smith, Water Supervisor
4.	Construction Oversight: Robert Smith/John Morgan
5.	Funding: Andover Borough
6.	Public Outreach Coordinator: Beth Brothman, Municipal Clerk
7.	Maintaining the online inventory updates: Michelle LaStarza, Water Administrator
8.	Annual resubmission of the Lead Service Line Replacement Plan: John Morgan, Mayor
9.	Other:

<b>4. Service Line Inventory Development and Maintenance</b>	
<b>Strategy for identifying service lines of unknown materials</b>	
Check all applicable boxes. When completed, include completion date.	
<input type="checkbox"/> <b>We do not have service lines of unknown material within our water system's service area</b>	
Type of Review	Completion Date
<input checked="" type="checkbox"/> Review historical records	10/15/22
<input checked="" type="checkbox"/> Review distribution system maps and record drawings	10/15/22
<input type="checkbox"/> Review building records	
<input checked="" type="checkbox"/> Field/visual inspection with or without full excavation	06/30/23
<input checked="" type="checkbox"/> Sampling results and water quality information	06/30/23
<input type="checkbox"/> Sequential monitoring	
<input type="checkbox"/> Capital improvement plans and/or master plans for distribution system development	
<input checked="" type="checkbox"/> Utility records including meter installation records, customer complaint investigations and all historical	10/15/22
<input checked="" type="checkbox"/> Documentation which indicates and/or confirms the location of lead service lines: Description of documentation: Water Data Base	06/30/23
<input checked="" type="checkbox"/> Review Existing connections	06/30/23

<input type="checkbox"/> Results from service line sampling where lead service lines are suspected to exist, but their presence is not confirmed	
<input checked="" type="checkbox"/> Community survey	10/22/22 through 6/30/23
<input type="checkbox"/> County appraisal district records	
<input checked="" type="checkbox"/> Contacts within the water system, municipal office, or other local officials	06/30/2023
<input type="checkbox"/> County and municipal ordinances	
<input checked="" type="checkbox"/> Survey results from area plumbers	06/30/2023
<input checked="" type="checkbox"/> Documented interviews of residents- letters, phone survey, personal contact, etc.	06/30/2023
<input type="checkbox"/> Documented interviews of local contractors, developers, and builders	
<input type="checkbox"/> Other:	
<i>Note that all service lines must be identified by 2031, regardless of their composition material.</i>	

### 5. Replacement Schedule Development and Replacement Considerations

**5a. Methods used to identify the prioritization of lead service line replacements** (use numbers to indicate the level of priority, with "1" being the highest priority)

**We do not have lead service lines within our service area. In the event one or more lead service lines are found in the future, the prioritization methods to be used are identified below.**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Sensitive populations*</li> <li><input type="checkbox"/> Proximity to high lead results*</li> <li><input type="checkbox"/> Previous partial replacement*</li> <li><input type="checkbox"/> Areas that receive a lot of water quality complaints*</li> <li><input type="checkbox"/> Overburdened Communities *</li> <li><input checked="" type="checkbox"/> Licensed childcare centers *</li> <li><input type="checkbox"/> Areas where there are no service lines of unknown material</li> <li><input type="checkbox"/> Areas where all service lines are of unknown material</li> <li><input checked="" type="checkbox"/> Areas where pipe replacements are already being conducted</li> <li><input type="checkbox"/> Previous participation in PbCu sampling</li> <li><input type="checkbox"/> Areas with high density of children</li> </ul> <p><b>*Prioritization consideration should focus on sensitive populations and previously known lead concentrations</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Age of current water main</li> <li><input type="checkbox"/> Proximity to other known contaminants</li> <li><input type="checkbox"/> Pressure gradient</li> <li><input type="checkbox"/> Road moratoriums</li> <li><input type="checkbox"/> Ownership</li> <li><input type="checkbox"/> LSLs close to interconnections with a wholesaler which utilizes CCT</li> <li><input type="checkbox"/> Areas of source water or treatment changes</li> <li><input type="checkbox"/> Areas where all residents have agreed to participate in the program</li> <li><input type="checkbox"/> Service lines containing lead only on the water system side</li> <li><input checked="" type="checkbox"/> Service lines containing lead only on the property-owner side</li> <li><input type="checkbox"/> Predictive modeling results</li> </ul>
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**5b. Explanation of how the system is prioritizing replacement locations using the methods identified above and how the schedule will be implemented. Example: The prioritization of the replacements is focused on identifying areas with sensitive populations such as nursing homes and nursery schools. Past sampling events**

**have shown that these areas also have high lead results. By focusing replacement on these areas first, we are addressing the areas where lead contamination has the most adverse impacts on the health of those who drink the water.**

As inventory progressed, we have only identified 8 galvanized service lines on the property owner side. That calculates to 4% of current responses/inspections. We have identified those lines as secondary to any inspections which may result in the finding of a lead service line on the property owners side.

**5c. Coordination with Property Owners**

What portion of the service line is owned by the water system?	<input type="checkbox"/> The system owns the entire service line (main to house)	<input checked="" type="checkbox"/> The system owns a portion of the service line (main to curb)	<input type="checkbox"/> The system does not own any portion of the service line
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If the water system does not own the entire service line, will an ordinance need to be created which mandates the replacement of all lead service lines, regardless of ownership?  Yes  No

How will the system conduct public outreach regarding its lead service line replacement program? Provide links to all publicly available materials.

Newsletters sent two to three times yearly  
 Website: [Andoverboroughnj.org](http://Andoverboroughnj.org)  
 Door Hangars have been and will continue to be left of any property who has an "unknown" service line

How will the system solicit property owner/customer's approval to replace lead service lines?

Formal Letter

Provide a summary of any legal requirements or anticipated obstacles. *E.g., prior to replacing the property-owner portion of a lead service line, a contract between the water system, contractor and property-owner must be signed and executed through the following process.*

Prior to replacing the property-owner portion of a lead service line, a contract between the contractor and property owner must be signed and executed with a copy provided to the municipal water department.

In the event of a property owner/customer's refusal to replace the service line the water system will:

- Document the incident using the Department's Customer Refusal Form located on the Department's website:
- Continue to contact the property owner/customer each year for participation and continue to document all outreach efforts.

When applicable, inform the customer the property-owner refused to replace their portion of the lead service line; and therefore, the lead service line in its entirety must remain.

**5d. Coordination with Municipalities & NJDOT**

How will the water system work with local municipalities in our service area and NJDOT to coordinate replacement efforts to minimize costs, impacts on roads, and neighborhood disturbances?:

- By meeting with municipalities on a  monthly  bi-monthly basis
- By participating in public meetings
- By attending council meetings
- By checking NJDOT website monthly
- By developing an outreach program with the municipalities/local authorities
- Other. Explain: The water utility is owned by the Borough of Andover Borough. Any road openings will be coordinated with NJDOT permit personnel assigned to our municipality.

**5e. Disposal of Lead Service Lines**

How will the water system take steps to make sure all lead service lines removed are disposed of properly?  
*The Department recommends the following:*

- By ensuring that the contractors remove them to an appropriate facility/scrapyard for disposal
- By keeping records of the sale ticket and receipts on file for our records.

**5f. Emergency Replacement**

What steps will the water system take in the event an emergency replacement is necessary?

- By having materials, staff resources, and procedures in place to replace the service line.
- By replacing the line as part of the emergency repair.
- By documenting the service line materials if they are made known and will replace at a later date.
  
- List sampling and notification procedures that will be implemented during an emergency replacement:

**6. Prioritization of Lead Service Line Replacements Map**

Clearly identify the following water system components identified on the Distribution Map included in the Appendix

- Included items:**
- Each area of priority
  - Delineation of pressure zones # of pressure zones: \_\_\_\_\_
  - Lead service lines
  - Service lines of unknown material
  - Areas of replacement
  - Scheduled year of replacement (phase)
  - Delineation of areas receiving CCT
  - Delineation of areas receiving no/different CCT from seasonal EPTDS
  - Treatment plant(s)

## 7. Financing

### 7a. Lead Service Line Replacement Financing

Will the water system need to have approval from another agency or governing body prior to beginning replacements (due to budgetary issues):

- Yes  
 No

If yes, explain:

Budget for Water Utility is approved annually by Andover Borough governing body.

List certifications, if any, that will need to be obtained before beginning replacements:

### How will replacement be funded?

Is the water system government owned?  Yes  No

- If yes, will the property owner be responsible for a portion of the replacement cost?  Yes  No
- If yes, what amount? All curb to building costs.

Does the water system intend to utilize the resources available through the Drinking Water State Revolving Fund (DWSRF)?  Yes  No

- If yes, which funding does the system intend to utilize?

Does the water system serve any municipalities that meet New Jersey's Affordability Criteria?  Yes  No

**For more information, visit the Department's Water Infrastructure Investment Plan webpage at:**

<https://www.nj.gov/dep/wiip/index.html>

### 7b. Setting Aside Funds for Mailings and Other Future Costs

*Our water system will ensure that there are adequate funds to cover the cost of lead service line replacement activities by:*

- Securing and setting aside funds on a yearly basis to cover the additional costs of certified mailing associated with each phase of replacement.
- Securing and setting aside funds for any outreach costs associated with replacements
- Securing and setting aside funds for customer request samples in the event the system triggers an Action Level Exceedance.
- Securing and setting aside funds for additional customer request samples for partial replacements if performed. *(Customers may request a partial replacement up to 6 months after the replacement is complete.)*
- Making sure that there is adequate funding set aside in the event that additional staffing is needed
- Securing and setting aside funds in the event that additional lead service lines are identified and must be replaced

## 8. Notification Requirements

### Notification letters

We will draft and/or use NJDEP template letters for the following notifications:

- Public Education Letters
- Annual notifications of LSLs – Each year customers who still have an LSL must receive a letter.
- Properties with newly identified LSLs will received a certified letter on the template created by the Bureau.
- Replacement notifications before and after each replacement

If applicable, refer to your system’s Lead and Copper Sampling Plan for additional public education and notification requirements under an ALE. The information will need to include what your water system is doing regarding your LSLR program.

*\*All notification letters must also include a written notification in any language in which greater than 10% of the population served by the water system speaks less than very well. The Department has put together guidance to assist water systems in determining if the people within the municipality(ies) they serve primarily speak a language other than English, which can be found here: <https://www.state.nj.us/dep/watersupply/pdf/secondary-language-directions.pdf>. If you cannot find information on a specific municipality, the Department recommends that you consult with the municipality(ies) for this information.*

## 9. Annual Reporting

For initial submissions:

- Our initial lead service line count was submitted to NJDEP by 9/20/2021
- Our initial LSL inventory report was submitted to NJDEP by 1/22/2022
- Our initial Customer Notice of LSL Material letters\* were sent to properties served by LSLs by 2/22/2022
- An initial LSL replacement plan will be submitted to NJDEP by 7/22/2022
- An updated LSL inventory will be submitted to NJDEP by 7/22/2022
- Our annual progress report will be submitted to NJDEP for the period of 7/1/2021 – 06/30/2022 by 7/22/2022
- We will send out Customer Notice of LSL Material letters\* to properties with newly identified LSLs by 8/22/2022
- Lead Service Line Notification Form will be sent to NJDEP by September 1, 2022

For submissions beginning in 2023:

- An updated LSL inventory will be submitted to NJDEP by 7/10/2023
- Our annual progress report will be submitted to NJDEP for the period of 7/1/2022 – 06/30/2023 by 7/10/2023
- An updated LSL replacement plan will be submitted to NJDEP by 7/31/2023
- We will send out Customer Notice of LSL Material letters to properties with newly identified LSLs via certified mail, and all other properties served by a LSL via standard mail by 8/10/2023
- Lead Service Line Notification Form will be sent to NJDEP by August 20, 2023

\*Attach a copy of the Customer Notice of LSL Material letters to this Plan.



**10. Other Considerations**

**10a. Lead Service Line Inventory and Lead and Copper Sampling Plan**

LSL Inventory and the Lead and Copper Sampling Plan should be updated in conjunction with each other. We will update lead and copper plan to reflect lead service line replacements on a semi-annual basis and keep on file for our records.

The Lead and Copper Sample Location Spreadsheet (BWSE-18) will be submitted to the Department within 30 days of making sample site changes due to lead service line replacements.

**10b. Filter Distribution**  
*Will the water system provide filters to residents?*

We will provide filters to customers:  
 Yes  
 No

We will provide water filters under these circumstances:  
 We will provide filters to customers without cause  
 When a partial or full replacement occurs  
 When an ALE occurs  
 When lead results come back high

Under an ALE, these filters will be provided to:  
 To all consumers served by the water system  
 Only those affected by known LSLs

When lead results come back high, these filters will be provided to:  
 To all consumers served by the water system  
 Only those affected by known LSLs

What types of filters will be provided (i.e. faucet mounted/point of use, pitchers, etc)? Include specific brand and model # if known:

Will additional replacement filters be provided? Yes  No

Will instructions on how to use the filters be provided? Yes  No

What tracking will be in place to track the properties which have received filters and properties who were not provided filters?:

**11. Division of Water Supply & Geoscience Contact Information**

Bureau of Safe Drinking Water	(609) 292-5550
Bureau of Water System Engineering	(609) 292-2957
Bureau of Water Resources & Geoscience	(609) 292-2576

May 2022

**12. APPENDIX** *Check all that apply and are enclosed*

- Appendix A: Lead Service Line (LSL) Inventory Report (DEP\_10-S\_00014)
- Appendix B: Map
- Appendix C: Progress Report
- Appendix D: