

Stormwater Pollution Prevention Plan

Township of Montclair

County of Essex

NJG0150568

May 2022

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Stephen C. Wood, P.E. ; Director of Community Services
Office Phone # and eMail	Phone: (973) 509-5710; Email: swood@montclairnjsa.org
Signature/Date	<i>SW</i> 4/29/22
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Janice Talley, P.P., AICP; Director of Planning and Community Development
Print/Type Name and Title	
Print/Type Name and Title	Marisa Tiberi, P.E. - PB/ZBA Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Norberto Hernandez, P.E. - Montclair Engineering Bureau
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/01/05			Initial SPPP
2.	05/01/22			Revised SPPP to Meet Updated Standards
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://montclairnjusa.org/government/departments/engineering_bureau/stormwater_management
2. Date of most current SPPP:	May 1, 2022
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://montclairnjusa.org/government/departments/engineering_bureau/stormwater_management
4. Date of most current MSWMP:	Dec 14, 2020
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://montclairnjusa.org/
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>Ordinances that implement the goals of the stormwater management plan and pollution prevention plan will be discussed at a Planning Board meeting before they are forwarded to the Township Council for adoption. The Planning Board meetings are public meetings and are advertised in the local newspaper. Once forwarded to the Township Council, the ordinances are discussed at a Council conference meeting, and introduced with a first reading at a regular Council meeting. They then have a second reading and are adopted after a public hearing at a regular Council meeting. All Council meetings are open to the public, are advertised in the local newspaper, and public comment is requested and recorded before such ordinances are adopted.</p> <p>The Planning Director is responsible for public notices of Planning Board meetings. The Township Clerk is responsible for public notice of all Township Council meetings and the publishing of all ordinances prior to adoption.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

The Township of Montclair will be providing an annual mailing to all residents and property owners containing important information regarding stormwater and pollution prevention. All literature mailed to property owners will also be available on the Township's website (www.montclairnjusa.org), and additional copies are available at Town Hall (205 Claremont Avenue, Montclair, New Jersey) and at the Department of Community Services (219 North Fullerton Avenue, Montclair, New Jersey).

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

The Township of Montclair will be providing an annual mailing to all residents and property owners containing important information regarding hazards associated with illicit connections and improper disposal of waste. All literature mailed to property owners will also be available on the Township's website (www.montclairnjusa.org), and additional copies are available at Town Hall (205 Claremont Avenue, Montclair, New Jersey) and at the Department of Community Services (219 North Fullerton Avenue, Montclair, New Jersey).

3. Indicate where public education and outreach records are maintained.

The Township of Montclair maintains the public education outreach records at the Township Clerk's office (205 Claremont Avenue, Montclair, New Jersey).

**SPPP Form 5 – Post-Construction Stormwater Management in New
Development and Redevelopment Program**

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>An individual "development," as well as multiple developments that individually or collectively result in:</p> <p>A. The disturbance of one-half acre or more of land since February 2, 2004; B. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004; C. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021; or D. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</p> <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>All municipal projects are reviewed by the Township Engineer to ensure that Stormwater Control Ordinance and NJDEP requirements are met.</p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>Any application for development that is considered a "major development" and requires variance approval must appear before the Planning Board or Zoning Board of Adjustment, as applicable. If an application meets the definition of a "major development" but does not require variance approval then the Township Engineer reviews the plans for conformance with Stormwater Control Ordinance and RSIS requirements.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Planning / Building Department 205 Claremont Avenue Montclair, NJ 07042</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	04/15/80	https://www.ecode360.com/7185544	No	Health Department
2. Wildlife Feeding permit cite IV.B.5.a.ii	02/28/06	https://www.ecode360.com/7185812	No	Health Department
3. Litter Control permit cite IV.B.5.a.iii	02/19/91	https://www.ecode360.com/7188124#7188124	No	Code Enforcement
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	02/19/91	https://www.ecode360.com/7188124#7188124	No	Code Enforcement
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	05/23/20 03	https://www.ecode360.com/7188124#7188067	No	Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	05/24/201 1	https://www.ecode360.com/15223548	No	Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	02/16/20 21	https://www.ecode360.com/7188228	No	Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.viii and IV.B.6.d	05/24/20 11	https://www.ecode360.com/15223534	No	Code Enforcement
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2				

Indicate the location of records associated with ordinances and related enforcement actions:

Code Enforcement Department
205 Claremont Avenue
Montclair, NJ 07042

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The Township sweeps all municipal owned curbed roads with inlets and posted speed limits of 35 mph or less, once per month, weather permitting.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

N/A

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

N/A

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

Department of Community Services
219 North Fullerton Avenue
Montclair, NJ 07042

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Municipal catch basins and storm drains are inspected annually and cleaned, maintained or repaired as deemed necessary or as required by NJPDES permit requirements.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Low lying areas such as locations within a designated FEMA flood hazard area or locations adjacent to a watercourse / water body.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
The Township inspects catch basins and storm drains located within areas of known recurring drainage problems, particularly before and after major storm events, to ensure the proper function of the system.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
The Township inspects all storm drains at a minimum once per year and will replace an inlet label if it be found damaged or missing.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Department of Community Services

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>Existing storm drain inlets are retrofitted on all municipal paving and curbing projects. Depending on the age and condition of the existing inlet, the Township will replace the inlet head and cover with NJDOT-approved bicycle safe grates and an "Eco" style inlet type N, as manufactured by Campbell Foundry. All retrofits comply with NJDEP stormwater management regulations.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>The Township Engineer inspects all inlets within the boundaries of a municipal roadway improvement project prior to construction and designates which inlets must be retrofitted. Upon completion of construction, the Township Engineer performs a final inspection to ensure that all retrofits were completed and performed in accordance with NJDEP stormwater management regulations.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>During the construction permit review process, the Township reviews an applicant's site plan to ensure that inlet retrofits are properly indicated, if required.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>Any project requiring Township approval is inspected by the Construction Official and / or the reviewing Engineer to ensure the inlets are properly retrofitted prior to issuing final approval and /or a Certificate of Occupancy.</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:
219 North Fullerton Avenue
Montclair, NJ 07042

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – **Road salt**

Intermediate products – **None**

Final products – **None**

Waste materials – **Wood chips**

By-products – **None**

Machinery – **Public Works vehicles / utility trucks / heavy equipment**

Fuel – **At-grade fueling station**

Lubricants – **None**

Solvents – **None**

Detergents related to municipal maintenance yard or ancillary operations –

None

Other –

None

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Shut the engine off and ensure that the fuel is the proper type of fuel. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overflow and fuel tanks shall not be "topped off". Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Fueling stations and storage tanks shall be inspected monthly with an ample supply of spill cleanup material kept on-site. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

2. Vehicle Maintenance

Conduct vehicle maintenance operation only in designated areas. When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor. Always use drip pans. Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use. Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses. Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors. Do not dump or dispose oils, grease, fluids, and lubricants onto the ground. Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse. Do not bury tires. Collect waste fluids in properly labeled containers and dispose of properly.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

The Township conducts vehicle washing operations on-site and runoff generated from the washing operations are collected via at-grade drain and discharged into the municipal sanitary sewer system. All records are located in the DCS offices.

4. Discharge of Stormwater from Secondary Containment

The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged. All records are located in the DCS offices.

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Montclair Township currently stores de-icing salt within a covered salt storage facility located within the DPW yard at 219 North Fullerton Avenue. At the conclusion of loading and unloading activities, inspections shall be performed to identify spilled salt. If salt or de-icing materials are spilled, personnel shall remove the materials using dry cleaning methods and all collected materials shall be either reused or properly discarded. All records are located in the DCS offices.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>N/A</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>The Township frequently cleans catch basins and performs routine street sweepings. Street sweeping and catch basin materials are stored and stockpiled on-site. Once tested, and if deemed acceptable, this material is hauled and disposed of off-site. All records are located in the DCS offices.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>The Township permits residents to dispose of yard trimmings, which are collected, hauled, and disposed of by Township personnel. Wood waste is collected and chipped by the DCS. All records are located in the DCS offices.</p>
<p>9. Roadside Vegetation Management</p>
<p>The Township does not spray any roadside vegetation.</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Department of Community Services
2. Stormwater Facility Maintenance	Every year	Department of Community Services
3. SPPP Training & Recordkeeping	Every year	Department of Community Services
4. Yard Waste Collection Program	Every 2 years	Department of Community Services
5. Street Sweeping	Every 2 years	Department of Community Services
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Department of Community Services
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Department of Community Services
8. Waste Disposal Education	Every 2 years	Department of Community Services
9. Municipal Ordinances	Every 2 years	Department of Community Services
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Department of Community Services
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Township's outfall pipes are inspected annually by DCS personnel. Additionally, when work municipal drainage work is performed in the vicinity of outfalls, the Township also performs incidental inspections. Detailed records of inspections, including, but not limited to, location of outfall, date of inspection, findings/observations during the inspection, etc., are kept on file at the DCS offices (219 North Fullerton Avenue, Montclair, New Jersey).

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

During inspection of the Township's outfalls, or after significant rainfall events, the Township reviews the condition of the outfall for erosion, turbidity, and stream scouring from the outfall pipes. Detailed records of inspections, including, but not limited to, location of outfall, date of inspection, findings or observations of scour during the inspection, recommended methods of repairs or improvements, and anticipated date of repair are kept on file at the DCS offices (219 North Fullerton Avenue, Montclair, New Jersey).

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

Municipally owned or operated outfall pipes are inspected, when required, under dry weather conditions. The inspections include, but are not limited to, visual inspection of the outfall pipe itself, concrete structure (i.e. headwall, flared end section, etc.), riprap (if present), stream channel condition, stream banks, turbidity in the water, undermining, erosion, sediment deposition, etc. If illicit connections are encountered, the Township follows the protocol in Ordinance §270-13 through §270-20, and an Illicit Connection Inspection Report Form is completed, kept on file, and submitted to the NJDEP annually.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Township of Montclair has implemented a stormwater facility program to ensure that stormwater facilities owned and operated by the Township function properly. The Township currently operates the following stormwater facilities located within the public right-of-ways: storm inlets, catch basins, and culverts. These stormwater facilities are inspected annually to ensure proper function. Additionally, high risk areas are inspected prior to and after intense rainfall events.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

BMPs installed on privately owned property is not owned or operated by the Township of Montclair. The Township has adopted and enforces provisions that requires private entities to perform the operation and maintenance of privately owned BMPs. Should proper maintenance not be performed, the property owner is subject to penalties and fines.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, as well as preventative and corrective maintenance performed, are kept on file in this SPPP, kept on file at the DCS offices (219 North Fullerton Avenue, Montclair, New Jersey).

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwg/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

There are no applicable Total Maximum Daily Loads ("TMDL") for any stream, lake, or shellfish within the Township of Montclair, per the New Jersey Department of Environmental Protection ("NJDEP") TMDL Look-Up Tool, as of the date of this SPPP revision.

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

This section is not applicable at this time. However, should the Township be required to apply a TMDL in the future, any projects related to stormwater quality improvement, or mitigation/prevention of stream erosion or stream bank destabilization on a stream that has an applicable TMDL will be given a higher priority than a similar project on a non-TMDL watercourse.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

The Township utilizes the Department of Community Services to monitor all roadways and streets for erosion and other infrastructure issues which may contribute to water pollution during normal day to day operations and patrols. All issues identified are reported to the Department of Public Works and then evaluated for solutions and repairs as deemed appropriate.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

The Township has adopted a refuse container/dumpster ordinance and can be found here: <https://ecode360.com/15223612>.