

Stormwater Pollution Prevention Plan

Borough of Victory Gardens
Morris County, New Jersey

Permit Number NJG 0149110

Annual Review Date: 7-31-2024

Program Coordinator: William D. Ryden, PE

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	William D. Ryden, PE, Borough Engineer		
Phone	973-887-2270	Email	wryden@anderson-denzler.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	William D. Ryden, PE, Borough Engineer		
Phone	973-887-2270	Email	wryden@anderson-denzler.com
Name and Title			
Phone		Email	
Other Municipal Stormwater Team Members			
Name and Title	Deborah Evans, Borough Clerk		
Phone	973-361-8121	Email	clerk@victorygardensnj.gov
Name and Title	Hector Lorenzo, DPW		
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Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
12-2020	Forms 1-14	Per DEP's request

Form 3 – Public Announcements*Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
<p style="text-align: center;">www.victorygardensnj.gov</p>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<p style="text-align: center;">Deborah Evans, Borough Clerk</p>
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>Newspapers include the Morris County Daily Record. The Borough maintains an active website. Mailers are included with annual tax bills.</p>

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

Part IV.E.

<p>1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>Major development is new development that will ultimately result in the disturbance of one or more acres of land, or increase impervious surfaces by one-quarter acre (or 10,890 square feet) or more. "Development" means: Construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or structure; mining, excavation or landfill; or use/change in use of any building, other structure, land or extension of use of land that requires permission under the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.). "Disturbance" means the addition of impervious surface (e.g. pavement); exposure or movement of soil or bedrock (e.g. grading, excavation); or clearing, cutting, or removing vegetation.</p>
<p>2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.</p>
<p>The Borough's SCO is the same as the model SCO.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Since the EDPA, Victory Gardens has not constructed any new development or redevelopment projects on Borough property. If Victory Gardens decides to construct any new development or redevelopment projects on Borough property we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.</p> <p>Our Planning Board and Borough Attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will draft a municipal Stormwater Management Plan and municipal stormwater control ordinance similar to that sample and model. We will meet with the county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our Planning Board and Borough Council, and will be submitted to the county planning agency for approval.</p> <p>Once approved, the ordinance, which will be administered by our Planning Board, Zoning Officer and the Borough Engineer, will control stormwater from non-residential development and redevelopment projects. When it is necessary to implement the municipal Stormwater Management Plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.</p> <p>For any BMP that is installed in order to comply with the requirements of our post-construction program, Victory Gardens will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, The Borough intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.</p> <p>The Borough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Victory Gardens expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.</p>

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.
The Borough does not have a mitigation plan at this time. All Land Use records are maintained by the Planning Department.
5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
Stormwater Control Ordinance 4-9-2024
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
May 2005 October 16, 2018

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	09/27/05	Yes	Code Enforcement and Police	\$ ___
2. Wildlife Feeding	09/27/05	Yes	Code Enforcement and Police	\$ ___
3. Litter Control	09/27/05	Yes	Code Enforcement and Police	\$ ___
4. Improper Disposal of Waste	09/27/05	Yes	Code Enforcement and Police	\$ ___
5. Yard Waste	09/27/05	Yes	Code Enforcement and Police	\$ ___
6. Private Storm Drain Inlet Retrofitting	06/26/12	Yes	Code Enforcement and Police	\$ ___
7. Illicit Connections	09/27/05	Yes	Code Enforcement and Police	\$ ___
8. Privately-Owned Salt Storage	11/14/23	Yes	Code Enforcement and Police	\$ ___
9. Tree Removal- Replacement		Pending	Code Enforcement and Police	\$ ___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
N/A				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Records are found in the Clerk's office. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and summonses will be issued for subsequent offenses.				

Form 6 – Street Sweeping*Part IV.F.2.a.i. and ii.*

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
 - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
 - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Victory Gardens intends on maintaining its existing street sweeping program, which includes sweeping all streets within the Borough three times per year and additionally as necessary.

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

No other service is used at this time.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

a. Municipal inlets without permanent wording cast into the design have been labeled with either a durable medallion or painted stencil on the inlet or adjacent curb. These labels are inspected annually during regular DPW operations. Medallions and/or stencils are replaced by the DPW crew if found to be missing or illegible.

b. Municipal storm drain inlets are retrofit during municipal, county, and state road resurfacing or reconstruction activities. A municipal inlet retrofitting program will be conducted from 2024 through 2027 to ensure all inlets are replaced or retrofit by January 1, 2028 per updated permit requirements. Private storm drain inlet retrofitting required by the Borough's "Private Storm Drain Inlet Retrofitting" ordinance and is the responsibility of the private owner. The DPW monitors private paving and repair activities to ensure adjacent inlet structures are retrofit according to permit requirements. Annual maintenance and repair reports are reviewed by the Borough Engineer, and non-compliant inlets are identified for follow-up retrofitting.

c. New municipal inlets are designed by the Borough Engineer to conform with current permit requirements for catch basins/BMPs. Proposed private inlets are reviewed during plan development by the Board Engineer for permit compliance. Construction is monitored by the Borough Engineer to ensure plan conformance.

d. All municipal storm drain inlets are inspected at least annually by DPW staff. Debris and material found to be clogging an inlet is removed by DPW staff and properly disposed.

2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

a. Catch basins are inspected annually using a flashlight. When significant debris accumulation is noted, a measuring pole may be used to get an accurate measurement of accumulation.

b. If the catch basins have accumulated debris, is removed by hand. An estimate is made of the volume of debris removed for record-keeping purposes, and then the debris is properly disposed.

3. Municipal Conveyance System

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

Roadside ditches and swales are monitored by DPW staff while out conducting regular Borough maintenance. Trash and excessive debris is removed immediately. Stormwater pipes are cleaned by a contractor using a vacuum truck during adjacent road improvement projects. Storm sewer back ups and clogs are investigated as soon as they are noted and/or reported. If the clog is determined to be caused by debris within a pipe, the pipe is cleaned within three weeks by the DPW or an independent contractor.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

The one outfall is inspected at least once every year. The inspection includes evaluation of the pipe condition, bank stability and identification of any stream scouring caused by the outfall. Photographs are taken if possible.

The department's Outfall Inspection Form is utilized for municipal outfall inspection and recordkeeping.

If stream scouring is identified, remedial action is taken as soon as possible, and within 12 months.

The Department Stream Scouring Investigation Recordkeeping Form is utilized for each incidence of stream scouring identified. The Borough Engineer is consulted regarding appropriate repair and remediation methods. Stream scouring restoration is made in accordance with the following: Standards for Soil Erosion and Sediment Control in New Jersey.

Requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13.

Requirements in accordance with N.J.A.C. 7:8.

Borough Stormwater Control Ordinance.

Residential Site Improvement Standards.

Records under this category are maintained by the Borough Engineer.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

The one outfall is inspected at least once every year. The illicit connection inspection is conducted during a dry weather period (72 hours following a rain event). If evidence of dry-weather flow is found, the upstream source is investigated. If an illicit connection is identified, the entity responsible for the source is notified of its violation and ordered to remove the illicit connection. The Borough Engineer is notified if needed. If the source cannot be identified, the NJDEP Enforcement Inspector and MS4 case manager are notified.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

There are none.

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

Private facility owners will be notified, via USPS, of their maintenance and reporting obligations. Annual reporting is due to the Borough Engineer no later than December 31 of each calendar year. Reporting should include the following information at minimum: (1) Facility type and location; (2) Facility inspection date(s); (3) Date(s) and description of maintenance activities performed; and (4) Date(s) and description of any repairs made. The private stormwater facility owners are required to maintain the stormwater facilities in accordance with the practices described in the BMP Manual. NJDEP inspection forms may be utilized for reporting purposes.

8. Infrastructure Records

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

Records are kept at the Borough Clerk's office, and shared with the Borough Engineer.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>The Borough does not utilize herbicides for management of vegetation.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Within three days (72 hours) of a storm event where de-icing is required on municipal roadways, the DPW crew surveys salted routes and shovels up excess salt piles that remain. The excess salt is reused if possible; otherwise it is properly disposed. The DPW staff are trained to minimize deposits of excess salt during de-icing operations.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>The DPW performs roadside grass trimming using mowers that mulch the clippings back onto the grassed areas. Grass trimmings are not blown or deposited into storm drain inlets or other stormwater facilities.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>During its routine maintenance activities, the DPW crew inspect the roadside for signs of erosion and sedimentation. All roadside areas are evaluated at least once per year. If erosion is detected that can be remediated by planting or re-establishing vegetation, the DPW makes the repair within 90 days. If more extensive repairs are required, such as installation of rip rap, the Borough Engineer is notified.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

1. Site Name and Address	
Municipal Garage 337 South Salem Street Dover, NJ 07801	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly site inspections are required by the MS4 permit. At least once monthly, the DPW Supervisor inspects all aspects of the maintenance yard. The inspector ensures that stormwater protection measures are in place, including but not limited to: fuel tanks are secure and not leaking; machinery stored outside is not leaking substances; materials stored outside are completely covered and tarps are in good condition; containers and dumpsters are covered; secondary containment structures are properly secured; other. Inspection logs are kept on site at the DPW yard, and copies are provided annually to the Borough Engineer.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
	Dumpsters

4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.
Any stormwater that must be drained will be pumped and hauled to an appropriate wastewater receiver.
5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.
No.
6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.
No maintenance or repair performed on-site.
7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.
Vehicles are washed at commercial car wash facilities.

<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Salt stored inside the municipal garage.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Street sweepings to be stored inside municipal garage in a small dumpster.</p>

<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No.</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>No.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
When the permit-required SPC training webinars hosted by NJDEP become available, both the SPC/Borough Engineer will complete this training at least once per permit cycle.	
Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	At least once per year, the Borough Engineer provides SPPP training for municipal staff via e-learning and/or in-person meetings. This training typically occurs when the SPPP is updated, at the time of MSRP annual report preparation, and throughout the year if specific questions or issues arise. Intensive training occurs with every new MS4 permit cycle. The Borough Engineer reviews new permit requirements and changes to existing permit requirements. The Borough Engineer distributes a comprehensive summary to the municipal SPC, Clerk, Public Works Superintendent, Governing Body Members, Board Members, and Board Professionals. The Borough Engineer meets with a subcommittee to review implementation measures and schedules.
Construction Site Stormwater Runoff	The Borough Engineer, and designated inspectors from their office, perform construction inspection for development (major and otherwise) in Victory Gardens. These individuals are trained regarding Soil Conservation District standards, soil erosion and sediment control methods, non-compliance reporting, and the need for NJDEP 5G3 permit authorization.
Post-Construction Stormwater Management in New and Redevelopment	The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding construction, maintenance and operation of municipal stormwater management facilities. Webinars are available from NJDEP and
Community-wide Ordinances	Municipal departments responsible for enforcement of each community-wide ordinance provide training to pertinent staff.
Community-wide Measures	The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding pollution prevention and good housekeeping measures related to street sweeping, storm drain inlets, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/

<p>Stormwater Facilities Maintenance</p>	<p>The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding inspection, maintenance and repair of municipal stormwater infrastructure. The required inspection frequency is reviewed, as well as facility-specific information for various types of stormwater facilities present in the Borough. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p>
<p>Municipal Maintenance Yards and Other Ancillary Operations</p>	<p>The Department of Public Works Superintendent provides annual in-person training to DPW staff regarding maintenance and operation at the Borough DPW yard. The required inspection frequency is reviewed, as well as BMP measures taken at the DPW yard to implement MS4 permit requirements.</p>
<p>MS4 Mapping</p>	<p>The Borough Engineer, ensures that staff receives appropriate training to develop the Borough MS4 Infrastructure Map according to permit requirements.</p>
<p>Outfall Stream Scouring</p>	<p>The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding scour at municipal outfalls. The outfall location map is reviewed. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding detection and elimination of illicit discharge. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p>

<p align="center">Stormwater Management Design Reviewers</p>	
<p>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</p>	<p>Per MS4 permit requirements, individuals who review and approve stormwater management designs for major development on behalf of the municipality are required to attend the NJDEP Stormwater Management Design Review (SWMDR) course at least once every five (5) years. These individuals also must take NJDEP training following amendments to the stormwater management rules at N.J.A.C. 7:8. The Planning Board Engineer and Borough Engineer comply with the training requirements listed above.</p>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Per MSA permit requirements, municipal Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the training listed below. This includes Planning Board Members and Council Members who serve as liaisons to the Boards. Initial Training "Asking the Right Questions in Stormwater Review Training Tool" https://nj.gov/dep/stormwater/arq/</p> <p>Once per term of service thereafter, review at least of the the following training tools accessed from the following link: https://dep.nj.gov/stormwater-training/#\$reviewers-training Stormwater Management Rules Applicability Stormwater Management Planning Stormwater Management Rules Design & Performance Stormwater Management Rules Safety Stormwater Management Through General Permit for MS4s</p>

Training Records
Indicate the location of training records for the above required training.
Records of training are located at the offices of the Borough Clerk.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
Pending; EDPA + 36 months	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	One
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	Pending
c. MS4 interconnections	Pending
d. MS4 storm drain inlets	61
e. MS4 manholes	Pending
f. Length of conveyance (channels, pipes, ditches, etc.)	Pending
g. MS4 pump stations	None
h. MS4 stormwater facilities (any that are not listed above)	none
i. Maintenance yard(s) and other ancillary operations	Pending
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The existing Outfall Map is reviewed annually by the Borough Engineer and updated if, during the past calendar year, new municipal outfalls were constructed or identified. If new information is added to the map, the new data is submitted to the Borough's MS4 Case Manager.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The comprehensive MS4 Infrastructure Map is under development. The Borough Engineer is coordinating with the DPW and other municipal leaders to systematically inventory all MS4 components. Once fully developed, the map will be reviewed annually by the Borough Engineer. If/when new municipal MS4 structures are identified or modified, the DPW Superintendent will notify the Borough Engineer. The Borough Engineer also monitors new construction in the Borough and will inventory any new MS4 infrastructure installations. The Borough Engineer will coordinate all necessary updates to the MS4 Infrastructure Map. New data will be submitted to the Borough's MS4 Case Manager.</p>	

Form 12 – Watershed Improvement Plan***Part IV.H.***

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Borough is beginning the inventory page of Watershed Improvement Plan (WIP). The Borough Engineer is leading the effort to identify and geolocate the following: Drainage areas and receiving waterbodies for all outfalls. Water quality classification for receiving waterbodies. Up-to-date TMDL and water quality impairment areas. Impervious area. Location, ownership and type of private SWM facilities.
2. Describe any regional projects or collaboration efforts with other municipalities.
None.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All meeting notices, agendas, minutes and other public records will be kept in the office of the Municipal Clerk.