

# Stormwater Pollution Prevention Plan

*Township of Freehold*

*Monmouth County*

*Permit Number NJG0150797*

*Annual Review Date: 4/22/2024*

*Stormwater Program Coordinator: Matthew J. Bryant*

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Matthew J. Bryant, Township Engineer	
Phone	732-294-2070	Email	mbryant@twp.freehold.nj.us
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Matthew J. Bryant, Township Engineer	
Phone	732-294-2070	Email	mbryant@twp.freehold.nj.us
Name and Title		Edward Broberg, T&M Associates, Consultant to the Township	
Phone	732-671-6400	Email	ebroberg@tandmassociates.com
Name and Title		Dennis Dayback, T&M Associates, Consultant to the Township	
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Name and Title		Andrew Denbigh, T&M Associates, Consultant to the Township	
Phone	732-671-6400	Email	adenbigh@tandmassociates.com
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Scott Higgins, Superintendent of Public Works	
Phone	732-294-2182	Email	shiggins@twp.freehold.nj.us
Name and Title		Paul Vitale, Construction and Code Official	
Phone	732-294-2052	Email	pvitale@twp.freehold.nj.us
Name and Title		Todd Brown, Zoning Official	
Phone	732-294-2068	Email	tbrown@twp.freehold.nj.us
Name and Title		Michael J. Ventresca, Public Works Inspector	
Phone	732-294-2072	Email	mventresca@twp.freehold.nj.us
Name and Title		John Tuohy, Drafting Technician/GIS Specialist	
Phone	732-294-2077	Email	jtuohy@twp.freehold.nj.us
Name and Title		Sanabel Abouzeina, Township Clerk	
Phone	732-294-2011	Email	sabouzeina@twp.freehold.nj.us
Name and Title		Andrew J. Ball, Township Attorney	
Phone	732-410-2322	Email	aball@respondlaw.com
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
12/05/2019	All	Updated per latest NJDEP SPPP Forms reflecting new conditions in Tier A MS4 NJPDES Permit.
12/11/2019	10	Updated per NJDEP Email dated 12/6/19 related to pre-treatment device at DPW.
03/27/2020	1, 4, 6, 10, 12	Updated forms as a result of 2/14/20 meeting and training session w/SPPP Team Members.
04/30/2020	6	Updated response to “Was the DEP Model Ordinance adopted without change?”
04/29/2021	6	Updated Stormwater Control Ordinance adoption date to reflect new G.I. requirements.
04/26/2022	6	Updated Stormwater Control Ordinance website URL.
04/27/2023	1, 2, 3, 11, 12, 13	Updated SPPP Team Members (Form 1), Revision History (Form 2), Update Stormwater Website Links (Form 3), Design Review Certification List (Form 11), Outfall Map Info (Form 12), Updated Private Stormwater Facilities Maintenance Section (Form 13).
04/22/2024	All Forms	Updated SPPP to most recent template.
05/09/2024	10	Updated Form 10 to reflect Stormwater Management Rule Amendment training held on 05/09/2024.
09/23/2024	5	Updated Form 5 to reflect the adoption information for the Tree Removal-Replacement Ordinance.
12/30/2024	5	Updated Form 5 to reflect the adoption information for the Tree Removal-Replacement Ordinance.

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://twp.freehold.nj.us/234/Stormwater-Management-in-Freehold">https://twp.freehold.nj.us/234/Stormwater-Management-in-Freehold</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Freehold Township IT Department in collaboration with the Township Engineer’s office.
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.
<ul style="list-style-type: none"><li>• A letter from the Mayor is sent annually reminding residents of all the ordinances that are in place to prevent stormwater pollution.</li><li>• The NJDEP “Solutions to Stormwater Pollution” brochure is distributed annually with the tax bill.</li><li>• NJDEP Stormwater Display Posters are at the following locations:<ul style="list-style-type: none"><li>○ Water and Sewer Department – 68 Jackson Mills Road</li><li>○ Department of Public Works – 66 Jackson Mills Road</li><li>○ Michael J. Tighe Park Recreation Office – 65 Georgia Road</li><li>○ Municipal Building (Foyer and 2<sup>nd</sup> Floor outside of Engineering Office – 1 Municipal Plaza)</li><li>○ Route 9 Bus Shelters</li></ul></li><li>• The Freehold Township website provides links to the Stormwater Management Plan, Stormwater Ordinances, etc.</li><li>• Annual Township events such as Freehold Township Day and National Night Out are used as a platform for providing information related to stormwater regulations. These events are advertised on the Township website (<a href="http://twp.freehold.nj.us/">http://twp.freehold.nj.us/</a>) and on mobile billboard trailers outside of the Township Municipal Building around the time of each event. At events such as these, stormwater brochures, literature, giveaways and displays are provided for the public at designated tables/booths. The tables are staffed with representatives of the Township to answer any questions from the public.</li></ul>

## 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>Any development that provides for ultimately disturbing one or more acres of land. "Disturbance" for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of 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 Township Stormwater Control Ordinance (SCO) is the same as the NJDEP’s 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>
<ol style="list-style-type: none"> <li>1. Site Plan, Subdivision or Variance Applications are submitted to the Planning Board Office. The Planning Board Administrative Officer ensures that the application is complete with all required documentation including but not limited to plans, stormwater management reports, etc.</li> <li>2. Planning Board Administrative Officer consults with Township Engineer regarding the required professional reviews of the application (i.e. stormwater, traffic, sanitary sewer, water, health, etc.).</li> <li>3. The Township Engineer determines if the application meets the requirement of a major development by Township Standards or NJDEP Standards (NJAC7:8).</li> <li>4. Planning Board Administrative Officer distributes application package (w/plans, reports, etc.) to consultants for review. Both the Township Engineering Office and the Township’s Stormwater Consultant (T&amp;M Associates) review the project for compliance with all stormwater regulations (Township Ordinance, NJAC7:8, and RSIS where applicable).</li> <li>5. Professional review reports are submitted back to the Planning Board Administrative Officer and a Technical Review Committee (TRC) meeting is held with the Township Professionals and Application to discuss all stormwater review comments (in addition to other technical comments).</li> <li>6. Applicant revises the plans, reports, etc. based upon the consultant reviews and TRC meeting and resubmits for a 2nd review.</li> <li>7. Once all technical comments are addressed, the applicant is scheduled for a Planning Board Hearing Date.</li> <li>8. Subject to approval by the Planning Board, the applicant is required to comply with the conditions of the resolution approval. At that time, the applicant submits the plans for resolution compliance review which includes stormwater maintenance requirements including but not limited to an Operations &amp; Maintenance (O&amp;M) Manual for all stormwater basins and infrastructure.</li> <li>9. The Township Engineer's Office and Stormwater Consultant reviews the plans and O&amp;M Manual for compliance with all stormwater maintenance requirements.</li> <li>10. Once all comments are addressed the plans may be signed and construction may commence.</li> <li>11. During construction, the installation of all stormwater infrastructure, basins, etc. are inspected for compliance with the signed plans.</li> </ol>

<p>12. Post construction, the Township Engineer's Office is responsible for ensuring the property owner is completing long term maintenance of the basins and associated stormwater infrastructure in accordance with the submitted O&amp;M manual.</p>
<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.</p>
<p>Yes, the stormwater management plan includes a mitigation strategy in the case a variance or exemption of a design or performance standard is sought by an applicant. However, variances from the requirements of the Township's Stormwater Control Ordinance are discouraged. These documents are kept in the Engineering and Planning Departments.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>9/13/2005 by Ord. No. O-05-30  12/27/2005 by Ord. No. O-05-48  2/28/2006 by Ord. No. O-06-10  12/22/2015 by Ord. No. O-15-26  2/9/2021 by Ord. No. O-21-2</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>Date of Adoption: 3/3/2005  Revised: August 2006</p> <p>The Township is currently in the process of requesting proposals from engineering consultants to reexamine and update the Freehold Township Stormwater Management Plan.</p>

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	2/28/2006	Yes (with minor changes)	Code Enforcement Officer/Health Officer/Police Dept.	<i>Up to \$2,000 per violation</i>
2. Wildlife Feeding	2/28/2006	Yes (with minor changes)	Code Enforcement Officer/Health Officer/Police Dept.	<i>Up to \$2,000 per violation</i>
3. Litter Control	2/28/2006	Yes (with minor changes)	Code Enforcement Officer/Police Dept.	<i>Up to \$2,000 per violation</i>
4. Improper Disposal of Waste	2/28/2006	Yes (with minor changes)	Code Enforcement Officer/Township Engineer	<i>Up to \$2,000 per violation</i>
5. Yard Waste	2/28/2006 & 8/25/2009	Yes (with minor changes)	Code Enforcement Officer	<i>Up to \$2,000 per violation</i>
6. Private Storm Drain Inlet Retrofitting	8/25/2009	Yes (with minor changes)	Code Enforcement Officer/Police Dept./Township Engineer	<i>Up to \$2,000 per violation</i>
7. Illicit Connections	2/28/2006	Yes (with minor changes)	Code Enforcement Officer/Township Engineer	<i>Up to \$2,000 per violation</i>
8. Privately-Owned Salt Storage	4/30/2024	Yes	Code Enforcement Officer/Police Dept.	<i>Up to \$2,000 per violation</i>
9. Tree Removal- Replacement	6/12/2024	Yes (with minor changes-increased minimum size of replacement trees)	Code Enforcement Officer	<i>Up to \$2,000 Per violation</i>

**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.**

Refuse Container/Dumpster Ordinance, adopted on 8/25/2009. Entity responsible for enforcement would be Code Enforcement Officer/Police Dept. with up to a \$2,000 fine per violation.

**Indicate the location of records associated with ordinances and related violations and enforcement actions below.**

Ordinances are kept with the clerk's office. Related enforcement actions are kept with the department who made the enforcement action (i.e. zoning office, police department, and engineer's office). Zoning enforcement actions are also stored on Geo3.0, which is a cloud based municipal management software program.

## 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.*

The Township sweeps all roads in accordance with Part IV.F.2.a.i. and ii, three times per year (every 4 months) for roadways with storm inlets and a minimum of 1 time per year for roads without storm inlets. Please see Recycling Sectors Map (attached).

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

The Township Department of Public Works (DPW) owns 1 street sweeper and has a dedicated employee that operates it throughout the year. Street sweeping is not outsourced.

**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. The Department of Public Works (DPW) has labeled inlets without permanent wording cast into the design with a stick-on medallion. The DPW during leaf & brush pickup confirms that all medallions are replaced if damaged.

b. As part of the Township’s annual road overlay program all castings are removed and replaced with NJDEP Approved Eco Type “N” curb pieces with the words “Dump No Waste-Drains to Waterway” stamped in the curb piece. Additionally, all grates are replaced with NJDOT Bicycle Safe grates. Freehold Township Ordinance 270-30 et. Seq. requires retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property to prevent the discharge of solids and floatables to the municipal separate storm sewer systems. This includes the replacement of inlet castings with NJDEP Approved Eco Type “N” curb pieces with the words “Dump No Waste-Drains to Waterway” and replacement of grates with NJDOT Bicycle Safe grates.

c. All retrofitted inlets are NJDEP Approved Eco Type “N” curb pieces with restricted openings to stop/collect solids from entering the storm drainage system. Any newly installed inlets shall meet NJDEP required BMP’s.

d. All storm drain inlets are inspected annually. The inspection occurs during street sweeping, brush pickup, leaf pickup and during occasional supervisor oversight inspections. If the inspection reveals the need for cleaning, maintenance or restoration a work order is created and the inlet is subsequently cleaned, maintained or fixed accordingly.

**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. The Township DPW inspects both inlets and catch basins at the same time. All storm catch basins are inspected annually. The inspection occurs during street sweeping, brush pickup, leaf pickup and during occasional supervisor oversight inspections.
- b. If the inspection reveals the need for cleaning, maintenance or restoration a work order is created and the inlet is subsequently cleaned, maintained or fixed accordingly. The criteria warranting cleaning includes sediment or debris buildup covering the invert of the connecting pipe.

**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.

During inspection of catch basins and inlets, if there is evidence of excessive sediment or blockage in the connecting pipes, the conveyance system will be jetted and camera inspected by the DPW with assistance from the Utility Department.

#### **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.

During the outfall inspection process, each outfall shall be evaluated for scouring. All locations exhibiting signs of scouring will be placed on a prioritized list and associated repairs or restoration will be scheduled within the limitations of the existing municipal budgets. The Township has completely restored the Rose Court outfall and has put out to bid a project to restore 3 additional outfalls (Fox Chase Court, Kings Mountain Road & Cedar Court).

#### **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.

Outfall inspections shall occur during dry weather. During the physical outfall inspection process, each outfall shall also be evaluated for dry weather flows and illicit discharges.

During the initial mapping and inspection completed for all outfalls, the NJDEP Illicit Connection Inspection Report Form was utilized. These forms are on file with our SPPP records in the Engineering Department. Outfall pipes that were found with dry weather flow or evidence of an intermittent non-stormwater flow were rechecked to determine if an illicit connection existed. During initial mapping and inspection, 18 locations exhibited dry weather flows. Of those 18 locations only 4 locations continued to have flows upon re-inspection. The NJDEP Illicit Connection Inspection forms for these 4 outfall locations (A3, B15, B56 and B59) and associated Chlorine Testing Data were attached.

[4/27/2023 Updated] Upon recent (2020) inspections there were other locations noted with dry weather flows. The Township Engineering staff will be investigating these locations in more detail in the dry months of Summer 2023.

[4/22/2024 Updated] Any confirmed illicit connections will be recorded on NJDEP Illicit Connection Forms. This is an ongoing process that is being coordinated with Engineering Department staff. In the future we will be looking into hiring a consultant to assist us with this task.

**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.

Freehold Township maintains a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Freehold Township operates facilities including but not limited to infiltration basins, detention basins, storm drains, catch basins, etc. The Department of Public Works inspects and maintains all owned and operated basins and associated stormwater infrastructure on an on-going basis ensuring that they are operational, clean and functioning correctly.

Additionally, the Township’s contract for “Grass Cutting and Related Maintenance” includes grass cutting of detention basins and associated maintenance including but not limited to removal of leaves, paper, trash, branches, and other man-made and natural material which may have accumulated within the limits of the cutting area, particularly at trash racks, low flow channels, and points of stormwater inflow.

**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.

Currently the Township Engineering department obtains Operation & Maintenance (O&M) Manuals from all developments which appear before the Planning Board. Prior to being released from performance and/or maintenance bond we require submission of maintenance and inspection logs.

As required in the latest stormwater permit (Part IV C1 (b)), for properties developed February 7, 1984 or later, the Township has implemented a program to obtain maintenance records for stormwater infrastructure. This program consists of mailings and outreach requesting maintenance and inspection logs with provided sample maintenance records tailored to each property. A log of all developments and status of records with contacts made to obtain the records is kept in the engineering department. If private property owners are not responsive, the Township will utilize secondary notices in addition to permitted enforcement measures to obtain the required information (i.e. notice of violations).

**8. Infrastructure Records**

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

Records related to Township owned stormwater facilities are kept with the Department of Public Works.

Records related to privately owned stormwater facilities are kept with the Engineering Department.

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
Generally, Freehold Township does not apply herbicides for de-vegetation practices. The only instance where they are used are within the fertilizers that are applied to the sports fields at the public parks. The steps taken to prevent herbicides from being washed into the waters of the State consist of refraining from applying these materials during rain and periodically checking weather forecasts to ensure adequate drying time for any materials applied.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
The Freehold Township DPW staff are trained to shovel up any salt piles immediately and return them to the salt storage shed.
<b>3. Roadside Vegetative Waste</b> 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.).
When the DPW staff is mowing along municipal roads or on municipal properties, a mower bag is not utilized. Instead, the debris chute is directed away from the road or parking areas where it could potentially flow into a storm drain.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
DPW staff will check for erosion issues along municipal roadways during street sweeping, brush pickup, leaf pickup and during occasional supervisor oversight inspections. On many occasions, residents will call the DPW to report issues with erosion or backups which would cause excess water to collect on their property and the surrounding area. Work orders are generated and the issues are handled by DPW staff.

# 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*

<b>1. Site Name and Address</b>	
Department of Public Works (DPW) 66 Jackson Mills Road Freehold, NJ 07728	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>The Municipal Maintenance Yard (MMY) at the DPW is inspected on a monthly basis. This also includes areas outside of those exclusively meant for daily operations, vehicles, material storage, etc. Log books with inspection information are kept onsite in the DPW office. As activities and operations are conducted on a daily basis, the staff at the MMY are always aware of the conditions around them. The offices of the DPW Director, the Road Supervisors, and the Mechanic’s Department are all onsite at the MMY. They come into contact with every situation that arises and work diligently to correct any issues immediately.</p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Sand	Backhoes
¾” Clean Stone	Front-End Loaders
D.G.A.B.C.	
Bank Run Gravel	
Brush	
Street Sweepings	
Catch Basin Cleanout Debris	
Mulch	

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>Any containers that are not able to be stored indoors and are stored outside in Secondary Containment areas are clearly labeled. They are also protected from the weather and are kept on platforms or pallets so that they are not sitting directly on the ground. Spill kits and/or drip pans are stored nearby in a protected area. Any outside bulk liquid storage is located in areas that are able to contain spills to prevent contamination of any areas outside of the spill location.</p>
<p><b>5. Fueling Operations</b> 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.</p>
<p>Records associated with fueling operations are maintained at the DPW office. In compliance with 40 CFR 112, the Freehold Township Department of Public Works has a Spill Prevention, Control and Countermeasure (SPCC) Plan dated September 2016 and prepared by Mott MacDonald. This plan is located with the Department of Public Works and the Engineering Department.</p> <p>The following additional procedures are implemented at the DPW during all fueling operations as required in Attachment E of the Tier A MS4 NJPDES Permit:</p> <ul style="list-style-type: none"> <li>• Vehicle and Equipment Fueling: <ul style="list-style-type: none"> <li>○ Shut off engine.</li> <li>○ Ensure that the fuel is the proper type of fuel.</li> <li>○ Absorbent spill clean-up materials and spill kits are available in the fueling area and on mobile fueling vehicles and shall be used and disposed of properly.</li> <li>○ Nozzles used in vehicle and equipment fueling are equipped with an automatic shut-off to prevent overfill.</li> <li>○ Mobile fueling shall be minimized. Whenever practical, vehicles and equipment are to be transported to the designated fueling areas in the yard.</li> <li>○ Clearly posted in the refueling area of the facility are instructions for the safe operation of fueling equipment and the appropriate contact information for emergency spill response.</li> </ul> </li> <li>• Bulk Fueling: <ul style="list-style-type: none"> <li>○ Drip pans or absorbent pads are used under all hose and pipe connections and other leak prone areas during bulk transfer.</li> <li>○ Storm sewer inlets are properly blocked, tank trucks used for bulk transfer are confined with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.</li> <li>○ Protect fueling areas with berms and/or dikes to prevent run-on, runoff and to contain spills.</li> </ul> </li> </ul>

- A trained employee is always present to supervise during bulk transfer.
- Spill Response:
  - Conduct cleanups of any fuel spills immediately after discovery in accordance with the Spill Prevention, Control & Countermeasure plan.
  - Uncontained spills are to be cleaned using dry cleaning methods only. Spills are to be cleaned up with a dry, absorbent material and absorbent materials shall be swept up.
  - Collected waste is disposed of properly.
- Maintenance and Inspection:
  - Fueling areas and storage tanks are inspected monthly.
  - An ample supply of spill cleanup material is always on site.
  - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

**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.

Records associated with Vehicle Maintenance are maintained at the DPW office. The following procedures are implemented at the DPW during vehicle maintenance as required in Attachment E of the Tier A MS4 NJPDES Permit:

- Typical Standards:
  - Conduct vehicle maintenance operations only in designated areas.
  - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved or concrete 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 from 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 of oils, grease, fluids and lubricants onto the ground.
  - Do not dump or dispose of batteries, used oil, antifreeze and other toxic fluids into the storm drain or watercourse.
  - Do not bury tires.
  - Collect waste fluids in properly labeled containers and dispose of properly.
- Spill Response and Reporting:

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drums.
- Conduct clean-ups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Maintenance and Inspection:
  - Periodically check for leaks and damaged equipment and make repairs as necessary.

**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.

Equipment and vehicles are washed at the Monmouth County Wash Facility.

**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.

Records associated with Salt and De-Icing Material Storage and Handling are maintained at the DPW office. All salt is stored indoors in a permanent salt storage shed at the rear of the DPW yard. The following procedures are implemented at the salt storage area of the DPW yard as required in Attachment E of the Tier A MS4 NJPDES Permit:

- Salt is to be stored exclusively indoors.
- Regular inspections and maintenance of the storage area shall be performed.
- Loading and unloading shall be conducted during dry weather (if possible), in a manner to prevent and/or minimize spillage, and in a proximity where loader travel distance between the storage shed and the spreading vehicle is minimal.
- Sweeping of the storage area shall be performed on a regular basis, immediately after loading and unloading is complete (when practical) and in any instance where material is tracked away from storage areas.

<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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>
<ul style="list-style-type: none"> <li>• Records associated with Aggregate Material and Construction Debris Storage are maintained at the DPW office.</li> <li>• The DPW stores aggregate in a manner that allows stormwater run-off to be directed towards an existing pretreatment device (Vortechs Model 4000) within the DPW yard. After run-off passes through the pretreatment device it passes through the detention basin with a rip rap low flow channel and outlet control structure prior to entering any water bodies.</li> <li>• The following additional procedures as described in Attachment E of the Tier A MS4 NJPDES Permit are also applicable. <ul style="list-style-type: none"> <li>○ The area in front of the storage areas shall be swept clean after loading/unloading.</li> <li>○ Sand, top soil, and processed aggregate shall maintain a 50-foot setback from surface water bodies and/or ditches or others stormwater conveyance channels.</li> <li>○ It should be noted that road millings are not stored at the DPW yard, however if millings are stored in the future they must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see <a href="http://www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf">www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf</a>) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.</li> </ul> </li> </ul>
<p><b>10. Cold Patch Asphalt</b> 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>Cold patch asphalt is not stored on site, the DPW road crew obtains hot mix asphalt from the plant when making roadway repairs.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> 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>Records associated with Street Sweepings, Catch Basin Clean Out and Other Material Storage are maintained at the DPW office. The following procedures shall be implemented at the DPW yard as required in Attachment E of the Tier A MS4 NJPDES Permit:</p> <ul style="list-style-type: none"> <li>• Road cleanup materials (street sweepings, storm sewer clean out materials, etc.) must be stored temporarily and ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” (<a href="http://www.nj.gov/dep/dshw/rrtp/sweeping.htm">www.nj.gov/dep/dshw/rrtp/sweeping.htm</a>).</li> <li>• Road cleanup materials placed into temporary storage must be, at a minimum: <ul style="list-style-type: none"> <li>○ Stored in leak-proof containers or on an impervious surface and covered with a waterproof material that is contained (bermed with hay bales) to control leachate and litter; and stormwater run-on or run-through; and</li> <li>○ Removed for disposal (in accordance with the above) within six (6) months of placement into storage.</li> </ul> </li> </ul>

**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.

- Records associated with Yard Trimmings and Wood Waste Management Sites are maintained at the DPW office.
- The DPW typically stores minimal brush and/or mulch on site. However, when brush or mulch is stored on site it shall be stored in a manner that allows stormwater run-off to be directed towards an existing pretreatment device (Vortechs Model 4000) or swale and then through an existing water quality detention basin within the DPW yard. After run-off passes through the pretreatment device it passes through the detention basin with a rip rap low flow channel and outlet control structure prior to entering any water bodies.
- The following additional procedures shall be implemented at the DPW yard as required in Attachment E of the Tier A MS4 NJPDES Permit:
  - Yard trimmings or wood waste management sites must be operated in a manner that diverts stormwater away from yard trimmings and wood waste management operations and minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.
  - Windrows, staging and storage piles of yard trimmings and wood waste shall be constructed in a manner that materials contained in the windrows, staging and storage piles (processed or unprocessed) do not enter waterways of the state, are located on ground which is not susceptible to seasonal flooding, and in a manner that prevents stormwater run-on and leachate run-off (pretreatment device or swale and water quality detention basin).
  - There shall be no dry weather run-off that reaches a municipal stormwater sewer system (e.g. excessive wetting of the piles by the site operator).
  - Trash is shall not be permitted in yard trimmings or wood waste upon receipt.
  - The yard trimmings and wood waste shall be monitored for trash on a routine basis. Any trash shall be stored in leak-proof containers or on an impervious surface that is contained.
  - Trash shall be disposed at a permitted solid waste facility (currently Freehold Cartage).
  - Tracking measures such as gravel, quarry blend, or rumble strips shall be employed where necessary at DPW yard exits

**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.

Scrap tires are stored in a dumpster under an overhang.

**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.

Inoperable Vehicles and equipment are stored on the lot before they go to auction. They are periodically inspected to make sure they are not leaking oil or fuel. Drip pans are available if needed.

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
The SPC is responsible to take the free training offered by NJDEP via webinar once per permit cycle which covers all facets of the Stormwater program. Our SPC last completed the training on 8/22/2023.

<b>Topic</b>	<b>Municipal Employees</b>
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	This training consists of the current SPPP and the applicable recordkeeping requirements and is held annually. It shall be for staff whose job duties support the stormwater program.
Construction Site Stormwater Runoff	This training is held annually and shall be for staff responsible for inspections of construction sites that are disturbing 1 acre of soil or more and are looking to obtain a Construction Site Stormwater Runoff general or individual permit.
Post-Construction Stormwater Management in New and Redevelopment	This training shall be for staff implementing stormwater permit requirements and is held annually. It shall be a review of the fundamentals of the Post-Construction Stormwater Management Program to address stormwater runoff in new development and redevelopment.
Community-wide Ordinances	This training which is held annually shall be for staff that is responsible for approving and/or enforcing stormwater ordinances. It shall consist of a review of the requirements, enforcement, and the repercussions of non-compliance of community-wide ordinances that relate to stormwater.
Community-wide Measures	This training which is held annually, shall be for staff responsible for conducting activities associated with community-wide stormwater management measures. Discussions shall include street sweeping, storm drain inlets, herbicide application, de-icing operations, roadside vegetative waste and roadside erosion control requirements. Best management practices (BMP's), safety equipment and procedures, frequency of activities and proper documentation of work shall also be discussed.

<p>Stormwater Facilities Maintenance</p>	<p>This annual training shall be for staff who are responsible for the inspection of, and the maintenance and repair of inventoried stormwater facilities owned or operated by Freehold Township. It shall cover what infrastructure is to be maintained which can include but not be limited to storm drain inlets, catch basins, pipe and open swale conveyances, stormwater infiltration basins and manufactured treatment devices. It shall also cover infrastructure not owned or operated by the Township.</p>
<p>Municipal Maintenance Yards and Other Ancillary Operations</p>	<p>This annual training shall be for staff responsible for conducting site inspections associated with the Municipal Maintenance Yard (MMY). Discussions shall include current best management practices (BMP's), safety equipment and procedures, frequency of activities and proper documentation of work.</p>
<p>MS4 Mapping</p>	<p>This annual training shall be for in-house staff or consultants who prepare MS4 infrastructure mapping within the Township.</p>
<p>Outfall Stream Scouring</p>	<p>This annual training shall be for staff who inspect, identify, correct and document outfall pipe stream scouring and contributing factors. Discussions shall include BMP's, safety equipment and procedures, frequency of activities and proper documentation of work.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>This annual training shall be for staff who inspect, identify, eliminate and document the impacts associated with illicit connections. Other topics covered shall be investigation techniques, physical observations and field sampling. Discussions shall also include BMP's, safety equipment and procedures, frequency of activities and proper documentation of work.</p>

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
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 training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a> .
The following individuals have completed the course: <ul style="list-style-type: none"> <li>• Matthew J. Bryant, Township Engineer</li> <li>• Dennis Dayback, T&amp;M Associates, Consultant to the Township</li> <li>• Andrew Denbigh, T&amp;M Associates, Consultant to the Township</li> </ul> The records for the staff at the municipal maintenance yard are located in the DPW office.
Stormwater Rule Amendment Training (May 9, 2024) Completed by: <ul style="list-style-type: none"> <li>• Matthew J. Bryant</li> <li>• Richard Gyasi</li> <li>• Donna Butch</li> <li>• John Tuohy</li> </ul>

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management.

<b>Training Records</b>
Indicate the location of training records for the above required training.
The records documenting the names, and dates completed for all required training are on file in the Engineering Department. The location of the DEP certificates of course completion for each reviewer whom has completed the course are also on file in the Engineering Department.

**Form 11 – MS4 Mapping**  
*Part IV.G.1.*

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p align="center"><a href="https://twp.freehold.nj.us/DocumentCenter/View/2038/Stormwater-Management-Outfall-Location-Map?bidId">https://twp.freehold.nj.us/DocumentCenter/View/2038/Stormwater-Management-Outfall-Location-Map?bidId</a></p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	215
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD for 2026 Deadline
c. MS4 interconnections	TBD for 2026 Deadline
d. MS4 storm drain inlets	2,710
e. MS4 manholes	351
f. Length of conveyance (channels, pipes, ditches, etc.)	265,450
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	TBD for 2026 Deadline
i. Maintenance yard(s) and other ancillary operations	1
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.).	
Any new development application that proposes best management practices (BMP’s) and associated outfall infrastructure that the township would be responsible for is added to the map.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
A consultant that was hired by our Utility Department to map water and sewer structures also mapped a portion of the stormwater structures. We will be requesting proposals from consultants to complete the stormwater mapping before the 1/1/2026 deadline.	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

<b>1. Describe how your municipality is developing its Watershed Improvement Plan.</b>
We are aware of the requirement for the Phase 1 Watershed Inventory Report which is due and will be posted on our stormwater website by the 1/1/2026 deadline. We will be requesting proposals from consultants to assist us with this task.
<b>2. Describe any regional projects or collaboration efforts with other municipalities.</b>
There are no regional projects or collaboration efforts with other municipalities at this time.
<b>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</b>
Logs of all comments received during public information sessions and minutes from meetings will be kept in the Township Engineer's office.