

Stormwater Pollution Prevention Plan

Chatham Borough

Morris County

NJG0147842

Annual Review Date: 4/26/2024

Stormwater Program Coordinator: Erminio Torello

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements.....	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping.....	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures	13
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	14
Form 10 – Training.....	17
Form 11 – MS4 Mapping	23
Form 12 – Watershed Improvement Plan	24

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Erminio Torello, Director of Public Works	
Phone	973-635-5242	Email	etorello@chathamborough.org
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		David Battaglia, PE, CME, CFM, CPWM, Van Cleef Engineering Associates	
Phone	201-230-9195	Email	dbattaglia@vancleefengineering.com
Name and Title			
		Email	
Other Municipal Stormwater Team Members			
Name and Title		Len Resto, Environmental Commission	
Phone	973-635-5373	Email	lresto@chathamborough.org
Name and Title		Steve Kleinman, Borough Attorney	
Phone	973-845-6700	Email	skleinman@cgalaw.com
Name and Title		Kevin Loria, CRC, SC	
Phone	973-635-5242	Email	kloria@chathamborough.org
Name and Title		Vito Milano, Chief Mechanic	
Phone	973-635-5242	Email	vmilano@chathamborough.org
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
	<i>No shared or contracted stormwater-related services</i>		

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
2024	All	Update to new template format

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://chathamborough.org/public-works-page-list/390-stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Melanie Politi, Communications Coordinator</i>
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.
<i>Chatham Borough municipal website Chatham Borough Facebook page Constant Contact email blasts Chatham Borough TV channel 21 (Cablevision) and channel 32 (Verizon) Environmental Commission presentations Information displays at Shepard Kollock Park and Kelley's Pond Chatham Borough printed calendar Daily Record Newspaper Chatham Courier Newspaper</i>

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

Part IV.E.

<p style="text-align: center;">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>All criteria match the updated definition from the Mar 2, 2021 Stormwater Management Rules at N.J.A.C. 7:8-1.2.</p> <p>Major Development is defined as:</p> <p>A. An individual development, as well as multiple developments that individually or collectively result in:</p> <ul style="list-style-type: none"> (1) The disturbance of one or more acres of land since February 2, 2004; (2) The creation of 1/4 acre or more of new impervious surface since February 2, 2004; (3) The creation of 1/4 acre or more of new motor vehicle surface since March 2, 2021; or (4) A combination of Subsection A(2) and (3) above that totals an area of 1/4 acre or more. <p>The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</p> <p>B. 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 Subsection A(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 style="text-align: center;">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>Chatham Borough is adopting the NJDEP’s model SCO. The SPPP will be updated once additional information is available.</p>
<p style="text-align: center;">3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Major development projects are reviewed as part of an application to the Borough Planning Board.</p> <p>Following a determination of completeness, the Borough Engineer’s office reviews the plans, reports, and associated documents for conformance with the Borough’s Zoning and Land Use Ordinance, including the Stormwater Management and Control Ordinance (Chapter 165), the RSIS, as well as any other applicable Borough ordinance sections (i.e., sewers, streets/sidewalks, driveways, flood damage prevention).</p>

<p>The design calculations, details and plans are reviewed for compliance with the Stormwater Management and Control Ordinance and the NJDEP Stormwater Management Rules (NJAC 7:8), and to ensure conformance with the latest BMP manual, and guidance provided by the NJDEP and County Soil Conservation District.</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, it can be found on Page 16 of the Borough’s Municipal Stormwater Management Plan (MSWMP).</p> <p>To date, no variances have been granted. All variance records are located at Borough Hall, 54 Fairmount Avenue, Chatham, NJ.</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>Based on research, components of the Borough’s Stormwater Control Ordinance predated 1981 when the first amendment was recorded. Amendments were recorded as follows:</p> <p>12-14-1981 by Ord. No. 21-81 2-8-1993 by Ord. No. 2-93 12-11-1995 by Ord. No. 17-95 4-25-2005 by Ord. No. 05-09 3-27-2006 by Ord. No. 06-06 3-11-2013 by Ord. No. 13-04 3-8-2021 by Ord. No. 21-05</p> <p>The Borough is finalizing revisions to the SCO to comply with NJDEP requirements.</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>Chatham Borough’s Municipal Stormwater Management Plan was adopted in March 2005 and last amended in March 2021.</p>

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	06/13/2005	Yes	Animal Control Officer or Police Department	<i>Up to \$2,000</i>
2. Wildlife Feeding	06/13/2005	Yes	Recreation Director or Police Department	<i>Up to \$2,000</i>
3. Litter Control	06/13/2005	Yes	Chief of Police	<i>Up to \$2,000</i>
4. Improper Disposal of Waste	06/13/2005	Yes	Administrator, Health Officer, Police Dept	<i>Up to \$2,000</i>
5. Yard Waste	06/13/2005	Yes	Director of Public Works Police Dept	<i>Up to \$2,000</i>
6. Private Storm Drain Inlet Retrofitting	09/13/2010	Yes	Administrator, Health Officer, Police Dept	<i>Up to \$2,000</i>
7. Illicit Connections	06/13/2005	Yes	Administrator, Health Officer, Police Dept	<i>Up to \$2,000</i>
8. Privately-Owned Salt Storage		Awaiting Ordinance to be finalized on May 13, 2024	Enforcement Officer	<i>Up to \$2,000</i>
9. Tree Removal- Replacement	5/29/2018	Awaiting Amendment to be finalized	Enforcement Officer	<i>Up to \$2,000</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 09/13/2010. Enforced by the Administrator, Health Officer, or Police Dept, up to \$2,000 per offense.				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Records of violations and related enforcement actions can be found with the entities responsible for enforcement.				

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 times 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 department's street sweeping program targets commercial areas on a weekly basis. Normal months of operation are from January to December, weather permitting. This program includes the sweeping of all parking lots located in the downtown business district.

In addition to the weekly sweeping schedule, the department also sweeps the entire town on a semi-annual basis. Triannual sweeping will begin in 2024.

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

Sweeping work 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. In the fall of 2006, the Borough began purchasing 4" round stainless-steel markers guaranteed not to fade, printed with a fish & water logo and raised lettering "No Dumping / Drains to Waterway". The markers were installed in all zones by the summer of 2008. Marker inspections are performed annually as part of the catch basin cleaning process. Inlet markers in need of replacement are retrofitted with new heads if possible, otherwise the marker is replaced.
- b. In 2009 the Borough transitioned to purchasing casting heads with permanent wording cast into the design. Storm drain inlets are retrofitted during repaving, repairing, reconstruction or alteration to the roadway.
- c. Plans for paving and other road projects are reviewed by the Borough Engineer and the Director of Public Works to confirm that catch basins or an alternative BMP are included to capture storm drain solids. The Engineer follows the same procedure when reviewing plans for major developments.
- d. DPW staff inspect storm drain inlets prior to approaching storms. Sediment, trash, and any other debris are removed as necessary from inlets and surrounding areas to restrict it from entering the waters of the State, to eliminate recurring problems, and to maintain proper function.

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 Department of Public Works implements a catch basin cleaning program during the winter months of each year to maintain catch basin function and efficiency. A minimum of 20% of the total catch basins are inspected annually, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency. At the time of cleaning, the catch basins are also inspected for proper function. Maintenance is scheduled for those catch basins that are in disrepair.
 - b. When inlets are checked prior to storms, DPW staff visually inspect the storm basins for sediment, trash, or other debris. Basins needing attention are scheduled for cleaning to control debris from entering the waters of the State, to eliminate recurring problems, and to maintain proper function.

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.

DPW staff check the conditions of ditches and swales prior to approaching storms. Debris that can be removed by hand is removed immediately. Larger objects, such as fallen trees, are scheduled and cleared as soon as possible, but no longer than 30 days, Stormwater pipe is visually inspected during the annual catch basin inspections and during storm grate cleaning prior to storms. Pipes found with evidence of blockages or debris are inspected with a sewer camera.

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.

A schedule of visiting outfall pipe locations started in April of 2007. Outfall pipe stream scouring inspections are conducted at a minimum once every five (5) years or 20% of the overall total outfalls within the Borough on an annual basis to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. These inspections are conducted alongside the inspections for dry weather flow.

If scouring is detected, we complete the DEP Stream Scouring Investigation Recordkeeping Form. All identified scour problems will be evaluated and prioritized for remediation as soon as possible. If remediation cannot be completed within twelve months, a schedule will be submitted to the MS4 case manager prior to the twelve-month deadline. All restoration shall be made in accordance with the Soil Erosion and Sediment Control Standards in New Storm and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13, as per our Tier A permit requirements.

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 Department of Public Works incorporates, as part of its outfall pipe inspection program, a series of site visits during periods of dry weather. Upon finding water flow during dry weather, an investigation and follow up report will be conducted to trace the flow's source, and documented on the Illicit Connection Inspection Report form provided by the NJDEP.

Immediate action will be taken by the department to terminate the source if it is found to be hazardous to the environment.

DPW staff will also be proactive in this program. At times when employees enter homes or businesses to change out water meters or investigate sewer backups, they have been instructed to look for and report any illicit connections to their supervisor.

Reports of illicit connections received by any Borough department (Police, Fire, Construction Office) will be sent to the Department of Public Works for processing. The same SOP used for investigating outfall pipes will apply.

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.

All stormwater facilities that are owned and operated by the Municipality are inspected pursuant to approved maintenance plans. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, ditches and swales, the Borough does not own or operate other MS4 infrastructure.

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.

The Borough maintains a database of locations of all stormwater facilities and the associated inspection/maintenance records. A maintenance and operation form is sent to all private stormwater facility owners to complete each year. The form requires certification by the property owner that the stormwater facilities are functioning as designed and that approved maintenance plans were followed. Private stormwater facilities are subject to random inspection by DPW staff at any time.

8. Infrastructure Records

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

Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.

Form 8 – Community-wide Measures

Part IV.F.2.

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.
Parks and roadside areas are mowed throughout the growing season. Herbicides are not used. We have not experienced erosion using this practice.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
DPW staff inspect Borough roadways and parking areas after storm events to identify areas of excess road salt (e.g., piles resulting from accidental spillage or when spreading equipment is started or stopped) on all Borough-owned streets and parking areas. These salt piles are collected within 72 hours after the storm is over, conditions permitting, and returned to the Borough's salt dome to be reused during the next storm event as needed.
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.).
Residential leaf collection is conducted weekly between October and November and brush collection is scheduled in March. Grass clippings are not collected by the municipality. Residents can bring leaves, brush and grass clippings to the Borough's Mulch Center. When municipal properties are mowed, the clippings are directed back onto the grass to minimize clippings from being blown or deposited into storm drain inlets and stormwater facilities. Materials from other municipal landscaping and tree maintenance activities are brought directly to the Mulch Center for temporary storage or processing.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
The Borough's standard Belgium block curbing greatly reduces roadside erosion. During day-to-day operations and when DPW staff perform annual storm drain inlet inspections, they also check for erosion of shoulders, embankments, ditches, and soil areas along roads. Identified areas of erosion are evaluated and scheduled for repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

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 of 2

1. Site Name and Address	
Municipal Maintenance Yard 446 Main Street Chatham, NJ 07928	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Visual observations are conducted by DPW crew during daily operations. A trained DPW crew member walks the entire site at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required and completely covered. Remedial actions are taken during inspection if possible. Deficiencies are noted in the inspection log and scheduled for further action if warranted.</p> <p>Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Stone	Trailers when parked outside
Brick/Block	Plows/Salt Spreaders (cleaned before storage)
Storm Drain Cleanout/Sweepings/Millings	Plows (cleaned before storage)
Used Concrete	Hydrants, Valves, Pipes
	Pick-up Trucks
	Fueling Station
	Vehicles/Equipment for auction
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Our fuel tanks are protected by secondary containment via double wall concrete construction and are visually inspected regularly. We are transitioning our brine tank to a double wall unit.	
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.	

<p>Fueling occurs on site. The Borough has implemented a standard operating procedure when fuel tanks are scheduled to be filled. A trained Borough representative is present with the vendor at all times and proper spill kits with mats and absorbents are utilized in case of an emergency. Weekly inspections are performed for leaks. Instructions for safe operation of fueling equipment are prominently displayed.</p>
<p>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.</p>
<p>Vehicles are maintained on site indoors. Facilities are inspected weekly and records are kept in the Fleet Maintenance Office. All equipment is maintained to prevent the exposure of pollutants to stormwater.</p>
<p>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.</p>
<p>All Public Works equipment is washed in a self-contained wash station on site. Wash water is filtered and reused within the system. Sediment is removed and placed into the bin containing used asphalt/millings.</p>
<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 and other de-icing materials are stored in a salt storage dome. Site inspections are performed monthly and after each snow event to ensure BMP compliance. Any salt overflow from loading operations is removed from the ground surface and returned to the storage building. During the off-season, any leftover de-icing material is pushed toward the back of the salt storage dome and left to be used during the next winter season. An inspection log is kept in the Fleet Maintenance Office.</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>All materials are stored in three sided concrete bays or containers on an impervious surface, with the open bay side being upslope. Any materials spilled during loading and unloading are swept back into the bays. The bays are not within 50-feet of a catch basin or a stormwater conveyance. Materials are stored and hauled out as needed, but no longer than six months.</p>
<p>10. Cold Patch Asphalt</p>

<p>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 is stored inside in the facility’s garage building.</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>All street sweepings and catch basin clean out materials are temporarily stored in self-contained metal dumpsters and hauled out to a landfill as needed. The dumpster is not within 50-feet of a catch basin or a stormwater conveyance.</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>Construction and demolition waste, such as concrete, asphalt and brick, is temporarily stored in bins and hauled for disposal as needed. The bins are covered when materials are not actively being filled. The bins are not within 50-feet of a catch basin or a stormwater conveyance. Wood waste and yard trimmings are not stored at this facility.</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>Scrap tires are temporarily stored at the DPW facility in a closed container. The container is not within 50-feet of a catch basin or a stormwater conveyance. Tires are periodically disposed offsite at the Morris County transfer station.</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>Inoperable vehicles or equipment are cleaned and temporarily stored outdoors at the DPW facility not within 50-feet of a catch basin or a stormwater conveyance. until they are sent to auction. We utilize drip pans for run-off. Covers are placed over vehicles with body damage, rust damage, missing body panels, or broken windows, such that the exterior is no longer impervious to precipitation. Any equipment or vehicles that are stored are also inspected monthly.</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: 2 of 2

1. Site Name and Address	
Mulch Center Duchamp Place Chatham, NJ 07928	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs. Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action. Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Leaves	
Branches/Brush	
Grass clippings/Yard Trimmings	
Other Wood Waste	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored. Not applicable	
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. Not applicable	
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	

<p>maintenance and repair activities.</p> <p>Not applicable</p>
<p>7. Wash Wastewater Containment</p> <p>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.</p> <p>Not applicable</p>
<p>8. Salt and Other Granular De-icing Materials</p> <p>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>Not applicable</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</p> <p>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>Compost and wood chips are stored outdoors in mounds. The storage area is bermed to be open only upslope to avoid any potential discharges from the mounds and contamination of stormwater. Materials are not within 50-feet of a catch basin or a stormwater conveyance.</p>
<p>10. Cold Patch Asphalt</p> <p>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>Not applicable</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials</p> <p>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>Not applicable</p>
<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</p> <p>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>Yard waste is temporarily deposited into open containers with the open side being upslope. Areas in front of and adjacent to the containers are swept clean after loading. Containers are hauled out within two days for recycling. Leaves are composted on site. Tree parts are chipped or ground into mulch for use by the Borough or its residents. Materials are not within 50-feet of a catch basin or a stormwater conveyance.</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>Not applicable</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>Not applicable</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) for the Township will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation.

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	Staff responsible for any aspect of the stormwater program attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training is conducted using training videos provided by JIF.
Construction Site Stormwater Runoff	Staff responsible for inspections of construction projects that disturb one acre of soil or more shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.
Post-Construction Stormwater Management in New and Redevelopment	Staff responsible for implementing stormwater management requirements are trained annually on the municipality’s stormwater management program to address post-construction stormwater runoff. Training will be conducted using training videos provided either by JIF or the NJDEP.
Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions, and to review the purpose of each ordinance and what steps to take if violations are reported.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements.</p> <p>Stormwater infrastructures in the Borough are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, and other applicable BMPs</p>
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with our municipal maintenance yard and mulch center attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	Staff responsible for preparation and submittal of our electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping.
Outfall Stream Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Individuals responsible for reviews and approvals of stormwater management designs for major developments are required to attend the mandatory NJDEP Stormwater Management Design Review course once every five years and also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Within six months of commencement of duties, members of our Municipal Boards and Governing Body are requested to take the “Ask the Right Questions” training provided by NJDEP and forward confirmation of completion to the Director of Public Works.

Thereafter and once per term, members are required to watch another NJDEP video from the choices provided by NJDEP on the stormwater training webpage.

Training Records

Indicate the location of training records for the above required training.

Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://chathamborough.org/government/documents/plans-reports/storm-water-reports	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	57
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	2
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.).	
The infrastructure map is reviewed and updated as changes are made to the Borough’s structures. If changes are deemed necessary, the map is updated accordingly.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Borough’s MS4 Infrastructure Map is being created internally by DPW staff. The current Outfall Map will be expanded to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located to have their GPS data collected and mapped using a GIS mapping system no later than January 1, 2026. Once all data is collected and the map completed, the map will be uploaded to the Borough’s Stormwater webpage.	

Form 12 – Watershed Improvement Plan

Part IV.H.

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p>
<p>Chatham Borough has begun working on Phase 1 of the Watershed Improvement Plan which shall summarize and include an electronic map of the items listed below.</p> <ul style="list-style-type: none">i. All stormwater outfalls owned/operated by the permittee;ii. The drainage area for each outfall(s);iii. The receiving waterbodies of those outfalls;iv. The water quality classification of all receiving waterbody segments;v. All stormwater interconnections from the municipality into another entities' storm or sanitary sewer system;vi. The drainage area for each interconnection into another entities' storm or sanitary sewer system;vii. All stormwater connection points into the municipality from another entities' storm sewer system;viii. All storm drain inlets owned/operated by the permittee;ix. Area associated with each TMDL for waters that lie within or bordering the municipality;x. Area associated with each water quality impairment for waters that lie within or bordering the municipality;xi. Overburdened communities;xii. Impervious areas; andxiii. The location and ownership of all stormwater outfalls and basins/infrastructure not owned/operated by the permittee. <p>Once this is completed this will be submitted to NJDEP for review and approval</p>
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p>
<p>Discussions on potential collaboration efforts have not been initiated at this time. The SPPP will be updated once additional information is available.</p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p>
<p>Records are maintained by the Director of Public Works at the Public Works Complex, 446 Main St., Chatham NJ 07928.</p>