

Stormwater Pollution Prevention Plan

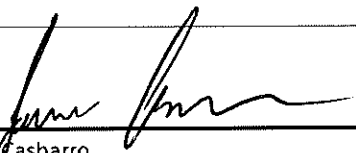
West Milford Township

Passaic County

NJG0148806

Annual Review Date: December 31, 2024

Stormwater Program Coordinator: Jason Casbarro, Director of Public Works

X 

Jason Casbarro
Stormwater Program Coordinator

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		<i>Jason Casbarro, Director of Public Works</i>	
Phone	973-728-2850	Email	DPWDirector@WestMilford.org
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		<i>Paul Ferriero, PE, CME Township Engineer</i>	
Phone	908-879-6209	Email	pferriero@boswellengineering.com
Name and Title		<i>Patrick McClellan, Planning Board Engineer, MCB Engineering Associates, LLC</i>	
Phone	973-812-6680	Email	pmcclellan@mcbea.com
Other Municipal Stormwater Team Members			
Name and Title		<i>Bill Senande, Township Administrator and Municipal Clerk</i>	
Phone	973-728-2700	Email	TwpClerk@WestMilford.org
Name and Title		<i>Robert Rieder, Principal Engineering Aide</i>	
Phone	973-728-2856	Email	Engineering3@WestMilford.org
Name and Title		<i>Charles Carbone, Supervising Engineering Aide</i>	
Phone	973-728-2858	Email	Engineering1@WestMilford.org
Name and Title		<i>Fred Semrau, Township Attorney</i>	
Phone	973-334-1900	Email	fsemrau@dorseysemrau.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Stormwater Compliance Solutions (SCS)</i>	<i>MS4 Infrastructure and WIP Mapping</i>	<i>A contract for GIS mapping the municipality was signed for the year of 2024</i>	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
<i>12-19-2019</i>	<i>LC</i>	<i>Update Inventory</i>
<i>01-17-2020</i>	<i>LC</i>	<i>Various team member changes</i>
<i>03-26-2021</i>	<i>LC</i>	<i>Various team member changes, update carwash BMPs</i>
<i>12-27-2023</i>	<i>ALL</i>	<i>Update Stormwater Pollution Prevention Plan (SPPP) pursuant to NJPDES Tier A MS4 Permit NJ0141852 effective 1/1/2023</i>
<i>12-31-2024</i>	<i>1, 3, 4, 5, 6, 7, 11, 12</i>	<i>Annual update</i>

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.westmilford.org/cn/webpage.cfm?TPID=18528
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Bill Senande, Township Administrator and Municipal Clerk</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.
<ul style="list-style-type: none"> - <i>Website: Stormwater page on Municipality's website (Category 1, 1 pt.)</i> - <i>Stormwater signage on display within the DPW office (Category 1, 2 pts.)</i> - <i>Mailing: Stormwater flyer mailed out to residents and businesses (Category 2, 2 pts.)</i> - <i>Stormwater Table Display: A table with stormwater information was displayed at Beautification Day (Category 2, 1 pt.)</i> - <i>School Presentations: educational presentations to all elementary schools (Category 3, 5 pts.)</i> - <i>Community Event: Beautification Day, which involves "Adopt A Storm Drain" Program (Category 4, 3 pts.)</i> <p><u><i>= Total 4 categories and 14 points</i></u></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><i>The Township of West Milford uses the N.J.A.C 7:8 definition for “major development”, which states;</i></p> <p><i>A. An individual development, as well as multiple developments that individually or collectively result in:</i></p> <p><i>(1) The disturbance of one or more acres of land since February 2, 2004;</i></p> <p><i>(2) The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;</i></p> <p><i>(3) The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021;</i></p> <p><i>or</i></p> <p><i>(4) A combination of Subsection A(2) and (3) above that totals an area of 1/4 acre or more.</i></p> <p><i>The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</i></p> <p><i>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.</i></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><i>The municipality has adopted a SCO that is more stringent than the NJDEP’s model SCO in terms of the requirements to regulate minor development.</i></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><i>The Board ensures that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) for stormwater management (including the NJDEP Stormwater Management Rules, N.J.S.A. 7:8, referenced in these standards) are in compliance with said standards. The Planning Board and Zoning Board ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Projects that are not subject to board approval are reviewed by the Borough Engineer.</i></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><i>No, West Milford Township's MSWMP and SCO does not include a mitigation plan. The Planning and Zoning Department has approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans.</i></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><i>Initial adoption: May 24, 2006 Amended: March 2, 2021 Amended: July 18, 2024 by Ordinance No. 2024-026 (Please note: Ordinance No. 2024-026 was initially adopted on June 12, 2024 to comply with the Inland Flood Protection Rule. Passaic County Planning received the ordinance for review and approved the document on July 18, 2024)</i></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><i>Initial adoption: May 2006</i></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	10-07-1987	Amended 09/21/2005	Code enforcement officers and local police	fine not exceeding \$2,000
2. Wildlife Feeding	10-07-1992	Amended 09/21/2005	Code enforcement officers and local police	fine not exceeding \$2,000
3. Litter Control	01-01-1997	Amended 09/21/2005	Code enforcement officers and local police	fine not exceeding \$2,000
4. Improper Disposal of Waste	12-07-1988	Amended 09/21/2005	Code enforcement officers and local police	fine not exceeding \$2,000
5. Yard Waste	09-21-2005	Yes	Code enforcement officers and local police	fine not exceeding \$2,000
6. Private Storm Drain Inlet Retrofitting	06-16-2010	Yes	Code enforcement officers and local police	fine not exceeding \$2,000
7. Illicit Connections	09-21-2005	Yes	Code enforcement officers and local police	fine not exceeding \$2,000
8. Privately-Owned Salt Storage	11-08-2023	Yes	Code enforcement officers and local police	fine not exceeding \$2,000
9. Tree Removal-Replacement	05-01-2024	Yes	Code enforcement officers and Township Forester	fine not exceeding \$2,000, & restoration costs per the Township Forester
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 penalties 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.

The Township of West Milford assesses which areas will need to be swept monthly. Under the new Tier A Municipal Stormwater General Permit, a number of streets are required to be swept a minimum of 3 times a year.

A program that includes a sweeping schedule and inspection retention requirement is currently under development for compliance with the Tier A permit.

A formal schedule with map outlining the sweeping routes is pending at this time. A street map is included in this plan for reference. It is anticipated that street sweeping schedules will follow a quadrant-by-quadrant pattern for municipal roads.

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

No, West Milford Township does not outsource the street sweeping.

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 Township of West Milford will continue to maintain and upkeep the legibility of the labels throughout the entire municipality. During the annual catch basin cleaning program, the township will be checking these labels to ensure that they are still visible, and if they are not, they will ensure that the labels are replaced immediately.

b. A general notice was provided to property owners of privately owned locations, upon adoption of the Private Storm Drain Inlet Retrofitting ordinance, that they must retrofit their storm drain inlets during road work and paving projects. Inspections are completed throughout the projects.

c. The Township Engineer checks the plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with or downstream of the affected storm drain inlets.

d. The Township of West Milford has implemented an annual catch basin inspection program to maintain function and efficiency of its approximately 130 catch basins. All catch basins will be inspected once each year. Those inlets requiring cleaning are listed and cleaned. All basins that are collapsed or in disrepair are high priority and are repaired/rebuilt as soon as possible.

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 has implemented an annual catch basin inspection program to maintain function and efficiency of its approximately 130 catch basins. All catch basins will be inspected once each year. Those inlets requiring cleaning are listed and cleaned. All basins that are collapsed or in disrepair are high priority and are repaired/rebuilt as soon as possible.

b. The Township of West Milford conducts a visual inspection annually and notes of any catch basins that need to be cleaned. It is also recorded if residents file a concern about a catch basin. The DPW crew will then go out to each catch basin that was noted and use a JetVac truck to remove all sediment, trash, and other debris from the system.

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.

All MS4 conveyance system obligations are met via the annual inspection activities. If maintenance or repairs of the systems are required, West Milford Township will be notified and asked to restore the system to its proper working conditions.

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 Township of West Milford currently repairs outfall scouring problems as they are detected by installing energy dissipater's, rip rapping drainage ditches, or extending the piping to eliminate the condition. The Township inspects each repair to ensure that scouring has not resumed and has been remediated. All scouring sites are placed on a prioritized list and repairs made

in accordance with soil erosion and sedimentation control in New Jersey. Repairs are made as soon as possible. When repairs are made, DPW personnel will note the date of the repair on this form.

Riprap aprons were installed at 23 outfalls between 04/01/05 and 03/31/06 to prevent scouring.

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 Township will conduct an initial physical inspection of all of the outfall pipes during the mapping process. The Township will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with the SPPP records and uploaded to the system.

Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If able to locate the illicit connection (and the connection is within the Township) the Township will cite the responsible party for being in violation of the Illicit Connection Ordinance, and will have the collection eliminated immediately. If, after the appropriate amount of investigation, unable to locate the source of the illicit connection, the Township will submit the Closeout Investigation Form with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the Department.

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.

The Township of West Milford is currently mapping out stormwater facilities and devising a number identification system to assist in maintaining the stormwater facilities and track the efforts more closely. The Township currently inspects the high-risk areas after every major rainstorm. The Township of West Milford will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township of West Milford operates the following:

- Detention Basins*
- Wet Ponds*

These stormwater facilities will be inspected quarterly to ensure that they are functioning properly. Each inspection will consist of visual inspections of the site's perimeter, all outfalls, the outlet control structure (OCS), and berms. In high-risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

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.

For BMPs on private property that are not owned or operated by the Borough, a provision has been included in the Municipal Stormwater Control Ordinance that requires the private property entity to perform all operation and maintenance. The Township will implement an annual reminder program to property owners for this reporting requirement in order to maintain compliance under the regulations. Property owners are additionally advised that failure to conduct annual inspections and maintenance may result in the Township performing and billing for the work. The Township will accept and upload inspection reports annually into the electronic database upon receipt.

8. Infrastructure Records

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

All records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities can be located in the Engineering Office, the Public Works office, and uploaded to the system.

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><i>West Milford Township does not apply herbicides or cause by contract to be applied on its properties. Undesirable vegetation is removed by mowing or other outdoor machinery, or hand-weeding</i></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><i>Snow plows crews are instructed to implement appropriate salt application practices. Any unintended accumulation of salt piles is shoveled into dump trucks and returned to the public works site where it is stored and covered.</i></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><i>West Milford Township, along with other contractors, collects leaves, brush, and yard trimmings to be disposed of properly. No roadside vegetative waste is to be placed in the roads or on storm drain inlets. These materials are to be placed between the curb and sidewalk along municipal road for pick-up.</i></p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p><i>As DPW staff performs day-to-day operations, they also check for erosion of shoulders, embankments, ditches, and soils along municipal roads. If any erosion or sedimentation is identified (or made aware of via public service requests), including in the near drainage systems, it is logged into the maintenance schedule and addressed within 3 months. In some areas, vegetation is planted, or other methods utilized, such as the installation of riprap in areas prone to erosion along roads to promote soil stabilization. This practice is described in the Standards for Soil Erosion and Sediment Control. The Township will contact their MS4 Case Manager for guidance for cases where using other known remedies is not practical.</i></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 of 4

1. Site Name and Address	
30 Lycosky Road, West Milford, NJ 07480	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspection of the maintenance yard will be held to ensure that the standard operating procedures (SOP) is being met.</p> <p>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month, even during the off-season, to ensure that all materials and machinery are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Silt traps and catch basins are inspected in the yard regularly to ensure that they are clean and functioning properly. Remedial actions are noted in the inspection log.</p> <p>The DPW Supervisor will check the condition of the salt storage areas to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. The inspector checks the condition of salt loaders and spreaders and addresses any material spillage from loading and unloading operations.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
¾" Clean Stone	2 Mason Dump Trucks
2.5" Clean Stone	3 Single Axle Dump Trucks
4"-12" Rip Rap Stone	Bucket Loader
Dense Graded Aggregate Stone	Pickup Truck
Sand	Vactor
Drainage Pipe	Loader
Drainage Castings	Backhoe
Salt – stored in salt shed	2 Excavators
	Fork Lift
	Snow Plows

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p><i>If stormwater needs to be drained the wastewater will be pumped and hauled offsite.</i></p>
<p>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>
<p><i>The Township of West Milford's DPW yards have fueling stations outside of their shops. Spill kits are kept next to the station at all times. There is a list of all fueling locations within the municipal maintenance yards, which are inspected once a month.</i></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><i>All vehicle and equipment maintenance and repairs are conducted inside. Maintenance and repairs occur outside during emergencies only. Monthly inspections will be made to ensure that the SOP is being met. All Supervisors and mechanics have been instructed on the SOP procedures.</i></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><i>In 2008 the Township ceased washing vehicles inside. Currently, truck bodies are rinsed off outside and other vehicles are taken to a local carwash.</i></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><i>Lycosky Drive has an enclosed material storage and houses material year-round. Following every storm event, the loading ramp areas are cleaned of any spilled materials.</i></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><i>All aggregate material, wood chips, and finished leaf compost are stored outdoors in a soil / grassy area to avoid drag out and erosion of any stone. These piles are not moved unless leaves are being hauled off site.</i></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><i>Cold patch asphalt is not stored on any DPW yard. It is ordered for use in the winter months and used up quickly. If there is any excess material or material needs to be stored for a short period of time, it is tarped over in a paved area of the parking lot.</i></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><i>Sweeping of the yard will be done on a monthly basis during the summer months. Sweeping material collected will be stored in tarped, dumpsters, on pavement surrounded by a hay bale barrier, until removed. All catch basins in the yard areas will be checked and cleaned monthly. The separator tanks are cleaned and pumped every six months, March/September as needed, including the rodding and cleaning of the floor drains. All activities are scheduled and recorded.</i></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><i>West Milford Township developed a yard waste collection and disposal program where all yard trimmings and wood waste are moved weekly from a drop-off location to an on-site composting area.</i></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><i>The Township of West Milford stores scrap tires in an enclosed container.</i></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.

The Township of West Milford does not store these materials on site. Once vehicles and equipment become inoperable, they are discarded appropriately or sold off to avoid storage.

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 4

1. Site Name and Address	
36 Old Route 23, Newfoundland, NJ 07435	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspection of the maintenance yard will be held to ensure that the standard operating procedures (SOP) is being met.</p> <p>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month, even during the off-season, to ensure that all materials and machinery are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Silt traps and catch basins are inspected in the yard regularly to ensure that they are clean and functioning properly. Remedial actions are noted in the inspection log.</p> <p>The DPW Supervisor will check the condition of the salt storage areas to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. The inspector checks the condition of salt loaders and spreaders and addresses any material spillage from loading and unloading operations.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Stone	2 Single Axle Dump Trucks
Dense Graded Aggregate Stone	Bucket Truck
Salt – stored in salt shed	2 Mason Dump Trucks
Topsoil	Chipper
Mason Sand	Snow Plows
Dirt Pile	1 Pickup Truck
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
If stormwater needs to be drained the wastewater will be pumped and hauled offsite.	

<p>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>
<p><i>The Township of West Milford's fueling takes place at the Lycosky Drive facility.</i></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><i>All vehicle and equipment maintenance and repairs are conducted at the Lycosky Drive facility.</i></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><i>In 2008 the Township ceased washing vehicles inside. Currently, truck bodies are rinsed off outside and other vehicles are taken to a local carwash.</i></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><i>Old Rt. 23 has enclosed material storage and houses material year-round. Following every storm event, the loading ramp areas are cleaned of any spilled materials. In addition, this site has a 2500-gallon liquid calcium chloride tank. This product is used to enhance the de-icing materials thus allowing us to use less material on the roads.</i></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><i>West Milford Township does not store these materials on site.</i></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><i>West Milford Township does not store these materials on site.</i></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><i>Sweeping of the yard will be done on a monthly basis during the summer months. Sweeping material collected will be stored in tarped, dumpsters, on pavement surrounded by a hay bale barrier, until removed. All catch basins in the yard areas will be checked and cleaned monthly. The separator tanks are cleaned and pumped every six months, March/September as needed, including the rodding and cleaning of the floor drains. All activities are scheduled and recorded.</i></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><i>West Milford Township developed a yard waste collection and disposal program where all yard trimmings and wood waste are moved weekly from a drop-off location to an on-site composting area.</i></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><i>The Township of West Milford stores scrap tires at the Lycosky Drive facility. These tires are stored in an enclosed container.</i></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><i>The Township of West Milford stores these materials at the Lycosky Drive facility.</i></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: 3 of 4

1. Site Name and Address	
<i>1307 Westbrook Road, West Milford, NJ 07480</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p><i>Monthly inspection of the maintenance yard will be held to ensure that the standard operating procedures (SOP) is being met.</i></p> <p><i>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month, even during the off-season, to ensure that all materials and machinery are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Silt traps and catch basins are inspected in the yard regularly to ensure that they are clean and functioning properly. Remedial actions are noted in the inspection log.</i></p> <p><i>The DPW Supervisor will check the condition of the salt storage areas to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. The inspector checks the condition of salt loaders and spreaders and addresses any material spillage from loading and unloading operations.</i></p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>Dense Graded Aggregate</i>	<i>Bucket Loader</i>
<i>Stone</i>	<i>Tandem Axle Dump Truck</i>
<i>Dirt Pile</i>	<i>2 Single Axle Dump Trucks</i>
<i>Salt – stored in salt shed</i>	<i>2 Mason Dump Trucks</i>
	<i>Snow Plows</i>
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<i>If stormwater needs to be drained the wastewater will be pumped and hauled offsite.</i>	

<p>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>
<p><i>The Township of West Milford's fueling takes place at the Lycosky Drive facility.</i></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><i>All vehicle and equipment maintenance and repairs are conducted at the Lycosky Drive facility.</i></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><i>In 2008 the Township ceased washing vehicles inside. Currently, truck bodies are rinsed off outside and other vehicles are taken to a local carwash.</i></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><i>Westbrook Road has enclosed material storage and houses material year-round. Following every storm event, the loading ramp areas are cleaned of any spilled materials. In addition, this site has a 2500-gallon liquid calcium chloride tank. This product is used to enhance the de-icing materials thus allowing us to use less material on the roads.</i></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><i>West Milford Township does not store these materials on site.</i></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><i>West Milford Township does not store these materials on site.</i></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><i>Sweeping of the yard will be done on a monthly basis during the summer months. Sweeping material collected will be stored in tarped, dumpsters, on pavement surrounded by a hay bale barrier, until removed. All catch basins in the yard areas will be checked and cleaned monthly. The separator tanks are cleaned and pumped every six months, March/September as needed, including the rodding and cleaning of the floor drains. All activities are scheduled and recorded.</i></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><i>West Milford Township developed a yard waste collection and disposal program where all yard trimmings and wood waste are moved weekly from a drop-off location to an on-site composting area.</i></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><i>The Township of West Milford stores scrap tires at the Lycosky Drive facility. These tires are stored in an enclosed container.</i></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><i>The Township of West Milford stores these materials at the Lycosky Drive facility.</i></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: 4 of 4

1. Site Name and Address	
29 Banker Road, Hewitt, NJ 07421	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspection of the maintenance yard will be held to ensure that the standard operating procedures (SOP) is being met.</p> <p>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month, even during the off-season, to ensure that all materials and machinery are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Silt traps and catch basins are inspected in the yard regularly to ensure that they are clean and functioning properly. Remedial actions are noted in the inspection log.</p> <p>The DPW Supervisor will check the condition of the salt storage areas to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. The inspector checks the condition of salt loaders and spreaders and addresses any material spillage from loading and unloading operations.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Dense Graded Aggregate	2 Dump Trucks
¾" Clean Stone	Loader
Rip Rap Stone	2 Pickup Trucks
	Snow Plows
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
If stormwater needs to be drained the wastewater will be pumped and hauled offsite.	

<p>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>
<p><i>The Township of West Milford's fueling takes place at the Lycosky Drive facility.</i></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><i>All vehicle and equipment maintenance and repairs are conducted at the Lycosky Drive facility.</i></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><i>In 2008 the Township ceased washing vehicles inside. Currently, truck bodies are rinsed off outside and other vehicles are taken to a local carwash.</i></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><i>Banker Road has enclosed material storage and houses material year-round. Following every storm event, the loading ramp areas are cleaned of any spilled materials. In addition, this site has a 2500-gallon liquid calcium chloride tank. This product is used to enhance the de-icing materials thus allowing us to use less material on the roads.</i></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><i>West Milford Township does not store these materials on site.</i></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><i>West Milford Township does not store these materials on site.</i></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>
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<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><i>West Milford Township developed a yard waste collection and disposal program where all yard trimmings and wood waste are moved weekly from a drop-off location to an on-site composting area.</i></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><i>The Township of West Milford stores scrap tires at the Lycosky Drive facility. These tires are stored in an enclosed container.</i></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><i>The Township of West Milford stores these materials at the Lycosky Drive facility.</i></p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<i>The Stormwater Program Coordinator (SPC) for West Milford Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.</i>

Topic	Municipal Employees
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	<i>West Milford Township trains staff whose job duties support the stormwater program. Training on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping is conducted annually via combined in-person/virtual training.</i>
Construction Site Stormwater Runoff	<i>Staff responsible for inspections of construction projects that disturb one acre of soil or more, are trained annually on related MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved soil erosion and sediment control plan.</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality's post-construction stormwater management program to address stormwater runoff. Training explains the municipality's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the West Milford Township SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents.</i>
Community-wide Ordinances	<i>Virtual group employee training for enforcement of the ordinances for which they have responsibility. These are the littering, pet waste, etc. ordinances. The training will be focused on what ordinances each group is to enforce.</i>
Community-wide Measures	<i>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), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements.</i>
Stormwater Facilities Maintenance	<i>Licensed contractors will perform inspections and maintenance of the municipal stormwater facilities. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i>

	<i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i>
Municipal Maintenance Yards and Other Ancillary Operations	<i>Staff responsible for conducting activities associated with the municipal maintenance yard and salt yard 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.</i>
MS4 Mapping	<p><i>Licensed contractors will perform the MS4 mapping for the municipality. Once the work is complete, the contractor reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i></p>
Outfall Stream Scouring	<p><i>Licensed contractors will perform inspections for outfall stream scouring. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP and the MS4 permit requirements to understand the municipality's responsibility.</i></p>
Illicit Discharge Detection and Elimination	<p><i>Licensed contractors will perform inspections for illicit connections. Once the work is complete, the contractor reports and reviews with the responsible municipal personnel to ensure they understand the tasks at hand.</i></p> <p><i>The municipal employees should review the site-specific details in the SPPP, the Illicit Connection Ordinance, and the MS4 permit requirements to understand the municipality's responsibility.</i></p>

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8.</i>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p><i>Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</i></p> <p><i>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.</i></p>

Training Records
Indicate the location of training records for the above required training.
<p><i>Training records that include the type of training, date conducted, attendees, and trainers are maintained by the SPC and uploaded to the system.</i></p>

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.westmilford.org/cn/webpage.cfm?TPID=18528	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	879
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	18
c. MS4 interconnections	20
d. MS4 storm drain inlets	4,833
e. MS4 manholes	26
f. Length of conveyance (channels, pipes, ditches, etc.)	35.36 miles
g. MS4 pump stations	N/A
h. MS4 stormwater facilities (any that are not listed above)	3
i. Maintenance yard(s) and other ancillary operations	4
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><i>DPW and the Township Engineer meet annually to review recent or pending changes to the tax maps for the coming year. This annual review will now include updates and changes to the stormwater infrastructure. Map updates will be provided to Stormwater Compliance Solutions, LLC, and the MS4 Case Manager.</i></p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p><i>The Township has contracted with Stormwater Compliance Solutions to complete the MS4 Infrastructure Map. Upon completion, all data will be converted into Shape files and submitted to the MS4 Case Manager in advance of the mapping requirement deadline (January 1, 2026)</i></p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<i>Phase 1 of the 3-part Watershed Improvement Plan (WIP) is underway and will be developed in accordance with the Tier A permit requirements. West Milford Township has contracted for this largely mapping project which examines drainage areas, receiving waterbodies, interconnections, water quality, etc. Phase 1 is targeted for completion prior to January 1, 2026 in accordance with Tier A permit requirements</i>
2. Describe any regional projects or collaboration efforts with other municipalities.
<i>N/A</i>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<i>No WIP public information sessions have been scheduled or required during 2024 as the Phase I plan is not yet complete. Once meetings are held, corresponding meeting minutes will be maintained by the Township Clerk and available for public inspection.</i>