

Stormwater Pollution Prevention Plan

ALEXANDRIA TOWNSHIP
HUNTERDON COUNTY
NJPDES: NJG0149659 / PI ID #: 166957



December 6, 2023

Stormwater Program Coordinator:
Thomas R. Decker, P.E., Township Engineer

Prepared By:



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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	21
Form 12 – Watershed Improvement Plan	22

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Thomas R. Decker, P.E., Township Engineer		
Phone	Office: 908-359-8291	Email	tdecker@vancleefengineering.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Thomas R. Decker, P.E., Planning and Zoning Board Engineer		
Phone	Office: 908-359-8291	Email	tdecker@vancleefengineering.com
Name and Title	Phil Rochelle, Chairperson, Land Use Board		
Other Municipal Stormwater Team Members			
Name	Title	Phone	Email
Robert Mortara	Mayor	908-996-7071	rmortara@alexandrianj.gov
Thomas R. Decker, P.E. <i>Van Cleef Engineering Associates LLC</i>	Township Engineer	908-359-8291	tdecker@vancleefengineering.com
Mike Mullin	Township Zoning Official	Remote – use email	zoning@alexandrianj.gov
Michele Bobrowski	Township Administrator, Township Clerk	(908) 996-7071 Ext. 210	clerk@alexandrianj.gov
William B. Pandos, CMFO, QPA	Chief Financial Officer	908-996-7071	cfo@alexandrianj.gov
Jackie Freedman	Environmental Commission Chair		
David Banisch, PP <i>Banisch Associates, Inc.</i>	Planning Board and Zoning Board Professional Planner	908-782-0835	davidbanisch@banisch.com
Kara Kaczynski, Esq. <i>McNally, Yaros, Kaczynski & Lime LLC</i>	Township Attorney	908-800-7010	Kara@mykl-law.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
December 6, 2023		Creation of original SPPP per 2023 MS4 Tier A Permit

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.alexandrianj.gov/index.asp?SEC=FEC7714C-E2AF-4442-BE17-2CC8BBD13682&Type=B_BASIC
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Michele Bobrowski, Township Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>The official newspaper for Alexandria Township is The Hunterdon County Democrat. All legal notices appear in the official newspaper.</p> <p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Alexandria Township provides public notice in a manner that complies with the requirements of that Act. With regard to the passage of ordinances, Alexandria Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, Alexandria Township complies with all requirements for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.).</p> <p>Events and activities are communicated throughout the calendar year via direct mailings, email newsletters, Facebook, and website postings.</p>

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

Part IV.E.

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.

MAJOR DEVELOPMENT §115-160

- A. An individual "development," as well as multiple developments that individually or collectively result in:
1. The disturbance of one or more acres of land since February 2, 2004;
 2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;
 3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021, or the effective date of this article, whichever is earlier; or
 4. A combination of Subsection A(2) and (3) above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.
- 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.

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.

Alexandria Township’s SCO is the same as the NJDEP model SCO.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

Applications for private development are reviewed by the Land Use Board (combined Planning Board and Zoning Board of Adjustment) and the Board Engineer to ensure compliance with the municipal SCO and RSIS. Stormwater management systems for municipal major development projects are designed by the Township Engineer and reviewed by a municipally-appointed conflict engineer to ensure compliance with the SCO and RSIS. During construction of municipal and non-municipal development projects, the Township Engineer regularly inspects construction progress to confirm that stormwater improvements meet the standards of the approved site plan and construction details.

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.

A mitigation plan is included in the Alexandria Township MSWMP. To date, no variances or waivers from the SCO have been granted.

5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.

	Initial Adoption
3/8/2006	Revised, Amendment 29
2/10/2021	Revised, Ordinance No. 2021-02

6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

March 28, 2005 – Initial Adoption

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.	Enforcement Entity	Fees & Fines
1. Pet Waste <i>Ord. #2023-005</i>	6/8/2023	Yes	NJ State Police, Zoning Officer, or Animal Control Officer.	Not to exceed \$2,000.00 per day per incident
2. Wildlife Feeding <i>Ord. #2023-006</i>	6/8/2023	Yes		
3. Litter Control <i>Ord. #2023-007</i>	7/13/2023	Yes	NJ State Police or Zoning Officer.	
4. Improper Disposal of Waste <i>Ord. #2023-008</i>	7/13/2023	Yes		
5. Containerized Yard Waste <i>Ord. #2023-009</i>	7/13/2023	Yes		
6. Private Storm Drain Inlet Retrofitting <i>Ord. #2023-011</i>	8/10/2023	Yes		
7. Illicit Connections <i>Ord. #2023-012</i>	8/10/2023	Yes		
8. Privately-Owned Salt Storage <i>Ord. #2023-013</i>	12/14/2023	Yes		
9. Tree Removal- Replacement	<i>Pending review of final model ordinance. Existing Tree Removal/Replacement regulations at §115-26(B)(5), et. seq.</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.				
Chapter 98 – Flood Damage Prevention https://ecode360.com/8913174			Adopted 12/9/1987 Amended 8/12/2009 Amended 2/9/2023	
Chapter 109 – Highlands https://ecode360.com/30350524			Adopted 7/9/2014	
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Ordinance records are located in the Office of the Township Clerk, 242 Little York Mt Pleasant Road, Milford, NJ 08848				
Records of violations and enforcement are kept at the office of the applicable enforcement agency.				

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 Township will implement a street sweeping program in accordance with the MS4 permit that became effective January 1, 2023. The program requirements are described in the heading above. This program is under development and will be implemented by January 1, 2026 (EDPA + 36 months).

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

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

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

- a. Municipal inlets without permanent wording cast into the design have been labeled with either a durable medallion or painted stencil on the inlet or adjacent curb. These labels are inspected annually during regular DPW operations. Medallions and/or stencils are replaced by the DPW crew if found to be missing or illegible.
- b. Municipal storm drain inlets are retrofit during municipal, county, and state road resurfacing or reconstruction activities. A municipal inlet retrofitting program will be conducted from 2024 through 2027 to ensure all inlets are replaced or retrofit by January 1, 2028 per updated permit requirements.
Private storm drain inlet retrofitting is required by the Township’s “Private Storm Drain Inlet Retrofitting” ordinance and is the responsibility of the private owner. The DPW monitors private paving and repair activities to ensure adjacent inlet structures are retrofit according to permit requirements. Annual maintenance and repair reports are reviewed by the Township Engineer, and non-compliant inlets are identified for follow-up retrofitting.
- c. New municipal inlets are designed by the Township Engineer to conform with current permit requirements for catch basins/BMPs.
Proposed private inlets are reviewed during plan development by the Board Engineer for permit compliance. Construction is monitored by the Township Engineer to ensure plan conformance.
- d. All municipal storm drain inlets are inspected at least once annually by DPW staff. Areas subject to frequent flooding or stormwater backups are inspected more frequently. Debris and material found to be clogging an inlet is removed by DPW staff and properly disposed. Residents are encouraged to monitor inlets adjacent to their property and clear debris as needed.

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.
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- a. Catch basins are inspected at least once every five (5) years. A minimum of twenty percent of catch basins are inspected annually, and cleaned / maintained when necessary.
 - b. If the catch basin contains debris such as leaves and sediment, the debris is removed by hand or with our leaf vacuum truck. The debris is properly disposed by the DPW after testing (if necessary) and hauled to the landfill.

3. Municipal Conveyance System

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

Roadside ditches and swales are monitored by DPW staff while out conducting regular Township maintenance. Trash and excessive debris is removed immediately.

Stormwater pipes are cleaned as needed by a contractor using a vacuum truck during adjacent road improvement projects. Storm sewer backups and clogs are investigated as soon as they are noted and/or reported. If the clog is determined to be caused by debris within a pipe, the pipe is cleaned within three weeks by the DPW or an independent contractor.

Particular locations identified as sustaining more frequent debris accumulation or clogging (as noted by DPW staff or reported by residents) are monitored more regularly.

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.

Each outfall in the Township is inspected at least once every five years. Typically, more frequent inspections are conducted. The inspection includes evaluation of the pipe condition, bank stability, and identification of any localized stream scouring caused by the outfall. Photographs are taken if possible.

The Department's Outfall Inspection Form is utilized for municipal outfall inspections and recordkeeping.

If stream scouring is identified, remedial action is taken as soon as possible, and within 12 months. The Department's Stream Scouring Investigation Recordkeeping Form is utilized for each incidence of stream scouring identified. The Township Engineer is consulted regarding appropriate repair and remediation methods. Stream scouring restoration is made in accordance with the following:

- Standards for Soil Erosion and Sediment Control in New Jersey.
- Requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13.
- Requirements in accordance with N.J.A.C. 7:8.
- Township Stormwater Control Ordinance.
- Residential Site Improvement Standards.

If a previously unidentified outfall is located, it is immediately inspected. The MS4 infrastructure map is updated accordingly within the same calendar year.

Records under this category are maintained by the Department of Public Works and shared with the Township Engineer.

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally

owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.

An illicit connection inspection is conducted at each outfall at least once every five years during the outfall’s regular inspection. The illicit connection inspection is conducted during a dry weather period (72 hours following a rain event). If evidence of dry-weather flow is found, the upstream source is investigated. If an illicit connection is identified, the entity responsible for the source is notified of its violation per Ordinance #2023-012, and ordered to remove the illicit connection. The Township Engineer is notified if needed. If the source cannot be identified, the NJDEP Enforcement Inspector and MS4 case manager are notified.

6. Other Municipal Infrastructure

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

Detention Basin – There is one Township-owned detention basin located on Smoke Run. Mowing and snow removal is conducted as required. On a quarterly basis, maintenance and cleaning activities are performed at trash racks, outlet structures, and low flow channels. Repairs to structural components are made as needed.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

Private stormwater facility owners are notified by U.S. mail in October each year of their annual maintenance and reporting obligations. Annual reporting is due to the Township Engineer no later than December 31 of each calendar year. Reporting should include the following information at minimum: (1) Facility type and location; (2) Facility inspection date(s); (3) Date(s) and description of maintenance activities performed; and (4) Date(s) and description of any repairs made. The private stormwater facility owners are required to maintain the stormwater facilities in accordance with the long-term maintenance plan approved during site plan review, and/or practices described in the BMP Manual. NJDEP inspection forms may be utilized for reporting purposes.

8. Infrastructure Records

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

Records are kept at the Department of Public Works office, and shared with the Township Engineer.

Form 8 – Community-wide Measures

Part IV.F.2.

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

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Indicate the number of yards/sites the municipality owns or operates: **One (1)**

1. Site Name and Address		
255 Hickory Corner Road, Milford, NJ 08848		
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.		
At least once monthly, the DPW Supervisor or designated trained DPW staff member inspects all aspects of the maintenance yard. The inspector ensures that stormwater protection measures are in place, including but not limited to: fuel tanks are secure and not leaking; machinery stored outside is not leaking substances; materials stored outside are protected from stormwater run-on and run-off; containers and dumpsters are covered; secondary containment structures are properly secured; spill kits are accessible. Inspection logs are kept on site at the DPW yard, and copies are provided annually to the Township Engineer.		
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.		
Materials	Machinery/Equipment	Quantity
DGA		
¾" Clean Stone	<i>All trucks and other equipment are stored indoors</i>	
2"-4" Clean Stone		
6"-10" Rip-Rap		
16"-24" Core Rock		
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.		
Tank: Steel Material Stored: Waste oil Capacity: 500 gal During monthly inspections, if stormwater is present in the secondary container, it is checked for contamination. If contamination is present, a shop vacuum is used to remove stormwater. The collected liquid is disposed of by a State Licensed Recycling Company.		
5. Fueling Operations		

<p>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>Two above ground tanks (1,000 gallon capacity each) contain diesel and gasoline for fueling of DPW equipment. Fueling locations are inspected once per month. Repairs are made to any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair. Emergency shut-offs are in place. Signs are posted at fueling stations to stay in view of the fueling nozzle and prevent fuel tank top off. Fueling systems have drip pans under the hose connections to prevent fuel runoff if a leak occurs. Spill kits are kept on site in case of an emergency. Trained DPW staff oversee all bulk fuel deliveries.</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>Yes, vehicle/equipment maintenance and repair is performed on-site. The majority of maintenance is performed inside. Outdoor repairs or maintenances utilize tarps and drip pans to collect motor vehicle fluids.</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>Vehicles and equipment are washed in a self-contained bay that collects wash water in a 5,000-gallon tank. The tank level is checked quarterly. Wash water is pumped out of the tank as needed by a licensed disposal company. The containment structure is inspected annually by the Township Engineer.</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>De-icing salt is stored in a permanent structure (salt barn) at the maintenance yard. Inspections for spilled and tracked salt are conducted immediately after loading and unloading activities. The storage area is swept and kept clean using dry cleaning methods.</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>These materials are stored on paved areas that are at least 50 feet from surface water, streams, inlets and other stormwater conveyance components. No processing of these materials takes place on site.</p>

<p>The Township is implementing dike/berm enclosures for these materials.</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No cold patch is stored at the municipal yard. Cold patch is picked up as needed in municipal trucks directly from the plant and transported immediately to the location(s) where it is installed. Cold patch is used rarely; typically hot mix asphalt is used for localized road repairs.</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>These materials are not stored on site. Storm sewer cleanout materials are immediately disposed following collection.</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 is not stored on site. Wood waste is stored temporarily according to permit requirements, and disposed of at a local nursery within three weeks. Yard trimmings are not stored on site. No processing of these materials takes place on site.</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 stored in a leak-proof container.</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 equipment is stored outside waiting for auction and have drip pans underneath if leaking fluids. The drip pans are monitored monthly. All temporarily stored inoperable vehicles have intact bodies and exteriors capable of preventing stormwater from contacting internal parts.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Alexandria Township Engineer serves as the municipal SPC. When the permit-required SPC training webinars hosted by NJDEP become available, the SPC / Township Engineer will complete this training at least once per permit cycle.</p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>At least once per year, the SPC / Township Engineer provides SPPP training for municipal staff via e-learning and/or in-person meetings. This training typically occurs when the SPPP is updated, at the time of MSRP annual report preparation, and throughout the year if specific questions or issues arise.</p> <p>Intensive training occurs with every new MS4 permit cycle. The SPC / Township Engineer reviews new permit requirements and changes to existing permit requirements. The SPC / Township Engineer distributes a comprehensive summary to the Township Administrator, Clerk, Public Works Superintendent, Governing Body Members, Board Members, and Board Professionals. The SPC / Township Engineer meets with a subcommittee to review implementation measures and schedules.</p>
Construction Site Stormwater Runoff	<p>The Township Engineer, and designated inspectors from their office, perform construction inspection for development (major and otherwise) in Alexandria Township. These individuals are trained by the Township Engineer regarding Soil Conservation District standards, soil erosion and sediment control methods, non-compliance reporting, and the need for NJDEP 5G3 permit authorization.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding <u>construction, maintenance and operation of municipal stormwater management facilities</u>. Webinars are available from NJDEP and NJMEL: https://njmel.org/mel-safety-institute/webinars/</p> <p>The Township Engineer provides annual e-learning training to municipal administration staff regarding <u>submission of reports for maintenance and repair of stormwater management facilities on private property</u>.</p>

Community-wide Ordinances	Municipal departments responsible for enforcement of each community-wide ordinance provide training to pertinent staff. A review of enforcement and violations issued is conducted annually in conjunction with the Township Engineer.
Community-wide Measures	The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding <u><i>pollution prevention and good housekeeping measures related to street sweeping, storm drain inlets, herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements</i></u> . Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/
Stormwater Facilities Maintenance	The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding <u><i>inspection, maintenance and repair of municipal stormwater infrastructure</i></u> . The required inspection frequency is reviewed, as well as facility-specific information for various types of stormwater facilities present in the Township. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/
Municipal Maintenance Yards and Other Ancillary Operations	The Department of Public Works Superintendent provides annual in-person training to DPW staff regarding <u><i>maintenance and operation at the Township DPW yard</i></u> . The required inspection frequency is reviewed, as well as BMP measures taken at the DPW yard to implement MS4 permit requirements.
MS4 Mapping	The Township Engineer, ensures that its staff receives appropriate training to develop the Township MS4 Infrastructure Map according to permit requirements. These requirements are thoroughly reviewed with each permit cycle.
Outfall Stream Scouring	The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding <u><i>scour at municipal outfalls</i></u> . The outfall location map is reviewed. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/

<p>Illicit Discharge Detection and Elimination</p>	<p>The Department of Public Works Superintendent provides annual in-person and video-based training to DPW staff regarding <i>detection and elimination of illicit discharge</i>. Webinars are available from NJDEP and NJMEL: https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p>
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<p>Stormwater Management Design Reviewers</p>
<p>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</p>
<p>Per MS4 permit requirements, individuals who review and approve stormwater management designs for major development on behalf of the municipality are required to attend the NJDEP Stormwater Management Design Review (SWMDR) course at least once every five (5) years. These individuals also must take NJDEP training following amendments to the stormwater management rules at N.J.A.C. 7:8.</p> <p>The Land Use Board Engineer (combined Planning and Zoning Board), Township Engineer, and any municipally-appointed conflict engineer(s) comply with the training requirements listed above.</p>

<p>Municipal Board and Governing Body Members</p>
<p>Describe the training provided for members of the planning/zoning board and municipal council.</p>
<p>Per MS4 permit requirements, municipal Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the training listed below. This includes Planning Board Members, Zoning Board Members, and Committee Members who serve as liaisons to the Boards.</p> <p>Initial Training: “Asking the Right Questions in Stormwater Review Training Tool” https://nj.gov/dep/stormwater/arg/</p> <p>Once per term of service thereafter, review at least one of the following training tools accessed from the following link: https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training</p> <ul style="list-style-type: none"> • Stormwater Management Rules Applicability • Stormwater Management Rules Planning • Stormwater Management Rules Design & Performance • Stormwater Management Rules Safety • Stormwater Management Through General Permit for MS4s

Training Records

Indicate the location of training records for the above required training.
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Records of training are located at the offices of the Department of Public Works, Municipal Clerk, and Land Use Board Secretary. Copies of logs are also provided to the Township Engineer.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>The Township’s MS4 infrastructure map is under development. Features that have been geolocated can be viewed at the NJDEP Bureau of GIS open data website. https://gisdata-njdep.opendata.arcgis.com/</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>TBD</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	<i>TBD</i>
d. MS4 storm drain inlets	772
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The MS4 Map is reviewed annually by the Township Engineer and DPW Superintendent. The map is updated if, during the past calendar year, new municipal outfalls, BMPs, and other facilities were constructed or identified. If new information is added to the map, the new data is submitted to the Township’s MS4 Case Manager.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The comprehensive MS4 Infrastructure Map is under development. The Township Engineer is coordinating with the DPW and other municipal leaders to systematically inventory all MS4 components.</p> <p>Once fully developed, the map will be reviewed annually by the Township Engineer. If/when new municipal MS4 structures are identified or modified, the DPW Superintendent will notify the Township Engineer. The Township Engineer also monitors new construction in the Township and will inventory any new MS4 infrastructure installations. The Township Engineer will coordinate all necessary updates to the MS4 Infrastructure Map. New data will be submitted to the Township’s MS4 Case Manager.</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Township is beginning the inventory phase of the Watershed Improvement Plan (WIP). The Township Engineer is leading the effort to identify and geolocate the following:</p> <ul style="list-style-type: none">• Drainage areas and receiving waterbodies for all outfalls• Water quality classification for receiving waterbodies• Up-to-date TMDL and water quality impairment areas• Impervious areas• Location, ownership and type of private SWM facilities
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>Not applicable at this time. The Township anticipates that the new MS4 permit requirements will result in regional collaboration opportunities that will encourage local goals and initiatives to improve the local watershed.</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>All meeting notices, agendas, minutes and other public records are kept in the office of the Municipal Clerk.</p>