

# Stormwater Pollution Prevention Plan (SPPP)

*Borough of Rockaway  
County of Morris  
1 East Main Street  
Rockaway, NJ 07866  
Facility Permit #NJG1050746*

Date Issued: October 1, 2024

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## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Samantha Anello, PE, Borough Engineer	
Phone	908-238-5032	Email	samantha.anello@mottmac.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Samantha Anello, PE, Borough Engineer	
Phone	908-238-5032	Email	samantha.anello@mottmac.com
Other Municipal Stormwater Team Members			
Name and Title		William Hopler, DPW Director	
Phone	973-627-7025	Email	dpwdirector@rockawayborough.org
Name and Title		Kimberly Cuspilich, Borough Clerk	
Phone	973-627-2000 ext 226	Email	boroughclerk@rockawayborough.org
Name and Title		Patricia Reiche, Borough Administrator	
Phone	973-627-2000 ext 225	Email	cfo@rockawayborough.org
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.)
10/1/24	5	Updates to Ordinances

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.rockawayborough.org/municipal/stormwater/">https://www.rockawayborough.org/municipal/stormwater/</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Kimberly Cuspilich, Borough 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>Public Meetings: Published in the Daily Record and the Citizen newspaper, on the Borough's webpage, and on Facebook page.</p> <p>The Borough maintains stormwater program information on the Borough website.</p> <p>If there are events/activities related to stormwater information, these are advertised via flyers and on the Borough's Social Media outlets, as well as in Borough Public Meeting agenda postings</p> <p>The Borough does an annual mailing (including with the annual tax bills) which includes a letter specifically on Stormwater and a recycling brochure which includes information about stormwater as well as other MS4 topics. This includes limiting the use of fertilizers/pesticides, cleaning up after your pet, how to properly use and dispose of hazardous products, keeping pollutants out of storm drains, don't feed wildlife, don't litter, and how to dispose of yard waste properly. A copy of these mailings is posted on webpage.</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.
The Borough utilizes the same definition of “Major development” as N.J.A.C. 7:8 (the updated definition from the March 2, 2021 Stormwater Management Rules).
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.
The Borough’s SCO is more stringent than the NJDEP’s model SCO. It is more stringent because, the Borough’s stormwater ordinance is applicable to all projects meeting the definition of a “minor development” as well as “major development” The Borough’s SCO includes design standards for minor developments. The Borough’s SCO also includes information on green infrastructure BMPs.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<p>For major development projects the Borough is undertaking, the Borough Engineer (Mott MacDonald) is responsible for designing the stormwater management plans. These projects are reviewed by another Engineer at Mott MacDonald since designers may not be responsible for reviewing their own plans.</p> <p>For non-municipal projects, the Borough/Board Engineer reviews the stormwater management design for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per N.J.A.C. 7:8 and the more stringent criteria included in the Borough’s SCO for Minor developments.</p> <p>If the project is deemed compliant with the SWM rule and Township’s SCO, it is presented to the Land Use Board for approval.</p> <p>Throughout construction, the Borough’s Code Enforcement Officer and/or Borough Engineer inspects the construction sites at project milestones to ensure that the project is constructed in accordance with the approved development plans.</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.

Yes, Rockaway Borough's Municipal Stormwater Management Plan and SCO include a mitigation plan, however, no variances have been requested to date. Records will be submitted to NJDEP and the Morris County Planning Board upon approval. Copies will be kept in the Borough Clerk's office.

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

4-13-2006 by Ord. No. 04-06;  
9-28-2006 by Ord. No. 11-06;  
2-25-2021 by Ord. No. 06-21;  
6-10-2021 by Ord. No. 19-21

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

The Borough's Stormwater Management Plan was originally adopted 06/16/2005. The plan will be updated in 2023



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

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	09/13/90 7/25/05	Yes	<i>Health Code Enforcement</i>	<i>\$100 to \$2,000</i>
2. Wildlife Feeding	11/14/91 10/13/05	Yes	<i>Health Code Enforcement</i>	<i>\$100 to \$2,000</i>
3. Litter Control	03/02/89 10/13/05	Yes	<i>Health Code Enforcement</i>	<i>\$100 to \$2,000</i>
4. Improper Disposal of Waste	11/13/05	Yes	<i>Health Code Enforcement</i>	<i>\$100 to \$2,000</i>
5. Yard Waste	03/22/89 Amended 10/13/2005	Yes	<i>Health Code Enforcement</i>	<i>\$100 to \$2,000</i>
6. Private Storm Drain Inlet Retrofitting	09/24/2009	Yes	<i>Zoning/Construction Code Enforcement</i>	<i>\$100 to \$2,000</i>
7. Illicit Connections	10/13/2005	Yes	<i>Zoning/Construction Code Enforcement, DPW Supervisor</i>	<i>\$100 to \$2,000</i>
8. Privately-Owned Salt Storage	9/11/23	Yes	<i>Zoning/Construction Code Enforcement, DPW Supervisor</i>	<i>\$100 to \$2,000</i>
9. Tree Removal- Replacement	4/25/24	Yes	<i>Zoning/Construction Code Enforcement, Borough Engineer</i>	<i>\$500- \$2,000</i>
<b>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.</b>				
<p>There are no additional stormwater related ordinances the Borough of Rockaway has adopted that address issues beyond the scope of the MS4 permit. As previously noted however, the Borough does have a more stringent stormwater ordinance that is applicable to all projects meeting the definition of a “minor development” as well as “major development” The Borough’s SCO includes design standards for minor developments.</p>				

Rockaway Borough also has a Privately-Owned Refuse Containers/Dumpsters ordinance that requires those dumpsters be covered when not in use to prohibit stormwater from entering and running through the dumpsters. Borough personnel are aware of the ordinance and advise the Code Enforcement Officer when they notice a violation during their normal daily activities. Each violation of this ordinance carries a \$100 to \$2,000 fine.

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

The records associated with ordinance and related violations and enforcement are kept by the Borough Clerk from the Borough Zoning/Construction Code Official, and the Health Department. On an annual basis, this information is input into a comprehensive spreadsheet to summarize the data for record and reporting purposes.

## 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.*

All municipal roads within Rockaway Borough discharge to surface water. The vast majority of the municipal roads do have storm drain inlets, although several do not have storm drains.

In order to be conservative, all municipal roads within the Borough are swept at least three times a year. A log is kept of all the road sweeping which documents the dates of sweeping, at least three times a year.

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

The Borough maintains street sweeping for municipally owned roads; the work is not outsourced.

## Form 7 – MS4 Infrastructure

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

#### **1. Municipal Storm Drain Inlets**

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

- a. The Borough DPW crew conducts drive-by inspections of the storm drain inlets and open conveyances at which time they inspect the condition of the labels on storm drain inlets. If any buttons need to be replaced or paint needs re-stenciling, the DPW crew will make the repair or repaint as needed at that time or will schedule follow up work with the DPW supervisor. Furthermore, during the Borough's annual preparation for road resurfacing work, the roads under review also have their catch basins inspected for compliance. If the existing catch basins are not in compliance (i.e. no wording cast in design, outdated curb piece, etc.), they are replaced as part of the project.
- b. Throughout major development project construction and during repaving projects, the Code Enforcement Office and/or Borough Engineer performs site inspections and checks for proper storm drain inlet retrofits. Additionally, during day-to-day operations that entail driving through various areas of the Borough, DPW staff are instructed to observe storm drain inlets and note those that have not been retrofitted. If any are located along Borough roads or properties and are in areas that are known to have been repaved, they are identified by the staff for follow-up for retrofitting and the responsible entity is notified, if it is a private entity.
- c. The Borough 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. DPW staff perform inspections of all storm drain inlets at least annually as they drive the roads of the Borough. The staff will either decide to stop then to remove any debris off the inlet grate and surrounding area and load the debris into their trucks for proper disposal or make a note of the location to return to conduct the cleaning within 1 week. Areas that clog and flood often during storms are inspected more regularly and prior to large, forecasted storms, and cleaned if necessary.

## **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. Rockaway Borough maintains an annual catch basin cleaning program. The Borough owns 522 catch basins which are identified on the Borough's stormwater infrastructure map. The catch basins are split into 5 areas and marked on a Borough map. Each year, we inspect at least 105 (20% of the total) catch basins on rotation and ensure that all catch basins are inspected at least once within the 5-year permit cycle. Areas that clog and flood often during storms are inspected more regularly and prior to large, forecasted storms, and cleaned if necessary. DPW staff conduct a visual inspection using a flashlight and measuring pole.
- b. DPW staff are trained to check for debris collected in the catch basin. All catch basins that are 40% or more full are scheduled for clean-out by a vacuum truck contractor within one month of inspection.

At the time of cleaning inspection, the catch basins are also inspected for proper function. Maintenance is scheduled for catch basins found in disrepair.

Additionally, catch basins that are in areas of recent flooding complaints are inspected within 1 week of the complaint.

The Borough also refers to previous records and puts those catch basins that have been noted as needing frequent cleaning on a more frequent inspection schedule.

## **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.

Like our procedure for inspecting our storm drain inlets as DPW staff drive the roads of the town for various activities, our DPW staff also check the conditions of ditches and swales since most of our conveyance system is comprised of these. If there is noticeable trash or debris interfering with stormwater flow, the staff is required to clean up the debris preferably immediately, but no later than 1 week.

We use sewer inspection cameras to view the enclosed pipe conveyances in areas associated with our catch basins, as we perform those inspections. If it appears that any ditches or swales need to be cleared, they will be added to our maintenance schedule to be completed as soon as possible, but no later than within 3 months of the inspection.

Additionally, conveyance systems that are downstream of areas with recent flooding complaints are inspected within 1 week of the complaint.

We perform our outfall infrastructure inspections using the Department's Outfall Inspection Form when we inspect those outfalls for Stream Scouring and Illicit Discharges as noted below.

#### **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.

Rockaway Borough owns and operates 21 total outfalls. Each year, we inspect 4-5 outfalls (20% of the total) and the surrounding areas for scouring. If scouring is detected, we complete the

Stream Scouring Investigation Recordkeeping Form. Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check it for scouring within 30 days of identification.

In the cases where stream scouring is detected, we will attempt to trace it back to the source within 3 months. If a source is identified, the township would take corrective action if it related to municipally owned property or will ensure that the private entity(ies) perform necessary maintenance. If the township is unable to identify the source, the enforcement inspector and MS4 case manager will be notified before the end of the 3 months. Additionally, outfalls are inspected within 1 week of any complaints.

All identified scour problems will be evaluated and prioritized for remediation as soon as possible. If remediation cannot be completed within twelve months, a schedule will be submitted to the MS4 case manager prior to the twelve-month deadline. All restoration shall be made in accordance with the Soil Erosion and Sediment Control Standards in New Storm and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13, as per our Tier A permit requirements. Prioritization of repairs will be based in part upon extent of scour, potential safety threat, and need for NJDEP permit(s).

All pertinent repair records including the date, location, type of repair, and copies of all applicable NJDEP permits will be kept in the Engineering Department. Past repairs will be inspected annually to ensure scouring has not resumed. Appropriate repairs will be made at those outfall locations where such resumption has occurred.

#### **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.

Rockaway Borough has 21 total outfalls. Each year, we inspect 4-5 outfalls which is 20% of our total. We check for dry weather discharges (72 hours after a rain event), intermittent non-stormwater flow, and discoloration or inappropriate debris (such as toilet paper) in and immediately downstream of the outfall.

If complaints are reported or if any outfalls are found to have a suspected illicit discharge, we reinspect within 30 days and sample in accordance with NJDEP's MS4 Guidance to determine if an illicit connection exists.

If an illicit discharge is detected, the township will begin the work to identify the source within 30 days. We fill out and submit the NJDEP Illicit Connection Inspection Report Forms for each suspected illicit discharge to submit with our Annual Report.

If the source is identified, the township will notify the property owner(s) of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If we are unable to locate the source of the illicit connection within eleven months, the township will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and to request an extension of the investigation period.

Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check it for illicit discharge within 30 days of identification.

#### **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.

N/A – The Borough does not maintain any infrastructure that requires inspection and is not already noted in items 1-5 above.

#### **7. Stormwater Facilities Not Owned or Operated by the Municipality**

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

The Borough maintains a GIS database of the location of each known non-municipal stormwater facility and the associated inspection/maintenance records.

For all private stormwater infrastructure, each December, Rockaway Borough sends out a form to all private stormwater facility owners for them to complete and return to the township by January 15th for the previous year. The form requires the location and type of each stormwater facility on the property and the dates and details of inspections, maintenance, cleaning, and repairs that were performed. The form requires certification by the property owner that the stormwater facilities are functioning as designed, approved maintenance plans were followed (where appropriate) and has an area to explain if this is not the case. In instances where the owners do not perform the necessary maintenance, the Borough may perform the maintenance and bill the owner.

#### **8. Infrastructure Records**

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

Rockaway Borough keeps an inventory list of all stormwater infrastructure (municipal and private) with records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls, and repairs that have been done as well as those projected for completion each year. These records are kept in the DPW office



**Form 8 – Community-wide Measures**  
*Part IV.F.2.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
Vegetation is cut back by mowing or clipping, which prevents erosion. Herbicide sprays are not used.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
The Borough's DPW staff are trained to shovel up excess salt piles that remains on roadways and parking areas within three days (72 hours) after the storm is over, conditions permitting. The salt is collected in a covered trash bin on the truck and the salt is reused during the next storm.
<b>3. Roadside Vegetative Waste</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
Roadside vegetative waste (collected from roadside cutting, weeding, mowing, etc.) is temporarily stored at the DPW Yard. The storage area is covered until it is full and can be hauled away for proper disposal when the container is full.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
As DPW staff perform annual storm drain inlet inspections as noted above, they also check for erosion of shoulders, embankments, ditches, and soils along roads. If they notice any such erosion or sedimentation collecting in areas, including in the waters near the road, they log it in the maintenance schedule and fix the issue within three months. We either plant vegetation or use other methods, such as riprap in areas prone to erosion along roads to promote soil stabilization as described in the Standards for Soil Erosion and Sediment Control. We will contact our MS4 Case Manager for guidance for cases where planting will not remedy this issue

## Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

### Part IV.F.5.

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

<b>1. Site Name and Address</b>	
Rockaway Borough Recycling Depot/ DPW Garage 21-25 Union St. Rockaway, NJ 07866	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
<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 stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions are noted in the inspection log.</p> <p>The DPW checks the condition of the salt barn 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> <p>Furthermore, inspections are performed by DPW personnel who check general site conditions for debris, litter, open containers, and any other potential situation to contaminate stormwater runoff. Catch basins around the yard are inspected for debris and functionality. The yard is swept monthly during the summer months. The sweepings are temporarily stored within tarped areas, dumpsters, or on pavement surrounded by hay bales until removed.</p> <p>The separator tanks are cleaned and pumped every six months (March and September), as needed, including rodding the storm drains.</p> <p>General good housekeeping inspections are also performed regarding vehicle maintenance areas, storage areas.</p> <p>All activities are recorded, and logs are kept at the DPW office.</p>	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Road Salt (covered in permanent structure)	Pick-up Trucks (5)

Temporary storage Catch basin cleanout materials	Utility Trucks (4)
Temporary storage of leaves	Mason Dumps (4)
Temporary storage of grass clippings	Backhoe/Excavator (1)
	Front End Loader (1)
	Enclosed Landscape Trailer (1)
	Waste Oil Tank
	Brine Tank
<b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<p>Although generally non-applicable, if stormwater needs to be discharged from secondary containment areas, it can be pumped and hauled offsite.</p> <p>Our brine tank and used oil tank are protected by secondary containment. During monthly inspections, if we see stormwater in the secondary container around the brine tank, we use a shop vacuum to remove the stormwater and dispose of it at an approved facility. Since brine is clear, therefore we cannot visually confirm that there was no contamination. If we see stormwater in the secondary container around the oil tank, we check for signs of oil contamination. If the water is contaminated, we use a shop vacuum to remove the stormwater and dispose of it at an approved facility. Clean stormwater from the secondary container of the oil tank is released by opening the valve</p>	
<b>5. Fueling Operations</b> Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
<p>The DPW does not fuel at the DPW yard. The DPW uses a shared service with Morris Hills Regional School District and fuels at their bus depot location.</p>	
<b>6. Vehicle/Equipment Maintenance and Repair</b> 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>DPW performs maintenance and repair on site, however all vehicle maintenance and repair is performed inside to reduce/eliminate the contamination of stormwater from these activities.</p>	
<b>7. Wash Wastewater Containment</b> 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.
Vehicle washing is performed inside the exterior car wash stall which is connected to the sanitary sewer system. The site containment structure is inspected annual by the Borough's Engineer.
<b>8. Salt and Other Granular De-icing Materials</b> 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.
The Borough stores its de-icing material in a permanent structure located it its maintenance yard. Materials are pushed back away from the alcove and into the structure, so precipitation does not reach the materials. Staff responsible for loading/unloading road salt from the dome to spreaders are required to sweep spilled salt back into the main salt pile daily to minimize tracking of materials
<b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
We do store these materials on site in three-sided storage bays where the openings are situated on an upslope and more than 50 feet away from any stormwater inlets and surface water. Any material left on the ground outside of the bays is swept up and put back in the storage bays
<b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
N/A – Cold patch is not stored on site.
<b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Our cleanout materials are temporarily stored in a container dedicated to these materials which is covered when not actively being filled. The materials are hauled away for proper disposal when the container is full.

<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b>  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>We store construction and demolition waste, wood waste, and yard trimmings temporarily at our site in a 30 yard container. Residents can use this dumpster twice a year, in April and September. The containers are hauled for proper disposal when the container is full.</p>
<p><b>13. Scrap Tires</b>  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>All scrap tires are stored indoors.</p>
<p><b>14. Inoperable Vehicles and Equipment</b>  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>The Borough generally does not store inoperable vehicles or equipment on site. However if it was to happen, the Borough will utilize drip pans and tarps to prevent stormwater run-on or run-off. Any equipment or vehicles that are stored are also inspected monthly.</p>

## Form 10 – Training

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

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Stormwater Program Coordinator (SPC) for Storm Township attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.</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>Rockaway Borough 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.</p> <p>This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.</p>
Construction Site Stormwater Runoff	<p>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</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>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 Rockaway Borough SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents. For example, we identify where the Department’s maintenance guidance is available on the website for DPW staff reference when an approved maintenance plan does not exist.</p>

Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take if violations are reported.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. This training details what infrastructure is to be maintained according to approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.</p> <p>All types of stormwater infrastructure in the Borough are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, stormwater infiltration basins, and manufactured treatment devices</p>
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with our 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
MS4 Mapping	The Borough Engineer (Mott MacDonald) who prepares and submits the electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping

Outfall Stream Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
The Borough/Board Engineer reviews and approve stormwater management designs for major developments on behalf of the municipality. They 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.

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
Within 6 months of joining town council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review <a href="https://nj.gov/dep/stormwater/asking_the_right_questions.html">https://nj.gov/dep/stormwater/asking_the_right_questions.html</a> .  Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:  Stormwater Management Rules Applicability <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>



Stormwater Management Rules Planning <https://nj.gov/dep/stormwater/training.htm>

Stormwater Management Rules Design & Performance

<https://nj.gov/dep/stormwater/training.htm>

Stormwater Management Rules Safety <https://nj.gov/dep/stormwater/training.htm>

Stormwater Management Through General Permit for MS4s

<https://nj.gov/dep/stormwater/training.htm>

<b>Training Records</b>
Indicate the location of training records for the above required training.
Logs of all training including the type of training, date conducted, attendees and trainers are kept by the Borough administrator and an updated record is provided to the Borough Engineer on an annual basis.

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

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The MS4 outfall map is provided in the Appendix of this report. The infrastructure map is not yet available.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	21
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>Not yet available</i>
c. MS4 interconnections	<i>Not yet available</i>
d. MS4 storm drain inlets	<i>Not yet available</i>
e. MS4 manholes	<i>Not yet available</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>Not yet available</i>
g. MS4 pump stations	<i>Not yet available</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>Not yet available</i>
i. Maintenance yard(s) and other ancillary operations	<i>Not yet available</i>
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 current infrastructure mapping will be reviewed by the DPW Supervisor and Borough Engineer for updates to the MS4 infrastructure in December of each year.</p> <p>This will be relayed to the surveyor who will locate the new infrastructure and add the information to the infrastructure map, and the corresponding data will be submitted to our MS4 Case Manager.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The Borough currently has MS4 Infrastructure mapping but is working with the Borough Engineer to complete/update the mapping as required. The Borough Engineer will submit the updated map Shape files to the Borough's MS4 Case Manager before the mapping deadline of 01 Jan 2026</p>	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>Rockaway Borough is gathering data to meet the requirements for the phase 1, Watershed Inventory Report, which is due and will be posted on our stormwater webpage by 01/01/2026.</p> <p>The Borough has been expanding on our stormwater infrastructure map to include these requirements. We have included the Rockaway Borough Environmental Commission and other stakeholders in our discussions to identify opportunities for public participation and education sessions</p>
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>No regional projects or collaboration efforts with other municipalities are proposed at this time; however, the Borough is open to future opportunities.</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>Logs of all comments received during public information sessions and minutes from meetings will be kept in the municipal clerk's office.</p>