

Stormwater Pollution Prevention Plan

Draft

(Borough of Cape May Point)

(County Name)

(Permit Number (NJG0150401 - DST))

Annual Review Date: (October 10, 2024)

Stormwater Program Coordinator: (Name Dale Foster, PE, CME)

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.....	10
Form 7 – MS4 Infrastructure	11
Form 8 – Community-wide Measures.....	15
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	16
Form 10 – Training.....	20
Form 11 – MS4 Mapping	28
Form 12 – Watershed Improvement Plan	29

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Dale Foster, Borough Engineer	
Phone	<i>o-908-236-9001; d-908-287-2721</i>	Email	<i>dfoster@gpinet.com</i>
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Dale Foster, Borough Engineer	
Phone	<i>d-908-287-2721</i>	Email	<i>dfoster@gpinet.com</i>
Name and Title			
		Email	
Other Municipal Stormwater Team Members			
Name and Title		Catherine Busch, Commissioner of Public Works, Parks & Public Property	
Phone	<i>609-884-8468 x18</i>	Email	<i>cbusch@capemaypoint.org</i>
Name and Title		William Gibson, Public Works Supervisor	
Phone	<i>609-884-1454</i>	Email	<i>bgibson@capemaypoint.org</i>
Name and Title		Elaine L. Wallace, Borough Clerk	
Phone	<i>609-884-8468 x12</i>	Email	<i>ewallace@capemaypoint.org</i>
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Borough of West Cape May</i>	<i>Street Sweeper</i>	<i>5-year agreement (2024 – 2029)</i>	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
<i>10/10/2024</i>	<i>All</i>	<i>New MS4 requirements resulting from amendments to the Stormwater Management rules at N.J.A.C. 7:8, adopted July 17, 2023.</i>

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<i>https://capemaypoint.org/stormwater.php</i>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Elaine L. Wallace, RMC, CMR, 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.
<i>The Borough posts their public notices on their website: https://capemaypoint.org and with the Cape May Star and Wave newspaper. Residents and visitors can signup for email alerts regarding Borough news. A Borough newsletter is provided with the quarterly tax bills. Annually the Borough mails NJDEP brochures and Borough information regarding trash, recycling and yard wastes schedules and rules to each property owner.</i>

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.
<i>Developments greater than 1 acre.</i>
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.
<i>The Borough’s stormwater control ordinance replicates NJDEP’s model SCO.</i>
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<i>The Borough is essentially built out and is zoned entirely residential with lot sizes generally 5,000 sf. Therefore, no major development projects are anticipated.</i>
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.
<i>Yes, The Borough’s Municipal Stormwater Municipal Management Plan and Stormwater Control Ordinance include a mitigation plan, however no variances have been requested to date. No major development applications have been submitted; thus, no variances have been granted. All Planning Board records are on file at Borough Hall.</i>
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
<i>The initial adoption of the Stormwater Control Ordinance No. 521-06 was June 8, 2006. The original ordinance was repealed by Ordinance No. 1-2021 on 02/11/2021.</i>

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 Municipal Stormwater Management Plan is dated 2005. The Borough is in the process of authorizing a re-examination of the Municipal Stormwater Management Plan to update the plan to reflect the amendments to the Stormwater Management rules at N.J.A.C. 7:8, adopted March 2, 2020 and July 17, 2023.

DRAFT

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	01/21/1984	<i>No, but similar.</i>	<i>Police Department or Municipal Official</i>	<i>Up to \$10,000</i>
2. Wildlife Feeding	04/17/2003	<i>No.</i>		<i>\$100 to \$500</i>
3. Litter Control	04/14/1998	<i>No.</i>		<i>Up to \$10,000</i>
4. Improper Disposal of Waste	01/12/2006	<i>Yes</i>	<i>Police Department or Municipal Official</i>	<i>\$1,000 per day</i>
5. Yard Waste	01/12/2006	<i>No. Any yard waste placed in the street must be in a container.</i>	<i>Cape May City Police Department</i>	<i>Up to \$500</i>
6. Private Storm Drain Inlet Retrofitting	06/10/2010	<i>Yes</i>	<i>Police Department or Code Enforcement Officer</i>	<i>\$1,000 per storm drain inlet</i>
7. Illicit Connections	01/12/2006	<i>Yes</i>	<i>Police Department or Municipal Official</i>	<i>\$1,000</i>
8. Privately-Owned Salt Storage		<i>The Borough is reviewing NJDEP's model ordinance for adoption consideration.</i>		<i>\$___</i>
9. Tree Removal-Replacement	08/27/2024	<i>No. Exemptions are based upon smaller lot sizes. Tree size is not as stringent.</i>	<i>Police Department or Code Enforcement Officer</i>	<i>\$1,000</i>

List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.

***Dumping:** No person, firm or corporation, whether acting as contractor, agent, employee, collector or owners, shall dump, deposit or dispose of any garbage, animal matter, refuse, rubbish, debris, salvage*

or waste material in or upon any lands anywhere within the Borough of Cape May Point other than the designated and permitted areas.

Dumpster: *The Borough requires dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers to the municipal separate storm sewer system(s) operated by the Borough of Cape May Point and/or the waters of the State so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.*

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

Records are in the Borough Clerk's office.

DRAFT

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.

Currently the Borough is not required to sweep streets until 2026. Once West Cape May takes delivery of their new street sweeper, through a shared services agreement, Cape May Point will sweep all their streets during the months of January, May and September.

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

Through a shared-services agreement with West Cape May, the Borough of Cape May Point will use West Cape May's street sweeper to perform street sweeping services during the months indicated above.

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 DPW crew conduct inspections of the storm drain inlets at least annually. During their inspections, the crew will take note of condition of the labels on the inlets. Repairs to the labels will be scheduled as follow up work.*
- b. *No private storm drain inlets exists in the Borough. Retrofitting of storm drain inlets are addressed as part on the capital road improvement program. Nearly all storm drain inlets in the Borough have been retrofitted.*
- c. *The Borough is fully developed, and all roadways and streets were fully reconstructed approximately 20 years ago. The reconstruction of the roadways at that time addressed the placement of storm drains. Current roadway improvements consist of resurfacing and, if warranted reconstruction or retrofitting of storm drains. The Borough Engineer review plans for road projects to verify that catch basins or a Best Management Practice facility/device is included, when required.*
- d. *The DPW crew conduct inspections of the storm drain inlets frequently as they drive the streets of the Borough. Each storm inlet is inspected at least annually and immediately before forecasted major storms or immediately after major storm events. If there is no pending storm, the staff will make note of the location and either later that day or within a day or two, clear the grate and the surrounding area of debris. In the event of storms, the debris will be immediately cleared and loaded into their trucks for proper disposal.*

Any storm drain inlets in a state of disrepair is brought to the Borough Engineer's attention and the repairs are made as part of the annual roadway resurfacing project.

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 DPW crew conduct inspections of catch basins and cleaned at least annually. The debris from the basins is removed by hand and loaded into the truck and disposed of at the County landfill.*

b. *Catch basins in the area of flooding complaints are inspected immediately and, if warranted, the debris removed by hand within two days.*

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.

As part of the annual cleaning of the storm drain inlets, DPW crew conduct inspections of the conveyance systems to ensure they are free flowing. If there is noticeable trash, debris or sand buildup interfering with the stormwater flow, staff will clean the buildup material by hand to the best that they can. The conveyance system is scheduled for clearing within one week.

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 Borough has nine (9) outfalls, seven of which drain into Lake Lily. One other drain into Lighthouse Lake and the final location drains into the ocean. All outfalls are inspected annually and within one week if any complaints. Scour is not an issue as the pipes discharge directly into the lakes or ocean.

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 Borough has nine (9) outfalls and each are inspected annually. Staff check for dry weather discharges, intermittent non-stormwater discharges, and extraneous debris.

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 Borough 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 Borough will notify the property owner(s) of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately.

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.

None

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.

Borough is not aware of any stormwater facilities owned or operated on private properties. If the Borough received a complaint regarding stormwater facilities under Cape May County jurisdictions, the Borough notifies the County Public Works Department of the complaint. The Borough follows up with the County to ensure the complaint is addressed.

8. Infrastructure Records

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

The Borough Public Works Department keeps an inventory list of the Borough’s stormwater infrastructure with records of inspections, cleanings, routine maintenance work, investigations of illicit connections, and repairs that have been done as well as those projected for completion each year. These records are kept in the Public Works office.

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<i>The Borough does not apply herbicides. All de-vegetation is performed by mowing or clipping.</i>
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<i>The Public Works staff is 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 returned to the County salt storage facility.</i>
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.).
<i>The Public Works staff use mower bags to collect grass clippings in most areas. The clippings are collected and immediately taken to the County landfill facility. Tree branches that result from trimming activities are also collected and immediately taken to the County landfill facility. For instances where mower bags are not used, the Public Works staff is instructed to mow those areas so that they can direct the exit chute from the mower back onto the grass itself, and not out into the street, parking areas or area near a storm drain inlet, etc.</i>
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
<i>The Public Work staff perform annual storm drain inlet inspections as noted above, they also check for erosion of the berms along the streets. If they notice any such erosion or sedimentation collecting in areas, including in the waters near the road, they log it and correct 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.</i>

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

1. Site Name and Address	
801 Lighthouse Avenue	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Daily inspections are conducted by the Public Works crew during daily operations. The Public Works Supervisor walks the whole site at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log. Follow-up actions are scheduled for completion within one week. Specifically, we check if outdoor containers are covered and placed on clean pallets and labels are in good condition. We check that spill kits are accessible near liquid transfer areas. We check that all outdoor refuse containers and dumpsters are always covered. We keep all inspection records in the Public Works office.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Scrap tires	Backhoe
Paper lawn bags for property owners	Dumpster
Lumber	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
The Borough does not store any fluids outdoors.	

<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 Borough obtains its fuel through a shared use agreement with the County and the fueling of vehicles occurs at the County site. Refueling of lawn mowers and other equipment is performed by hand inside the Maintenance Garage.</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>Minor vehicle / equipment maintenance is done inside the Public Works building at 801 Lighthouse Avenue. Major vehicle /equipment maintenance is performed at private facilities out of the Borough.</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>Vehicles are washed off at private vehicle wash facilities located outside the Borough.</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</p>

materials. If not, explain where these materials are stored.

The Borough does not store any deicing materials in the Borough. The Borough obtains deicing materials through a shared use agreement with the County and pick up the materials at the County site. Any unused materials are immediately returned to the County site.

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.

No aggregate materials, wood chips or finished leaf compost is stored at this facility.

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.

Cold patch material is purchased when needed. None is stored at the site.

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.

No street sweepings are stored. Any catch basin clean-out material or other debris is disposed of at the County landfill and not stored on site. Once street sweeping is initiated, the sweeping will be disposed of the same day at a County dewatering site.

<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>Construction and demolition wastes are stored in a dedicated dumpster, which is covered when not in use and hauled for proper disposal when the container is full. No wood waste or yard trimming are stored onsite; they are immediately hauled to the County Landfill facility.</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>All scrap tires are under cover.</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>Inoperable Vehicles and Equipment are temporarily stored inside until they are either repaired or disposed of. Any equipment or vehicles that are stored are also inspected frequently, minimally monthly.</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: 2

1. Site Name and Address	
<i>544 Sunset Boulevard</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p><i>Daily inspections are conducted by the Public Works crew during daily operations. The Public Works Supervisor walks the whole site at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log. Follow-up actions are scheduled for completion within one week. Specifically, we check if outdoor containers are covered and placed on clean pallets and labels are in good condition. We check that spill kits are accessible near liquid transfer areas. We check that all outdoor refuse containers and dumpsters are always covered. We keep all inspection records in the Public Works office.</i></p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>Aggregate</i>	<i>Trailers</i>
<i>Lifeguard stands</i>	<i>Beach rake</i>
<i>Lumber</i>	<i>Leveling blade</i>
<i>Fence materials</i>	<i>Loading forks for backhoe</i>
<i>pallets</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>The Borough does not store any fluids outdoors.</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>No refueling occurs at this site.</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>No vehicle or equipment maintenance is performed at this site.</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>No vehicle or equipment is washed at this site.</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>The Borough does not store any deicing materials in the Borough. The Borough obtains deicing materials through a shared use agreement with the County and pick up the materials at the County site. Any unused materials are immediately returned to the County site.</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>We do store these materials on site in three-sided storage bays where the openings are situated more than 50 feet away from any stormwater inlets and surface water. Any material left on the ground outside of the bays is swept or pushed back in the storage bays.</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>None is stored at the 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>No street sweepings are stored. Any catch basin clean-out material or other debris is disposed of at the County landfill and not stored on site. Once street sweeping is initiated, the sweeping will be disposed of the same day at a County dewatering site.</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>Construction and demolition wastes are stored in a dedicated dumpster, which is covered when not in use and hauled for proper disposal when the container is full. No wood waste or yard trimming are stored onsite; they are immediately hauled to the County Landfill facility.</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>No scrap tires are stored at this site.</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>Inoperable Vehicles and Equipment are temporarily stored inside until they are either repaired or disposed of. Any equipment or vehicles that are stored are also inspected frequently, minimally monthly.</i></p>

DRAFT

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 the Borough 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	The Borough requires staff whose job duties support the stormwater program be trained annually on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping and is combined virtual training.
Construction Site Stormwater Runoff	<i>N/A. Due to the size and makeup of the Borough, no develop would disturb over 1 acre of soil, nor would any property owner be required to obtain a 5G3 permit from NJDEP as lot sizes are typically 5,000 square feet. Borough ordinances require any improvements maintain 60% of the overall lot in either natural state or covered in vegetation.</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 postconstruction 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 Borough’s SCO, stormwater permit conditions, NJDEP’s BMP Manual, and Guidance Documents.</i>

Ordinances	<i>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.</i>
Community-wide Measures	<i>Staff responsible for conducting activities associated with communitywide stormwater management measures attend annual training to discuss the MS4 permit requirements and Borough specific measures employed to comply with the street sweeping, storm drain inlets (inspections, labeling), 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.</i>
Stormwater Facilities Maintenance	<i>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.</i>
Municipal Maintenance Yards and Other Ancillary Operations	<i>Staff responsible for conducting activities associated with our municipal maintenance yards 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	<i>N/A</i>
Outfall Stream Scouring	<i>N/A</i>
Illicit Discharge Detection and Elimination	<i>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.</i>

Stormwater Management Design Reviewers

Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.

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.

Municipal Board and Governing Body Members

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

Within 6 months of joining Borough council or the joint planning/zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review https://nj.gov/dep/stormwater/asking_the_right_questions.html.

Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:

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

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> .*

Training Records

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 in the Public Works office.

DRAFT

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	9
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	11
c. MS4 interconnections	
d. MS4 storm drain inlets	59
e. MS4 manholes	18
f. Length of conveyance (channels, pipes, ditches, etc.)	6,184, LF of pipe
g. MS4 pump stations	1
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	2
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p style="text-align: center;"><i>The Public Works Supervisor meets with the Borough Engineer at least once a year to discuss infrastructure improvements and any stormwater management needs to be addressed.</i></p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p style="text-align: center;"><i>The Public Works Supervisor meets with the Borough Engineer at least once a year to discuss any recent improvements or findings that potentially impact the MS4 Infrastructure Map. The Borough is looking for funds to cover the cost of updating and mapping the stormwater infrastructure. Once the stormwater infrastructure is surveyed and mapped, Shape files can be prepared to submit to the MS4 Case Manager.</i></p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p>
<p><i>The Borough completed their Watershed Management Plan on June 28, 2021. The Watershed Management Plan is available on the Borough's website at Microsoft Word - Complete draft of the WMP v5 (capemaypoint.org).</i></p>
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p>
<p><i>The Borough typically collaborates with Cape May County.</i></p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p>
<p><i>Records of all comments received during public information sessions and minutes from meetings are kept in the municipal clerk's office. Borough Commission meeting minutes are also available on the Borough's website at https://capemaypoint.org.</i></p>