

Stormwater Pollution Prevention Plan

Name: Keyport Borough

County: Monmouth

NJPDES #: NJG0149012

Annual Review Date: May 1, 2026

Stormwater Program Coordinator: Trevor J. Taylor, PE, PP, CME, CFM

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		<i>Trevor J. Taylor, PE, PP, CME, CFM</i>	
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Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		<i>Trevor J. Taylor, PE, PP, CME, CFM – Planning Board Engineer</i>	
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Name and Title		<i>Matthew R. Zwingraf, PE, CME, CFM, Senior Program Manager</i>	
Phone	732-462-7400 x1056	Email	matthew.zwingraf@artheon.com
Other Municipal Stormwater Team Members			
Name and Title		<i>Hector A. Herrera, Business Administrator</i>	
Phone	732-739-5123	Email	hherrera@keyportonline.com
Name and Title		<i>Steven O'Dwyer, Acting DPW Superintendent</i>	
Phone	732-739-5428	Email	sodwyer@keyportonline.com
Name and Title		<i>Paul Murphy, Zoning Enforcement/Property Maint.</i>	
Phone	732-739-5157	Email	pmurphy@keyportonline.com
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Artheon (f/k/a CME Associates)</i>	<i>General engineering services including SPC and MS4 support</i>	<i>Annual appointment (2026-2027)</i>	

Form 2 – Review and Revision History

Revision Date	Form # Changed	Reason for Review or Revision (Updates to staff, policy, webpage, etc.)
04/14/2005		<i>Original report</i>
2013		<i>Updated report</i>
08/08/2017		<i>Updated personnel</i>
01/14/2019		<i>Updated forms</i>
12/07/2020		<i>Updated forms, provided additional information per 10/28/2020 NJDEP compliance letter</i>
05/01/2026	<i>All sections updated</i>	<i>Updated template; personnel; provided additional information per 12/03/2025 NJDEP compliance letter</i>

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<i>http://www.keyportonline.com/stormwater</i>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Michele Clark, 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>Public meetings and agendas are posted on the Borough website.</i> <i>Community stormwater related activities are advertised on the Borough's Facebook page.</i> <i>An annual Borough calendar is mailed to all residents including stormwater information and educational materials.</i>
4. Describe the educational activities you conducted last year to earn the required 12 points and provide the dates for those activities.
<i>(1) WEBSITE – Information on Stormwater has been updated on the Borough website (1 pts)</i> <i>(1) SIGNAGE – Green infrastructure signs (2) maintained at Waterfront Park rain garden (0.5 pts)</i> <i>(2) DISPLAY – A stormwater display has been made and is displayed at Borough Hall. (1 pt)</i> <i>(2) MAILING – The Borough distributes an annual community calendar in January that includes community education sections on various stormwater and litter control ordinances (2 pts)</i> <i>(2) MAILING – The SPC issues annual letters to private SWM BMP owners (3 pts)</i> <i>(3) CLEANUP – The Borough promotes and participates in annual April and October beach cleanups alongside Clean Ocean Action (3 pts x 2 events = 6 pts)</i> <i>Total points: 13.5</i>
5. Indicate the location of records associated with public education and outreach activities.
<i>Records are held within the Borough Administration office and Construction office, as well as with the Borough's consulting engineer.</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>Chapter 24 (Stormwater Management and Control) of the municipal ordinance defines a major development as:</i> <i>a. The disturbance of one or more acres of land since February 2, 2004;</i> <i>b. The creation of 1/4 acre or more of "regulated impervious surface" since February 2, 2004;</i> <i>c. The creation of 1/4 acre or more of "regulated motor vehicle surface" since March 2, 2021; or</i> <i>d. A combination of paragraphs b and c above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</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 SCO is consistent with the NJDEP 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>For capital development projects the Borough is undertaking, the Borough Engineer is responsible for designing the stormwater management plans.</i> <i>For private development projects, the Planning Board Engineer reviews plans for compliance with the municipal Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Applicants must demonstrate compliance with all SWM comments prior to being granted building permits.</i> <i>Throughout construction, the Borough’s Code Enforcement Officer and Engineer inspect development sites regularly to ensure that the project is constructed in accordance with the approved development plans</i> <i>Currently, the Borough Engineer is also the Unified Planning Board Engineer.</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>No mitigation plan is included.</i>

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
<i>2007 – Initial adoption</i> <i>12/18/2018 – Updated to reflect new requirements</i> <i>03/02/2021 – Updated to reflect new model SCO</i> <i>11/26/2024 – Updated to reflect new model SCO</i> <i>The latest SCO updates will be adopted by January 20, 2027</i>
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
<i>The original MSWMP was adopted on 07/29/2005. The Borough is currently preparing an updated MSWMP in accordance with MS4 Phase II requirements.</i>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
2. Wildlife Feeding	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
3. Litter Control	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
4. Improper Disposal of Waste	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
5. Yard Waste	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
6. Private Storm Drain Inlet Retrofitting	12/21/10	<i>Yes</i>	<i>Code Enforcement</i>	<i>Up to \$1,500 per inlet</i>
7. Illicit Connections	10/18/05	<i>Yes</i>	<i>Police and Health Dept.</i>	<i>\$100 - \$2,000</i>
8. Privately-Owned Salt Storage	5/5/26	<i>Yes</i>	<i>Police Dept and Administration (or designee)</i>	<i>\$500 - \$2,000</i>
9. Tree Removal-Replacement	5/21/24	<i>Yes</i>	<i>Zoning Officer and Property Maintenance</i>	<i>\$100 - \$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.				
<i>N/A</i>				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
<i>Enforcement records are kept on file in the Borough Construction Office and Police Department.</i>				

Form 6 – Street Sweeping
Part IV.F.2.a.i. and ii.

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
 - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
 - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

The Borough DPW sweeps the following roadways twice per week as required by the NJPDES Permit:

- *West Front Street between American Legion Drive and Church Street*
- *American Legion Drive*
- *Broad Street between Third Street and American Legion Drive*
- *Fireman's Park, Borough Hall, Broad Street and Waterfront Park Parking Lots*

Attached is a map of the roadways that are swept each week. The remainder of the Borough roadways are swept once per year on a rotating basis typically in the Spring. Streetsweeping is carried out between April and September and divided into zones consistent with solid waste and recycling collection.

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

County roads in the Borough are swept by the Monmouth County Highway Department

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.

The Borough owns and operates 556 stormwater structures (catch basins, inlets, and manholes) and approximately 12 miles of conveyances.

- a. *Borough volunteers have stenciled Borough storm drain inlets with a picture of a blue fish. The Borough has also installed the Duracast plastic labels on inlets around the Borough. The Borough DPW will maintain the labels going forward and will include this as part of the catch basin inspections.*
- b. *Municipal: when roads are paved, all inlets are reconstructed to include bicycle safe grates, Type N-ECO curbpieces, and labeling where none currently exist. Private: Site plans submitted by the Unified Planning Board and reviewed by the Board Engineer require upgrades and labeling of all drainage structures.*
- c. *All new municipal drainage improvements will include catch basin sump structures as required. Private site plans reviewed by the Unified Planning Board will be required to provide catch basins with sumps to comply with the requirements.*
- d. *Inlets are inspected at least once per year. Structures are inspected visually as DPW staff drive municipal roadways. Those showing evidence of debris build up or blockages are flagged for cleaning. Areas of repeat flooding are inspected more regulatory and prior to large storm, and cleaned as 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.

None of the Borough's storm inlets are identified as catch basins. As new catch basins are installed, the following procedures will be followed:

- a. *Catch basins will be inspected at least once per year. Structures are inspected visually as DPW staff drive municipal roadways. Flashlights and measuring poles will be used to determine depth of solids within basins. Areas of repeat flooding are inspected more regulatory and prior to large storm and cleaned as necessary.*
- b. *DPW staff are trained to check for debris collected in catch basins. All catch basins >50% full are scheduled for cleanout by a vacuum truck contractor on an annual basis.*

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 procedures 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. 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.

For our enclosed sections of our conveyance system, our program plan is to televise any area of our storm sewer system where flooding complaints and other possible related issues have occurred within 1 month of the complaint or observance to investigate the cause of the problem. Additionally, areas of our system that are steeply sloped will only be televised if flooding or other problems occur, as noted above, but areas of our system that are not steeply sloped, and have no reported or observed problems will be scheduled to be televised once per 10 years.

Any problems that are identified will be scheduled to be corrected within 1 month (such as cleaning/clearing obstructions), unless significant repairs are needed. Those repairs will be scheduled to be made as soon as possible. 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 downstream of areas with recent flooding complaints are inspected within 1 week of the complaint.

All television inspection services are provided by local sewer cleaning contractors.

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 owns and operates 57 total outfalls. Each year, we inspect all accessible outfalls and the surrounding areas for scouring. If scouring is detected, we complete the Stream Scouring Investigation Recordkeeping Form.

In 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 Borough would take corrective action if it's related to municipally owned property or will ensure that the private entity(ies) perform necessary maintenance. If the Borough is unable to identify or correct 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, in accordance with the Stream Scouring section of the permit, Part IV.G.viii & ix specifically.

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 owns and operates 57 total outfalls. Each year, we inspect all outfalls and the surrounding areas for dry weather discharges at least 72 hours after the last rain event. Intermittent non-stormwater flow, discoloration, or inappropriate debris in and immediately downstream of the outfall are all indicators of a potential illicit connection.

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.

If we are unable to locate the source of the illicit connection within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation to request an extension of the investigation period.

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.

Manufactured Treatment Devices (MTDs) – The town owns one MTD. DPW staff performs MTD inspections according to the manufacturer's maintenance plans that were approved by the Borough for the major development. Maintenance is conducted more frequently as needed if the functionality of the MTD declines. MTD inspections involve removal of the covering to examine the interior of the structure. Maintenance plans are retained in the DPW office for review and a schedule of inspections is posted in the DPW superintendent's office

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.
<i>The Borough maintains a list of non-municipal stormwater facilities and associated inspection and maintenance records.</i> <i>Each December, the Borough issues a form to all private stormwater facility owners for them to complete and return to the Borough 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.</i> <i>In instances where the owners do not perform the necessary maintenance, the Borough may perform the maintenance and bill the owner.</i> <i>When we receive these forms, we update our database. If we do not receive responses from an owner by the end of January, we will follow up with them by the end of the first quarter.</i>
8. Infrastructure Records Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.
<i>The Borough keeps an inventory database 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 managed by the DPW office</i>

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>No herbicides are applied.</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>DPW staff are trained to shovel up excess salt piles that remain 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</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>Wood waste and yard trimming associates with roadside vegetation maintenance are collected by DPW staff and collected at the Rollo Yard or Recycling Center for offsite disposal.</i>
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
<i>During daily travel throughout the Borough and 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. Significant areas of erosion or sinkholes are reported the Borough Engineer for consultation.</i>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations: 120 Francis Street
Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1 of 3

1. Site Name and Address	
<i>Francis Street DPW Yard (Primary Yard)</i> <i>120 Francis Street</i> <i>Keyport, NJ 07735</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs. <i>Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month 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.</i> <i>Follow-up actions are scheduled for completion within one week. Specifically, we check if outdoor containers are covered and placed on spill platforms or clean pallets and labels are in good condition. We check that spill kits are accessible near liquid transfer areas. We check if bulk liquids are protected with secondary containment and that all accessories (hoses, valves, etc.) are in good condition and within the containment area. We check that all outdoor refuse containers and dumpsters are always covered. We keep all inspection records in the DPW office.</i>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>Asphalt cold patch</i>	<i>Pickup trucks</i>
<i>Aggregate</i>	<i>Dump trucks</i>
<i>Sweeper and basin cleanout debris</i>	<i>Backhoe</i>
<i>Utility repair materials</i>	<i>Streetsweeper</i>
<i>Trash cans</i>	<i>Mowers</i>
	<i>Waste oil tank (indoors)</i>
	<i>Dumpsters</i>
	<i>Pothole patch trailer</i>
	<i>Misc. trailers and small machinery</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>All containers are stored indoors.</i>	

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.
<i>The Borough does not operate any fleet fueling stations. All fueling takes place offsite at fleet fueling stations.</i>
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.
<i>Vehicle repairs are conducted indoors. Any maintenance or repairs that are performed outdoors include the use of tarps and drip pans to collect motor vehicle fluids. All outdoor repairs are conducted within a designated area</i>
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.
<i>No vehicle washing occurs on-site. When washing is required, vehicles are taken to a commercial truck wash as needed.</i>
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.
<i>De-icing materials are stored at the Rollo Place yard.</i>
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.
<i>Aggregates are stored within three-sided bin block containment areas. Materials are swept to remain within the containment areas.</i>
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.
<i>Asphalt cold patch is stored within three-sided bin block containment areas and covered with a tarp. Materials are swept to remain within the containment areas.</i>

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.
<i>All street sweepings and storm sewer cleanout materials are stored at the Rollo Place yard.</i>
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.
<i>Construction debris, wood waste, and yard trimmings are stored at the Rollo Place yard.</i>
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.
<i>All scrap tires are stored indoors prior to disposal.</i>
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.
<i>When inoperable vehicles are stored on site, drip pans and tarps are used to prevent stormwater contamination. Vehicles stored long term are inspected monthly for leaks.</i>
15. Outdoor Refuse and Dumpsters Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.
<i>No dumpsters are stored on site.</i>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations: Rollo Yard
Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 2 of 3

1. Site Name and Address	
<i>Rollo Place Yard (Secondary Yard)</i> <i>Intersection of Rollo Place & Chingarora Avenue</i>	
2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.	
<i>Weekly inspections are conducted by DPW crew during daily operations. A trained DPW crew member 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.</i> <i>Follow-up actions are scheduled for completion within one week. We check that all outdoor refuse containers, dumpsters, and salt storage structure are always covered. We keep all inspection records in the DPW office.</i>	
3. Inventory List List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Road salt	Dumpsters (approximately 6)
Temporary storage of wood debris	Surplus trash receptacles
Temporary storage of leaf debris	Shipping container
Temporary storage of excavated material	
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>No storage of materials requiring secondary containment are provided at this site.</i>	

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.
<i>The Borough does not operate any fleet fueling stations. All fueling takes place offsite at fleet fueling stations.</i>
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.
<i>No vehicle repairs or maintenance are conducted at this site.</i>
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.
<i>No vehicle washing occurs on-site. When washing is required, vehicles are taken to a commercial truck wash as needed.</i>
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.
<i>Road salt is stored within a 25' x 30' fabric structure on a concrete pad with bin block walls on three sides. A fabric door is kept rolled down when not in use. Excess salt is swept or shoveled back into the enclosure as needed. The structure is regularly inspected for tears or damage.</i>
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.
<i>The site is used for temporary storage of excess excavated materials associated with utility repairs. Stockpiles are contained with silt fence or other sediment barriers to limit migration of sediment</i>
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.
<i>No cold patch is stored at this site.</i>

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.
<i>Sweeping and cleanout materials are temporarily stored in a 20-yard roll off dumpster dedicated to these materials which is covered with a tarp when not actively being filled. The dumpster is regularly checked for damage or leaks. The dumpster is hauled off for proper disposal as needed.</i>
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.
<i>Sweeping and cleanout materials are temporarily stored in a 20-yard roll off dumpster dedicated to these materials which is covered with a tarp when not actively being filled. The dumpster is regularly checked for damage or leaks. The dumpster is hauled off for proper disposal as needed.</i>
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.
<i>No scrap tires are stored at this site.</i>
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.
<i>No inoperable vehicles are stored at this site.</i>
15. Outdoor Refuse and Dumpsters Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.
<i>All outdoor dumpsters and refuse containers are kept covered when not in use to prevent stormwater from coming into contact with the contents and possibly causing a runoff, and to prevent any accidental spilling or leaking.</i>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations: Recycling Center
Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 3 of 3

1. Site Name and Address	
<i>Recycling Center</i> <i>Intersection of Florence Avenue and NJSH Route 36</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<i>Weekly inspections are conducted by DPW crew during daily operations. A trained DPW crew member 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.</i> <i>Follow-up actions are scheduled for completion within one week. We check that all outdoor refuse containers, dumpsters, and salt storage structure are always covered. We keep all inspection records in the DPW office.</i>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>Temporary storage of recycling materials</i>	<i>Large dumpsters (approx. (4) 40 CY)</i>
	<i>Small dumpsters (approx. (6) 4 CY)</i>
	<i>Cardboard compactor</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>No storage of materials requiring secondary containment are provided at this site.</i>	

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.
<i>The Borough does not operate any fleet fueling stations. All fueling takes place offsite at fleet fueling stations.</i>
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.
<i>No vehicle repairs or maintenance are conducted at this site.</i>
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.
<i>No vehicle washing occurs on-site. When washing is required, vehicles are taken to a commercial truck wash as needed.</i>
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.
<i>No de-icing material is stored at this site.</i>
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.
<i>No aggregate, wood chips, or finished leaf compost is stored on this site.</i>
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.
<i>No cold patch is stored at this site.</i>

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.
<i>No street sweepings or cleanout material is stored on this site.</i>
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.
<i>Wood waste and yard trimmings are temporarily stored at this site as part of weekly dropoff hours provided for residents. The dumpster is regularly checked for damage or leaks. The dumpster is hauled off for proper disposal as needed.</i>
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.
<i>No scrap tires are stored at this site.</i>
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.
<i>No inoperable vehicles are stored at this site.</i>
15. Outdoor Refuse and Dumpsters Describe your program to ensure that outdoor dumpsters and refuse containers on municipal property are covered and not discharging pollutants to stormwater or surface water.
<i>All outdoor dumpsters and refuse containers are kept covered when not in use to prevent stormwater from coming into contact with the contents and possibly causing a runoff, and to prevent any accidental spilling or leaking.</i>

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) attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation. The SPC will also periodically review the Department's posted SPC training videos for updates and refresher</i>

Topic	Municipal Employees
	Examples: in-person or virtual group sessions, e-Learning, field training, and videos
Describe the training provided for municipal staff.	
SPPP	<i>The SPC trains staff whose job duties support the stormwater program. Training on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping is conducted annually via combined in-person/virtual training.</i>
Construction Site Stormwater Runoff	<i>Staff responsible for inspections of construction projects that disturb one acre of soil or more, are trained annually on related MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved SESC plan.</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Staff responsible for implementing MS4 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 Borough SCO, MS4 stormwater permit conditions, the Department'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 identified.</i>
Community-wide Measures	<i>Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding</i>

	<i>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. 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.</i> <i>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.</i>
Municipal Maintenance Yards and Other Ancillary Operations	<i>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.</i>
MS4 Mapping	<i>MS4 mapping is maintained by the Borough Engineer/SPC, Artheon.</i>
Outfall Stream Scouring	<i>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.</i> <i>Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</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>
Watershed Improvement Plan	<i>WIP preparation is the responsibility of the Borough Engineer/SPC, Artheon.</i>

Stormwater Management Design Reviewers
1. Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>Stormwater Design Review training is conducted for the Board Engineer's review staff as required by NJDEP. The Borough Engineer maintains a record of staff that have completed training, including amendment training. Any major development projects submitted are reviewed by NJDEP-trained SWM design reviewers.</i>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<i>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 https://nj.gov/dep/stormwater/asking_the_right_questions.html.</i>
<i>Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:</i>
<i>Stormwater Management Rules Applicability https://nj.gov/dep/stormwater/training.htm</i>
<i>Stormwater Management Rules Planning https://nj.gov/dep/stormwater/training.htm</i>
<i>Stormwater Management Rules Design & Performance: https://nj.gov/dep/stormwater/training.htm</i>
<i>Stormwater Management Rules Safety https://nj.gov/dep/stormwater/training.htm</i>
<i>Stormwater Management Through General Permit for MS4s: https://nj.gov/dep/stormwater/training.htm</i>

Training Records
Indicate the location of training records for the above required training.
<i>Training records are kept with the SPC.</i>

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.keyportonline.com/filestorage/4031/5682/15056/26-03-02_-_Keyport_MS4_Stormwater_Infrastructure_Map.pdf	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	57
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	0
c. MS4 interconnections	0
d. MS4 storm drain inlets	556
e. MS4 manholes	78
f. Length of conveyance (channels, pipes, ditches, etc.)	12.11 mi
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	1
i. Maintenance yard(s) and other ancillary operations	3
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.).	
<i>All infrastructure being added as part of municipal capital projects is then mapped by the Borough Engineer annually for inclusion in the Borough's MS4 mapping. Corresponding data is submitted electronically via shapefile to our MS4 Case Manager on an annual basis, as required.</i>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<i>The Borough's MS4 plan has been prepared using handheld GPS surveying equipment and assembled in ArcGIS format. The mapping was submitted to NJDEP in December 2025 and approved in February 2026. Following private and public development projects and completion of inlet labeling/retrofits, mapping will be updated annually to reflect changes to the system.</i>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<i>The Borough's Watershed Inventory Report was developed and submitted to NJDEP ahead of January 1, 2026 deadline. The Watershed Improvement Plan is currently being developed and will be provided to NJDEP ahead of the January 1, 2027 submission deadline.</i>
2. Describe any regional projects or collaboration efforts with other municipalities.
<i>N/A</i>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<i>Records are kept with the Borough Engineer/SPC.</i>