

Stormwater Pollution Prevention Plan

Borough of Clementon
Camden County
NJG05153125

Annual Review Date: 19 Apr 2024

Stormwater Program Coordinator: Jason Flade, CPWM, W-2, C-2, T-1, CRP, NJCCC

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements.....	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping.....	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures.....	14
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	15
Form 10 – Training.....	18
Form 11 – MS4 Mapping	21
Form 12 – Watershed Improvement Plan	22

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Robert Freiling, Public Works Supervisor (Buildings, Parks and Grounds)		
Phone	856-784-0495	Email	rfreiling@clementon-nj.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	C. Jeremy Noll, PE, CME. CPWM – Borough Engineer		
Phone	856-235-7170	Email	jnoll@erinj.com
Other Municipal Stormwater Team Members			
Name and Title	G. Jeffrey Hanson, PE, CME		
Phone	856-235-7170	Email	ghanson@erinj.com
Name and Title	Jason Flade, Superintendent of Public Works		
Phone	856-784-0495	Email	jflade@clementon-nj.com
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://clementon-nj.com/storm-water/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Jenai Johnson - Administrator/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.
<ul style="list-style-type: none">- Borough Bulletin Board located in the Municipal Building (101 Gibbsboro Rd, Clementon, NJ 08021)- Borough of Clementon official Website (https://clementon-nj.com/)- Quarterly News Flyer

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

Part IV.E.

<p>1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>The Borough of Clementon defines “major development” as defined in the updated definition from the Mar 2, 2021 Stormwater Management Rules at N.J.A.C 7:8-1.2.</p>
<p>2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.</p>
<p>The municipality has adopted a SCO that is the same as the NJDEP’s model SCO.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>The Borough of Clementon ensures that all new residential development and redevelopment projects that are subject to the RSIS for stormwater management, including the NJDEP Stormwater Management Rules, NJAC 7:8, referenced in those standards, comply with the applicable standards. The Borough’s planning and zoning boards ensure compliance prior to issuing preliminary/final subdivision or site plan approval under the Municipal Land Use Law.</p>
<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>Yes, the Borough of Clementon’s Municipal Stormwater Management Plan and SCO include a mitigation plan, however, no variances have been requested to date. Records will be submitted to the NJDEP and the Camden County Planning Board upon approval. Physical copies are kept in the Public Works Department, address is below:</p> <p>101 Gibbsboro Rd Clementon, NJ 08021</p>
<p>5. Indicate the dates of each iteration of the Borough’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>The original SCO was adopted on 28 Feb 2006. The most recent effective date of the SCO was 10 Feb 2021.</p>

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

The original MSWMP was adopted on 14 Apr 2005.

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	03/22/05		Police Department & Municipal Officials	\$500.00
2. Wildlife Feeding	03/22/05		Police Department & Municipal Officials	\$500.00
3. Litter Control	09/26/88		Police Department & Municipal Officials	\$500.00
4. Improper Disposal of Waste	03/22/05		Police Department & Municipal Officials	\$500.00
5. Yard Waste	03/22/05		Police Department & Municipal Officials	\$500.00
6. Private Storm Drain Inlet Retrofitting	09/25/09		Police Department & Municipal Officials	\$500.00
7. Illicit Connections	11/21/06		Police Department & Municipal Officials	\$500.00
8. Privately-Owned Salt Storage	-----	-----	-----	-----
9. Tree Removal-Replacement	-----	-----	-----	-----

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.

The Borough of Clementon 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.

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

Code enforcement records are in the locations below:
Borough of Clementon Municipal Building, 101 Gibbsboro Rd, Clementon, NJ 08021

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 of Clementon currently does not have a street sweeping schedule in place. The Borough is actively working on setting up a schedule for the segments of municipal roads with storm drain inlets that discharge to surface water.

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

N/A

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. Our 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.

b. Throughout major development project construction and during repaving projects, the Code Enforcement Office 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. The Borough of Clementon owns 93 basins which are identified on our stormwater infrastructure map. Each year, we inspect all 93. 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.

Additionally, catch basins that are in areas of recent flooding complaints are inspected frequently.

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 cleans up the debris preferably immediately.

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.

Additionally, conveyance systems that are downstream of areas with recent flooding complaints are inspected following 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.

The Borough of Clementon owns and operates 32 total outfalls. Each year, we inspect 6 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.

In the cases where stream scouring is detected, we will attempt to trace it back to the source. If a source is identified, the Borough would take corrective action if it related to municipally owned property or will ensure that the private entity(ies) perform necessary maintenance. If the Borough is unable to identify the source, the enforcement inspector and MS4 case manager will be notified.

Additionally, outfalls are inspected after receiving a complaint.

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 Department of Public Works. 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.

The Borough of Clementon has 32 total outfalls. We inspect all 32 outfalls per year. 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 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, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager.

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.

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.

Infiltration Basins – DPW staff perform inspections according to maintenance plans that were approved by the Borough for the major development. If the approved maintenance plan is not available, we typically adopt the suggested maintenance plan from the Department’s BMP Manual. Updates may be made to the maintenance plan based on the Department’s online guidance and in-person observations of the BMP’s functionality over time. Any trash or debris gets cleaned up on the spot.

Manufactured Treatment Devices (MTDs) – DPW staff perform 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.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

For all other stormwater infrastructure, the Borough of Clementon sends out a form to all private stormwater facility owners for them to complete and return. 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.

The Borough of Clementon keeps 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, 101 Gibbsboro Rd, Clementon, NJ 08021

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

<p>1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.</p>
<p>The Borough of Clementon does not apply herbicides at all. We educate private and commercial owners through outreach, programs, websites, and events.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Excess deicing material is stored at other municipal salt buildings. In the event there is an excess, the rest is stored on a pad in a covered bin with hay bails in the front.</p>
<p>3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).</p>
<p>DPW staff does not collect grass clippings. Trees put out by residents are picked up and hauled out in a dumpster. Municipal properties grass cutting is done regularly, and grass is blown back onto the properties out of roadways and storm drains.</p>
<p>4. Roadside Erosion Control Describe your program to detect and drains... erosion along municipal roadways.</p>
<p>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 restore the area as needed.</p>

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

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

1. Site Name and Address	
Department of Public Works Facility 101 Gibbsboro Road, Clementon, NJ 08021	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Visual inspections are performed routinely at DPW locations. The DPW office is currently establishing a formalized inspection process.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Backfill/DGA	Utility Trucks/Dump Trucks/Service Trucks
Excavated Earth	Backhoe
	Roll Off Dumpster
	Traffic Control Devices
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
N/A. There are no secondary containment areas.	
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.	
Gasoline fueled vehicles are fueled offsite at Gloucester Township Public Works. 1729 Erial Rd, Blackwood, NJ 08012	

<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>All vehicle maintenance is performed indoors on concrete floors at the DPW facility. Repairs beyond the capabilities of Public Works are done by private vendors.</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>All vehicles are washed in a self-contained wash bay that collects the wash wastewater and is directly connected to the sanitary sewer.</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>Salt and other De-icing materials are obtained through Camden County Co-Op and stored at Pine Hill Borough Salt Storage Dome. If any remains it is stored on a pad, in bin, covered by tarp, with hay bales in front to prevent runoff.</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>All aggregate material is stored in bins. 90% of wood chips are taken by residents, the other 10% are either disposed of or used to fill in ground holes. There is no finished leaf compost stored on site.</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>Cold patch asphalt is stored on a concrete pad, covered by a tarp.</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>The Borough of Clementon does not currently have a street sweeping schedule in place. Storm sewer cleanout material is placed in dumpsters with lids and hauled off site.</p>
<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Construction and demolition waste is not collected or stored on site. All wood waste is stored in a dumpster and hauled off site by a private contractor. Yard trimmings are not collected or stored on site.</p>
<p>13. Scrap Tires Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap tires are stored in a closed container on site.</p>
<p>14. Inoperable Vehicles and Equipment Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>Inoperable vehicles and equipment are stored on site, inside the public works facility and are auctioned off as quickly as possible. Drip pans are used to prevent spills and spill kits are ready in case of an accident.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Stormwater Program Coordinator (SPC) for Borough of Clementon 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>The Borough of Clementon 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 Borough of Clementon 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	<p>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.</p>

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 engineering consultant who prepares and submits our electronic mapping of stormwater infrastructure attends 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.

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.
<p>Within 6 months of joining Borough 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.</p> <p>Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage.</p>

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 and Borough Hall.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://clementon-nj.com/storm-water/	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	32
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	93
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
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.).	
The existing outfall map is updated by the engineering consultant if any changes occur due to additional development.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Engineering consultants working with the Borough to establish the MS4 Infrastructure Map before the mapping deadline of 01 Jan 2026.	

Form 12 – Watershed Improvement Plan
Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Borough of Clementon 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>This will be achieved utilizing engineering consultants. We anticipate including 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>N/A at this time. We anticipate county involvement and collaboration efforts with other municipalities in the future.</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>