

# Borough of Red Bank

## Stormwater Pollution Prevention Plan



New Jersey Pollutant Discharge Elimination Program  
Tier A Municipality  
Stormwater General Permit No. NJ0150983

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Borough of Red Bank  
Stormwater Program Coordinator

12/31/2025  
Date

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# SPPP Form 1 – SPPP Team Members

Tier A Municipal Stormwater Regulation Program

## Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Borough Engineer

Date: December 31, 2024

Municipality: Borough of Red Bank

NJPDES#: NJG0150983

PIID#: 207222

### Stormwater Program Coordinator (SPC)

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### Individual(s) Responsible for Major Development Project Stormwater Management Review

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### Other Municipal Stormwater Team Members

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## SPPP Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision
12/07/2018 (CME)	Various	Annual Update
01/03/2019 (CME)	Various	Annual Update
12/02/2020 (T&M)	Various	Updated to include new requirements outlined in the 2018 permit renewal.
12/31/2021 (CME)	Various	Annual Update
6/30/2023 (T&M)	Various	Updated to include new requirements outlined in the 2023 permit renewal.
12/31/2024 (CME)	Various	Annual Update
12/31/2025 (CME)	Various	Annual Update

# SPPP Form 3 – Public Announcements

1. Provide the link to the dedicated stormwater webpage for your municipality.

Stormwater Management | Red Bank Borough, NJ

2. List the name and title of person(s) responsible for stormwater webpage postings/updates.

## *3<sup>rd</sup> party vendor contract by the Borough, CivicPlus*

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.

*The Borough currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2024, the designated publications are The Asbury Park Press, The Star Ledger and The Two River Times.*

*Additionally, public notices on stormwater related education and outreach activities shall be continued to be posted on the Borough's website and Facebook page, as well as distributed through mass mailings if necessary.*

Website: <https://www.redbanknj.org/>

Facebook: <https://www.facebook.com/redbanknewjersey>

4. Describe the educational activities you conducted last year to earn the required 12 points and provide the dates for those activities.

The Borough Community Outreach Division is coordinating the education requirements in accordance with the MS4 General Permit and will complete the 12 points prior to submitting the annual report.

5. Indicate the location of records associated with public education and outreach activities.

Records associated with the public education and outreach activities are kept on file by at Red Bank Borough Hall.

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

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.

*For the purpose of this section only, an individual “development”, as well as multiple developments that individually or collectively result in:*

- (a) *The disturbance of one or more acres of land since February 2, 2004;*
- (b) *The creation of ¼ acre or more of “regulated impervious surface” since February 2, 2004;*
- (c) *The creation of ¼ acre or more of “regulated motor vehicle surface” since March 2, 2021; or*
- (d) *A combination of 2 and 3 above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.*

*Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3 or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.*

2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

*The Borough adopted the NJDEP’s model SCO.*

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

*Major developments projects that are subject to RSIS for stormwater management are reviewed by the Board Engineer and/or appropriate personnel representing the Borough’s Planning and Zoning Boards for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Borough’s SCO.*

*Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Borough, the Board Engineer and/or its consultants, the application is presented before the Planning and Zoning Boards for final approval.*

*Throughout construction, representatives from the Borough and its consultants shall inspect the construction site to ensure that the project is constructed in accordance with the approved development plans.*

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.

*The Borough's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopments projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards as set forth in the Borough Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Borough for review and approval prior to granting final approval of the site development.*

*To date though no variances or exemptions have been requested or granted.*

*In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning and Zoning Boards and the NJDEP upon approval.*

*Copies of the variances granted will be maintained with the Board Secretary.*

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

*The Borough's Stormwater Control Ordinance (SCO) was originally adopted on August 8, 2006. It was amended and re-adopted on March 24, 2021 to comply with NJDEP requirements.*

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 (MSWMP) was adopted on March 21, 2005. A copy was submitted to the Monmouth County Planning Board for approval and amended on April 30, 2007. Final adoption of the amended MSWMP was passed on June 4, 2007. The Borough is in the process of updating this plan.*

## **SPPP Form 5 – Ordinances**

Ordinance	Date of Adoption	Was the NJDEP model ordinance adopted without change?	Entity responsible for enforcement	Fees and Fines
Pet Waste	10/05/2005	Yes	Police Department and/or Board of Health	Not to Exceed \$2,000
Wildlife Feeding	10/05/2005	Yes	Police Department, Code Enforcement, and/or Board of Health	Not to Exceed \$2,000
Litter Control	10/05/2005	Yes	Police Department, Code Enforcement, Building Department, Department of Public Utilities, and/or Board of Health	\$50 1 <sup>st</sup> time; \$100 subsequent offense
Improper Disposal of Waste	10/05/2005	Yes	Police Department, Code Enforcement, and/or Board of Health	Not to Exceed \$2,000
Yard Waste	10/05/2005	Yes	Police Department, Code Enforcement, Building Department, Department of Public Utilities, and/or Board of Health	\$50 1 <sup>st</sup> time; \$100 subsequent offense
Private Storm Drain Inlet Retrofitting	07/28/2009	Yes	Construction Official, Department of Public Utilities and/or Code Enforcement	Not to Exceed \$2,000
Illicit Connection Ordinance	10/05/2005	Yes	Police Department, Code Enforcement, Building Department and/or Board of Health	Not to Exceed \$2,000
Privately Owned Salt Storage	5/9/2024	Yes	Code Enforcement	Not to Exceed \$500 1 <sup>st</sup> time; \$1000 2 <sup>nd</sup> time; \$2,000 subsequent offense
Tree Removal- Replacement	5/23/2024	No	Zoning Officer, Code Enforcement	Not to Exceed \$2,000

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.

*Not applicable.*

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

*Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by the Police Department, Code Enforcement or other applicable enforcing office or department. They are reported to the Stormwater Program Coordinator or Borough Engineer annually for inclusion in the Borough's annual stormwater report and supplemental questionnaire.*

## SPPP Form 6 – Street Sweeping

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 has an existing street sweeping program that includes mechanical sweeping of the Borough owned roadways from April through November of each year, weather and surface conditions permitting. The Borough is divided into 5 separate zones and 1 zone is swept daily between this period of time. Sweepings collected are placed 20 cy containers located in the gravel section of the DPW Recycling Center on a temporary basis and periodically disposed offsite at a 3rd party disposal facility. Temporary storage of the container/dumpster shall not exceed more than 6 months at a time. Records of miles swept, and sweepings collected are recorded and maintained by DPW for future reference and inclusion in the Borough's annual stormwater report and supplemental questionnaire. The existing street sweeping program will be evaluated to determine if it complies with the new street sweeping schedule requirement outlined in the 2023 MS4 Tier A Permit. Starting January 1, 2026, the Borough will either continue with its existing program or update the program to ensure sweeping of all Borough streets at least 3 times a year in compliance with permit requirements.*

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

*All street sweeping is conducted by Borough DPW personnel.*

## SPPP Form 8 – MS4 Infrastructure

## 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. *DPW staff shall continue to conduct visual inspections of stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design either during the storm drain inlet/catch basin inspection or their day-to-day activities. Replacement of the label shall be conducted if possible or reported back to the DPW Office for future maintenance scheduling.*
- b. *Throughout construction of major development projects or during repaving projects, the Code Enforcement Office or Borough Engineer shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that needs retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit or replacement work by December 31, 2027.*
- c. *The Borough Engineer and/or Borough consultants shall check 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 in accordance with NJDEP requirements.*
- d. *DPW staff shall perform inspections of all identified storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning with the jet vac truck. Spoils collected will be dumped into the sweepings container and disposed offsite to a 3rd party disposal facility. Areas that clog and flood often during storms shall be inspected more frequently 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. *DPW staff shall perform inspections of up to 20% of the Borough's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin identified with debris will be reported back to the DPW office and scheduled for cleaning with the jet vac truck. Spoils collected will be dumped into the sweepings container and disposed offsite to a 3rd party disposal facility. Areas that clog and flood often during storms shall*

*be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.*

b. *All catch basins that are 40% or more full will be scheduled for cleaning by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms and cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.*

### **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.

*Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.*

*The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basin or storm drain inlets.*

*Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.*

### **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 will continue with its existing outfall inspection program to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls within the Borough on an annual basis. These inspections will be conducted alongside the inspections for dry weather flow.*

*All sites in which scouring is identified will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.*

*The Borough will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.*

#### **Long Term Maintenance**

*All outfall pipes in which scouring has been detected and addressed in the past, shall be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.*

## 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 will continue with its existing outfall inspection program for signs of outfall dry weather flow in accordance with NJDEP permit requirements. The program includes inspection of a minimum of 20% of their overall total outfalls on an annual basis. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.*

*Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report. If the source is identified, the requisite property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately.*

*If the source of the illicit connection cannot be located within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and 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.

*The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Township are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates detention basins, retention basins, water quality basins and swales throughout the Borough.*

*The Borough maintains a separate list/database of these stormwater infrastructure and their locations.*

*These facilities are inspected annually to ensure that they are functioning properly. Preventative or corrective maintenance will be performed or scheduled as necessary to address any defects noted including any necessary cleaning, debris removal, or mowing especially during the growing season.*

## 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.

*Not applicable.*

## 8. Infrastructure Records

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

*Records of inspections and maintenance conducted are kept in the DPW office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year.*

# **SPPP Form 8 – Community Wide Measures**

## 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.

*The Borough does not apply herbicides. Any necessary de-vegetation is completed by mowing or clipping and no erosion has been experienced as a result of these activities.*

## 2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

*The Borough shall conduct a visual inspection of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Borough's salt dome to be reused during the next storm event as needed.*

### 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.).

*No grass clippings are collected by the Borough. Leaves are collected between November and December of each year. The Brush is picked up by the Borough between April and October of each year. The Borough is divided into 5 separate zones, Zone 1 is picked up on Monday, Zone 2 on Tuesday and so forth. The vegetative waste is collected by Borough DPW and taken to the Recycling yard where they are placed into a 40-cy container. The container is disposed offsite at a 3rd party disposal facility periodically and no more than 6 months in duration*

#### 4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

*The Borough DPW will monitor Borough roads and streets for signs of potential erosion during their day-to-day operations. All identified road erosion problems will be reported to the DPW Director. Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey. Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.*

# **SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations**

## 1. Site Name and Address

*Red Bank DPW Facility  
75 Chestnut Street  
Red Bank, NJ 07701*

## 2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

*Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.*

*The salt shed is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.*

### 3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery/Equipment
Road Salt	2-5 Cy Dumpsters
Salt Brine	Diesel and Gasoline Tanks (5,000 Gallons)
Automotive Liquids, Oils and Other Hydraulic Fluids	Waste Oil Tanks / Drums
Automotive Batteries	Miscellaneous Automotive Waste Fluid Drums
Miscellaneous Paints Cans and Other Fluids	Jet-Vac Truck
	DPW Maintenance Trucks
	Miscellaneous Construction Vehicles

#### 4. Discharge of Stormwater from Secondary Containment

Discharge of Stormwater from Secondary Containment  
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

*Not applicable.*

## **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.

*Fueling is conducted onsite at the Borough's DPW facility. A Standard Operating Procedure has been developed outlining standard do's and don'ts. The Borough maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies noted are reported and scheduled for necessary maintenance.*

## **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.

*Routine vehicle maintenance is conducted by Borough personnel in their maintenance garage building. All maintenance and repair work is completed indoors. Trench drains in the maintenance garage are connected to the sanitary sewer system.*

*Any vehicular oils, fluids or other material discharged are collected in appropriate tanks or drums for offsite disposal. Spills are immediately addressed, and monthly inspections are conducted to ensure that the requirements outlined in the Borough's SOP are being met.*

## **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.

*No washing of vehicles is conducted onsite at the Borough's DPW facility. DPW vehicles utilize 3rd party commercial washing facilities. Only rinsing of the salt spreader vehicles is conducted once the salt has been swept off.*

## **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.

*The Borough utilizes salt, brine and calcium chloride for de-icing. All materials are kept year-round at the DPW yard on Chestnut Street. The salt is stored inside the garage building in a bin. The brine is stored outdoors in an above ground tank and the calcium chloride is kept indoors as well in bags on a pallet in the garage building.*

*Road salt is pushed back away from the entrance and into the structure to eliminate precipitation reaching the stored material. During loading and unloading, Borough personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials.*

*No sand is stored onsite.*

**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.

*Not applicable.*

**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 asphalt is purchased seasonally as needed and utilized all at once. No storage of excess material is necessary.*

**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.

*Not applicable.*

**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.

*Not applicable.*

**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.

*Not applicable.*

**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.

*Not applicable.*

**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.

*All outdoor dumpsters and refuse containers are kept covered when not in use to prevent contaminants from accidentally spilling or leaking into the stormwater system.*

# **SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations**

## 1. Site Name and Address

*Red Bank Recycling Center  
107 W. Sunset Avenue  
Red Bank, NJ 07701*

## 2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

*Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.*

### 3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery/Equipment
Leaves / Brush / Composted Leaves	Multiple Containers / Dumpsters
Mulch / Wood Chips / Miscellaneous Woods	Recycling Containers
Used Asphalt and Millings	Inoperable Vehicles
Gravel / DGA / Stone	Front End Loader / Plows
Topsoil	Jersey Barriers
Concrete Debris	Street Sweepers
Miscellaneous Aggregate Material	Miscellaneous Construction & Maintenance Vehicles
Blocks / Pavers	
Scrap Tires / Empty Drums	

#### 4. Discharge of Stormwater from Secondary Containment

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Not applicable.*

## 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.

*Sweepings collected are placed in 20 cy containers located in the gravel section of the DPW Recycling Center on a temporary basis and periodically disposed offsite at a 3rd party disposal facility. Temporary storage of the container/dumpster shall not exceed more than 6 months at a time.*

## **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.

*The Borough temporarily stores used asphalt millings and concrete debris at the DPW Recycling Center. These materials are stored outdoors in 3-sided concrete block bins. Periodically, they are collected and disposed offsite by 3rd party contractors. Mulch, leaves and compost material are also stored at this facility. The mulch is stored in a 3-sided bin, and the leaves and compost are piled in the back side of the facility.*

*The Borough conducts periodic inspections to determine if stored aggregate materials need to be moved to eliminate potential runoff or need to be bermed or otherwise sectioned off to eliminate potential surface discharges.*

## 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.

*Scrap tires are stored temporarily at the Recycling Center. They are stored in closed containers and tarpred as needed. They are disposed offsite periodically at a 3rd party disposal facility.*

## **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.

*Yes, the Borough stores inoperable vehicles year-round at their impound yard located within the Borough DPW Recycling Center. Vehicles are kept outdoors temporarily until they are sent to auction and removed offsite.*

## 16. 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.

*All outdoor dumpsters and refuse containers are kept covered when not in use to prevent contaminants from accidentally spilling or leaking into the stormwater system.*

# SPPP Form 10 –Training

## Stormwater Program Coordinators

Describe the training provided for the municipal Stormwater Program Coordinator.

*The Stormwater Program Coordinator (SPC) for the Borough will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.*

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>Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</i>
Construction Site Stormwater Runoff	<i>Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.</i>
Post-Construction Stormwater Management in new and Redevelopment	<i>Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Borough's post-construction stormwater management program to address stormwater runoff. Training shall discuss the Borough'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, the Department's BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.</i>
Ordinances	<i>Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.</i>

Community Wide Measures	<p><i>Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough 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. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</i></p>
Stormwater Facilities Maintenance	<p><i>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</i></p> <p><i>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.</i></p>
Municipal Maintenance Yards and Other Ancillary Operations	<p><i>Staff responsible for conducting activities associated with the Borough's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</i></p>
MS4 Mapping	<p><i>Outside personnel responsible for the preparation and submission of the Borough's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.</i></p>
Outfall Stream Scouring	<p><i>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</i></p>
Illicit Discharge and Detection and Elimination	<p><i>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</i></p>

Watershed Improvement Plan	<p><i>Staff responsible implementing the Watershed Improvement Plan shall attend annual training to review the MS4 permit requirements for developing a Watershed Improvement Plan. Phase 1 shall be completed and the report will be posted on the Borough's stormwater webpage no later than January 1, 2026.</i></p>
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## Stormwater Management Design Reviewers

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

*Personnel who review and approve stormwater management designs for major developments on behalf of the Borough will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Borough's professionals and provided to the Borough upon request.*

## **Municipal Board and Governing Body Members**

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

*Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled “Asking the Right Questions in Stormwater Review.” New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:*

[https://nj.gov/dep/stormwater/asking the right questions.html](https://nj.gov/dep/stormwater/asking_the_right_questions.html)

*The Borough Clerk and/or the Board Secretary shall maintain record of when the Board or Governing Body Members complete the training for future reference and inclusion in the Borough's annual stormwater report and supplemental questionnaire.*

## Training Records

Indicate the location of training records for the above required training.

*Logs of training completed by Borough DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Borough's annual stormwater report.*

## SPPP Form 11 – MS4 Mapping

1. Provide a link to the most current MS4 outfall/infrastructure map.

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2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).

a. MS4 outfalls	59
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	None
d. MS4 storm drain inlets	485
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	None
h. MS4 stormwater facilities (any that are not listed above)	TBD
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.).

*On an annual basis, DPW staff will coordinate with the Borough Engineer and/or consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Borough. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Borough's MS4 Map. A copy of the new data points will also be submitted to the Borough's MS4 Case Manager.*

4. Describe how the municipality will create and update its MS4 Infrastructure Map.

*The Borough will work with the Engineer's Office and other representatives to expand the Borough's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Borough's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Borough's stormwater webpage*

# SPPP Form 12 – Watershed Improvement Plan

1. Describe how your municipality is developing its Watershed Improvement Plan.

*The Borough Engineer is gathering data to meet the requirements for the phase 1, Watershed Inventory Report, which will be posted on our stormwater webpage by 1/1/2026.*

*The Borough has been coordinating with NJDEP to ensure the mapping included in the Watershed Improvement Plan meets all requirements outlined in the Tier A Stormwater Master General Permit.*

2. Describe any regional projects or collaboration efforts with other municipalities.

*The Borough Engineer met with the Borough's Environmental Commission/Green Team to discuss the Watershed Inventory Report and plan to collaborate with the Navesink MRC, Clean Ocean Action, and the Northern Monmouth Watershed Alliance on the phase 2, Watershed Assessment Report and the phase 3, Watershed Improvement Plan.*

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

*Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Borough Clerk's office and/or Engineer's Office.*

## **Appendix 1 – Standard Operating Procedures**

## Vehicle and Equipment Fueling Standard Operating Procedures

# Vehicle Maintenance Standard Operating Procedures

## Good Housekeeping Practices Standard Operating Procedures

**BOROUGH OF RED BANK**  
**STANDARD OPERATING PROCEDURES**

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TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

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**DESCRIPTION:**

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

**PURPOSE:**

This SOP provides a set of guidelines for the Borough of Red Bank employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

**STANDARDS AND SPECIFICATIONS:**

Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be “topped off.”
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

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# BOROUGH OF RED BANK

## STANDARD OPERATING PROCEDURES

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
    Level 1: Contact the local police (732) 530-2700.  
    Level 2: Contact the Monmouth County Health Department at (732) 431-7456.  
                Contact NJDEP at (877) WARN DEP or (877) 927-6337.

### Maintenance and Inspection

1. Inspect fueling area, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged, or leaking shall be repaired immediately.

# BOROUGH OF RED BANK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle Maintenance	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of Red Bank vehicle maintenance for its maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.
9. Collect waste fluids in properly labeled containers and dispose properly.

#### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the local police department at (732) 530-2700.  
Level 2: Contact the Monmouth County Health Department at (732) 431-7456.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

#### Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

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# BOROUGH OF RED BANK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of Red Bank employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

#### Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be stored outside between October 15<sup>th</sup> and April 30<sup>th</sup>.

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# BOROUGH OF RED BANK

## STANDARD OPERATING PROCEDURES

### Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers and dispose of properly.

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the local police department at (732) 530-2700.  
Level 2: Contact the Monmouth County Health Department at (732) 431-7456.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

### Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.