

Stormwater Pollution Prevention Plan



Township of Millstone
Monmouth County, New Jersey
NJG0153532

Prepared By:
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Annual Review Date: January 30, 2026

Stormwater Program Coordinator: Samuel J. Avakian, P.E., P.L.S., P.P.

Signature: 

Date: 1-30-20

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Form 1: Team Members

Stormwater Program Coordinator (SPC)	Individual(s) Responsible for Major Development Project Stormwater Management Review
Samuel J. Avakian, P.E., P.L.S., P.P. PROFESSIONAL ENGINEER (732) 922-9229 smyer@leonsavakian.com	Matt Shafai, P.E., P.P. TOWNSHIP ENGINEER (732) 922-9229 smyer@leonsavakian.com

Other Municipal Stormwater Team Members
Dan Specht DIRECTOR OF PUBLIC WORKS (732) 446-6774 d-specht@millstonenj.gov

Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service
Monmouth County DPW	Vehicle Maintenance & Repair	Renewed Annually
Monmouth County	Vehicle Washing	Renewed Annually

Form 3: Public Announcements
Part IV.B. & C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://millstonenj.gov/stormwater-management/
2. List the name and title of the person(s) responsible for stormwater webpage postings/updates.
Kathleen Hart, Township 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.
Public education and outreach events/activities are advertised on the Township website and with fliers and public announcements at Township Committee meetings. Millstone Township also publishes a Township Newsletter which is available on the Township website at: https://millstonenj.gov/newsletters/ . Additionally, stormwater educational materials are available to the public at the municipal building (470 Stage Coach Road).

**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.

As per Millstone Township Stormwater Control Ordinance #24-10, “major development” means:

An individual “development,” as well as multiple developments that individually or collectively result in:

- 1. The disturbance of ½ acre or more of land since February 2, 2004;*
- 2. The creation of 5,000 square feet or more of “regulated impervious surface” since February 2, 2004;*
- 3. The creation of 5,000 square feet or more of “regulated motor vehicle surface” since March 2, 2021; or*
- 4. A combination of 2 and 3 above that totals an area of 5,000 square feet or more. The same surface shall not be counted twice when determining if the combination area equals 5,000 square feet 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.

Millstone Township Stormwater Control Ordinance #24-10 is more stringent than the NJDEP model Stormwater Control Ordinance. The thresholds necessary to meet the definition of “Major development” are lower than in the NJDEP model stormwater control ordinance.

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

The Planning Board Engineer reviews all major development projects for compliance in accordance with the Stormwater Management Rules N.J.A.C. 7:8, Millstone Township Stormwater Control Ordinance, and Residential Site Improvement Standards as applicable. If the project is compliant, a recommendation for approval is made to the Planning Board.

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

Yes; the Millstone Township Municipal Stormwater Management Plan includes a Mitigation Plan and the Millstone Township Stormwater Control Ordinance addresses conditions that must be met to grant a waiver or variance from N.J.A.C. 7:8-5.3. No variances have been granted to date.

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

Ordinance Number	Adoption Date
#04-14	June 16, 2004
#20-06	March 18, 2020
#21-01	February 17, 2021
#24-10	July 17, 2024

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

Millstone Township’s Municipal Stormwater Management Plan was initially adopted on April 1, 2005. It was revised on March 21, 2008.

Form 5: Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the NJDEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	12/7/05	Adopted without change	Code Enforcement	Up to \$2000
2. Wildlife Feeding	12/7/05	Adopted without change	Code Enforcement and/or Animal Control	Up to \$2000
3. Litter Control	12/7/05	Adopted without change	Code Enforcement and/or State Police	Up to \$2000
4. Improper Disposal of Waste	12/7/05	Adopted without change	Code Enforcement and/or State Police	Up to \$2000
5. Yard Waste	12/7/05	Adopted without change	Code Enforcement	Up to \$2000
6. Private Storm Drain Inlet Retrofitting	12/15/10	Adopted without change	Code Enforcement	Up to \$2000
7. Illicit Connections	12/7/05	Adopted without change	Code Enforcement	Up to \$2000
8. Privately-Owned Salt Storage	12/6/23	Adopted without change	Code Enforcement	Up to \$2000
9. Tree Removal- Replacement	12/6/23	Adopted without change	Code Enforcement and/or State Police	Up to \$2100 /tree

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.

Ordinance	Adoption Date	Enforcement	Fines & Fees
Refuse Containers/Dumpsters	12/15/10	Code Enforcement and/or State Police	Up to \$2000

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

Records associated with ordinances are located in the Township Clerk's office and records related to enforcement actions are located in the Code Enforcement office.

Form 6: Street Sweeping

Part IV.F.2.a.i. and ii.

Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- 1.**
- **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.

All segments of Township roads with storm drain inlets that discharge to surface water are swept three (3) times a year at a minimum.

All segments of Township roads without storm drain inlets that still discharge to surface water are swept one (1) time a year at a minimum.

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

No street sweeping work is outsourced in Millstone Township.

Form 7: MS4 Infrastructure
Part IV.F.2-4. And Part IV.G.2-3.

Municipal Storm Drain Inlets

a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.

1. 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. Millstone Township DPW periodically conduct drive-by inspections of the municipal storm drain inlets. At the same time, the condition of the labelling on storm drain inlets without permanent wording cast into the design is evaluated. Non-permanent storm drain inlet labels found to be missing or damaged are scheduled for repair or replacement.

b. As part of the Annual Road Resurfacing Program, municipally owned or operated storm drain inlets are retrofitted or replaced, if needed, when the road is resurfaced to meet the solids and floatables materials control standards in the Millstone Township Stormwater Control Ordinance. Millstone Township ordinance #10-31 requires that storm drain inlets on private property shall be retrofitted or replaced to meet the design standard as specified in the ordinance when the roadway is repaved, repaired, resurfaced, reconstructed, or altered. The Planning Board Engineer will identify projects that are subject to ordinance #10-31 and inform the applicant of the ordinance requirements.

c. As part of the review process, the Township Engineer checks the plans submitted for road projects and major development projects to confirm that new storm drain inlets comply with the applicable design standards.

d. Millstone Township DPW periodically conduct drive-by inspections of the municipal storm drain inlets. If debris is present, the grate and surrounding area is cleaned at that time or scheduled for cleaning within one week.

Municipal Catch Basins

2. 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.	A minimum of 20% of the catch basins are inspected annually on a rotating schedule such that all catch basins are inspected at least once every five (5) years.
b.	Catch basins that are approximately 50% filled with debris are scheduled for cleaning.
<u>Municipal Conveyance System</u>	
3.	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.
<p>Periodic inspections of the MS4 conveyance system are conducted throughout the year. These inspections are often conducted in conjunction with stream scouring and illicit connection inspections. Observed or reported localized street flooding may also trigger an inspection of the conveyance system. If an obstruction is found, the line may be televised and water jetted to relieve the blockage.</p>	
<u>Municipal Outfall Inspections – Stream Scouring</u>	
4.	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.
<p>There are 234 municipally owned or operated stormwater outfalls in Millstone Township. Each year at least 20% of the outfalls are inspected for stream scouring. Outfalls with stream scouring are prioritized for repair or restoration within the constraints of the existing budget and certified annually.</p>	
<u>Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</u>	
5.	Describe the program in place for conducting visual dry weather inspection of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using NJDEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.
<p>There are 234 municipally owned or operated stormwater outfalls in Millstone Township. Each year, at least 20% of the outfalls are inspected for evidence of dry weather flow. If dry weather flow is confirmed, additional physical information is collected and an investigation is conducted. An Illicit Connection Inspection Report Form is completed to assist with the determination of the source of the dry weather flow.</p>	

Other Municipal Infrastructure

- 6. List the types of MS4 infrastructure in your municipality 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.**

Millstone Township maintains a list of stormwater facilities owned or operated by the Township. To the extent practicable with existing resources, the facilities are inspected to ensure proper function and operation. These facilities are also certified annually. Facilities found not to be functioning properly are scheduled for the necessary preventative and corrective maintenance and/or repairs.

Stormwater Facilities Not Owned or Operated by the Municipality

- 7. 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.**

Millstone Township maintains a list of stormwater facilities not owned or operated by the Township. To the extent practicable with existing resources, these facilities are inspected and deficiencies brought to the attention of the owner/operator. Follow-up inspections are conducted to ensure compliance.

Infrastructure Records

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

Records associated with the inspection, cleaning, maintenance, and repair of municipally owned or operated stormwater infrastructure are kept on file in the Public Works office.

Form 8: Community-wide Measures

Part IV.F.2.

<u>Herbicide Application Management</u>	
1.	Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
Not applicable; the Millstone Township DPW does not spray along roadsides for weed control.	
<u>Excess Deicing Material Management</u>	
2.	Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
If present, excess salt piles that remain on roadways or in parking areas are removed by the Millstone Township DPW within three (3) days after the storm event is over.	
<u>Roadside Vegetative Waste</u>	
3.	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.).
Wood waste and yard trimmings generated by the permittee along municipal roads and on municipal property are disposed of as they are generated at an off-site location.	
<u>Roadside Erosion Control</u>	
4.	Describe your program to detect and repair erosion along municipal roadways.
Millstone Township DPW staff look for signs of roadside erosion during the course of normal DPW activities. If roadside erosion is noted, corrective measures are taken as soon as possible. Depending on the nature and severity of the erosion vegetative plantings, riprap, or other measures may be implemented to promote soil stabilization.	

**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

1. <u>Site Name and Address</u>	
The Millstone Township Public Works Yard is located at 899 Perrineville Road.	
2. <u>Monthly Site Inspections</u>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
DPW staff conduct monthly inspections of the entire Public Works Yard to identify conditions that may contribute stormwater contaminants or otherwise negatively impact the MS4. Findings are documented in an inspection log that is kept on site.	
3. <u>Inventory List</u>	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Fuel	DPW equipment
Salt and de-icing materials	DPW vehicles
Aggregate material	Employee vehicles
Wood chips	Fueling station
Cold patch asphalt	
Street sweepings & storm sewer cleanout materials	
Scrap tires	
4. <u>Discharge of Stormwater from Secondary Containment</u>	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Not applicable.	

Fueling Operations

- 5. 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.**

The fueling station for Township vehicles is located at the Public Works Yard. A spill kit is kept on site in the event of a fuel spill.

Vehicle/Equipment Maintenance and Repair

- 6. 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; vehicle/equipment maintenance and repair is provided by the Monmouth County DPW through a shared services agreement.

Wash Wastewater Containment

- 7. 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; no vehicle washing is conducted on site. Vehicles are washed at the Monmouth County Reclamation Center Vehicle Wash Facility.

Salt and Other Granular De-icing Materials

- 8. 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.**

Salt and de-icing materials are stored in a storage shed at the Public Works Yard. The storage shed and surrounding area are inspected daily when salt and de-icing materials are present.

Aggregate Material, Wood Chips, and Finished Leaf Compost

- 9. 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.**

Aggregate materials are stored in bins at the Public Works Yard. Wood chips are stored at the Public Works Yard on a short-term basis. No finished leaf compost is stored at the Public Works Yard.

Cold Patch Asphalt

10. 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 stored at the Public Works Yard under cover on a short-term basis.

Street Sweepings and Storm Sewer Cleanout Materials

11. 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.

Street sweepings and storm sewer cleanout materials are stored at the Public Works Yard on a short-term basis.

Construction and Demolition Waste, Wood Waste, and Yard Trimmings

12. 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; no construction waste, demolition waste, wood waste, or yard trimmings are stored at the Public Works Yard.

Scrap Tires

13. 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 at the Public Works Yard under cover on a short-term basis.

Inoperable Vehicles and Equipment

14. 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 how they are stored.

Not applicable; no inoperable vehicles or equipment are stored at the Public Works Yard.

Form 10: Training
Part IV.F.6-10.

<u>Stormwater Program Coordinators</u>
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) has attended and received the required NJDEP training for SPC responsibilities and will once per permit cycle thereafter.

<u>Topic</u>	<u>Municipal Employees</u> Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
<i>SPPP</i>	Annual training is provided to appropriate municipal staff on the current SPPP and applicable recordkeeping requirements through in-person and/or virtual training sessions.
<i>Construction Site Stormwater Runoff</i>	The Construction Official receives the proper NJDEP training to determine if a general or individual Construction Site Stormwater Runoff permit is required at a construction site. The training is provided through in-person and/or virtual training sessions.
<i>Post-Construction Stormwater Management in New Development and Redevelopment</i>	Not applicable. The Township Engineer’s office reviews and inspects all new development and redevelopment projects in Millstone Township.
<i>Community-wide Ordinances</i>	Annual training is provided for appropriate municipal staff on stormwater-related ordinances. The training includes a review of the requirements, enforcement, and the repercussions of non-compliance and is provided through in-person and/or virtual training sessions.
<i>Community-wide Measures</i>	Annual training is provided to municipal staff that implement community-wide pollution prevention measures and good housekeeping measures to control solid and floatable materials. The training is provided through in-person and/or virtual training sessions.

<i>Stormwater Facilities Maintenance</i>	Annual training is provided to municipal staff involved with the inspection, maintenance, and repair of Township owned or operated stormwater infrastructure. The training is provided through in-person and/or virtual training sessions.
<i>Municipal Maintenance Yards and Other Ancillary Operations</i>	Annual training is provided to appropriate municipal staff on implementing BMPs, good housekeeping measures, and conducting and documenting site inspections at the municipal maintenance yard(s). The training is provided through in-person and/or virtual training sessions.
<i>MS4 Mapping</i>	Not applicable. The Township Engineer's office collects stormwater infrastructure GPS points and associated attributes used in creating and regularly updating the Millstone Township stormwater infrastructure map.
<i>Outfall Stream Scouring</i>	Not applicable. The Township Engineer's office conducts stream scouring inspections of Millstone Township stormwater outfalls.
<i>Illicit Discharge Detection and Elimination</i>	Not applicable. The Township Engineer's office conducts visual dry weather inspections of Millstone Township stormwater outfalls.
<i>Watershed Improvement Plan</i>	Not applicable. The Township Engineer's office is working toward completing each phase of the Watershed Improvement Plan.

<u>Stormwater Management Design Reviewers</u>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All individuals that review and approve stormwater management designs for major development projects in Millstone Township will complete the NJDEP Stormwater Management Design Review training course at a minimum of once every five (5) years.

<u>Municipal Board and Governing Body Members</u>
Describe the training provided for members of the planning/zoning board and municipal council.

Within six (6) months of taking office, members of the Millstone Township Planning Board and members of the Millstone Township Committee will complete the “Asking the Right Questions in Stormwater Review Training Tool” found at <https://dep.nj.gov/stormwater/stormwater-training/>.

Once per term of service thereafter, members of the Millstone Township Planning Board and members of the Millstone Township Committee will review at least one of the NJDEP training tools offered under Post-Construction Stormwater Management found at <https://dep.nj.gov/stormwater/stormwater-training/>.

Training Records

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

Training records for the Millstone Township Committee, the Millstone Township Planning Board, stormwater management design reviewers, and all relevant municipal employees that receive annual training(s) are kept on file in the Township Clerk’s office.

Form 11: MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 infrastructure map.	
The Millstone Township stormwater infrastructure map is posted on the municipal stormwater webpage at: https://millstonenj.gov/stormwater-management/ .	
2. Indicate the total of each type of MS4 infrastructure listed below.	
<i>a. MS4 outfalls</i>	234
<i>b. MS4 groundwater discharge points (basins or overland flow infiltration areas)</i>	32
<i>c. MS4 interconnections</i>	12
<i>d. MS4 storm drain inlets</i>	1754
<i>e. MS4 manholes</i>	97
<i>f. Length of conveyance (channels, pipes, ditches, etc.)</i>	55.85 miles
<i>g. MS4 pump stations</i>	0
<i>h. MS4 stormwater facilities (any not listed above)</i>	14
<i>i. Maintenance yard(s) and other ancillary operations</i>	1
3. Describe how the municipality's 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.)	
Before the end of each year, the Township Engineer's office reviews the current stormwater infrastructure map for accuracy. Map revisions are made if there are additions to or removals of existing stormwater infrastructure or any other significant changes.	
4. Describe how the municipality will create and update its MS4 infrastructure map.	
The Township Engineer's office has collected GPS points and associated attributes for all Township MS4 infrastructure. This data has been used to create a stormwater infrastructure map for Millstone Township. The stormwater infrastructure data was electronically submitted to NJDEP as a georeferenced shapefile before the January 1, 2026 deadline. The approved stormwater infrastructure map has been posted on the Township stormwater webpage and included as a hyperlink within this SPPP. The MS4 infrastructure map will be reviewed and updated annually or more frequently if necessary.	

Form 12: Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Township Engineer's office is working toward completing each phase of the Watershed Improvement Plan. Phase one (1), the Watershed Inventory Report, was electronically submitted to NJDEP before the January 1, 2026 deadline. The Township Engineer's office is beginning work on phase two (2), the Watershed Assessment Report, which is due January 1, 2027. Phase three (3), the Watershed Improvement Plan, will be subsequently developed and is due December 1, 2027.</p>
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>None at this time. It should be noted that Millstone Township has been contacted by The Watershed Institute to participate in a regional approach for the preparation of the Assunpink Watershed Assessment Report. The Township has also been asked to consider a regional approach to addressing the Upper Millstone Watershed. This plan will be updated if further developments are made regarding these and other regional collaboration opportunities.</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>All records related to Watershed Improvement Plan public information sessions and meetings will be kept on file at the Township Clerk's office.</p>