

# Stormwater Pollution Prevention Plan

Montclair State University

1 Normal Ave

NJG0153818

3-23-2021

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**SPPP Form 1 – SPPP Team Members**

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	Bradley Demo, Assistant Director of Environmental Health and Safety
Office Phone # and e-Mail	973-655-3863, demob@montclair.edu
Signature/Date	
<p><b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b></p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	Michael Zanko, AVP Capital Planning and Project Management/ Montclair State University
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name/ Title/Affiliation	Amy Ferdinand, Director of Environmental Health and Safety, Montclair State University
Print Name/ Title/Affiliation	Giuseppe Marzullo, Associate Vice President for Facilities Maintenance and Energy Management, Montclair State University
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

### SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	3-26-19	BD	None	Annual
2.	3-25-20	BD	None	Annual
3.	3-16-21	BD	All	New template updated. Annual.
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## SPPP Form 3 – Public Involvement and Participation Including Public Notice

<p>1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:</p>	<p><a href="https://www.montclair.edu/facilities/policies-procedures/">https://www.montclair.edu/facilities/policies-procedures/</a></p>
<p>2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:</p>	<p>Facilities offices at: 150 Clove Rd., 3<sup>rd</sup> floor Little Falls, NJ 07424</p>
<p>3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:</p>	
<p>For any meetings where public notice is required under the Open Public Meeting Act (Sunshine Law, "N.J. S.A. 10: 4-6 et seq.) Montclair State University (MSU) will solicit input from the municipalities, interested students, employees and neighboring residents while developing our Stormwater Program.</p>	

## SPPP Form 4 – Public Education and Outreach

This is only required for colleges, universities, and military bases with dependents living on base.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

Public education and outreach events are advertised through campus wide email campaigns from AVP of facilities Shawn Connolly or the Environmental Health and Safety Department.

SPPP posted to Montclair State University and updates at least annually.

The Assistant Director of Environmental Health and Safety and Stormwater Program Coordinator will serve as liaison to student environmental organizations, and will orchestrate collaborative ventures leading to educating the community about stormwater pollution issues and regulations. The liaison will attend the organizations meeting and organize the outreach event to distribute educational pamphlets to the University community during the annual Earth Day event, and mandatory facilities stormwater awareness training.

Will complete all requirements for local public education and outreach program under permit part IV.B.2.a (i and ii) and maintain records of events.

Records and materials of outreach events can be found in the stormwater coordinators office.

2. Indicate where public education and outreach records are maintained.

Stormwater Coordinator office contains both physical and digital copies.

## SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

1. How does the permittee define 'major development'?

A major development follows the definition of N.J.A.C. 7:8-1.2 as a project which:

1. Results in the disturbance of 1 or more acres of land.
2. Creates one-quarter acre or more of regulated impervious surface.
3. Creates one-quarter acre or more of regulated motor vehicle surface, or;
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more, where the same surface cannot be counted twice in this determination.

2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

Montclair State University is implementing post-construction stormwater management in new development and redevelopment programs as per the Public Complex Permit minimum standard. The University intends to consider the applicable design and performance standards as early as possible in the project planning and design process. To help ensure that the minimum standard is met, Montclair State University will hire a consultant to help determine which of our development projects are subject to the standards, and to assist in the design and execution of these projects.

The University's Board of Trustees will promulgate a regulation which:

- 1.) Adopts (and incorporates by reference) for such projects the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8/or major development, and the storm drain design standard in Attachment C;
- 2) Requires that all such projects be designed to comply with these design and performance standards and this storm drain inlet design standard; and
- 3) Requires that the Public Complex Permit's Post-Construction Program Design Checklist for

Individual Projects be completed before each project's construction is approved.

We expect that most projects will comply with the storm drain inlet design standards in Attachment C either by conveying flows through a trash rack as described in the "Alternative Device Exemptions" or (for flows not conveyed through such a trash rack), by installing the NJDOT bicycle safe grate with, where necessary, a curb inlet opening no greater than two inches across the smallest dimension. The storm inlets will also be engineered to ensure adequate hydraulic performance.

When the University constructs any project regulated by the Public Complex Permit as a new development and redevelopment project, the University will ensure adequate long-term operation and maintenance of BMP's for that project by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8, where applicable, and by requiring and funding the University implementation of that plan. For BMP's at stormwater facilities, maintenance of these BMP's will also be an integral part of the program that we are developing to ensure proper function and operation of all University stormwater facilities regulated by the Public Complex Permit.

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

All applicable permits and applications are kept at the University's office of Capital Planning and Project Management at 150 Clove Rd., Little Falls, NJ 07424.



### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Wildlife Feeding permit cite IV.B.5.a.ii.	11-2005	<a href="https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/">https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/</a>	Yes	University Police
2. Litter Control permit cite IV.B.5.a.iii.	11-2005	<a href="https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/">https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/</a>	Yes	University Police and Grounds Dept.
3. Improper Disposal of Waste permit cite IV.B.5.a.iv.	11-2005	<a href="https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/">https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/</a>	Yes	EHS and Grounds Dept.
4. Residential Yard Waste Collection <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.	N/A	N/A	N/A	N/A
5. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	11-2005	<a href="https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/">https://www.montclair.edu/facilities/our-services/environmental-health-safety/environment-safety/</a>	Yes	Facilities Maintenance and EHS

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

Applicable University Police Department records are held at Department headquarters on campus. Grounds and Maintenance Department records are held at the facilities building at 147 Clove Rd. Little Falls, NJ 07424. Applicable Environmental Health and Safety Department records are held at the department office at 150 Clove Rd., Little Falls, NJ 07424.

### SPPP Form 7 – Street Sweeping

<p>1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.</p>
<p>All paved streets and parking lots on campus have storm drain inlets.</p>
<p>2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.</p>
<p>All paved streets and parking lots on campus are swept at least once a month, or more as requested by director of grounds services. Sweeping is completed by an outside contractor, C &amp; L services.</p>
<p>3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.</p>
<p>All applicable records are kept by the department of Grounds Services.</p>

### SPPP Form 8 – Catch Basins and Storm Drain Inlets

1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.	<p>Basins and inlets inspected during monthly stormwater inspection by stormwater coordinator. Cleaning and maintenance scheduled by Grounds Services Dept. as deemed necessary by Grounds/ EHS. If, at the time of inspection, no sediment, trash, or debris is observed in a catch basin, then that catch basin will not be cleaned. All sub-surface cleaning and maintenance performed by outside contractor, any surface cleaning of debris is performed by Grounds Services.</p>
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.	N/A
3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.	<p>Inlets inspected monthly, labels updated as needed. Re-stenciling of at least 40 permanent wording storm drain inlets to take place throughout this year. Addition of permanent wording to drain inlets which do not have permanent wording to be completed by the end of 2022.</p>
4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.	<p>Inspection records located at EHS office. Cleaning records located at Grounds Services office.</p>
5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.	<p>Annual and monthly inspections by stormwater coordinator to ensure storm drain inlet labeling complies with attachment C of general permit.</p>

## SPPP Form 9 – Employee Training

<p><b>A. Permittee Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
2. Stormwater Facility Maintenance	Every year	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
3. SPPP Training & Recordkeeping	Every year	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	N/A
5. Street Sweeping	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
6. Illicit Connections & Outfall Mapping	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
7. Outfall Stream Scouring	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
8. Waste Disposal Education	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
9. Regulatory Mechanisms	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.

10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Training records located at EHS office. 2021 training provided by Paul Schatz of GEI Consultants and Bradley Demo of MSU EHS.
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**B. Stormwater Management Reviewer Training:** All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at [www.nj.gov/dep/stormwater/training.htm](http://www.nj.gov/dep/stormwater/training.htm).

Indicate the location of the permittee's list of the names and dates of individuals that received the Department approved training: \_\_\_\_\_  
Office of Capital Planning and Project Management.

## SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):
<b>Facilities maintenance yard:</b> 147 Clove Rd. Little Falls, NJ 07424
2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.
Raw materials – N/A (covered from precipitation and stormwater or not present at site)
Intermediate products – N/A (covered from precipitation and stormwater or not present at site)
Final products – N/A (covered from precipitation and stormwater or not present at site)
Waste materials – N/A (covered from precipitation and stormwater or not present at site)
By-products – N/A (covered from precipitation and stormwater or not present at site)
Machinery –
Fuel – N/A (covered from precipitation and stormwater or not present at site)
Lubricants – N/A (covered from precipitation and stormwater or not present at site)
Solvents – N/A (covered from precipitation and stormwater or not present at site)
Detergents related to maintenance yard or ancillary operations – N/A (covered from precipitation and stormwater or not present at site)
Other – N/A
(SPPP Form 10 continued)

<p>3. Indicate the location of monthly inspection logs documenting inspections of this location:</p>
<p>Environmental Health and Safety office.</p>
<p>4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.</p>
<p>All spills are reported to employees' supervisor and EHS. Depending on material spilled and quantity spilled employees and EHS will clean spill. If spilled material is deemed hazardous or if quantity spilled is outside of Universities capabilities, the spill contractor, Veolia, will be contacted along with the Passaic County Hazmat team.</p> <p>Spill cleanup materials are located at facilities maintenance building, in a drum by fueling station, at the EHS office, and at the hazardous waste storage rooms.</p>
<p>5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.</p>
<p>Salt for de-icing stored outside, under containment tent, completely covered. Salt is placed directly on concrete and containment tent touches pavement. There are no berms.</p> <p>The University also rents space to the township of Montclair, NJ in this area to store salt directly on the pavement in this area. Salt pile is covered with tarp and weighted with rocks and bricks when not in use. Excess salt from this area is removed by May 1<sup>st</sup> each year.</p>
<p style="text-align: right;">(SPPP Form 10 continued)</p>
<p>6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>



<p>a. Fueling Operations</p>
<p>MSU continues to revise and enforce a standard operating procedure to comply with the best management practices described in attachment E of the general permit. S.O.P. is revised at least annually and all employees who use fueling station are trained at least annually. Fueling area is inspected monthly. Spill absorbent materials are present in drum located adjacent to fuel pumps.</p>
<p>b. Discharge of Stormwater from Secondary Containment</p>
<p>N/A</p>
<p>c. Vehicle Maintenance</p>
<p>MSU continues to revise and enforce a standard operating procedure to comply with the best management practices described in attachment E of the general permit. S.O.P. is revised at least annually and all employees who perform vehicle maintenance are trained at least annually. Vehicle maintenance area is inspected monthly. All maintenance is performed inside shop on an impervious surface.</p>
<p>d. On-Site Equipment and Vehicle Washing <i>See permit for certification and log forms for Underground Storage Tanks.</i></p>
<p>On-site equipment and vehicle washing is performed by outside contractor, AAA Mobile Wash as requested. All fleet washing operations shall comply with the best management practices described in attachment E of the general permit. Enforcement of this policy is the responsibility of EHS and the Director of Parking Services.</p>

(SPPP Form 10 continued)

e. Salt and De-Icing Material Storage and Handling

MSU continues to revise and enforce a standard operating procedure to comply with the best management practices described in attachment E of the general permit. S.O.P. is revised at least annually and all employees who work with de-icing materials are trained annually. Area is inspected monthly.

f. Aggregate Material and Construction Debris Storage

MSU continues to revise and enforce a standard operating procedure to comply with the best management practices described in attachment E of the general permit. S.O.P. is revised at least annually and all employees who work with aggregate material or hire contractors who generate construction debris are trained annually. Aggregate material storage area is inspected monthly.

g. Street Sweepings, Catch Basin Clean Out and Other Material Storage

MSU continues to revise and enforce a standard operating procedure to comply with the best management practices described in attachment E of the general permit. Street sweeping, catch basin and storm inlet cleaning is handled by outside contractors. Materials are transported off campus for disposal.

h. Yard Trimmings and Wood Waste Management

Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.

Applicable materials are collected by Grounds Services Dept. in compliance with Attachment E of the general permit and transported to roll-off dumpster for disposal off campus by outside contractor Gaeta.

## SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application.

- 1. Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes located on the Public Complex property, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the Public Complex which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

*Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).*

<https://arcg.is/iqDKO>

- 2. Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

*Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.*

<https://arcg.is/iqDKO>

## SPPP Form 12 – Outfall Pipe Inspections

**1. Inspections:** Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

Outfall pipes are inspected monthly by stormwater coordinator. Inspection records are located at The EHS office. Maintenance records are located at the Grounds Services office.

**2. Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Outfall pipes are inspected for stream scouring monthly by the stormwater coordinator. Inspection records can be found at the EHS office.

**3. Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP’s form at [https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

Indicate the location of these forms and related illicit discharge records. Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to NJ DEP as an attachment to the Annual Report and Certification.

Illicit connections are inspected for monthly by the stormwater coordinator, as well as ongoing throughout campus by various maintenance employees. Any illicit connections found are reported to AVP of Facilities Maintenance and Energy and the stormwater coordinator, and proper inspection procedures are initiated. No illicit connections were reported in 2020.

## SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

**1. Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.**

The stormwater coordinator inspects all stormwater facilities monthly and schedules or performs any applicable cleaning or maintenance with the assistance of Grounds Services and outside contractors when needed. Monthly inspection records are kept at the EHS office.

**2. Maintenance: Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.**

*NJDEP provides materials to assist permittees with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).*

Maintenance plans are located with the Grounds Services Dept. and the office of Capital Planning and Management.

## SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

N/A

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

N/A

**SPPP Form 15 – Additional Measures and Optional Measures**

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee’s stormwater program by a TMDL.

N/A

2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.

Hiring of contractor “Geese Police” using trained border collies to lessen presence of Canadian Geese on campus, lowering fecal coliform counts nutrient loads in stormwater runoff.

## SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee's behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

Street sweeping conducted by C & L Services. Basin and storm inlet cleaning performed by Public Sewer Service. Yard trimming and vegetative waste removal from campus performed by Gaeta. Covering of salt pile used by Montclair township at maintenance yard is performed by Montclair township employees.

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

Street sweeping conducted at least monthly and as requested. Storm inlet and drain basin cleaning performed as requested. Vegetative waste removal performed as requested. Covering of townships salt pile done after every use. All written agreement records are located at Grounds Services Dept. office.