Stormwater Pollution Prevention Plan

Ocean Township Monmouth County NJG0150592 Annual Review Date: June 30, 2023 Stormwater Program Coordinator: Stephen Higgins

Table of Contents

Form 1 – Team Members	.3
Form 2 – Revision History	. 4
Form 3 – Public Announcements	. 5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment	. 6
Form 5 – Ordinances	. 8
Form 6 – Street Sweeping	. 9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures	13
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	14
Form 10 – Training	17
Form 11 – MS4 Mapping	20
Form 12 – Watershed Improvement Plan	21

		Stormwater P	rogram	Coordinat	tor (SPC)
Name an	nd Title	Stephen Higgin	ıs		
		Director of Pul	blic Work	TS .	
Phone	(732) 531-5001	x 3360	Email	shiggins(aoceantwp.org
	Individ	ual(s) Responsi	ble for N	lajor Dev	elopment Project
		Stormwate	er Manag	gement R	eview
Name and Title Bennett Matla		Bennett Matlac	ek, P.E.		
		Planning Board	d Engine	er/Zoning	Board of Adjustment Engineer
Phone	(732) 462-7400		Email	bmatlack	a@cmeusa1.com
Name an	nd Title	Greg Blash, P.	Е.		
	ſ	Township Engi	neer		
	(732) 922-9229		Email	U U	@leonsavakian.com
		other Municipal	l Stormw	ater Tear	m Members
Nan	ne and Title	Ronald J. Kirk			
	ſ	Director of Cor			
Phone	(732) 531-5000		Email	rkirk@	oceantwp.org
Name an	nd Title	Jessie M. Josep			
		Township Clerk			-
Phone	(732) 531-5000	<i>x3322</i>	Email	jjoseph	a@oceantwp.org
Name an	nd Title		Steven Sexton		
			Code Enforcement Officer		nt Officer
Phone	(732) 531-5000	x3383	Email	ssexton	a@oceantwp.org
		Shared/Cont	tracted S	ervice Pr	oviders
Pro	vider Name	Service	e Provided Term of Servic		Term of Service
Monmot	uth County	Vehicle Washin	ıg		Renewed Annually
Deal La	al Lake Commission Public Education and Outreach Renewed Annually		Renewed Annually		

Form 1 – Team Members

Revision	Form #	Reason for Revision
Date	Changed	(Updates to staff, policy, webpage, etc.)
1	1	1

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

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

http://www.oceantwp.org/content/5937/6802/default.aspx

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

Tracey Berkowitz, Director of Administrative Services

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 are posted on the Township of Ocean website at www.oceantwp.org and on the Deal Lake Commission website at https://deallake.org. Additional stormwater related information is broadcast on Ocean TV - Cablevision channel 77 and Verizon FiOS channel 22.

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 Ocean Township stormwater control ordinance #2346, "Major development" means an individual "development," as well as multiple developments that individually or collectively result in:
	 The disturbance of one or more acres of land since February 2, 2004; The creation of one-quarter acre or more of regulated impervious surface since February 2, 2004;
	3. The creation of one-quarter acre 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 one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter 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.
	Ocean Township stormwater control ordinance #2346 is as exacting as the NJDEP model stormwater control ordinance.
3.	Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
	The Planning Board Engineer reviews all major development projects for compliance with the Stormwater Management Rules (N.J.A.C. 7:8) and the Ocean Township Stormwater Control Ordinance and/or the Residential Site Improvement Standards for stormwater management 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 Ocean Township Municipal Stormwater Management Plan includes a Mitigation Plan and the Ocean Township Stormwater Control Ordinance addresses conditions that must be meet 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 township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

Stormwater Control Ordinance # 2113, Adopted: January 7, 2009 Stormwater Control Ordinance # 2346, Adopted: December 3, 2020

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

Ocean Township Municipal Stormwater Management Plan Initial adoption: June 2005 Revised October 2007 and September 2009

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	11/8/2010	Includes additional disposal requirements for pet waste.	Director of Public Works or designee	Up to \$2,000
2. Wildlife Feeding	7/13/2005	Addresses the feeding of migratory and/or wild waterfowl.	Police Department or other Municipal Official	Up to \$2,000
3. Litter Contr	ol 7/13/2005	Provides specific regulations for sidewalk sweepings and littering at public places and at private residences.	Code Enforcement Official or other Municipal Official	Up to \$2,000
4. Improper Disposal of Waste	7/13/2005	Adopted without change	Police Department or other Municipal Official	Up to \$2,000
5. Yard Waste	11/8/2010	Codified within Chapter 10: Regulations for Handling Garbage, Recyclables, Vegetative Waste, and Bulk Trash	Director of Public Works or designee	Up to \$2,000
6. Private Stor Drain Inlet Retrofitting	m <i>10/18/2010</i>	Adopted without change	Police Department or other Municipal Official	Up to \$2,000/ inlet
7. Illicit Connections	7/13/2005	Adopted without change	Police Department or other Municipal Official	Up to \$2,000
8. Privately- Owned Salt Storage		Pending adoption		\$
9. Tree Removal- Replacemer		Also establishes a Shade Tree Fund. ated ordinances the municipality	Director of Community Development	Up to \$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.

Ordinance #2160 – Regulations for Handling Garbage, Recyclables, Vegetative Waste, and Bulk Trash – Adopted 11/8/2010. Enforcement Entity: Director of Public Works or designee. Fees and Fines: Up to \$2,000

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: 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 times 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 <u>not</u> need to be swept.
At this time all Township streets that are required to be swept by the 2018 NJPDES permit are swept a minimum of once per month. No street sweeping is conducted during the winter months.
The new triannual sweeping schedule will be implemented on or before January 1, 2026 for all municipally owned or operated streets with storm drain inlets that discharge to surface waters. Annual street sweeping will also be implemented on or before January 1, 2026 for all municipally owned or operated streets that do not have storm drain inlets that discharge to surface water.
2. Indicate if sweeping work is outsourced and if so, describe the arrangement.
No street sweeping work is outsourced in Ocean Township.

Form 7 – MS4 Infrastructure Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.
 - a. The Ocean Township DPW periodically conduct drive-by inspections of the storm drain inlets in the Township. At the same time, the condition of labelling on storm drain inlets without permanent wording cast into the design is evaluated. Nonpermanent 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 floatable materials control standards in the Ocean Township stormwater control ordinance.

Ocean Township ordinance #2157 requires that storm drain inlets on private property be retrofitted or replaced to meet the design standard as specified in the ordinance when the roadway is repaved, repaired, resurfaced, reconstructed or altered.

- 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. The Ocean 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.

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. 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 5 years.
 - b. Catch basins that are approximately 50% filled with debris are scheduled for cleaning.

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.

Periodic inspections of the MS4 conveyance system are conducted throughout the year. These inspections are often conducted in conjunction with illicit connection or stream scouring 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.

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.

There are 246 municipally owned or operated stormwater outfalls in Ocean Township. Each year at least 20% of the outfalls are inspected for stream scouring. Outfalls with scouring are prioritized for repair or restoration within the constraints of the existing budget and certified annually.

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.

There are 246 municipally owned or operated stormwater outfalls in Ocean Township. Each year at least 20% of the outfalls are visually inspected for evidence of a dry weather flow. If a 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.

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 Township of Ocean has implemented a stormwater facility maintenance program to ensure adequate long-term cleaning, operation, and maintenance of all stormwater facilities operated by the Township. Currently Ocean Township operates catch basins, detention basins, and swales.

Stormwater facilities other than catch basins are inspected at the frequency specified in the Operations and Maintenance Manual for the structure or at least 4 times annually. In high risk areas, preventative maintenance is performed more frequently to ensure that the facility is functioning as designed.

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.

The Township Engineer maintains a list of stormwater facilities not owned or operated by Ocean Township. The facilities are inspected and deficiencies brought to the attention of the owner/operator. Follow-up inspections are conducted to insure compliance. If the responsible person fails or refuses to perform the required maintenance and/or repairs, the Township may proceed to do so immediately and utilize funds from the Stormwater Management Escrow Agreement as specified in Ordinance # 2063.

8. Infrastructure Records

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 stormwater infrastructure are kept on file in the Public Works office.

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

1.	Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
	Not applicable. The Ocean Township DPW does not spray along roadsides for weed control.
2.	Excess Deicing Material Management 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 Ocean Township DPW within 3 days after the storm event is over.
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.).
	Wood waste and yard trimmings generated by the permittee along municipal roads and on municipal property are disposed of as they are generated.
4.	Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
	Ocean 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: <u>1</u>_____

1. Site Name and Address

The Township of Ocean Municipal Maintenance Yard is located at 3605 Sunset Avenue.

2. Monthly Site Inspections

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. Inventory List

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

Materials	Machinery/Equipment
	DPW equipment
	DPW vehicles
	Employee vehicles
	to a finance for a set of a set of the set o

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. The fueling station for Ocean Township vehicles is located at the Public Works Yard. A spill kit is kept on site in the event of a fuel spill. 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. *Vehicle/equipment maintenance and repair is conducted indoors at the Public Works Yard.* 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 vehicle washing is conducted on site. Vehicles are washed at the Monmouth County Reclamation Center Vehicle Wash Facility. 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. Salt is stored in a 1,000 ton capacity enclosed salt dome located at the Public Works Yard. DPW employees inspect for spilled salt at the completion of loading and unloading activities. Liquid calcium is stored adjacent to the salt dome in two 1,000 gallon fiberglass tanks with spill containment structures. 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. No aggregate materials, wood chips, or finished leaf compost are stored at the Public Works Yard

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. No cold patch asphalt is stored at the Public Works Yard.

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.

Street sweepings and catch basin clean out materials are collected and disposed of at the Monmouth County Reclamation Center.

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. No construction and demolition waste, wood waste, or yard trimmings are stored at the Municipal Yard.

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 Public Works Yard.

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.

Inoperable vehicles are stored temporarily at the Public Works Yard.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) will receive the required NJDEP training for SPC responsibilities by January 1, 2026 and once per permit cycle thereafter.

Tonia	Municipal Employees
Торіс	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	Annual training will be provided to appropriate municipal staff on the current SPPP and applicable recordkeeping requirements through in-person and/or virtual training sessions.
Construction Site Stormwater Runoff	The Construction Official will receive the proper NJDEP training to determine if a general or individual Construction Site Stormwater Runoff permit is required at a construction site.
Post-Construction Stormwater Management in New and Redevelopment	Not applicable. The Township Engineer's office reviews and inspects all new development and redevelopment projects in Ocean Township.
Community-wide Ordinances	Annual training is provided to appropriate municipal staff on the stormwater related ordinances. The training includes a review of the requirements, enforcement, and the repercussions of non-compliance and will be through in-person and/or virtual training sessions.
Community-wide Measures	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 will be through in- person and/or virtual training sessions.

Stormwater Facilities Maintenance	Annual training is provided to municipal staff involved with the inspection, maintenance, and repair of Township owned or operated stormwater infrastructure. The training will be through in-person and/or virtual training sessions.
Municipal Maintenance Yards and Other Ancillary Operations	Annual training will be provided to appropriate municipal staff on implementing BMPs, good housekeeping measures, and conducting and documenting site inspections at the Municipal Maintenance Yard. The training will be through in-person and/or virtual training sessions.
MS4 Mapping	Not applicable. Staff from the Township Engineer's office will collect stormwater infrastructure GPS points and associated attributes that will be used to create the Ocean Township Stormwater Infrastructure Map.
Outfall Stream Scouring	Annual training will be provided to municipal staff that inspect stormwater outfalls for stream scouring. The training will cover inspection, identification, correction, and documentation of outfall pipe stream scouring and contributing factors through in-person and/or virtual training sessions.
Illicit Discharge Detection and Elimination	Annual training will be provided to municipal staff that inspect stormwater outfalls for illicit discharges. The training will cover identification, elimination, and documentation of illicit discharges through in-person and/or virtual training sessions.

Stormwater Management Design Reviewers

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 Ocean Township must complete the NJDEP Stormwater Management Design Review training course at a minimum of once every 5 years.

Municipal Board and Governing Body Members

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

Within 6 months of taking office members of the Ocean Township Planning Board and members of the Ocean Township Council will complete the "Asking the Right Questions in Stormwater Review" online training tool provided by NJDEP at https://dep.ni.gov/stormwater/stormwater-training/.

Once per term of service thereafter, members of the Ocean Township Planning Board and members of the Ocean Township Council will review at least one of the 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 members of the Ocean Township Council and the Ocean Township Planning Board are kept on file in the Township Clerk's office.

Form 11 – MS4 Mapping

Part IV.G.1.

	Provide a link to the most current MS4 outfall/infrastructure map.	
	The Ocean Township Stormwater Outfall map is posted on the munic http://www.oceantwp.org/content/5937/6802/default.aspx	ipal webpage at:
2.	Indicate the total of each type of MS4 infrastructure listed below (due	e 01 Jan 2026).
	a. MS4 outfalls	246
	b. MS4 ground water discharge points (basins or overland	TBD
	flow infiltration areas)	
	c. MS4 interconnections	TBD
	d. MS4 storm drain inlets	TBD
	e. MS4 manholes	TBD
	f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
	g. MS4 pump stations	TBD
	h. MS4 stormwater facilities (any that are not listed above)	TBD
	i. Maintenance yard(s) and other ancillary operations	1
	Before the end of each year, the Township Engineer's office reviews a Stormwater Outfall Map for accuracy. Map revisions are made if the newly identified outfalls or any other significant changes.	
4.	Describe how the municipality will create and update its MS4 Infrast	ructure Map.
4.	Describe how the municipality will create and update its MS4 Infrast Staff from the Township Engineer's office will collect GPS points and attributes for all Township owned or operated MS4 infrastructure. To collected will be used to create a Stormwater Infrastructure Map for Township.	d associated The data

Form 12 – Watershed Improvement Plan Part IV.H.

1.	Describe how your municipality is developing its Watershed Improvement Plan.
	Staff from the Township Engineer's office are in the process of collecting the requisite data for the Watershed Inventory Report. The Watershed Inventory Report is Phase 1 of the Watershed Improvement Plan and will be submitted to NJDEP on or before January 1, 2026.
2.	Describe any regional projects or collaboration efforts with other municipalities.
	Ocean Township is a charter member of the Deal Lake Commission (DLC) and is committed to the DLC's goal of improving water quality in Deal Lake and its tributaries. The DLC has a number of ongoing water quality projects in the Deal Lake watershed that can be viewed under Plans/Projects on the DLC website at https://deallake.org.
3.	Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
	All records related to Watershed Improvement Plan public information sessions and meetings will be kept on file in the Township Clerk's office.