

Stormwater Pollution Prevention Plan

Woodland Park Borough

Passaic County

NJPDES # NJG0151637

April 2020

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	George Galbraith
Office Phone # and eMail	973-256-1264 ggalbraith@wpnj.us
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Pat LePore Planning Bd Chairman
Print/Type Name and Title	Thomas Lemanowicz Planning Bd Engineer
Print/Type Name and Title	Thomas Solfaro Bd of Adj. Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	George Galbraith, Supt. Public Works/ SPC
Print/Type Name and Title	Allan Burghardt Construction Code Official
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	4/2020		-	Update all sheets to new SPPP form Type
2.				
3.				
4.				
5.				
6.				
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19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	wpnj.us
2. Date of most current SPPP:	2006 -Update Feb 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	wpnj.us
4. Date of most current MSWMP:	June 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Municipal Building 5 Brophy Lane 07424
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	<p>For meetings where public notice is required under Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Woodland Park Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Woodland Park Borough provides public notice in a manner that complies with the requirements (N.J.S.A. 40:49-1 et seq). In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55-D et. seq.) Woodland Park Borough complies with those requirements.</p>

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

Events are posted on the municipal website (<https://www.wpnj.us>), mailings are sent to residents and businesses, and posters are put on display and handouts made available to municipal buildings.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Mailings are sent to residents and businesses, posters are put on display and handouts made available at public buildings. Notice will be sent to known owners of stormwater facilities not owned or operated by a municipality to provide information on the importance of property maintaining stormwater measures.

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

Copies of mailings and DEP brochures are available at municipal buildings and the Public Wo



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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Any development that provides for ultimately disturbing one or more acres of land or developing more than two lots, or construction of a street or roadway.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
No
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
Borough Planning Board, Bd of Adjustment, Various Municipal enginwwers, Mayorand Council have been provided with the Municipal Stormwater Management Plan and Stormwater Control ordinance based on the model program in the NJ Stormwater BMP manual. Same is applied to all projects re: review.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

New residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater Management (including NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) must comply with those standards. The Municipal Land Use Board (combined Planning and Zoning Board) ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Municipal Building 1 Brophy Lane Woodland Park, NJ 07424</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i			No	PD
2. Wildlife Feeding permit cite IV.B5.a.ii			No	PD
3. Litter Control permit cite IV.B5.a.iii			NO	PD -CE
4. Improper Disposal of Waste permit cite IV.B.5.a.iv			No	PD-CE
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v			NO	CE
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi			NO	CE
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii			NO	DPW-CE
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d			NO	DPW-CE
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2			No	CE-
Indicate the location of records associated with ordinances and related enforcement actions:				
Municipal Court, Police Dept, Code Enforcement, DPW				

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Municipal Streets do not require mandatory sweeping by NJPDES Permit

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

All Municipal streets are swept throughout the year as required weather permitting. MIn twice per season.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

NO

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

Sweeping not required by NJPDES Permit, however sweeping records are filed at DPW office ,One Browertown Rd.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
All Stormwater Basins are inspected annually and cleaned if required.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Basins and stormwater collection system components that require service are repaired or serviced as required.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
All Municipal Catch Basins are labeled via metal tab labels if basin head lacks proper cast design. Labels are replaced as required.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Records for same are on file at DPW Office ,One Browertown Rd. Woodland Park

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>Municipal Road resurfacing or reconstruction projects when in contact with storm drain inlets require compliance with current storm water program. If same lacks compliance the structure is upgraded/replaced to compliance.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>All Catch basins are inspected annually. Road construction projects are under the inspection of Municipal Engineer and DPW Superintendent.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>New Projects are required to meet new standards under the Municipal inspection process. Other private systems are inspected by the Code Enforcement.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>Inspections by, Code Enforcement-Municipal Engineer- Department of Public Works</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:
One Browertown Rd Woodland Park NJ 07424

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – None

Intermediate products – None

Final products – None

Waste materials – None

By-products – None

Machinery – None

Fuel – None

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations –
None

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

All inspection logs are on file at DPW and Municipal Clerks office

2. Vehicle Maintenance

Vehicles are serviced inside DPW.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

Vehicles are washed inside DPW garage. Washwater is discharged into Municipal Sanitary Sewer System

4. Discharge of Stormwater from Secondary Containment

N/A

5. Salt and De-Icing Material Storage and Handling
Stored in dedicated Salt Building
6. Aggregate Material and Construction Debris Storage
Some material placed in bins, balance in salt building
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Disposed in 20 cu yd roll off container, when full, transferred to a NJDEP approved facility for street sweepings.
8. Yard Trimmings and Wood Waste Management Sites
Grass/leaves and brush are deposited in 30 cu yd containers. When full, transferred to a NJDEP facility to accept same.
9. Roadside Vegetation Management
Cut trim as required.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: 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 Operations (including Ancillary Operations)	Every year	DPW Superintendent
2. Stormwater Facility Maintenance	Every year	DPW Superintendent
3. SPPP Training & Recordkeeping	Every year	DPW Superintendent
4. Yard Waste Collection Program	Every 2 years	DPW Superintendent
5. Street Sweeping	Every 2 years	DPW Superintendent
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	DPW Superintendent
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	DPW Superintendent
8. Waste Disposal Education	Every 2 years	DPW Superintendent
9. Municipal Ordinances	Every 2 years	DPW Superintendent
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	NJDEP Training _Stormwater Coordinator
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p style="margin-top: 20px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality 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. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

All outfall pipes are inspected as required by the permit and after each Hvy rainfall event. Records for same on file at DPW Office.

3. **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.

All outfall pipes are inspected as required by the permit and after each Hvy rainfall event. Records for same on file at DPW Office. In the event any scouring is observed, it is repaired as required.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and 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 DEP with the annual report.

As outfall pipes are inspected, the outfalls are screened for illicit connections. If an illicit connection is found, the outfall would be a higher priority and have more frequent inspections.

Outfall pipe(s) that are found to have polluted dry weather flow or evidence of an intermittent non-stormwater flow are reinspected to locate the illicit connection. If able to locate the illicit connection, responsible party will be required to remove or repair accordingly.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The DPW has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected at least once each year and serviced or repaired if necessary.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

The owner/operator is required to perform inspection and maintenance of their facilities. They must submit an operations and maintenance plan to the Borough. This is authorized through conditions of approval and through a stormwater management agreement.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Records for stormwater facilities owned or operated by the municipality are found at the Department of Public Works.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

Applicable Stream TMDLs

Fecal Coliform:

Passaic River
Peckman River

Total Phosphorus:

Passaic River
Peckman River

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

The Borough inspects all stormwater inlets as required by the permit and cleans as necessary. All outfalls are inspected at a frequency equal to or greater than the permit requires for illicit discharges and eliminated if discovered. Maintaining a stormwater facilities maintenance program helps to ensure the proper operation and maintenance of publicly owned and privately owned stormwater management facilities. Ordinances are in place and enforced for pet waste and wildlife feeding with signage placed in target areas. The above activities assist in addressing sources of both fecal coliform and total phosphorus.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

<p>1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.</p> <p>Street sweeping performed on all municipal streets throughout the year although not required;</p> <p>Catch basin inspections and cleaning performed annually and some after each Hvy rainevent.</p> <p>Outfall and illicit connection inspections performed at a frequency equal to or greater than the permit requires.</p>
<p>2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?</p>
<p>Yes</p>