

**DRAFT**

# Stormwater Pollution Prevention Plan

Borough of Moonachie

Bergen County

NJPDES #NJG0149233

August 2019

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Dennis Vaccaro, Mayor
Office Phone # and eMail	201-641-1813 dvaccaro@moonachie.us
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Boswell Engineering, Borough Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	MaryEllen Lyons, DPW Superintendent
Print/Type Name and Title	Dennis Williams, DPW
Print/Type Name and Title	Nicholas Telesmanic, DPW
Print/Type Name and Title	Jennifer Cooney, Board of Health Secretary

## 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.	2008			
2.	2011		6	Updated Ordinances
3.	8/19		All	New Regulations Update
4.	8/19		1	New SPC
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### 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:	moonachie.us/residents/stormwatermanagement.html
2. Date of most current SPPP:	Aug 31, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	moonachie.us/residents/stormwatermanagement.html
4. Date of most current MSWMP:	April 2005, Rev. February 2007
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Borough Hall, 70 Moonachie Road
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 the Open Public Meetings Act, the Borough of Moonachie provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of Moonachie provides public notice in a manner that complies with the requirements of NJSA 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 (NJSA 40:55D-1 et. seq) the Borough of Moonachie 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.

Stormwater information is in the Borough Newsletter, posted on the Borough's Facebook page (<https://www.facebook.com/Borough-of-Moonachie-1382225585339403/>) and bulletin board. The Borough is involved in various school activities such as rain barrels for the community garden, and annual community cleanups, where there is promotional material. Rebuild by Design is working in the region with the Borough to reduce local flooding issues.

Website Social Media-1	Newspaper Ad-1
Promotional Item-2	Clean-up (was delayed due to weather conditions)- 3
Regional Stormwater Collaboration-3	Rain Barrel Workshop- 3

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.

In an annual mailing with commercial and residential sewer bills and online. Notices are added to the Borough Newsletter. Illicit Connection information will be sent to all the businesses in the Borough with the annual tonnage report request, in the first quarter of the year.

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

Borough Hall, 70 Moonachie Road, Moonachie NJ 07074

## 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 (1) or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation." (Rev. Gen. Ord. 19-6.2)
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?
Municipal projects utilize the Borough Engineer, who makes reviews the all plans making sure they are in compliance with the Stormwater Ordinance.

<p>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.</p>	
<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>Borough Engineer, Boswell Engineering 330 Philips Avenue, South Hackensack  Borough Clerk's Office, 70 Moonachie Road</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	<b>07/25/74</b>	moonachie.us/boroughordinances.html	-	Borough Council appoints
2. Wildlife Feeding permit cite IV.B5.a.ii	<b>09/22/05</b>	moonachie.us/boroughordinances.html	<b>Yes</b>	Police, Board of Health, other officials
3. Litter Control permit cite IV.B5.a.iii	<b>06/28/79</b>	moonachie.us/boroughordinances.html	-	<b>Police</b>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	<b>09/22/05</b>	moonachie.us/boroughordinances.html	Yes	Police
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	09/22/2005	moonachie.us/boroughordinances.html	Yes	Police or other municipal officials
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	11/30/2011	moonachie.us/boroughordinances.html	Yes	Police or Stormwater Management Coordinator's designee
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/23/2006	moonachie.us/boroughordinances.html	-	Construction Official
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	09/22/2005	moonachie.us/boroughordinances.html	Yes	Police or other municipal official
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	11/30/2011	moonachie.us/boroughordinances.html	Yes	Police or Stormwater Management Coordinator's designee

Indicate the location of records associated with ordinances and related enforcement actions:

Records are in the Borough Clerk's Office, 70 Moonachie Road  
Enforcement Records: within Department, 70 Moonachie Road

## 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.

Every street in town is swept one a month, weather permitting. Access to a shared services sweeper is two weeks per month.

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.

Same as above

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

No, but the Borough has a shared service agreement for ownership and use of the street sweeper with the Township of South Hackensack.

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.

A log is kept in the sweeper and is summarized at the end of the year.

## 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.
Catch basins and storm drain inlets will be inspected at least once a year, and cleaned and maintained as necessary.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Grand Street, Purcell Court, Anderson Avenue, Commercial Avenue, West Commercial Avenue, Carol Place, Empire Boulevard, Concord Street.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Any catch basins or storm drain inlets are checked before storms and annually cleaned if necessary.
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.
Visually inspected every summer and new labels are added as needed.
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.
DPW Garage, 7 Willow Street or Borough Hall, 70 Moonachie Road

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Road Construction and Construction bids include language to replace and/or repair storm drain inlets by the contractor.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The foreman verifies the work before the bills are paid.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Most are flat storm drains with no headers, only grates.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
When notified by the Building Department or Planing Board, and the inspector verifies the retrofit.

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

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
Address of municipal yard or ancillary operation: <b>7 Willow Street, Moonachie, NJ 07074</b>	
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 –	<b>Salt, stone</b>
Intermediate products –	<b>N/A</b>
Final products –	<b>Bricks</b>
Waste materials –	<b>Trash dumpsters</b>
By-products –	<b>N/A</b>
Machinery –	<b>Two hook lifts, backhoe, front loader, town vehicles</b>
Fuel –	<b>Double walled diesel tank &lt;800 gallons</b>
Lubricants –	<b>N/A</b>
Solvents –	<b>N/A</b>
Detergents related to municipal maintenance yard or ancillary operations –	<b>N/A</b>
Other –	

<p>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.</p> <p>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.</p>	
1. Fueling Operations	
There are berms located around the tanks.	
2. Vehicle Maintenance	
In the garage, there are no drains leading to the stormwater system.	
3. On-Site Equipment and Vehicle Washing	
<i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>	
N/A	
4. Discharge of Stormwater from Secondary Containment	
N/A	

5. Salt and De-Icing Material Storage and Handling
De-icing materials are stored under a covered storage building at the DPW Garage
6. Aggregate Material and Construction Debris Storage
Any material (sand etc.) is stored at the garage outside, at least 50 feet away from any storm sewer inlets or surface water bodies.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Street sweepings are only temporarily kept at the garage, before off site disposal to an outside vendor.
8. Yard Trimmings and Wood Waste Management Sites
There is a labeled roll-off container at the DPW Garage, that is picked up when full by an outside vendor.
9. Roadside Vegetation Management
It is Borough policy that no herbicides, pesticides, or fertilizers are used on Borough owned-property.

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal 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 Operations (including Ancillary Operations)	Every year	Supervisor
2. Stormwater Facility Maintenance	Every year	Supervisor
3. SPPP Training & Recordkeeping	Every year	Supervisor
4. Yard Waste Collection Program	Every 2 years	Supervisor
5. Street Sweeping	Every 2 years	Supervisor
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Supervisor
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Supervisor
8. Waste Disposal Education	Every 2 years	Supervisor
9. Municipal Ordinances	Every 2 years	Supervisor
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Supervisor
<p><b>B. Municipal Board and Governing Body Members Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p style="margin-left: 40px;">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><b>C. Stormwater Management Design Reviewer Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. 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](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.

Inspections of outfall pipes will be inspected at the NJDEP recommendation of every five years, and records are kept at Borough Hall, 70 Moonachie Road.

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.

When we are doing illicit connection inspections, we will check outfall pipes for signs of scouring. Sites will be places on a prioritized list and repairs that do not need NJDEP permits may be done first. We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.

Records are located at Borough Hall, 70 Moonachie Road

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](http://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.*

We conduct a physical inspection in accordance with NJDEP guidelines of every five years of all outfall pipes and use the DEP Illicit Connection Inspection Report Form, and forms are kept with our SPPP Records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be re-checked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is in the Borough) we will cite the responsible party for being in violation of our Illicit Connection Ordinance and we will have the collection eliminated immediately. If after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough will report it to the DEP.

Records will be kept at Borough Hall with the SPPP.

## 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 Borough of Moonachie has a stormwater facility maintenance program that ensures that all stormwater facilities operated by the Borough function properly.

Borough owned facilities include: catch basins, storm drains, and buffer strips. These facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to insure that they do not fail.

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.

Private stormwater facilities, when problems arise, are inspected by the DPW. Problems would then be reported to the owner, and if they were not rectified in a certain amount of time, the owner would be issued a penalty.

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 are kept at Borough Hall, 70 Moonachie Road

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](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/](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](http://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.

There are multiple TMDLs for waterways around the Borough, all are regarding Nickel levels in Berrys Creek and portions of the Hackensack River, adopted in 2000.

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

For projects that the Borough undertakes, the effect on the waterways with TMDLs is taken into serious consideration to not further affect water quality, rather pursuing projects that would help improve the quality.

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

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.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes, the Ordinance was adopted on November 30, 2011.