

<p>Tier A Municipal Stormwater Regulation Program  Stormwater Pollution  Prevention Team  Members  Number of team members may vary</p>	<p>Completed by: <u>Chris Behrens</u>  Title: <u>Superintendent of Public Works</u>  Date: <u>January 9, 2020</u>  Municipality: <u>Borough of Woodcliff Lake</u>  County: <u>Bergen</u>  NJPDES #: <u>NJG 0149900</u>  PI ID #: <u>168364</u></p>
<p>Stormwater Program Coordinator: Chris Behrens Title: <u>Superintendent of Public Works</u>  Office Phone #: <u>201-391-3172</u>  Emergency Phone #: <u>201-956-0020 (cell)</u></p>	
<p>Public Notice Coordinator: <u>Debbie Dakin</u>  Title: <u>Borough Clerk</u>  Office Phone #: <u>201-391-4977 x 218</u>  Emergency Phone #: _____</p>	
<p>Post-Construction Stormwater Program Coordinator: <u>Planning Board</u>  Title: <u>Chairman Robert Friedberg</u>  Office Phone #: <u>201-391-4977 x 206</u>  Emergency Phone #: _____</p>	
<p>Local Public Education Coordinator: <u>Tomas Padilla</u>  Title: <u>Borough Administrator</u>  Office Phone #: <u>201-391-4977 x 216</u>  Emergency Phone #: _____</p>	
<p>Ordinance Coordinator: <u>Debbie Dakin</u>  Title: <u>Borough Clerk</u>  Office Phone #: <u>201-391-4977 x 218</u>  Emergency Phone #: _____</p>	
<p>Public Works Coordinator: Chris Behrens  Title: <u>Superintendent of Public Works</u>  Office Phone #: <u>201-391-3172</u>  Emergency Phone #: <u>201-956-0020 (cell)</u></p>	
<p>Employee Training Coordinator: Chris Behrens  Title: <u>Superintendent of Public Works</u>  Office Phone #: <u>201-391-3172</u>  Emergency Phone #: <u>201-956-0020 (cell)</u></p>	
<p>Other: <u>Dave Linko</u>  Title: <u>DPW Foreman</u>  Office Phone #: <u>201-391-3172</u>  Emergency Phone #: _____</p>	

## SPPP FORM 2 – PUBLIC NOTICE

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen

NJPDES#: NJG 014990

PI ID#: 168364

Team Member/Title: Debbie Dakin, Borough Clerk

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 10/21/2014 Date of most recent update: 10/21/2014

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law, "N.J.S.A. 10:4-6 et seq., the Borough of Woodcliff Lake provides notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of Woodcliff Lake provides notice in a manner that complies with the requirements of 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 requirements in the Municipal Land Use Law (N.J.S.A. 40:555D-1 et seq.), The Borough of Woodcliff Lake complies with those requirements.*

## SPPP FORM 3 – NEW DEVELOPMENT AND REDEVELOPMENT PROGRAM

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen

NJPDES#: NJG 014990

PI ID#: 168364

Team Member/Title: Planning Board Chairman Robert Friedberg

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: \_\_\_\_\_ Date of most recent update: 01/09/2020

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s) will be provided in your annual reports.

*To control stormwater from new development and redevelopment projects throughout the Borough of Woodcliff Lake (including projects we operate) we will do the following:*

*We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards of stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.)*

*Since the EDPA, Borough of Woodcliff Lake has not constructed any new development or redevelopment projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft if that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

*Our planning board and municipal attorney have reviewed the Sample Municipal Storm Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance.*

## SPPP FORM 4 – LOCAL PUBLIC EDUCATION PROGRAM

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen  
NJPDES#: NJG 014990 PI ID#: 168364  
Team Member/Title: Tomas Padilla, Borough Administrator  
Effective Date of Permit Authorization (EDPA): \_\_\_\_\_  
Date of Completion: 10/21/2014 Date of most recent update: 01/09/2020

Describe your Local Public Education Program. Be specific on how you will distribute your education information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*The Borough of Woodcliff Lake will distribute annually the DEP brochure to our residents and business through the mail. Said distribution will be distributed annually in one of the Borough newsletters. Extra copies of the brochure will be available in the Borough Hall. In addition to the annual distribution of the DEP brochure, one of our newsletters will also include an insert on stormwater management related issues, such as; Pet Waste, Home Composting, Yard Trimming Management Strategies, Using Leaf Compost, Backyard Leaf Composting and Minimizing Waste Disposal or other stormwater related information – Grass Clippings.*

*Our annual event will be held each year in coordination with our annual Woodcliff Lake Day Celebration. We will make the DEP brochure and other educational materials available to residents at this event. In addition, the Borough of Woodcliff Lake will continue to assist our schools with providing educational programming related to recycling and the proper handling of waste and the effect on the watershed. The Borough will offer the school the opportunity to visit the Borough Department of Public Works Center and the Borough Ecology Center.*

## SPPP FORM 5 – STORM DRAIN INLET LABELING

Municipality Information

Municipality: Borough of Woodcliff Lake County: Bergen  
 NJPDES#: NJG 014990 PI ID#: 168364  
 Team Member/Title: Chris Behrens, Superintendent of Public Works  
 Effective Date of Permit Authorization (EDPA): \_\_\_\_\_  
 Date of Completion: 10/21/2014 Date of most recent update: 01/09/2020

Municipality: Borough of Woodcliff Lake County: Bergen  
 NJPDES#: NJG 014990 PI ID#: 168364  
 Team Member/Title: Raymond Blackton, Superintendent of Public Works  
 Effective Date of Permit Authorization (EDPA): \_\_\_\_\_  
 Date of Completion: 07/19/2018 Date of most recent update: 07/19/2018

Describe your Storm Drain Inlet Labeling Program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*The Borough of Woodcliff Lake has an established program to label all the storm drain inlets throughout the Borough. The program in place is being completed by the Boy Scouts and is nearing completion. It is expected that the entire program will be completed no later than December 2014.*

*Where it is not practical for the Boy Scouts to do labeling, in the areas that are unsafe for such volunteers, the labeling will be conducted by the Department of Public Works. We will label all storm drain inlets that are along municipal streets, all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the Borough of Woodcliff Lake.*

***\*During 2020 we will implement a new labeling program. We will use Clean Communities funds to implement this program. We will use volunteers or DPW workers to label the storm drains. We will be looking into stenciling this time around. When ordering new curb heads we will research the possibility of adding stormwater info. to them during manufacturing.***

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### SPPP FORM 6 – MS4 OUTFALL PIPE MAPPING

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

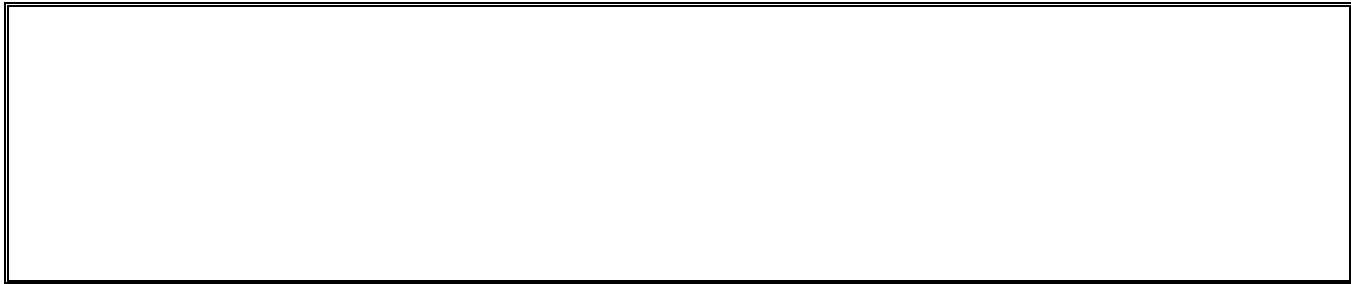
*The Borough of Woodcliff Lake Department of Public Works will work with the Borough Engineer to map out the location of the end of outfall pipes operated by the Borough of Woodcliff Lake. They will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.*

*The Borough will be divided into three sectors: Sector A is the area located to the east of Woodcliff Lake reservoir, Sector B is the area located west of Woodcliff Lake reservoir south of Woodcliff Avenue and Saddle River Road, Sector C is the area located west of Woodcliff Lake reservoir north of Woodcliff Avenue and Saddle River Road. Sector A was mapped by April 2006, Sector B was mapped by April 2007 and Sector C was mapped by April 2008. (See attached map.)*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. The Woodcliff Lake reservoir and all other water bodies receiving outfall pipe discharges will also be identified on the map.*

*In 2019 we uploaded and sent the map to the DEP with the annual Stormwater Report.*

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### SPPP FORM 7 – ILLICIT CONNECTION ELIMINATION PROGRAM

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
Effective Date of Permit Authorization (EDPA): <u>04/01/04</u>
Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. The Borough will use the DEP Illicit Connection Inspection Report Form to conduct these inspections and each of these forms will be kept with our Stormwater Pollution Prevention Plan records. Outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough of Woodcliff Lake) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection 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 of Woodcliff Lake will report the illicit connection to the Department.*

The Borough of Woodcliff Lake has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

The details of this document were written by a previous Superintendent. As the new DPW Superintendent, I will be reviewing this information and plan to have DPW workers perform illicit connection checks during 2020.

### SPPP FORM 8 – ILLICIT CONNECTION RECORDS

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen  
NJPDES#: NJG 014990 PI ID#: 168364  
Team Member/Title: Chris Behrens, Superintendent of Public Works  
Effective Date of Permit Authorization (EDPA): \_\_\_\_\_  
Date of Completion: 01/09/2020 Date of most recent update: 01/09/2020

The details of this document were written by a previous Superintendent. As the new DPW Superintendent, I will be reviewing this information and plan to update accordingly.

**Note:** Attach a copy of each illicit connection report from outfalls found to have a dry weather flow.

Total number of inspections performed this year? To begin 10/05.

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2006 – May 1, 2007

**Note:** Attach a copy of each illicit connection report from outfalls found to have a dry weather flow.

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2007 – May 1, 2008

**Note:** Attach a copy of each illicit connection report from outfalls found to have a dry weather flow.

Total number of inspections performed this year? \_\_\_\_\_



Number of outfalls found to have a dry weather flow? _____
Number of outfalls to have an illicit connection? _____
How many illicit connections were eliminated? _____
Of the illicit connections found, how many remain? _____
May 2, 2008 – May 1, 2009
<b>Note:</b> Attach a copy of each illicit connection report from outfalls found to have a dry weather flow.
Total number of inspections performed this year? _____
Number of outfalls found to have a dry weather flow? _____
Number of outfalls to have an illicit connection? _____
How many illicit connections were eliminated? _____
Of the illicit connections found, how many remain? _____

### SPPP FORM 9 – YARD WASTE ORDINANCE/COLLECTION PROGRAM

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>
<p>Describe your Yard Waste Collection Program. Be sure to include the collection schedule and how you will notify the residents and business of this schedule. Attach additional pages as necessary.</p> <p><i>We have considered the two options available, and have decided to continue a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard waste in the street.</i></p> <p><i>We will be conducting monthly collection of leaves and grass during the months of October, November and December. During the remainder of the year residents must dispose of their yard waste. The Borough of Public Works Ecology Facility is available for the collection of some yard waste, brush and tree limbs are also collected during the once a month clean up collection day. During the months that we are having collections, we will notify residents of our collection schedule and our ordinance requirements in our newsletter, which will be mailed to residents and prior to the annual collection program.</i></p>	

To develop the collection program the Borough will be divided into three sectors: Sector A is the area located to the east of the Woodcliff Lake reservoir, Sector B is the area located west of the Woodcliff Lake reservoir south of Woodcliff Avenue and Saddle River Road, Sector C is the area located west of the Woodcliff Lake reservoir north of Woodcliff Avenue and Saddle River Road. (See attached map).

The Borough will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard waste from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

**Update 2020:** The Borough collects bundled branches regularly throughout the year by zone. We have 4 zones and this information is designated on our annual schedule that is posted on our website and mailed to each residence. Each zone gets 10 collections per year and all collected on Wednesdays. Residents can also drop off branches and brush at our recycling center on Wednesdays, Saturdays and Sundays. The DPW collects the branches from the roadways on pickup days and also cleans up the branches and yard waste from the recycling yard and transports to a recycling facility.

Leaves are collected from roadways from mid-October to mid-December. The DPW collects from each roadway on average 1x per week. Residents are advised via newsletters, the Borough website and social media when to place leaves at the curb, not to place them within 10 feet of the curb. Residents can also drop off leaves and yard waste during mid-October through mid-December at the recycling center. The DPW collects all leaves and yard waste and transports to a recycling facility daily during those months.

### SPPP FORM 10 – ORDINANCES

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u> NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u> Team Member/Title: <u>Debbie Dakin, Borough Clerk</u> Effective Date of Permit Authorization (EDPA): _____ Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste: 09/15/2005

Are information sheets regarding pet waste distributed with pet licenses? Y( X ) N ( )

Litter: 10/21/19992

Improper Waste Disposal: 09/15/2005

Wildlife Feeding: 09/15/2005

Yard Waste: 09/15/2005

Illicit Connections: 09/15/2005

How will these ordinances be enforced?

*The Borough Code Enforcement Officer and the local Police Department will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued as necessary for subsequence offenses.*

### SPPP FORM 11 – STORM DRAIN INLET RETROFITTING

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen

NJPDES#: NJG 014990

PI ID#: 168364

Team Member/Title: Chris Behrens, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: 01/09/2020

Date of most recent update: 01/09/2020

What type of storm drain inlet design will generally be used for retrofitting?

*For most projects the Borough of Woodcliff Lake will use the NJDOT bicycle safe rates style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/hydraulic exemptions

Are you claiming any alternative device exceptions or historic place exemptions for any of the above projects? Please explain:

*The Borough of Woodcliff Lake does not have any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*

***\*Will be reviewing during 2020 to verify any updates or improvements we need to implement.***

**SPPP FORM 12 – STREET SWEEPING AND ROAD EROSION CONTROL MAINTENANCE**

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

### Street Sweeping

Describe the street sweeping schedule that you will maintain.

**Note:** Attach a street sweeping log containing the following information: Date and area swept, # of miles swept and the total amount of materials collected.

*The Borough has evaluated all of the streets within its jurisdiction to determine which areas (if any) will need to be swept on a monthly basis. The Borough intends on maintaining its existing street sweeping program which provides for sweeping all streets twice a year and is looking into adding monthly sweeping of the required streets.*

### Road Erosion Control Maintenance

Describe the Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

**Note:** Attach a road erosion control maintenance log containing the following information: location, repairs, date.

*The Borough of Woodcliff Lake will use the Department of Public Works to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Chris Behrens, Superintendent of Public Works. Identified areas of erosion will be discussed with the Borough Engineer and all repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Chris Behrens will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification. **Will be reviewing this info. and updating accordingly during 2020.***

### SPPP FORM 13 – STORMWATER FACILITY MAINTENANCE

Municipality  
Information

Municipality: Borough of Woodcliff Lake County: Bergen

NJPDES#: NJG 014990

PI ID#: 168364

Team Member/Title: Chris Behrens, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: 01/09/2020

Date of most recent update: 07/19/2018

Describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

Describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

***\*Will be updating this during 2020. Information is from previous Coordinator. Borough has purchased a Vac truck for catch basin cleaning as a shared purchase with Old Tappan. We will be implementing a regular catch basin cleaning program with this new truck.***

**Note:** Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.

*The Borough of Woodcliff Lake will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough of Woodcliff Lake operates the following:*

- *Catch basins*
- *Storm drains*
- *Culverts at road crossings*
- *Portions of the Musquapsink Brook through municipal property*

*These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Any concerns will be discussed with the Borough Engineer.*

### SPPP FORM 14 – OUTFALL PIPE STREAM SCOURING REMEDIATION

<b>Municipality Information</b>	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

**Note:** *Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.*

*When we are doing our illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. Follow-up to each repair with an annual inspection of the site to ensure that scouring has not resumed.*

***\*Will be reviewing and updating this during 2020, all info. is from previous coordinator.***

Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>
	Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>
	Effective Date of Permit Authorization (EDPA): _____
	Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*The Borough of Woodcliff Lake currently stores its de-icing salt in a salt storage shed at its maintenance yard (Old Mill Road, Woodcliff Lake, NJ). At the completion of loading and unloading activities we shall inspect the area for spilt salt.*

*In addition, the Borough of Woodcliff Lake stores sand for use in our baseball fields, playgrounds, etc. This sand is stored at the Old Mill facilities and is set back a minimum of 125 feet from storm sewers, water bodies, etc. AT the completion of loading and unloading activities we shall inspect for spilt sand.*

**2020 Update: We purchased hay bales to block off salt spillage.**



Municipality Information	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u>	
	NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u>	
Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u>		
Effective Date of Permit Authorization (EDPA): _____		
Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>		
BMP	Date SOP Went into Effect	Describe your Inspection Schedule
<b>Fueling Operations</b>  <i>(including the required practices listed in Attachment D of permit)</i>	<i>Dec. 1, 2004</i>	<i>Our Old Mill fueling location within or municipal maintenance yard will be inspected once a month.</i>  <b>During 2019 we had an outside company inspect our fuel tank.</b> <b>During 2019 we had an emergency fuel shutoff switch installed.</b>
<b>Vehicle Maintenance</b>  <i>(including the required practices listed in Attachment D of permit)</i>	<i>Dec.1, 2004</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>  <b>Will be updating for 2020.</b>
<b>Good Housekeeping Practices</b>  <i>(including the required practices listed in Attachment D of permit)</i>  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>Dec. 1, 2004</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>  <b>Will be updating all inspections and records for 2020.</b>

## SPPP FORM 17 – EMPLOYEE TRAINING

<b>Municipality Information</b>	Municipality: <u>Borough of Woodcliff Lake</u> County: <u>Bergen</u> NJPDES#: NJG <u>014990</u> PI ID#: <u>168364</u> Team Member/Title: <u>Chris Behrens, Superintendent of Public Works</u> Effective Date of Permit Authorization (EDPA): _____ Date of Completion: <u>01/09/2020</u> Date of most recent update: <u>01/09/2020</u>
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Describe your employee training program. For each required topic list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

*The following topics will be covered by a computer generated training program:*

Course:	Who will attend?
<i>Municipal Ordinances</i>	<i>Code Enforcement and Local Police Department Public Works Employees</i>
<i>Yard Waste Collection Program</i>	<i>Public Works Employees</i>
<i>Street Sweeping</i>	
<i>Road Erosion Control</i>	
<i>Stormwater Facility Maintenance</i>	<i>Public Works Employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	
<i>Construction Activity/Post Construction Stormwater Management in New Development (for municipally owned projects)</i>	<i>Public Works Employees</i>

*The following topics will be part computer training and part practical field training:*

Course:	Who will attend?
<i>Illicit Connection Elimination and Outfall Pipe Mapping (Field training will include procedures to properly conduct illicit connection detections, investigations and eliminations).</i>	<i>Public Works Employees</i>
<i>Maintenance Yard Operations Including Ancillary Operations (Field training will include SOP's for fueling, vehicle and equipment maintenance, general good housekeeping and good housekeeping for de-icing materials storage.</i>	<i>Public Works Employees</i>

*Dates for the above training programs are yet to be determined. \* Will Update during 2020*