STORMWATER POLLUTION PREVENTION PLAN

BOROUGH OF SADDLE RIVER
COUNTY OF BERGEN

Permit Number NJPDES # NJG0150541
PI ID# 213986

Prepared by:
Stormwater Program Coordinator
Martin K. Spence, PE

March 01, 2023
Revised May 23, 2024

Table of Contents

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Martin K. Spence, PE Borough Engineer		
Phone	201 934 0300	Email	mkspence@spenceengineer.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Martin K. Spence, PE Borough Engineer		
Phone	201 934 0300	Email	mkspence@spenceengineer.com
Name and Title			
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Other Municipal Stormwater Team Members			
Name and Title	Richard Molinari, Borough Administrator		
Phone	201 327 2609 X 239	Email	rmolinari@saddleriver.org
Name and Title	Cindy Kirkpatrick, Borough Clerk		
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Name and Title	Ken Konig, DPW Supervisor		
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Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
05/06/2023	1	Staff Changes
12/31/2022	1	Staff Changes
12/31/2017	1	Staff Changes

Form 3 – Public Announcements

Part IV.B. and C.

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

https://www.saddleriver.org/engineering

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

Cindy Kirkpatrick, Borough Clerk

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 Meetings: The Record, the Boroughs' website, the Borough newletter, postings at Borough Hall bulletin board.

Newsletter (paper copy) is published 4X per year and mailed to all residents. Typically, newsletter will have topics of interest including stormwater updates.
Social media includes various Saddle River pages but may not be official from Borough.

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.
The Borough of Saddle River definition of "Major Development" is consistent with the NJDEP (1.0 acre or more), rules as defined in the Stormwater Management Rules at N.J.A.C. 7:8
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.
The Stormwater Control Ordinance (SCO) adopted by the Borough is consistent with the requirements of the NJDEP rules as defined in the Stormwater Management Rules at N.J.A.C. 7:8 .
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
For major development projects that the Borough is developing, the Borough Engineer is responsible for the design of the stomwater management plans. The plans go through a series of reviews by Boards and other engineers to verify compliance and acceptance. For private projects (non-municipal), the Borough Engineer (serves as the Board Engineers) reviews the stormwater management design for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per N.J.A.C. 7:8. The design is reviewed and if found to be acceptable and consistent with the design standards and the stormwater mangement rule, it is recommended to the Board for approval. Throughout construction, the office of the Borough Engineer, performs routine and controlled site inspections at project site do ensure the project is constructed in accordance with the approved design development plans. At the end of any construction, a project acceptance and closeout (Certification of Approval) is issued by the Office of the Borough Engineer.

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 Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a mitigation plan. The Borough is comprised of mostly single family residential lots with a limited commercial zone.
As of date no variances have been requested or approved.
Records will be submitted to the NJDEP and Bergen County Planning Board. Local copies will be kept at the Borough Engineers office.

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

Original SCO was adopted August 15, 2006
Revisions due to new NJ stormwater rule amendment adopted February 22, 2022
Revised SCO scheduled for introduction on May 20, 2024 and adoption on June 17, 2024.

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

The original MSWMP was adopted on June 13, 2005. It was las revised during the re-examination and readopted in 2018.

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	02/22/2022	Yes		$___
2. Wildlife Feeding	02/22/2022	Yes		$___
3. Litter Control	03/13/2006	Yes		$__
4. Improper Disposal of Waste	02/22/2022	Yes		$__
5. Yard Waste	10/25/1994	Yes		$___
6. Private Storm Drain Inlet Retrofitting	03/21/2011	Yes		$___
7. Illicit Connections	02/22/2022	Yes		$___
8. Privately-Owned Salt Storage		No NA		$___
9. Tree Removal-Replacement	09/20/1993	Yes		$___

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.

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Borough Clerks Office
Borough Engineer Office

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

1. 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 <u>not</u> have storm drain inlets but <u>do</u> discharge to surface water (required at least 1 time 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.

All roads (approximately 40 miles) including Borough and County roads are swept a minimum 3 times. The Borough has a street sweeper, shared ownership with the adjacent municipality which provides routine access to the street sweeper. Roads are swept in early Spring (to remove winter salting remnants), late Spring and Fall as a minimum. In addition, the downtown more heavily traveled County roads are swept in late April as part of a 5K run cleanup held each 4th Saturday in April.
Street sweeping is performed by DPW staff.
The town is divided into 4 (quadrants) areas, which are all swept at the same time.
The duration of the street sweeping per event takes approximately 3 days.

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

Street sweeping is performed by DPW staff with a Borough owned street sweeper.

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.
All new development needs to comply with the SCO and regulations requiring orifice control on the catch basins. a. The DPW staff performs routine drive-by inspections of the storm drain inlets to determine condition of any adhered label or paint markings. If found to need repair/replacement work is performed at that time or scheduled for a later date. r b. During resurfacing road operations, the office of the Borough Engineer inspects the roads. Catch basins are changed out or retrofitted to remove any non compliant catch basins. This is part of the project unless a specific location qualifies for a hydraulic exemption. c. The Borough Engineer (office) performs inspections during the road resurfacing projects and major developments to verify that a catch basin or some BMP to capture solids is included with, or downstream of, the affected storm drain inlets. d. DPW and Borough Engineer coordinates inspections of all storm drain inlets annually during drive bys or road resurfacing projects. DPW staff will decide during the visual inspection to remove any debris off the inlet grate and surrounding area and load the debris into their trucks for proper disposal or make a note of the location if a return trip is required. Any return trips required are performed within a week time. Areas that historically flood or clog often during storms are inspected more regularly and prior to large forecasted storms and cleaned as necessary, with removal of the leaves/debris removed from the site and hauled away in their vehicles.
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.
Routinely, Engineer and DPW staff performs inspections of percentage of catch basins (total 350). Typically, we review the roads that are being resurfaced for damages and repairs that are needed prior to heavy equipment loading. All 350 catch basins/inlets have been mapped and located on the Borough stormwater infrastructure map. Each year we inspect a minimum of 75 (minimum 20% of the total) catch basins on a rotation to ensure that all catch basins are inspected at least once with a 5 year permit cycle.

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.
The Borough Engineer staff performs the inspection after winter (in early Spring) to determine any damages to the systems. Percentage of basins and piping systems are performed and documented. Headwalls and catch basins are reviewed for blockages. Bars with the assistance of DPW staff may lift grates, flashlights for lamping and determining blockages. Similar to the procedures for inspecting the storm drain inlets, the DPW staff as well as the Borough Engineer drive the roads during various activities to check conditions of swales, ditches and roadside vegetation. If there is noticeable trash or debris interfering with the stormwater flow, the staff is required to clean up the debris preferably immediately, but no later than 1 weeks. Erosion/ruts caused by vehicles leaving the road onto the shoulder areas are raked and seeded to re-stabilize and restore grades. Lamping or use of cameras are used when conveyance piping is suspected of being clogged. Additionally, use of drone cameras are being reviewed to inspect difficult access areas along the Saddle River water course. Any recent complaint areas are inspected without delay or no later than 1 week from complaint receipt. The Borough Engineer performs the outfall infrastructure inspections using the Departments Outfall Inspection Form when we inspect the outfalls for Stream Scouring and Illicit Discharges as noted in the following sections.
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.
Annually, the Engineering staff provides direct inspection of the 31 outfalls located in the Borough on a rotation schedule that provides a minimum 25% or a maximum 4 year cycle for each location. We review past photos and current field conditions to determine extent of any scouring and perform and repairs such as rip rap or other stabilization methods. Visual inspections and flashlights are used. We are reviewing use of drones for inspections and video for difficult to access locations. We perform these inspection during dry weather to detemine any illicit discharges.

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.
We perform the inspections following a general dry period of weather including low groundwater conditions to view any illicit discharges. Municipality is generally a residential community with a limited commercial area and low potential of industrial or commercial (illicit discharges). Flashlight as necessary with maps. There are a total of 31 outfall locations and we inspect a minimum of 8 per year (approximately 25%) for a maximum 4 year cycle rotation. During inspections if there are found to have any suspected illicit discharge, we reinspect the source within 30 days. We fill out the NJDEP illicit Connection Inspection Report Forms for each location and submit with our Annual report. If a source is identified the Borough, SPC will notify the property owner of their violation of the Illicit Connection Ordinance and will ahve the connection eliminated immediatley.

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.
Stormwater basins on either municipal or private property as well as ponds are inspected annually or as required for any erosion and repairs. The Borough Engineer SPC will perform these detailed inspections where the DPW staff will perform maintenance inspections. Maintenance plans are reviewed or if not available, we refer to the Departments BMP manual for guidance.

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.
During the Board process, the long term owner / operator is identified and a maintenance plan is made part of their approvals for insuring maintenance. We maintain a record of locations of each non-municipal facility and the associated inspection/maintenance records. We are moving towards having this recorded in a GIS database for ease of retrieving. At this time, the Borough performe inspections of the stormwater basins as part of the Borough functions without charging a fee. Annual inspections are performed and if there are any maintenance required, the SPC will contact the owner to perform maintenance as per their approved plans or Departments BMP.
8. **Infrastructure Records** Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.
Office of the Borough Engineer DPW Yard/Offices The Borough Engineer keeps an inventory list of all (municipal and private) owned stormwater infrastructure with records of inspections, cleanings, routine maintenance work, investigations of illicit discharges connections, scouring near outfalls and repairs that have been performed as well as scheduled for completion.

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.
The Borough does not apply herbicides to manage vegetation growth. All work is performed by mowing or clipping, resulting in no erosion. The Borough does not allow yard waste to be placed within the roadways which would have direct access to the MS4 system.
2. **Excess Deicing Material Management** Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
DPW controls the application of salts within the Borough on all roads. DPW staff are trained to remove by shovel residual deposits/piles of road salts that remain on the roadway within three days (72 hours) after the storm is over, conditions permitting. Salt is collected in a covered trash receptacle and trucked to the DPW yard to be re-used during the next storm event. Street sweeping is scheduled for early Spring or late Winter to remove any residual salts.
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.).
DPW staff may use mower bags to collect grass clippings in most areas. This is a minimal occurrence as a result of limited Borough maintaining property along the roadways. Resident by Ordinance provides maintenance out to the road pavement. The Borough does not provide vegetative / yard waste pickup. Properties are large size, zoning is 2.0 acres therefore most waste is left on the property or carted by private landscape services.
4. **Roadside Erosion Control** Describe your program to detect and repair erosion along municipal roadways.
DPW and Engineering staff are trained to inspect and identify areas that need repair including adding topsoil, seed and hay and or appropriate sized aggregate. DPW staff routinely rides the roadways as part of daily operations and annual storm drain inlet inspections. They look for erosion along the swales, ditches and shoulder areas for plow or vehicle tire damage. The DPW staff will immediatley rake and add topsoil and/or seed to re-establish grades and vegetative cover. Projects that may be too large for immediate action will be scheduled for a period of no greater than 30 days. Rip rap may be used in select situations.

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: 1

1. Site Name and Address

83 E. Allendale Road, (rear of public safety complex)
Saddle River, NJ

2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

DPW staff is on site daily
This is a low impact DPW facility including minimal storage of materials.
The DPW Supervisor is a CPWM and the Borough operates only one location which is limited in size to support the 3,500 residents.
There is no storage of waste products at this location.
Garbage is collected by a private hauler.
A salt storage shed with a hay bale barrier exists with limited salt storage at off season times.

3. Inventory List

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

Materials	Machinery/Equipment
Small piles of aggregate used for repairs	Miscellaneous and limited vehicles. Most vehicles are stored in the various garages.
Sand	Fuel Tanks
	Street Sweeper
	Front End Loader
	20 yard dumpsters for metal

4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.
NA
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.
There is a containment vessel surrounding the gas pumps and only used by the DPW, staff and police department. Fueling is performed on site with trained personnel. There are signed posted in the fueling area prohibiting topping off and posting emergency contacts. A spill kit is located at the fueling pumps as needed.
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.
No all repairs and vehicle washing is performed off site.
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 all repairs and vehicle washing is performed off site.

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.
The Borough constructed a covered salt storage shed for use. Reduced amounts during off season is stored. A hay bale barrier is placed along the frontage to minimize any salt migration.
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.
Limited aggregate for only repairs. Most basin repairs are performed by an outside vendor. No wood chips or leaf compost facilities are located within the Borough.
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.
No
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.
During the street sweeping periods all accumulated debris is placed within dumpsters located on site and removed when full. Dumpsters are covered. No piles or stockpiling is performed at the DPW site outside of the confined dumpster. DPW staff routinely checks for leaks or damages.

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.
No, The Borough does not pick up yard waste. For Borough tree removals and trimmings, a private vendor is hired and they take all debris/ cuttings. The Borough is not used as a waste 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.
No. We do not pick up tires. All vehicle maintenance is performed off site by a private vendor.
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.
No, we do not store inoperable equipment or vehicles. If inoperable they are sent to an external mechanic for repair.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
Martin K. Spence, PE serves as the SW Program Coordinator that performs reviews of plans and inspections. He is a licensed Professional Engineer in the State of New Jersey and is current in his training certification. Training covers teh SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	The Borough of Saddle River provides training of personnel that are part of the DPW and stormwater program, including periodic seminars and training videos. Meet with DPW staff regular as well as specific for discussions and training. Office is within the Borough and have a close relationship with daily activities of staff. In person, in field.
Construction Site Stormwater Runoff	Completed training and currently certified. Perform field inspections of all active construction projects within the Borough. On site and in person. Engineering office is responsible for inspection of construction projects with disturbance of greater than 1 acre as well as all other active construction projects. For projects that disturb greater than 1 acre, applicant must obtain a 5G3 Permit from the NJDEP prior to commencement of construction activities and comply with their approved soil erosion and sediment control plan.
Post-Construction Stormwater Management in New and Redevelopment	Borough Engineer is the SPC and completed training and currently certified. Perform routine inspections of the limited infrastructure and basins within the Borough. Staff (Engineer and DPW support) responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality's post-construction stormwater management program to address stormwater runoff. Training explains the municipality's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Boroughs' SCO, stormwater permit conditions, the Department's BMP manual and guidance documents.
Community-wide Ordinances	The SPC is involved with reviewing, editing and recommending Ordinances that relate to the SW Program. Staff responsible for approving and/or enforcing stormwater related ordinances receive annual training on related MS4 permit conditions and to reviewthe purpose of each ordinance and what steps to take if violations are reported. There is an ordinance review committee that meets monthly to review existing and proposed ordinance prior to any action.
Community-wide Measures	Borough staff is responsible for conducting activities associated with community wide stormwater management measures attend annual training to discuss the MS4 permit requirements and town specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting,and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Facilities Maintenance	SPC and DPW staff provides maintenance of Borough owned properties and facilities. Private owners are responsible for SW infrastructure on the subject private properties. Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. The training details what infrastructure is to be maintained according to approved manufacturer's maintenance plans versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP manual. Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities and proper documentation of work. All types of stormwater infrastructure in the Borough are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, stormwater infiltration basins and manufactured treatment devices.
Municipal Maintenance Yards and Other Ancillary Operations	DPW staff maintains the DPW yard. The Borough has only one facility and mostly hires outside services to perform tasks as garbage collection, car washing operations and vehicle maintenance, all performed off site. Staff responsible for conducting activities associated with our municipal maintenance yard and salt shed attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	The Borough performed all MS4 mapping. We have been complete and update the mapping as needed with periodic inspections. Mapping is performed by the SPC and Engineering staff.
Outfall Stream Scouring	Perform routine inspections as part of the MS4 requirements. Engineers are familiar with early signs of scouring and repairs. Staff responsible for conducting inspections and repairs of stormwater outfall attend training classes and field instruction in accordance with requirements of N.J.A.C 7:8. Training also includes discussion related to MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Illicit Discharge Detection and Elimination	Perform routine dry weather inspections as part of the MS4 permitting and annual inspections are performed. Minimal commercial areas within the Borough. Staff responsible for performing inspections and repairs of stomwater outfalls attend annual training to discuss how to identify, remediate and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Martin K. Spence, PE is the Borough Stormwater Coordinator and performs all reviews of the stormwater management designs. Certification to review the projects is current. Individuals who review and approve stomwater management designs for major developments on behalf of the Borough are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C 7:8.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
Martin K. Spence, PE performs reviews for all the Boards including the Mayor and Council. During the Board meetings, reviews are discussed including the MS4 requirements. Within 6 months of joining town council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review https://nj.gov/dep/stormwater/asking_the_right_questions.html. Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage: Stormwater Management Rules Applicability https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Planning https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Design & Performance https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Safety https://nj.gov/dep/stormwater/training.htm Stormwater Management Through General Permit for MS4s https://nj.gov/dep/stormwater/training.htm

Training Records
Indicate the location of training records for the above required training.
Logs of all training including type of training, date conducted, attendees and trainers are kept in the SPC (Borough Engineers' office) or in some instances DPW offices.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.
https://www.saddleriver.org/engineering

2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	31
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	4
c. MS4 interconnections	0
d. MS4 storm drain inlets	350
e. MS4 manholes	60
f. Length of conveyance (channels, pipes, ditches, etc.)	25 miles
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	0
i. Maintenance yard(s) and other ancillary operations	1

3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).
SPC (Borough Engineer) and DPW staff discuss (end of year) discuss status of infrastructure projects, major developments current or recently completed in year. We request as-builts from private developers as well as Borough capital improvement projects. We discuss any changes to the system.
4. Describe how the municipality will create and update its MS4 Infrastructure Map.
The Borough performs all mapping and CAD work in house at this time and will be looking for a GIS application to provide all documentation in this format. The Borough Engineer SPC has all mapping and provides required information to the website. We will begin looking for a vendor to convert all data into shape files and prior to the mapping deadline of January 01, 2026

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Borough of Saddle River is gathering data to meet the requirements for the Phase 1, Watershed Inventory Report, which is due and will be posted on our stormwater webpage by 01/01/2026. The Borough has been expanding our stormwater infrastructure map to include these requirements. We have included the Mayor and Council as well as other stake holders in our discussions to identify opportunities for public participation and education sessions.

2. Describe any regional projects or collaboration efforts with other municipalities.
We routinely discuss stormwater projects and flooding with adjacent municipalities including grant opportunities to improve the water quality of the shared waterway (Saddle River). We have discussed channel cleaning projects with the municipality to the North and South of the municipal boundary lines.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Logs of all comments received during public information sessions and minutes from meetings will be kept in the Borough Clerk's Office.