

Stormwater Pollution Prevention Plan

Township Of Wyckoff

Bergen County

Permit Number NJG0152048

Annual Review Date: March 5, 2024

Stormwater Program Coordinator: John J. Vander Plaats

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		John J. Vander Plaats Director of Public Works	
Phone	201-891-7888	Email	jvanderplaat@wyckoffnj.gov
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Pete Ten Kate, P.E., Boswell Engineering Township Engineer Representative	
Phone	201-373-8908	Email	ptenkate@boswellengineering.com
Name and Title		Mark Di Gennaro, P.E. Township Engineer	
		Email	
Other Municipal Stormwater Team Members			
Name and Title		Nancy Brown, Municipal Clerk Public Notice Coordinator	
Phone	201-891-1000	Email	wyckoffclerk@wyckoffnj.gov
Name and Title		Denise Capparelli, Environmental Commission Liaison Local Public Education Coordinator / Employee training coordinator	
Phone	201-891-1100	Email	dcapparelli@wyckoffnj.gov
Name and Title		<i>David Becker, Township Attorney</i>	
Phone	201-560-0822	Email	<i>dbecker@wyckoffnj.gov</i>
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>none</i>			

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.wyckoff-nj.com/public-works/pages/stormwater-managementact-information-njdep-mandate
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Nancy Brown, Municipal Clerk, Public Notice Coordinator Denise Capparelli, Environmental Commission Liaison Local Public Education Coordinator John J. Vander Plaats DPW Director Mark Di Gennaro, P.E. Township Engineer
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.
<p>https://www.wyckoffnj.gov/public-works/pages/stormwater-management-act-information-njdep-mandate</p> <p><i>Annual News Letter direct mailed and posted to, Web Site, Sign Board in town hall, Face book, Instagram</i></p> <p>The Township of Wyckoff provides adequate public notice for public participation in the development and implementation of the MS4 stormwater program as per the Open Public Meetings Act (“Sunshine Law,” N.J.S.A.10:4-6 et seq.); statutory procedures for the enactment of ordinances (N.J.S.A. 40:49-2), including the municipal stormwater control ordinance; and the Municipal Land Use Law concerning the adoption or amendment of the MSWMP (N.J.S.A. 40:55D-13, 28 and 94) and the review of applications for development (N.J.S.A. 40:55D-12).</p> <p>The Township of Wyckoff also makes elements of its MS4 stormwater program available to the public by providing the current SPPP upon request as required by Part IV.F.1.g (SPPP) and posting the current SPPP on its website to the extent required by Part IV.F.1.f (SPPP); and posting the current MSWMP and all ordinances required by this permit on its website or otherwise comply with the notification requirements of N.J.A.C. 7:8-4.4(e) (https://www.wyckoff-nj.com/public-works/pages/stormwater-management-act-information-njdep-mandate).</p> <p>The Township of Wyckoff conducts a diverse range of public education and outreach events that total 12 points annually from a minimum of three of the five categories based on Attachment B. These events are advertised on the Township website (https://www.wyckoff-nj.com/) and within the Township newsletters with extra copies available at the Township library, Town hall and DPW building. Additionally, the Township will coordinate local watershed groups and the AmeriCorps NJ Watershed Ambassador Program to organize volunteer events.</p>

Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

As per Ordinance No. 1515 -- Stormwater Management, the Township of Wyckoff defines a "major development" as: "Any development that provides for ultimately disturbing one or more acres of land or increased impervious surface of one quarter acre or more. 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."

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.

As per Ordinance No. 1515 -- Stormwater Management, the Township of Wyckoff does not approach residential projects differently than non-residential projects. Stormwater ordinances and regulations are implemented as applicable.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

All municipal projects are reviewed and regularly inspected by the Township Engineer and designees to ensure compliance with the Stormwater Control Ordinance. A maintenance plan for BMPs and structural stormwater management measures as described in the Stormwater Management Ordinance is established to ensure adequate long-term operation and maintenance of required BMPs and structural stormwater management measures for any Township projects or development.

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.

No

Records of all approved applications for major development are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481 and the Wyckoff Town Hall at: 340 Franklin Ave, Wyckoff, NJ 07481.

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

<i>3/29/2005</i>	<i>Original</i>	<i>NEW</i>
<i>12/15/2020</i>	<i>1-15</i>	<i>2020 Annual Update and review</i>

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

<i>3/29/2005</i>	<i>Original</i>	<i>NEW</i>
<i>12/15/2020</i>	<i>1-15</i>	<i>2020 Annual Update and review</i>

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	10/6/05	yes	Police Department, Health Officer & Animal Control Officer	\$100.00 - \$1250.00
2. Wildlife Feeding	10/6/05	yes	Police Department, Health Officer	\$100.00 - \$1250.00
3. Litter Control	9/20/05	yes	Police Department, Health Officer	\$1,000.00
4. Improper Disposal of Waste	9/20/05	yes	Police Department, Superintendent of Public Works, & Code Enforcement Officer	\$100.00 - \$1250.00
5. Yard Waste	3/15/2011	yes	Police Department, Superintendent of Public Works, & Code Enforcement Officer	\$___
6. Private Storm Drain Inlet Retrofitting	3/15/2011	yes	Police Department, Superintendent of Public Works,	\$100.00 \$2,000.00
7. Illicit Connections	9/20/05	yes	Police Department, Superintendent of Public Works, & Code Enforcement Officer	\$100.00 \$2,000.00
8. Privately-Owned Salt Storage	pending	yes	Police Department, Superintendent of Public Works, & Code Enforcement Officer	\$___
9. Tree Removal- Replacement	pending	yes	Police Department, Superintendent of Public Works, & Code Enforcement Officer	\$100.00 \$2,000.00

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.

Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii, 10/30/2007, Police Department, Superintendent of Public Works, & Code Enforcement Officer

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

Records of all approved applications for major development are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481 and the Wyckoff Town Hall at: 340 Franklin Ave, Wyckoff, NJ 07481.

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 not have storm drain inlets but do 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 not need to be swept.

- The Township of Wyckoff has approximately 2.32 miles (12,259.6 LF) of required street sweeping within the town, as seen on the attached map. The Township of Wyckoff has evaluated these streets to determine which areas will need to be swept **bi-weekly**.
- The Township of Wyckoff intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes the sweeping of all other streets once a year. The total length of all additional street sweeping is 78.02 miles (411,939.1 LF).
- Records of all street sweeping are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481.

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

The Township of Wyckoff does not outsource sweeping or provide street sweeping services for other municipalities. However, the Township does participate in share services and has access to a street sweeper in River Vale and surrounding municipalities and county of Bergen.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

- A. Public works employees during the annual inspection of All stormwater basins are inspected to make sure labels are still intact. As necessary they are placed.
- B. During annual inspection, crews record if any inlets are not retrofitted and updated in RMS.
- C. All heads replaced are done with cast with appropriate labeling integrated into casting.
- D. All stormwater basins are inspected yearly between January and April by the DPW. During the annual inspection, crews record the following and report on:
 - Any changes or concerns,
 - Track for any reoccurring problems and document.
 - If grates or heads need to be replaced,
 - If any repairs are needed to the infrastructure,
 - Minor, Major, Replace with Precast basin.
 - If the basin needs to be cleaned of debris.
 - Debris covering the entire floor of 1” or more will be listed as needing cleaning.
 - Debris covering more than half the exit pipe is listed as priority.
 - Debris covering the entire exit pipe will be listed as urgent and the pipes will also be jetted when cleaning is performed to ensure no underlying issue or restriction of flow is causing the debris to collect.

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.

- Visual Inspections are performed once yearly of all Catch Basins owned by the Township. Department of public works employees inspect all basins by using flashlights and when necessary, by physically removing or tipping the grates for clear view of entire basin.
- Grates are removed when necessary to remove accumulated material.
- The Township’s DPW are trained to check for debris collected in catch basins. Any catch basins which have an accumulation of debris are cleaned by vacuum truck.
- See 1-d for above for cleaning criteria.

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.

Systems are inspected yearly as stated above, We also inspect in addition to the annual inspection, before and after large rainstorms. Cleaning is scheduled as needed.

The DPW also checks the conditions of ditches and swales. Any buildup of debris or material is removed manually by hand and removed off site.

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.

The Township Municipally owned stormwater outfalls are inspected yearly and have been mapped. A Visual inspection is performed annually by trained DPW employees during dry weather conditions as defined within "Chapter 3.6: MS4 Outfall Pipe Mapping and Illicit Discharge and Scour Detection and Control" of the "Tier A Municipal Stormwater Guidance Document". on all outfalls to identify and log any issues as soon as possible that need to be repaired.

At the time the inspection is performed an Outfall Inspection Log is completed, see Outfall Inspection Log attached. At the time the outfalls are inspected, they are evaluated for scouring. If scouring is detected, the Township's DPW forces document and schedule to remediated as soon as possible. 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 require NJDEP permits will be performed first. All restoration must be made in accordance with the Soil Erosion and Sediment Control Standards of the State. All repair records will be documented and noted in the Outfall Inspection Log. These areas will be inspected annually to ensure the repairs are working as intended. Repair measures and equipment will vary based on the repair required.

Records of localized stream scour including contributing source(s) of stormwater, recommended corrective action, and prioritized list and schedule to remediate scouring cases are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481.

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.

The Township inspects its outfalls once per year, as noted above. These inspections are performed during dry weather (at least 72 hours after a rain event) to check for dry weather discharges. see Outfall Inspection Log attached.

The Township conducted an initial physical inspection of all outfall pipes during the mapping process. During this process and as a part of the continued inspection of outfalls the Township implemented and enforces an ongoing Illicit Discharge Detection and Elimination Program as follows:

- Conduct visual dry weather inspection of all outfall pipes owned and operated by the municipality annually.
- The outfalls are inspected for intermittent non-stormwater flow, discoloration, or inappropriate debris (such as toilet paper) in and immediately downstream of the outfall.
- In the event illicit discharges are suspected, the Township will reinspect within 30 days and sample in accordance with NJDEP’s MS4 Guidance to determine if an illicit connection exists.
- Eliminating non-stormwater discharges that are traced to their source and found to result from illicit connections.
- Documenting investigations and actions taken.
- Inspecting any newly identified outfall pipes for illicit discharges.
- Investigating dry weather flows discovered during routine inspection and maintenance; and investigating all complaints and reports of illicit discharges within three months of receipt.

Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If the Township is able to locate the illicit connection and the connection is within the Township of Wyckoff, 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, the Township is 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 Township of Wyckoff will report the illicit connection to the Department.

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

Records of illicit connection cases are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481.

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.

All other MS4 infrastructure are privately owned and maintained. In accordance with the Township’s SCO. The Township is creating an inventory and mapping of all privately owned stormwater facilities. Letters will be sent requesting a description of the facility’s stormwater structures and site-specific maintenance plans, logs and any past or present issues or concerns. Once the inventory is complete the Township will inspect the facilities on an annual basis. They are required to be inspected and maintained by the property owner or association. In the event, based on inspections by the Township, it is determined that these improvements are not being properly maintained, the Township will contact the party responsible for maintenance and make them aware of the maintenance required.

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.

For other stormwater infrastructure that are privately owned and maintained, in accordance with the Township’s SCO they are required to be inspected and maintained by the property owner or association. In the event, based on inspections by the Township, it is determined that these improvements are not being properly maintained, the Township will contact the party responsible for maintenance and make them aware of the maintenance required. Also, the Township requires property owners to provide copies of their yearly inspection and maintenance reports.

During rain events private infrastructure is watched for any type of back up or flooding. While inspecting Municipal infrastructure if crews see any type of large sediment or debris coming from a private property crews will investigate.

8. Infrastructure Records

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

The Township keeps an inventory of all stormwater infrastructure (municipal and private) with records of inspections, cleanings, routine maintenance work, investigations of illicit connections, scouring near outfalls, and repairs that have been done as well as those projected for completion each year. Please find a copy of the Outfall Inspection Log attached. The completed Inspection Logs are kept in the office to the DPW Director.

Records of all stormwater facilities inspections and maintenance logs are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481.

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.

Herbicides applied on municipal property are applied by only licensed pesticide applicators and 3rd party Licensed contractors in accordance with all laws and regulations. Herbicides are only used in areas where normal vegetative maintenance by mowing is not effective. Applicators are reminded that the application of herbicides is prohibited on, or adjacent to storm drain inlets, on steeply sloping grounds, along curb lines and unobstructed shoulders. Application will only be permitted where overgrowth presents a safety hazard or where it is unsafe to mow.

Areas where applied are monitored for erosion and when erosion is evident alternate traditional measures are used. No erosion has been experienced as a result of this practice.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The township DPW shall conduct an inspection of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the township's salt dome to be reused during the next storm event as needed.

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.).

The Township allows residents to drop yard trimming and brush off at recycle center all year, Monday through Saturday and uses a Third-party contractor to collect yard trimmings and wood waste (NO GRASS) from resident's curb side between April and October on the first Thursday and Friday of the month. These materials are then brought to the Township Leaf Compost Facility turned into mulch and then made available to residents free.

Grass clipping collection is only offered at the township recycling center and discarded at an offsite third party approved location. Grass clippings from Municipal Properties are mulched and reused on site. No clippings are directed into the street or parking lot or in areas near storm drain inlets.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

The Township DPW will monitor municipal roads and streets for signs of potential erosion during typical day to day operations. Investigate all reports of erosion. All identified road erosion problems will be reported to the DPW Superintendent and recorded.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.

Form 9-1 – 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: 3

1. Site Name and Address	
Wyckoff Department of Public Works at: 475 West Main Street, Wyckoff, NJ 07481.	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Daily inspections are conducted by DPW employees during daily operations. A trained DPW employee member walks the entire site at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log. Follow-up actions are scheduled for completion within one week. The Township confirms that outdoor containers are covered and placed on spill platforms or clean pallets and labels are in good condition. All spill kits are accessible near liquid transfer areas. The Township ensures that bulk liquids are protected with secondary containment and that all accessories (hoses, valves, etc.) are in good condition and within the containment area. The Township’s Recycling Coordinator checks to ensure that all outdoor refuse containers and dumpsters are always covered. All inspection records are kept at the DPW Facility.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Salt Dome	Snowplows
Gasoline / Diesel Tanks	<i>Salters</i>
	<i>Cat 914 Excavator</i>
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<i>none</i>	

5. Fueling Operations

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

The Township does fuel at this site. The Township utilizes an aboveground storage tank (AST's) within a single double walled concrete vault tank. Gasoline, diesel fuel and motor oil/hydraulic oil deliveries to the DPW are by common carrier or via tank truck. All fueling operations are performed in accordance with BMP's. Drip pans are placed under hoses and pipe connections, inlets are blocked, and safety operations are posted during bulk fuel transfer. Equipment is immediately replaced or repaired when leaking or if disrepair is found. Emergency contact information is displayed prominently, and spill kit and remediation supplies are located close and identified. Spill kits are available 24/7.

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.

All vehicle maintenance is performed in accordance with the BMP's. Equipment is operated and maintained to prevent exposure of pollutants to stormwater. Whenever possible, all vehicle maintenance is performed indoors. For projects that must be conducted outdoors, and last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on and drip plans shall always be used. Work will be performed in areas away from storm drains or inlets will be blocked when maintenance is being conducted outdoors.

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.

All equipment and vehicle washing is performed inside of the garage located on site. The wash wastewater is processed through an oil water separator attached to the sanitary sewer. Therefore, equipment and vehicle washing is performed in accordance with the BMP's by eliminating the unpermitted discharge of wash wastewater to storm inlets or waters of the State.

Oil water separator is inspected annually by licensed 3rd party inspector.

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.

All salt and de-icing material is stored and handled in accordance with the BPM's. These materials are stored inside of the salt shed located on-site. Inspections and maintenance of the salt shed, and surrounding area are performed regularly; tracking of materials from loading and unloading operations is minimized; and the area is swept regularly. In the event of tracked material and after loading and unloading is complete all loose material is collected and placed back into the salt shed for reuse.

<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>Wyckoff does not utilize or store cold patch.</p>
<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>No material is stored on site, scrap tires are returned to vendor.</p>
<p>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.</p>
<p>Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite.</p> <ul style="list-style-type: none"> • Designated storage areas are away from the MS4 inlets



Form 9-2 – 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. Site Name and Address	
Wyckoff Recycling Center at: 476 W Main St, Wyckoff, NJ 07481	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Visual observations are conducted by DPW staff on a weekly basis during daily operations. A trained DPW employee member walks the entire site at least once each month. The inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action. Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log. Follow-up actions are scheduled for completion within one week. The Township confirms that outdoor containers are covered as needed or clean pallets and labels are in good condition. A spill kits is on site and accessible.</p> <p>All inspection records are kept at the DPW Facility.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Leaves	Bobcat 35 excavator
Yard Trimming	<i>Trailers</i>
Wood Waste	
Compost / Mulch	
Scape Metal	
Bulk Items	
Carboard / news paper	
Commingled	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
N/A	

<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>No washing is done at this location.</p>
<p>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.</p>
<p>No material is stored on site at this location.</p>
<p>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.</p>
<p>All aggregate material and construction debris are stored in storage bins. These bins are outside and uncovered and are setback more than 50-foot setback from any stormwater inlet and outside of any regulated area, in accordance with the BMP's.</p>
<p>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.</p>
<p>The Township does not store or use cold patch.</p>

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.

The Township does not store street sweeping or storm sewer cleanout material at this location

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.

The Township temporarily stores piles of wood chips, Yard waste, Wood materials in the Townships Recycling Center located. All material are stored in storage bins. These bins are outside and uncovered and are setback more than 50-foot setback from any stormwater inlet and outside of any regulated area, in accordance with the BMP's. The material is put into roll offs and picked up daily by Dpw at brought to our exempt leaf compost facility.

Construction debris is stored in a 40 yrd container and dumped weekly by the Dpw.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Scrap tires at not stored at this site.

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.

The Township does not store inoperable vehicles onsite.

Form 9-3 – 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. Site Name and Address	
<i>Charles st compost site.</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Daily inspections are conducted by DPW employees during daily operations. A trained DPW employee member walks the entire site at least once each month to ensure that all materials stored outside are stored in such a way that minimizes exposure to stormwater, all yard trimmings and wood waste is stored at this exempt leaf compost facility. This material is managed in accordance with the Best Management Practices in Attachment E. The area where the material is stored is graded in a way to prevent stormwater overland flow from entering the waters of the Site. The compost facility process. Windrows are constructed to prevent stormwater runoff from entering waterways of the State, on ground not susceptible to seasonal flooding, and to prevent stormwater run-on and leachate run-off. The Township also maintains perimeter controls, protects inlets from siltation, removes trash and contains it within leak-proof containers, and implements preventative tracking measures.</p> <p>Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log. Follow-up actions are scheduled for completion within one week.</p> <p>The Township ensures that the site is in good condition. All inspection records are kept at the DPW Facility.</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Leaves, Yard Trimmings and Wood Waste	None
<i>Soil</i>	
Compost and Mulch	
<i>Sweepings</i>	
<i>Stone</i>	
<i>Pipe</i>	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
The Township does not have any areas of secondary containments which is exposed to stormwater.	

<p>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.</p>
<p>The Township does not fuel at this site.</p>
<p>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.</p>
<p>No vehicle/equipment maintenance or repair is performed at this site.</p>
<p>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.</p>
<p>No vehicles are washed at this site.</p>
<p>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.</p>
<p>No salt or de-icing material is stored on site.</p>
<p>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.</p>
<p>All aggregate material and debris are stored in storage bins. These bins are outside and uncovered and are setback more than 50-foot setback from any stormwater inlet and outside of any regulated area, in accordance with the BMP's.</p> <p>All yard trimmings and wood waste are stored at an exempt leaf compost facility. This material is managed in accordance with BMP's. The area where this material is stored is graded in a way to prevent stormwater overland flow from entering the waters of the State. Prior to delivery at the compost facility the materials are collected in dumpsters and then transferred to the facility for processing. The windrows are constructed to prevent stormwater runoff from entering the waterways of the State, on ground not susceptible to seasonal flooding and to prevent stormwater run-on and leachate run-off. The Township also maintains perimeter controls, protects inlets from siltation, removes trash and contains it with leak-proof containers and implements preventative tracking measures.</p>

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.

The Township does not store cold patch at this site.

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.

All storage of street sweepings, catch basin clean outs and other material is performed in accordance with the BMP's. These materials are placed onto a pad being stored in 20-yard covered containers and removed for proper disposal within six (6) months of placement into storage. These containers/dumpsters are collected and disposed offsite by a 3rd party contractor on a weekly and/or monthly basis and are not stored for more than 6 months in duration.

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not stored at this site

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.

Not stored at this site

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.

Not stored at this site

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
<p>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> <p>John J. Vander Plaat, DPW Director is the Township’s SPC. He has taken the necessary training,</p> <p>In addition, whenever N.J.A.C 7:8 rules are amended, all individuals will attend department training within one year of adoption of amendments.</p>	

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	<p>Staff responsible for any aspect of the stormwater program shall attend annually. training on the site-specific details of the SPPP to review MS4 permit requirements.</p> <p>In-person, Field Training, Review of past SPPP</p> <p>Training will be conducted using training videos provided either by JIF or online sources.</p> <p>Individual and group training will be provided during the workday. www.nj.gov/dep/stormwater/training.htm.</p>
Construction Site Stormwater Runoff	<p>A review of Site Construction BMP’s for Land Use Department</p> <p>Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>Staff responsible for implementing stormwater permit requirements shall attend, annual training to review the fundamentals of the Townships post-construction stormwater management program to address stormwater runoff.</p> <p>Training shall discuss the Township’s definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Borough’s SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents.</p> <p>Training will be conducted using training videos provided either by JIF or the NJDEP.</p>

Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough 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. Training will be conducted using training videos provided either by JIF or the Office of the Borough’s Engineer.
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance, and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements.</p> <p>This training shall detail what infrastructure is to be maintained per approved manufacturers’ maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP’s BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Staff responsible for conducting activities associated with the Township maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p> <p>Training will be conducted using training videos provided either by JIF or the Office of the Engineer.</p>
MS4 Mapping	<p>The Township is to develop, update and maintain an MS4 Infrastructure Map</p> <p>In coordination with Boswell Engineering and Public works Staff are responsible for the preparation and submission of the Townships electronic stormwater infrastructure map</p> <p>Staff its responsible shall attend annual training to review the MS4 permit requirements for electronic mapping. In-person training performed by DPW Director</p>

<p>Outfall Stream Scouring</p>	<p>Review requirements of SPPP</p> <p>Every 2 Years</p> <p>In-person training performed by DPW Director</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>Review requirements of SPPP</p> <p>Every 2 Years</p> <p>In-person training performed by DPW Director</p>

<p align="center">Stormwater Management Design Reviewers</p>	
<p>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</p>	
<p>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 all individuals complete training once every 5 years. In addition, whenever N.J.A.C 7:8 rules are amended, all individuals attend department training within one year of adoption of amendments The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at</p> <p>www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>	

<p align="center">Municipal Board and Governing Body Members</p>	
<p>Describe the training provided for members of the planning/zoning board and municipal council.</p>	
<p>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 https://nj.gov/dep/stormwater/asking_the_right_questions.html</p> <p>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>The Borough Clerk and/or the Board Secretary shall maintain records of when the Board or Governing Body Members complete the training for inclusion in stormwater report and supplemental questionnaire.</p>	

Training Records
Indicate the location of training records for the above required training.
Associated records and inspection logs are kept at the Wyckoff Department of Public Works located at: 475 West Main Street, Wyckoff, NJ 07481.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.wyckoffnj.gov/public-works/pages/stormwater-management-act-information-njdep-mandate	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>142</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	<i>0</i>
d. MS4 storm drain inlets	<i>1914</i>
e. MS4 manholes	<i>103</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>50</i>
g. MS4 pump stations	<i>0</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>0</i>
i. Maintenance yard(s) and other ancillary operations	<i>3</i>
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.).	
<p>On an annual basis, DPW staff will coordinate with the Borough’s Engineer and/or consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Township. GPS data will be obtained on these new structures/units as needed and the information uploaded into the MS4 Map.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The Township will work with the Engineer’s Office and other representatives to expand the Township’s current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Borough’s MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Borough stormwater webpage.</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.

The Township and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Township's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan. Once Phase 1 is completed, a copy of the report will be posted on the Township's stormwater webpage no later than January 1, 2026. Currently, the Township is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

2. Describe any regional projects or collaboration efforts with other municipalities.

None at this time.

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 session and meeting summary will be kept in the Office of the Township Engineer.