

Stormwater Pollution Prevention Plan

Borough of Leonia

Bergen County, New Jersey

NJPDES #NJ0154571

Revised 6/10/2019

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	John Villareal – C.P.W.M / Superintendent of Public Works
Office Phone # and eMail	201-592-5790
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Robert Costa – Borough Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Tom Rowe – Acting Borough Administrator
Print/Type Name and Title	Mark Moeller – Construction Official
Print/Type Name and Title	Kevin Malloy – DPW Working Foreperson
Print/Type Name and Title	Dani Melfi – Zoning Officer

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	6/3/2019	JV	4/23/19	Using New NJDEP Template
2.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.leonianj.gov
2. Date of most current SPPP:	6-03-2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.leonianj.gov
4. Date of most current MSWMP:	12-31-2018
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	The Borough of Leonia 312 Broad Avenue Leonia, NJ 07605
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Leonia provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of Leonia provides public 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 notice requirements in the Municipal Land Use Law (N.J.S.A. 40:550-1 et seq.), the Borough of Leonia complies with those requirements. All advertise for Public Notices are printed in the Record newspaper.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

The Borough of Leonia will do a public education as listed below:

For our annual distribution, we will insert the NJDEP "Solutions to Stormwater Pollution" (copy attached) in our annual Curbside Collection Recycling Newsletters that is mailed to all Leonia residents and businesses. These newsletters are also available in the Leonia Borough Hall and posted on the Borough's website (www.leonianj.gov).

Periodically, educational information will be posted on the borough's web site: www.leonianj.gov

Information about these events is also posted on

the Borough's Electronic Public Notification community sign board.

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

For our annual distribution, we will insert the NJDEP "Solutions to Stormwater Pollution" in our annual Curbside Collection Recycling Newsletters (copy attached).

At this facility, we put out educational posters and teach the students about stormwater pollution prevention and concerns.

The Leonia Green team holds various educational events throughout the year, many of them dealing with stormwater and pollution prevention. These events include an annual river cleanup events, informational tables at the annual town picnic and other town events.

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

The Borough of Leonia, 312 Broad Avenue, Leonia, NJ 07605

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Any development that provides for ultimately disturbing one or more acres of land. 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. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
Yes, the minimum stormwater management requirement and controls are to any site plan or subdivision that requires preliminary or final site plan review: - Nonresidential major developments; and - Aspects of residential major developments that are not preempted by the Residential Site Improvement Standards at N.J.A.C. 5:21.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
We ensure that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning/zoning board ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Should the Borough construct any new development on Borough property we will ensure adequate long-term operation and maintenance of BMP's for that project. We will also require any storm drain inlets that we install to comply with the stormwater required design standard. Our planning board has reviewed and adopted the Municipal Stormwater Management Plan which was approved by the Bergen County Planning Department. A municipal stormwater control ordinance has been adopted by the Borough Council. The plan and the ordinance have been approved by the Bergen County Planning Department. The ordinance is administered by our planning/zoning board and code enforcement officer.

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>All applications for Major Development projects are submitted to by the Planning/Zoning Board Secretary to the Planning/Zoning Board's engineer and planner. The engineer reviews the plans to make sure they are in compliance with the Stormwater Control Ordinance and Residential Site Improvement Standards. The Planning/Zoning Board will not approve any applications that are not in compliance with the SCO and RSIS.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>NO</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>The Borough of Leonia 312 Broad Avenue Leonia, NJ 07605 201-592-5780</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	4-21-2003	www.leonianj.gov/	no	Animal Control Officer
2. Wildlife Feeding permit cite IV.B5.a.ii	12-05-2005	www.leonianj.gov/	no	Police Dept.
3. Litter Control permit cite IV.B5.a.iii	11-27-1989	www.leonianj.gov/	no	Police Dept. Health Dept.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12-05-2005	www.leonianj.gov/	no	Code Official Police Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12-05-2005	www.leonianj.gov/	no	DPW CPWM Code Official
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi		www.leonianj.gov/	no	Borough Engineer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii		www.leonianj.gov/	no	Construction Official Code Official
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	08-05-2005	www.leonianj.gov/	no	DPW CPWM Health Dept.
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	10-04-1982	www.leonianj.gov/	no	Zoning Officer Building Dept.

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

The Borough of Leonia
312 Broad Avenue
Leonia, NJ 07605

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

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

A weekly map is kept indicating the date on which each street is swept. This is indicated on monthly basis log. A log indicating the operator, number of miles swept and yards of material picked up is also on kept. The information is on file at the Public Works Office located at 40 Fort Lee Road, Leonia, NJ 07605

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

The Borough of Leonia streets are swept daily on an annual basis (weather permitting). The sweeper covers each street approximately every 6 to 7 days going from the north end of Leonia to the south end of Leonia.

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

No

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

Borough of Leonia

Dept. of Public Works

40 Fort Lee Road

Leonia, NJ 07605

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>The Borough inspects all catch basin annually. There are approximately 500 catch basins in the Borough.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>NONE</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>The DPW inspects these basins periodically and cleans annually.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p>The Borough periodically inspects all of the storm drains to see if the inlet labels are still affixed. If not, they are replaced as needed.</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>Records are on file at the Leonia Public Works office located at: 40 Fort Lee Road, Leonia, NJ 07605</p>

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>For any repaving, repairing, reconstruction or alteration project on an Borough road that contains inlets that do not meet the current standard, the inlets are replaced as part of the project.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>The borough engineer inspects all municipal road projects to insure that the inlets have been properly retrofitted as required.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>As part of the construction permit review process, the borough engineer reviews that site plans to make sure that the plans indicate the required inlet retrofits if they are required.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>For any project requiring owned storm drains to be retrofitted, the borough engineer and the construction code official inspect the site to make sure the inlets are properly retrofitted prior to issuing a final approval and/or certificate of occupancy at the end of the project.</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

40 Fort Lee Road

Leonia, NJ 07605

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

Raw materials – N/A

Intermediate products – N/A

Final products – N/A

Waste materials – N/A

By-products – n/a

Machinery – dump trucks, backhoes, loaders, packer trucks, vehicles

Fuel – diesel, gasoline, waste oil

Lubricants – various lubricant used for vehicle maintenance and DPW operations

Solvents – various solvents used in DPW operations

Detergents related to municipal maintenance yard or ancillary operations –

Other – car wash detergents, cleaning products

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

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

1. Fueling Operations

LEONIA PUBLIC WORKS – 40 Fort Lee Road, Leonia, NJ 07605
N/A

2. Vehicle Maintenance

LEONIA PUBLIC WORKS – 40 Fort Lee Road, Leonia, NJ 07605
The borough has an electronic fleet inventory and maintenance management program that tracks repairs made to the vehicle and equipment. Vehicle maintenance is performed indoors. Waste oil and materials are properly disposed of or recycled. Non-chlorinated solvents and environmentally friendly products are used, if possible.

3. On-Site Equipment and Vehicle Washing

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

Vehicles are washed indoors at the Public Works Department. The Public Works Department has drainage system with an oil/water separator. If required, when vehicles are trucks) are used). Non-toxic and environmentally friendly car wash cleaning materials are used.

4. Discharge of Stormwater from Secondary Containment

The are no secondary containment tanks that discharge into storm water,

5. Salt and De-Icing Material Storage and Handling

<p>LEONIA PUBLIC WORKS – 40 Fort Lee Road, Leonia, NJ 07605 Salt is stored in a permanent concrete three side structure that has a roof and overhang that extends out over the open side to minimize rain entering the structure, The salt structure is i structure. when receiving deliveries if salt, the salt is immediately pushed into the structure with a front-end loader.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>N/A</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Street sweeping and catch basin cleanout debris are placed in a container / dumpster. These containers are changed and brought to market approximately every three days. The borough sweeps its on roads and removes sweeping that are collected by the borough’s garbage contractor.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>The borough performs curbside collections of yard trimming. The trimmings are taken away and recycled off-site.</p>
<p>9. Roadside Vegetation Management</p>
<p>The borough performs curb side collection of yard trimmings. The trimmings are taken away and recycled off-site. In the Fall, the borough performs curb-side leaf collection. The leaves are loaded into a packer and vacuum trucks and delivered to the State licensed compost site.</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	CPWM
2. Stormwater Facility Maintenance	Every year	CPWM
3. SPPP Training & Recordkeeping	Every year	CPWM
4. Yard Waste Collection Program	Every 2 years	CPWM
5. Street Sweeping	Every 2 years	CPWM
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	CPMW
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	CPWM
8. Waste Disposal Education	Every 2 years	CPWM & BOROUGH ADMINISTRATOR
9. Municipal Ordinances	Every 2 years	BOROUGH ADMINISTRATOR
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	BOROUGH ENGINEER
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p style="margin-top: 20px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

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

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

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

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

Inspections of the outfall piping are conducted during dry weather periods. If excessive or unusual flows are witnessed during inspection, further investigation occurs to identify the source.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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

Any stormwater facilities that are the responsibility of the Borough, are inspected annually. If the facilities require cleaning, or maintenance, it is performed. Records are kept at the office of the Supervisor of Public Works.

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

The operation and maintenance for all stormwater facilities that are not owned or operated by the municipality are mandated to be maintained by Borough Ordinance. The Borough may periodically inspect the facilities to assure they are properly being maintained

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

Records are kept in the office of the Director of Operations.

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

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

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

The Stormwater Coordinator and/or Borough Engineer shall annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Borough of Leonia. This information is available at the following link: www.nj.gov/dep/dwq/msrp-tmdl-rh.htm

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

Using the information identified in the Total Maximum Daily Load (TMDL) reports, the Borough Engineer shall develop a prioritization of stormwater facility maintenance including schedules for repairs for facilities causing Stream Scouring and other facilities requiring Stormwater Facilities Maintenance. Strategies may include but are not limited to those found in the implementation section of approved or adopted TMDL reports (for examples see "Total Maximum Daily Load (TMDL) Guidance for Tier A MS4 Permittees" found at: www.nj.gov/dep/dwq/msrp-tmdl-rh.htm)

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

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

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