

**THE VILLAGE OF RIDGEWOOD**  
**131 North Maple Avenue, Ridgewood, NJ 07450**

**Storm Water Pollution**  
**Prevention Plan (SPPP)**  
**for**  
**Tier A Community**

**NJPDES Permit No. NJ0141852**  
**PI ID No. 50577**

**Issued: January 16, 2006**  
**Revised: June 12, 2009**  
**Revised: June 2015**  
**Revised: April 28, 2021**

## SPPP Form 2 – Public Notice

Municipality Information	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u>	
	Date of Completion: <u>12/5/05</u>	Date of Most Recent Update: <u>November 2, 2020</u>

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

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Village of Ridgewood provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Village of Ridgewood 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. 40:55D-1 et seq.), the Village of Ridgewood complies with those requirements.*

*Ordinances governing stormwater and development are reviewed by the Village Planning Board. The Board forwards an opinion to the governing body, the Village of Ridgewood Village Council. All ordinances are introduced at a Council workshop and discussed at the televised meeting (non-pandemic times, now on ZOOM meetings for the foreseeable future). I make myself available to answer questions whenever an ordinance affecting storm water is introduced at either the Village Planning Board or the Village Council. The Planning Board is currently working on updating the Village's Master Plan. The first phase, the visioning concept portion has been completed. The Storm Water Element is a component of the Master Plan.*

*As part of the development of the various Storm Water Protection Ordinances, Village environmental groups have provided sought input.*

*A public notice was published in the Ridgewood News on July 15, 2005 announcing the Planning Board's adoption of the original Storm Water Management Plan as an element of the Master Plan. The revised element will be noticed as such once the Planning Board has approved it and forwarded the ordinances to the Village Council*

*Enforcement of stormwater protection ordinances is on-going in the Village. Violations are brought to the court to be addressed. Copies of storm water protection related violations are placed in the annual storm water permit folder.*

*When requested, I make public presentations before various environmental groups in the Village. Format is mostly question and answer. Staff members of the Village Engineering Division are always available to answer public questions regarding storm water, its protection and the regulations governing development.*

# SPPP Form 3 – New Development and Redevelopment Plan

Municipality  
Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/5/05 Date of Most Recent Update: November 3, 2020

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

*To control stormwater from new development and redevelopment projects throughout the Village of Ridgewood (including projects we operate) we do the following:*

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

*All residential and commercial improvements that create more than 200 square feet of new impervious surface (roofs, driveways, patios, etc.) are required to mitigate the additional runoff by means of a subsurface seepage tank. Usually, a significant home addition is required to direct the roof drainage leaders to a subsurface seepage tank of sufficient size. The review of properties for this compliance is by the Village of Ridgewood Public Works Department Engineering Division. Division records track where all seepage tanks have been installed.*

*Since the EDPA, the Village of Ridgewood has reconstructed the parking lot area for our Village Hall complex. The new parking area incorporated a series of linked subsurface stormwater chambers in a clean crushed stone bed that allows all collected runoff to percolate back into the groundwater table. All of the catchbasins of the new parking lot were constructed with the restricted opening heads. The stormwater chambers system has inflow sumps for regular maintenance of the system.*

*The Public Works Department is responsible for the operation and maintenance for any new development or redevelopment projects on Village property by complying with the maintenance requirements in our ordinances. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

*Our Planning Board has reviewed the Village's Storm water Management Plan dated January 30, 2005, with the most recent revision of March 10, 2005 in conjunction with its submittal to Bergen County Department of Planning*

*and Economic Development. The plan was adopted as an element of the Master Plan by a Planning Board resolution adopted at the June 21, 2005 Public Meeting. A notice announcing such was published in the Ridgewood News on July 15, 2005. The plan as adopted was reviewed with representatives of Bergen County. Currently our Planning Board is in the process of reviewing the new NJDEP requirements. They will be implemented in the early part of 2021.*

*Municipal storm water control is primarily by existing in-place ordinances that meet the intent of the New Jersey Storm water BMP Manual. Several of our existing ordinances governing development have been modified to achieve the goals of the municipal storm water management plan. The modifications to existing municipal ordinances have been by the Village Council. Copies of all respective ordinances and modifications after approval were forwarded the Bergen County Department of Planning.*

*The approved ordinances are enforced by various Village Departments. All development and redevelopment projects are reviewed by the Village's Engineering Division for compliance with the storm water ordinance and the BMP's. Applications that do not require review under the Residential Site Improvement Standards will still be reviewed by the Engineering Division prior to the issuance of a building permit.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, the Village of Ridgewood will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Village of Ridgewood intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Village can perform the maintenance and charge the private entity.*

*The Village of Ridgewood will also enforce, through the municipal storm water control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Village of Ridgewood expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

# SPPP Form 4 – Local Public Education Program

Municipality Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/30/05 Date of Most Recent Update: 11/03/20

## Local Public Education Program

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

*For our annual distribution, we purchase an ad in our municipal calendar utilizing the sample NJDEP brochure as an insert. This calendar is mailed to all residents and businesses every year. The brochure was inserted in the 2018 Village calendar, with an ad in the 2019, 2020 and 2021 calendar.*

*The 2005 Village calendar featured a picture and description of the Villages' ongoing catchbasin identification program advising the residents as to why they will be seeing marker disks on their local inlet structures*

*Our annual event is held each year in coordination with the Local League of Women Voters. Various NJDEP brochure and other educational materials advocating for the protection of storm water are available to attendees and handed out. The annual event is the Village's Earth Day festival in Van Neste park. It was not held in 2020 due to COVID-19.*

*In addition, I have spoken regarding the subject of storm water protection with various groups throughout the Village over the years. I'm available to those that inquire.*

*The introduction of the various ordinances required to meet the Village's Tier A permit, each at a public meeting, provided numerous occasions to discuss the benefits and requirements of protecting storm water runoff. Prior to the pandemic, televised public meetings were frequent. Each public meeting was televised on the Village's cable television local access channel. At the meetings, I encourage questions from the public at all times.*

*The Village has an active program to mark and identify catchbasins throughout the Village. We have had great success with Boy Scout Eagle Scout candidates and Girls Scout Gold Star candidates doing the work as their merit projects. The scouts, in addition to marking the catchbasins, also distribute door hangers to the residents in the areas they are doing their projects to educate them on the need for stormwater protection. Each scout in our program makes a presentation to the Mayor and Council at a public meeting. The Village Council in turn adopts a resolution authorizing the scout to perform the project. So far, approximately 80% of the catchbasins and stormwater inlets in the Village have been marked and the residents informed of stormwater protection requirements*

*The Engineering Division adopted a protect storm water motif for the partitions installed due to COVID-19..*

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/30/05 Date of Most Recent Update: 11/03/20

### Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*For our storm drain inlet labeling program, we have been coordinating with our local girl scout and boy scout troops and the high school environmental club to assign areas of the Village for the inlet labeling. We have had good success with this program, helping to make several Eagle Scouts. Each scout or group doing one of these inlet marking projects makes a presentation to the Village Council at a public meeting. The Village Council passes a resolution authorizing the project (copy attached) as part of our program.*

*Where it is practical, the volunteer groups have done the labeling. In areas where it is not safe for the volunteer groups, the Public Works department does the labeling. In the areas completed, all of the public right-of-way storm drain inlets have been marked.*

*The labeling has been done with stencils painted on catchbasins and various marker disks affixed to inlets. The stencils and marker disks all have a variation of the message "No Dumping - Drains to Waterway" with a picture of a fish next to it. Where the labeling is done by the Public Works Department, the Village uses a plastic disk purchased from the Bergen County Utilities Authority under a cooperative purchase program that is applied using adhesive. These disks will also be used to replace marker disks from the volunteer groups that get dislodged over time. The Village has completed the catchbasin identification and marking program by the end of 2006. Now we try to maintain the markers as time and staff permit.*

*During our annual catch basin cleaning program with our new vacuum truck, we are checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately. A future group of scouts may be utilized to refresh the markers and replace those that have dislodged.*

## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/5/05 Date of Most Recent Update: 4/28/21

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

*The Village of Ridgewood Public Works Department has used existing Village mapping to map out the location of the end of all outfall pipes operated by the Village of Ridgewood. We've identified, located, photographed, mapped and investigated each outfall (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.*

*The Village of Ridgewood's major waterways flow north to south in four distinct basins, the Saddle River, the Ho-Ho-Kus Brook, the Diamond Brook, and the Goffle Brook. The Village has opted to map by basins east to west, completing the mapping at the end of the summer of 2006. In the summer of 2005, Village Engineering Division summer interns located and photographed all outfalls entering the four streams and river in the Village. From this inventory, a labeling program is being developed wherein markers will be placed at each outfall identifying the stream or river and the outfall's filed number. The field labeling program will be done either by Village employees or hopefully several Boy Scout Eagle Scout candidates interested in such a community service project.*

*Once all outfall pipe locations were identified, a map was developed displaying these outfall pipe locations, with an identifier for each outfall. The proposed scale varies due to the congregation of outfalls at several locations. Initially a scale of 1 inch = 100 feet is being considered. All four rivers and streams are identified on the map, The Saddle River, Hohokus Brook, Diamond Brook, and Goffle Brook.*

*All mapping will be prepared by Village of Ridgewood Department of Public Works Engineering Division employees. Where specialized assistance is required, we will utilize the services of a local land surveyor.*

*When funds permit, the outfall locations will be brought into a GIS data base. They are currently in a pdf format.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u>	
	Date of Completion: <u>12/27/05</u>	Date of Most Recent Update: <u>12/15/20</u>

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

*The Village of Ridgewood has conducted an initial physical inspection of all of our outfall pipes during the initial phase of the mapping process.*

*We have used an Illicit Connection Inspection Report Form to conduct our inspections, and each of these forms is kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of any intermittent non-stormwater flow will be rechecked again to locate the illicit connection, if one exists.*

*Many of the Village's outfalls where a dry weather flow is observed are in areas that have sump pump discharges to the stormwater collection system. The Village encourages sump pump dischargers to direct their discharge to the stormwater collection system and not the sanitary sewerage collection system or the gutter line of the curb.. When a dry weather flow is observed, a determination is made if the flow is from a non-polluting water source such as a sump pump or a true illicit connection.*

*The Village of Ridgewood is fully served by a sanitary sewage collection system. Only approximately 35 properties in the Village are still serviced by onsite septic systems, mostly due to topographic reasons. The remaining 8,000 plus residences are connected to the sanitary sewerage collection system. The Village actively encourages residents served by septic systems to connect to the collection system, waiving connection fees for existing homes that want to connect..*

*If we are able to locate the illicit connection (and the connection is within the Village of Ridgewood) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and the Village will move to have the discharge eliminated. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Village of Ridgewood will report the illicit connection to the Department.*

*Residents wishing to report a suspected illicit connection are asked to contact the Village's Engineering Division at (201) 670-5500, extension 238. A message can be left at that number at all times. Additional information is available in the annual Village calendar.*

## SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works</u>	
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	Date of Completion: <u>12/27/05</u>	Date of Most Recent Update: <u>12/15/20</u>

Prior to May 2, 2006

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

Total number of inspections performed this year? **See attached report of inspections**

Number of outfalls found to have a dry weather flow? **Several**

Number of outfalls found to have an illicit connection? None

How many illicit connections were eliminated? None

Of the illicit connections found, how many remain? None

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? **several**

Number of outfalls found to have a dry weather flow? none

Number of outfalls found to have an illicit connection? none

How many illicit connections were eliminated? none

Of the illicit connections found, how many remain? none

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year? **Please refer to annual report submitted to the NJDEP**

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2020

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

Total number of inspections performed this year? **Please refer to annual report submitted to the NJDEP for actions on this topic.**

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?
How many illicit connections were eliminated?
Of the illicit connections found, how many remain?

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u>	
	Date of Completion: <u>12/30/05</u>	Date of Most Recent Update: <u>4/16/21</u>

Please describe your yard waste ordinance/collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

*The Village of Ridgewood has developed a yard waste collection and disposal program which requires that yard waste be containerized and placed at the curb and brush be cut and bundled for pick-up except during bulk leaves collection.*

*The Village collects bulk leaves during the months of October, November, and December with loaders, trucks, and vacuums. Additional bulk collections are scheduled when the Village experiences a major storm event that brings down trees and branches. During the remainder of the year, the Village of Ridgewood may hold additional yard waste collections, as needed. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our yard waste flyer and on the Village's website.*

*The Village of Ridgewood will also adopted and enforces a yard waste ordinance (see SPPP Form 10) that prohibits all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance also prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized. This ordinances is enforced by the Village's Property Maintenance Officer. .*

*The Village has refined it's yardwaste collection programs to help residents meet the requirements of the recently adopted stormwater control ordinances.*

*The Village calendar, distributed to all Village households, gives residents additional information on yard waste and how the village collects it from residents. Yardwaste collection in the Village is divided into four zones.*

## SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/30/05 Date of Most Recent Update: 4/28/21

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

Pet Waste: Ordinance No. 2964, Adopted December 14, 2005, Effective Date: January 3, 2006  
 Are information sheets regarding pet waste distributed with pet licenses? Y (  ) N (  )  
 Litter: Ordinance No. 2963, Adopted December 14, 2005, Effective Date: January 3, 2006  
 Improper Waste Disposal: Ordinance No. 2962, Adopted December 14, 2005, Effective Date: January 3, 2006  
 Wildlife Feeding: Ordinance No. 2965, Adopted December 14, 2005, Effective Date: January 3, 2006  
 Yard Waste: Ordinance No. 2968, Introduced December 14, 2005  
 Illicit Connections: Ordinance No. 2969, Introduced December 14, 2005  
 Model Stormwater Ordinance: Ordinance No. 2972, Introduced January 11, 2006, revised by Ordinance No. 3035, and has been rewritten by Ordinance No. 3844 to comply with the most current NJDEP requirements.

How are these ordinances enforced?

*These ordinances are enforced by various Village Departments and the Police Department. Summons are issued to violators. Each ordinance proscribes penalties for non-compliance. Summons are answered in municipal court.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/30/05 Date of Most Recent Update: 12/15/20

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

*For most projects the Village of Ridgewood will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no larger than two inches across the smallest dimension. The curb headpiece will be embossed with a design advising only rainwater should go into the inlet.*

*As part of the Village's Capital paving program, streets being resurfaced have their storm water inlet grates and head pieces replaced with NJDEP compliant ones.*

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>Annual capital paving program</i>	<i>After bids are awarded</i>				<i>0</i>

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

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

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality  
Information

Municipality: Village of Ridgewood

County: Bergen County

NJPDES #: NJG 0141852

PI ID #: 50577

Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: 12/27/05

Date of Most Recent Update: 12/15/20

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

*The Village of Ridgewood has two street sweepers that are utilized as much as possible by the Streets Division of the Department of Public Works. The annual report tally of lane miles swept and volume of debris collected is submitted with the annual stormwater report to the NJDEP.*

*The Village of Ridgewood has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together in to groups, and each group will be assigned a different week each month. The Central Business District is swept five days a week and all streets are swept monthly weather permitting. The sweepers have GPS units on them that are able to validate when the sweeper swept a particular street.*

### **Road Erosion Control Maintenance**

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

*The Village of Ridgewood uses the Streets Division of the Department of Public Works to monitor all the roads and streets for erosion problems. Observations from field personnel are reported to the Streets Division Supervisor for repair or remedy. All identified road erosion problems are also reported to the Director of Public Works/Village Engineer.*

*During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All Streets Division personnel maintain a log of tasks performed and a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report made to the NJDEP.*

*A majority of the Village's roadways are curbed. During the Village's capital road resurfacing and reconstruction program, concrete curbs are installed as needed to replaced deteriorated sections and in areas where no curb exists.*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Village of Ridgewood County: Bergen County  
 NJPDES #: NJG 0141852 PI ID #: 50577  
 Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works  
 Effective Date of Permit Authorization (EDPA): 03/03/2004  
 Date of Completion: 12/30/05 Date of Most Recent Update: 4/16/21

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

*The Village of Ridgewood has an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly staffing permitting, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins are being inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The catch basin cleaning program is completed by section following section divisions shown on the leave pick-up.*

*Catchbasin cleaning is a key part of the Village's storm water management program for our CRS rating of 6.*

*Cleaning is performed by the Streets Division with their new (received in 2020) vacuum truck.*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary. (NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*The Village of Ridgewood has a storm water facility maintenance program as required by the FEMA CRS 540 program to ensure that all stormwater facilities operated by the Village function properly. The Village of Ridgewood operates the following:*

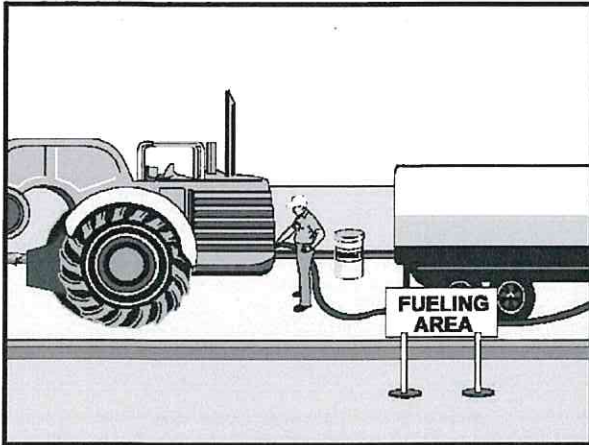
- catch basins*
- storm drains*
- drainage ditches*

*These storm water facilities are inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all storm water facilities as needed to ensure that they do not begin to fail. When the weather forecast calls for heavy rains, a Streets Division crew will go and clear inlet grates in known areas of flooding/backup to reduce their occurrence.*

*Drainage ditches are also periodically cleaned as part of our CRS 540 program of accumulated debris.*

# Village of Ridgewood Standard Operating Procedures Vehicle and Equipment Fueling

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Village of Ridgewood  
Maintenance Yards  
With Fueling Operations  
  
205 Chestnut Street

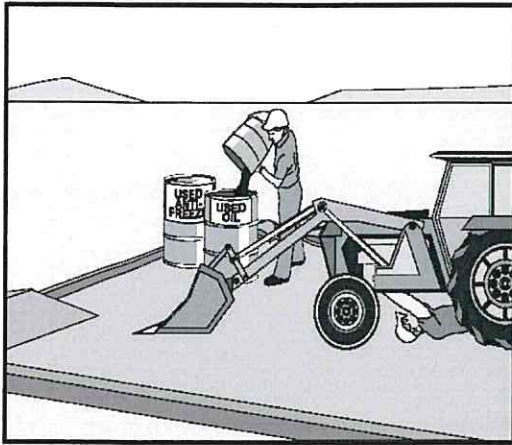
**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**Scope** These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

- Standards and Specifications (for vehicle and equipment fueling)**
- Shut the engine off
  - Ensure that the fuel is the proper type of fuel.
  - Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
  - Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
  - Fuel tanks shall not be “topped off”.
  - Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
  - Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
  - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
  - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
  - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
  - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
  - Collected waste is to be disposed of properly.
  - Contact the Village of Ridgewood Fire Department at 201-670-5588.
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
  - Keep an ample supply of spill cleanup material on the site.
  - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
  - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

## Village of Ridgewood Standard Operating Procedure Vehicle Maintenance



### Village of Ridgewood Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention,  
Containment and  
Countermeasures
- Pollution Control

**Introduction and Purpose** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Village of Ridgewood. The purpose of this SOP is to provide a set of guidelines for the Village vehicle maintenance yards including maintenance activities at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Village of Ridgewood.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
  - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
  - Always use drip pans.
  - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
  - Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
  - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response  
and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Village of Ridgewood Fire Department at 201-670-5588.

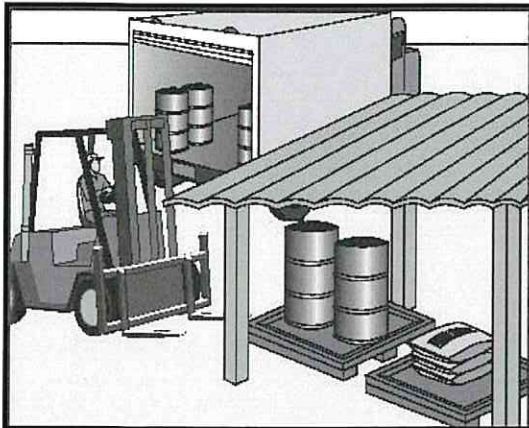
Maintenance  
and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

# Village of Ridgewood

## Standard Operating Procedure

### Good Housekeeping



#### Village of Ridgewood Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

**Introduction and Purpose** This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in the Village of Ridgewood. The purpose of this SOP is to provide a set of guidelines for the employees of the Village for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Village of Ridgewood.

- Standards and Specifications (General)**
- All containers should be properly labeled and marked, and the labels must remain clean and visible.
  - All containers must be kept in good condition and tightly closed when not in use.
  - When practical, chemicals, fluids and supplies should be kept indoors.
  - If containers are stored outside, they must be covered and placed on spill platforms.
  - Keep storage areas clean and well organized.
  - Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
  - Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
  - Place trash, dirt and other debris in the dumpster.
  - Collect waste fluids in properly labeled containers and dispose of them properly.
  - Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

- Standards and Specifications (Salt and De-icing Material Handling)
- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
  - Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
  - Minimize the tracking of materials from storage and loading/unloading areas.
  - Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
  - Any materials that are stored outside must be tarped when not actively being used.
  - If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.
- Spill Response and Reporting
- Conduct clean up of any spill(s) immediately after discovery.
  - Spills are to be cleaned using dry cleaning methods only.
  - Contact the Village of Ridgewood Fire Department at 201-670-5588.
- Maintenance and Inspection
- Periodically check for leaks and damaged equipment and make repairs as necessary.
  - Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

# SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Village of Ridgewood

County: Bergen County

NJPDES #: NJG 0141852

PI ID #: 50577

Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: 12/27/05

Date of Most Recent Update: 4/16/21

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

*At present, the Village has not observed any areas of significant outfall scour of concern, based upon the inspection performed. The outfalls will be re-examined again as staffing time permit and any areas requiring restoration or repair will be scheduled for the work.*

*The Village will conduct an annual inspection of outfalls. Outfalls will also be examined after every major storm event. Areas experiencing scour will be scheduled for repair.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Village of Ridgewood

County: Bergen County

NJPDES #: NJG 0141852

PI ID #: 50577

Team Member/Title: Christopher J. Rutishauser/Village Engineer & Director of Public Works

Effective Date of Permit Authorization (EDPA): 03/03/2004

Date of Completion: 12/27/05

Date of Most Recent Update: 4/16/21

## De-icing Material Storage

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

*The Village of Ridgewood currently stores its de-icing salt in covered storage bins at 205 Chestnut Street.*

*De-icing salt storage is limited to approximately 400 tons and minimal materials are stored on site during the spring, summer and fall months. The opening of the salt shed is covered during the seasons salt is not used.*

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works, (201) 693-6749 or Mike Junta, Supervisor, Streets and Fleet Division, (201) 414-3513</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u>	
	Date of Completion: 12/30/05	Date of Most Recent Update: 11/3/20

<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>June 2004</i>	<i>The fueling location will be inspected once a month. The Village of Ridgewood's only fueling operation is located at 220 Chestnut Street. The facility is permitted with the NJDEP and the spill plan is attached. See Attachment 16.A.1 and 16.A.2</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the Permit)	<i>March 2005</i>	<i>Monthly inspections are held to ensure that the SOP is being met. See Attachment 16.B</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit</b>	<i>March 2005</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations are held. See Attachment 16.C</i>

# SPPP Form 17 – Employee Training

Municipality Information	Municipality: <u>Village of Ridgewood</u>	County: <u>Bergen County</u>
	NJPDES #: NJG <u>0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Christopher J. Rutishauser/Village Engineer &amp; Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/03/2004</u>	
	Date of Completion: 12/30/05	Date of Most Recent Update: 4/28/21

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

*The following topics are covered by a Village training program:*

<u>Subject:</u>	<u>Who will attend</u>
<i>Waste Disposal Education</i>	<i>hotline operators and Environmental Commission members</i>
<i>Municipal Ordinances</i>	<i>code enforcement and local police departments, public works employees</i>
<i>Yard Waste Collection Program</i>	<i>public works employees</i>
<i>Street Sweeping</i>	<i>public works employees</i>
<i>Stormwater Facility Maintenance</i>	<i>public works employees</i>
<i>Road Erosion Control</i>	<i>public works employees</i>
<i>Outfall Pipe Stream Scouring Remediation Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)</i>	<i>public works employees</i>

*The following topics are covered by a verbal training program:*

<u>Subject:</u>	<u>Who will attend</u>
<i>Illicit Connection Elimination and Outfall Pipe Mapping (training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)</i>	<i>public works employees, hotline operator</i>
<i>Maintenance Yard Operations (including Ancillary Operations) (training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)</i>	<i>public works employees</i>

*Dates are established for the above training programs when times permit.*

*Periodically, the Public Works Department conducts an on-site training program for all outside facilities which included Fleet Services, Street & Yard Waste Divisions, Parks Department, Solid Waste and Recycling Divisions, and Ridgewood Water Company.*

*The employees were informed on the stormwater regulations and were made aware of all of their responsibilities. The program requirements were explained and the training covered the subject of municipal ordinances, yard waste collection, street sweeping, stormwater facility maintenance, erosion control, construction activity, fueling and maintenance operations. Staff is also directed to watch the EJIF presentation on protecting stormwater annually,*

*Street division personnel were informed specifically on illicit connections and outfall scouring.*

*The Village Manager conducts periodic staff meetings in which all directors and supervisors have been made aware of the stormwater regulations and all new ordinances related to stormwater and the modification of existing ordinances to achieve compliance.*

*The Village of Ridgewood operates its own solid waste and recycling operations. The Village Health Officer and Supervisor Streets and Fleet Services work closely together to address and eliminate improper waste disposal through our collection programs. The Village will continue to yearly train and update employees in March/April of each year.*

*The Director of Public Works discusses stormwater issues almost daily with the operational staff as the result of the NJDEP regulations.*

*COVID-19 has put a crimp in some of these operations.*

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Date: 12/7/05, revised 1/16/0, revised 4/28/21

Municipality: Village of Ridgewood

County: Bergen County

NJPDES #: NJG 0141852

PI ID #: 50577

Stormwater Program Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749 cell

Public Notice Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749

Post-Construction Stormwater Management Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749

Local Public Education Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749

Ordinance Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749

Public Works Coordinator: Christopher J. Rutishauser, P.E., C.P.W.M.

Title: Village Engineer and Director of Public Works

Office Phone #: 201 670-5500 extension 239

Emergency Phone #: 201 693-6749

Employee Training Coordinator: Christopher J. Rutishauser, P.E./C.P.W.M

Title: Village Engineer & Director of Public Works

Office Phone #: 201-670-5500 extension 239

Emergency Phone #: 201-693-6749

Other: Stormwater Program Coordinator: Christopher J. Rutishauser, P.E., C.P.W.M.

Title:

Office Phone #:

Emergency Phone #:

# Illicit Connection Inspection Report Form

Municipality  
Information

Municipality: Village of Ridgewood County Bergen

NJPDES # : \_\_\_\_ PI ID #: \_\_\_\_

Team Member: \_\_\_\_

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

Outfall #: \_\_\_\_ Location: \_\_\_\_

Receiving Waterbody: \_\_\_\_

1. Is there a dry weather flow? Y (  ) N (  )
2. If "YES", what is the outfall flow estimate? \_\_\_\_ gpm  
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (  ) N (  )
4. If you answered "NO" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.  
(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)  
If you answered "YES" to either question, please continue on to question #5.  
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

## 5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none \_\_\_\_
- (b) COLOR: none \_\_\_\_
- (c) TURBIDITY: none
- (d) FLOATABLES: none \_\_\_\_
- (e) DEPOSITS/STAINS: none \_\_\_\_
- (f) VEGETATION CONDITIONS: normal
- (g) DAMAGE TO OUTFALL STRUCTURES:  
IDENTIFY STRUCTURE: \_\_\_\_  
DAMAGE: none \_\_\_\_

## 6. ANALYSES OF OUTFALL FLOW SAMPLE:

\* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) DETERGENTS: \_\_\_\_ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** \_\_\_\_\_

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** \_\_\_\_\_ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** \_\_\_\_\_ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y (  ) N (  )

If "YES", what is the suspected source? \_\_\_\_\_

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y (  ) N (  )

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (  ) N (  )

If "YES", identify the source. \_\_\_\_\_

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.