

Stormwater Pollution Prevention Plan

Municipality: Township of Saddle Brook

County: Bergen

Permit Number NJG: 0121512

Annual Review Date: 07/02/2025

Stormwater Program Coordinator: Brian D. Gillen, PE, LSRP

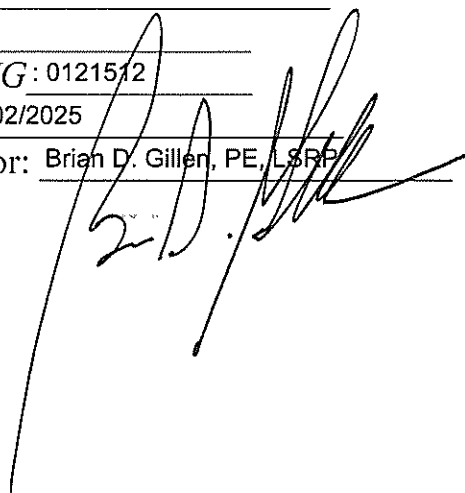
A large, stylized handwritten signature in black ink, appearing to read 'B.D. Gillen', is written over the signature line and extends upwards and to the left.

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Brian D. Gillen, PE, LSRP/SPC	
Phone	(973) 896-6732	Email	brian.gillen@rve.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Robert Klein, PE/Project Manager	
Phone	(201) 624-2137 ext. 1406	Email	robert.klein@rve.com
Name and Title		Peter Lo Dico, RMA, CMC, CMR/Town Clerk	
Phone	(201) 587-2908	Email	bhicswa@saddlebrooknj.gov
Other Municipal Stormwater Team Members			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
05/13/2021		SPPP Plan (Original)
03/15/2024		Updates to staff (added Robert Klein, PE, CME, RVE), conformed 2021 SPPP to 2023 SPPP format template, Updates 5/13/2021 SPPP
07/02/2025		Updates to ordinances recently passed

Form 3 – Public Announcements

Part IV.B. and C.

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

SPPP Plan saddlebrooknj.us (Stormwater Pollution Prevention Plan tab), <https://saddlebrooknj.us/storm-water-and-outfall-drawing-location-plan/>, <https://saddlebrooknj.us/wp-content/uploads/2020/06/Stormwater-Management-Plan.pdf>

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

Bob Hicswa

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.

Newspapers - "Daily Voice" and "Bergen Record"
Township of Saddle Brook webpage -
<https://saddlebrooknj.us/storm-water-and-outfall-drawing-location-plan/>,
Mayor's Water Bill Storm Water Information Packet
Community Bulletin Board and Postings and ballfields and parks, including the Salle River County Park and Avon Park, VanderSande Field, Saddle Brook Rec Softball, and Veteran's Field

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

Part IV.E.

<p>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.</p>
<p>Pursuant to the New Jersey Administrative Code (N.J.A.C.) 7:8 a Major development is an individual development as well as multiple developments that individually or collectively result in:</p>
<p>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.</p>
<p>Yes, it involves the disturbance of one (1) or more acres of land or increases the impervious surface by one-quarter acre (10,890 square feet) or more.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>1. Submittal of an Engineering Report by a storm water consultant. 2. Review of Reports by the Township Engineer and/or SPC, and 3. Town Board approval of the Township Engineer's recommendations by the Township of Saddle Brook Town Board.</p>
<p>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.</p>
<p>Yes.</p> <p>Storm Water Management Plan (SWMP) is located on Township website at: saddlebrooknj.us/wp-content/uploads/2020/06/Stormwater-Management-Pan.pdf. The Storm Water Control Ordinance is located on the Township website at: https://www.ecode360.com/6386043?highlight=collection,yard%20wast,yard%20wastee. A new one is planned for end of 2025.</p>

5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
Initial and latest SCO 9/8/2005
6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
Original and latest version of SWMP 2006

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	9/8/2005	Yes, Resolution 1363		\$00.00
2. Wildlife Feeding	9/15/2005	Yes		\$00.00
3. Litter Control	9/15/2005	Yes		\$00.00
4. Improper Disposal of Waste	9/8/2005	Yes, Resolution 1365		\$00.00
5. Yard Waste	9/8/2005	Yes, Resolution 1367		\$
6. Private Storm Drain Inlet Retrofitting	9/15/2005	Yes, Resolution 1492		\$
7. Illicit Connections	9/8/2005	Yes, Resolution 1365		\$
8. Privately-Owned Salt Storage	In Progress	Resolution 7/21/2024		\$
9. Tree Removal-Replacement	expected resolution adoption	Resolution 7/21/2024		\$
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.				
Municipal Storm Water Control Ordinance (MSCO) 5/13/2021 Resolution 1752-24				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Town Clerk's Office, Township of Saddle brook Department of Public Works Office				

Form 6 – Street Sweeping

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

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do 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 SPPP and Township logs indicate that DPW sweeps 3,500 miles of asphalt and concrete street surfaces annually. The Township has evaluated all of its streets to determine high priority roadways to be inspected monthly, exceeding the NJDEP requirement to inspect segments of municipal roads with storm drain inlets that discharge to surface water three (3) time per year. All municipality owned and operated curbed streets (including roads and highways) with storm drains that have a posted speed limit of 35 miles per hour, or less, (excluding all entrance and exit ramps), in predominantly commercial areas, are swept once per month, weather and street surface permitting. The Township intends to maintain it's existing street sweeping schedule for other streets to the extent practicable. Per NJDEP requirements, segments of municipal roads that do not have storm drain inlets but do discharge to surface water at least one (1) time per year. All street sweeping logs and activities are kept on file on the DPW computer system.

Street sweeping and implementation of best management practices (BMPs) are described in the SPPP Revised May 13, 2021, and again in this SPPP revisions. In addition, concentrated efforts focused on inspection of outfalls discharging to Saddle Brook...

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

The Township of Saddle Brook DPW conducts street sweeping activities of municipal road surfaces.

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. Storm drain inlets are inspected annually by the Township of Saddle Brook DPW to confirm that municipal inlets are identified with permanent wording cast into the asset.
- b. Municipal storm drain inlets are retrofitted using equipment at the Township of Saddle Brook DPW facility. The Mayor contacts all operators of private storm drain assets to inspect, repair and retrofit inlets annually.
- c. The Township of Saddle Brook cleans catch basins annually removing between 150 and 160 tons of catch basin residuals per year.
- d. Catch basins are inspected after major storm events and cleaned if residuals observed in the basins exceed a depth of six (6) inches.

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.

- a. Catch basins are inspected annually, and at times, after major storm events (25-year storm).
- b. Catch basins are cleaned if "basins contain the presence of sediment, trash, debris build-up", with residuals exceeding nominally a depth of six (6) inches.

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.

MS4 conveyance systems are inspected annually and cleaned by power vac trucks of obstructions are observed.

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 of Saddle Brook owns and operates one (1) outfall, but inspects nine (9) outfalls operated by Bergen County Parks Department (BCPD). If scouring is noted the conditions and notified to the BCPD.

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 of Saddle Brook owns and operates one (1) outfall, but inspects nine (9) outfalls operated by the BCPD. If illicit connections are noted during dry weather flows, an "Illicit Connection Form" is completed, and the conditions are notified to the County. No illicit connections have been observed to county outfalls to date.

<p>6. Other Municipal Infrastructure</p> <p>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.</p>
<p>7. Stormwater Facilities Not Owned or Operated by the Municipality</p> <p>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.</p> <p>In the Mayor's notification letters to private entities, the Mayor notes that the Saddle River is one of the cleaner rivers in Northern New Jersey, but TDMLs from nitrates have exceeded levels. The letter underscores that Township BMPs are applied to municipal road surfaces by reducing storm water pollution which will auger well in maintaining stream levels by reducing pollution by nitrates. Continued enforcement of the Pet Waste Ordinance will also contribute to lower nitrate levels in the Saddle River. However, the Mayor's letter advises private entities operating storm water facility assets that the private entity is responsible for ensuring long-term cleaning, operation, and maintenance of storm water facilities, and implement a plan for ensuring annual inspections, recording these inspections, and maintaining logs of private infrastructure maintenance, operations, repair and inspections.</p> <p>For private entities not complying with the Municipal Storm Water Control Ordinance (MSCO), the MSCO facilitates the levy of potential fines.</p>
<p>8. Infrastructure Records</p> <p>Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p> <p>The locations of records related to storm water infrastructure inspection, cleaning, maintenance and repair activities are located at the Township of Saddle Brook DPW offices located at 251 South 2nd Street, Saddle Brook, New Jersey, 2nd Floor. The custodian of these records is Bob Hicswa, Superintendent of Public Works, (201) 843 - 2064.</p>

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
<p>The Township of Saddle Brook does not apply herbicides as part of parkland operation and maintenance activities. Areas that are cleared and re-vegetated to prevent erosion and clearing activities are in accordance with soil erosion permits submitted and enforced by Bergen County Soil Conservation District (BCSCD).</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Salt piles are kept in a covered shed on the properties of the Township of Saddle Brook DPW, 251 South 2nd Street. The covered shed entrance has hay bales to prevent any indoor salt residuals from leaving the structure. After application of salt following major snow events, streets are swept to remove excess salt residuals. The Township of Saddle Brook also has a Snow Removal Plan requiring the stockpiling of cleared snow in strategically preselected locations and maximum distance from roadways/storm drain inlets/creeks/rivers, and placed on ground cover footprints with maximum separation from the water table (12-14 ft).</p>
<p>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.).</p>
<p>The Township has regularly scheduled times in the summer months for proper pickup, storage, handling, and disposal of wood waste and yard trimmings generated in the Township along municipal roads or properties. Specific ordinances describing restrictions are provided in the Yard Waste Ordinance 1367. The Tree Removal Ordinance date and Sale Dome Ordinance are in progress, based on NJDEP templates, resolutions pending on, or about, 07-01-2024. The former requires that trimmings must be in a container or biodegradable bag, with branches cut to four (4) feet (ft) or shorter and be less than 3-inches in diameter. Branches must be bundled together...</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>Areas observed along municipal roadways detected with erosion are seeded and vegetated.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

1. Site Name and Address	
Township of Saddle DPW Yard 251 South 2nd Street Saddle Brook, New Jersey	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
The DPW Yard is inspected monthly for signs of spillage, debris, erosion of borrow piles, or other issues having a potential adverse effect on storm water pollution. All issues are reported to the DPW Superintendent, Bob Hicswa, with areas of concern identified, prioritized, and addressed. Areas addressed/repared shall conform to Soil Erosion Control requirements, the MSCO, BMPs, and SPPP. DPW maintains a log of areas needing repairs, the nature of the repairs, and dates implemented.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
100 CY of 1/4-inch stone for road resurfacing	outdoor concrete bins, 18CY dump truck
100 CY of two (2)-inch stone for road resurfacing	outdoor concrete bins, 18CY dump truck
100 CY of mulch for re-vegetation of eroded areas	outdoor concrete bins, 18CY dump truck
salt, for deicing road surface during snow events	indoor silo, 18CY dump truck
refuse	40 CY dumpster, Pick up by private vendor
250-gallon above ground waste oil tank	Bermed tank was removed in 2021
10 CY of sand	outdoor concrete bins, 18CY dump truck
100 CY of 3/4-inch stone	outdoor concrete bins, 18CY dump truck

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>There are no secondary containment areas required. Mulch/stone piles are in bins, and the salt shed is domed. The former outdoor 250-gallon/bermed above ground storage tank (AST) was removed in 2021. Incident spillage on the asphalt paved yard surface flows to an area drain protected by hay bales.</p>
<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 now fuels all vehicles at the Bergen County Maintenance Garage (BSMG), 125 South River Street located in Hackensack, New Jersey. The BCMG has an SPCC plan. Indoor fueling of truck mounted diesel tanks occurs periodically, as well as fueling of lawn equipment, leaf blowers, etc. Fueling is protected by absorbent pillow socks.</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>Routine maintenance of equipment occurs indoors in the garage located at the DPW Yard on 251 South 2nd Street. Scheduled vehicle maintenance occurs off-site by a private vendor. BMPs for incidental spillage on the yard surface includes placement of speedi-dri near the garage doors, periodic sweeping of the yard, hay bales placed around the area drain, monthly inspections, covering over borrow piles and domed salt shed.</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>The Township of Saddle Brook has a cooperative arrangement with Town of Rochelle Park to have vehicles washed off-site under a contract agreement with a private vendor, at Jack's Car Wash in Hasbrouck Heights, New Jersey.</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>Salt is stored in an enclosed 1,000 CY salt dome facility. Salt is cleaned up periodically in the yard and on streets shortly after storm events. Area drains are protected by hay bales and the salt domes remain closed. The yard is inspected monthly for spillage and speedi-dri and spill absorbent sock are at the ready for application if necessary.</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>100 CY of mulch is stored in outdoor containers.</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>Cold patch materials are stored inside the DPW garage.</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>150 to 160 tons or more of street sweepings are collected monthly and taken off-site for disposal. These wastes are transported and disposed off-site as an ID-10 waste by private vendors with an A-901 License.</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>C&D materials are not stored on-site (ID-13 Wastes). Wood waste and yard trimmings are not stored on-site.</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>Scrap tires are not stored on-site.</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 not stored on-site.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
The SPC received a Certificate of Completion for Storm Water Program Coordinator Training given by NJDEP (Gabriel Man) on August 5, 2023. The SPC also provides storm water training for various communities where he serves as SPC.	

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field training, and videos
Describe the training provided for municipal staff.	
SPPP	Training for SPPP implementation, Snow Removal Plan implementation, BMPs, maintenance & inspections, illicit connections, training provided by SPC Brian D. Gillen, PE, LSRP, 12/30/2020, to Peter LoDico, Bob Hicswa, and various DPW employees.
Construction Site Stormwater Runoff	Municipal Storm Water Regulations, training given by NJDEP, 02/01/2018, Peter LoDico/Bob Hicswa/various DPW employees 02/01/2018.
Post-Construction Stormwater Management in New and Redevelopment Ordinances	Township of Saddle Brook Ordinances, Pet Waste, Litter, Improper Disposal of Wastes, Yard Waste Collection, Illicit Connections, Wild Life Feeding, Refuse Container/Dumpster Ordinance, Storm Drain Inlet Retrofitting, Private Storm Drain Retrofitting.
Community-wide Measures	"Asking the Right Questions in Storm Water Review V 7CD Webinar, Rutgers University/NJDEP/ANJEC," Peter LoDico, Bob Hicswa, Brian D. Gillen, PE, LSRP, SPC 10/01/2018, 05/01/2022.
Stormwater Facilities Maintenance	Storm Water Coordinator Training, Peter LoDico/Bob Hicswa, 10/03/2023, Certificates awarded by NJDEP. Training for SPPP implementation, Snow Removal Plan implementations, BMPs, maintenance & inspections, illicit connections, and municipal maintenance yards and other ancillary operations training provided by SPC Brian D. Gillen, PE, LSRP, 12/30/2020, to Peter LoDico, Bob Hicswa, and various DPW employees.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
Municipal Planning/Zoning Board and Municipal Council members are trained, and new members trained within 12 months of being assigned to position. Training records for Municipal Planning/Zoning Board members for 2022 and 2023 are archived at the Township of Saddle Brook DPW, and files maintained by the Superintendent of Public Works (Bob Hicswa).

Training Records
Indicate the location of training records for the above required training.
Training records and sign in sheets are kept at the Township of Saddle Brook DPW offices, 2nd floor, 251 South 2nd Street, Bob Hicswa archivist.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://saddlebrooknj.us/storm-water-and-outfall-drawing-location-plan/	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	9
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	0
c. MS4 interconnections	
d. MS4 storm drain inlets	538
e. MS4 manholes	25
f. Length of conveyance (channels, pipes, ditches, etc.)	70 miles
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	0
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
Periodic reviews by Storm Water Committee (Robert Klein, PE) and the SPC *Brian D. Gillen, PE, LSRP) followed up by status reports given to the Township of Saddle Brook (Peter LoDico & Bob Hicswa). Stormwater Pollution Prevention Plan Site Map & DPW Yard Process Line Drawing provided in Attachment A.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Periodic reviews by Storm Water Committee (Robert Klein, PE) and the SPC *Brian D. Gillen, PE, LSRP) followed up by status reports given to the Township of Saddle Brook (Peter LoDico & Bob Hicswa).	

Form 12 – Watershed Improvement Plan

Part IV.H.

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p> <p>Robert Klein, PE, on behalf of RVE, as part of the Township of Saddle Brook Storm Water Committee will be issuing proposals to assist the Township in a path forward to achieve Watershed Improvement Plan objectives. Services include:</p> <ol style="list-style-type: none">1. Updating the 2006 Storm Water Management Plan to include recommendations for upgrading Township storm water assets.2. Upgrading storm water mapping and a Watershed Improvement Report by 01/01/2026 to include both publicly owned and privately owned storm water assets with an estimate of the impervious cover footprint blanketing the Township.
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p> <p>The Township of Saddle Brook has collaborated with the Town of Rochelle Park to implement off-site vehicle washings as part of their collective BMPs.</p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p> <p>Robert Klein, PE, on behalf of RVE, as part of the Township of Saddle Brook Storm Water Committee will be issuing proposals to assist the Township in a path forward to achieve Watershed Improvement Plan objectives. Services include:</p> <ol style="list-style-type: none">1. Updating the 2006 Storm Water Management Plan to include recommendations for upgrading Township storm water assets.2. Upgrading storm water mapping and a Watershed Improvement Report by 01/01/2026 to include both publicly owned and privately owned storm water assets with an estimate of the impervious cover footprint blanketing the Township.

STORMWATER POLLUTION PREVENTION PLAN

Vehicle Recycling General Stormwater Permit NJ0163279

PERMIT REQUIREMENT

The permittee shall develop, implement, update and maintain a SPPP. The objective of the SPPP is to:

1. Identify potential sources of pollution and source material onsite; and
2. Document the practices utilized to minimize and/or eliminate the exposure of pollutant sources to stormwater.

FACILITY INFORMATION

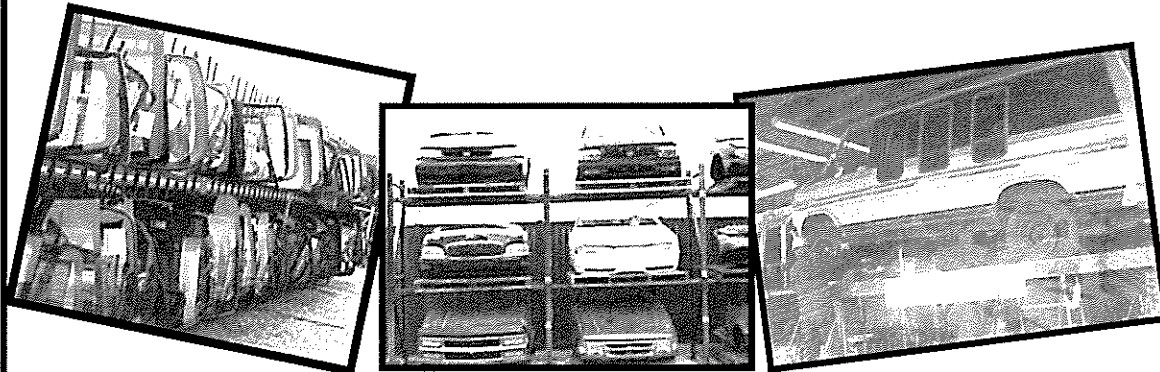
Facility Name: Saddle Brook Township County: Bergen

NJPDES # : NJG 0121512 PI ID #: 127897

Team Member/Title: Brian D. Gillen, PE, LSRP

Effective Date of Permit Authorization (EDPA): 01/01/2023

Date of Completion: 07/07/2025 Date of most recent update: 07/07/2025



Signature of Facility Representative Brian Gillen

Digitally signed by Brian Gillen
Date: 2025.07.08 10:55:50 -04'00'

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION

DIVISION OF WATER QUALITY

BUREAU OF NONPOINT POLLUTION CONTROL



STORMWATER POLLUTION PREVENTION PLAN - FORM a
Best Management Practices (BMPs)

Describe the BMPs that will be implemented at your facility to eliminate, reduce or minimize exposure of industrial activity and source material to stormwater that discharges to surface water or groundwater. Attach additional pages as necessary.

#	Source Material/ Industrial Activity	Best Management Practice	Scheduled Completion Date(s)
1	salt	BMP includes storage of salt in an enclosed dome structure with hay bales and the salt dome entrance. Salt residuals removed within 72-hours.	Completed - March 2016
2	Protocols	Storm Water Pollution Prevention Plan (SPPP)	Completed - 9/1/2021
3	BMPs	SPPP Update	Completed - 7/7/2025
4	BMPs	Initially implemented conforming with NJPDES Permit Part IV.F.5.	Completed - 5/13/2021
5	Inventory Map	Identifies township of Saddle Brook Storm Water assets and receiving waters and summarizes TMDL data associated with receiving water bodies.	Completed - 3/13/2020
6	Snow Removal Plan	Snow Removal Plan identifies snow removal BMPs and temporary storage areas	Completed - 9/21/2012
7	Storm Water Management Ordinance	Storm Water Management Ordinance conforming to most recent NJDEP templates, sent to County for review June 2025	Completed - 6/24/2024
8	Inspection Logs	inspection logs, catch basins, storm drains, outfalls, remedial actions taken at yard and ancillary operations.. Inspections monthly, better than required quarterly.	Completed - annually, since 5/13/2021
9	Training	DPW storm water maintenance personnel, SPC, and maintains log of training for municipal regulators, planners and zoning board officials, and mandatory Rule Amendment Training.	annually
10	Storm Water Management Plan	Proposal for SWMP Update in review and Water Resources Inventory Map due 1/1/2026 in review	5/1/2005

STORMWATER POLLUTION PREVENTION PLAN - FORM b
Process Line Drawing

Attach a process line diagram showing the process of vehicles through areas of the facility. Hand drawn diagrams are acceptable.

Storm Water Pollution Prevention Plan Process Line Drawing provided in Attachment A

STORMWATER POLLUTION PREVENTION PLAN - FORM c
Site Map

Attach a map (preferably drawn to scale) of your site. Existing engineered drawings should be used if available. Hand drawn maps are acceptable if all features are clearly indicated and labeled.

The site map shall show the location of the following:

Inbound vehicle inspection area; Fluid draining and dismantling area; Vehicle parts storage areas; Parts cleaning/solvent degreasing; Fluid storage area; Processed vehicle storage area; Stationary or portable vehicle crusher (if applicable); Locations of implemented BMPs; Locations of proposed BMPs; Structures; Concrete pads; Oil/water separators (if applicable); Septic systems (if applicable); Potable wells (if applicable); and Approximate direction of stormwater flow, drainage area, outfalls and adjacent surface water bodies.

Storm Water Pollution Prevention Plan Site Map provided in Attachment A

STORMWATER POLLUTION PREVENTION PLAN - FORM d **Inventory of Source Materials**

Inventory a list of source materials onsite that are used, loaded/unloaded, stored, treated and/or disposed (attach additional pages as necessary).

	SOURCE MATERIAL (include quantity)	USE	STORAGE	HANDLING
1	Salt (500-tons)	snow/road surfaces	Salt shed	berm door, cleanup salt residuals within 24 hours
2	1/4-inch stone (150 tons)	road resurfacing	bin	Pile stone one foot below bin enclosure
3	Quarry Process stone (150 tons)	road resurfacing	bin	Pile stone one foot below bin height
4	Mulch (20 tons)	re-vegetate eroded areas	bin	Pile mulch one foot below bin height
5	3/4-inch stone (150 tons)	road resurfacing	bin	Pile stone one foot below bin enclosure
6				
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STORMWATER POLLUTION PREVENTION PLAN - FORM e
SPPP Team

TEAM LEADER

Person in charge of making decisions and giving directives to effectively implement the plan.

1 Name: Bob Hicswa
Title: Superintendent of Public Works
Office Phone #: (201) 843-2064
Emergency Phone #: (201) 638-5478
Responsibilities: Inspection logs, implementation of BMPs, training

TEAM MEMBERS

(The number of team members may vary)

The activities and responsibilities of the team shall address all aspects of the facility's SPPP.

1 Name: Brian D. Gillen, PE, LSRP,
Title: Storm Water Program Coordinator (SPC)
Office Phone #: (201) 624-2137
Emergency Phone #: (973) 896-6732
Responsibilities: Regulatory compliance, annual reports and supplemental questionnaire, training

2 Name: Peter LoDico, RMC, CMC, CMR
Title: Town Clerk
Office Phone #: (201) 587-2909
Emergency Phone #: _____
Responsibilities: Coordinator of activities

3 Name: Robert Kline, PE
Title: Project Manager, Client Contact
Office Phone #: (201) 624-2137
Emergency Phone #: _____
Responsibilities: Design engineer storm water improvements

SPILL RESPONSE COORDINATOR

(May be the same as the Team Leader or Team Member)

1 Name: Bob Hicswa
Title: Superintendent of Public Works
Office Phone #: (201) 587-2908
Emergency Phone #: (201) 843-2064
Responsibilities: Spill Response Coordinator

STORMWATER POLLUTION PREVENTION PLAN - FORM 1 Quarterly Inspections



INSPECTOR: Bob Hicswa
TITLE: Superintendent of Public Works
QUARTER INSPECTED : ☒ Jul-Sep ☒ Oct-Dec ☒ Jan-Mar ☒ Apr-Jun

BMPs are required to be implemented upon the Effective Date of Permit Authorization.
**Quarterly Inspections are required.

BMP Inspected		Y/N	Time/Date Inspected	Failures/Breakdowns Incidents/Problems Found	Corrective Action and Prevention
Inbound Vehicle Inspection Area	Have vehicles been inspected for leaks and/or evidence of discharge upon arrival in a designated Inbound Vehicle Inspection Area ?	Y			
	Are leaking cars on an impervious surface that is contained?	Y			
	Have all identified leaks been stopped or controlled and cleaned up?	Y			
	Is a spill kit kept within this area?	Y			
	Are all vehicles within this area stored with hoods down?	Y			
Fluid Draining and Dismantling Area	Is the Fluid Draining and Dismantling Area either 1) indoors; 2) on an impervious surface that is contained and under cover; or 3) is stormwater collected or does stormwater drain in a manner that does not discharge to surface water or groundwater?	NA			
	Are fluids drained from vehicles in this area?	NA			
	Is a spill kit kept within this area?	NA			
	Are the proper guidelines for the safe collection, storage, transport and disposal of used oil and drained filters being followed?	Y			
	Are mercury switches removed from vehicles prior to leaving this area?	NA			
	Are batteries removed from vehicles prior to leaving this area?	Y			

BMP Inspected		Y/N	Time/Date Inspected	Failures/Breakdowns Incidents/Problems Found	Corrective Action and Prevention
Vehicle Parts Storage Area	After being drained, are all engine blocks; cores; transmission/drive components; components with fuel, filter(s), coolant or lubricant residues and other oily materials managed in any of the following four (4) ways: 1) indoors, 2) in leak-proof containers under cover, 3) on a bermed impervious surface under cover, or 4) in an area where stormwater is discharged into a properly maintained oil/water separator?	NA			
	Are mercury switches stored and disposed of in accordance with the Mercury Switch Removal Act of 2005?	Y			
	Are all batteries removed from vehicles and stored either: 1) indoors, or 2) in leak-proof containers on an impervious surface and under cover?	Y			
Parts Cleaning/Solvent Degreasing	Are the cleaning and degreasing of parts performed either: 1) indoors, or 2) in leak-proof containers on an impervious surface and under cover?	NA			
	Are wastewater and/or cleaning fluids hauled off-site for recycling/disposal by a NJDEP licensed hauler?	NA			
	Are the receipts of recycling/disposal kept onsite?	Y			

BMP Inspected		Y/N	Time/Date Inspected	Failures/Breakdowns Incidents/Problems Found	Corrective Action and Prevention
Fluid Storage Area	Are all drained fluids stored in a designated Fluid Storage Area?	NA			
	Is the Fluid Storage Area either: 1) indoors, or 2) on an impervious surface that is contained and under cover?	Y			
	Is a spill kit kept within this area?	Y			
	Are all drained fluids placed in leak-proof containers with secondary containment and labeled for easy identification of contents?	Y			
	Are all drained fluids hauled off-site for recycling/disposal by a NJDEP licensed hauler?	Y			
	Are the receipts of recycling/disposal kept onsite?	Y			
Processed Vehicle Storage Area	Are all vehicles stored in the Processed Vehicle Storage Area drained of fluids?	NA			
	Are vehicles stored in the Processed Vehicle Storage Area free from leaks or drips onto the ground?	NA			
	Are vehicles stored in the Processed Vehicle Storage Area stored with their hoods down?	Y			
	Are all sealed units free from leaks or drips onto the ground?	Y			
Operable Vehicle Storage Area	Are operable vehicles stored in a designated area with their hoods down or by covering the engine compartment?	Y			
	Are operable vehicles free from leaks or drips onto the ground?	Y			

BMP Inspected		Y/N	Time/Date Inspected	Failures/Breakdowns Incidents/Problems Found	Corrective Action and Prevention
Facility Hydraulic Equipment	Is a containment system provided under the vehicle crusher?	NA			
	Is runoff from the vehicle crusher managed in any of the following three ways: 1) contained and cannot discharge to surface water or groundwater, 2) discharged into a properly maintained oil/water separator, or 3) discharged into another NJDEP approved treatment system?	NA			
	Is all hydraulic equipment maintained to prevent leaks and hydraulic line ruptures?	Y			
	Are hydraulic hoses inspected quarterly for cracks and leaks?	Y			
Spill Prevention and Response	Are all impervious surfaces and bermed areas regularly maintained and kept free of fluids?	Y			
	Have spill kits containing appropriate absorbent materials and equipment for recovering spills been assembled?	Y			
	Are spill kits kept in a central area and accessible to all employees?	Y			
	Are dedicated spill kits kept in the Inbound Vehicle Inspection Area, the Fluid Draining and Dismantling Area, and the Fluid Storage Area.	Y			
	Are all employees trained annually on spill response?	Y			

Site Stabilization and Dust Control: Erosion Control	BMP Inspected	Y/N	Time/Date Inspected	Failures/Breakdowns Incidents/Problems Found	Corrective Action and Prevention
	Are measures for site stabilization and dust control included in the SPPP?	Y			
	Do BMPs meet the most recent technical standards listed in Standards for Soil Erosion and Sediment Control in New Jersey, Engineering Standards Section titled Standards for Off-Site Stability?	Y			
	Is a Traffic Control BMP included?	N			
	Is a Entrance/Exit stabilization BMP included?	Y			
	Have areas that have high potential for soil erosion or a known soil erosion problem been identified?	Y			
	If applicable, have appropriate vegetative, structural, or stabilization measures been selected to limit erosion in these identified areas?	Y			
	If a stormwater outfall is on-site, has stormwater velocity at the outfall been controlled to prevent downstream erosion and/or degradation and ensure stabilization?	Y			

STORMWATER POLLUTION PREVENTION PLAN - FORM g-1
Annual Inspection for Annual Report

Conduct annual inspections to ensure that the SPPP is current and up-to-date, properly implemented and effectively eliminating exposure of source materials and industrial activity to stormwater. The results of the annual inspection shall be summarized in the annual report.

Name of Inspector: Bob Hicswa
Title: Superintendent of Department of Public Works

Inspection Date	In Compliance	Out of Compliance
DPW Yard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outfalls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catch basins	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retrofits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manholes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inlets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

STORMWATER POLLUTION PREVENTION PLAN - FORM g-2
Annual Report

The annual report shall summarize the findings of the annual inspection.

Name of Inspector: Bob Hicswa

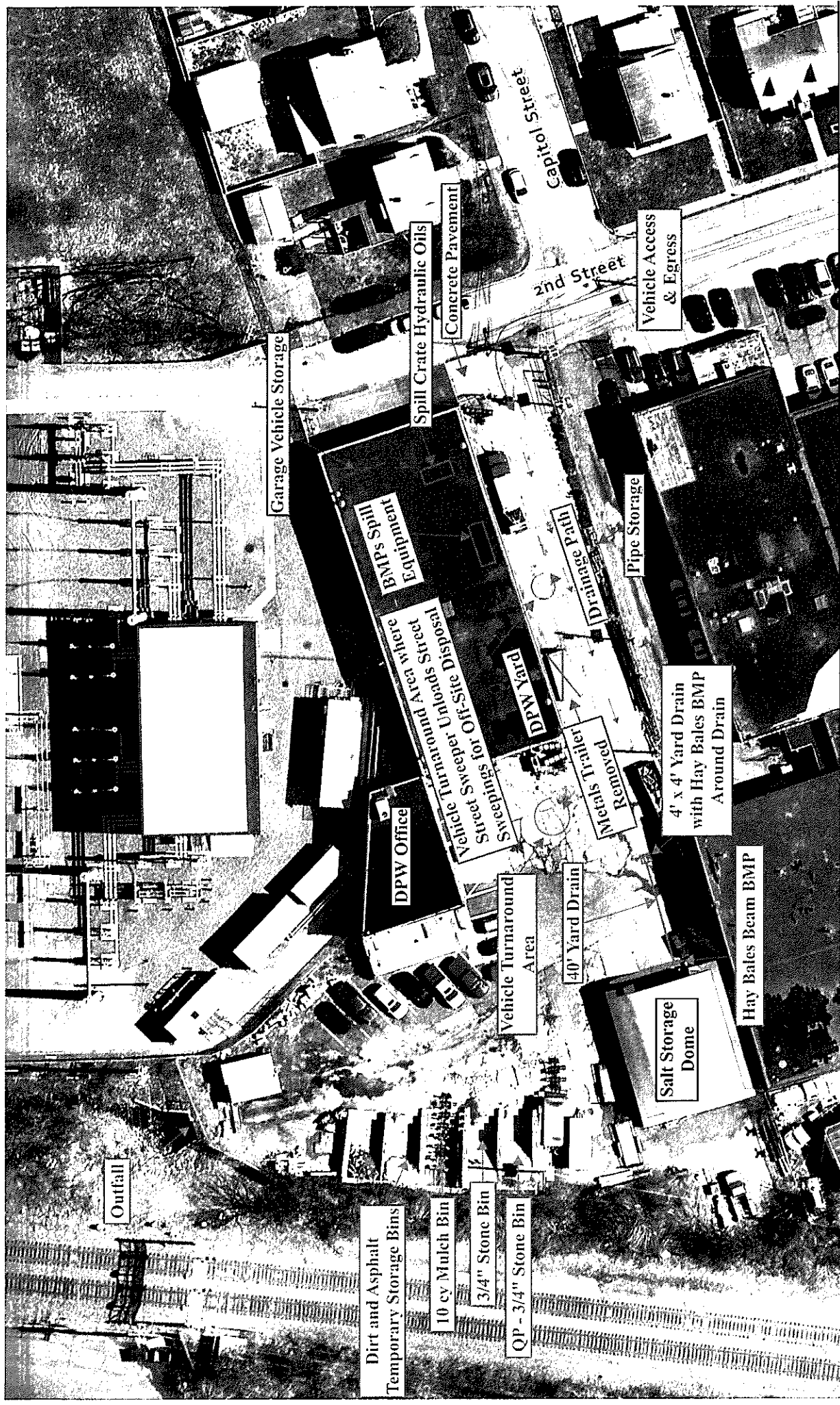
Title: Superintendent of Public Works

Please provide a written description assessing all areas found to be out of compliance during the annual inspection. Please list additional measures that are needed to meet the conditions of the permit. If the annual inspection reveals that all areas of the facility are in compliance with the permit conditions, this can be written as well.

Unt-tarped non-compliant metals roll-off, removed 6/25/2025

STORMWATER POLLUTION PREVENTION PLAN - FORM h
Annual Certification

The permittee shall complete the annual certification form to certify that the facility has completed their annual report and is in compliance with the SPPP requirements and the permit. The certification form is available online at www.state.nj.us/dep/dwq/forms.htm.



**Process Line Drains & Stormwater
Pollution Prevention Plan Site Map**

Saddle Brook Department of Public Works
252 S 2nd Street
Saddle Brook, Bergen County, NJ

July 2025

Scale: 1 inch = 50 feet

0 12.5 25 50 75 100 Feet

REMINGTON & VERNICK ENGINEERS
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Certificate of Authorization: 24 CA 28003300
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General Notes and Data Sources:

This Geographic Information System (GIS) Project Line Drains & Stormwater Pollution Prevention Plan Site Map is for informational purposes only, and use of this product with respect to liability and precision shall be the sole responsibility of the end user.

The data, boundaries and details shown on this Project Line Drains & Stormwater Pollution Prevention Plan Site Map were obtained from the New Jersey Department of Environmental Protection (NJDEP) and are provided as a reference only. This secondary product has not been verified by REMINGTON & VERNICK ENGINEERS.

Additional data used in this project, including aerial photography, maps, and other information, was obtained from the New Jersey Department of Environmental Protection (NJDEP) and is provided as a reference only. This secondary product has not been verified by REMINGTON & VERNICK ENGINEERS.

This map was created, in part, using aerial photography and other data obtained from the New Jersey Department of Environmental Protection (NJDEP) and is provided as a reference only. This secondary product has not been verified by REMINGTON & VERNICK ENGINEERS.

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