

## Instructions for Saving and Submitting the

### 2021 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

1. Once opened, please save the Questionnaire to your computer, using the "Save As" function. This can be done by going to FILE > then Save As... or Shift + Ctrl + S. Name the document Supplemental\_Questionnaire\_TOWN NAME
2. Complete the Questionnaire.
3. Once you have completed the Questionnaire, use the "Save" function to save your answers to the Questionnaire to your computer . This can be done by going to FILE > then Save or Ctrl + S.
4. The completed and saved Questionnaire must then be uploaded as an attachment, in Part 7, to your Annual Report before the Annual Report is submitted to the Department.
5. To access the Annual Report, open the link to "NJDEP Online Portal" at [http://www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm). In Part 7, you will be asked to complete information regarding the file(s) to be uploaded. Navigate to your saved Questionnaire and then hit the "Upload" button in the lower right section of Part 7. The Annual Report will indicate if the Questionnaire was successfully uploaded. Then click on the "Continue" button and proceed with finalizing your Annual Report.

Your Annual Report will be considered incomplete if the Supplemental Questionnaire is not attached. If you experience any difficulty in this process, please contact your municipal case manager at 609-633-7021.

*Please note that use of Adobe Acrobat Reader DC is recommended. This free software is available for download at <http://get.adobe.com/reader/> . If you have an earlier version of Adobe Reader, please go to the Adobe website at <http://tv.adobe.com/watch/acrobat-x-tips-tricks/quick-tip-how-to-save-form-data-in-adobe-reader/> for detailed instructions on how to save your completed Questionnaire.*

# 2021 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

## General Information

### A. Municipal Information

Municipality: Township of Saddlebrook

County: Bergen

Stormwater Coordinator: Brian D. Gillen, PE, LSRP

Phone: (973) 896-6732

Email: brian.gillen@rve.com

## Public Involvement and Participation

Provide a web address for each of the following:

Current Stormwater Pollution Prevention Plan (SPPP): SPPP Plan saddlebrooknj.us (Stormwater Pollution Prevention Plan tab)

Municipal Stormwater Management Plan: <https://saddlebrooknj.us/wp-content/uploads/2020/06/Stormwater-Management-Plan.pdf>

## Local Public Education and Outreach

Report the number of points obtained in each public education and outreach category:

General Public Outreach: 6

Watershed/Regional Collaboration:

Targeted Audiences Outreach: 3

Community Involvement Activities: 2

School/Youth Education and Activities: 1

Has the municipality advertised public education and outreach activities on the municipalities website?: ☒ Yes ☐ No

## Post Construction Stormwater Management

Note: This portion of the annual report should be completed by a person knowledgeable in post-construction stormwater management project review and approvals.

Name of person completing this section: Brian D. Gillen, PE, LSRP

Affiliation of person completing this section: Peter LoDico

Please fill out the attached major development project list for all major developments approved in the last calendar year.

## Community Wide Ordinances

Does the municipality maintain a database to track all instances of community wide ordinance violations?:

☒ Yes ☐ No

Provide the web address for each ordinance and report the entity responsible for the enforcement of each ordinance as well as the number of warnings and violations issued for each in the past calendar year:

**Pet Waste Ordinance** <https://www.ecode360.com/6385988?highlight=pet,waste>

Entity: Pet Waste Ordinance 1363, adopted 9/8/2005

Warnings/Violations: 0/0

**Wildlife Feeding Ordinance** <https://www.ecode360.com/6385994?highlight=feeding,wildlife&searchId=17656500177605424#6385994>

Entity: Wildlife Feeding Ordinance, adopted 9/15/2005

Warnings/Violations: 0/0

**Litter Control Ordinance** <https://www.ecode360.com/6387119?highlight=litter,litter>

Entity: Litter Control Ordinance, adopted 9/15/2005

Warnings/Violations: 0/0

**Improper Disposal of Waste Ordinance** <https://www.ecode360.com/6388821?highlight=improper%20disposal%20of%20waste&searchId=17656500177605424#6388821>

Entity: Improper Disposal of Waste, Ordinance 1365

Warnings/Violations: 0/0



**Containerized Yard Waste/Yard Waste Collection Program Ordinance** <https://www.ecode360.com/6386043?highlight=collection,yard%20waste,yard%20waste>

Entity: Yard Waste Collection Ordinance 1367, 9/8/2005

Warnings/Violations: 0/0

**Private Storm Drain Inlet Retrofitting Ordinance** <https://www.ecode360.com/7006190?highlight=control,stormwater&se>

Entity: Retrofitting Storm Drain Inlets, Ordinance 1492

Warnings/Violations: 0/0

**Illicit Connection Ordinance** <https://www.ecode360.com/6388844?highlight=connection,connections,illicitconnection&searchId=27338964123423718#>

Entity: Illicit Connection Ordinance, 1365, adopted 9/8/2005

Warnings/Violations: 0/0

**Stormwater Control Ordinance** <https://www.ecode360.com/6386043?highlight=collection,yard%20waste,yard%20waste>

Entity: Stormwater Control Ordinance, adopted 9/8/2005

Warnings/Violations: 0/0

**Municipal Maintenance Yard and Other Ancillary Operations**

Does the municipality maintain a list of all materials and machinery located at each municipal maintenance yard and ancillary operation which could be a source of pollutants in a stormwater discharge?: ☒ Yes ☐ No

Has the municipality implemented Best Management Practices as described in Attachment E for all applicable activities at each municipal maintenance yard and ancillary operation owned or operated by the municipality?: ☒ Yes ☐ No

Does the municipality maintain an inspection log detailing conditions requiring attention and remedial actions taken at municipal maintenance yards and other ancillary operations?: ☒ Yes ☐ No

Does the municipality have an underground vehicle wash water storage tank? ☐ Yes ☒ No

**Employee Training**

Does the municipality maintain records of employee training including sign in sheets, dates of training, and training agendas?: ☒ Yes ☐ No

Does the municipality maintain a list of the names and dates of the municipal board and governing body members that review and approve applications for development and redevelopment projects who have completed the "Asking the Right Questions in Stormwater Review" training tool?: ☒ Yes ☐ No

Does the municipality maintain a list of the names and dates of individuals that review development and redevelopment projects for compliance with NJAC 7:8 on behalf of the municipality who have completed the Department approved stormwater management training once every 5 years?: ☒ Yes ☐ No

**Outfall Pipe Mapping**

Check the box(es) for the components included on the municipality's outfall pipe map in addition to MS4 outfalls and surface water bodies:

Conveyances (Pipes, Swales, Ditches) ☒Stormwater Management Basins ☐Culverts ☒Storm Drain Inlets ☒Block and Lots ☒Streets/Roadways ☒Green Infrastructure ☐Subsurface Infiltration/Detention Basins ☒Manufactured Treatment Devices ☒

Has the municipality included the outfall pipe map in the SPPP?: ☒ Yes ☐ No

Does the municipality update the outfall pipe map annually?: ☒ Yes ☐ No

Does the municipality's map identify outfalls that do not discharge to surface waters?: ☒ Yes ☐ No

**Stream Scouring**

How many outfalls did the municipality inspect for stream scouring in the past calendar year?: 9

How many instances of stream scouring were found during those inspections?: 0

How many instances of stream scouring were remediated in the past calendar year?: 0

## Stormwater Facilities Maintenance

Does the municipality keep up to date stormwater facility maintenance logs and inspection records for stormwater facilities owned or operated by the municipality?: ☒ Yes ☐ No

How does the municipality ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality?:

Implementing BMPs described in the SPPP Revised May 13, 2021, as summarized in operation & maintenance (O&M) logs archived at the DPW Yard offices located at 251 2nd Street, Saddle Brook, New Jersey. Long term O&M is also implemented by annual notification letters, authored and distributed by the Mayor of the Township of Saddle Brook. The Mayor's letter requires private entities to set procedures in-place to ensure adequate long-term cleaning and O&M of these facilities.

Does the municipality keep up to date stormwater facility maintenance logs and inspection records for stormwater facilities not owned or operated by the municipality?: ☒ Yes ☐ No

## Total Maximum Daily Load (TMDL)

Has the municipality reviewed TMDL reports to identify those which are relevant to the municipality's water bodies?: ☒ Yes ☐ No

How many TMDLs were found to be applicable to the municipality?: Nitrates

How has the municipality used TMDL information to assist in the prioritization of stormwater facility maintenance?:

Street sweeping and implementation of BMPs described in the SPPP Revised May 13, 2021. In addition, concentrated efforts focused on inspection of outfalls discharging to Saddle Brook even though the responsibility of these inspections lies with the Bergen County Parks Department. In the Mayor's notification letters to private entities, the Mayor notes that the Saddle Brook River is one of the cleaner rivers in northern New Jersey, but TMDLs from nitrates have exceeded levels. The letter underscores that BMPs applied by reducing storm water pollution 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 Brook River.

Has the municipality updated its SPPP to include TMDL information?: ☒ Yes ☐ No

Has the municipality incorporated any additional or optional measures? If so, please elaborate:

Various public information and community involvement activities are ongoing Saddle Brook initiatives. In addition, the Township implemented a robust snow removal plan identifying 10 locations chosen on the basis of distance from stream water resources and maximum depth to ground water resources, selected by the DPW Coordinator and Environmental Engineer/Stormwater Coordinator, Brian D. Gillen, PE, LSRP. (SPPP Attachment 14). On its own initiative, the Township implemented an outfall inspection program, even though outfalls are operated and maintained by the Bergen County Parks Department (BCPD), see SPPP Attachment 7. The Township inspection program is coordinated so that scouring or blockage issues associated with the outfalls and logged by the DPW inspectors as part of Township BMPs, are documented and immediately communicated to BCPD for appropriate remedial action.



## Major Development Project List

Provide the following information for each approved development or redevelopment project that is regulated by the Tier A MS4 NJPDES Permit, and not exempted under N.J.A.C. 7:8-1.6(b).

[illegible]

## Major Development Project List

Provide the following information for each approved development or redevelopment project that is regulated by the Tier A MS4 NJPDES Permit, and not exempted under N.J.A.C. 7:8-1.6(b).

Tier A Municipality: <u>Township of Saddlebrook</u>		NJPDES#: NJG 5G3-E permit		PI ID#:		Calendar Year: 2022	
Project Name / Date Complete Application Received	Block(s) / Lot(s)	5G3 Construction Stormwater Permit Auth.#	NJDEP Land Use Permit Required? (Y/N)	Total Area of Disturbance (acres)	Increase of Impervious > 1/4 acre? (Y/N)	Variance or Exemption Granted As Per Part IV.B.4.h of the Tier A MS4 Permit	Design Reviewer(s)
			Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	
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