

# Stormwater Pollution Prevention Plan

Borough of Ho-Ho-Kus

Bergen County

NJG0149284

March 2024

Stormwater Program Coordinator: Jeff Pattman,  
Borough Superintendent of Public Works

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## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Jeff Pattman, Borough Superintendent of Public Works	
Phone	201-445-2141	Email	pattmanj@ho-ho-kusboro.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		David A. Hals, PE, LS, PP, CME Borough Engineer	
Phone	201-337-0053	Email	<a href="mailto:dhals@shveng.com">dhals@shveng.com</a>
Name and Title		Joseph F. Vince, PE, PP, CME	
	201-337-0053	Email	<a href="mailto:jvince@shveng.com">jvince@shveng.com</a>
Other Municipal Stormwater Team Members			
Name and Title		William Jones, Public Notice Coordinator	
Phone	201-652-4400 ext. 231	Email	<a href="https://www.hhkborough.com/user/291/contact">https://www.hhkborough.com/user/291/contact</a>
Name and Title		Timothy Wiss, Ordinance Coordinator	
Phone	201-652-4400	Email	
Name and Title		Mark Berninger, Code Enforcement Officer	
Phone	201-652-4400 ext. 227	Email	<a href="mailto:berninger@ho-ho-kusboro.com">berninger@ho-ho-kusboro.com</a>
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.)
2/1/15		Updates
2019		Updates, Change in form.
March 2024		Revised SPPP Report

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.ho-ho-kusboro.com">https://www.ho-ho-kusboro.com</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Joan Herve, Borough Clerk
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.
Office of the Borough Clerk

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

### *Part IV.E.*

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
A major development is defined the same as the NJDEP regulations.
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.
The Borough’s stormwater control ordinance is the same as the NJDEP model.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
Municipal projects are reviewed by the Municipal Engineer to ensure conformance with the Borough’s Stormwater Ordinance.
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.
No.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
8/24/2021
6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	2/28/2006	Yes	Health Officer & Police Dept.	\$___
2. Wildlife Feeding	2/28/2006	Yes	Health Officer & Police Dept.	\$___
3. Litter Control	2/28/2006	Yes	Police Dept.	\$___
4. Improper Disposal of Waste	2/28/2006	Yes	Health Officer & Police Dept.	\$___
5. Yard Waste	2/28/2006	Yes	Superintendent of DPW, Sanitation Officer, Const. Code Official, Police Dept.	\$___
6. Private Storm Drain Inlet Retrofitting	10/25/2011	Yes	Const. Code Official, Muni. Code Enforcem't Official, Agent of Boro. Engineer	\$___
7. Illicit Connections	2/28/2006	Yes	Certified Public Works Manager, Police Dept.	\$___
8. Privately-Owned Salt Storage	01/23/2024	Yes	Health Officer	\$___
9. Tree Removal-Replacement	01/3/2023	No, The penalty and restitution section is more stringent	Borough Arborist	\$___
<b>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.</b>				
None.				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
The Borough website.				

## 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 Borough is required to sweep all municipal streets with storm drains in predominantly commercial areas at a minimum of once per month, weather and street conditions permitting. Borough streets are swept at least four (4) times per year. The downtown and main streets are swept once per week.

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

Sweeping is conducted by the Borough DPW.



**Form 7 – MS4 Infrastructure**  
*Part IV.F.2-4. and Part IV.G.2-3.*

<p><b>1. Municipal Storm Drain Inlets</b></p> <p>a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.</p> <p>b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.</p> <p>c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.</p> <p>d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.</p>
<p>a. The Borough DPW makes periodic inspections of the drainage inlets to ensure labels are intact.</p> <p>b. Inspection of the retrofitted inlets is made by the Borough Engineer.</p> <p>c. The Borough Engineer makes the necessary inspections.</p> <p>d. The Borough DPW makes bi-annual inspections of the entire drainage system.</p>
<p><b>2. Municipal Catch Basins</b></p> <p>a. Describe when and how you conduct inspections of catch basins.</p> <p>b. Describe the criteria used to determine when catch basins need to be cleaned.</p>
<p>a. The Borough DPW makes bi-annual inspections of the entire drainage system.</p> <p>b. The inlets that are in need of cleaning are identified cleaned.</p>
<p><b>3. Municipal Conveyance System</b></p> <p>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.</p>
<p>The Borough DPW makes bi-annual inspections of the entire drainage system.</p>
<p><b>4. Municipal Outfall Inspections – Stream Scouring</b></p> <p>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.</p>
<p>The Borough DPW makes bi-annual inspections of the entire drainage system.</p>

<p><b>5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</b></p> <p>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.</p>
<p>The Borough DPW makes bi-annual inspections of the entire drainage system.</p>
<p><b>6. Other Municipal Infrastructure</b></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>Various stormwater detention systems that are maintained by the Borough are inspected by the DPW on a bi-annual basis. Any maintenance or cleaning is conducted by the DPW.</p>
<p><b>7. Stormwater Facilities Not Owned or Operated by the Municipality</b></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>All major developments within the Borough are required to have an Operation &amp; Maintenance Manual for their stormwater facilities.</p>
<p><b>8. Infrastructure Records</b></p> <p>Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p>All inspection and maintenance records of the municipal stormwater facilities are kept at the DPW facilities.</p>

**Form 8 – Community-wide Measures**  
*Part IV.F.2.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<b>3. Roadside Vegetative Waste</b> 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.).
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.

## 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*

<b>1. Site Name and Address</b>	
Recycling Center 26 Hollywood Avenue, Ho-Ho-Kus.	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
An Inspection is completed monthly. Checks are made on discharge from fuel / chemical storage secondary containment, Fueling operations, Vehicle / Equipment Maintenance & Repair, Vehicle wash wastewater containment, salt & deicing materials, wood chips, street sweepings & storm water clean out materials, scrap tire and overall clean working environment.	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>

<b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
No outside secondary containment areas are stored outside	
<b>5. Fueling Operations</b> 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.	
Yes	
<b>6. Vehicle/Equipment Maintenance and Repair</b> 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.	
Yes, Indoors	
<b>7. Wash Wastewater Containment</b> 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.	
Yes, Indoor washing is performed and waste goes to an oil separator floor drain which is connected to sanitary sewer	
<b>8. Salt and Other Granular De-icing Materials</b> 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.	
Salt and de-icing material is stored in a covered salt barn with roll up door	

<b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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.	
Stone is stored on the DPW grounds and contained in a walled storage area.	
<b>10. Cold Patch Asphalt</b> 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.	
No, When needed buy from hardware store and use.	
<b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> 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.	
Items above are stored in a 20 CY roll off container located in the recycling yard.	
<b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b> 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.	
No, Collection of these materials are collected by sanitation company	
<b>13. Scrap Tires</b> 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.	
Yes, Stored in covered garage	

<b>14. Inoperable Vehicles and Equipment</b> 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.
No, Auctioned off or sent to recycling

## Form 10 – Training

### *Part IV.F.6-10.*

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
The Coordinator attends NJDEP sponsored continuing education and training.

<b>Topic</b>	<b>Municipal Employees</b>
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	The DPW staff watches videos and is trained in the requirements of the SPPP.
Construction Site Stormwater Runoff	
Post-Construction Stormwater Management in New and Redevelopment	
Community-wide Ordinances	
Community-wide Measures	
Stormwater Facilities	



Maintenance	
Municipal Maintenance Yards and Other Ancillary Operations	
MS4 Mapping	
Outfall Stream Scouring	
Illicit Discharge Detection and Elimination	

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All design reviewers of stormwater management design for development and redevelopment projects attend NJDEP review courses.

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
All members review stormwater management videos.

<b>Training Records</b>
Indicate the location of training records for the above required training.
All training records are kept with the Borough DPW.

**Form 11 – MS4 Mapping**  
*Part IV.G.1.*

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://www.hhkborough.com/">https://www.hhkborough.com/</a>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
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.).	
Working with engineering through grant money to update Mapping	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Working with engineering through grant money to update Mapping	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
Working with engineering through grant money to update Mapping
2. Describe any regional projects or collaboration efforts with other municipalities.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.