



BOROUGH OF PROSPECT PARK
Passaic COUNTY, NEW JERSEY

MUNICIPAL STORMWATER POLLUTION
PREVENTION PLAN

PREPARED BY:

FASTECH CONSULTING ENGINEERS

235 Moore Street. Suite 103

Hackensack, NJ 07601

April 24, 2024

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Stormwater Pollution Prevention Plan

Borough of Prospect Park

County of Passaic

NJPDES #NJG0154792

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		<i>Farah Gilani/ Borough Engineer</i>	
Phone	201-345-4647	Email	farah.gilani@fastech-eng.com
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		<i>Farah Gilani, PE, PP, CME/Borough Engineer</i>	
Phone	201-345-4647	Email	farah.gilani@fastech-eng.com
Name and Title		<i>David Garval</i>	
	201-345-4647	Email	dg@fastech-eng.com
Other Municipal Stormwater Team Members			
Name and Title		<i>Intashan Chowdhury / Borough Administrator</i>	
Phone	973-790-7902 x532	Email	chowdhuryi@prospectpark.net
Name and Title		<i>Ken Valt/ Superintendent DPW</i>	
Phone	973-2960101	Email	valtk@prospectpark.net
Name and Title		<i>Dennis Murphy / Township Attorney and Ordinance Coordinator</i>	
Phone	973-403-1100 x292	Email	dmurphy@weiner.law
Name and Title		<i>James Booth / Construction Code Official, Zoning Officer and Post Construction Stormwater Management Coordinator</i>	
Phone	973-790-7902 x524	Email	boothj@prospectpark.net
Name and Title		<i>Fahim Abedrabbo / Acting Municipal Clerk, Public Notice Coordinator, Employee Training Coordinator and Local Public Education Coordinator</i>	
Phone	973-790-7902 x529	Email	clerk@prospectpark.net
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.prospectpark.net/departments/public_works_recycling/stormwater_management.php
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Arsalan Gilani</i>
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.
<i>Prospect Park Website.</i>

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.
<i>Any development except addition and alteration to detached single family dwelling where the project comprises less than 50% of gross existing building square footage area or less than 50% of total existing building volume.</i>
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.
<i>The SCO is the same as the NJDEP’s model SCO.</i>
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<i>The Planning/Zoning Board's engineer and planner receives the applications for Major Development projects from the Planning/Zoning Board Secretary.</i>
<i>Engineers review the plans to verify they follow the Storm-water Control Ordinance and Residential Site Improvement Standards.</i>
<i>The Planning/Zoning Board will not approve any applications that are not in compliance with the SCO and RSIS.</i>
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.
<i>No.</i>
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
<i>Adopted by Ord. No. 2021-6, 2-22-2021.</i>
6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
<i>April 2006</i>

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	05/21/07	<i>Yes</i>	<i>PP Police</i>	\$__
2. Wildlife Feeding	06/18/07	<i>Yes</i>	<i>Health Dept. PP Police</i>	\$__
3. Litter Control	09/27/07	<i>Yes</i>	<i>PP Police</i>	\$__
4. Improper Disposal of Waste	05/21/07	<i>Yes</i>	<i>PP Police</i>	\$__
5. Yard Waste	05/21/07	<i>Yes</i>	<i>DPW</i>	\$__
6. Private Storm Drain Inlet Retrofitting	05/23/07	<i>Yes</i>	<i>Engineering Dpt.</i>	\$__
7. Illicit Connections	05/21/07	<i>Yes</i>	<i>Engineering Dpt.</i>	\$__
8. Privately-Owned Salt Storage	12/18/23	<i>Yes</i>	<i>DPW / Engineering</i>	\$__
9. Tree Removal- Replacement	05/20/24	<i>Yes</i>	<i>Building Dept.</i>	\$__
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.				
<i>N/A</i>				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
<i>Borough of Prospect Park 106 Brown Ave Prospect Park, NJ 07508</i>				

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.

All municipal streets in Prospect Park are swept by DPW per zone on a continuous basis.

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

No

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. Inlets that do not have a permanent wording cast into the design have been labelled by using buttons or stencils that we spray paint to ensure it is known that the storm drain leads to a waterway.*
- b. The retrofitting of the municipal and private storm drain is ensured by the Engineering and the DPW dept. with timely inspections.*
- c. It is confirmed that the plans for newly constructed storm drain inlets include a catch basin or some sort of BMP to collect solids and floatables.*
- d. The DPW crew inspects all storm drains at least annually. This can be done by driving or walking by an inlet and ensuring there are no solids or floatables clogging the drain. If debris is found to be clogging the inlet grate, then staff shovel is used to sweep the debris and dispose of it properly.*

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 at least annually. Inspections are done by the DPW crew using a light to look into the catch basin to determine if it needs cleaning.
- b. DPW determines the catch basin needs to be cleaned when it is about 25% full. They are then scheduled for a vacuum cleanout within one month of inspection.
- c. The dedicated person responsible for this is Ken Valt.

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.

DPW inspects swales within the township when there is noticeable trash or debris around the area. When trash or debris is noted, staff are to clean the area immediately, but no later than 72 hours. Other conveyance systems are inspected during catch basin cleanouts. Conveyance system cleanouts are done on an as needed basis or when catch basin cleanouts occur. Cameras may be used to inspect the systems. Hand tools, water jets and vacuum equipment are used in the cleanout process.

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.

First, we check to see if stream scouring is present, if it is, we note it on the Outfall Inspection Form. If there are instances of scouring, then we use vegetative stabilization or other approved means to offset the velocity of the water from the outfall pipes.

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.

We conduct visual dry weather inspections to see if there are any instances of illicit discharge. We see if there is any flow coming out of the outfall 72 hours or more after a rain event. We also look for signs of dry weather flows that may have occurred before the inspection such as sustaining of the outfall pipes, odors, or deterioration of the outfall structure. If excessive and unusual flows are witnessed, further investigation occurs to identify the source.

6. Other Municipal Infrastructure

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.

NA

7. Stormwater Facilities Not Owned or Operated by the Municipality

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.

Maintenance of storm-water facilities that are not owned or operated by the municipality are mandated to be maintained by Ordinance. The Municipality periodically inspects the facilities to ensure they are being properly maintained. As part of the construction permit review process, the Engineer reviews the site plans to ensure that the plans indicate the required inlet retrofits as required. Before a CO is issued to the property a final inspection is done.

8. Infrastructure Records

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

DPW, 162 N. 13th St Prospect Park, NJ 07508

Form 8 – Community-wide Measures

Part IV.F.2.

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.
<i>Prospect Park does not apply chemical herbicides regularly but if there is a need, any chemical herbicides are not used 100 yards from a storm drain and not used 500 yards near any bodies of water (streams, rivers, ponds). Any spraying is done early in the morning when winds are the lowest and 2 to 3 days before any rain is in the forecast.</i>
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<i>Within 72 hours of the rain or snow event, we remove any piles of leftover salt or other de-icing materials that were deposited during spreading operations.</i>
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.).
<i>Yard trimmings are collected and disposed of properly at a maintenance yard. This is the same for any wood waste such as tree branches.</i>
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
<i>N/A</i>

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. Site Name and Address	
<i>DPW, 162 N. 13th St Prospect Park, NJ 07508</i>	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<i>DPW crew make regular trips to the maintenance yard and daily inspections are made during that time; however, a more in-depth site inspection is done once a month to ensure everything is being stored properly and is organized. Remedial actions are taken during the inspection, if needed and if possible. We make notes in our inspections logs and keep them in the DPW crew office.</i>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
<i>Road Salt</i>	<i>Dum Trucks</i>
<i>Excavated Soil</i>	<i>Backhoes</i>
<i>Road Grits</i>	<i>Loaders</i>
<i>Recyclables (Cans, Bottles)</i>	<i>Packer Trucks</i>
<i>Batteries and E-waste</i>	<i>Vehicles</i>
<i>Vegetative waste</i>	
<i>Anti-Freeze</i>	
<i>Fuels (Diesel, Gasoline and waste oil)</i>	
<i>Lubricants for Vehicle maintenance</i>	
<i>Solvents for various operations</i>	
<i>Stone</i>	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<i>There are no secondary containment tanks that discharge to storm water.</i>	
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.	
<i>Fueling is done in the County.</i>	

<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><i>Maintenance is done at the County.</i></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><i>No.</i></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><i>Salt is stored in a permanent asphalt base structure that has a roof and overhang that extends out over the open side to minimize rain entering the structure. The salt structure is inspected monthly to make sure no salt is outside the structure. When deliveries come, the salt is immediately pushed into the structure with a front-end loader.</i></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><i>No.</i></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><i>No.</i></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><i>The Borough DPW performs the street sweeping services, removes the sweeping that they collect and properly disposes of them. DPW also uses a vacuum truck to clean catch basins and properly disposes of the waste.</i></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>

Yes, these materials are stored on site, temporarily for no longer than 60 days, covered with a tarp, and at least 50 feet away from any storm drain inlets or surface water.

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.

Scrap tires are stored on site; however, they are typically stored indoors. If they are stored outdoors, then they will be covered with tarp to prevent any contact with stormwater.

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.

No.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
<i>The SPC for Town attends the NJPP training every permit cycle. It covers the responsibilities of the SPC, resources, permit condition, etc.</i>	

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<i>Anyone who assists with our stormwater program is trained on the SPPP. They are trained in the requirements of the permit as well. Any resources that we use during training are made available to them at any point for re-review.</i>
Construction Site Stormwater Runoff	<i>Those responsible for inspections of construction projects that are considered “major development” are trained annually on related MS4 permit conditions.</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Those responsible for implementing stormwater permit requirements are trained annually on the fundamentals of the post construction stormwater management program. We review what our definition of major development is and an overview of the Stormwater Management Rules.</i>
Community-wide Ordinances	<i>James Booth –Construction Code Official once every 2 years</i>
Community-wide Measures	<i>The DEP brochure is distributed in January with our recycling calendar.</i>
Stormwater Facilities Maintenance	<i>Staff responsible for conducting inspections are trained annually on the related MS4 permit requirement. The training details about the infrastructure need to be inspected at what frequency, and what to do when remedial actions need to be taken. We touch on all infrastructure such as inlets, catch basins, outfalls, MS4 conveyance system, MTD’s etc.</i>

Municipal Maintenance Yards and Other Ancillary Operations	<i>Ground crew staff are trained annually to discuss the related MS4 permit conditions, current MPs, safety equipment, remedial procedures, etc. They are also trained to keep detailed and accurate records of work.</i>
MS4 Mapping	<i>The engineering staff responsible for creating our electronic MS4 map are trained to review the permit conditions for mapping.</i>
Outfall Stream Scouring	<i>Those who conduct inspections and repairs for outfalls are trained in how to identify instances of stream scouring and how to remediate the issue and document cases of stream scouring as described in the MS4 permit. This also includes BMPs, safety equipment and procedures, frequency of activities, and property documentation of work.</i>
Illicit Discharge Detection and Elimination	<i>Those who conduct inspections and repairs for outfalls are trained in how to identify instances of illicit discharge and how to remediate the issue and document instances of illicit discharge. This also includes BMPs, safety equipment and procedures, frequency of activities, and property documentation of work.</i>

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
<i>All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</i>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<i>Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such</i>

projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

Training Records
Indicate the location of training records for the above required training.
<i>DPW, 162 N. 13th St Prospect Park, NJ 07508</i>

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.prospectpark.net/departments/public_works_recycling/stormwater_management.php	
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.).	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.

On phase 1 the Municipality will complete the stormwater inventory mapping required features. Phase 2 will evaluate the information found in the first phase to determine what potential improvement projects may be implemented to address water quality and quantity concerns. In the final phase, permittees will identify which of the potential quality and quantity improvement projects they are choosing to implement, and on what schedule.

2. Describe any regional projects or collaboration efforts with other municipalities.

The Municipality is coordinating drainage studies with the neighboring municipalities.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

DPW, 162 N. 13th St Prospect Park, NJ 07508