

***STORMWATER POLLUTION PREVENTION PLAN  
BOROUGH OF OLD TAPPAN  
JOB NO. OT-501***

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***Thomas W. Skrable, P.E.  
NJPE #36679***



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Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Thomas Skrable, P.E.

Title: Old Tappan Borough Engineer

Date: 12/1/05

Municipality: Borough of Old Tappan

County: Bergen

NJPDES #: NJG0153524

PI ID #: 207347

Stormwater Program Coordinator: Thomas Skrable, P.E.

Title: Old Tappan Borough Engineer

Office Phone #: 201-529-5010

Emergency Phone #: 201-240-5390

Public Notice Coordinator: Gregory Hart, Esq.

Title: Old Tappan Borough Administrator

Office Phone #: 201-664-1849

Emergency Phone #: 201-739-9875

Post-Construction Stormwater Management Coordinator: Thomas Skrable, P.E.

Title: Old Tappan Borough Engineer

Office Phone #: 201-529-5010

Emergency Phone #: 201-240-5390

Local Public Education Coordinator: Gregory Hart, Esq.

Title: Old Tappan Borough Administrator

Office Phone #: 201-664-1849

Emergency Phone #: 201-739-9875

Ordinance Coordinator: Gregory Hart, Esq.

Title: Old Tappan Borough Administrator

Office Phone #: 201-664-1849

Emergency Phone #: 201-739-9875

Public Works Coordinator: Arthur Lake

Title: Old Tappan DPW Superintendent

Office Phone #: 201-664-4438

Emergency Phone #: 201-741-8782

Employee Training Coordinator: Arthur Lake

Title: Old Tappan DPW Superintendent

Office Phone #: 201-664-4438

Emergency Phone #: 201-741-8782

Other: Peter Abballe

Title: Old Tappan Construction Code Official

Office Phone #: 201-664-1849

Emergency Phone #: 201-819-5895

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough of Old Tappan

County: Bergen

NJPDES # : NJG0153524

PI ID #: 207347

Team Member/Title: Thomas Skrable, P.E., Old Tappan Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: ongoing

Date of most recent update: n/a

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

*The Borough of Old Tappan complies with all applicable State statutes regarding public notice requirements, including:*

- 1. All Borough meetings subject to the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.).*
- 2. All new ordinances in accordance with N.J.S.A. 40:49-1 et seq.*
- 3. All municipal actions such as adoption of the stormwater management plan in accordance with N.J.S.A. 40:55D-1 et seq.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Borough of Old Tappan

County: Bergen

NJPDES # : NJG0153521

PI ID #: 207347

Team Member/Title: Thomas W. Skrable, P.E., Old Tappan Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 4/1/06

Date of most recent update: ongoing

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

*The Borough of Old Tappan controls stormwater from new development and redevelopment projects throughout the Borough (including projects that the Borough operates), as follows:*

- 1. The Borough's Land Use Board ensures compliance with the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management Rules, N.J.A.C. 7:8, referenced in those standards) for all residential development and redevelopment projects that are subject to said standards prior to issuance of any preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*
- 2. The Borough has not constructed any new development or redevelopment projects on Borough property since the EDPA. If the Borough does construct such a project before the Municipal Stormwater Control Ordinance (MSCO) takes affect, the Borough will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan in the Borough's draft MSCO, and by requiring and funding the implementation of that plan. The Borough will also require any storm drain inlets that it installs to comply with the design standard in Attachment C of the Borough's permit. Once the MSCO takes affect, the Borough will ensure the operation and maintenance for any new development or redevelopment projects on Borough property by complying with the maintenance requirements in the MSCO. In addition, any storm drain inlets the Borough installs for such projects will comply with the MSCO standard for such inlets.*
- 3. The Borough's Land Use Board and Municipal Attorneys have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP manual, and have drafted a Municipal Stormwater Management Plan and are in the process of drafting a Municipal Stormwater Control Ordinance similar to that sample and model. The Borough has also forwarded the Municipal*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Borough of Old Tappan

County: Bergen

NJPDES # : NJG0153521

PI ID #: 207347

Team Member/Title: Thomas W. Skrable, P.E., Old Tappan Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 4/1/06

Date of most recent update: ongoing

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

*(form 3 continued)*

*Stormwater Management Plan and draft ordinance to the Bergen County Planning Board for their review. The plan and ordinance will be adopted by the Borough Land Use Board and Mayor and Council as soon as possible and the final drafts will be submitted to the County Planning Board for their approval.*

*Once approved, the ordinance, which will be administered by the Land Use Board and Construction Official, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the Municipal Stormwater Management Plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.*

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

*The Borough will also enforce, through the Municipal Stormwater Control Ordinance, compliance with the design standard in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets. The Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Borough of Old Tappan

County: Bergen

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Team Member/Title: Thomas W. Skrable, P.E., Old Tappan Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 4/1/06

Date of most recent update: ongoing

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

*(form 3 continued)*

*(if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Borough of Old Tappan County Bergen

NJPDES # : 0153524 PI ID #: 207347

Team Member/Title: Thomas Skrable, P.E., Old Tappan Engineer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 4/1/05 Date of most recent update: 2/05

## Local Public Education Program

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

*The Borough mails the NJDEP brochure to all residents and businesses annually with their tax bill in February of each year. Extra copies of the brochure are available at the municipal building.*

*The Borough also holds an annual event called Town Day, at Stone Point Park, usually in September. The Environmental Commission provides copies of the NJDEP brochure and other educational materials at this event.*

# ***Borough of Old Tappan Standard Operating Procedures Vehicle and Equipment Fueling***

The Borough of Old Tappan maintains one fueling location at its DPW yard on Russell Avenue.

## ***Introduction and Purpose***

Vehicle fueling procedures and practices are designed to minimize contamination of surface or ground waters. Understanding the procedures for delivering fuel into vehicles and storage tanks is critical for this purpose. Safety is always the priority.

## ***Scope***

The following procedures are to be implemented at the Borough's Russell Avenue maintenance yard. The Borough does not perform any mobile fueling. Also, delivering fuel into the storage tanks is done by a private fuel hauler, subject to applicable regulations.

## ***Standards and Specifications for Vehicle and Equipment Fueling***

- Shut the engine off
- Ensure that the fuel is the proper type of fuel
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill
- Fuel tanks shall not be "topped off"
- Mobile fueling shall not be allowed
- Clearly post, in a prominent area of the facility, instructions for safe operation of the fueling equipment, and appropriate contact information for the person(s) responsible for spill response

## ***Standards and Specifications for Bulk Fueling***

- All bulk fueling shall be done by a licensed bulk fuel hauler
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels
- Protect fueling areas with berms and/or dikes to prevent run-on, run-off, and to contain spills
- A trained employee must always be present to supervise during bulk transfer

## ***Spill Response***

- Conduct cleanups of any fuel spills immediately after discovery
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and absorbent materials shall be swept up
- Collected waste is to be disposed of properly
- Contact the E-Jif hotline and/or the NJDEP hotline (1-877-927-6337), as required



### Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected monthly
- Keep an ample supply of spill cleanup material on the site
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately

## ***Borough of Old Tappan Standard Operating Procedures Vehicle Maintenance***

The Borough of Old Tappan does all vehicle maintenance at its DPW yard on Russell Avenue.

### Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the Russell Avenue maintenance yard and any ancillary operations in the Borough of Old Tappan. The purpose of this SOP is to provide a set of guidelines for the Borough's vehicle maintenance yard including maintenance activities at ancillary operations.

### Scope

This SOP applies to the Russell Avenue maintenance yard and any ancillary maintenance activities in the Borough of Old Tappan.

### Standards and Specifications

- Conduct vehicle maintenance operations only in designated areas
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor
- Always use drip pans
- Absorbent spill cleanup materials shall be available in maintenance areas and shall be disposed of properly after use
- Maintenance areas shall be protected from stormwater run-on and run-off, and shall be located at least 50 feet downstream of drainage facilities and water courses
- Use portable tents or construct a roofing device over long-term maintenance areas and for projects that must be performed outdoors
- Do not dump or dispose oils, grease, fluids and lubricants onto the ground
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or water course
- Do not bury tires
- Collect waste fluids in properly labeled containers and dispose properly

### Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s)
- Conduct cleanups of any fuel spills immediately after discovery
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area shall be swept up
- Collected waste is to be disposed of properly
- Contact the E-Jif hotline and/or the NJDEP hotline (1-877-927-6337), as required

### Maintenance and Inspection

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

## ***Borough of Old Tappan Standard Operating Procedures Good Housekeeping***

The Borough of Old Tappan maintains one maintenance location at its DPW yard on Russell Avenue.

### Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at the Russell Avenue maintenance yard including maintenance activities at ancillary operations in the Borough of Old Tappan. The purpose of this SOP is to provide a set of guidelines for the employees of the Borough for Good Housekeeping practices at their maintenance yard including maintenance yards at ancillary operations.

### Scope

This SOP applies to the Borough's maintenance yard on Russell Avenue and any ancillary maintenance operations in the Borough of Old Tappan.

### Standards and Specifications (General)

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

### Standards and Specifications (Salt and De-Icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.

- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

*Spill Response and Reporting*

- Conduct cleanups of any spills immediately after discovery
- Spills are to be cleaned using dry cleaning methods only.
- Contact the E-Jif hotline and/or the NJDEP hotline (1-877-927-6337), as required

*Maintenance and Inspection*

- Periodically check for leaks and damaged equipment and make repairs as necessary
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations

