

# Stormwater Pollution Prevention Plan

*Municipality:* Borough of Glen Ridge  
*County:* Essex  
*Permit Number NJG* 0151254

Annual Review Date: August 21, 2025

Stormwater Program Coordinator: Paul W. Ferriero, PE, CME

Signature

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Paul W. Ferriero, PE, Borough Engineer	
Phone	(908) 879-6209	Email	pferriero@boswellengineering.com
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Paul W. Ferriero, PE, Borough Engineer	
Phone	(908) 879-6209	Email	pferriero@boswellengineering.com
		<b>Other Municipal Stormwater Team Members</b>	
		Erik DeLine, AICP/PP, Deputy Administrator	
Phone	(973) 748-8400 ext 240	Email	eideline@glenridgenj.org
Name and Title		Michael Zichelli, AICP, PP Borough Administrator	
Phone	(973) 748-8400	Email	mzichelli@glenridgenj.org
Name and Title		Tara Ventola, Borough Clerk	
Phone	(973) 748-8400	Email	tventola@glenridgenj.org
Name and Title		William Bartlett, Director of Public Works	
Phone	(973) 748-8400	Email	wrbartlett@glenridgenj.org
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	
Township of Bloomfield	Street Sweeping	Ongoing	
Township of Montclair	Street Sweeping	Ongoing	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
8/21/2025	All	Updated for compliance with 2023 MS4 Permit

**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.glenridgenj.org/stormwater.htm">https://www.glenridgenj.org/stormwater.htm</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Tara Ventola, 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.
<p>For our annual distribution, we will have informational brochures available at our town library and at our municipal building. Our annual event will be held each year in coordination with the High School Environmental Club's exhibit at the annual ART FEST. We will make the brochure and other educational materials available at our table. We will also distribute information and decals with environmental messages related to the required BMP topics. In addition, we will invite our local watershed group and other environmental groups to use the Environmental Club's booth during this event.</p> <p>The Borough's Public Works website includes a section dedicated to the storm water program.</p>

## 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.
<p>"Major development" means an individual "development," as well as multiple developments that individually or collectively result in:</p> <p>A.The disturbance of one or more acres of land since February 2, 2004;</p> <p>B.The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;</p> <p>C.The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021 (or the effective date of this chapter, whichever is earlier); or</p> <p>D.A combination of B. and C. above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</p> <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs A., B., C., or D. above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development".</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.
Same as model.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

To control stormwater from new development and redevelopment projects throughout Borough of Glen Ridge (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Additionally, all development must conform to our grading and drainage ordinance. All site work is impacted by Borough personnel. Since the EDPA, Borough of Glen Ridge has not constructed any new development or redevelopment projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for any project which we determine to be appropriate for such requirements by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in the Attachment of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets. Our Planning Board and Municipal Attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and has drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. The plan and ordinance has been adopted by our Planning Board and Borough Council, respectively, by the deadlines specified in the permit, and has been submitted to the county planning agency for approval. The ordinances, which will be administered by our Planning and Zoning Boards and Code Enforcement Officer, 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 our post-construction program, Borough of Glen Ridge will ensure adequate long- term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Borough of Glen Ridge intends to do this by adopting and enforcing a provision in the municipal storm water 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. Borough of Glen Ridge will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in the Attachment of our permit to control passage of solid and floatable materials through storm drains inlets. Borough of Glen Ridge 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 (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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 borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
<p>March 4, 2005 - initial</p> <p>December 9, 2019 - revised</p> <p>February 22, 2021 - revised</p>
6. Indicate the dates of each iteration of the borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
<p>March 21, 2005</p> <p>It is a requirement of the Tier A permit to review and update (as needed) the MSWMP every 10 years when the Municipal Master Plan is reviewed. The Borough is aware that the Department is developing a new model MSWMP, targeted for release in 2025, and will update its MSWMP to conform with the new model and the Tier A requirements.</p>

**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	06/14/2005	Yes	Police and/or Code Enforcement Officer	NTE \$500
2. Wildlife Feeding	06/14/2005	Yes	Police and/or Code Enforcement Officer	NTE \$500
3. Litter Control	06/14/2005	Yes	Police and/or Code Enforcement Officer	NTE \$500
4. Improper Disposal of Waste	06/22/2009	Yes	Police and/or Code Enforcement Officer	NTE \$1000
5. Yard Waste	04/26/2005	Yes	Code Enforcement Officer	NTE \$1000
6. Private Storm Drain Inlet Retrofitting	06/22/2009	Yes	Police and/or Code Enforcement Officer	NTE \$1000
7. Illicit Connections	08/09/2005	Yes	Police and/or Code Enforcement Officer	NTE \$500
8. Privately-Owned Salt Storage	09/09/2024	Yes	Code Enforcement Officer	\$?
9. Tree Removal-Replacement	09/09/2024	Yes	Public Works Director or 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>				
Refuse Containers/Dumpsters – adopted 6/22/09, enforced by Police, Code Enforcement Officer, fine NTE \$1000 SCO/Flood Control – adopted 8/10/2022, enforced by engineer, NTE \$1000				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Borough Clerk, Zoning, Municipal Court				

## 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.*

Borough of Glen Ridge has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together into two (2) separate groups, and each group will be assigned a different week each month. The Borough of Glen Ridge intends on maintaining its existing street sweeping program for all other streets (generally residential), which includes sweeping all streets least four (4) times a year. All streets are also swept after the final leaf collection and de-icing application.

Sweeping logs with dates and material collected are maintained in the public works office.

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

Glen Ridge will continue to sweep its own roads and anticipates maintaining its current 4x year schedule even after tri-annual is required at minimum for most roads beginning 1/1/2026.

**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) The Borough maintains and keeps legible all storm drain labels throughout the municipality. As part of the annual stormwater facility inspection the inspectors will replace any storm drain labels that are missing or are illegible. The labels will read "No dumping - Drains to Stream" with a picture of a fish next to it. We label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Mansfield Borough. For the labeling we use plastic or metal labels that will be applied using adhesive.

b) Appropriate retrofits with permanent castings are included in road project designs and inspected upon install during construction.

c) Records are retained in the annual certification sent to the NJDEP. The Engineer's duties include a procedure for any road that undergoes renovations or paving projects must also have its inlets inspected and retrofitted if necessary. Records are kept on both contracted work and in-house work that is completed.

d) Storm drain inlets are visually inspected by road crews as part of routine maintenance and cleared before/after anticipated major storm events.

**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.

Borough of Glen Ridge has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function.

Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program is already in effect. The map of the catch basins is the same as the stormwater outfall map. This map consists of 44 sheets.

### **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.

Borough of Glen Ridge will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly.

Borough of Glen Ridge operates the following:

- catch basins
- inlets
- storm drains
- buffer strips
- swales

These stormwater facilities are and will be inspected annually to ensure that they are functioning properly. In high-risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Logs are voluminous and are on file with the Dept. of Public Works.

### **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.

Inspections are conducted annually by public works during the course of normal public works duties, particularly after major storm events, and supplemented by contracted consultant, when requested.

### **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.

Inspections of outfall pipes are conducted annually and made part of the illicit connection inspection process. All sites with signs of scouring are placed on a prioritized list with repairs made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Repairs that do not need NJDEP permits are typically prioritized since the repair timelines can be expedited.

The annual inspections enable the Borough to monitor repairs and ensure that scouring has not resumed.

If complaints are reported or if any outfalls are found to have a suspected illicit discharge, we re-inspect within 30 days and sample in accordance with NJDEP's MS4 Guidance to determine if an illicit connection exists.

If an illicit discharge is detected, the Borough will begin the work to identify the source within 30 days. We fill out and submit the NJDEP Illicit Connection Inspection Report Forms for each suspected illicit discharge to submit with our Annual Report.

**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.

Glen Ridge has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. These stormwater facilities will be inspected annually to ensure that they are functioning properly. Inspections are performed by contracted vendor, when requested. In high-risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

**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.

Glen Ridge maintains a list of stormwater facilities that are not owned by the municipality and is currently reviewing the list for accuracy, as part of the MS4 mapping exercise. The list includes location, type, and facility contact information. The Borough requires an annual certification from these owners and follows up to ensure the inspections are conducted and the facilities are maintained.

**8. Infrastructure Records**

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

All infrastructure records are maintained in the office of the Superintendent of Public Works.

## 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.
Glen Ridge does not apply herbicides to its properties.
<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.
Glen Ridge stores its de-icing material in a permanent salt storage structure located at its maintenance yard. Trucks pull up to the building's edge for loading. At the completion of loading or unloading activities, inspections are conducted for spilled material, with any excess returned to salt piles by shovel or backhoe. This procedure is also used on streets, where an excess amount may have been unintentionally discharged.
<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.).
Any and all roadside waste generated by the Borough is immediately removed at the conclusion of the task and/or upon discovery.  Roadside vegetation is manually cut back.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
Road crews maintain and constantly monitor roadway conditions. Crews are out daily performing various tasks that enable them to identify areas of erosion or deterioration. Whenever possible, temporary solutions are implemented (stone, cold patch, etc.). Areas are logged for future repair, often added to larger road improvement projects. Identified areas of particular concern are coned off or barricaded for public safety until a safe and permanent fix is installed.



## 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>	
Glen Ridge Borough 122 Carteret Street Glen Ridge, NJ 07028	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
Monthly site inspection reports are maintained. As a matter of continued practice, the public works site is continuously inspected by the Public Works Supervisor and corrective action, when required, is taken immediately. All records are maintained in the office of the Public Works Supervisor.	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
¾ clean crushed stone	Loader
Sand	Backhoe
Salt stored in shed	4 mason dumps
	Rack body truck
	Pickup truck
	2 hook lift trucks
	Leaf loader
	Snowplows
	3 jitneys

<p><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.</p>
<p>The containment area must be impervious and be able to contain the volumetric capacity of at least 110% of the largest tank's capacity within the containment area. The containment area must be constructed so that no volume of bulk liquid can escape through drains, storm sewer systems, or to the surface waters or ground waters of the state. All accessory pipes, hoses, valves, and pumps must also be located within the containment area. It is recommended that the tank be protected to prevent stormwater from accumulating in the containment structure.</p>
<p><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.</p>
<p>Fueling is conducted using a 500-gallon above ground tank with secondary containment. Nozzles are inspected frequently or replaced to guard against spillage. There are spill kits and fire extinguishers on site. Drivers are required to stay with the vehicle at all times during fueling activities. BMP practices are enforced.</p>
<p><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.</p>
<p>All maintenance and repair work are performed inside the municipal garage.</p>
<p><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.</p>
<p>Vehicles are no longer washed on site, or at any other location. Rinsing using water only is conducted, very occasionally. While the garage is equipped with a wash bay, it has been out of service and in need of repair for several years. There is no plan or desire to resume vehicle washing activity.</p>

<p><b>8. Salt and Other Granular De-icing Materials</b></p> <p>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>All salt and deicing materials are stored in the permanent salt storage structures. Trucks pull up to the building's edge for loading. At the completion of loading or unloading activities, inspections are conducted for spilled material, with any excess returned to salt piles. This procedure is also used on streets, where an excess amount may have been unintentionally discharged.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b></p> <p>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>Aggregate materials are stored temporarily in bins outside more than 50 feet away from any storm basins. Materials are to be covered with tarps. The Director of Public Works or the foreman of Public Works performs inspection of the storage area on a bi-weekly basis.</p>
<p><b>10. Cold Patch Asphalt</b></p> <p>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 is stored in a three-sided covered container.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b></p> <p>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>Stret sweeping materials are temporarily stored at the maintenance yard more than 50 feet away from ant storm basins before final disposal at an offsite facility. The Director of Public Works or the foreman of Public Works performs inspection of the storage area on a bi-weekly basis.</p>

<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b></p> <p>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>Construction or demolition materials that may be collected are temporarily stored at the municipal yard prior to deliver to the DEP approved facility (DART Transfer, 540 Doremus Ave, Newark, NJ) Tickets are received at the recycling center and records are maintained in the public works office. Temporary storage is in 3-sided bins.</p> <p>There is no municipal curbside collection of brush or leaves in Glen Ridge.</p>
<p><b>13. Scrap Tires</b></p> <p>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 temporarily stored in a covered container at the public works facility prior to delivery to the top collection by Tyrex Resources Inc for recycling. _.</p>
<p><b>14. Inoperable Vehicles and Equipment</b></p> <p>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 and equipment are stored temporarily only prior to auction. Monthly inspections of the municipal yard include the inspection of any equipment that may be stored at that time to ensure that there is no leaking/spillage of fluids, etc. using documented BMP practices.</p>

## Form 10 – Training

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

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) for Glen Ridge Borough attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation. Paul Ferriero, PE, CME, is the Glen Ridge Borough SPC (certification valid through 12/31/2027).

<b>Topic</b>	<b>Municipal Employees</b>
	Examples: in-person or virtual group sessions, e-Learning, field training, and videos
	Describe the training provided for municipal staff.
SPPP	<p>The Tier A permit requires: Ensure duty-specific training of all individuals responsible for the implementation of the stormwater program. Training shall describe the procedures necessary to ensure compliance with all permit conditions and shall include municipality-specific details described in the SPPP. Training shall be conducted within 3 months of commencement of duties and on an annual basis thereafter.</p> <p>Training records detailing employees that attended the training, dates, signatures, agenda/topics discussed along with instructor's name/title are maintained by the Acting Public Works Supervisor for reporting and compliance purposes.</p> <p>Virtual group</p>
Construction Site Stormwater Runoff	<p>Annual and site specific training is provided to familiarize employees with requirements and best practices measures.</p> <p>Field training</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>Annual and site specific training is provided to familiarize employees with requirements and best practices measures.</p> <p>Field Training</p>
Ordinances	<p>Annual training to familiarize responsible employees is conducted by the contracted stormwater consultant with training records maintained. Records of training are maintained by the Acting Public Works Supervisor for reporting and compliance purposes.</p> <p>Virtual group</p>
Community-wide Measures	<p>Annual training to familiarize responsible employees is conducted by the contracted stormwater consultant with training records maintained. Records of training are maintained by the Acting Public Works Supervisor for reporting and compliance purposes.</p> <p>Virtual group</p>

<p>Stormwater Facilities Maintenance</p>	<p>Annual training to familiarize responsible employees is conducted by the contracted stormwater consultant with training records maintained. Records of training are maintained by the Acting Public Works Supervisor for reporting and compliance purposes.</p> <p>Virtual group</p>
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Municipal Maintenance Yards and Other Ancillary Operations	Annual training to familiarize responsible employees is conducted by the contracted stormwater consultant with training records maintained. Records of training are maintained by the Acting Public Works Supervisor for reporting and compliance purposes.  Virtual group
MS4 Mapping	Training provided by contracted vendor to ensure familiarity with mapping updates and to further familiarity of maintenance areas/requirements. Records of training are maintained by the Public Works Superintendent for reporting and compliance purposes.  Virtual group
Outfall Stream Scouring	Annual and ongoing and site-specific training is provided to familiarize employees with requirements and best practices measures.  Field training
Illicit Discharge Detection and Elimination	Annual and ongoing and site-specific training is provided to familiarize employees with requirements and best practices measures.  Field training
Watershed Improvement Plan	

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8. The design reviewer for Glen Ridge Borough is the municipal engineer. Borough Engineers Paul W. Ferriero, PE and C. Richard Quamme have completed the training (both with SMDR training valid through 3/28/2027).

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Training is required for individuals who review and approve applications for development and redevelopment projects in the municipality at a minimum of once per term. This includes members of the planning and zoning boards and governing body that vote on such projects.</p> <p>Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Within 6 months of commencing duties, officials watch the “Asking the Right Questions” video Stormwater Review Training Tool. Once per term thereafter, officials are required to watch at least one of the online NJDEP videos in the series available under Post-Construction Stormwater Management.</p> <p>Stormwater Management Rules Applicability: <a href="https://nj.gov/dep/stormwater/training/htm">https://nj.gov/dep/stormwater/training/htm</a></p> <p>Stormwater Management Rules Planning: <a href="http://nj.govstormwater/training/htm">http://nj.govstormwater/training/htm</a></p> <p>Stormwater Management Rules Design and Performance: <a href="http://nj.govstormwater/training/htm">http://nj.govstormwater/training/htm</a></p> <p>Stormwater Management Through General Permit for MS4’s: <a href="http://nj.govstormwater/training/htm">http://nj.govstormwater/training/htm</a></p>

<b>Training Records</b>
Indicate the location of training records for the above required training.
Borough Clerk’s office



## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	6
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	To be identified/mapped
c. MS4 interconnections	X To be identified/mapped
d. MS4 storm drain inlets	X To be identified/mapped
e. MS4 manholes	X To be identified/mapped
f. Length of conveyance (channels, pipes, ditches, etc.)	To be identified/mapped
g. MS4 pump stations	To be identified/mapped
h. MS4 stormwater facilities (any that are not listed above)	To be identified/mapped
i. Maintenance yard(s) and other ancillary operations	To be identified/mapped
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.).	
<p>The MS4 infrastructure has been identified via the initial MS4 mapping work which has been completed, it will be updated with the next phase in 2025 and as needed to ensure accuracy.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The MS4 infrastructure has been identified via the initial MS4 mapping work which has been completed, it will be updated with the next phase in 2025 and as needed to ensure accuracy.</p>	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Watershed Improvement Plan is pending at this time and will be developed in accordance with the Tier A permit requirements.</p>
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>Pending/To be determined</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>All meeting minutes are maintained by the Borough Clerk and available for public inspection.</p>