

Stormwater Pollution Prevention Plan

Municipality: RINGWOOD

County: PASSAIC

Permit Number NJG 0152749

Annual Review Date: Stormwater 12-20-23

Program Coordinator: SCOTT HECK

A handwritten signature in blue ink, appearing to be 'S. Heck', is written over the name 'SCOTT HECK'.

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)		
Name and Title	Scott Heck, Borough Manager/Director of Public Works	
Phone	973-475-7101	Email sheck@ringwoodnj.net
Individual(s) Responsible for Major Development Project Stormwater Management Review		
Name and Title	David Hals, Zoning/Planning Board Engineer	
Phone	201-337-0053	Email dhals@shveng.com
Name and Title		
Phone		Email
Other Municipal Stormwater Team Members		
Name and Title	Jeffrey Yuhas, Borough Engineer	
Phone	973-475-7110	Email jyuhas@ringwoodnj.net
Name and Title	George Stout, Assistant Superintendent of Public Works	
Phone	973-475-7144	Email gstout@ringwoodnj.net
Name and Title	Allison Winkler, Land Use Administrator	
Phone	973-475-7131	Email awinkler@ringwoodnj.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.
www.ringwoodnj.net
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Jeffrey Yuhas, Borough Engineer and Jackie Huber, Administrative Assitant
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.
Facebook, Borough Website, and email/posting of Boroughwide Newsletter.

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

Part IV.E.

<p>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>
<p>Means an individual "development," as well as multiple developments that individually or collectively provide for ultimately disturbing one or more acres of land or increasing impervious surface by 1/4 acre or more. [Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the MLUL are also considered "major development."]</p>
<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.</p>
<p>Ringwood's stormwater control ordinance is consistent, but not more stringent, with the NJDEP's Model Stormwater Control Ordinance.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>For major development projects that Ringwood is undertaking, the consultant design engineer is responsible to designing the stormwater management plans. These projects are reviewed by the Borough Engineer to ensure compliance with the Stormwater Control Ordinance.</p> <p>For non-municipal projects, the Ringwood Zoning Board/Planning Board engineer reviews the stormwater management design for compliance with the water quality, groundwater recharge, and green infrastructure design standards as per stormwater control ordinance and RSIS.</p> <p>Throughout construction, the Zoning Board/Planning Board engineer inspects the construction sites at project milestones to ensure that the projects are constructed in accordance with the approved development plans.</p>

<p>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.</p>
<p>Yes. A mitigation plan is included in the Municipal Stormwater Management Plan. No variances have been requested to date.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>Chapter 28 was amended in its entirety by Ord. No. 2021-02 on March 8, 2021. Prior history includes Ord. No. 2006-#04, Ord. No. 2010-#09, Ord. No. 2010-#10 and Ord. No. 2010-#12.</p> <p>2006 2010 2021</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>Ringwood's original Municipal Stormwater Management Plan was created in 2005. It was re-examined and re-adopted during the re-examination of Ringwood's Master Plan on 06/11/2012 and again on 12/05/2022.</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	03/21/06	yes	zoning officer	\$ ___ up to \$2,000
2. Wildlife Feeding	30/21/06	yes	zoning officer	\$ ___ up to \$2,000
3. Litter Control	12/07/16	yes	zoning officer	\$ ___ up to \$2,000
4. Improper Disposal of Waste	03/21/06	yes	zoning officer	\$ ___ up to \$2,000
5. Yard Waste	03/21/06	yes	zoning officer	\$ ___ up to \$2,000
6. Private Storm Drain Inlet Retrofitting	07/20/21	yes	zoning officer	\$ ___ \$100-\$1,250
7. Illicit Connections	03/21/06	yes	zoning officer	\$ ___ up to \$2,000
8. Privately-Owned Salt Storage	12/20/23	yes	zoning officer	\$ ___ up to \$1,250
9. Tree Removal- Replacement	11/29/2006, 07/16/2019	NO - 10/28/23 email from NJDEP states Ringwood's current ordinance is more stringent.	zoning officer	\$ ___ up to \$1,250
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.				
Stormwater Management Regs-02/16/21-Planning/Zoning Board Engineer-\$100-\$1,250.				
Refuse Container/Dumpster-07/20/10-Recycling Department-\$100-\$1,250				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
The ordinances are located in the Clerk's Office and Borough Website. Records of related enforcement actions are located in the offices of the entity responsible for enforcement.				

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 times 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 roadways are swept in the Spring/Summer of every year. Additional sweeping are performed on an as-needed basis.

As required by NJDEP, starting January 1, 2026, all paved municipal roadways which have storm drains that discharge to surface water will be swept every 4 months.

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

The Ringwood DPW completes all required street sweeping. Ringwood does not outsource the street sweeping.

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. Ringwood has labeled 100% of its municipal inlets and catch basins. As part of our inlet/catch basin inspections and cleanings, Ringwood ensures the labels are still attached. As Ringwood paves streets, environmental inlet curb heads with permanent labels are installed.

b. For municipal paving and reconstruction road projects, the Ringwood Borough Engineer ensures municipal storm drain inlets have been retrofitted. For private paving projects that do not require Board approval, the Ringwood Borough Engineer will notify the property owner to retrofit all required inlets. For projects that require Board approval, Ringwood Planning/Zoning Board Engineer ensures private storm drain inlets have been retrofitted.

c. Ringwood Borough Engineer ensures all newly installed municipal storm drain inlets have corresponding catch basins or other BMP's to collect solids.

d. The Ringwood DPW inspects every storm drain inlet every year starting in the Spring. The DPW removes every grate and uses the vactor/jet truck to clean every inlet that has any debris in it.

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. The Ringwood DPW inspects every catch basin every year starting in the Spring. The DPW removes every grate and uses the vactor/jet truck to clean every catch basin.

b. If there is any debris in the catch basin, the Ringwood DPW uses the vactor/jet truck to clean the catch basin. The Ringwood DPW cleans every catch basin every year.

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.

The Ringwood MS4 conveyance system consists mostly of drainage pipe. When cleaning the inlets and catch basins with drainage pipe using the vactor truck and water, if the DPW notes any evidence of blockage in the storm pipe. At that time they will use the vactor/jet truck remove debris from the pipe. The few swales that exists, the DPW inspects the swales and clean the swale using necessary means.

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.

Ringwood visually inspects every outfall every year. If scouring exists, the DPW notes it on the inspection form. The DPW uses manpower, backhoes, and appropriate material to correct and control future scouring.

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.

Ringwood inspects all outfalls every year during dry-weather flow. If dry-weather/non stream flow exists, samples are taken and further investigation is conducted to determine the cause of the dry-weather flow. If an illicit connection is discovered, the property owner is notified and is required to remove the illicit connection.

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.

Detention Basins - Inspected annually. Detention basins are cleaned of all trash/debris, OCS are cleaned and all openings are inspected/maintained, weeds are trimmed, fallen trees are removed.
Seepage Pits - Inspected annually. Seepage pits are cleaned using the vector truck.

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.

Ringwood has 18 properties with stormwater facilities not owned and operated by Ringwood where the stormwater facilities have existed after February 7, 1984. For these properties, Ringwood has maps of each property showing the stormwater facilities and its stormwater maintenance manual if applicable. Every year, Ringwood requires all of these properties to inspect and if needed clean their stormwater facilities. These property owners are required to submit a certification and documentation that the required inspection and maintenance were performed. The Borough Engineer will inspect each of these properties once every 5 years. At the time of the inspection, if any parking lots were recently resurfaced, Ringwood will require the property owner to install curb heads that meet the permit requirements.

8. Infrastructure Records

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

The Assistant Superintendent maintains all records during the year. At the end of each year, the Assistant Superintendent submits the records to the Stormwater Program Coordinator where the records are stored in the year's stormwater file.

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
<p>Ringwood does not use herbicides for controlling vegetation. We do all de-vegetation by mowing, trimming or weed wacking.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>The Ringwood DPW is the only entity with access to the salt shed during snow events. Immediately after every snow event, the salt shed area is cleaned of excess salt piles outside the salt shed. If needed, the DPW will also clean up excess salt piles on any roadways. The salt is collected in a covered trash can and reused.</p>
<p>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.).</p>
<p>Mowing - Grass is cut and mulched. Grass is not bagged. The DPW and contractor cut the grass while directing the chute towards the uncut grass. Tree trunks and trimmings are brought to the recycling yard. Every year, or on an as-needed basis, tree trimmings and trucks are grinded into mulch.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>During the stormwater infrastructure inspections, road sweeping, or general duties throughout the year, the DPW members are instructed to report any roadside erosion to the Assistant Superintendent. The Assistant Superintendent inspects the area of reported erosion and a work order is created to fix the eroded area.</p>

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: 2

1. Site Name and Address	
Ringwood DPW Yard - 128 Margaret King Avenue	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
The Public Works yard is inspected daily by the employees during their normal working day. Employees notify their supervisor immediately of any unsafe or hazardous conditions. Any unsafe or hazardous condition is addressed immediately.	
In addition to the above, Supervisors perform a monthly inspection of the entire facility.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Liquid Calcium	Lawn Mowers
Rock Salt	Street Sweeper
Fuel Tanks Gas & Diesel	Vactor Truck
Waste Oil Tank	Mini Excavator
	Back Hoe
	Front End Loader
	Side Cutter
	Case Tractor

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>None at this site.</p>
<p>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.</p>
<p>Yes. Speedy Dry is kept at the pumps at all times. Pumps are never left unattended while fueling.</p>
<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>Yes. Vehicle/Equipment maintenance & repair is perform in the mechanics garage.</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>No. Carwash in neighboring town is used.</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>Yes. Rock Salt stored inside salt storage shed.</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>No. These materials are stored at the recycling center.</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>No. We do not keep cold patch.</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>No. These materials are stored at recycling center.</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>
<p>No. These materials are stored at the recycling center.</p>
<p>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.</p>
<p>No.</p>
<p>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.</p>
<p>They are parked outside and auctioned off as soon as they are declared surplus.</p>

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
As required by Ringwood's MS4 permit, the current Stormwater Program Coordinator will attend the mandatory Department training by January 1, 2026.	

Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	The Assistant Superintendent conducts Stormwater training meeting once per year in December. This meeting is conducted "In-Person". At his training, the Assistant Superintendent reviews the SPPP.
Construction Site Stormwater Runoff	In addition to the SPPP discussions, additional Department videos are watched.
Post-Construction Stormwater Management in New and Redevelopment	In addition to the SPPP discussions, additional Department videos are watched.
Community-wide Ordinances	In addition to the SPPP discussions, additional Department videos are watched.
Community-wide Measures	In addition to the SPPP discussions, additional Department videos are watched.

Stormwater Facilities Maintenance	In addition to the SPPP discussions, additional Department videos are watched.
Municipal Maintenance Yards and Other Ancillary Operations	In addition to the SPPP discussions, additional Department videos are watched.
MS4 Mapping	N/A, Ringwood uses a consultant for GIS mapping.
Outfall Stream Scouring	In addition to the SPPP discussions, additional Department videos are watched.
Illicit Discharge Detection and Elimination	In addition to the SPPP discussions, additional Department videos are watched.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
As required by Ringwood's MS4 permit, the Borough Engineer and Planning/Zoning Board Engineer have completed the required training "NJDEP Design Review Course" for design/review professionals.

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Within 6 months of joining Borough council or the planning board or zoning board, each member is required under MS4 permit to watch the NJDEP video titled "Asking the Right Questions in Stormwater Review".

Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage.

Training Records

Indicate the location of training records for the above required training.

The Assistant Superintendent keeps the record for the training of the DPW during the year. At the end of the year, the records are placed in the year's stormwater file.

The Land Use Administrator keeps the records for the training of the members of the Borough Council, Planning Board and Zoning Board. At the end of the year, the records are placed in the year's stormwater file.

Form 11 – MS4 Mapping
Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
www.ringwoodnj.net	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	354
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	14
c. MS4 interconnections	will determine
d. MS4 storm drain inlets	will determine
e. MS4 manholes	will determine
f. Length of conveyance (channels, pipes, ditches, etc.)	will determine
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	9 seep pits, 3 sed basins
i. Maintenance yard(s) and other ancillary operations	2
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.).	
For Ringwood projects - The Borough Engineer keeps list of newly installed inlets and catch basins. When appropriate, the GIS consultant will update the GIS map. Ringwood does not construct any new outfalls	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
Ringwood will continue working with H2M associates to complete the MS4 Infrastructure map.	

Form 12 – Watershed Improvement Plan
Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Borough Engineer is responsible for developing the Watershed Improvement Plan. The Watershed Inventory Report, which is due and will be posted on our stormwater webpage by 01/01/26. We have been expanding on our stormwater infrastructure map to include the additional requirements.
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.
Logs of all comments received during public information sessions will be kept in the year's stormwater file.