

BOROUGH OF WENONAH
www.boroughofwenonah.com
COUNCIL MINUTES – BUSINESS MEETING

MARCH 28, 2013

Pledge of Allegiance

Call to Order: 7:30 p.m. by Mayor Thomas A. Lombardo,
Wenonah Municipal Building, 1 South West Avenue Wenonah, NJ 08090

Roll Call: Present: Dominy, Howard, Kaefeler, Lader (7:43p.m.) Norris, Sheppard
Absent:
Also Present: Solicitor Duffield

Open Public Meetings Act Statement:

Adoption of the Agenda: JS/PK AIF

Open to the Public JS/JH

No Comments

Close to the Public JH/PK

**Motion to Approve Ordinance 2013-2 2nd read Amending Chapter 67 entitled “Vehicles and Traffic”
(Handicapped Parking)**

PK/JD

Open public hearing PK/JD

No comments

Close public hearing PK/JS

Roll Call

Ayes: Dominy, Howard, Kaefeler, Norris, Sheppard

Nays: None

Abstain: None

Absent: Lader

Motion Approved

Motion to approve February 28, 2013 Business Meeting Minutes

JD/JS All in Favor

Motion to approve March 14, 2013 Work Session Minutes

JD/PK All in Favor

COMMITTEE REPORTS: (Councilman Lader arrived)

Public Safety & Personnel – J. Dominy – Quiet month .See attached police report and Fire Chief’s report.
Chief Harrison read a letter of praise for the quick response of the police department.

Public Works – P. Kaefeler - See Attached Report

Human Services – J. Howard -- received a report from the Clean Communities and they had indicated Wenonah will receive \$4,700 in grant money.

Finance & Budget – W. Norris – see attached tax collector and treasurer’s report. Also, Council Norris spoke to Ms. Glocker from the County of Assessments and she indicated assessment will not necessarily be done every 3 years as we all thought. She indicated there are other counties that are out of alignment. We will know within 60-85 days whether Wenonah is selected.

Councilman Norris also attended the Gateway budget. Wenonah seems to be carrying the weight than any of the other contributing towns. \$16,000 average per student. We have a lot of kids that enter private school and does not use Gateway. Situation seems largely unfair; and we must address this and need to look into options for long term financial relief.

Legal & Ordinance – P. Lader – see attached report

Public Buildings & Grounds –J. Sheppard – see attached report.

ENGINEERS REPORT:

Engineer Kreck asked council if they wanted to proceed with the CDBG application even though Wenonah hasn’t received the grant since 2009. He indicated he will need to know by next council meeting because it is due into the county by April 25.

See Engineers Report for all projects going on in town.

RESOLUTIONS & ORDINANCES:

Motion to Approve Ordinance 2013-3 1st read: Authorizing to Exceed the Municipal Budget Appropriation limits
BN/PK

Roll Call

Ayes: Dominy, Howard, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to Approve Resolution 2013-48: Authorizing Self-Examination of 2013 Budget

BN/JS

Roll Call

Ayes: Dominy, Howard, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to Approve Resolution 2013-49: Approving the Introduction of the 2013 Municipal Budget read by title
Only

BN/JD

Rob Scharle, our CFO gave a brief explanation of our budget and sound we are. Robert Scharle, Borough of

Wenonah's CFO, gave out handouts and explained the 2013 budget, redistribution of dollars, and the increase in taxes. He explained our State Aid, which remained the same as last year, as well as the previous year.

Roll Call

Ayes: Dominy, Howard, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to Approve Resolution 2013-50: Authorizing Execution of Shared Service Agreement with Deptford Township Utilities Authority (Jetter Services) and agreement.

PK/PL

Roll Call

Ayes: Dominy, Howard, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to Approve: Disbursements

JD/JS

JS/PL

Roll Call

Ayes: Dominy, Howard, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: None

Motion Approved

MISCELLANEOUS

Discussion on Property Maintenance Officer, Frank Servais; council decided to table until next meeting.

Brief discussion on whether a resident can put up pin wheels at the train station for the month of April indicating child abuse month. Council declined for various reasons. Mayor indicated although it was a good cause, it would be setting precedence.

Open to Public:

JD/PK

Resident Tom Brett W. Willow complained about pot holes on Marion Avenue and small yield to pedestrian signs. Council indicated they are currently working on both issues.

Close to Public

JS/PL

Motion to Adjourn:

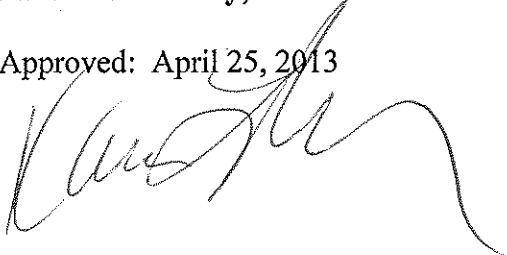
JD/PK

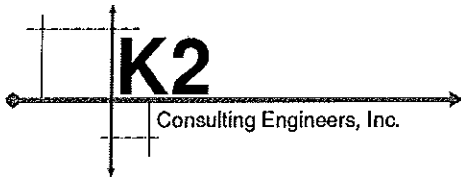
AIF 8:31 p.m.

Minutes Submitted,

Karen L. Sweeney, RMC/Treasurer

Approved: April 25, 2013

A handwritten signature in black ink, appearing to read 'Karen L. Sweeney', written over the 'Approved' text.



VIA E-MAIL ONLY

March 26, 2013

Mayor and Council
Borough of Wenonah
1 South West Avenue
Wenonah, NJ 08090

**RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday March 28, 2013
K2 Project Number WNOE012I**

The following report summarizes the status of the various projects authorized by the Mayor and Borough Council:

I. CONSTRUCTION PROJECTS:

**ROADWAY IMPROVEMENTS TO BARKBRIDGE ROAD FROM WOODBURY-
GLASSBORO ROAD TO SOUTH MARION AVENUE**

1. The final design plans and specifications are complete and were forwarded to the NJDOT on March 4th. Subsequent to the March 4th submission, the plans were revised at the request of the County (See #'s 3 & 4, below) and were re-submitted to the NJDOT on March 18th. As of this date, we have received no comments from the NJDOT. Once approved by NJDOT, the Borough will be permitted to advertise the project for public bid.
2. The final design plans have also been forwarded to the Deptford Township Engineer, as required by the inter-local agreement.
3. We have also prepared and submitted a County Road Opening Permit for the work proposed upon the South Marion Avenue Bridge. Please note that the Borough was exempt from the Permit Application Fees.
4. During their review of the permit application, the County requested the removal of the proposed storm sewer that was to cross the South Marion Avenue Bridge, along with two (2) proposed inlets which were to be located upstream from the bridge. In lieu thereof, the County recommended that the proposed runoff be discharged directly off of the roadway, down the adjacent slope, and into the Monongahela Brook, in a manner which reflects the currently existing condition.
5. We anticipate that the project will be advertised for bid in mid to late-April with the construction work anticipated for the Summer of 2013.



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WEST POPLAR STREET, FROM JACKSON AVENUE TO LINCOLN AVENUE

1. No Change Since Last report.

MANTUA AVENUE STREETScape IMPROVEMENTS

1. We await Council's direction with respect to the scope of work and sequencing of the proposed streetscape improvements in Mantua Avenue. Regardless, we recommend that considerations be made for the formulation of a "Streetscape Committee" to collectively determine the type, style, and extent of the proposed improvements, to develop a feasible construction budget, and to schedule tentative timeframes for the implementation of the improvements.
2. In response to the Borough's request, it is our understanding that the County is investigating a potential speed limit reduction in Mantua Avenue from 35 MPH to 30 MPH. We will update the Borough as additional information from the County becomes available.

II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:

WENONAH MEADOWS

1. No change since last report.

AT&T CELLULAR ANTENNAE INSTALLATION

1. AT&T is in the process of replacing three (3) of the six (6) existing antennae that are currently mounted atop the Water Tower. The work shall also include the installation of a number of ancillary antennae upgrades and a new cable tray along the exterior of the Water Tower.
2. A number of improvements to the ground based facility are also being performed by AT&T. These include the replacement of one (1) existing power cabinet, the installation of a new Long Term Evolution (LTE) Cabinet, the installation of a new GPS antenna, and the installation of a new steel cable bridge, all of which are being performed within the existing fenced-in ground based compound.

T-MOBILE CELLULAR ANTENNAE INSTALLATION

1. T-Mobile is currently swapping out six (6) of the nine (9) existing antennae and installing three (3) new fiber optic lines within the existing cable brackets that extend up the Water Tower shaft. There are no other improvements proposed.



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CLEARWIRE CELLULAR ANTENNAE INSTALLATION

1. No change since last report.

VERIZON CELLULAR ANTENNAE INSTALLATION

1. Verizon has completed the installation of six (6) new antennae upon the Borough's Water Tower. The installation of said antennae were originally approved by the Planning Board and result in a total of twelve (12) Verizon antennae upon the Water Tower.

LINDEN AVENUE UTILITY EXTENSION (LOT #'S 30 & 31)

1. No change since last report.

III. GENERAL MUNICIPAL ENGINEERING:

2013 NJDOT MUNICIPAL AID PROGRAM:

1. The funding application for North Synnott Avenue is still under review by the NJDOT.

MANTUA AVENUE RAILROAD CROSSING UPGRADES

1. The NJDOT will soon be performing the construction of a new Railroad Crossing in Mantua Avenue (County Route #632). The construction work will require the full closure of Mantua Avenue and will last for approximately three (3) days. A construction schedule has not been developed as of this date.
2. In preparation for this closure, our office attended a meeting with the NJDOT Traffic Control Subcontractor, the County Engineer, and various Borough representatives to review potential detour routes. Ultimately, it was recommended by the County that all non-local traffic should utilize Center Street (CR #603) and Mantua Boulevard (CR #676) as the proposed detour route.
3. Once prepared, the proposed Detour Plan shall be submitted to our office for review and approval. We will subsequently review the plan with Chief Harrison and provide any feedback to the NJDOT Traffic Control Subcontractor.
4. Upon confirmation of a construction start date, a preconstruction meeting will be scheduled to review and address any Borough concerns relative to the proposed construction and its impact upon Borough Operations and Facilities.



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CONRAIL

1. It is our understanding that Conrail has requested a meeting with the Borough to cooperatively develop a formal mechanism for addressing any future construction and/or maintenance activities that involve both the Borough and the existing Conrail Right of Way. Our office will assist the Borough in this process as directed by Council.

WENONAH PARK IMPROVEMENTS

1. It is our understanding that the Borough is contemplating a number of improvements to Wenonah Park, including the possible construction of a gazebo/grandstand. Our office will be available to assist Council in this endeavor as requested.

USEPA SANITARY SEWER COMPLIANCE EVALUATION INSPECTION

1. No Change Since Last Report.

BOROUGH WATER TOWER AND WELLS

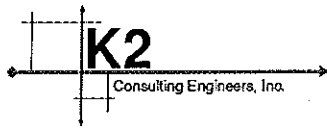
1. No Change Since last Report.

DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. In cooperation with the Borough's administrative office, we have completed and submitted the Delaware River Basin Commission's (DRBC) Application for Groundwater Withdrawal in order to obtain a DRBC Docket Number for the Borough's two (2) existing Wells.
2. In addition, our office has completed the DRBC's Water System Audit. The completed Audit was emailed to the DRBC on March 13th. The primary purpose of the audit is to analyze the water system's efficiency and identify its potential for water loss in order to develop recommendations for improving the overall water system's supply and delivery methods.

WATER METER UPGRADES

1. It is our understanding that the Borough has entered into a Maintenance Contract with KP Electronics to assist in the upkeep of the Borough's Automated Water Meter Reading System. The Maintenance Contract will include a re-fresher training session for the Public Works Department on the installation of the new water meters and electronic transmission devices. It is our understanding that the Public Works Department shall continue with the remaining meter replacements as their workload permits.
2. On March 19th, our office met with the Borough administrative staff to review a number of issues which have been experienced relative to the Automated Water Meter Reading System. Based upon the information reviewed at this meeting, we offer the following:



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- A. A total of six (6) meters have lost functionality for some unknown reason. Based upon review of the meter warranty and our subsequent discussions with the Contractor, the meters are eligible for replacement. Therefore, we will coordinate this work with the Contractor and the Borough as necessary.

- B. Approximately 30 services are experiencing a communication problem between the meter reading signal and the Edmunds billing software, i.e. the meter read value is not being automatically transferred into the billing software. It is our understanding that KP Electronics will be investigating and rectifying this issue with the Borough Administrative Staff.

NJDEP WATER ALLOCATION

1. The Borough's total water usage for January and February of 2013 is the lowest recorded during this time period in the past ten (10) years.

SOUTH JACKSON AVENUE WATER MAIN (CHERRY STREET TO DEAD END)

1. No Change Since last Report.

BOROUGH WATER SYSTEM GIS MAPPING

1. It is our understanding that the Public Works Department is gathering information regarding the locations of the existing water system valves. Our office will incorporate this information into the Borough's recently completed Water System GIS Maps as it becomes available.

WOODBURY WATER MAIN REPLACEMENT IN WOODBURY-GLASSBORO RD

1. Our office is continuing to coordinate and address various issues relative to the installation of the new water main by the City of Woodbury and its impact upon Borough facilities.
2. Due to its direct conflict with existing Borough Utilities and unauthorized installation, the City of Woodbury's Contractor has agreed to remove the "dry" water main pipe that was erroneously installed in the grass strip located on the west-side of Woodbury-Glassboro Road, from Elm Street to Buttonwood Street.

Our office has been informed that the pipe removal work will now be delayed until April and we will continue to pursue this issue until it is satisfactorily addressed.

3. In addition to the above, the renewal of the existing 12" x 8" water system interconnection at Buttonwood Street shall also be completed at this time and our office will continue to follow up with the Contractor and the City of Woodbury until the interconnection is completed.



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4. On March 18th, the City of Woodbury required the emergency opening of the Shawnee Drive interconnection in order to temporarily maintain service in their newly installed water main while a connection was being performed at the Woodbury Water Storage Tank. The interconnection was open for approximately 3 hours and was closed subsequent top the completion of the connection.

EROSION PROBLEM @ #3 SHAWNEE DRIVE

1. The existing erosion problem has been documented within the Borough's 2013 Stormwater Pollution Prevention Plan (SPPP) and potential remediation measures have been discussed with the Environmental Commission. These measures include the installation of a horseshoe-shaped haybale check dam at the base of the slope that is discharging sediment laden runoff into the Conservation Lands.

NJPDES STORMWATER DISCHARGE PERMIT

1. On March 5th, our office completed and submitted the Borough's 2012 Annual Report. The submission deadline is Thursday, May 2, 2013.
2. On March 18th, our office met with the new Public Works Employees to review the requirements for completing the 2013 Borough of Wenonah Stormwater Facility Maintenance Manual and to train the employees as to how to perform the various tasks involved therewith.
3. Our office has prepared the Borough's 2013 Stormwater Pollution Prevention Plan (SPPP) and continues to update the various elements of the SPPP, as required by the Permit.
4. It is our understanding that the local NJDEP Watershed Ambassador (Alex Cooper) is currently coordinating a series of stormwater related Classroom Presentations with the Elementary School representatives. These activities will aid the Borough in addressing the Public Education Element of the Stormwater Discharge Permit and therefore, will be documented in the Borough's 2013 Stormwater Pollution Prevention Plan.

MANTUA AVENUE HANDICAP PARKING RESERVATION

1. It is our understanding that the Memorial Presbyterian Church has requested the reservation of a new handicap parking stall and a drop-off area along the south side of Mantua Avenue (County Route #632). Our office is available to assist in facilitating this request and coordinating same with the County if directed by Council.

MAPLE AVENUE SPEED HUMPS

1. No Change Since Last Report.



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COMPREHENSIVE BOROUGH STOP SIGN ORDINANCE

1. It is our understanding that Council is considering the adoption of a comprehensive Stop Sign Ordinance for the purposes of formally approving of the installation of the various stop signs throughout the Borough. Our office shall assist the Borough in this project as requested by Council.

DVRPC GRANT: DOWNTOWN TRAFFIC CIRCULATION AND PARKING MANAGEMENT STUDY

1. No Change Since Last Report.

NJDEP RECREATIONAL TRAILS GRANT APPLICATION – IMPROVEMENTS TO ELDRIDGE TRAIL

1. No Change Since last Report.

PROGRAM YEAR 2013 CDBG GRANT APPLICATION

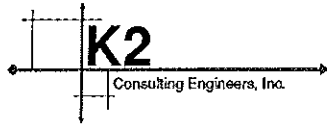
1. CDBG Program Year 2013 Grant Applications have been received by the Borough and are due on April 25th.
2. If requested of Council, we will prepare and re-submit a Grant Application for “The Removal of Architectural Barriers at the Langston Field Facility” (*formerly entitled “Handicap Accessible Improvements at Langston Field”*), which was denied the last two years in a row. The project includes modifications to the existing bathrooms, sidewalk circulation improvements, and the construction of two (2) handicap parking spaces off of Clinton Avenue, behind the snack bar.
3. As committed to in the past, all work required for the completion of the CDBG Grant Application will be performed at ½ of our contractual hourly billing rates.
4. It should be noted that the appropriate Resolution in support of the CDBG Grant Application must be adopted by Council as a condition of the funding application.

GREEN ACRES GRANT APPLICATION – MAPLE RIDGE

1. No Change Since Last Report.

IV. PLANNING BOARD ACTIVITY:

1. A fence variance was granted for 1 East Buttonwood Street at the March 25th Meeting.



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If there are any questions regarding the content of this report, please contact me at (856) 310-5205.

Very Truly Yours,

K2 Consulting Engineers, Inc.

David Kreck, P.E., NJCME
President

Cc: Karen Sweeney, Borough Clerk (via e-mail)
Helen Hadfield, Assistant Borough Clerk (via e-mail)
Brian Duffield, Esq., Borough Solicitor (via e-mail)
Sandra Christina, Planning Board Secretary (via e-mail)
Chief Joseph Harrison, Wenonah Chief of Police (via e-mail)