

# BOROUGH OF WENONAH

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## COUNCIL MINUTES – BUSINESS MEETING

APRIL 24, 2014

### 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, Kaeferle, Sheppard  
Absent: Lader, Norris  
Also Present: Solicitor Ekaterine Eleftheriou

### Open Public Meetings Act Statement:

**Adoption of the Agenda:** JD/PK AIF

**Open to Public** JD/JS

**No comments**

**Close to Public** JH/PL

Approval of March 20, 2014 Special Meeting Council Minutes JS/JH AIF

Approval of March 27, 2014 Regular Council Meeting Minutes JS/JH AIF  
(Kaeferle abstains)

Motion to Approve: Ordinance 2014-4 2nd read to Exceed the Municipal Budget Appropriations Limits and to Establish a Cap Bank JD/JH

Open Public Hearing JS/PK

No comments

Close Public Hearing JD/JH

### Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Lader, Norris

Motion Approved

Motion to Approve: Resolution 2014-46 Adopting the 2014 Municipal Budget Read by Title Only

JD/JS

Open Public Hearing JH/PK

Rob Scharle, CFO gives a brief synopsis

Close Public Hearing JD/JS

### Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Lader, Norris

Motion Approved

Motion to Approve: Resolution 2014-47 Authorizing Shared Service with City of Woodbury for Fire Official Services JD/PK

Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Lader, Norris

Motion Approved

Motion to Approve: Resolution 2014-48 Authorizing elimination of penalty charge for Elementary School for water account PK/JD

Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Lader, Norris

Motion Approved

Motion to Approve: Ordinance 2014-5 1<sup>ST</sup> Read Amending Chapter 40 Peddling and Soliciting

Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Lader, Norris

Motion Approved

**COMMITTEE REPORTS:**

Public Safety & Personnel – J. Dominy - See attached reports.

Public Works – P. Kaeferle – See attached report Council Kaeferle indicated that Wenonah water was tested for PFC contaminants and there was no detection. Also the chlorine levels are low and our water system is clean.

Human Services – J. Howard – Borough Wide Yard Sale is this Saturday and a reminder of Clean Communities is coming up Saturday May 10, 2014  
“Movies in the Park” will be Wednesday July 2 at dusk.

Finance & Budget – W. Norris – Absent see attached tax collector and treasurer’s report

Legal & Ordinance – P. Lader – Absent -No report at this time.

Public Buildings & Grounds –See attached report

**ENGINEERS REPORT:** Many things going on. Please see attached Engineers report on all projects going on in town. Took 2 bids yesterday on the CDBG project but we may have to reject them because they both came in too high. Let’s talk about public works doing some of the work for this project and rework it with the County. Working on obtaining a grant called TAP; but first we need to make sure Wenonah is “Federal” eligible. I’ll need to meet with Rob and Brian to discuss. If ok, we would have to pass a resolution to accept the maintenance after the work is completed. SJ Pipe work is done and they are doing the restoration work. I haven’t heard back from Conrail on the pedestrian bridge.

**Motion to Approve Disbursements:**

JD/PK

Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Lader, Norris

Motion Approved

**Miscellaneous**

Motion to Approve: A 5 K fun run for the Wenonah Swim Club, Friday Jun 6, 2014 6:45pm. JS/JH AIF

Councilman Dominy recommended and motioned to approve to start the process of looking for a new police chief. Councilman Sheppard seconds.

Roll Call

Ayes: Dominy, Howard, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Lader, Norris

Motion Approved

Motion to Approve: Arbor Day Proclamation.

AIF

**Open to Public**

JD/PL

No comments

**Close to Public**

JD/JS

Motion to approve 2014-49 Go into Closed Session to discuss personnel matters and contract negotiations regarding the police chief position and department.

AIF

Come out of Closed Session

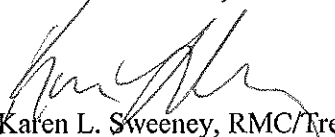
JD/PK

Councilman Dominy motioned to continue to explore chief position search.

**Motion to Adjourn:**

JS/PK AIF 8:35pm

Minutes Submitted,

  
Karen L. Sweeney, RMC/Treasurer

Approved: May 29, 2014



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VIA E-MAIL ONLY

April 23, 2014

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

RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday April 24, 2014  
Project Number WNOE012J  
RC File #WENONAH: 2014-001

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. Final reimbursement has been received and this Grant project is closed out.

2013-2014 BOROUGH ROAD PROGRAM & 2013 NJDOT MUNICIPAL AID PROJECT

1. The design work is expected to be completed by the end of April and the bid plans and specifications must be submitted to NJDOT for approval as a condition for bid advertisement. Therefore, we anticipate a public advertisement for bid in mid-May.
2. Our office will be submitting the base maps to the various utility providers to obtain information about the locations of their facilities and any planned upgrades so they may have the opportunity to address any potential improvements prior to the commencement of the roadway paving work.

ENGINEERING  
Civil/Municipal  
Site/Civil  
Water Management

SURVEYING  
Land Title Surveys (ALTA/ACSM)  
Right-of-Way Surveys  
Topographic Surveys  
Construction Layout  
As-built Surveys  
GPS Surveys

GEOGRAPHIC  
INFORMATION  
SYSTEMS  
Data Enhancement/Creation  
GIS Consulting; Data Visualization  
Advanced Analysis & Reporting

PROGRAM YEAR 2013/2014 CDBG GRANT PROJECT -REMOVAL OF ARCHITECTURAL BARRIERS AT THE LANGSTON FIELD FACILITY

1. Contractor bids were opened on April 23, 2014, at 10 AM, at the Borough Hall. Based upon the bid prices received, it would appear as if all bids must be rejected by Council due to the lack of sufficient funds for the project. The lowest Bid received was \$49,780 and based upon Resolution 2013-100, the Borough's Bond is for \$50,000, which also encompasses Engineering Fees.
2. We have reached out to the CDBG Office to discuss our options for implementing a project that can be completed within the allotted budget but our phone call had not been returned at the time of the preparation of this report. We hope to have additional information at the April 24th Council Meeting.

II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:

WENONAH MEADOWS

1. No change since last report.

AT&T CELLULAR ANTENNAE INSTALLATION

1. Based upon a site inspection, it would appear as if AT&T has repaired the loose panels located on the cable tray that is installed upon the outside of the Water Tower.
2. It is our understanding that AT&T is proposing to perform a number of upgrades to their facilities located at the Water Tower. We are currently awaiting receipt of the plans for the proposed improvements, and upon a detailed review, we will provide the Borough with a recommendation for the approval, or denial, of a Consent to Modify.

T-MOBILE CELLULAR ANTENNAE INSTALLATION

1. No change since last report.

CLEARWIRE CELLULAR ANTENNAE INSTALLATION

1. No change since last report.

VERIZON CELLULAR ANTENNAE INSTALLATION

1. Verizon will soon be replacing six (6) of the twelve (12) existing antennae that are currently mounted to the Water Tower. The work shall also include the installation of a number of ancillary antennae upgrades and modifications to the existing cable tray along the exterior of the Water Tower.
2. A number of improvements to the fenced-in ground based facility are also being performed by Verizon. These include the installation of three (3) new Main Distribution Boxes which are to be mounted to a new steel backboard and the installation of a new GPS antenna.
3. Construction is expected to begin shortly after receipt of the necessary permits from the Construction Code Office and we will coordinate the proposed work with the Contractor, as necessary.

### ORDINANCE ESTABLISHING FEES AND ESCROWS FOR CELLULAR FACILITY UPGRADES

1. In consideration of the frequency of the cellular facility upgrades, we have recently had discussions with Mantua Township, who is currently in the process of developing an Ordinance to formally establish a procedure and a fee structure for the submission and approval of the "Requests for Upgrades" that fall outside of the prevails of the local Planning/Zoning Board. We recommend that Council consider the adoption of such an Ordinance and Mantua Township has indicated a willingness to assist the Borough in its development.

### III. GENERAL MUNICIPAL ENGINEERING:

#### 2014 NJDOT MUNICIPAL AID PROGRAM:

1. It is our understanding that the 2014 NJDOT Municipal Aid Grant Awards are pending final approval and an announcement regarding grant recipients is soon forthcoming.

#### 2014 NJDOT TRANSPORTATION ALTERNATIVES PROGRAM (TAP):

1. The solicitation for Year 2014 NJDOT Transportation Alternatives Program (TAP) Applications was issued by the NJDOT on March 11, 2014 and applications are now due on June 30, 2014, as a result of a recent extension. As previously discussed, we will be preparing and application for the Multi-Modal Transportation Improvements to Mantua Avenue, from Monroe Avenue to Marion Avenue.
2. It should be noted that this is a Federal Aid Program administered by the NJDOT and therefore, the grant applicants must meet Federal Eligibility Requirements. We have forwarded these requirements to the Borough Clerk along with a recommendation that a meeting be held with the Borough's Solicitor and CFO to review the requirements and ensure that the Borough is eligible to receive funds from the Grant.
3. We are currently working with the Borough Clerk on the solicitation of Letters of Support from various organizations, departments, and businesses throughout the Borough.
4. An additional requirement or the application is a maintenance commitment from the Borough. This may be addressed in the form of a Resolution and our office will assist the Borough in its preparation for adoption at the next Council meeting.

#### BOROUGH ROAD OPENING PERMITS

1. No Change Since Last Report.

#### MISCELLANEOUS BOROUGH ROADWAY CONDITIONS

1. Lenape Trail & Mohawk Drive: No Change since last report.

#### 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.

#### LIGHT RAIL

1. No change Since Last Report.

#### MANTUA AVENUE RAILROAD CROSSING UPGRADES BY NJDOT

1. To the best of our knowledge, the Contract for this work is to be renewed in March and the construction of the proposed railroad crossing improvements is anticipated for the Spring of 2014.

#### CONRAIL

1. Our office is in receipt of a Structural Report and Evaluation of the condition of the Elm Street Pedestrian Bridge. The Borough has forwarded the Structural Report to Conrail and it is our understanding that Conrail forces have already inspected the Bridge. As of this date, we have not been informed of the results of the Conrail inspection or of any remedial action proposed by Conrail.

#### SOUTH JERSEY GAS CONSTRUCTION PROJECT

1. The pipe installation work is complete and restoration of disturbed paving and grassed areas is underway.
2. Our office is scheduled to meet with South Jersey Gas on April 24<sup>th</sup> to review the restoration requirements for North Marion Avenue, from Elm Street to Buttonwood Street, which was paved in the Fall of 2011.

#### USEPA SANITARY SEWER COMPLIANCE EVALUATION INSPECTION

1. No Change Since Last Report.

#### NJDEP POTABLE WATER SYSTEM SANITARY SURVEY

1. No Change Since Last Report:

#### BOROUGH WATER TOWER AND WELLS

1. The electrical repairs to Well #2 have been completed. However, an additional issue with the Well has surfaced which requires the replacement of the existing check valve. It is our understanding that AC Shultes has provided the Borough with a cost for this work and the new check valve has been ordered. Upon its delivery and subsequent installation by AC Shultes, the well will be scheduled for re-activation.
2. The repairs to the bearings for Well #1 shall be performed by AC Shultes as soon as Well #2 is back online. In the meantime, we have been informed by AC Shultes that the problem with the bearings will not result in any substantial damage should Well #1 have to remain in service for a few additional weeks.
3. It is our understanding that the Borough has received an invoice from AC Shultes for the replacement of the shaft and casing pipe for Well #2. Based upon recent findings, it should be noted that the problem with the Well was identified to be electrical related and a mis-diagnosis was made by AC Shultes which resulted in the unnecessary removal of the shaft and casing pipe. Therefore, we recommend that the Borough refrain from making payment on this invoice until such time a meeting is

held with AC Shultes to review the details of the events that led to the recommendation for the removal of the shaft and casing pipe.

4. The Well #2 replacement project is underway. The initial phases of the project will include selecting a location for the new well that complies with NJDEP Standards, test drilling to determine the underlying soil conditions, and the selection of a new well-house.

#### DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. The DRBC Annual Water System Audit, which is due for submission by March 31<sup>st</sup>, has not been completed. If contacted by DRBC, our office will proceed with the completion of said Audit with the cooperation of the Borough's Utility Department.

#### WATER METER UPGRADES

1. The Public Works Department is continuing with the remaining meter replacements as their workload permits.

#### NJDEP WATER ALLOCATION

1. The Borough's total water usage for January thru March 2014 is among the highest recorded during the same time period since 2009.

#### 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.
2. It is also our understanding that the Fire Department has obtained GIS Coordinates for the Borough Fire Hydrants. Our office will incorporate this information into the Borough's recently completed Water System GIS Maps.

#### WATER SYSTEM TREATMENT & CHLORINE CONTENT TESTING

1. The sampling and testing for free residual chlorine in the Borough's Water System was performed on March 27<sup>th</sup>. Four (4) separate locations were tested and the results are as follows:
  - A. Cherry Street & Garfield Avenue: 0.08 ppm
  - B. Lincoln Avenue & Elm Street: 0.18 ppm
  - C. Princeton Avenue and Buttonwood Street: 0.19 ppm
  - D. Lenape Trail and Mohawk Drive: 0.25 ppm

For reference, the acceptable NJDEP free residual chlorine levels at the point where the water enters the piping system (at the Well), must remain between 0.2 and 4 parts per million (ppm) and the residual chlorine levels at remote locations within the system must be above zero. Based upon the results indicated above, the Borough's free residual chlorine content meets the State Drinking Water Standards.



2. An additional test was performed for the presence of perfluorinated chemicals (PFCs) and those results were found to be negative.

#### EROSION PROBLEM @ #1 - #3 SHAWNEE DRIVE STORM SEWER EASEMENT

1. No Change Since Last Report.

#### DRAINAGE PROBLEM @ #414 S. MARION AVE

1. Our office has investigated the resident complaint regarding a drainage problem at 414 South Marion Avenue. During the investigation, it was noted that an existing drain pipe was located in the rear yard. The pipe appears to extend from its discharge point, northward along the rear property lines of the dwellings that front up on South Marion Avenue, up to Pine Street. However, the pipe's origin could not be ascertained in the field.
2. Based upon information provided by the resident, this pipe has not been functioning properly and may have recently collapsed, which could be a contributing factor to the drainage problem. Upon review of the Borough Tax Maps, there is no public easement dedicated to the Borough that would allow access for the purposes of investigating the condition of the pipe and performing any necessary repairs. However, the resident did mention that a former Borough Engineer informed them many years ago that an unofficial easement had existed. Our office cannot confirm this assertion and defer to the Borough Solicitor regard any proscriptive easement that may, or may not, exist.

#### STORM SEWER COLLAPSE AT LENAPE TRAIL

1. Our office was recently informed of a storm sewer collapse and sinkhole in Lenape Trail. The sinkhole in the roadway was temporarily repaired by the Public Works Department however, the failing pipe will need to be excavated and repaired to prevent further damage to the roadway.

#### NJPDES STORMWATER DISCHARGE PERMIT

1. On March 28<sup>th</sup>, our office completed and submitted the Borough's 2013 Annual Report. The submission deadline is May 1, 2014.
2. We are currently updating the various forms which comprise the Borough's 2013 Stormwater Pollution Prevention Plan (SPPP).
3. Our office has also been coordinating the 2014 stormwater related classroom presentations with the Americorps Ambassadors Program and the Wenonah Elementary School. The presentations are currently scheduled for May 28<sup>th</sup> and 29<sup>th</sup>.

#### PARKING ISSUES AT METHODIST CHURCH

1. Our office met with a Church representative on April 12<sup>th</sup> to review a concern regarding parking and loading at the Wenonah Methodist Church located at the corner of S. Clinton Avenue and E. Willow Street. Based upon the meeting, it is our understanding that the Church is seeking to incorporate a reserved handicapped parking space and two (2) separate drop-off/pick-up zones. We recommended that the

Church prepare a plan of the proposed improvements and formally request permission from Borough Council to install the improvements.

MANTUA AVENUE HANDICAP PARKING RESERVATION

1. No Change Since Last Report.

MAPLE AVENUE SPEED HUMPS

1. It is our understanding that Deptford Township has filed a lawsuit against the Borough as a result of an accident between one of their utility trucks and one of the Maple Ave speed humps. We are currently assembling our electronic and hard copy files for this project and will submit to the Borough Clerk prior to the May 9<sup>th</sup> deadline.

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.

TEMPORARY SPEED LIMIT REDUCTION IN MANTUA AVENUE

1. Our office has reached out to the County to inquire about the possibility of enacting a temporary speed limit reduction for Mantua Avenue, in the vicinity of Lisle Field, during baseball games. As of the preparation of this report, we have yet to receive a response from the County but we hope to have additional information at the April 24<sup>th</sup> Council Meeting.

BARKBRIDGE ROAD SPEED LIMIT

1. No Change Since Last Report.

NJDEP RECREATIONAL TRAILS GRANT APPLICATION - IMPROVEMENTS TO ELDRIDGE TRAIL

1. The DEP has expressed a desire to utilize the remaining \$4,700 in grant funds for the purchase of various materials which are required to repair a dilapidated footbridge at the Maple Ridge Property. Therefore, the NJDEP has requested that the Borough maintain the Grant in an active status until such time that a determination is made as to whether the purchase of the Maple Ridge footbridge materials can be made under the terms of the Borough of Wenonah's Trails Grant.

GREEN ACRES GRANT APPLICATION - MAPLE RIDGE

1. No Change Since Last Report.

IV. PLANNING BOARD ACTIVITY:

1. No Significant Activity.

WNOE012J  
Mayor and Council  
April 23, 2014  
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If there are any questions regarding the content of this report, please contact me at the office (856) 226-3703 or on my cell at (267) 972-6317.

Very Truly Yours,

**Rodriguez Consulting, LLC**

David Kreck, P.E., NJCME  
President

Cc: Karen Sweeney, Borough Clerk (via e-mail)  
Brian Duffield, Esq., Borough Solicitor (via e-mail)  
Sandra Christina, Planning Board Secretary (via e-mail)