

# BOROUGH OF WENONAH

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## COUNCIL MINUTES – BUSINESS MEETING

October 23, 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, Lader, Norris,  
Absent: Sheppard  
Also Present: Solicitor Brian J. Duffield, Esq

### Open Public Meetings Act Statement:

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

**Open to Public** PL/JD AIF  
Resident Gary Odenbrett, 20 N. West Ave, indicated to council that the parking problems with the dance studio have started up again. Mr. Odenbrett would like the following changes: the resident parking signs need to be bigger as they cannot be seen. Also, could the signs and ordinance be amended to eliminate the time starting at 3pm? In addition, Mr. Odenbrett wanted to know how many tickets have been issued. Sergeant Rogers indicated he would get that information from the County. Could the street be a one way street? Dave Kreck (engineer) will check the site and respond to council.

**Close to Public** JD/PL AIF

### BUSINESS

**Motion to approve**  
Ordinance 2014-9 2<sup>nd</sup> read Repealing Chapter 24 Loitering and Curfew in its entirety PL/JD

**Open public Hearing** PL/JD  
No comment

**Close Public Hearing** JD/BN

### Roll Call

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

Motion Approved

**Motion to approve**  
Resolution 2014-75 Approving the Removal of second sewer tap at Block 17 Lot 9 10 N. Lincoln Ave  
PK/JD

Roll Call

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

Motion Approved

**Motion to approve**

Resolution 2014-76 Approving the modification to the adopted capital budget for \$3,100  
BN/PL

Roll Call

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

Motion Approved

**Motion to approve**

Resolution 2014-77 Authorizing to go out to bid for an Emergency Generator for the Wells. PK/JD  
Motion tabled till 2<sup>nd</sup> read of bond ordinance at next meeting in November.

**Motion to approve**

Ordinance 2014-10 1<sup>st</sup> read

Bond Ordinance for Construction of Pole Barn for public works (\$62,000) PK/JD

Roll Call

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

Motion Approved

**Motion to approve**

Ordinance 2014-11 1<sup>st</sup> read

Bond Ordinance for Emergency Backup Generator for the Wells (\$75,000) PK/JD

Roll Call

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

Motion Approved

**Motion to approve**

Ordinance 2014-12 1<sup>st</sup> read

Amending Chapter 67 of the Code entitled "Vehicles and Traffic" (Stop Signs) PK/JD

Roll Call

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

Motion Approved

**COMMITTEE REPORTS:**

Public Safety & Personnel – J. Dominy. See attached reports. Chief Drew Sole addressed council regarding an increase for his budget because the county has issued mandatory new required equipment for the fire department for 2015. The County will do an equipment change out for many of the radios but the Borough would have the burden to pay for some as well. Chief Sole stated they are probably looking at a \$16,800 increase for 2015 budget. Perhaps the amount could be bonded, but he was not sure. He stated that since the purchase of the E one pumper in 2005 the Fire Company has been kept at a flat \$25,800 each year since.

Public Works – P. Kaeferle. See attached report. Water consumption is still over. The meters have been recalibrated. Monitoring will continue. Ken Trovarelli, public works superintendent spoke to council about two of his public works employees, Paul Leinhauser and Brian Nicholson. Ken recommended that they both be promoted from Laborer 3 to Laborer 4. He indicated hard workers are hard to find and they really deserve it; they are on call, are always here, and they care. Also, they are going to school for their water license. Ken thought it would be a good idea to bring their salary level up to compare with other towns. Council agreed.

Human Services – J. Howard. The September 26, 2014 “Movie in the Park” was a success. Clean Communities Day will be held on Saturday November 15, 2014

Finance & Budget – W. Norris. No report. See attached tax collector and treasurer’s report. Councilman Norris indicated that he reached out to Debbie Schlesinger from the Regional School Board District. He discussed with her options to reduce the regional school taxes.

Legal & Ordinance – P. Lader –No report

Public Buildings & Grounds – J. Sheppard. Absent. See attached report.

**ENGINEERS REPORT:**

Please see attached Engineer’s report on all projects going on in town.

**Motion to approve Disbursements**

JD/JH

Roll Call

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

Motion Approved

## MISCELLANEOUS

Church raffles were briefly discussed regarding why Wenonah is listed with the state as not having the ability to have legalized games of chance; i.e. church raffles. It was stated that there is not much we can do at the moment but Council will look into it.

### **Open to public**

JH/BN

Chief Drew Sole asked council what the Halloween Hours will be.

Councilman Kaeferle motioned to make the Halloween hours 4-8pm, Norris seconded, All in Favor.

Resident John Eastlack, Indian Trail, asked council several questions regarding the Chief of Police position that is open and was advertised in the paper. Councilman Dominy answered the questions and also indicated there will be no advisory consultant appointed this time. Dominy mentioned that the COP association is helping out the committee. Mr. Eastlack encouraged council to look within the current police department first and to follow the state statutes. He also urged council to look into merging the police department with another town.

### **Close to public**

JD/JH

Motion to approve Resolution 2014-78

Motion to go into Closed Session to discuss PBA Contract

No action was taken. Just an update on the contract.

JD/PK

### **Motion to Adjourn:**

JD/PK All in Favor 8:50pm

Minutes Submitted,

Karen L. Sweeney, RMC/Treasurer

Approved: Nov. 20, 2014



ENGINEERS • SURVEYORS • GIS

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VIA E-MAIL ONLY

October 22, 2014

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

RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday October 23, 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:

2014 BOROUGH ROAD PROGRAM & 2013 NJDOT MUNICIPAL AID PROJECT

1. The NJDOT funded portion of the 2014 Borough Road Program, i.e. Synnott Avenue, is substantially complete and the Contractor is currently completing the Project Punchlist.
2. A recommendation for Partial Payment #2 has been prepared by our office and has been submitted to the Borough for approval. It should be noted that the Partial Payment includes the Borough Funded roadway repairs to Mohawk Drive, Maple Street, and the intersection of Cherry Street and Jackson Avenue.
3. All as-built quantities have been confirmed and the final contract amount has been determined to be \$287,452.74, which reflects an overall increase of \$3,233.74 (or 1.14%) above the original contract amount of \$284,219.00. The reconciliation of all remaining as-built quantities will be reflected in the Final NJDOT Change Order, which shall be submitted to the Borough for approval along with the Final Payment Request.
4. Consequential to the determination of the final contract amount, our office has forwarded the Contract Closeout Documents, NJDOT Change Order #1(Final), and a request for the 2 Year Maintenance Bond to the Contractor.

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

5. Final payment shall be authorized upon completion of the project punchlist, receipt of satisfactory core test results, receipt of signed Change Order(s) from the Contractor, and upon receipt and acceptance of the Contractor's Closeout Documents and two (2) Year Maintenance Bond by the Borough.
6. Upon satisfactory completion of the above, we will begin the NJDOT Closeout process in pursuit of the Final State Reimbursement for the project.

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

1. The Borough's Grant Reimbursement Request has been submitted to the CDBG Office and it is our understanding that the Borough has already received the reimbursement.

**PUBLIC WORKS POLE BARN**

1. It is our understanding that the Borough intends to adopt an Ordinance to fund the construction of a new Pole Barn at the Public Works Yard. Our office, in conjunction with the Public Works Department, will prepare the necessary bid documents, i.e. plans and specifications, as well as assist with the contract administration work and provide construction related services as required.

**II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:**

**WENONAH MEADOWS**

1. No change since last report.

**AT&T CELLULAR ANTENNAE INSTALLATION**

1. No change since last report.

**T-MOBILE CELLULAR ANTENNAE INSTALLATION**

1. T-Mobile will soon be replacing and upgrading three (3) of the nine (9) existing panel antennae that are currently mounted to the Water Tower. The work shall also include the installation of Remote Radio Units (RRU's) upon each of the three (3) new antennae.
2. 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.

**CLEARWIRE CELLULAR ANTENNAE INSTALLATION**

1. No change since last report.

**VERIZON CELLULAR ANTENNAE INSTALLATION**

1. No change Since Last report.

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

1. No change Since Last report.

**III. GENERAL MUNICIPAL ENGINEERING:**

**2015 NJDOT MUNICIPAL AID PROGRAM:**

1. The Borough's NJDOT 2015 Municipal Aid Funding Application for Roadway Improvements to Maple Street, from Northeast Avenue to North Marion Avenue, has been submitted to the NJDOT, including the Borough Resolution endorsing same.

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

1. No Change Since Last Report.

**HANDICAP ACCESSIBLE IMPROVEMENTS AT WENONAH LIBRARY:**

1. No Change Since Last Report.

**BOROUGH ROAD OPENING PERMITS**

1. No Change Since Last Report.

**LIGHT RAIL**

1. No Change Since Last Report.

**CONRAIL**

1. No Change Since Last Report.

**SOUTH JERSEY GAS CONSTRUCTION PROJECT**

1. SJ Gas has satisfactorily completed the repairs to the disturbed asphalt in the recently paved North Marion Avenue, between Elm Street and Buttonwood Street.

**GCUA SANITARY SEWER EFFLUENT MONITORING REPORT**

1. No Change Since Last Report.

**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 new motor starter for Well #2 has been installed. However, prior to the Well being placed back into service, it is our understanding that the Contractor has to remove the temporary motor and install the original motor. This work will require

the shutdown of electrical service and therefore, must be coordinated with AC Electric.

2. The preparation of the Engineering Design Plans and Specifications for the new Well #3 is ongoing. The final design plans and specifications are expected to be substantially completed within the next few weeks, pending a determination from NJDEP regarding the final location of the well.
3. We are currently working with the NJDEP on the preparation of the necessary regulatory permits and will be coordinating their completion and submission with the Borough.

#### PORTABLE GENERATOR FOR WATER SYSTEM FACILITIES

1. It is our understanding that the Borough intends to adopt an Ordinance to fund the purchase of a new portable generator for the Borough's water system facilities. It is our understanding that the Borough Solicitor will prepare the necessary bid documents and our office will assist the Borough Solicitor with the development of the technical specifications for the portable generator.

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

1. In cooperation with the Borough's Utility Department, we have completed and submitted the Borough's Annual Water System Audit for the Year 2013. 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. No Change Since Last Report.

#### NJDEP WATER ALLOCATION

1. The Borough's total water usage for January thru September 2014 is in line with the water usage from 2012 which resulted in the Borough being approximately 10 million gallons below the Annual Allocation Limit.

#### WATER SYSTEM CHLORINE CONTENT (5 S. MARION AVENUE)

1. In response to a resident concern regarding the taste and smell of bleach (chlorine) in the Borough's water supply, our office requested that the Public Works Department sample and test the level of free residual chlorine at the residence. The test results revealed that the free residual chlorine content is on the lower end of the State Drinking Water Standards.

#### BOROUGH WATER SYSTEM GIS MAPPING

1. It has come to our attention that the NJDEP will soon be requiring that additional information be provided in the Water System GIS Maps, i.e. locations of valves and fire hydrants, etc. Please note that this work may be a pre-requisite for our proposed NJDEP Well Permit Applications.



### GIS MAPPING PROJECT

1. We are scheduled to meet with the Shade Tree Commission to determine the scope of the GIS work that could assist the Commission with documenting various elements of the street tree program and assist in maintenance.
2. We would like to schedule a meeting with the Borough to discuss the specifics of the type and extent of additional information to be assembled and mapped. Things to consider are the Borough's Utilities, i.e. Sewers, Water Mains, Storm Sewers and their facilities, traffic and warning signs and pavement markings, Borough owned open space, etc.

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

1. No Change Since Last Report.

### STORM SEWER COLLAPSE AT ALEXANDER DRIVE DRAINAGE EASEMENT

1. The Public Works Department recently notified our office of a storm sewer collapse within an existing drainage easement located off of Alexander Drive. Upon visual inspection, it was difficult to assess the extent of the damaged pipe and required repairs due to the depth of the pipe. It is our understanding that the Public Works Department will be attempting to schedule a video inspection of the pipe.

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

1. Our office recently contacted the resident at #414 S. Marion Avenue regarding the existing drainage problem and informed them that the Borough is unable to provide any assistance due to the lack of a formal recorded drainage easement that assigns the Borough with the maintenance responsibilities and would allow for access to perform the maintenance activities. We subsequently advised the resident to seek the assistance of the appropriate surveying/engineering professional.

### NJPDES STORMWATER DISCHARGE PERMIT

1. Our office attended the October 15<sup>th</sup> informational session regarding the renewal of the Tier A Municipal Stormwater Discharge Permits and the various statewide program changes that are expected to be adopted in early 2015. In summary, these changes include the following:
  - A. An increased variety of activities for the Public Education Element
  - B. Additional Employee Training Opportunities
  - C. Additional Municipal Maintenance Yard Activities
  - D. Additional Stormwater Facility Maintenance Activities
  - E. Additional mapping requirement for Borough Stormwater Facilities
  - F. A more in-depth Annual Reporting Process
  - G. An annual Stormwater Auditing Process
  - H. Funding opportunities that may be available for making improvements to existing stormwater facilities

**FEMA FLOOD MAP UPDATES & HAZARD MITIGATION PLAN**

1. The Borough has recently received information from Federal Emergency Management Agency (FEMA) pursuant to an updated Flood Insurance Study (FIS) and updated Flood Insurance Rate Maps (FIRM) for the County of Gloucester. Our office reviewed the information and prepared a Memorandum, dated October 3<sup>rd</sup>, with particular attention to the impacts to the Borough of Wenonah.
2. FEMA has scheduled a community coordination meeting for October 30<sup>th</sup> at 7PM at the Borough Hall. The purpose of the meeting is to discuss the revised flood hazard information, ordinance adoption, and other frequently asked questions and concerns.

**STOP SIGN INVESTIGATION**

1. Our office has prepared and submitted an Engineering Report analyzing the feasibility of providing 4-Way stop controls at the following intersections:
  - A. North Jackson Avenue and West Poplar Street
  - B. South Marion Avenue and East Cedar Street
  - C. East Maple Street and North Princeton Avenue
  - D. East Maple Street and North Stockton Avenue

As indicated in the Report, four-way stop controls can be justified for the intersection of North Jackson Avenue and West Poplar Street.

However, the intersections of East Cedar Street and South Marion Avenue, East Maple Street and North Princeton Avenue, and East Maple Street and North Stockton Avenue do not meet the required criteria for the installation of four-way stop controls.

2. Should Council elect to adopt the necessary Ordinances to enact such stop controls at the intersection of North Jackson Avenue and West Poplar Street, we will assist the Borough Solicitor in the preparation of said Ordinance(s).

**PARKING ISSUES AT METHODIST CHURCH**

1. No Change Since Last Report.

**MANTUA AVENUE HANDICAP PARKING RESERVATION**

1. No Change Since Last Report.

**CROSSWALK STRIPING IN MANTUA AVENUE AT LISLE FIELD**

1. As requested, our office will prepare a County Application for the installation of Crosswalk Striping across Mantua Avenue in the vicinity of Lisle field.

**BARKBRIDGE ROAD SPEED LIMIT**

1. No Change Since Last Report.

NJDEP RECREATIONAL TRAILS GRANT APPLICATION - IMPROVEMENTS TO ELDRIDGE TRAIL

1. No Change Since Last Report.

#204 WEST WILLOW

1. Our office has been assisting the Building Contractor and Public Works Department in the layout of the new public water and sewer service connections.

IV. PLANNING BOARD ACTIVITY:

1. No significant activity

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

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