

# BOROUGH OF WENONAH

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## COUNCIL MINUTES – BUSINESS MEETING

March 26, 2015

### Pledge of Allegiance

**Call to Order:** 7:30 p.m. by Mayor John R. Dominy  
Wenonah Municipal Building, 1 South West Avenue Wenonah, NJ 08090

**Roll Call:** Present: Dominy, Hausman, Howard, Kaferle, Lader, Norris, Sheppard  
Absent:  
Also Present: Solicitor Duffield

### Open Public Meetings Act Statement:

**Adoption of the Agenda:** JS/CH AIF

**Open to Public** CH/JH  
On behalf of the Mullica Hill Triathlon Club, representative from the Wenonah Swim Club; Bridget questioned if council would approve a 5k run at the Wenonah Swim Club. Same Course as last year on Friday, June 5, 2015 at 6:45 pm

**Close to Public** JS/PL AIF

**Motion to approve:** February 26, 2015 Business Meeting Minutes CH/PK AIF

**Motion to approve:** Ordinance 2015-3, 2<sup>nd</sup> read  
Repealing Chapter 36 entitled "Municipal Court" of the code book JH/PK

**Open to Public** JS/CH  
No comment

**Close to Public** CH/JH

Roll Call:

Ayes: Hausman, Howard, Kaferle, Norris, Sheppard

Nays: Lader

Abstain: None

Absent: None

Motion Approved

**Motion to approve:** Ordinance 2015-4, 2<sup>nd</sup> read  
Establishing a Joint Municipal Court with the Township of Mantua, Pitman, and Wdby Hts JH/PK

**Open to Public** CH/BN

No comment

**Motion to Close Public Hearing** JH/PL

Roll Call:

Ayes: Hausman, Howard, Kaferle, Norris, Sheppard

Nays: Lader

Abstain: None

Absent: None

Motion Approved

**Motion to approve:** Ordinance 2015-5, 2nd Read  
Approving Bond for Roadway Improvement to Maple Street and S. Jackson Ave PK/CH

**Open to Public** BN/CH  
No comment

**Close to Public** JS/PL  
Roll Call:

Ayes: Hausman, Howard, Kaeferle, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: None  
Motion Approved

**Motion to approve:** Ordinance 2015-6: 1<sup>st</sup> read  
Approving to exceed the municipal budget appropriation limits and to establish a cap bank (COLA) if needed BN/PK  
Roll Call:

Ayes: Hausman, Howard, Kaeferle, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: None  
Motion Approved

**Motion to approve:** Resolution 2015-37  
Authorizing the execution of the Shared Service Agreement with Mantua for Joint Court Services JH/PK  
Roll Call:

Ayes: Hausman, Howard, Kaeferle, Norris, Sheppard  
Nays: Lader  
Abstain: None  
Absent: None  
Motion Approved

**Motion to approve:** Resolution 2015-39 Approving the self exam of the Budget  
Roll Call:

Ayes: Hausman, Howard, Kaeferle, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: None  
Motion Approved

**Motion to approve:** Resolution 2015-40  
Authorizing the introduction of the 2015 Municipal Budget (Read by Title Only) BN/CH

Rob Scharle, CFO, explained and answered questions regarding the 2015 budget. The proposed 2015 Tax Levy is \$2,116.68 Less than 2014. Wenonah received no increase in State Aid. However, the County Tax Assessor's office conducted a revaluation in 2014 and the New Valuation Taxable (NVT) of the Borough decreased by \$29,031,400 or 11.44%. This automatically increased the Tax Rate by 8.79 cents.

**Motion to approve:** Resolution 2015-41  
Authorizing NJDOT Change order to Krisanna Construction 2013 Municipal Aid Project (FINAL PMT) PK/CH  
Roll Call:

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

Motion Approved

**Motion to approve: Resolution 2015-42**

Authorizing Borough Change order to Krisanna Construction for 2014 Borough Rd Program (FINAL PMT) PK/CH

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

**Motion to approve: Resolution 2015-43**

Approving the 2014 Tonnage Grant application

PK/CH

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

**Motion to approve: Resolution 2015-44 Approving water restrictions for 2015**

PK/CH

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

**Motion to approve: Resolution 2015-46**

Awarding CB Structures, Inc. in the amount of \$103,092 for Public Works pole barn contract

PK/CH

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

**COMMITTEE REPORTS:**

Public Safety & Personnel – J. Howard - See attached report.

Public Works – P. Kaeferle - See attached report.

Human Services – C. Hausman – See attached report. A movie in the Park is confirmed for Wednesday July 22, 2015. Rain date in the next day. Also Clean Communities Day is Saturday May 9, 2015.

Finance & Budget – W. Norris – see attached treasurer and tax collector reports. Councilman Norris indicated that he will be attending the Wenonah Elementary School Budget meeting on April 28, 2015 and the Gateway School Budget meeting May 6 at 7pm in the Media Center.

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

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

**ENGINEER'S REPORT:** Please see attached Engineer's report on all projects going on in town. The Borough received notification on the TAP Grant and will receive \$900,000 for Mantua Ave Street Scape. Mayor thanked Dave for all the work he did on the TAP grant. Councilman Kaeferle will call a committee meeting to discuss the next steps.

**Motion to approve:** Disbursements: BN/PL  
Roll Call:  
Ayes: Hausman, Howard, Kaeferle, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: None  
Motion Approved

**MISCELLANEOUS:**

**Motion to approve:**  
The 2015 Fabulous Friday Night 5k run at Wenonah Swim Club Friday June 5, 2015 JS/JH AIF  
**Motion to approve:**  
Bradley's Buddies 5k run/walk on Sunday October 4, 2015 BN/CH AIF  
**Motion to approve:** Thomas B. Lombardo's application for junior fire fighter JS/JH AIF  
FYI: A COAH Consultant will be at the May 28, 2015 council meeting

**Open to Public** CH/PK  
Gary Odenbrett, 20 N. West Ave, on behalf of the Shade Tree Commission, advised Council that there will be new trees planted in front of certain homes. The residents have been notified. There has been no activity with the Friends of the Park.

Resident Dennis McNulty, 400 W. Mantua Avenue, and Gloucester County Representative, will be attending our council meetings.

**Close to Public** JS/CH


**Motion to approve:** Resolution 2015-47 Closed Session: PK/CH  
Trash Contract Negotiations CH/PK  
**Motion to come out of Closed Session:**

**Motion to approve:** Resolution 2015-45  
Authorizing the execution of Shared Service Agreement with Logan Twp for Trash removal for 2016 pending change of the named insured. PK/CH

Roll Call:  
Ayes: Hausman, Howard, Kaeferle, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: None  
Motion Approved

**Motion to Adjourn:** JS/CH AIF 9:00pm

Minutes Submitted,

  
Karen L. Sweeney, RMC/Admin

Approved: April 23, 2015



ENGINEERS • SURVEYORS • GIS

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VIA E-MAIL ONLY

March 25, 2015

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

RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday March 26, 2015  
Project Number WNOE012K  
RC File #WENONAH: 2015-001

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. Our office has prepared and forwarded the following documents to the Borough for approval:
  - A. Payment Certificate #3 (Final), in the amount of \$13,293.67.
  - B. Borough Change Order #2(Final)
  - C. NJDOT Change Order #1(Final)

As a result of all project Change Orders, it should be noted that the original contract amount of \$284,219.00 has been increased by \$533.74 (0.19%). Therefore, the final contract amount is \$284,752.74.

2. It is our understanding that the final Contract Closeout Documents and 2 Year Maintenance Bond have been approved by the Borough Solicitor and the appropriate Resolutions approving of the Final Contract Payment, Borough Change Order #2(Final), and NJDOT Change Order #1(Final) are scheduled for adoption. Consequently, it is our recommendation that Council adopt said Resolutions and authorize Final Payment to the Contractor.
3. We will now begin the NJDOT Closeout process in pursuit of the Final State Reimbursement for the project, which is expected to be \$43,750.00.

ENGINEERING  
Civil/Municipal  
Site/Civil  
Water Management

SURVEYING  
Land Title Surveys (ALTA/ACS-I)  
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

### BOROUGH POTABLE WATER WELL#3

1. The NJDEP Bureau of Water Systems Engineering has reviewed our permit applications and has provided our office with a number of minor comments and requests for revisions to the plans and specifications. We are collectively addressing the NJDEP Comments with our consultant, PS&S, and anticipate the submission of the revised plans and specifications within the next week.
2. The NJDEP Land Use Regulation Program has issued the Wetlands Letter of Interpretation which unfortunately, has resulted in the requirement for unanticipated land use regulatory permitting. More specifically, we have identified that the following two permits will be required:
  - A. Transition Area Waiver under N.J.A.C. 7:7A-6.2 & 6.3
  - B. Flood Hazard Individual Permit under NJAC7:13-10.2(r)

Our Office has reviewed the specific permit requirements with the NJDEP and we will coordinate the preparation of the necessary permit applications with the Borough.

### PUBLIC WORKS POLE BARN

1. Bids for the new Pole Barn were opened on March 19<sup>th</sup>. The apparent low bidder was CB Structures, Inc. for all three (3) Pole Barn Sizes, including all add-deduct options. Accordingly, it is our understanding that Council intends to adopt a Resolution of Award at the March 26<sup>th</sup> Council Meeting.
2. Upon review of bids and consultation with the Public Works Department, our office has recommended that the award consist of the Base bid for the 40' x 72' Pole Barn, which includes the insulation and steel panel liner package, in the amount of \$103,092.00.
3. Subsequent to award by Council, we will perform the following:
  - A. Issue the Notice of Award and solicit the necessary Performance Bond and Insurance Certificate from the Contractor. (The remaining low bidder's documents shall be returned upon approval of CB Structures, Inc.'s Performance Bond and Insurance Certificates)
  - B. Coordinate the preparation of the site with the Public Works Department.
  - C. Review the Contractor's building designs to verify compliance with the bid plans and specifications and assist in obtaining the necessary Building Permits from the Construction Office.
  - D. Issue the Notice to Proceed and arrange for a pre-construction meeting.

### 2015 DOT MUNICIPAL AID -MAPLE STREET, FROM NORTHEAST AVE. TO N. MARION AVE:

1. No change since last report.
2. As Council may be aware, the availability of funding for the NJDOT Municipal Aid Projects has lately been in question. However, it remains our understanding that the NJDOT is still scheduled to release the Municipal Aid funding notices in April-May.

## II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:

### WENONAH MEADOWS

1. No change since last report.

### AT&T CELLULAR ANTENNAE INSTALLATION

1. AT&T will soon be replacing and upgrading three (3) of the six (6) 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. All of the improvements described above shall be mounted to the existing uni-strut frame which has been attached to the existing handrail located atop the Wenonah Water Tower.
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.

### 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. No change Since Last report.

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

1. No change Since Last report.

## III. GENERAL MUNICIPAL ENGINEERING:

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

1. As you may already be aware, the Borough was awarded a \$900,000 Grant for the Mantua Avenue Project. The amount of the original grant request was \$996,820.
2. We recommend that the Borough move forward with the adoption of the necessary administrative policies and procedures in order to meet the Federal Eligibility Requirements of the Grant.

### 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.

**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 Flow Meter at Well #1 remains temporarily out of service. The Public Works Department is in receipt of the new Flow Meter and is planning for its installation. In the meantime, meter readings have been calculated based upon the run time for the pumps, at an output of 300 gpm.
2. The inspection of the Water Tower's interior ladder and harness has been completed and we are currently awaiting a Report of Findings from the Contractor.

**PORTABLE GENERATOR FOR WATER SYSTEM FACILITIES**

1. It is our understanding that the Borough's Emergency Management Coordinator is seeking a funding source to provide for an emergency generator at the Elementary School. Our office has requested that the OEM Coordinator contact our office should a funding source be identified so we may pursue funding for the Water System Generator
2. Assuming that funding cannot be located, we recommend that considerations be made to supplement the Project with additional funds in order to provide for the necessary budget and then re-advertise for the Portable Generator.

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

1. The DRBC Annual Water System Audit, which is due for submission by March 31st, 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. It is our understanding that a number of the water meters have malfunctioned and are currently being replaced by the Public Works Department. It is also our understanding that the Borough is continuing to work with the supplier on the replacement of the malfunctioning meters.



#### NJDEP WATER ALLOCATION

1. The Borough's total water usage for January thru February 2015 was the lowest recorded during the same time period in the past ten (10) years.
2. The renewal of the Borough's NJDEP Water Allocation Permit will be performed in conjunction with the Water Allocation Permit required for new Well #3.

#### 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.

#### GIS MAPPING PROJECT

1. No Change Since Last Report.

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

1. No Change Since Last Report.

#### STORM SEWER COLLAPSE AT ALEXANDER DRIVE DRAINAGE EASEMENT

1. No Change Since Last Report.

#### STORM SEWER COLLAPSE AT JEFFERSON AVE & BUTTONWOOD STREET

1. The Public Works Dept called our attention to an existing inlet that had collapsed. The inlet was subsequently repaired.

#### GRADING ISSUES @ #10 S. PRINCETON AVENUE

1. No Change Since Last Report.

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

1. No Change Since Last Report.

#### NJPDES STORMWATER DISCHARGE PERMIT

1. We are in the process of completing the electronic filing of the 2014 Annual Report and supplemental questionnaire which is due May 2<sup>nd</sup>.
2. Our office is in receipt of the NJDEP's 2015 Annual Fee Report and Assessment of Fees which indicates that the Borough's 2015 annual fee remains at \$1,050. The full proposal can be viewed at <http://www.nj.gov/dep/dwq/njpdesfees.html>. A public hearing is scheduled for April 15<sup>th</sup> and the public comment period ends on April 15<sup>th</sup>.

#### HAZARD MITIGATION PLAN

1. Our office has re-submitted the Borough's Master Plan and Re-Examination Reports to Stuart Wallace, LLC.

2. On March 11th and 12th, Gloucester County is hosted two full-day workshops to inform the local municipalities as to how to implement and maintain the Hazard Mitigation Plans (HMPs) that are currently being updated. Our office did not attend the workshops but it is our understanding that the Borough's Emergency Management Coordinator participated.

**FEMA FLOOD MAP UPDATES**

1. No Change Since Last Report.

**SPEED LIMIT DETECTOR SIGNS**

1. Our office is awaiting direction from Council as to the extent of our involvement in the selection of the appropriate type and number of speed limit detector signs.

**PARKING ISSUES AT METHODIST CHURCH**

1. No Change Since Last Report.

**LIGHTED PEDESTRIAN CROSSWALK SIGNAGE IN MANTUA AVENUE**

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.

**IV. PLANNING BOARD ACTIVITY:**

1. A Resolution to memorialize the approval of a request for multiple variances pursuant to the installation of a detached garage whose size and height were above that which is permitted by Ordinance was adopted by the Planning Board. The Resolution reflected a number of conditions, including the installation of a landscaping screen.

If there are any questions regarding the content of this report, please contact me at the office (215) 839-8087 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)