

BOROUGH OF WENONAH

www.boroughofwenonah.com

COUNCIL MINUTES – BUSINESS MEETING

November 19, 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: Hausman, Kaeferle, Norris, Lader, (7:35) Sheppard
Absent: Howard
Also Present: Solicitor Brian J. Duffield

Open Public Meetings Act Statement:

Adoption of the Agenda: JS/CH AIF

Open to Public CH/PK
Resident Bill Schnarr, 307 Maple Street, indicated that the pedestrian signs were gone from Maple Street in front of his house at the crosswalk. He requested that they be replaced. He also mentioned the need for more police presence on Maple street regarding the 4-ton weight limit. In addition, Mr. Schnarr questioned the legality of the directional arrow sign on Glassboro Road pointing to Maple Street. He stated that this sign may lead to more traffic coming down Maple.

Close to Public JS/CH

Motion to Approve: October 22, 2015 Regular Council Minutes CH/PK AIF

Motion to Approve: Special Meeting from December 3, 2014 PK/JS
All in Favor. Councilman Hausman and Lader abstained

Motion to Approve: Resolution 2015-91 Approving the appointment of William Schnarr III, to Patrolman 6 JS/PK

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

William Schnarr III is sworn in by Mayor Dominy

Motion to Approve: Resolution 2015-92

Transfer budget appropriations within the 2015 budget
Roll Call
Ayes: Hausman, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: Howard
Motion Approved

Motion to Approve: Resolution 2015-93 Approving the execution of an agreement with the County of Gloucester for the provision of public safety radio communications equipment
Roll Call
Ayes: Hausman, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: Howard
Motion Approved

Motion to Approve: Resolution 2015-94 Authorizing the adoption of Standard Operating Procedures for Federal Aid Projects
Roll Call
Ayes: Hausman, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: Howard
Motion Approved

Motion to Approve: Resolution 2015-95 Authorizing the renewal agreement and corresponding resolution for the South Jersey Regional Employee Benefits Health Insurance Fund
Roll Call
Ayes: Hausman, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: Howard
Motion Approved

COMMITTEE REPORTS:

Public Safety & Personnel -- J. Howard - See attached reports. Absent.

Public Works -- P. Kaeferle -- See attached report. Also, water usage is 3 million less than last year.

Human Services -- C. Hausman -- See Report -- Clean Community Day was on November 14, 2015 and there was a great turn out. Over 100 volunteers!

Finance & Budget -- W. Norris -- See attached reports.

Legal & Ordinance -- P. Lader -- Nothing to report

Public Buildings & Grounds -- J. Sheppard -- see attached report. Fire Chief, Drew Sole, indicated that there was a small smoke/electrical problem at the train station over the weekend. The refrigerator in the kitchen caused the problem and the Fire Dept. removed it from the building.

Engineer's Report - Please see attached Engineer's report on all projects going on in town.
There was some discussion on the upcoming meeting with DOT on Tuesday for the TAP project. Also, handicapped ramps were installed at Mantua and Garfield.

Motion to Approve: Disbursements: PL/CH
Roll Call
Ayes: Hausman, Kaerferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: Howard
Motion Approved

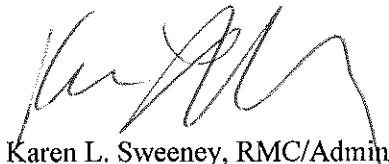
MISCELLANEOUS:

Open to Public JS/CH
Fire Chief, Drew Sole, wanted to let council know that the fire house siren is back in service and operational. The siren is on a timer and will ring as needed between 11pm and 6 am.
Mayor Dominy thanked Drew.

Close to Public CH/BN

Motion to adjourn: 8:00 pm CH/JS
All in Favor

Minutes Submitted,



Karen L. Sweeney, RMC/Admin
Approved: Dec.17, 2015



ENGINEERS • SURVEYORS • GIS

PHILADELPHIA OFFICE
FINANTA Center
1301 N. 2nd Street - Suite 7
Philadelphia, PA 19122
P: 215.839.8087
F: 877.839.6975

NEW JERSEY OFFICE
South Jersey Technology Park
107 Gilbreth Parkway - Suite 103E
Mullica Hill, NJ 08062
P: 856.226.3703
F: 877.839.6975

VIA E-MAIL ONLY

November 17, 2015

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

RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday November 19, 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:

BOROUGH POTABLE WATER WELL#3

1. The project specifications must be modified to account for the FHA Permit Conditions. Once complete, we will advertise the project for Public Bid, which is anticipated for the end of November. Advertisements shall be published in both the SJ Times and Trenton Times due to the specialized nature of the project.

PUBLIC WORKS POLE BARN

1. The Public Works Department has completed the installation of the concrete floor.
2. Permits for the electrical wiring improvements have been delivered to Mantua Township for approval. It is our understanding that details regarding the proposed lighting improvements, i.e. # of fixtures, types, wattages, etc., have yet to be fully determined.
3. The Public Works Department has solicited bids for the proposed heating/HVAC improvements. Permit applications will be prepared and submitted following selection of the proposed heating unit. Our office will assist the Public Works Department as requested.
4. Specific details regarding the proposed lighting and heating unit are required in order for the Energy ComCheck to be completed by our office.

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

1. The project will be re-advertised for bid in early 2016 in anticipation of better unit bid pricing and a late Spring/early Summer construction.

ENGINEERING
Civil/Municipal
Site/Civil
Water Management

SURVEYING
Land Title Surveys (ALTA/ACS#)
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

www.rodriquezconsulting.biz

II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:

STOCKTON AVENUE EXTENSION

1. Based upon a recent inspection, the site has been cleared in preparation for the construction of the proposed improvements.
2. The proposed water main extension and roadway extension must be inspected by the Borough to ensure their proper installation. Our office will coordinate this work with the property owner and Public Works Department.

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. 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. The various policies which are required to confirm the Borough's eligibility to receive Federal Funds have been prepared and are ready for adoption.
2. The NJDOT has scheduled the Borough's Federal Eligibility Interview for November 24th at 2PM at the Municipal Building.
3. Our office has begun addressing the requirements of the National Environmental Policy Act (NEPA) and will most likely employ the services of an Environmental Subcontractor to provide assistance with specific tasks.

2016 NJDOT MUNICIPAL AID PROGRAM:

1. No change Since Last report.

WENONAH LIBRARY:

1. We have tentatively scheduled a meeting with the Library representatives on November 27th to assist with updating their strategic plan and facility development goals.

WENONAH LAKE:

1. Our office has obtained a permit to allow for the lowering of Wenonah Lake by two (2) feet for debris clearing purposes. The lake has since been lowered and must be returned back to normal levels before February 1, 2016.

BOROUGH ROAD OPENING PERMITS

1. No Change Since Last Report.

LIGHT RAIL

1. No Change Since Last Report.

CONRAIL

1. Pursuant to the impending reconstruction of the existing Maple Street Railroad Crossing, the NJDOT's Traffic Control Subcontractor has prepared and submitted a proposed Detour Plan for review and approval. The plan was subsequently found to be acceptable by both our office and Police Chief Rogers.
2. Upon confirmation of a construction start date, a preconstruction meeting will be scheduled to identify and address any concerns relative to the project's impact upon Borough Operations and Facilities.

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. We are currently awaiting the NJDEP's Compliance Report pursuant to the October 6th meeting between Ken Trovarelli and the NJDEP regarding the maintenance and operations procedures for the Borough's Water System Facilities. Based upon our discussions, we anticipate that the following issues will most likely be included in the Report and will ultimately require action by the Borough:
 - A. The Borough's intentions relative to the recommendations provided in the 2010 Utility Service Company's Water Tank Inspection Report, which included the re-painting of the Water tank.
 - B. The purchase of a second portable emergency generator for the Water System facilities in the event of a long term power failure.
 - C. A detailed Emergency Operation and Maintenance Manual for the Water System Facilities (*It is our understanding that the Public Works Department has recently prepared this Manual*).

BOROUGH WATER TOWER AND WELLS

1. No Change Since Last Report.

PORTABLE GENERATOR FOR WATER SYSTEM FACILITIES

1. We have recently forwarded our Portable Generator Specifications to the County Engineer with the hope that a funding source can be identified. We have received no additional information to date.

DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. No Change Since Last Report.

WATER METER UPGRADES

1. The Borough is currently coordinating the replacement of 24 malfunctioning meters with the meter supplier.
2. The Public Works Department has expressed a need for re-training on the procedures for installing the new meters and re-programming the transmission units. Our office will identify their specific needs and will coordinate with both the Meter Installer (National Metering Services, Inc.) and the Borough.

NJDEP WATER ALLOCATION

1. The Borough's total water usage for January thru October 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.

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

1. No Change Since Last Report.

STORM SEWER COLLAPSES

1. The Public Works Department has arranged for a video inspection of the Borough's most troublesome storm sewers to be performed on November 18th. The camera is available for ½ day and the video inspection work shall begin with the Cherry Street storm sewers.

NJPDES STORMWATER DISCHARGE PERMIT

1. The latest Local Public Education activity included the Environmental Commission hosting a table at the October 24th Borough Harvest Fair with information about stormwater management and water conservation. This activity earned the Borough 2 out of the 10 required points for Local Public Education.
2. We must identify the new contact person/science teacher at the Elementary School who will assist with coordinating the 2016 Americorps Ambassador's annual classroom presentations.

HAZARD MITIGATION PLAN

1. No Change Since Last Report.

FEMA FLOOD MAP UPDATES

1. No Change Since Last Report.

CROSSWALK STRIPING IN MANTUA AVENUE AT LISLE FIELD

1. Our office has submitted both a County Road Opening Permit and a Signage and Striping Permit Application for the installation of Handicap Ramps and Crosswalk Striping at the intersection of Mantua Avenue and Garfield Avenue.
2. Arrangements were made to utilize the County's Contractor for the installation of the handicap ramps and the ramps were subsequently installed on November 16th.
3. We have solicited bids for the installation of a thermoplastic crosswalk and the low bid was in the amount \$1,000, from Zebra Striping and Signs, LLC. Upon receipt of the Signage and Striping Permit from the County, our office will schedule the installation of the crosswalk with the Contractor.
4. In light of the need for additional handicap accessible improvements in the vicinity of Lisle Field, we recommend that the Borough consider the submission of an application for funding under the PY 2016-17 CDBG Municipal Project Program. For reference, CDBG Grant Applications are typically submitted in the month of April (2016) and, if approved, would commence construction the following Spring (2017).

NJDEP RECREATIONAL TRAILS GRANT APPLICATION - IMPROVEMENTS TO ELDRIDGE TRAIL

1. No Change Since Last Report.

IV. PLANNING BOARD ACTIVITY:

1. No Significant Activity.

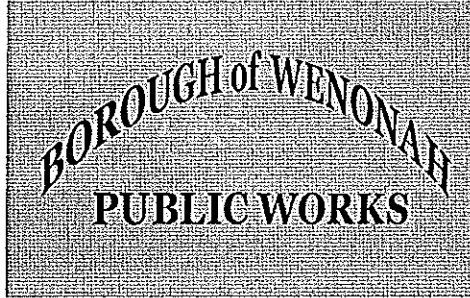
If there are any questions regarding the content of this report, please contact me at the office (856) 226-3703 or on my cell at (267) 972-6317.

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)

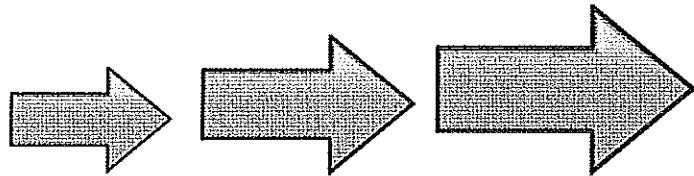


Public Works Report

**Submitted by Ken Trovarelli, DPW Supervisor
November 19, 2015**

- Collected Yard Waste and Branches for an additional week past the Collection Schedule.
- Delivered 25 Yards of Recycled Wood Chips to residents.
- 300 cubic yards of leaves have been picked up.
- Trimming trees throughout town for new trash hauler truck access.
- Cleared debris from tops of catch basins as preventative maintenance prior to storms.
- Mowed and trimmed the grass on all Borough maintained properties.
- Collected trash and recycling at ball fields, parks, municipal properties and businesses.
- Collected Metal Items, TV's, Computers and Refrigerators per residents' requests.

OVER



**Borough of Wenonah
Human Services Committee Report
Carl Hausman
Nov. 16, 2015**

Carl Hausman, Chair

Clean Communities Day

Over a hundred volunteers from various community groups turned out for Community Cleanup Day, Saturday, Nov 14.

Trash and recycling were separated into labeled bags.

Yard waste (primarily leaves) was raked to the curb.

Nine bags of recycling were collected and seven bags of trash were collected.

The park was the primary focus of the cleanup. While I cannot estimate the volume of leaves, I do note that the leaves removed from the park formed a continuous bank on both side streets from Mantua to Cherry.

Volunteers also cleared flower beds at the Community Center and raked the lawn and the flower beds at Borough Hall.



To: Mayor Dominy and Members of Borough Council
From: Drew Sole, Fire Chief
Subject: Fire Chiefs Report for October, 2015
Date: November 3, 2015

The Wenonah Fire Company was in service twenty two times during the month of October. Twelve were calls for fire or rescue assistance, four were weekly training activities and six extra service assignments. A summary of the alarms follows.

Emergency Responses

Alarm System Investigation	1
Fumes Investigation	1
Request for Mutual Aid	8
Tree Removal	1
Wires Investigation	1

Extra Service Assignments

1. Assist with the Bradley's Buddies Charity run.
2. Conduct fire prevention activities at Wenonah School.
3. Provide lighting at the Wenonah Lake Haunted Trail.
4. Attended a fire prevention display at Oak Valley Fire Company.
5. Provided a display of apparatus at the Wenonah Harvest Festival.
6. Attended a fire prevention display at Greenfields Fire Company.

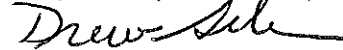
During the month of October the fire company responded to twelve calls of need to our town and our neighboring communities and trained on four separate occasions for a total of 235.1 staff hours of service.

The fire company participated in quite a number of Borough events in October some of which required a fairly good amount of time. The Haunted Trail required a stand by for lighting from 6:30 pm to 10:30 pm and the Harvest fair was from 11:00 am to 4:00 pm. I commend the

members that supported these longer events as they did it with no compensation or even a free meal!

The siren has been rebuilt and reinstalled on the station. As part of this replacement I have decided to place a timer on it so it will not sound from the hours of 11:00 pm to 06:00 am. For years this was a request from residents but the mindset was always that we wanted people to know we were awake. Times change and times progress. The intent of the siren in today's world is to alert people who are out during the day to watch for firefighters responding to the station and watch for apparatus responding to the emergency. This is what the siren does now with the timer on it.

Respectfully submitted,

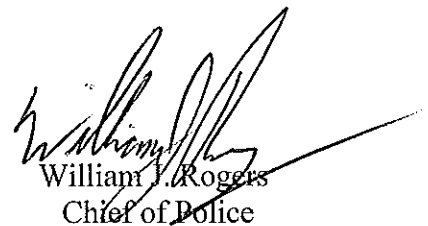


Drew Sole, Fire Chief

TO: Councilman John Howard
FROM: Chief William Rogers
DATE: November 19, 2015
REF: Police Activity- Month of October, 2015

- Officers responded to 9 medical calls
- Officers assisted the Fire Dept. 3 times
- Our officers assisted outside agencies 31 times during the Month.
- 7 Suspicious Persons/MV's
- 5 Alarm calls
- 9 Public Assists
- 3 Motor Vehicle complaints
- 2 Motor Vehicle Crashes
- 2 Thefts
- 1 Juvenile complaint
- 2 Criminal Mischief
- 3 Animal complaints
- 1 Crossing Post covered
- 6 Warrant Arrest
- 1 Burglary
- 6 D.M.V's

Training
ERT assignment -- Ptlm. Basile



William J. Rogers
Chief of Police

TREASURER'S REPORT 2015

REVENUES:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Property Tax Receipts	\$ 29,274.90	\$ 16,600.09	\$ 33,126.37	\$ 10,596.86	\$ 1,350.22	\$ 9,316.86	\$	\$ 250.00	\$	\$	\$	\$	\$ -
Delinquent Taxes	\$ 777.97	\$ 1,854.15	\$ 4,178.36	\$ 1,502.14	\$ 634.71	\$ 2,715.82	\$ 812.49	\$ 714.83	\$ 2,050.05	\$ 457.42	\$	\$	\$ 100,515.30
Interest on Delinquents	\$ 556,640.65	\$ 1,439,724.52	\$ 71,134.57	\$ 295,462.25	\$ 1,532,026.31	\$ 64,850.86	\$ 440,905.11	\$ 1,782,013.06	\$ 58,281.59	\$ 290,101.57	\$	\$	\$ 6,531,140.49
Current Taxes						\$ 11,403.54	\$ 4,295.12	\$ 3,904.33	\$ 2,076.89	\$	\$	\$	\$ 21,679.88
Prepaid Taxes													\$ -
Special Assessment													\$ -
NSF	\$ 20,213.75	\$ 17,227.40	\$ 15,315.62	\$ 11,784.84	\$ 16,906.64	\$ 23,105.84	\$ 12,077.73	\$ 95,101.60	\$ 16,106.83	\$ 21,007.55	\$	\$	\$ 20.00
Other Revenues	\$ 1,192.00	\$ 596.00	\$ 1,630.00	\$ 449.00	\$ 78.00	\$ 14.00	\$ 14.00	\$ 51.00	\$ 42.00	\$	\$	\$	\$ 4,066.00
Dog/Cat Licenses													\$ -
Utility Receipts													\$ -
Water/Sewer Rents	\$ 620.00	\$ 620.00	\$ 148,277.60	\$ 139,179.70	\$ 10,795.20	\$ 5,643.90	\$ 7,204.71	\$ 7,823.07	\$ 142,814.33	\$ 156,463.47	\$	\$	\$ 612,761.98
Penalty	\$ 915.00	\$ 40.00	\$ 1,672.38	\$ 1,028.51	\$ 1,028.51	\$ 630.91	\$ 692.47	\$ 706.80	\$ 87.19	\$ 1,750.00	\$	\$	\$ 7,523.26
Prior Year Rent	\$ 9,452.55	\$ 560.00	\$ 480.00	\$ 480.00	\$	\$ 2,758.52	\$	\$ 126.21	\$	\$	\$	\$	\$ 13,377.28
Other	\$ 3,899.00	\$	\$ 75.00	\$ 75.00	\$ 1,367.00	\$ 1,078.43	\$	\$ 8,268.00	\$ 67.73	\$	\$	\$	\$ 14,755.16
Appropriation Refund													\$ -
Lake Revenues													\$ -
Concession					\$ 408.00	\$ 467.00	\$ 627.00	\$ 476.00	\$ 192.00	\$	\$	\$	\$ 2,170.00
Volley Ball Usage					\$ 10.00	\$	\$	\$ 28.00	\$	\$	\$	\$	\$ 38.00
Walk in					\$ 272.00	\$ 792.00	\$ 2,061.00	\$ 2,186.00	\$ 662.00	\$	\$	\$	\$ 5,973.00
Pavilion Rental					\$ 50.00	\$ 225.00	\$ 50.00	\$ 175.00	\$	\$	\$	\$	\$ 500.00
Parties					\$ 160.00	\$ 160.00	\$ 1,874.00	\$ 1,264.00	\$	\$	\$	\$	\$ 3,298.00
Day Passes					\$ 80.00	\$ 64.00	\$ 96.00	\$ 208.00	\$ 24.00	\$	\$	\$	\$ 472.00
Pass Books					\$ 300.00	\$ 250.00	\$ 100.00	\$ 50.00	\$	\$	\$	\$	\$ 700.00
Regular Membership			\$ 210.00	\$ 210.00	\$ 3,255.00	\$ 1,905.00	\$ 770.00	\$ 140.00	\$	\$	\$	\$	\$ 6,280.00
Non/Res Membership			\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 600.00	\$ 150.00	\$	\$	\$	\$	\$ 1,650.00
Non/Res Single Membership													\$ -
Other													\$ -
TOTAL:	\$ 622,365.82	\$ 1,477,242.16	\$ 273,662.52	\$ 455,712.17	\$ 1,568,791.59	\$ 114,288.14	\$ 479,288.05	\$ 1,895,758.89	\$ 232,432.32	\$ 471,924.63	\$ -	\$ -	\$ 7,591,466.09

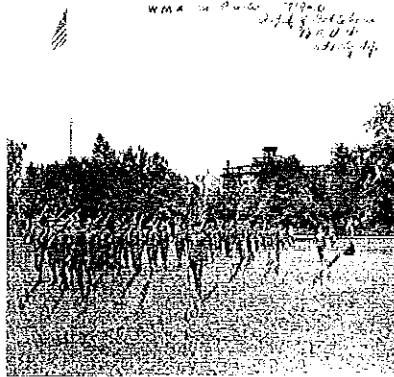
Tax Collector's Statement of Cash Receipts

Current Taxes	October 2015	2015 To Date
Prepaid Taxes / 2016	2,076.89	21,679.88
2015 Taxes	290,101.57	6,531,140.49
2014 Taxes		97,959.34
6% Year End Penalty		2,555.96
Arrears		
Tax Title Liens		
Interest & Costs	457.42	15,522.94
Tax Searches		
Cleanup		
Advertising Costs	0.00	297.76
Tax Sale Premium	0.00	23,400.00
Lien Recording		
Dup. Tax Sale cert. Fee		
NSF Fee		20.00
Bankruptcy & Foreclosure Fees		
Total Receipts	292,635.88	6,692,576.37



Beth A. Walls
Tax Collector

Percentage of Collection at October 31, 2015	77.17%
Percentage of Collection at October 31, 2014	77.78%



WMA in Parade
Wenonah Military Academy, Cadets on Parade

Report

To: Karen Sweeney & Members of Borough Council

Re: Buildings & Grounds Report

Month: November 2015

Karen & Council,

Please note the following items of interest that have transpired since the last report,

Wenonah Park:

Clean Communities on Saturday 11-14-2015. Efforts will / were made to spruce up the areas

Wenonah Lake & Other Borough Properties:

Graffiti: Early Sunday morning on October the 18th, the community center was vandalized with graffiti on the South, East and West walls. Ken and his crew responded quickly early Sunday morning and were able to successfully remove all of the paint.

We have re-set the perimeter lighting to stay on later in hope that it acts as a deterrent. We have also asked Chief Rogers to alert the officers to be vigilant going forward.

Respectively submitted,

Jack

Jack Cornell Sheppard Jr., Member of Borough Council

Buildings & Grounds Chair