

# BOROUGH OF WENONAH

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## COUNCIL MINUTES – BUSINESS MEETING

AUGUST 24, 2017

### 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 (8:25) Lader, Norris, Sheppard  
Absent: Cox  
Also, present: Solicitor Duffield

### Open Public Meetings Act Statement:

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

**Open to Public** PL/BN

Resident Tom Brett, 104 W. Willow Street, asked council if there was going to be referendum so the people could vote on purchasing a new fire truck. The Mayor explained that there would be no referendum, the decision was Council's. The Council was elected to make those decisions, just as they decided a new well was necessary. Those decisions were in the residents' best interest. Councilman Sheppard expressed his agreement. Councilman Sheppard also explained that council did their homework on this project.

There was a brief discussion regarding public safety in other towns with other fire departments.

Danielle Williams, 402 E. Buttonwood Street, wanted to remind council that school will be starting shortly. She asked if anything had been done regarding speeders on her street. She indicated that she wouldn't mind if the police parked in her driveway to slow speeders. Mayor Dominy referred the question to Police Chief Rogers who promised to pass the information on to his officers.

**Close to Public** JS/CH

Motion to Approve: July 27, 2017 Business Meeting Minutes CH/JS AIF

Motion to Approve: Ordinance 2017-7, 2<sup>nd</sup> read, Sale of Real Property BN/JS

**Open Public Hearing:** CH/JS

No Comments

**Close Public Hearing:** JS/PL

Roll call:

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

Motion to Approve: Resolution 2017-79: Authorizing Cancellation of Taxes and Tax Refund.  
Wenonah is authorized to cancel taxes for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, 2017, in the amount of \$8,921.18.  
In addition, cancel taxes for the 1<sup>st</sup> and 2<sup>nd</sup> quarters 2018 in the amount of \$8,734.66 for the property  
located at 6 N. Marion Ave. owned by Douglas Cawley. Wenonah is also authorized to refund the 3<sup>rd</sup> Qtr.  
2017 taxes, in the amount of \$4,460.59, that had been inadvertently paid to Wells Fargo. BN/PL

Roll call:  
Ayes: Hausman, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: Cox, Kaeferle  
Motion Approved

Motion to Approve: Resolution 2017-80:  
Authorizing Execution of an Agreement with South Jersey Power Cooperative BN/CH

Roll call:  
Ayes: Hausman, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: Cox, Kaeferle  
Motion Approved

Motion to Approve: Resolution 2017-81: Approving a refund for Wenonah Lake  
non-resident membership in the amount of \$150 BN/CH

Roll call:  
Ayes: Hausman, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: Cox, Kaeferle  
Motion Approved

Motion to Approve: Resolution 2017-82: Authorizing the execution of an interlocal contract with  
the Houston-Galveston area council (HGAC) for participation in a national cooperative purchasing  
program JS/BN

Roll call:  
Ayes: Hausman, Lader, Norris, Sheppard  
Nays: None  
Abstain: None  
Absent: Cox, Kaeferle  
Motion Approved

Motion to Approve: Resolution 2017-83: Authorizing the execution of a shared services agreement between the Borough of Wenonah and the County of Gloucester for the supply, delivery and overlay of hot mix asphalt materials. JS/CH

Roll call:

Ayes: Hausman, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: Cox, Kaeferle

Motion Approved

Motion to Approve: Resolution 2017-84: Amending the adopted capital budget BN/CH

Roll call:

Ayes: Hausman, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: Cox, Kaeferle

Motion Approved

~~Resolution 2017-85:~~ **Tabled**

Awarding and authorizing contract for construction management and inspection related with Remington & Vernick Engineers for a Federally Funded Multi-Modal Transportation Improvement project in the amount of \$167,212.91

Motion to Approve: Ordinance 2017-8: 1st read Purchase of Fire truck (\$410,000) and Improvements to S. Marion Avenue and S. Clinton Avenue \$520,000 JS/PL

Roll call:

Ayes: Hausman, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: Cox, Kaeferle

Motion Approved

Motion to Approve: Best Practices BN/CH AIF

**Committee Reports:**

Public Safety & Personnel:

J. Sheppard – See attached report.

Public Works:

P. Kaeferle – (Absent) See attached report.

Human Services:

C. Hausman – See attached report.

Finance & Budget:

W. Norris – See attached Treasurer's & Tax Collector's report.

Legal & Ordinance:

P. Lader – Nothing to report.

Public Buildings & Grounds:

D. Cox – (Absent) See attached report

Engineers Report:

David Kreck - See attached report.

Dave advised council that solicitations for DOT Municipal Aid Applications are out and due on October 6, 2017. He requested feedback from council on the filing of an application for W. Cherry Street, from South West Ave to Garfield Street, that would include the replacement of the old storm sewers. Depending upon the cost estimates, (as this will be a costly project), we may want to break it out into two (2) separate applications, with the easterly portion (Southwest to Jefferson/Lincoln) being first priority. He would like to get started on that asap. Mayor Dominy indicated that council will respond.

Motion to Approve: Disbursements

JS/PL

Roll call:

Ayes: Hausman, Lader, Norris, Sheppard

Nays: None

Abstain: None

Absent: Cox, Kaeferle

Motion Approved

**Miscellaneous**

Motion to Approve: The ONSD (One Night of Song and Dance) event on September 23, 2017 at Wenonah Lake

JS/CH AIF

Councilman Kaeferle arrives 8:25 pm

**Open to the public:**

BN/PL

Resident Nick DeCarlo, 501 E. Buttonwood Street asked council if they would waive the \$300.00 Borough Property usage fee for the night of song and dance. Mayor explain that the new ordinance needs to be followed.

Resident Jennifer Lindsey 107 S. Clinton Ave asked council if there was any movement on the cars that were broken into; even though they were not locked Chief Rogers indicated he had no information to report at this time.

**Close to the public:**

JS/CH

**Motion to Approve:** Resolution 2017-86: Closed Session

“Anticipated Litigation - Mantua Ave. Improvement Project” and interviews with Vito Gagliardi, Jr. and Allan P. Dzwilewski re: proposal to represent Wenonah Borough Tax Apportionment.

JS/CH AIF

Go into Closed Session: 8:30 p.m.

Come out of Closed Session 10:15 p.m.

Motion to Approve: Resolution 2017-87: Awarding contract to Think Pavers for the Federal Funded Multi-modal Transportation Improvement Project

PK/CH

Roll call:

Ayes: Hausman, Kaeferle, Lader, Norris, Sheppard

Nays: None

Abstain: None

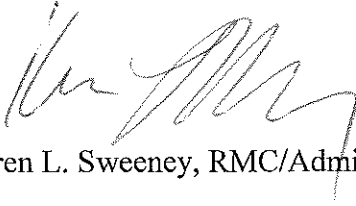
Absent: Cox

Motion Approved

**Motion to Adjourn:** 10:15 pm

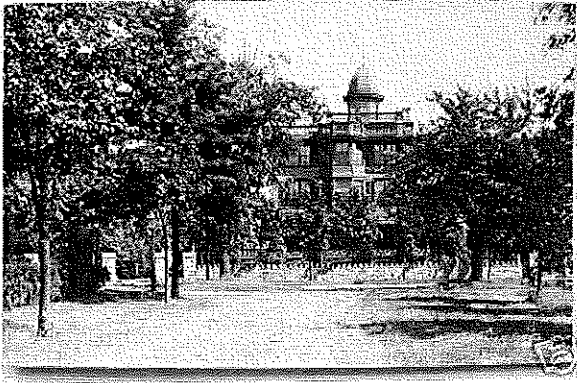
BN/JS AIF

Minutes Submitted,



Karen L. Sweeney, RMC/Admin/Treasurer

Approved: September 28, 2017



*Wenonah Military Academy 1920's*

## **Report**

**To:** Mayor Dominy, Members of Borough Council, & Karen Sweeney

**Re:** Public Safety & Personnel Committee Report

**Committee Members:** Jack C. Sheppard Jr. – Chair, Bill Norris & Dan Cox

**Month:** *August 2017*

Mayor Dominy & Borough Council,

**Committee activities this past month included;**

**Meeting with Chief Sole and his search committee on August 10<sup>th</sup> regarding their efforts on the replacement of the 1992 Grumman Fire Truck. At the meeting, details on their efforts were discussed and a recommendation was offered. (On the agenda for the August Borough Council meeting). Committee information regarding the mutual due diligence efforts, (Public Safety & Personnel and the Wenonah Fire Company), will be available on the Wenonah Website for review.**

Respectively submitted,

*Jack*

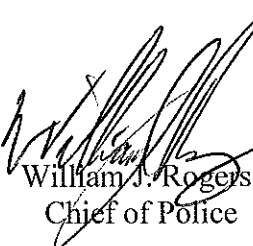
**Jack Cornell Sheppard Jr., Member of Borough Council**

**Public Safety and Personnel Committee Chair**

TO: Councilman Jack Sheppard  
FROM: Chief William Rogers  
DATE: August 24, 2017  
REF: Police Activity- Month of July, 2017

- Officers responded to 9 medical calls
- Officers assisted the Fire Dept. 1 time
- Our officers assisted outside agencies 41 times during the Month.  
Our officers conducted 28 Radar posts on Mantua Ave. & on Maple St.
- 8 Suspicious Persons/MV's
- 10 Alarm calls
- 2 Motor Vehicle crashes
- 1 Animal complaint
- 1 Warrant Arrests
- 1 J.V. complaint
- 3 Noise complaints
- 3 Disputes
- 4 Fireworks complaints
- 3 Solicitor complaints
- 3 Thefts
- 5 Thefts from M.V's
- 1 Overdose

The Police Department assisted with the 4<sup>th</sup> Parade and festivities.  
Training  
ERT assignment – Ptlm. Basile



William J. Rogers  
Chief of Police

Selected : 0

Show Map

Clear Map

Add New

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Juris	Date	Call#	CFS	Location		
<input type="checkbox"/>	07/16/17 23:17.003811	17.003818	MVST	Glassboro RD/Linden ST;S, W	P631 WS631 CN	✓
<input type="checkbox"/>	07/16/17 19:17.003811	17.003815	MVST	W Mantua AVE/N Monroe AV	P631 WS631 CN	✓
<input type="checkbox"/>	07/16/17 18:17.003811	17.003813	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 CN	✓
<input type="checkbox"/>	07/13/17 23:17.003781	17.003785	MVST	E Mantua AVE/Alexander DR	P631 WS631 MVV	✓
<input type="checkbox"/>	07/13/17 18:17.003781	17.003782	MVST	Glassboro RD/Park AVE;W, W	P631 WS631 CN	✓
<input type="checkbox"/>	07/13/17 18:17.003781	17.003781	MVST	Maple AVE/Jefferson St;G, G	P631 WS631 CN	✓
<input type="checkbox"/>	07/13/17 17:17.003781	17.003780	MVST	E Mantua AVE/Glassboro RD	P631 WS631 CN	✓
<input type="checkbox"/>	07/13/17 08:17.003771	17.003776	MVST	E Buttonwood ST/N Clinton	P628 MH628 MVV	✓
<input type="checkbox"/>	07/12/17 21:17.003771	17.003770	MVST	Glassboro RD/Linden ST;S, W	P631 WS631 MVS	✓
<input type="checkbox"/>	07/12/17 19:17.003761	17.003769	MVST	E Maple ST/Glassboro RD;S,	P631 WS631 MVV	✓
<input type="checkbox"/>	07/12/17 19:17.003761	17.003768	MVST	W Mantua AVE/N Jefferson A	P631 WS631 MVV	✓
<input type="checkbox"/>	07/12/17 10:17.003761	17.003762	MVST	E Mantua AVE/N Clinton AVE	P628 MH628 CN	✓
<input type="checkbox"/>	07/12/17 10:17.003761	17.003760	MVST	Ogden RD/College BLVD;B,	P628 MH628 MVV	✓
<input type="checkbox"/>	07/12/17 08:17.003751	17.003757	MVST	Glassboro RD/Lincoln RD;B,	P628 MH628 CN	✓
<input type="checkbox"/>	07/11/17 08:17.003741	17.003746	MVST	222 Bridgeton PIKE;9;J, Mar	P630 JG627 MVS	✓
<input type="checkbox"/>	07/10/17 09:17.003731	17.003733	MVST	Mantua BLVD/Wenonah AVE	P630 JG627 CN	✓
<input type="checkbox"/>	07/09/17 12:17.003701	17.003707	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 CN	✓
<input type="checkbox"/>	07/09/17 12:17.003701	17.003706	MVST	Glassboro RD/Sammler ST;E	P631 WS631 MVV	✓
<input type="checkbox"/>	07/09/17 11:17.003701	17.003705	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 MVS	✓
<input type="checkbox"/>	07/09/17 11:17.003701	17.003704	MVST	W Mantua AVE/N Jackson AV	P631 WS631 CN	✓
<input type="checkbox"/>	07/09/17 10:17.003701	17.003702	MVST	W Mantua AVE/Hayes AVE;S	P631 WS631 CN	✓
<input type="checkbox"/>	07/08/17 15:17.003691	17.003693	MVST	E Mantua AVE/Alexander DR	P631 WS631 CN	✓
<input type="checkbox"/>	07/08/17 07:17.003681	17.003689	MVST	Glassboro RD/Cattell RD;B,	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 16:17.003671	17.003678	MVST	Glassboro RD/Sammler ST;E	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 15:17.003671	17.003677	MVST	1440 Glassboro RD;B, Wood	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 15:17.003671	17.003676	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 14:17.003671	17.003675	MVST	Glassboro RD/E Elm ST;S, W	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 13:17.003671	17.003673	MVST	W Mantua AVE/N Jefferson A	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 12:17.003671	17.003672	MVST	Glassboro RD/Fairview AVE;	P631 WS631 CN	✓
<input type="checkbox"/>	07/07/17 11:17.003671	17.003671	MVST	Glassboro RD/Barkbridge RD	P631 WS631 CN	✓
<input type="checkbox"/>	07/05/17 10:17.003641	17.003646	MVST	Elm AVE/West Jersey AVE;W	P630 JG627 CN	✓
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<input type="checkbox"/>	07/03/17 17:17.003611	17.003615	MVST	Glassboro RD/Linden ST;S, W	P631 WS631 MVV	✓
<input type="checkbox"/>	07/03/17 16:17.003611	17.003613	MVST	877 Bankbridge RD;B, Sewe	P628 MH628 CN	✓
<input type="checkbox"/>	07/03/17 13:17.003611	17.003612	MVST	W Mantua AVE/N Lincoln AV	P628 MH628 CN	✓
<input type="checkbox"/>	07/03/17 07:17.003611	17.003610	MVST	Cattell RD/Boundary RD;B, W	P628 MH628 CN	✓
<input type="checkbox"/>	07/01/17 19:17.003581	17.003581	MVST	W Mantua AVE/S Jackson AV	P623 AP623 MVS	✓
<input type="checkbox"/>	07/01/17 19:17.003581	17.003580	MVST	W Mantua AVE/S Monroe AV	P623 AP623 CN	✓
<input type="checkbox"/>	07/01/17 09:17.003571	17.003572	MVST	Mantua PIKE/Cove RD;B, Ma	P630 JG627 CN	✓
<input type="checkbox"/>	07/01/17 07:17.003571	17.003570	MVST	Glassboro RD/Lake AVE;W,	P630 JG627 CN	✓
<input type="checkbox"/>	07/01/17 07:17.003561	17.003569	MVST	Glassboro RD/Barkbridge RD	P630 JG627 CN	✓
<input type="checkbox"/>	07/01/17 06:17.003561	17.003568	MVST	Glassboro RD/E Elm ST;S, W	P630 JG627 MVS	✓
<input type="checkbox"/>	07/01/17 06:17.003561	17.003567	MVST	Glassboro RD/Barkbridge RD	P630 JG627 CN	✓

PREV



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Show Map

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Juris	Date	Call#	CFS	Location	
	07/31/17 22:17.004026	17.004029	MVST	Mantua BLVD/Mccarthy AVE	P631 WS631 CN ✓
	07/31/17 21:17.004026	17.004028	MVST	Ogden RD/Princeton BLVD;E	P628 MH628 CN ✓
	07/31/17 20:17.004026	17.004027	MVST	W Mantua AVE/N Garfield AV	P631 WS631 CN ✓
	07/31/17 19:17.004026	17.004026	MVST	Glassboro RD/Linden ST;S,	P631 WS631 CN ✓
	07/31/17 18:17.004026	17.004024	MVST	E Mantua AVE/N Clinton AVE	P631 WS631 CN ✓
	07/31/17 18:17.004026	17.004023	MVST	E Mantua AVE/N Synnott AV	P631 WS631 MVV ✓
	07/31/17 17:17.004026	17.004022	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 CN ✓
	07/31/17 16:17.004026	17.004021	MVST	412 Ogden RD;B, Wenonah,	P631 WS631 CN ✓
	07/28/17 22:17.004000	17.004003	MVST	Ogden RD/Howard AVE;B, W	P623 AP623 MVV ✓
	07/27/17 16:17.003986	17.003987	MVST	E Mantua AVE/Glassboro RD	P631 WS631 CN ✓
	07/27/17 15:17.003986	17.003986	MVST	Ogden RD/Leslie AVE;B, We	P631 WS631 CN ✓
	07/27/17 15:17.003986	17.003985	MVST	Glassboro RD/Linden ST;S,	P631 WS631 CN ✓
	07/27/17 13:17.003986	17.003984	MVST	E Maple ST/N Clinton AVE;S	P605 WR605 CN ✓
	07/27/17 12:17.003986	17.003983	MVST	E Maple ST/N Synnott AVE;S	P605 WR605 CN ✓
	07/27/17 12:17.003986	17.003982	MVST	Glassboro RD/Cattell RD;B,	P631 WS631 CN ✓
	07/27/17 12:17.003986	17.003981	MVST	E Mantua AVE/S Princeton A	P631 WS631 CN ✓
	07/27/17 10:17.003986	17.003980	MVST	Glassboro RD/E Buttonwood	P631 WS631 CN ✓
	07/27/17 09:17.003976	17.003978	MVST	10 S Princeton AVE;S, Weno	P605 WR605 MVS ✓
	07/27/17 08:17.003976	17.003977	MVST	Mantua BLVD/Mccarthy AVE	P631 WS631 CN ✓
	07/27/17 07:17.003976	17.003976	MVST	W Mantua AVE/N Lincoln AV	P631 WS631 CN ✓
	07/27/17 02:17.003966	17.003968	MVST	1515 Glassboro RD;S, Weno	P603 GJ603 MVV ✓
	07/26/17 16:17.003966	17.003963	MVST	200 N Clinton AVE,1;S, Wen	P631 WS631 CN ✓
	07/26/17 09:17.003956	17.003958	MVST	Barkbridge RD/Glassboro RD	P631 WS631 MVV ✓
	07/26/17 08:17.003956	17.003956	MVST	Cattell RD/Glassboro RD;B,	P631 WS631 CN ✓
	07/24/17 00:17.003936	17.003939	MVST	Salina RD/Tanyard RD;B, Se	P630 JG627 CN ✓
	07/23/17 03:17.003926	17.003929	MVST	W Mantua AVE/Hayes AVE;S	P631 WS631 MVV ✓
	07/23/17 03:17.003926	17.003927	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 MVV ✓
	07/22/17 22:17.003926	17.003923	MVST	Bankbridge RD/Weybridge C	P631 WS631 MVS x
	07/22/17 22:17.003926	17.003922	MVST	Glassboro RD/E Elm ST;S, W	P631 WS631 MVV ✓
	07/22/17 21:17.003926	17.003920	MVST	Glassboro RD/Linden ST;S,	P631 WS631 MVS ✓
	07/22/17 20:17.003916	17.003919	MVST	Ogden RD/Princeton BLVD;E	P631 WS631 CN ✓
	07/22/17 20:17.003916	17.003918	MVST	S Jefferson AVE/W Mantua A	P631 WS631 MVV ✓
	07/22/17 00:17.003906	17.003904	MVST	E Buttonwood ST/N Stockton	P631 WS631 MVS ✓
	07/21/17 23:17.003906	17.003903	MVST	Glassboro RD/Fairview AVE;	P631 WS631 CN ✓
	07/21/17 22:17.003906	17.003902	MVST	N Marion AVE/E Mantua AVE	P631 WS631 CN ✓
	07/21/17 20:17.003906	17.003901	MVST	E Maple ST/N Stockton AVE;	P631 WS631 MVV ✓
	07/21/17 20:17.003906	17.003900	MVST	W Mantua AVE/N Lincoln AV	P631 WS631 CN ✓
	07/21/17 18:17.003896	17.003897	MVST	W Mantua AVE/N Jackson AV	P631 WS631 CN ✓
	07/21/17 17:17.003896	17.003895	MVST	E Mantua AVE/Lenape TRL;S	P631 WS631 CN ✓
	07/20/17 20:17.003886	17.003885	MVST	E Mantua AVE/S Clinton AVE	P623 AP623 CN ✓
	07/20/17 19:17.003886	17.003884	MVST	W Mantua AVE/S Lincoln AV	P623 AP623 MVW ✓
	07/19/17 23:17.003866	17.003869	MVST	1416 Crown Point RD,0;T, W	P623 AP623 CN ✓
	07/19/17 19:17.003866	17.003865	MVST	W Mantua AVE/S Jefferson A	P623 AP623 MVS ✓
	07/19/17 09:17.003856	17.003857	MVST	E Mantua AVE/S Clinton AVE	P630 JG627 CN ✓

NEXT

Add New    Reset    Back    Refresh        

Juris	Date Time	T	Citation#	Call#	Plate	Charge		
	07/30/17	1	MJ024510	NJ-A24ARZ	39:3-75 , SAFETY GLA	Tunis, Marie P	17-00010	X
	07/27/17	1	MJ024509	NJ-H49GCK	39:3-33 , IMPRO DISF	Shakespear, Amalia D	17-00010	X
	07/22/17	1	MJ024507	NJ-B68HRC	39:3-29A , FAIL POSS	Cahill, Ryan T	17-00010	X
	07/22/17	1	MJ024508	NJ-B68HRC	39:3-66 , MAINTENAN	Cahill, Ryan T	17-00010	X
	07/22/17	3	MJ0117789		39:4-138H , IMRPOP	BONELLI, BRIAN	17-00010	X
	07/22/17	3	MJ017788		39:4-138H , IMRPOP	Gandy, Kyle A	17-00010	X
	07/20/17	1	MJ009516		39:3-74 , WINDSHIEL	GAYLE, ALECIA	17-00010	X
	07/19/17	1	MJ009515		39:3-33 , IMPRO DISF	SPROUL, JOSHUA	17-00010	X
	07/12/17	8	MJ024506	17.00377 NJ-HN9689	39:3-4 , UNREGISTER	Scott, Spencer C	17-00010	X
	07/12/17	1	MJ017787	NJ-TCJ81M	39:3-4 , UNREGISTER	Kemble, Brian M	17-00010	X
	07/11/17	1	MJ009514		39:4-97 , CARELESS I	Starkey Laurie	17-00010	X
	07/09/17	1	MJ024505	NJ-WSP42D	39:3-33 , IMPRO DISF	Bruder, Willard W	17-00010	X
	07/08/17	1	MJ024504	NJ-ZTK56E	39:4-97.3 , CELL PHO	Sharp, Scott W	17-00009	X
	07/04/17	1	MJ017785	NJ-X59GTA	39:4-138G , NO PARK	KAFKA, ELIZABETH	17-00009	X
	07/04/17	1	MJ017786	NJ-X59GTA	39:3-4 , UNREGISTER	KAFKA, ELIZABETH	17-00009	X
	07/01/17	1	mj017820		39:3-33 , IMPRO DISF	Lazarus, Robert	17-00009	X

To: Mayor Dominy and Members of Borough Council  
From: Drew Sole, Fire Chief  
Subject: Fire Chiefs Report for July, 2017  
Date: August 1, 2017

The Wenonah Fire Company was in service nine times during the month of July. Five were calls for fire or rescue assistance, three weekly training activities and one extra service assignment. A summary of the alarms follows.

#### Emergency Responses


Alarm System Investigation .....	1
Request for Mutual Aid .....	4

#### Extra Service Assignments

1. Set up for July 4<sup>th</sup> festivities.

During the month of July, the fire company responded to nine calls of need to our town and our neighboring communities and trained on three occasions for a total of 100.07 staff hours of service.

Respectfully submitted,

  
Drew Sole, Fire Chief



**THE PETTIT GROUP, LLC**  
Engineering • Architecture • Planning

**VIA E-MAIL ONLY**

August 23, 2017

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

**RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday August 24, 2017  
Project Number WNOE012M**

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 activation of Well #3 has been delayed due to what was perceived as a functional problem with the Pump Control Valve. Both the Manufacturer's representative and Water Resource Engineer were on-site on Tuesday August 22<sup>nd</sup> for the purposes of troubleshooting the problem. Upon performing a number of diagnostic tests, it was determined that the Pump Control Valve was operating properly and the solution would be to replace the Air-Vacuum Valve. Said Valve has been ordered and will be installed as soon as possible so the Well may be placed into service.
2. Our office has reviewed the various Conditions pursuant to the NJDEP's Permit to Operate Well #3 with the Public Works Department. We have since reviewed the various Permit Conditions with the Public Works Department to ensure that all necessary permit conditions and reporting requirements are being met.
3. The work that remains to be completed by the Contractor includes the following:
  - A. Completion of Punchlist Items and Minor Site Work at Well #3
  - B. Installation of the new Treatment System at Well #1
  - C. Relocation of the Well #2 Motor Starter to Well #1

Please note that this work noted under Item's B & C will require that Well #1 be taken temporarily out of service.

4. The remaining construction work by the Public Works Department includes the following:
  - A. Demolition of the Well #2 Building
  - B. Installation of new Trees

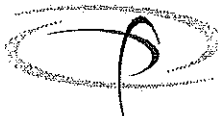
We anticipate that this work will be performed in the Fall.

**2015 BOROUGH ROAD PROGRAM, INCL. 2015 NJDOT MUNICIPAL AID PROJECT FOR MAPLE STREET, FROM NORTHEAST AVE. TO N. MARION AVE:**

1. The NJDOT has notified our office that final reimbursement has been issued to the Borough in the amount of \$42,500.00.

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

1. A total of two (2) bids for the Construction Contract were submitted and accepted on August 3<sup>rd</sup>. The apparent low bidder was Charles Marandino, LLC. Our office has reviewed both Bid Packages and have provided the Borough with the results of our analysis and a recommendation for award of contract to Charles Marandino, LLC.
  - A. However, it should be noted that the bid package provided by Charles Marandino, LLC was deficient in the submission of a number of items which have been brought to the attention of the Borough Solicitor. Therefore, we defer to the Borough Solicitor for a legal opinion as to the adequacy of the bid documents submitted by Charles Marandino, LLC.
  - B. As a consequence of the above, the second low bidder, Think Pavers Hardscaping, LLC has submitted a challenge to the award of contract to Charles Marandino, LLC.
  - C. Should the award of contract be delayed beyond September 22, 2017 due to re-bidding and/or litigation, we recommend that the Borough notify NJDOT of the circumstances of the delay as soon as possible in order to preserve the grant funds.
2. A total of one (1) bid for the Construction Consultant Services Contract was submitted and accepted on August 3<sup>rd</sup>. The only Bidder was Remington and Vernick Engineers. Our office has forwarded the bid documents, the consultant evaluation form, and a copy of the Consultant RFP to the Borough's Consultant Selection Committee (Public Works Committee) for review and evaluation. It is anticipated that a Resolution for Award of Contract to Remington and Vernick will be prepared and adopted at the August 24<sup>th</sup> Council Meeting.
3. Upon award of both the Construction Contract and the Consultant Engineering Contract, our office will work with the Borough Clerk on the submission of the necessary documentation to NJDOT for the purposes of obtaining their concurrence, ascertaining the final grant funding amount, and scheduling a pre-construction meeting.



## II. PRIVATE DEVELOPMENT PROJECTS AND INSPECTIONS:

### STOCKTON AVENUE EXTENSION

1. The remaining work includes surface paving of the common driveway. Our office has not been provided with a paving schedule as of this date.

### WENONAH MEADOWS

1. No Change Since Last Report.

### #204 WEST WILLOW

1. Our office has inspected the site for compliance with the approved Landscape Screening Plan and found that the Landscape Screening improvements have been installed in general accordance with the approved Plan, with slight modifications to accommodate the existing vegetative screen.
  - A. A request for the planting of one (1) additional screen tree was made for the purposes of closing a gap between the proposed landscape improvements and existing vegetation.
2. Upon installation of the abovementioned screen tree and in anticipation of the issuance of a Certificate of Occupancy, our office will notify the Construction Code Office of the applicant's compliance with the Conditions of the Board's Variance approval.

### #207 EAST WILLOW

1. Subsequent to the approval of the Grading Plan, the applicant submitted a revised plan for the detached garage to the Construction Code Office. Upon review of the revised plan, it was determined that a variance is necessary and it is our understanding that the Construction Code Office has informed the applicant accordingly.

### #311 N. JEFFERSON AVENUE

1. It is our understanding that a violation has been issued by the Zoning Officer in response to the non-compliance with the variances that were granted by the Combined Planning Board.

### 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. It is our understanding that Clearwire is removing their facilities from the Water Tower and will not be renewing their lease with the Borough.

**VERIZON CELLULAR ANTENNAE INSTALLATION**

1. No change since last report

**III. GENERAL MUNICIPAL ENGINEERING:**

**2017 NJDOT LOCAL AID INFRASTRUCTURE GRANT - 2018 ROAD PROGRAM:**

1. It is our understanding that a 1<sup>st</sup> Read on a \$520,000 Bond Ordinance for roadway improvements to the following streets is scheduled for the August 24<sup>th</sup> Council Meeting:
  - A. South Marion Avenue, from Pine Street to Willow Street (NJDOT LAIF Funded)
  - B. South Clinton Avenue, from Cedar Street to Willow Street (NJDOT LAIF Funded)
  - C. W. Elm Street, from N. Lincoln Ave. to Dead End (*Borough funded*)
  - D. N. Jackson Avenue, from W. Poplar St. to Dead End (*Borough funded*)
2. Our office has submitted a proposal to the Borough for surveying, engineering, bidding, and construction inspection and management services for the 2018 Road Program. We kindly ask for Council's authorization to proceed in accordance with the proposal.

**2018 NJDOT MUNICIPAL AID PROGRAM:**

1. The solicitation for Year 2018 NJDOT Municipal Aid Applications was issued by the NJDOT on July 24, 2017 and applications are due on **October 6, 2017**.
2. Based upon the deteriorated condition of the existing storm sewer and roadway paving in West Cherry Street and with the understanding that the amount of Municipal Aid funding will be double that of prior years, we recommend that the Borough submit an application for the replacement of storm sewers and reconstruction of the roadway in West Cherry Street, from Southwest Avenue to Garfield Street.
3. Please note that the necessary Resolutions in support of the NJDOT Municipal Aid Applications will have to be adopted at the September Meeting.

**PY 2017-18 CDBG APPLICATION: BARRIER FREE IMPROVEMENTS AT LISLE FIELD**

1. No change since last report.

**WENONAH LIBRARY:**

1. No change since last report.



**WENONAH LAKE:**

1. No change since last report.

**LIGHT RAIL**

1. The Environmental Impact Study has resumed and the Borough has been asked to provide a formal decision as to the following three (3) options regarding the proposed Train Station:
  - A. Keep the station at its proposed location, near Mantua Avenue
  - B. Remove the station entirely from consideration.
  - C. Relabel the station as a "potential future station"

Our recommendation to Council would be to elect the third option which allows for the environmental impact study to be completed for the proposed station but does not automatically move the station into the design and construction phase.

**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 WATER AND WASTEWATER SYSTEMS RESILIENCY GUIDE & SECURITY BEST PRACTICES**

1. As a follow up to our summary report, we will review the Borough's current policies and procedures with the Public Works Department and assess them for compliance with the guidance and recommendations provided within the NJDEP Water and Wastewater Systems Resiliency Guide & Security Best Practices.

**NJDEP-NEIT ASSET MANAGEMENT SURVEYS & GIS MAPPING**

1. Although not a mandatory requirement at this time, the NJDEP Water and Wastewater Systems Resiliency Guide & Security Best Practices recommends the implementation of an Asset Management Program for Public Water and Sewer Utility Infrastructure. Therefore, we advise the Borough to begin planning for the possibility of having to perform an inventory of, and asset management study on, the Borough's Water System and Sewer System Facilities. The work would include the GIS Mapping of the various Water and Sewer System features, i.e. valves, hydrants, manholes, etc.





### **BOROUGH WATER TOWER AND WELLS**

1. In anticipation of the impending Water Tower Rehabilitation Project, our office met with our Water Resource Consultant to perform an inspection and to review the previously completed evaluation and corresponding recommendations for its rehabilitation. Upon confirmation of the required scope of work, our office will provide the Borough with a summary of the proposed improvements and a proposal for engineering services.
2. See "BOROUGH POTABLE WATER WELL #3" for information regarding the various improvement proposed at Well #1.

### **NJDEP POTABLE WATER SYSTEM SANITARY SURVEY**

1. As required by NJDEP, the Borough must adhere to the timeline for preparing and executing a Public Bid Contract for addressing the recommendations of the Water Tower Conditions Assessment Report, and that timeline requires that a Project be advertised for bid in 2018, with construction taking place in 2019.

### **PORTABLE GENERATOR FOR WATER SYSTEM**

1. Subsequent to the completion of the aforementioned improvements at Well #1, we will schedule a test for the portable generator.

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

1. No change since last report.

### **WATER METER UPGRADES**

1. No change since last report.

### **NJDEP WATER ALLOCATION**

1. The Borough's total water usage for July 2017 is approximately 364,000 gallons lower than that for the month of July 2016. Total water usage for the year to date is approximately 556,000 gallons higher than that for 2016.
2. We are in receipt of the Borough's Final Water Allocation Permit Renewal, effective July 25<sup>th</sup>. We have since reviewed the various Permit Conditions with the Public Works Department to ensure that all necessary permit conditions and reporting requirements are being met.

### **BOROUGH WATER SYSTEM RECORD KEEPING**

1. At the request of the Public Works Department, we have completed a number of mapping updates which were required by the NJDEP.



**STORM SEWERS**

1. We have suggested that the Borough consider the replacement of existing storm sewers and the repaving of Cherry Street, from Southwest Avenue to Garfield Street, as the 2018 NJDOT Municipal Aid Application.

**NJPDES STORMWATER DISCHARGE PERMIT**

1. As required by the Permit, we have been performing periodic updates to the Borough's 2017 Stormwater Pollution Prevention Program (SPPP).
2. We remind Council Members to make arrangements to watch the stormwater public education training videos and sign-off on the Training Log that is in Kathy School's Office.

**ELECTRICAL UPGRADES AT WENONAH PARK**

1. No change since last report.

**#107 S. CLINTON AVENUE**

1. South Jersey Gas has investigated the roadway failure in front of #107 S. Clinton Avenue and has indicated that it is the result of the service installation at #106. They have committed to performing the roadway repair that would also include exposing the Borough's Sewer Main to ensure that it was not damaged. We have also notified the Public Works Department and have requested that they be present to inspect the sewer.

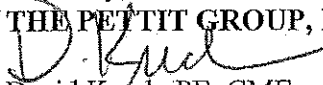
**ZONING MAP UPDATES**

1. Our office will update the Borough's Zoning Map upon adoption of the Mantua Avenue Zoning Overlay District.

**IV. PLANNING BOARD ACTIVITY:**

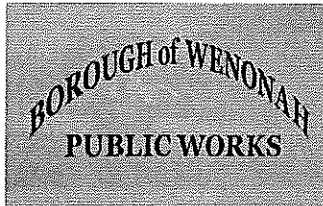
1. The revised Mantua Avenue Zoning Overlay Ordinance is to be collectively reviewed by the Board at the August 28<sup>th</sup> meeting. We anticipate that a recommendation will be made to Council for adoption of the Ordinance.

If there are any questions regarding the content of this report, please contact me at the office (856) 464-9600 or on my cell at (267) 972-6317.

Sincerely,  
**THE PETTIT GROUP, LLC**  
  
David Kreck, PE, CME  
Associate

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 Superintendent**

**August 24, 2017**

- **Road and Utility Maintenance and Compliance Testing:**
  - **Installed 10 residential water meters**
  - **Patched storm drain pipe on Cherry Street just East of Jefferson.**
  - Located water and sewer locations for Mark-outs (One-call).
  - Collected water samples, 4 per month
  - Cold patched pot holes throughout the Borough.
  - Maintain Dead End Streets, Put milling in low spots
  - Cleared tops of catch basins as preventative maintenance prior to storms.
  
- **Municipal Properties and Maintenance:**
  - **Replaced “wear plates” at Elm Street pump station with representative from the company which saved the Borough almost \$1,100.00!**
  - **Dug and Set up (4) 4’X7’ pads & poured concrete for Womans’ Club donated benches.**
  - Check wells and lift stations.
  - Cut down and chipped 4 trees for Shade Tree Commission
  - Mowing 14 acres of Municipal Properties
  - Trash/Recycle Collection - Collected trash and recycling at ball fields, parks, municipal properties and businesses.
  
- **Yard Waste, Branch Collection, Chipping, Tree removal:**
  - Delivered 18 Cu.Yd. wood chips per resident requests
  - Containerized yard waste collected
  - Chipped 21 Cu.Yd. branches
  
- **Residential Recycling:**
  - Collected metal items per residents’ requests.
  - E-waste pick up per residents’ requests.

**Human Services Committee Report**  
**Aug. 24, 2017**  
**Carl Hausman, C hair**

Only one item:

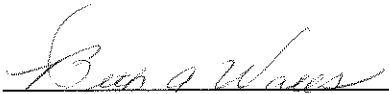
The next Community Cleanup day is Nov. 11. One of the things we'll focus this year is recruiting more volunteers to bring leaf blowers and tarps. With more lawn-space in the park, it's increasingly important to clear the grass of debris to prevent wet spots that collect moss and mold over the winter, and also to keep debris from interfering with grass propagation in the spring.





Tax Collector's Statement of Cash Receipts

Current Taxes	July 2017	2017 To Date
Prepaid Taxes / 2018		0.00
2017 Taxes	35,581.35	4,270,548.34
2016 Taxes		97,686.33
6% Year End Penalty		2,308.89
Arrears		12,687.04
Tax Title Liens		0.00
Interest & Costs	315.65	16,884.33
Tax Searches		0.00
Cleanup		0.00
Advertising Costs		750.47
Tax Sale Premium		25,200.00
Lien Recording		0.00
Dup. Tax Sale cert. Fee		0.00
NSF Fee		100.00
Bankruptcy & Foreclosure Fees		0.00
Total Receipts	35,897.00	4,426,165.40



Beth A. Walls  
Tax Collector

Percentage of Collection at July 31, 2017	48.98%
Percentage of Collection at July 31, 2016	52.04%

# Public Buildings & Grounds

Dan Cox, chair

## Wenonah Park

The Park will be undergoing some improvements this fall. This will include the removal of dead foliage, ivy and other eyesores. We are hoping to get new trees and plants in soon. Please forward any ideas and suggestions as they will be greatly appreciated.

## Wenonah Lake

The lake employees have been diligently working on sprucing up the grounds. The usa map and shuffle board area have gotten a fresh coat of paint. Other improvements are being discussed as well. The lake is still slow but they are still selling memberships.

## Other Properties

The benches should have their concrete pads poured very soon. We would like to thank everyone for their generous donations



Best Practices Worksheet CV 2017/SFY2018

<p style="text-align: center;"><b>Wenonah Borough (Gloucester)</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
0819	Answer	Question
		Comments
1	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>.                      Has your municipality filed all current contracts with PERC?</p>
2	Yes	<p>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b></p>
3	N/A	<p>Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. There should be communication with the municipal tax assessor to ensure that the municipality has sufficient time to factor potential exposure to tax appeal judgements into their budgetary planning. <u>Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?</u> The policy should, at minimum, require the assessor's report to break down by property class the number of pending appeals, the current assessed value, and the reduction in assessed value if all appeals were successful. If there are appeals for which complete information is unavailable as of June 1, those appeals should be reported as information becomes available. <b>Only answer "N/A" if your municipality is in Gloucester County (county assessor pilot program) or participates in the Monmouth County assessment demonstration program.</b></p>
		<p><b>Gloucester County Assessor Pilot program</b></p>

Best Practices Worksheet CV 2017/SFY2018

<b>Wenonah Borough (Gloucester)</b>			
<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0819	Answer	Question	
0819	Answer	Comments	
4	Yes	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
5	Yes	<p>The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to <u>N.J.S.A. 54:1-35.1</u>. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14</u>. <u>If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u></p>	<p><b>2017 ratio = 100.28%</b></p>
6	Yes	<p>The local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2017 that covers the 2016 calendar year?</u></p>	
7	No	<p>While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?</p>	

Best Practices Worksheet CY 2017/SFY2018

<b>Wenonah Borough (Gloucester)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
08:19	Question	Comments
8	<p><b>Answer</b></p> <p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes?</u> <b>Please identify the meeting date under "Comments".</b></p>	<p><b>No Authorities or Fire District</b></p>
9	<p><b>Answer</b></p> <p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2015 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2016 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2015.</u></p>	<p><b>No Audit Findings</b></p>
10	<p><b>Answer</b></p> <p>Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?</p>	<p><b>No PILOT Agreements</b></p>

<b>Wenonah Borough (Gloucester)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0819	Answer	Question
		Comments
11	Yes	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>
12	Yes	<p>Pursuant to <u>N.J.S.A. 40A:2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>
13	Yes	<p>While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. <u>Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?</u></p>

Best Practices Worksheet CV 2017/SFY2018

<b>Wenonah Borough (Gloucester)</b>			
<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0819	Answer	Question	
0819	Answer	Comments	
14	N/A	<p>Pursuant to <u>N.J.S.A. 40A:11-25</u>, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u>, including seeking Director approval prior to implementing and enforcing all prequalification regulations? <b>"N/A" is only applicable where the municipality has not adopted any prequalification regulations.</b></p>	<b>No Prequalification Regulations Adopted</b>
15	Yes	<p><u>N.J.A.C. 5:30-3.8(a)</u> requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?</p>	
16	Yes	<p>Unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u>, <u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and <u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2016-20? This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.</u></p>	

Best Practices Worksheet CV 2017/SFY2018

<b>Wenonah Borough (Gloucester)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0819	Question	Comments
Answer		
17	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "Yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b></p>	
18	<p>Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?</p>	
19	<p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P. L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	

Best Practices Worksheet CV 2017/SFY2018

<b>Wenonah Borough (Gloucester)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0819	Answer	Question
0819	Answer	Comments
20	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u></p>
21	Yes	<p><u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</u></p>
22	No	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>
23	Yes	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>

**Best Practices Worksheet CY 2017/SFY2018**

<b>Wenonah Borough (Gloucester)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
<b>0819</b>	<b>Answer</b>	<b>Question</b>
	<b>Answer</b>	<b>Comments</b>
24	Yes	<p>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>
25	Yes	<p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</u></p>
		<b>August 28, 2014</b>



<b>Wenonah Borough (Gloucester)</b>		
0819	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
0	Select	
18	Yes	
2	No	
5	N/A	
25	<b>Total Answered:</b>	
23	Score (Yes + N/A)	
92%	Score %	
<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s) C-1505
	<b>Name &amp; Title</b>	Date August 24, 2017
	<b>Karen Sweeney, Administrator</b>	
	<b>Chief Financial Officer's Certification</b>	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s) N0497
	<b>Name</b>	Date August 24, 2017
	<b>Robert E. Scharlé</b>	
	<b>Municipal Clerk's Certification</b>	
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2017/SFY 2018 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s) C-1505
	<b>Name</b>	Date August 24, 2017
	<b>Karen Sweeney, Municipal Clerk</b>	

**Wenonah Borough (Gloucester)**

*Please see Color Key at bottom of sheet for limits on answers*

0819	Answer	Comments
	<b>Question</b>	
	Red = "Yes," "No", "N/A answers permitted	
	Green = Only "Yes" and "No" answers permitted	
	<b>Table of Weblinks</b>	
12	<a href="http://www.nj.gov/dca/divisions/digs/ifms/13/2013-3.pdf">http://www.nj.gov/dca/divisions/digs/ifms/13/2013-3.pdf</a>	
14	<a href="http://www.nj.gov/dca/divisions/digs/ifms/16/2016-12.pdf">http://www.nj.gov/dca/divisions/digs/ifms/16/2016-12.pdf</a>	
16	<a href="http://www.nj.gov/dca/divisions/digs/ifms/16/2016-20.pdf">http://www.nj.gov/dca/divisions/digs/ifms/16/2016-20.pdf</a>	
19	<a href="http://www.nj.gov/dca/divisions/digs/ifms/10/2010-12.doc">http://www.nj.gov/dca/divisions/digs/ifms/10/2010-12.doc</a>	
19	<a href="http://www.nj.gov/dca/divisions/digs/ifms/16/2016-10.pdf">http://www.nj.gov/dca/divisions/digs/ifms/16/2016-10.pdf</a>	
	<b>Score</b>	
	<b>Aid Withheld</b>	
21-25	No Penalty	
16-20	25% of final CMPTRA and ETR payment withheld	
11-15	50% of final CMPTRA and ETR payment withheld	
6-10	75% of final CMPTRA and ETR payment withheld	
0-5	100% of final CMPTRA and ETR payment withheld	