

BOROUGH OF WENONAH

www.boroughofwenonah.com

COUNCIL MINUTES – BUSINESS MEETING

JANUARY 26, 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: Cox, Hausman, Kaeferle, Lader, Norris, Sheppard
Absent:
Also present: Solicitor Duffield

Open Public Meetings Act Statement:

Adoption of the Agenda: JS/BN AIF

Open to the Public PL/PK

No Comments

Close to the Public JSCH

Motion to approve: December 22, 2017 Business Meeting Minutes DC/PL AIF

Motion to approve: January 5, 2017 Re-organization Meeting Minutes JS/PL AIF

Motion to approve: Ordinance No. O-2017-1: 2nd read
Amending Salaries of various borough officials and employees for 2017 BN/PK

Motion to Open Public Hearing PL/CH

No comments

Motion to Close Public Hearing BN/PK

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to approve: Resolution 2017-22
Approving Participation with State of NJ in the Safe and Secure Grant for 2017 JS/BN

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to approve: Resolution 2017-23
Awarding contract to the Pettit Group, LLC for Engineering Services PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-24 Awarding Contract to
Bowman & Company for Auditing services. BN/JS
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-25
Awarding contract to Brian J. Duffield, Esq. for Legal Services PL/BN
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-26
Awarding contract to Robert Scharle for CFO services BN/PK
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-27
Awarding contract to Brian Slaugh, for COAH Planning Services PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-28
Awarding contract to McManimon & Scotland for Bond Counsel Services PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-29
Appointing Shawn Lepley as Alternate 2 to Combined Planning Board
and Appointing Shane Walsh to Shade Tree Commission PK/CH
All in Favor

Motion to approve: Resolution 2017-30
Authorizing partial payment #1 and Approving Change order #1(final) to the contract
with HA DeHart for trailer-mounted emergency PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-31
Awarding contract to Brian Slauch for Professional Planning Services for 2017 PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-32
Awarding contract to Brian Slauch for EUS relating to preparation of a zoning overlay PK/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

Motion to approve: Resolution 2017-33
Authorizing the signing of a contract to lease a Ricoh MP 3554 copier for 48 months PL/CH
Roll Call:
Ayes: Hausman, Cox, Kaeferle, Lader, Norris, Sheppard
Nays: None
Abstain: None
Absent: None
Motion Approved

COMMITTEE REPORTS

Public Safety & Personnel: J. Sheppard - See attached report.

Public Works: P. Kaeferle - See attached report.

Human Services: C. Hausman – No report. Movie night consideration:
"Secret Life of Pets." Looking into a date with the County.

Finance & Budget:

W. Norris – See attached reports and Treasurer's & Tax Collector's report. Reached out to Gateway (Donna Contrevo) seeking clarification-requesting historic data.

Legal & Ordinance:

P. Lader – No report

Public Buildings & Grounds:

D. Cox – No report; all public buildings are in safe order.

Engineers Report:

See attached Engineer's detailed report on all projects in town. The well project is near completion; Maple Street needs re-core. Dave indicated he will request approval from the State to do two NJDOT funded streets this year. May not be approved; however, it's worth a try (S. Marion to Mantua Ave, and/or S. Clinton 2 blocks.)

Motion to approve:

Disbursements

JS/PL

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

Miscellaneous:

Mayor Dominy read and gave proclamation to Casey M. Carson for becoming Eagle Scout. Brief discussion on Verizon Wireless obtaining consent to locate and operate in the right of way. Council tabled this subject matter.

Open to the Public:

PL/JS

Resident Jen Lindsey, 107 S. Clinton Avenue asked if the police could move the speed signs to the ball fields on Clinton during ball season. Council indicated that would be a good idea.

Close to the Public:

CH/PK

Motion to Adjourn: 8:10 pm

JS/CH AIF

Minutes Submitted,



Karen L. Sweeney, RMC/Treasurer

Approved: February 23, 2017

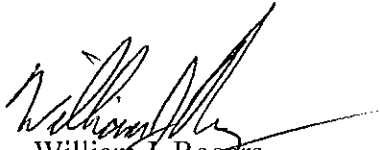
TO: Councilman Jack Sheppard
FROM: Chief William Rogers
DATE: January 26, 2017
REF: Police Activity- Month of December, 2016

- Officers responded to 10 medical calls
 - Officers assisted the Fire Dept. 4 times
 - Our officers assisted outside agencies 29 times during the Month.
Our officers conducted 36 Radar posts on Mantua Ave. & on Maple St.
 - 6 Suspicious Persons/MV's
 - 4 Alarm calls
 - 2 Criminal Mischief complaints
 - 2 Juvenile complaints
-
- 3 Motor Vehicle crashes
 - 7 Motor Vehicle complaints
 - 4 Animal complaints
 - 4 Disputes
 - 2 Warrant Arrests
 - 1 Domestic
 - 1 Fraud
 - 1 Suicidal subject

Training

ERT assignment – Ptlm. Basile

The entire department attended mandatory training for the New Bail reform provided by the Gloucester Co. Prosecutors Office.


William J. Rogers
Chief of Police

To: Mayor Dominy and Members of Borough Council
From: Drew Sole, Fire Chief
Subject: Fire Chiefs Report for December, 2016
Date: January 3, 2017

The Wenonah Fire Company was in service seventeen times during the month of December. Fourteen were calls for fire or rescue assistance, one weekly training activity and two extra service assignments. A summary of the alarms follows.

Emergency Responses

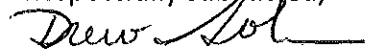
Alarm System Investigation	1
Dwelling	1
Motor Vehicle Crash	1
Request for Mutual Aid	9
Wires	2

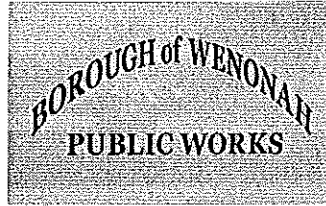
Extra Service Assignments

1. Provide an escort with the fire trucks for Santa to tour the town.
2. Work night to wash the trucks and check equipment.

During the month of December, the fire company responded to fourteen calls of need to our town and our neighboring communities and trained on one occasion for a total of 104.5 staff hours of service.

Respectfully submitted,


Drew Sole, Fire Chief



Public Works Report

Submitted by Ken Trovarelli, DPW Superintendent

January 26, 2017

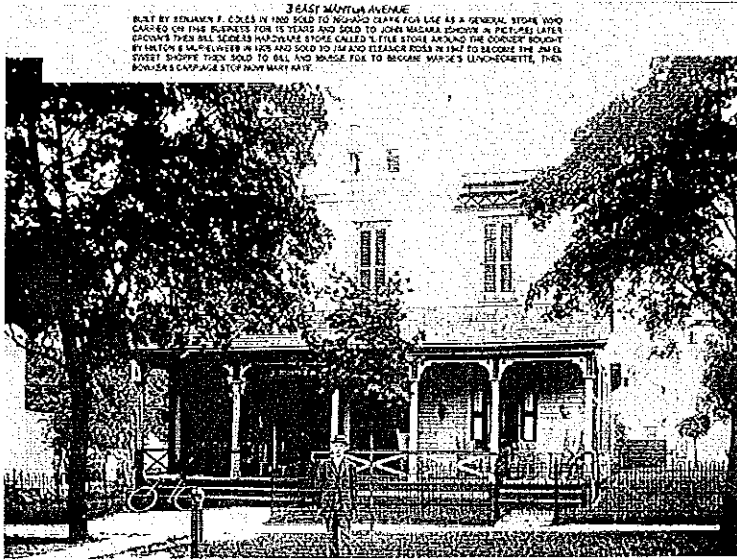
- **Equipment Maintenance:**
 - Repaired Snow Equipment
 - Replaced 2 resident Water Meters
 - 1 Water shut-off due to leak

- **Road and Utility Maintenance and compliance testing:**
 - Put milling on S. Jackson on both sides of new paving
 - Collected water samples, 4 per month
 - Located water and sewer locations for Mark-outs (One-call).
 - Cold patched pot holes throughout the Borough.
 - Cleared debris from tops of catch basins as preventative maintenance prior to storms.

- **Municipal Properties and Maintenance:**
 - Plowed Snow and Cleared Sidewalks
 - Cleared Snow from Fire Hydrants
 - Picked up litter on Barkbridge, Maple, Lincoln & Jefferson
 - Ran Fax Machine line for copier in tax office
 - Trash/Recycle Collection - Collected trash and recycling at ball fields, parks, municipal properties and businesses.
 - Check wells and lift stations.

- **Yard Waste, Branch Collection, Chipping, Tree removal:**
 - Last Bulk Leaf Pickup 40 cubic yards
 - 21 Cu. Yd. of branches, 80 Cu. Yd. yard waste including Christmas Trees and 25 Cu. Yd. Logs

- **Residential Recycling:**
 - Collected metal items per residents' requests.
 - Delivered 30 Cu. Yd. wood chips.



Benjamin F. Coles residence, 3 West Mantua Ave. Built 1880

Report

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

Re: Public Safety & Personnel Report

Committee Members: Jack C. Sheppard Jr. — Chair, Bill Norris & Dan Cox - Committee Members

Month: *January 2017 for December 2016*

Mayor & Council,

Committee activities in December included;

- Meeting with Chief Rogers to discuss the Speed Initiative on Mantua Ave. commencing 1/23 and ending 1/27 with follow-up to be determined.
- Final Borough Council contract offer delivered to the PBA negotiators for the renewal of the **Agreement** between the Borough of Wenonah and Police Department effective 1/1/2017.
- Police Department Rules & Regulations retyped by Helen Hadfield in WORD and will be reviewed the first quarter of 2017 in order to effectuate necessary changes in content, grammar and format.

Respectively submitted,

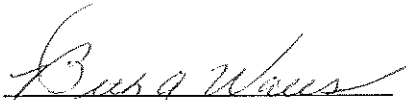
Jack

Jack Cornell Sheppard Jr., Member of Borough Council

Public Safety and Personnel Committee Chair

Tax Collector's Statement of Cash Receipts

Current Taxes	December 2016	2016 To Date
Prepaid Taxes / 2017	24,671.41	65,128.44
2016 Taxes	44,947.07	8,622,973.20
2015 Taxes	0.00	79,477.71
6% Year End Penalty	0.00	634.16
Arrears	0.00	0.00
Tax Title Liens	0.00	0.00
Interest & Costs	3,602.78	20,042.43
Tax Searches	0.00	0.00
Cleanup	0.00	100.10
Advertising Costs	0.00	671.84
Tax Sale Premium	0.00	16,200.00
Lien Recording	0.00	0.00
Dup. Tax Sale cert. Fee	0.00	0.00
NSF Fee	0.00	0.00
Bankruptcy & Foreclosure Fees	0.00	0.00
Total Receipts	73,221.26	8,805,227.88



Beth A. Walls
Tax Collector

Percentage of Collection at December 31, 2016 98.43%
Percentage of Collection at December 31, 2015 98.86%

TREASURERS REPORT 2016

REVENUES:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Property Tax Receipts													
Delinquent Taxes	\$ 12,101.64	\$ 16,974.42	\$ 1,665.30	\$ 12,333.87	\$ 13,189.80	\$ 18,664.57		\$ 250.00		\$ 6.02			\$ 75,185.62
Interest on Delinquents	\$ 338.42	\$ 2,087.42	\$ 5,706.59	\$ 1,714.04	\$ 1,869.97	\$ 4,161.87	\$ 575.34	\$ 1,166.23	\$ 781.27	\$ 19,569.62	\$ 1,060.04	\$ 3,602.78	\$ 42,633.59
Current Taxes	\$ 503,000.35	\$ 1,562,432.39	\$ 61,981.06	\$ 506,424.78	\$ 1,423,836.56	\$ 110,176.88	\$ 327,555.86	\$ 1,931,143.35	\$ 100,533.94	\$ 391,766.58	\$ 1,711,131.71	\$ 44,947.07	\$ 8,674,930.53
Prepaid Taxes		\$ 3,012.30					\$ 12,670.00	\$ 8,774.83	\$ 3,537.32	\$ 11,234.84	\$ 3,600.94	\$ 24,671.41	\$ 67,501.64
Special Assessment													
NSF		\$ 20.00											\$ 20.00
Other Revenues	\$ 25,752.66	\$ 27,661.30	\$ 27,482.66	\$ 13,108.88	\$ 31,221.61	\$ 14,773.99	\$ 13,162.55	\$ 17,513.30	\$ 13,049.85	\$ 30,399.15	\$ 14,112.19	\$ 13,235.54	\$ 241,473.70
Dog/Cat Licenses	\$ 714.00	\$ 919.00	\$ 1,072.00	\$ 325.00	\$ 199.00	\$ 84.00	\$ 45.00	\$ 24.00	\$ 12.00				\$ 3,394.00
Utility Receipts													
Water/Sewer Rents	\$ 840.00	\$ 421.90	\$ 149,630.50	\$ 142,563.33		\$ 14,107.47	\$ 1,266.27	\$ 1,570.08	\$ 137,866.01	\$ 169,943.62	\$ 14,506.09	\$ 15,627.34	\$ 648,362.61
Penalty	\$ 185.34	\$ 142.00		\$ 1,231.49		\$ 1,476.15	\$ 66.00		\$ 22.00	\$ 1,949.70	\$ 1,467.50	\$ 1,425.78	\$ 7,965.96
Prior Year Rent	\$ 1,813.37	\$ 1,500.00				\$ 2,220.00							\$ 5,533.37
Other	\$ 107.64	\$ 5,456.95		\$ 877.02		\$ 1.01	\$ 3,507.02			\$ 7.22			\$ 10,156.86
Appropriation Refund													
Lake Revenues					\$ 102.00	\$ 557.00	\$ 718.00	\$ 530.00	\$ 132.20				\$ 2,039.20
Concession					\$ 10.00	\$ 60.00							\$ 70.00
Volley Ball Usage					\$ 339.00	\$ 1,206.00	\$ 2,455.00	\$ 1,185.00	\$ 400.00				\$ 5,585.00
Walk in				\$ 50.00	\$ 125.00	\$ 125.00	\$ 25.00	\$ 100.00					\$ 425.00
Pavilion Rental					\$ 125.00	\$ 762.00	\$ 406.00	\$ 1,661.00					\$ 2,829.00
Parties					\$ 57.00	\$ 208.00	\$ 168.00	\$ 64.00	\$ 16.00				\$ 513.00
Day Passes					\$ 100.00	\$ 200.00	\$ 100.00						\$ 400.00
Pass Books					\$ 1,295.00	\$ 1,800.00	\$ 805.00	\$ 265.00					\$ 4,165.00
Regular Membership					\$ 1,200.00	\$ 1,200.00	\$ 600.00						\$ 3,000.00
Non/Res Membership													
Non/Res Single Membership													
Other													
TOTAL:	\$ 544,853.42	\$ 1,620,627.68	\$ 247,538.13	\$ 678,628.41	\$ 1,473,544.94	\$ 171,783.94	\$ 364,125.04	\$ 1,964,246.79	\$ 256,370.59	\$ 624,876.75	\$ 1,745,878.47	\$ 103,709.92	\$ 9,796,184.08



THE PETTIT GROUP, LLC
Engineering • Architecture • Planning

VIA E-MAIL ONLY

January 25, 2017

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

**RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday January 26, 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. Please note the following construction progress as of the last report:
 - A. The installation of the interior plumbing, process piping, and well pumping equipment is complete.
 - B. The installation of the Hypochlorite System is complete.
 - C. The installation of both the Radio Communication System and internal Instrumentation and Controls is complete.

The Contractor has made no payment requests this month.

2. We anticipate completion of the Well's Yield Test and construction of the exterior piping system within the next few weeks.
3. Approval of the NJDEP Permit Applications for the new Treatment System at Well #1 have yet to be received. Construction will commence upon receipt of the approved Permits.

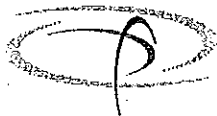
2015 BOROUGH ROAD PROGRAM, INCL. 2015 NJDOT MUNICIPAL AID PROJECT FOR MAPLE STREET, FROM NORTHEAST AVE. TO N. MARION AVE:

1. Asphalt core test results for Maple Street, were found to be deficient for thickness and a 5% penalty may be warranted in accordance with NJDOT specifications. We are currently addressing this issue with the Contractor. If penalties are applied, it should be noted that a 10% retainage on all NJDOT funded asphalt items has been withheld from past payments in accordance with NJDOT Municipal Aid Guidelines.

2. The Contractor has made no payment requests this month. Our office is currently negotiating Change Order #1 (Final) with the Contractor which includes a reconciliation of all as-built quantities for both the NJDOT funded improvements to Maple Street, the Borough funded work in Jackson Avenue, and the Borough funded roadway repairs to Maple Street, at Woodbury-Glassboro Road, Jefferson Avenue, and Wenonah Lake.
3. The remaining contract work includes the installation of signage and completion of the punchlist. Upon their completion and upon resolving the terms of Change Order #1, the final contract amount shall be determined and contract closeout documents shall be submitted to the Contractor.

2014 NJDOT TRANSPORTATION ALTERNATIVES PROGRAM (TAP):

1. The DOT has reviewed the preliminary design plans and specifications and have provided comments to our office. All comments have been addressed. Submission of final design plans and specifications to NJDOT shall be made upon addressing comments generated by the County (See Item #4, below).
2. A formal request for Federal Approval of the Construction Consultant Funding has been prepared and shall be included in the submission of final design plans and specifications to NJDOT.
3. A formal request for Federal Approval of the Proprietary Agreement with Atlantic City Electric for the proposed street light installation has been submitted to NJDOT for approval.
4. The County has contacted our office to discuss their preliminary review comments which, among other things, included the removal of the proposed Decorative Stamped Asphalt Crosswalks due to concerns regarding maintenance. Therefore, typical crosswalks shall be incorporated into the project and the Alternate Bid Item relative to this work (Alternate Bid #2) shall unfortunately be removed from the Contract.
 - A. Formal review comments are expected from the County during the week of Jan 30th. Once addressed, the final design plans and specifications shall be submitted to NJDOT for final approval and Federal Authorization to bid the Contract.
 - B. As previously discussed in the conceptual design stages, one of the conditions for County Approval will be for the Borough to enter into a maintenance agreement. Details regarding the terms of the Agreement are expected to be included in the formal County review. We will coordinate this work with the Borough Solicitor.
5. Based upon our conversations, Soil Conservation District approval is forthcoming.
6. It should be noted that the Borough will have to enter into a Street Light Agreement with Atlantic City Electric (ACE) for the installation and maintenance of the lights. However, the Agreement is valid for only 90 days and requires a 10% deposit from the Borough. Therefore, the ACE Agreement must be carefully coordinated with the advertisement and award of the Mantua Avenue Construction Contract. Our office will continue to coordinate this work with ACE and the Borough as the project proceeds closer to construction.



7. Our office has prepared and submitted the CONRAIL Entry Permit. Once reviewed and approved the Borough will be required to post a \$1,500 fee with CONRAIL, which would include coverage under Conrail's Insurance Policy and Safety Training for the Contractor, the subcontractors, the Borough's Construction Engineering Consultant, and any other party that may be working within CONRAIL's Right of Way.
 - A. Should CONRAIL require flagging during construction, CONRAIL shall provide those services at an expense of \$800/day.

PUBLIC WORKS POLE BARN

1. Public Works is still working on the installation of the heating unit with the Contractor. It is our understanding that the Contractor will be applying for, and obtaining, the necessary construction permits.

II. PRIVATE DEVELOPER PROJECTS AND INSPECTIONS:

STOCKTON AVENUE EXTENSION

1. No change since last report.

WENONAH MEADOWS

1. No change since last report.

AT&T CELLULAR ANTENNAE INSTALLATION

1. It is our understanding that AT&T is proposing to perform a number of upgrades to their facilities located at the Water Tower. We are currently awaiting receipt of the plans for the proposed improvements, and upon a detailed review, we will provide the Borough with a recommendation for the approval, or denial, of a Consent to Modify.

T-MOBILE CELLULAR ANTENNAE INSTALLATION

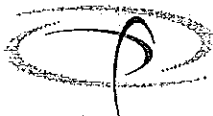
1. No change since last report.

CLEARWIRE CELLULAR ANTENNAE INSTALLATION

1. No change since last report.

VERIZON CELLULAR ANTENNAE INSTALLATION

1. It is our understanding that Verizon is proposing to install a number of small network nodes (antennae) upon existing utility poles within the Borough for the purposes of increasing coverage and network capacity. A representative from Verizon is scheduled to appear at the January Meeting to discuss this proposed work with Council. It should be noted that the utility poles in the Borough are owned by Atlantic City Electric



III. GENERAL MUNICIPAL ENGINEERING:

RE-ZONING OF LMR DISTRICT

1. Our office has updated and issued the Borough's revised Zoning Map in accordance with the recently adopted and approved Fair Share Housing Plan.

2017 NJDOT MUNICIPAL AID PROGRAM:

1. Applications for Year 2017 NJDOT Municipal Aid Projects are due on **February 3, 2017**. At a minimum, we recommend that the Borough re-submit the previously denied funding application for South Marion Avenue, from Pine Street to Willow Street.
2. In addition, it is our understanding that the amount of Municipal Aid funding will double that of prior years and therefore, we recommend that a second application for funding be submitted as a Priority 2 Municipal Aid Application for one of the following roadways:
 - A. North Jefferson Avenue, from Buttonwood Street to Poplar Street.
 - B. South Marion Avenue, from Willow Street to Mantua Avenue.
 - C. Maple Street, from Marion Ave to Woodbury-Glassboro Road

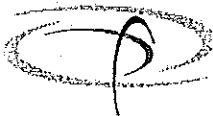
We ask for input from Council as to the above.

PY 2016-17 CDBG APPLICATION: BARRIER FREE IMPROVEMENTS AT LISLE FIELD

1. The Borough's Application for Barrier Free Improvement at Lisle Field was denied via correspondence dated December 15, 2016. Our office inquired as to the reason behind the denial and we were informed that it was simply a matter of numbers, i.e. too many applications and not enough funding. We were subsequently advised to re-submit the application in the next round of funding.

NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM (NJEIFP)

1. The DEP has recently developed a priority list for projects with the potential for funding under the Drinking Water Element of the Program. The list currently contains a total of 588 Projects throughout the State and funding is typically in the form of a combination of a 0% Interest loan combined with a market rate interest loan.
2. The Program is accepting applications for funding in 2018 and in light of the impending Water Tower Project, we ask if Council is interested in submitting an application. However, before making a decision, please note that The Borough investigated the possibility of making application to this Program for the new Well Project in 2013-2014. After an analysis of the costs for preparing the application (\$10,000 to \$20,000), combined with the highly competitive nature of the Grant/Loan Program, and the Borough's current Bonding Rate, it was determined that making application to this program was not a worthwhile investment.



WENONAH LIBRARY:

1. No change Since Last report.

WENONAH LAKE:

1. No change Since Last report.

LIGHT RAIL

1. No change Since Last report.

CONRAIL

1. No Change Since Last Report.

NJDEP-NEIT ASSET MANAGEMENT SURVEYS & GIS MAPPING

1. Although not a requirement at this time, 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.

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. Our office has recently received the updated the Water and Wastewater Systems Resiliency Guide & Security Best Practices from NJDEP. Upon review, will provide the Borough with a summary of the "target" items that should be addressed in order to come into compliance.

BOROUGH WATER TOWER AND WELLS

1. Our office is working to obtain a second independent evaluation of the condition of the Water Tower's Interior and Exterior painted surfaces. Upon receipt of a quote, our office will coordinate said inspection and evaluation with the Borough Clerk and Public Works Department.



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. The Generator has been transported to the Public Works Yard and is being stored within the Pole Barn. A partial payment for 90% of the Contract amount has been forwarded to Council for approval. The remaining 10% balance shall be recommended for payment upon delivery of the Generator Cable and Plug, and upon completion of the requisite Training of the Public Works employees on its operation.
2. Our office has submitted a recommendation for approval of Change Order #1 which reflects the cost for an additional 10 feet of 200 Amp Generator Cable, for a total of 35 feet.
 - A. The approval of Change Order #1 will result in an overall increase of \$395.00 (or 0.51%) above the original Contract Amount of \$76,887.00, for a Final Contract amount of \$77,282.00.

DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. Our office will work with the Borough on the completion of the 2016 Water System Audit which is due March 31, 2017.

WATER METER UPGRADES

1. Our office has been made aware that a number of Water Meters and/or MTU's have recently malfunctioned and needed to be returned for either repair or replacement. Should this continue to be a problem, our office is available to assist the Borough in undertaking any necessary remedial action.

NJDEP WATER ALLOCATION

1. The Borough's total water usage for the Year 2016 was approximately 60.65 million gallons, which is approximately 11.5 million gallons below the Annual Allocation Limit of 72.07 million gallons.
2. Pursuant to the Renewal of the Borough's Water Allocation Permit, additional details about the components of the existing irrigation well and sprinkler system at Langston Field will be required after its re-energization in the Spring. It should be noted that part of this work includes the installation of a flow meter for which the Public Works Department is aware.
3. Upon activation of Well #3 and the abandonment of Well #2, the Water Allocation Permit Renewal Application will be updated, thus satisfying the remaining NJDEP Technical Deficiency comments.



BOROUGH WATER SYSTEM RECORD KEEPING

1. No Change Since Last Report.

STORM SEWER COLLAPSES

1. No Change Since Last Report.

NJPDES STORMWATER DISCHARGE PERMIT

1. In preparation for the completion of the 2017 Annual Report, our office is organizing all information obtained, and documenting all activities performed, relative to the Borough's 2016 Stormwater Pollution Prevention Plan (SPPP). This work shall include a detailed review of the 2016 Stormwater Facility Maintenance Manual with the Public Works Department Employees. The Annual Report is due on May 2nd.

#311 N. JEFFERSON AVENUE

1. See Planning Board Activity below.

IV. PLANNING BOARD ACTIVITY:

1. The Board held its re-organization Meeting on January 23rd.
2. The preparation and adoption of the Mantua Avenue Zoning Overlay will be undertaken by the Board in 2017.
3. The Board inquired as to the status of the permits and potential additional variances for the work performed at #311 N. Jefferson Avenue and recommended that an inquiry be made to the Zoning Official as to whether the as-built survey was submitted, as required to initiate the zoning review process.

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)

