

# BOROUGH OF WENONAH

www.boroughofwenonah.com

## COUNCIL MINUTES – BUSINESS MEETING

NOVEMBER 29, 2018

### Pledge of Allegiance

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

**Roll Call:** Present: Mayor Dominy  
Council: Barbato, Cox, Fini, Kaeferle, Sheppard  
Absent: Norris  
Also present: Municipal Clerk Sweeney, Solicitor Matthew Lyons

### Open Public Meetings Act Statement:

**Adoption of the Agenda:** Sheppard/Cox, AIF

**Open to the Public** Kaeferle/Fini, AIF

No comments

**Close to the Public** Sheppard/Fini, AIF

**Motion to approve:** September 27, 2018 meeting minutes Fini/Sheppard, AIF

**Motion to approve:** October 25, 2018 meeting minutes Cox/Fini, AIF  
(Abstain: Kaeferle)

**Motion to approve:** Ordinance 2018-11: 1<sup>st</sup> Read, Bond Ordinance  
Re-appropriation of Funds for the Repair of Municipal Property  
for Erosion Problem

Cox/Kaeferle

### Roll Call

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Norris

Motion Approved

**Motion to approve:** Resolution 2018-94: Approving the Southern NJ Regional Employee Benefits Fund renewal

Sheppard/Kaeferle

**Roll Call**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Norris  
Motion Approved

**Motion to approve:** Resolution 2018-95: Approving the Re-joining with the County of Gloucester Commodity Resale Agreement

Sheppard/Kaeferle

**Roll Call**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Norris  
Motion Approved

**Motion to approve:** Resolution 2018-96: Approving the Transfer of Budget Appropriations

Sheppard/Kaeferle

**Roll Call**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Norris  
Motion Approved

**Motion to approve:** Resolution 2018-97: Authorizing a Contract with R.D. Zeuli, Inc., \$12,561.

Cox/Sheppard

**Roll Call**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Norris  
Motion Approved

**Motion to approve:** Resolution 2018-98: Authorizing the Sale of 1992 Grumman via Govdeals

Sheppard/Kaeferle

**Roll Call**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard  
Nays: None  
Abstain: None  
Absent: Norris  
Motion Approved

**COMMITTEE REPORTS:**

- Public Safety & Personnel – Jack C. Sheppard Jr.-See attached reports; Chief White gave Police Report
- Public Works – Dan Cox-See attached report
- Human Services – Anthony Fini-Clean Communities Day was good. Six groups attended.
- Finance & Budget – Bill Norris- Absent. See attached Treasurers & Tax Collection report.
- Legal & Ordinance – Phil Kaeferle- No report
- Public Buildings & Grounds – Jonathan Barbato-See attached report

**ENGINEERS REPORT:** See attached report indicating the projects within the Borough.

**Motion to approve:** Disbursements

Sheppard/Norris

**Roll Call:**

Ayes: Barbato, Cox, Fini, Kaeferle, Sheppard

Nays: None

Abstain: None

Absent: Norris

Motion Approved

**MISCELLANEOUS:**

Atlantic City Electric: Brief discussion on lights on Mantua Avenue. Changing the first 12 lights didn't make a difference. Engineer Kreck will reach out to ACE to discuss the cost of going to high pressure sodium.

**Open to the Public:**

Fini/Kaeferle

No comments

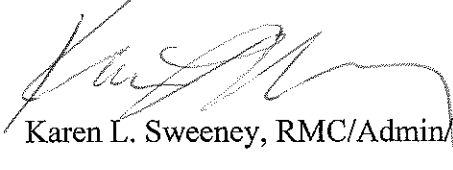
**Close to the Public:**

Sheppard/Cox

**Motion to adjourn:** 7:58 pm

Kaeferle/Cox AIF

Minutes Submitted,



Karen L. Sweeney, RMC/Admin/Treasurer

Approved: December 27, 2018



# Mantua Township Police Department



**Darren E. White**  
Chief of Police

405 Main Street  
Mantua, NJ 08051  
mantuapd@mantuatownship.com  
(856) 468-1920  
Fax (856) 464-0237

**Brian L. Grady**  
Lieutenant

**Jeffrey F. Ferry**  
Lieutenant

**Shaun J. Butler**  
Lieutenant

November 29, 2018

To: Mr. Mayor and members of the Borough Council  
From: Chief White  
Re: Monthly report

- I am still working on trying to get more community service workers for litter patrols. We had several years where we had participants every weekend, but that has decreased over the past year for some reason. If/when I can get consistent participants, they will be out in both Wenonah and Mantua to pick up litter, mainly from the main roads, but can also focus on other specific areas of concern.
- The radar trailer was out on Mantua Ave. in the area of Synnott Ave. for several weeks to warn drivers of speeding.
- Our body cameras have arrived. We have departmental training set up for December 5<sup>th</sup>, after which you should expect to start seeing officers wearing them. I am excited to get these up and running. At this month's chief's meeting I spoke to both Paulsboro's and Westville's chiefs who also use Axon body cameras. Both are very satisfied with the equipment and service, so I think we made the right call on our vendor selection. Paulsboro's chief advised that their demeanor complaints went from roughly 25 to 3, and those 3 backed away from their accusations after being allowed to view the body camera footage of their interaction. One woman even reportedly started crying after seeing the way she acted during her encounter with police. I believe these will be a big asset to the department by cutting down on complaints. Several years ago I think many officers would have fought against using them, but now are on board as they see how useful they can be when used correctly.
- Boomer is still doing great. He has just over a month until graduation. As we discussed last month, I will make sure Ptl. Donovan brings him into a council meeting to meet everybody. He is a goofy yellow lab, but will be trained to detect explosive material, having imprinted on 25 odors to date. He has also tracked up to 400 yards with high winds, hard surfaces, and through standing water to find guns that have not been fired in three weeks. Although many would think that we do not need an explosives detection dog, they are used more often than you think for things such as bomb threats called into a school, suspicious packages, or just the general deterrent effect of having him around. More importantly, he is a great community relations tool because he is not the traditional German Shepherd who barks any time a person comes near his police car. We have already brought him to several events and people really enjoy him.



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Lieutenant

- Officers helped out with the Turkey Trot on Black Friday. Everything went smoothly with no issues.
- Our Municipal Humane Law Enforcement Officer and the backup have completed their training and are all set up to assume the responsibilities of their new assignment. This is a position required by the state. It is filled by current officers, not additional hires.
- We have a class 2 officer ready to begin as soon as we receive the results of his drug screening, which I do not expect to be an issue. Class 2 officers are a huge asset as they are at will employees who are eager to work and show what they can do. They help out with special events, court, patrol, and any other area they are needed.
- Movember is coming to a close. As a result of the e have a \$1000 check to donate to the American Cancer Society.
- I have included a summary of the calls that took place in Wenonah since the last council meeting for everybody to look through.



Mantua Township Police  
405 Main Street  
Mantua New Jersey 08051  
(856) 468-1920

## Incidents Summary List

Printed On: 11/29/18 11:04

Reporting Period : 10/25/2018 - 11/28/2018

	Mantua Police Department	Total
911 Hang Up	3	3
911 Open Line	2	2
Added Patrol	9	9
Administrative	1	1
Animal Complaint	3	3
Assist Other Agency	2	2
Burglar Alarm Activation	3	3
Burglary, Entering	1	1
Community Policing	1	1
Disabled Motor Vehicle	2	2
Domestic	1	1
Down/Arcing Wires	1	1
Fall Victim	3	3
Fire Alarm System	3	3
Follow Up	2	2
Found Item	1	1
Fraud Complaint	1	1
Lock Out	1	1
Medical Emergency	6	6
Motor Vehicle Complaint	1	1
Motor Vehicle Crash	6	6
Motor Vehicle Stop	20	20
Notification/Informational	2	2
Parking Enforcement	1	1
Pedestrian Stop	1	1
Property Check	9	9
Psychiatric Emergency	2	2
Public Assist	2	2
Radar Enforcement	6	6
School Crossing	3	3
Seizures	2	2
Speak To Officer	3	3
Special Detail	2	2
Stolen Vehicle	1	1
Suspicious Incident	1	1
Suspicious Motor Vehicle	2	2
Suspicious Person	2	2
Suspicious Phone Call	1	1



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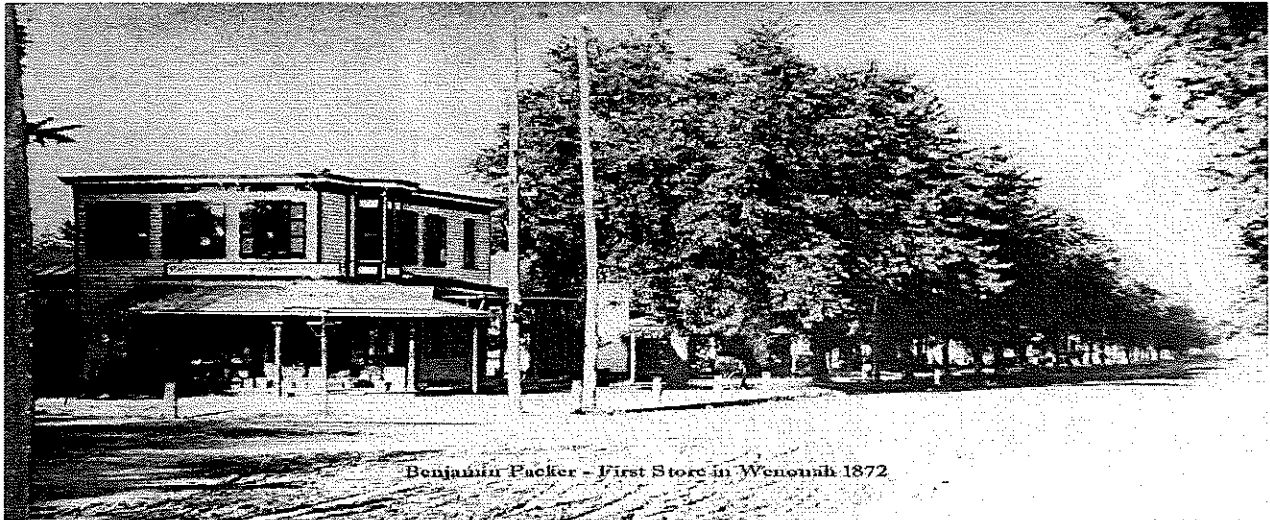
**Incidents Summary List**

Printed On: 11/29/18 11:04

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**Reporting Period : 10/25/2018 - 11/28/2018**

	Mantua Police Department	Total
Temporary/Final Restraining Or	1	1
Theft	1	1
Traffic Detail	1	1
Well Being Check	2	2
<b>Total</b>	<b>118</b>	<b>118</b>



*Ben Packer - First Store in Wenonah 1872*

## **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:** November 2018

Mayor Dominy & Borough Council,

**Committee activities this past month included;**

- **Wenonah Fire Company Monthly Report for October**
- **The October MTPD monthly report to Council will be presented by Chief White.**

Respectively submitted,

*Jack*

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

**Public Safety and Personnel Committee Chair**



To: Mayor Dominy and Members of Borough Council  
From: Drew Sole, Fire Chief  
Subject: Fire Chiefs Report for October 2018  
Date: November 6, 2018

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

#### Emergency Responses

Dwelling .....	1
Request for Mutual Aide .....	9

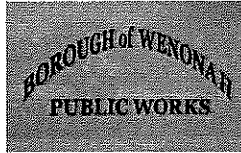
#### Extra Service Assignments

1. Conducted fire prevention education at Wenonah School.
2. Attended a fire prevention display at Greenfields Fire Company.
3. Attended the Woodbury Hts. fall festival.
4. Attended the Mantua Twp. "Truck or Treat" event at the Lowes Shopping center.

During the month of October, the fire company responded to ten calls of need to our town and our neighboring communities and trained on six occasions for a total of 244.19 staff hours of service.

Respectfully submitted,

  
Drew Sole, Fire Chief



## **Public Works Report**


**Submitted by Ken Trovarelli, DPW Superintendent**

**November 29, 2018**

- **Road and Utility Maintenance and Compliance Testing:**
  - Cotterman repaired the welded hydraulic steel line for the leaf truck at no charge
  - Repaired water main break off of South Lincoln dirt road in woods
  - Replaced the Drive Belts at Elm Street Pumping Station
  - Replaced the Alternator on the Backhoe
  - Put Barricades out for Turkey Trot
  - Replaced the valve box in front of 505 West Mantua
  - Put space heaters in 4 pumping stations to winterize
  - Preparing all DPW equipment for winter with antifreeze
  - Put salt spreader on dump truck
  - Salted roads for the snowstorm
  - Replaced/Installed 20 water meters
  - 22 Mark outs
  - Check wells and lift stations daily and performed minor maintenance
  - Collected 4 routine water samples for NJDEP.
  - Many potholes throughout the borough were filled / patched.
- **Municipal Properties and Maintenance:**
  - Set up the Council Room for Voting
  - Changed 15 fluorescent bulbs in the tax office
  - Replaced Timer for lights at Tax office
  - Replaced Timer for lights at Community Center
  - Provided set up and equipment for Clean Communities Day; gloves, rakes, tarps, bags
  - Winterized lake, Hayes Ave. Ball Fields and turned water off for Wenonah Swim Club
  - Took 160 cubic yards of logs to Ponte's
  - Delivered 10 yards of wood chips to residents
  - Trash/Recycle Collection - Collected trash and recycling at parks, municipal properties and businesses.
- **Bulk Leaf Collection, Yard Waste & Branch Collection, Chipping, Tree removal:**
  - 620 Cubic Yards of leaves 10/24 to 11/27.
  - Did the last sweep of yard waste and branches after clean communities day. Yard waste and branch collection will resume again in January
  - Covered the Borough for clearing of storm drains.
- **Residential Recycling:**
  - Collected metal items per residents' requests.
  - E-waste pick up per residents' requests

Tax Collector's Statement of Cash Receipts

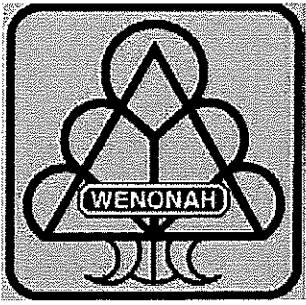
Current Taxes	October 2018	2018 To Date
Prepaid Taxes / 2019	5,345.39	23,151.11
2018 Taxes	589,065.38	6,704,801.81
2017 Taxes		77,316.94
6% Year End Penalty		1,305.51
Arrears		0.00
Tax Title Liens		0.00
Interest & Costs	911.30	12,003.36
Tax Searches		0.00
Cleanup		0.00
Advertising Costs		281.03
Tax Sale Premium		0.00
Lien Recording		0.00
Dup. Tax Sale cert. Fee		0.00
NSF Fee		100.00
Bankruptcy & Foreclosure Fees		0.00
Total Receipts	595,322.07	6,818,959.76

  
 Kim M Jaworski  
 Tax Collector

Percentage of Collection at October 31, 2018	93.53%
Percentage of Collection at October 31, 2017	77.84%

TREASURER'S REPORT 2018

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>REVENUES:</b>													
Property Tax Receipts	\$ 12,487.52	\$ 25,618.94	\$ 13,806.96	\$ 15,613.00	\$ 9,817.62	\$ 1,153.41			\$ 125.00				\$ 76,622.45
Delinquent Taxes	\$ 776.84	\$ 2,629.35	\$ 1,435.48	\$ 1,553.93	\$ 2,386.66	\$ 687.27	\$ 72.50	\$ 581.13	\$ 972.71	\$ 911.30			\$ 12,007.17
Interest on Delinquents	\$ 998,328.43	\$ 926,418.76	\$ 82,400.79	\$ 501,018.06	\$ 1,377,131.62	\$ 32,924.15	\$ 24,785.08	\$ 2,009,570.19	\$ 172,155.54	\$ 589,065.38			\$ 6,713,798.00
Current Taxes				\$ 100.00				\$ 14,302.51	\$ 3,503.21	\$ 5,345.39			\$ 23,251.11
Prepaid Taxes													\$ 181.03
Tax Sale	\$ 40.00		\$ 20.00										\$ 60.00
NSF		\$ 14,486.77	\$ 15,770.54	\$ 21,466.95	\$ 17,630.69	\$ 17,478.48	\$ 25,161.08	\$ 8,122.01	\$ 13,399.93	\$ 29,353.90			\$ 162,872.35
Other Revenues	\$ 607.00	\$ 559.00	\$ 1,132.00	\$ 292.00		\$ 109.00	\$ 2.00	\$ 31.00	\$ 36.00				\$ 2,768.00
Dog/Cat Licenses													\$ -
Utility Receipts	\$ 710.00	\$ 5,665.29	\$ 162,524.02	\$ 129,658.68	\$ 18,669.86	\$ 4,583.00	\$ 2,519.47	\$ 2,624.41	\$ 151,540.00	\$ 188,824.00			\$ 667,338.73
Water/Sewer Rents	\$ 96.74	\$ 27.52	\$ 88.00	\$ 1,842.91	\$ 1,800.10	\$ 282.24	\$ 22.00	\$ 50.00		\$ 1,058.00			\$ 5,217.51
Penalty	\$ 1,070.80	\$ 319.20	\$ 880.04	\$ 440.00	\$ 128.74	\$ 8.74	\$ 8.74	\$ 8.74	\$ 8.74	\$ 8.74			\$ 2,897.52
Prior Year Rent	\$ 60.00	\$ 8.74	\$ 79.28	\$ 11.44		\$ 240.00	\$ 8.74	\$ 8.74	\$ 8.74	\$ 162.74			\$ 588.42
Other													\$ -
Appropriation Refund													\$ -
Lake Revenues						\$ 150.00	\$ 1,160.00	\$ 687.00	\$ 125.00				\$ 2,122.00
Concession							\$ 10.00						\$ 10.00
Volley Ball Usage						\$ 1,109.00	\$ 3,690.00	\$ 2,481.00	\$ 236.00				\$ 7,518.00
Walk In							\$ 50.00	\$ 75.00					\$ 125.00
Pavilion Rental						\$ 210.00		\$ 470.00					\$ 680.00
Parties						\$ 16.00							\$ 16.00
Day Passes/W/men						\$ 200.00	\$ 280.00	\$ 100.00					\$ 550.00
Pass Books						\$ 1,335.00	\$ 1,545.00	\$ 55.00					\$ 2,935.00
Regular Membership						\$ 1,950.00	\$ 1,500.00						\$ 3,450.00
Non/Res Membership						\$ 150.00							\$ 150.00
Non/Res Single Membership													\$ -
Other													\$ -
<b>TOTAL:</b>	\$ 1,014,177.33	\$ 975,753.57	\$ 278,137.11	\$ 671,998.97	\$ 1,427,746.32	\$ 62,436.29	\$ 60,925.87	\$ 2,039,157.99	\$ 342,104.13	\$ 814,720.71	\$ -	\$ -	\$ 7,687,158.29



## Public Buildings & Grounds

Jonathan Barbato, Chair

Committee Members, Phil Kaeferle, Anthony Fini

Month: November 2018

### Wenonah Park

Saturday, December 1<sup>st</sup> our annual holiday tree lighting will take place in the Wenonah Park. The festivities will begin at 6:30pm featuring the Wenonah Elementary School Show Choir. The Show Choir will have you in the Holiday spirit with their lovely rendition of holiday songs. Refreshments will be served compliments of the Telford Inn and there will also be a visit from Santa himself.

### Wenonah Lake

I met with the Wenonah Lake Association on Sunday, November the 25<sup>th</sup> to discuss ways to increase memberships. I plan on continuing our discussions at their next monthly meeting.

### Jack Sheppard Community Center/Train Station

Councilmen Fini and I meet last night November the 28<sup>th</sup> with representatives from our civics groups to discuss ways to better enhance the appearance of the Jack Sheppard Community Center during the holidays. Planning for the 2019 holiday decorations on the Train Station will continue during the year.

### Other Properties

Nothing new to report.

To: Mayor Dominy and Members of Borough Council  
From: Drew Sole, Fire Chief  
Subject: Fire Chiefs Report for October 2018  
Date: November 6, 2018

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Respectfully submitted,



Drew Sole, Fire Chief



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

**VIA E-MAIL ONLY**

November 28, 2018

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

**RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday November 29, 2018  
Project Number WNOE012N**

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 & MODIFICATIONS TO WELL #1**

1. The Well Design Engineer has obtained the necessary NJDEP Permits for the installation and operation of the supplemental treatment devices at both Well #1 & Well #3, which will be performed at no cost to the Borough.
  - A. However, it should be noted that the associated NJDEP Permit Conditions will require additional maintenance, sampling, and reporting by Public Works and, based upon the amount of maintenance that is currently required for the recently installed systems, our office is hesitant in recommending the installation of the supplemental treatment devices.
2. We are still awaiting receipt of the materials required to install the re-circulation system that was recently recommended by the dosing pump supplier (JP Jager) and the Treatment System Supplier (Lonza).
3. Due to the extraordinary amount of maintenance, combined with the continuous problems that have been experienced with the new Treatment Systems since their installation date, we are recommending that an un-biased engineering evaluation of the Treatment System be performed by a 3<sup>rd</sup> Party in order to determine if the Treatment Systems, which were designed and specified by the Well Design Engineer, are appropriate for this particular application.

4. Public Works must install a number of trees to satisfy the conditions of the NJDEP Flood Hazard Permit. This work is in exchange for other work that was completed for the Public Works Department by Level-1 Construction.

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

1. The Borough's Construction Consultant is preparing the final reimbursement voucher, including the supporting documents, for submission to NJDOT, including reimbursement for payments made to Atlantic City Electric for the new street lights.
2. It is our understanding that the Borough's Construction Consultant has, or will be, recommended Final Contract Payment to the Contractor for the release of the 2% contract retainage.

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

1. The Contractor has substantially completed the Project.
2. The Asphalt Core Test results revealed NJDOT penalties for Air Voids and Thickness. The Contractor is contemplating whether they should incur the penalties or have another set of core tests performed in an attempt to eliminate the NJDOT penalties. Final Change Orders and Payment will be delayed pending a decision by the Contractor.

**2018 NJDOT MUNICIPAL AID PROGRAM - 2019 INFRASTRUCTURE IMPROVEMENT PROJECT (FORMERLY THE 2019 ROAD PROGRAM):**

1. No Change Since last Report.

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

**STOCKTON AVENUE EXTENSION**


1. No Change Since Last Report.

**#207 EAST WILLOW**

1. No Change Since Last Report.

**#404 S. CLINTON AVENUE**

1. Our office has performed an Inspection of Lot Grading and have noted that the constructed improvements are not in full compliance with the approved, and revised, Grading Plan. The applicant is currently addressing the issues. Once satisfactorily addressed and inspected, our office will provide the Construction Code Office with a recommendation for a Certificate of Occupancy





**AT&T CELLULAR ANTENNAE INSTALLATION**

1. No change since last report.

**T-MOBILE CELLULAR ANTENNAE INSTALLATION**

1. T-Mobile will soon be installing a new generator within their existing ground-based compound.

**VERIZON CELLULAR ANTENNAE INSTALLATION**

1. No change since last report

**III. GENERAL MUNICIPAL ENGINEERING:**

**2019 NJDOT MUNICIPAL AID PROGRAM:**

1. No Change Since Last Report

**NJ ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM**

1. A kick-off meeting was held on November 20<sup>th</sup> to initiate the Grant Application process with the Borough's WQAA Consultant, Suburban Consulting Engineers, Inc. (SCE) It is our understanding that the following improvements will be considered within the scope of the grant application:
  - A. The Rehabilitation of the Water Tower and Site Improvements to the Water Tower Property.
  - B. The preparation of a Water System Asset Management Plan, as required by NJDEP in April 2019.
  - C. The preparation of a Sanitary Sewer System Asset Management Plan.
  - D. The replacement of old and/or failing water system and sewer system infrastructure. The scope of which will be identified during the preparation of the Asset Management Plans.
2. Our office will assist the Borough and SCE in the loan application process on an as-needed basis.

**SAFE ROUTES TO SCHOOL GRANT APPLICATION (SRTS)**

1. No Change Since Last Report.

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

1. No change since last report.



**WENONAH LIBRARY:**

1. We are currently coordinating the re-planting of the Rain Garden with the Public Works Department, the Gloucester County Master Gardeners, the Americorp Watershed Ambassador, the Wenonah Lions Club, and the Elementary School students. The planting work is currently scheduled for 9AM December 4<sup>th</sup>, weather permitting.

**WENONAH LAKE:**

1. No change since last report.

**LIGHT RAIL**

1. No change since last report.

**CONRAIL**

1. No change since last report.

**GCUA SANITARY SEWER EFFLUENT MONITORING REPORT**

1. No change since last report.

**USEPA SANITARY SEWER COMPLIANCE EVALUATION INSPECTION**

1. No change since last report.

**PUBLIC SEWER FOR WOODBURY-GLASSBORO RD PROPERTIES**

1. No change since last report.

**NJDEP WATER QUALITY ACCOUNTABILITY ACT**

1. The GPS Survey for the Borough's Water System Valves and Fire Hydrants has been completed and the Borough's GIS Map has been updated and circulated to various Borough officials for review and comment.
  - A. It should be noted that the GIS map has also been updated with sanitary sewer mains, manholes, and pump stations, the locations of which were not surveyed, but instead were extracted from the CAD Drawings of the sewer system.
  - B. The GIS Consultant has requested a follow up meeting for the purposes of determining the appropriate platform for the GIS Map and data storage, as well as methods for integrating the various Water System maintenance activities and Asset Management Plan data into the GIS Water System Map.
2. It is our understanding that Pubic Works is addressing the DEP requirement for permanently marking all Borough wide fire hydrants with a name, number, symbol, or other distinguishing mark.



3. It is our understanding that Public Works is addressing the DEP requirement for Inspecting and Operating the water system valves and blow-offs, and for Testing and Flushing the existing fire hydrants.
4. It is our understanding that the Borough has provided NJDEP with a signed Certification that the Borough is in compliance with the various requirements of the NJDEP Water Quality Accountability Act (WQAA).
5. Our office is assisting the Borough's WQAA Consultant, Suburban Consulting Engineers, Inc. (SCE) in the preparation of the Water System and Sewer System Asset Management Plans on an as-needed basis. Currently, we are researching records for the purposes of determining the age of the various utility infrastructure.

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

1. See "NJ ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM" for information regarding funding for the Water Tower Project.
2. See "BOROUGH POTABLE WATER WELL #3 & MODIFICATIONS TO WELL #1" for information regarding Well #'s 1 & 3.

#### **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 the month of October 2018 was slightly above that for the month of October 2017. The total water usage for the year to date is approximately 2.38 Million gallons higher than that for 2017. However, based on prior year's water usage history, the Borough should fall well below the annual DEP Allocation limit.

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

1. No Change Since Last Report.

#### **STORM SEWERS**

1. We recommend that all necessary storm sewer replacement work be inventoried and included in the impending NJ Environmental Infrastructure Financing Program Funding Application.

See "NJ ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM" for additional information.



### **NJPDES STORMWATER DISCHARGE PERMIT**

1. Our office continues to complete various tasks and perform periodic updates to the Borough's 2018 Stormwater Pollution Prevention Program (SPPP), including the coordination of the 2018-2019 Classroom Presentations, restoration of the Library Rain Garden, coordination of various Maintenance Activities and their proper documentation with Public Works, and coordinating the required Training for Borough Officials and Employees.
2. We are also preparing an outline of tasks to be used as a guideline for addressing compliance with the new 2019 requirements. Once complete, we will provide summary instructions and the necessary training for the appropriate Borough personnel.

### **MANTUA AVENUE PEDESTRIAN LIGHTS**

1. Atlantic City Electric has installed the lower wattage LED Lighting (70 Watt HPS Equivalent) between Clinton Avenue and Marion Avenue. For comparative purposes, our office completed a night light function test to determine the difference in the levels of illumination and found that the lower wattage lights exhibit a reduction in footcandles of approximately 33%.
2. Atlantic City Electric has indicated that the flashing lights were the result of a problem with the Manufacturer's product (Holophane) and it is our understanding that the malfunctioning fixtures are to be removed and replaced by the lighting manufacturer. A schedule for this work has not been provided to our office.

### **ELECTRICAL UPGRADES AT WENONAH PARK**

1. No change since last report.

### **STOP SIGN INSTALLATIONS**

1. Our office has prepared an Engineering Report to analyze the feasibility of providing 4-Way stop controls at the following intersections:
  - A. S. Clinton Avenue and E. Willow Street.
  - B. N. Marion Avenue and E. Elm Street.
  - C. N. Marion Avenue and E. Buttonwood Street

Based upon our evaluation, four-way stop controls can be justified for all of the intersections listed above.

### **TRAFFIC CALMING MEASURES**

1. No change since last report.



**MAPLE STREET EROSION PROBLEM**

1. We have received three (3) Contractor bids for repairing the Maple Street erosion problem and have provided the Borough with a recommendation of award to RD Zeuli, Inc. for the installation of a gabion baskets to stabilize the failing slope.
2. Upon Council's Award of Contract, we will coordinate the work with the Contractor and the Police Department.

**BLOCK 13 EROSION PROBLEM (NORTHWEST OF JEFFERSON & ELM)**

1. In response to a concerned resident inquiry at #205 West Elm Street, a significant erosion problem was identified within an existing ravine located both alongside and behind the property. The erosion is causing damage to private property, i.e. the resident's tennis court is falling into the ravine. The erosion is also being experienced on the opposite side of the ravine and appears to be encroaching into the rear yard of the resident at #206 N. Jefferson Avenue.
2. Based upon a site inspection, it appears as if the eroded portions of the ravine are entirely located on the property at #205 West Elm. However, this can only be confirmed via survey as the Borough maintains a portion of the Garfield Avenue paper street in the general vicinity. In addition, the rear yard of #206 N. Jefferson Avenue is also located in the general vicinity.
  - A. An attempt to resolve the problem has been undertaken by parties unknown through the installation of large concrete blocks and the re-grading of the lands at the top of the slope of the ravine. Preliminary measurements have indicated that all of the remedial work described above was performed on the property at #205 West Elm Street.
3. Additional investigation revealed that the source of the erosion appears to be generated by runoff coming from the property at #206 N. Jefferson Avenue, and the source of the runoff is coming from the Jefferson Avenue roadway.

Upon further investigation, it was noted that the property owner at #206 N. Jefferson Avenue does not have a paved driveway apron nor a depressed concrete curb and, as a consequence, the roadway runoff is diverting from the Jefferson Avenue gutterline, into the stone paved driveway at #206 N. Jefferson Avenue, traversing to the rear of the property, and ultimately discharging into, and eroding, the existing ravine.

Therefore, it is our opinion that the installation of a concrete driveway apron, as required by Chapter 56-9, of the Borough Code, will serve to address the existing and ongoing erosion problem

4. Consequently, it is our recommendation that the Borough notify the property owner of the need for a proposed alteration/repair in accordance with Chapter 56-10, of the Borough Code, and request that a new concrete driveway apron be installed for the purposes of addressing the existing and ongoing erosion problem.



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**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) 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)  
Matthew P. Lyons, Esq., Borough Solicitor (via e-mail)  
Sandra Christina, Planning Board Secretary (via e-mail)

