

**DRAFT
AGENDA
BOROUGH OF WENONAH
REGULAR BUSINESS MEETING
JANUARY 26, 2023**

I. OPENING:

- a. Call to Order
- b. Flag Salute
- c. Roll Call
- d. Open Public Meetings Act Statement
- e. Adoption of Agenda

II. PRIVILEGE OF THE FLOOR

Approval of January 5, 2023, Reorganization Meeting Minutes

**Approval of Closed Meeting Minutes: 3/28/19, 4/25/19, 5/23/19, 6/27/19, 10/24/19, 5/28/20, 1/27/22,
4/28/22, 12/22/22**

III. BUSINESS: RESOLUTIONS & ORDINANCES

ORDINANCE 2023-1 2ND read Establishing Salaries and Compensation of Various Borough Officers And Employees of Wenonah for Calendar Year 2023

OPEN – PUBLIC HEARING-CLOSE-ROLL CALL

RESOLUTION 2023-22 Approving 2022 Tonnage Grant

RESOLUTION 2023-23 Awarding contract to The Pettit Group, LLC for Engineering Services

RESOLUTION 2023-24 Awarding contract to Bowman & Associates for Auditing Services

RESOLUTION 2023-25 Awarding contract to Gebhardt & Kiefer for Legal Services

RESOLUTION 2023-26 Awarding contract to Robert Scharle for CFO Services

RESOLUTION 2023-27 Awarding contract to Brian Slaugh, for COAH Planner Services

RESOLUTION 2023-28 Awarding contract to Wilentz, Goldman and Spitzer for Bond Counsel Svc

RESOLUTION 2023-29 Approving the Transfer of 2022 Appropriation Reserves

RESOLUTION 2023-30 Approving cancelling prior year Expended Grant Balances

RESOLUTION 2023-31 Approving the Shared Service Agreement between the Wenonah and the Township of Mantua for Uniform Fire Official Services

RESOLUTION 2023-32 Approving Proposal with The Pettit Group for Professional Services in Connection with the Phase Design of 2023 Borough of Wenonah Infrastructure Improvement Project

RESOLUTION 2023-33 Resolution Authorizing an application to the Gloucester County Community Development Block Grant Program and Cares Act (CDBG-CV)

RESOLUTION 2023-34 Appointing Chicken Advisory Committee for 2023

ORDINANCE 2023-2 1ST read An Ordinance Repealing Chapter 22a Of the Borough Code Of The Borough Of Wenonah And Providing For Local Enforcement Of The New Jersey Uniform Fire Code

IV. COMMITTEE REPORTS:

- a. Personnel – Susan Mayer
- b. Public Works/Public Buildings & Grounds – Dan Cox

- c. Public Safety – Anthony Fini
- d. Finance & Budget – Jaclyn Graves
- e. Legal & Ordinance – Jonathan Barbato
- f. Public Programs – Jeanne Grigri
- g. Lake Park Renovation Committee – Jonathan Barbato / Susan Mayer

V. **ENGINEERS REPORT:**

VI. **APPROVE DISBURSEMENTS**

VII. **MISCELLANEOUS**

VIII. **PRIVILEGE OF THE FLOOR**

ADJOURN

NOTICE PURSUANT TO N.J.S.A 10:4-8(d)

The items listed on this tentative agenda of the Mayor and Council of the Borough of Wenonah constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

RESOLUTION # R-2023-22

**“Borough of Wenonah, County of Gloucester, State of New Jersey
“2022 TONNAGE GRANT APPLICATION RESOLUTION”**

- WHEREAS,** The Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant money may be made to municipalities in order to encourage local source separation and recycling programs; and
- WHEREAS,** It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs,
- WHEREAS,** The New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and
- WHEREAS,** The recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and
- WHEREAS,** A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Wenonah Borough Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and
- WHEREAS,** Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the Council of Wenonah that Wenonah hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Ryan Wells, Trash/Recycling Coordinator, to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Jessica S. Doheny, Mayor

Certified by Karen L, Sweeney, Municipal Clerk

January 26, 2023

Resolution #2023-23

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH

Project or Authorization:

Authorizing the signing of a Contract for Engineering services according to the terms set forth in the attached contract between The Pettit Group, LLC and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090 . This contract is based on hourly rates as proposed in the attached 2023 Schedule of Billable Hourly Rates of the contract for work detailed in Section 4. The CFO hereby certifies that funds for this contract are available.

And not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR**

CERTIFICATION OF THE AVAILABILITY OF FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to

Dave Kreck THE PETTIT GROUP, LLC in the amount up to \$28,000.

Funds for certification are therefore being made available and certified against account. Number 3-01-20-715-023, 3-05-55-500-059

Contract period: January 1, 2023-December 31, 2023

Total amount of Contract (Purchase): \$28,000

Date: January 26, 2023

Mayor, Jessica S. Doheny

Robert Scharle, CFO: _____

ATTEST:

Karen L. Sweeney, Municipal Clerk

I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the Mayor concurring, on the January 26, 2023.

Resolution #2023-24

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH

Project or Authorization:

Authorizing the signing of a contract for Auditing services according to the terms set forth in the attached contract between Bowman & Company and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090. This contract is based on hourly rates as proposed in Section 2 and Section 10 of the contract and the CFO hereby certifies that funds for this contract are available and not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR
CERTIFICATION OF THE AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained that there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to Bowman & Company, Carol McAllister in the amount up to \$20,000. Funds for certification are therefore being made available and certified against account number 3-05-500-042 and 3-01-20-705-099.

| | |
|--------------------------------------|-----------------------------------|
| Contract period: | January 1, 2023-December 31, 2023 |
| Total amount of Contract (Purchase): | \$20,000 |

Robert E. Scharle'

Date: January 26, 2023

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Municipal Clerk

I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the Mayor concurring, on the January 26, 2023.

Resolution #2023-25

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH

Project or Authorization:

Authorizing the signing of a Contract for LEGAL services according to the terms set forth in the attached contract between Gebhardt & Kiefer, P.C. and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090. This contract is based on hourly rates as proposed in the attached 2023 Schedule of Billable Hourly Rates of the contract SECTION A, SCHEDULE OF FEES for work. The CFO hereby certifies that funds for this contract are available.

Line item to be charged:

And not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR**

CERTIFICATION OF THE AVAILABILITY OF FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable

requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained that there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to Matthew P. Lyons, Esq. Borough Solicitor in the amount up to \$28,000.

Funds for certification are therefore being made available and certified against account

Number 3-01-20-712-023

Contract period: January 1, 2023-December 31, 2023

Total amount of Contract (Purchase): \$28,000

Robert E. Scharle'

Date: January 26, 2023

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Municipal Clerk I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the mayor concurring, on the January 26, 2023

RESOLUTION R- 2023-26

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY

Project or Authorization:

Authorizing the signing of a contract for CFO Services according to the terms set forth in the attached contract between Robert Scharle' and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090. This contract is based on an annual fee of \$18,000/year work described in Section 4 plus an hourly rate of \$75.00 for additional services as proposed in Section 5 of the contract and the CFO hereby certifies that funds for this contract are available.

The line items to be charged:

And not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR**

CERTIFICATION OF THE AVAILABILITY OF FUNDSAs required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to Robert E. Scharle in the amount up to \$18,000.

Funds for certification are therefore being made available and certified against account:

Number 3-05-55-500-044 and 3-01-20-705-025

Contract period: January 1, 2023-December 31, 2023

Total amount of Contract (Purchase): \$18,000.

Robert E. Scharle'

Date: Jan.26, 2023

ATTEST:

APPROVED:

Karen L. Sweeney, Municipal Clerk

Jessica S. Doheny, Mayor

I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the mayor concurring on January 26, 2023

Karen L. Sweeney, Municipal Clerk

Resolution # 2023-27

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH

Project or Authorization:

Authorizing the signing of a Professional Planner contract for services between Clark, Caton, Hintz of 100 Barrack Street Trenton, NJ 08608 and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090 as per the terms set forth in the proposal submitted with specific fees indicated in agreement previously reviewed by the CFO.

The line items to be charged:

And not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR
CERTIFICATION OF THE AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to Clark, Caton, Hintz, Esq Borough Planner/COAH in the amount up to \$8,000. Funds for certification are therefore being made available and certified against account

Number COAH TRUST FUND

Contract period: January 1, 2023-December 31, 2023
Total amount of Contract (Purchase): \$8,000

Robert E. Scharle'

Date: January 26, 2023

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Municipal Clerk

I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the mayor concurring, on January 26, 2023.

Karen L. Sweeney, Municipal Clerk

Resolution # 2023-28

AWARDING CONTRACT RESOLUTION OF THE BOROUGH OF WENONAH

Project or Authorization:

Authorizing the signing of a Bond Counsel contract for services between Wilentz, Goldman & Spitzer Attorneys at Law of 90 Woodbridge Center Drive, Suite 900 Woodbridge, NJ 07095 and the Borough of Wenonah, 1 South West Avenue, Wenonah, NJ 08090 as per the terms set forth in the proposal submitted with specific fees indicated in Section 2 previously reviewed by the CFO.

The line items to be charged:

And not to exceed/maximum value of contract:

**CERTIFYING FUNDS FOR THE FULL AMOUNT OF A CONTRACT
(PURCHASE) IN THE CURRENT FISCAL YEAR
CERTIFICATION OF THE AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable Requirement, I, Robert E. Scharle' Chief Finance Officer for the Borough of Wenonah, have ascertained that there are available, sufficient, uncommitted appropriations within the 2023 Budget of the Borough of Wenonah to award a Contract (Purchase) to Wilentz, Goldman & Spitzer, PA Bond Counsel in the amount up to \$28,000. Funds for certification are therefore being made available and certified against account.

Number 3-04-00-00-000, 3-04-10-772-012, 3-04-07-10-100-010, 3-04-07-10-900-010 Capital Funds.

Contract period: January 1, 2023-December 31, 2023

Total amount of Contract (Purchase): \$28,000

Robert E. Scharle'

Date: January 26, 2023

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Municipal Clerk

I hereby certify that this is a true copy of a resolution passed by the Council of the Borough of Wenonah, with the mayor concurring, on January 26, 2023.

Karen L. Sweeney, Municipal Clerk

BOROUGH OF WENONAH

RESOLUTION NO. 2023-29

TRANSFER OF 2022 APPROPRIATION RESERVES

WHEREAS, the Mayor and Council of the Borough of Wenonah, County of Gloucester, and State of New Jersey, desire to transfer funds within the 2022 appropriation reserves; and

WHEREAS, transfers between appropriation reserves are permitted pursuant to N.J.S.A. 40A:4-59;

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and Borough Council of the Borough of Wenonah, County of Gloucester, and State of New Jersey, hereby approve the following transfer in the appropriation reserves for the year 2022:

CURRENT FUND

| | |
|--|---------------------|
| From: Road Repairs & Maintenance – S&W | \$ 6,100.00 |
| Road Repairs & Maintenance – Other Expenses | <u>7,300.00</u> |
| | <u>\$ 13,400.00</u> |
| | |
| To: Interlocal Service Agreement for Construction Code Services with Mantua Township | \$ 3,700.00 |
| Interlocal Service Agreement for Garbage & Trash Services with Logan Township | <u>9,700.00</u> |
| | <u>\$ 13,400.00</u> |

Date Adopted: January 26, 2023

Signed: _____
Mayor, Jessica S. Doheny

Attest: _____
Karen L. Sweeney, Borough Clerk

BOROUGH OF WENONAH

RESOLUTION NO. 2023-30

CANCEL PRIOR YEAR UNEXPENDED GRANT BALANCES

WHEREAS, there are old inactive, expired and dormant grant receivables and prior year unexpended grant balances with off-setting reserves that remain outstanding on the books, it is the recommendation of the Chief Financial Officer that these balances be canceled; and

WHEREAS, the following is the detail of the Current Fund grant receivable balances and grant reserve balances to be canceled:

CURRENT FUND

| <u>Prior Year Grants Receivable Balances</u> | <u>Amount</u> |
|---|----------------------------|
| Prior Years Municipal Alliance Grant Funds | <u>\$ 10,500.00</u> |
| | |
| <u>Prior Year Grant Reserve Balances</u> | |
| Sustainable Jersey Small Grants Program | \$ 25.24 |
| Prior Years Municipal Alliance Grant Funds | <u>13,432.02</u> |
| | |
| Total | <u>\$ 13,457.26</u> |

BE IT RESOLVED, that the Current Fund grants receivable balances and unexpended grant reserve balances above be canceled and that the Chief Financial Officer record this action in the books and records of the Borough of Wenonah.

Adopted: January 26, 2023

APPROVED:

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Borough Clerk

**BOROUGH OF WENONAH
GLOUCESTER COUNTY, NEW JERSEY**

RESOLUTION # 2023-31

**RESOLUTION OF THE BOROUGH OF WENONAH,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY,
APPROVING THE SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH
OF WENONAH AND THE TOWNSHIP OF MANTUA
FOR UNIFORM FIRE OFFICIAL SERVICES**

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A.40A:65-1, et seq., municipalities within the State of New Jersey are permitted to enter into agreements with local units for any service or circumstance intended to reduce property taxes through the reduction of local expenses; and

WHEREAS, the Borough of Wenonah desires to contract with the Township of Mantua for Uniform Fire Official Services; and

WHEREAS, the respective parties each determined that it will be economical, efficient and otherwise advantageous to them and the residents and taxpayers of the Municipalities to enter into a Shared Services Agreement (the "Agreement") for these services; and

WHEREAS, the Borough of Wenonah would like to approve the Agreement with the Township of Mantua to furnish the services as outlined in the Agreement (attached hereto as Exhibit "A") as well as any additional acts necessary to fully authorize the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Borough Counsel of the Borough of Wenonah, in the County of Gloucester, and State of New Jersey, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute the attached Shared Services Agreement with the Township of Mantua for services in accordance with the terms and provisions set forth.
2. A copy of the Agreement shall be filed with the Borough Clerk and shall be open for public inspection at the Borough Municipal Building upon adoption of this Resolution.
3. The Agreement shall take effect on March 1, 2023.
4. A copy of the Agreement shall be sent to the State of New Jersey, Division of Local Government Services in the Department of Community Affairs.
5. This Resolution shall take effect immediately upon adoption according to law.

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on January 26, 2023.

BOROUGH OF WENONAH

Jessica Doheny, Mayor

ATTEST:

KAREN L. SWEENEY, Municipal Clerk

CERTIFICATION

I hereby certify that the above Resolution is a true copy of a Resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same on _____, 2023, in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

KAREN L. SWEENEY
Municipal Clerk

**DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET**

PROVIDER: Township of Mantua COUNTY Gloucester

RECIPIENT: Borough of Wenonah COUNTY Gloucester

BRIEF DESCRIPTION OF SERVICE:

To provide a licensed Uniform Fire Official to perform inspections, licenses and enforce uniform fire code as required within Borough limits

EFFECTIVE DATE: 3/1/23

EXPIRATION DATE: 12/31/27

Please submit this cover sheet with shared service agreement either via e-mail to EGG@dca.state.nj.us or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08628-803. Mailed correspondence should be sent to the attention of Shared Services.

**SHARED SERVICES AGREEMENT
FOR UNIFORM FIRE OFFICIAL SERVICES**

THIS SHARED SERVICES AGREEMENT, made this ____ day of _____,
2023, by and between:

THE TOWNSHIP OF MANTUA, a municipal corporation located in the County of Mercer, State of New Jersey, with principal offices located at 401 Main Street, Mantua, NJ 08051-1026, hereinafter referenced as the “Provider;” and

THE BOROUGH OF WENONAH, a municipal corporation located in the County of Gloucester, State of New Jersey, with principal offices located at 1 South West Avenue, Wenonah, NJ 08090, hereinafter referenced as the “Recipient.”

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1, et seq. (the “Act”), authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Recipient is in need of the services of licensed personnel in order to perform Uniform Fire Official duties pursuant to the Uniform Fire Code Act (also referenced as the “services”) within the Recipient's jurisdiction; and

WHEREAS, the Provider is willing to assist the Recipient by permitting its personnel to provide the services to the Recipient; and

WHEREAS, in the spirit of inter-municipal cooperation, and in furtherance of the principles underlying the Act, the Provider and the Recipient (collectively, the “parties”) have negotiated an Agreement for the shared provision of the services within their respective jurisdictions; and

WHEREAS, the terms and conditions of this undertaking are set forth below; and

WHEREAS, the parties have each duly authorized their proper officials to enter into and execute this Agreement.

NOW, THEREFORE, WITNESSETH, the Provider and the Recipient, for the consideration hereafter named, hereby agree as follows:

ARTICLE I: SCOPE OF SERVICES

A. SERVICES TO BE PERFORMED.

The Provider shall furnish to the Recipient the services of licensed personnel in order to perform Fire Official duties pursuant to the Uniform Fire Code Act within the Recipient's jurisdiction. The personnel to be provided shall include a Fire Official and Fire Inspector (collectively, the "personnel"), who shall serve as the local enforcement agents of the Recipient pursuant to the Uniform Fire Code Act. The provider shall also perform any fire inspections required of residential properties pursuant to the Borough Code of the Borough of Wenonah.

B. DESIGNATION AS GENERAL AGENT.

The Provider is hereby designated the agent of the Recipient for the provision of the services.

C. HOURS OF OPERATION.

The Provider shall provide the services to the Recipient on an as needed basis. The services shall be performed both "on-site" (i.e., through the Recipient's Municipal Offices), as well as out of the Municipal Offices of the Provider. The specific days and the exact hours of on-site services of the personnel shall be determined by mutual agreement of the Provider's Township Administrator and the Recipient's Borough Administrator. In the event that the Recipient requests that the personnel perform services that are outside the scope of normal duties, then the Recipient shall reimburse the Provider for all costs associated with the performance of such services, including any applicable overtime charges.

ARTICLE II: CONSIDERATION

A. COMPENSATION.

In consideration for the services to be rendered, the Provider shall collect and retain all fees due and payable by all applicants, for the services performed in accordance with this Shared Services Agreement.

B. REIMBURSEMENT OF COSTS.

The Recipient also agrees to reimburse the Provider for reasonable out of pocket costs incurred by the personnel that are directly related to the services provided hereunder.

ARTICLE III: AUTHORITY OVER PERSONNEL

A. COMPLAINTS.

Any complaints related to the services provided to the Recipient shall be handled per the Provider's procedures by the Provider.

ARTICLE IV: INSURANCE

A. INSURANCE.

During the term of this Agreement, the Recipient shall add the Provider and the personnel to its general liability insurance policies, as well as to all other applicable insurance policies, for coverage.

B. ADDITIONAL INSUREDS.

The parties agree to name each other as additional insureds on any and all applicable insurance policies. These policies shall include, without limitation, comprehensive general liability, automobile liability, errors and omissions, and workers compensation with limits and deductibles as mutually agreed upon. Each party shall provide the other with a Certificate of Insurance setting forth the above coverage(s) and naming the other as additional insured promptly upon the execution of this Agreement.

C. CANCELLATION OR CHANGES TO POLICIES.

Each party agrees to provide the other party with at least fourteen (14) days advance written notice of any proposed cancellation of relevant insurance policies or of material changes to said policies.

ARTICLE V: MAINTENANCE OF RECORDS

All records relating to the services performed on behalf of the Recipient shall be maintained in the Municipal Offices of the Recipient. Copies of such records will be supplied to the Provider at the request of the Provider's Township Administrator, or his/her designee.

**ARTICLE VI: DURATION OF CONTRACT; TERMINATION;
MODIFICATION; DISPUTES**

A. DURATION.

The duration of this Agreement shall endure until December 31, 2027, notwithstanding the foregoing, by Resolutions of Agreement by both parties, this Agreement may be extended.

B. TERMINATION.

1. This Agreement may be terminated at any time upon mutual Agreement of the Parties; however, unless otherwise agreed to by the parties, such termination shall not become effective for a minimum of three (3) months following the adoption of Resolutions by both governing bodies authorizing the termination.
2. Either party may terminate this Agreement at any time and for any reason upon giving the other party three (3) months advance written notice of its intent to terminate.
3. In the event that either party defaults in the performance of any of its obligations under this Agreement after receiving written notice of same and failing to cure such default within thirty (30) days of said written notice, the non-defaulting party shall be entitled to terminate this Agreement.

C. MODIFICATION.

This Agreement may not be changed orally and may only be modified or amended by a written statement signed by both parties.

D. DISPUTES.

Pursuant to N.J.S.A. 40:8A-6(b), the parties agree that any disputes which may arise between them relating to the services to be provided under this Agreement shall be referred to binding arbitration, if the parties are not able to resolve such disputes between themselves. The parties agree to split the costs related to such binding arbitration equally between them.

ARTICLE VII: INDEMNIFICATION; HOLD HARMLESS

The Recipient shall indemnify and hold the Provider, its officers, employees and agents, harmless from and against any and all claims of whatever nature or type arising from the provision of the services to the Recipient, so long as the actions upon which the demand or claim, or assertion of liability, are founded were performed in the course of carrying out official duties on behalf of the Recipient, and were not out of the scope of performing official duties or performed in bad faith,

and did not constitute actual fraud, actual malice, willful misconduct, an intentional wrong or a criminal act.

Such indemnification shall include payment of reasonable attorneys' fees and costs in the defense of any claim made by a third person.

ARTICLE VIII: CHOICE OF LAW

Any dispute under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

ARTICLE IX: ENTIRE AGREEMENT

This Agreement represents the entire agreement between the parties and cannot be changed or modified orally. This Agreement may be supplemented, amended or revised only by a writing which is signed by all of the parties hereto.

ARTICLE X: SEVERABILITY

If any part of this Agreement shall be held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect.

ARTICLE XI: WAIVER

Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant, or condition at any other time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver or relinquishment of the same or any other right or power at any other time.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

ATTEST:

THE TOWNSHIP OF MANTUA

By: _____
Municipal Clerk

By: _____
Mayor

ATTEST:

THE BOROUGH OF WENONAH

By: _____
Municipal Clerk

By: _____
Mayor

**BOROUGH OF WENONAH
GLOUCESTER COUNTY, NEW JERSEY**

RESOLUTION 2023-32

**RESOLUTION APPROVING PROPOSAL WITH
THE PETTIT GROUP, LLC,
FOR PROFESSIONAL SERVICES IN CONNECTION WITH
THE PHASE II DESIGN OF THE 2023 BOROUGH OF WENONAH
INFRASTRUCTURE IMPROVEMENT PROJECT**

WHEREAS, pursuant to Resolution No. 2022-70, adopted July 28, 2022, the Mayor and Council of the Borough of Wenonah approved and awarded the proposal of The Pettit Group, LLC, for Professional Services for the Preliminary Design of the 2023 Borough of Wenonah Infrastructure Improvement Project (Project Number WNOE074), in the total amount of \$28,000; and

WHEREAS, The Pettit Group, LLC, has submitted a professional engineering proposal dated January 20, 2023 (copy of which is attached hereto as Exhibit "A"), for the Phase II Design of the 2023 Borough of Wenonah Infrastructure Improvement Project (Project Number WNOE074), in the total amount of \$40,000, to the Mayor & Council of the Borough of Wenonah; and

WHEREAS, the Borough of Wenonah QPA and the Borough Council have reviewed the proposal for the Phase II Design; and

WHEREAS, the Pettit Group will provide the following scope of Phase II Design engineering services:

Cost Summary

The following is a summary of the various fees for each project phase indicated above:

- | | |
|---|-------------|
| • Phase II Design (All Roadway and Drainage Improvements) | \$27,000.00 |
| • Phase II Design (Water System Improvements) | \$13,000.00 |

Total Lump Sum Fee: **\$40,000.00**

WHEREAS, the Borough of Wenonah Chief Financial Officer has certified that availability of funds in the amount of \$40,000.00 per CAF, attached hereto as Exhibit "B," which shall be charged against budget line-item no. _____, in the amount of \$40,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, as follows:

1. The proposal for Professional Services for the Phase II Design of the 2023 Borough of Wenonah Infrastructure Improvement Project (Project Number WNOE074) is approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mayor and Clerk of the Borough of Wenonah, Gloucester County, New Jersey, are hereby authorized and directed to execute any documents necessary to effectuate the January 20, 2023, proposal.

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on January 26, 2023.

BOROUGH OF WENONAH

JESSICA S. DOHENY, Mayor

ATTEST:

KAREN L. SWEENEY, Municipal Clerk

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same on January 26, 2023, in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

KAREN L. SWEENEY
Municipal Clerk

**BOROUGH OF WENONAH
RESOLUTION 2023-33**

**RESOLUTION AUTHORIZING AN APPLICATION
TO THE GLOUCESTER COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM AND CARES ACT (CDBG-CV)**

WHEREAS, it is the desire of the governing body of the Borough of Wenonah to respond to Gloucester County RFP 23-019 and submit a proposal to the County of Gloucester Community Development Block Grant Program and CARES Act (“CDBG-CV”) for the removal of architectural barriers at a public recreational facility known as John and Kathy Howard Memorial Park at Wenonah Lake; and

WHEREAS, the Borough of Wenonah is hereby applying for funds for the removal of architectural barriers at John and Kathy Howard Memorial Park at Wenonah Lake for the purpose of increasing accessibility and recreational opportunities for the physically disabled and for providing safety measures to assist in preventing the spread of infectious disease; and;

WHEREAS, to be eligible for this funding, the governing body of the Borough of Wenonah must approve the submission of a formal application

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wenonah, in the County of Gloucester, and State of New Jersey, as follows:

1. An application to the County of Gloucester Community Development Block Grant Program and CARES Act for the removal of architectural barriers at a public recreational facility known as John and Kathy Howard Memorial Park at Wenonah Lake is hereby authorized;
2. That the Mayor and Clerk are hereby authorized and directed to execute any documents necessary to effectuate the Grant Agreement/Contract from the County of Gloucester; and
3. That the expenditure of municipal funds pursuant to the terms of the Agreement is hereby authorized

ADOPTED at a meeting of the Mayor and Council of the **BOROUGH OF WENONAH**, in the County of Gloucester and the State of New Jersey, held on January 26, 2023.

BOROUGH OF WENONAH

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Municipal Clerk

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same on January 26, 2023, in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

Karen L. Sweeney, Municipal Clerk

**BOROUGH OF WENONAH
GLOUCESTER COUNTY, NEW JERSEY**

RESOLUTION 2023-34

APPOINTING THE CHICKEN ADVISORY COMMITTEE

WHEREAS, the Mayor and Council of the Borough of Wenonah (the “Borough”) desire to establish a Chicken Advisory Committee (the “Committee”) as permitted in Chapter 5 – Animals and Fowl - of the Code of the Borough of Wenonah; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Wenonah, in the County of Gloucester, and the State of New Jersey, that the following individuals are appointed to the Chicken Advisory Committee for a one-year term, beginning January 26, 2023, to December 31, 2023:

1. Jaclyn Graves; (Council Liaison)
2. Mellany Alio;
3. Lesa DeCarlo;
4. Jonathan Funk; and
5. Jillian McCloskey (Chair)

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on January 26, 2023.

BOROUGH OF WENONAH

Jessica S. Doheny, Mayor

ATTEST:

KAREN L. SWEENEY, Municipal Clerk

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same January 26, 2023, in the Borough’s Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

KAREN L. SWEENEY
Municipal Clerk

**Borough of Wenonah
Gloucester County, New Jersey**

ORDINANCE NO. 2023-2

**AN ORDINANCE REPEALING CHAPTER 22A OF THE BOROUGH CODE OF
THE BOROUGH OF WENONAH AND
PROVIDING FOR LOCAL ENFORCEMENT OF THE
NEW JERSEY UNIFORM FIRE CODE**

WHEREAS, the Uniform Fire Safety Act, (P.L. 1983, c.383) was enacted for the purpose of establishing a system for the enforcement of minimum fire safety standards throughout the State of New Jersey; and

WHEREAS, the New Jersey Department of Community Affairs has promulgated minimum fire safety standards which have been made part of the Uniform Fire Code (N.J.A.C. 5:70.1.1, et seq.); and

WHEREAS, the Uniform Fire Safety Act authorizes municipalities to provide for local enforcement of these standards and to establish local enforcement agencies for that purpose; and

WHEREAS, it is in the best interest of the Borough of Wenonah to have the Uniform Fire Code enforced locally.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Wenonah, in the County of Gloucester, and the State of New Jersey, as follows:

Section 1.

Chapter 22A of the Borough Code of Wenonah is hereby repealed and replaced with the following:

§ 22A-1 - Local Enforcement

Pursuant to Section 11 of the Uniform Fire Safety Act (P.L. 1983 c. 383), the New Jersey Uniform Fire Code (N.J.A.C. 5:70-1.1, et seq.) shall be locally enforced in the Borough of Wenonah.

§ 22A -2 - Agency Designation

The local enforcing agency shall be the Mantua Township Fire Marshall's Office. The Mantua Township Fire Marshall's Office shall hereinafter be known as the local enforcing agency.

§ 22A - 3 - Duties

- A. The local enforcing agency shall enforce the Uniform Fire Code in all buildings, structures, and premises within the established boundaries of the Borough of Wenonah other than one-

and two-unit owner-occupied dwellings used exclusively for dwelling purposes and buildings, structures, and premises owned or operated by the Federal Government, Interstate Agencies or the State.

- B. The local enforcing agency shall faithfully comply with all the pertinent requirements of the Uniform Fire Safety Act and the Uniform Fire Code.

§ 22A -4 - Miscellaneous Provisions

The Borough of Wenonah shall defer to the Mantua Township Fire Marshall’s Office Ordinance for matters governing Organization, Appointments, Qualifications, Term of Office, Removal, Inspections of both Life Hazard Uses and Non-Life Hazard Uses, Permits and Inspection Fees, Board of Appeals, Enforcement, Violations and Penalties, and any other provisions of the Mantua Township Fire Marshall’s Office Ordinance not otherwise inconsistent with this Ordinance. All previous violations cited by the Borough of Wenonah shall transfer to the Mantua Township Fire Marshall’s Office to ensure compliance continues.

Section 2. Effective Date

This ordinance shall be effective upon passage and publication as required by law as of this date of

BOROUGH OF WENONAH

BY: _____
JESSICA DOHENY, MAYOR

ATTEST:

KAREN L. SWEENEY, MUNICIPAL CLERK

I, Karen Sweeney, Municipal Clerk, hereby certify that the foregoing ordinance is a true and accurate copy of an ordinance introduced on January 26, 2023, and adopted on final reading by the Borough Committee of the Borough of Wenonah at a regular and duly convened meeting held on _____, 2023.

In witness thereof, I have set my hand and affixed the seal of the Borough of Wenonah this ____ day of _____, 2023.

Karen Sweeney, RMC/ADMIN/QPA
Municipal Clerk, Wenonah Borough

ORDINANCE NO. O-2023-1

**ORDINANCE ESTABLISHING SALARIES
AND COMPENSATION OF VARIOUS BOROUGH OFFICERS
AND EMPLOYEES OF THE BOROUGH OF WENONAH FOR
CALENDAR YEAR 2023**

WHEREAS, NJSA 40A:9-165 requires the Council to fix and determine the salaries, wages, or compensation be paid to officers and employees of the municipality by Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Wenonah, as follows:

1. Annual salaries, wages and compensation for the various Borough officers and employees for the calendar year 2023 are established as set forth on the list attached hereto; and
2. This Ordinance shall be effective retroactive to January 1, 2023, unless clearly indicated to the contrary on the attached list hereto; and
3. All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance be and are hereby repealed.

BOROUGH OF WENONAH

BY: _____ Date: _____
Mayor, Jessica S. Doheny

Attest:

Karen L. Sweeney, Municipal Clerk

NOTICE

The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Borough Council of the Borough of Wenonah conducted on January 5, 2023 and will be considered for final hearing and adoption at a meeting to be held on January 26, 2023 at 7:00 P.M., at which time any objections hereto may be heard.

KAREN L. SWEENEY, Municipal Clerk

2023 Personnel Committee

Members: Susan Mayer, Chair; Dan Cox, Jeanne Grigri

Goals for 2023:

- Swim season staff:
 - revise job descriptions and offer letter format.
 - increase ownership of the overall program by managers
 - Clarify roles of office staff vs. managers
- Office staff
 - Support training and role clarification as needed.
 - Work with Administrator and Public Works Superintendent to consider adjustments to roles to allow for growth of newer staff, when appropriate
 - Support development of communication strategy and how staff roles change (temporary or long-term) to deliver on the strategy.
 - Explore customer-facing guidance and best practices.

| | Plan | Accomplishments |
|----|--|---|
| Q1 | Swim season job descriptions and offer letter format. Swim season hires – support as needed. Check-in with Administrator and Public Works Superintendent | January: Revised Manager job descriptions and posted. Revised offer letter format and used for Managers. Anticipate hiring Managers by 1/31. Committee meetings: via email for all 3 member and weekly meetings with Sue and Jeanne regarding swim season needs. |
| Q2 | Swim season staff role refinement Clarify roles of office and swim season managers Check-in with Administrator and Public Works Superintendent | |
| Q3 | Review office staff roles for clarity and opportunity Discuss Public Works training and growth plans | |
| Q4 | Debrief on swim season staffing and what to change/keep for next year. Create plans for office staff and Public Works staff as needed (2024 and beyond) | |

Public Works Monthly report for January 2023

Submitted by Brian Nicholson

Infrastructure improvements have been front and center from the federal, state and local governments. The NJDEP has put a priority on lead pipe replacement. We had to complete a lead pipe inventory report which was very time consuming and will be an ongoing process. The State has signed into law that all lead pipes are to be replaced over the next 10 years. The Borough has been proactive over the last few road projects to check and replace lead service lines from the mains to the curb shut off, which is borough owned. The DEP is trying to shift the burden of the homeowner's side (Curb shut off to the meter) onto the utilities and will make public funding available only to utilities that take on the responsibilities. We are in the early stages of this situation and I anticipate many changes as this evolves.

We are currently updating our lead service line inventory and submitted a Lead service line replacement plan. I am happy to report that after preliminary evaluations of approximately 500 of our 840 service lines no lead lines were found, and galvanized lines are not as prevalent as I thought.

We are continuing to receive complaints about potholes on Maple Ave. the crew has been filling them on a weekly basis.

New meter installation has started and Lenegan Has installed over around 400 so far, please encourage people to make appointments directly with Lenegan.

Sewer rehab project bids were approved and contracts are being executed, anticipated start of project in first quarter of the new year. This project is to help combat the infiltration problem throughout our sewer system. The old pipes and manholes in town have small cracks in them and it allows ground water to enter our system which all get sent to GCUA for treatment. This should help to lower our monthly bill for sewage treatment.

Mike Clark has completed Advanced water treatment classes and we will schedule him to take NJ Dep test to license him as an operator.

A maintenance inspection of the wells discovered that Well 1 has some deficiencies and should be considered for replacement in the coming years. Some repairs to the structure of the well are needed at this time band aid till we can replace the well. Unitec has completed project to sure up Well head at well 1.

I have been working on updating our vehicle fleet, this has been very difficult and frustrating as supply chain issues and prices have been problematic.

Checked cleaned and replaced stop signs through out town.

Public Works Monthly Report

Submitted by **Brian Nicholson**, DPW Superintendent
For the month of January 2023

Road and Utility Maintenance and Compliance Testing

| | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Total |
|----------------------------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|-------|
| Meters installed | | | | | | | | | | | | | |
| Utility Mark Out | 55 | | | | | | | | | | | | |
| Water samples For NJDEP | 4 | | | | | | | | | | | | |

Equipment maintenance

- Safety Briefing, Job site observations
- Health, safety, and wellness, ensuring employees are taking breaks, following COVID safety and health guidelines as well as safety on the job
- Check wells and lift stations daily

Road works

- Many potholes throughout the borough were filled/ patched.

Other activities

Municipal Properties/ Maintenance/Compliance

- Cleared out catch basins for storms.
- Took water samples, water reports to DEP (Monthly, quarterly, annual)
- Trash/Recycle Collection- Collected trash and recycling at parks, municipal properties, and businesses.
- 10 sewer lateral backups cleared by public works.

Bulk leaf Collection, Yard Wase & Branch Collection, Chipping, Tree removal

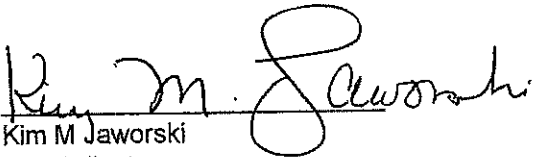
| | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Total |
|-----------------------------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|-------|
| Leaves- cu yds | | | | | | | | | | | | | |
| Yard waste | 20 | | | | | | | | | | | | |
| Branches chipped- cu yds | | | | | | | | | | | | | |

Residential Recycling

| | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Total |
|-----------------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|-------|
| # Metal stops | 61 | | | | | | | | | | | | |
| # e-waste stops | 35 | | | | | | | | | | | | |

- Indicates combines metal and e-waste

| Current Taxes | December | 2022 To Date |
|-------------------------------|-----------|--------------|
| Prepaid Taxes / 2023 | 37,243.40 | 74,782.37 |
| 2022 Taxes | 43,324.17 | 8,856,239.10 |
| 2021 Taxes | 0.00 | 73,674.19 |
| 6% Year End Penalty | | 3,379.02 |
| Arrears | | 0.00 |
| Tax Title Liens | | 0.00 |
| Interest & Costs | 1,881.18 | 21,831.80 |
| Tax Searches | | 0.00 |
| Cleanup | | 0.00 |
| Advertising Costs | | 0.00 |
| Tax Sale Premium | | 0.00 |
| Lien Recording | | 0.00 |
| Dup. Tax Sale cert. Fee | | 0.00 |
| NSF Fee | | 20.00 |
| Bankruptcy & Foreclosure Fees | | 0.00 |
| | | |
| Total Receipts | 82,448.75 | 9,029,926.48 |


 Kim M Jaworski
 Tax Collector

| | |
|---|--------|
| Percentage of Collection at December 31, 2022 | 99.00% |
| Percentage of Collection at December 31, 2021 | 99.22% |

2023 Lake Park Renovation Committee

1. Chairs: Jonathan Barbato and Susan Mayer
2. Advisory Members:
 - WLA: Mellany Alio, Kristen Howard, Alex Pozza
 - Environmental Commission: Julia Horn
 - Swimming Program Staff: Mike Mix
3. Professional and staff members: Dave Kreck, Brian Nicholson, Karen Sweeney

Goals for 2023:

- Grants and funding:
 - Identify and submit for State, County or other public funding.
 - Consider ways for independent and volunteer group fundraising to meet overall renovation plans.
- Mission, goals, and engagement
 - With Advisory Members, develop a mission statement and guiding principles for the lake park and the renovation.
 - Create a high-level timeline to understand the overall scope of the project.
 - Develop a communication plan to inform both residents and swim season members of both fundraising opportunities and timing of renovations.

| | Plan (see 1,2,3 members above) | Accomplishments |
|----|--|--|
| Q1 | Organize materials and submit for the 2023 grant (1,3) Convene advisory members, starting in February, to finalize mission and high-level goals for renovation (1,2) | <ul style="list-style-type: none"> • Created mission, vision, and guiding principles; created timeline for overall project. • Identified County CARES Act grant due 1/31 which would be a better fit than the State program for the ADA improvements. • Will submit for County grant but not the State grant since the State grant would be for playground equipment and we won't have a Master Plan until Q2 • Shared an update at the January WLA meeting. |
| Q2 | Create an action plan based on grant funding (or lack of funding) (1,3) Begin communication plans and timing to engage public (1,2, 3) Develop a Master Plan (1,2,3) | |
| Q3 | Implement ADA improvements (1,3) Refine communication plans (1,2) Approve and support fundraising efforts (1,2) | |
| Q4 | Continue communication activities and action plan activities (1,2) Identify and prepare for 2024 funding. | |



January 17, 2023

Via Electronic Mail (ksweeney@boroughofwenonah.com)

Borough of Wenonah
1 South West Avenue
Wenonah, New Jersey 08090

Attn.: Karen Sweeney, Administrator/Clerk

Re.: Borough of Wenonah, County of Gloucester, State of New Jersey
Professional Engineering Services

Monthly/Project Status Report – January 2023

File No.: SCE-R10301.011

Dear Ms. Sweeney:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following status report of our work on active projects for the last three weeks of December 2022 and first two weeks of January 2023 for the Borough of Wenonah.

I. WATER SYSTEM

A. TANK REHABILITATION (CONSTRUCTION CONTRACT 2)

SCE-R10302.011:

Total Authorization: \$108,420.00
Billed to Date: \$90,440.46 (83%)

Project Scope Overview:

The project scope entails water tank rehabilitation including removal and replacement of interior and exterior coatings, construction of an active mixing system and other associated improvements, such as a new frost proof vent, a new tank access manway and foundation repairs. The contract was awarded to US Tank.

Services Provided:

Contractor final payment (for \$5,000) will be due after the one-year anniversary inspection of the tank (interior and exterior) has been performed by the Contractor. SCE will coordinate the inspection for March 2023.

B. ASSET MANAGEMENT WEB HOSTING FOR THE WATER DISTRIBUTION SYSTEM

SCE-R10303.021

Total Authorization: \$5,000.00
Billed to Date: \$3,587.50 (72%)

Project Scope Overview:

The project scope entails establishing a data collection system for water system assets including capturing hydrant flushing data and valve assessment data for documenting compliance with the Water Quality Accountability Act (WQAA).



Services Provided:

SCE remains available to answer questions when the Borough begins to collect hydrant flushing data and create service valve data.

II. SANITARY SEWER SYSTEM

A. SANITARY SEWER AND MANHOLE REHABILITATION – BID AND CONSTRUCTION

SCE-R11851.021

Total Authorization: \$66,910.00
Billed to Date: \$4,687.50 (7%)

Project Scope Overview:

Bid and construction phase engineering services for the above sanitary sewer and manhole rehabilitation project including part-time resident observation services as requested by the Borough.

Services Provided:

The Borough passed resolution 2022-95 awarding this work to the apparent low bidder Arold Construction Company, LLC (Arold) at their December 22, 2022, Borough Council Meeting. SCE forwarded Contracts for Execution to Arold on January 13, 2023, once executed the pre-construction meeting will be scheduled. Construction is anticipated to commence in the first quarter of 2023.

B. SANITARY SEWER ASSET MANAGEMENT PLAN

SCE-R10301.011

Total Authorization: \$62,350.00
Billed to Date: \$60,827.37 (97.6% Complete)

Project Scope Overview:

Prepare the Asset Management Plan for the sanitary sewer system including assessing the condition of select sewer segments via CCTV and performing a rate analysis.

Services Provided:

The results and findings from the second round of CCTV investigation activities, which was conducted in December 2020, have been incorporated into the scope of the sanitary sewer rehabilitation project (R11851.011/.021) above. No work was done on this project this month. The sewer AMP will be updated and finalized after the completion of the sewer rehabilitation work (SCE Project R11851.011/.021).

C. SANITARY SEWER CAPITAL IMPROVEMENTS

SCE-P11988.011

This proposal for the completion of sanitary sewer lift station upgrades is currently on hold by the Borough. The work under this proposal is to be re-evaluated after the sanitary sewer rehabilitation project is completed.



Should you have any questions or concerns regarding this Monthly Report, please do not hesitate to contact our office. Thank you.

Very truly yours,
SUBURBAN CONSULTING ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'Michael L. Willis'.

Michael L. Willis, PE, CME
Project Manager