

BOROUGH OF WENONAH

www.boroughofwenonah.com

FEBRUARY 23, 2023

COUNCIL MINUTES – BUSINESS MEETING

Call to Order: 7:00 p.m. by Mayor Jessica S. Doheny
Wenonah Municipal Building, 1 South West Avenue, Wenonah, NJ 08090

Pledge of Allegiance:

Roll Call: Present: Doheny, Barbato, Cox, Graves, Grigri, Mayer
Solicitor Matthew Lyons, Clerk/Admin Karen L. Sweeney
Absent: Fini

Open Public Meetings Act Statement:

Adoption of the Agenda: Cox/Mayer
All in Favor

Open to the Public (Agenda items only) Cox/Mayer
Comments/question on Resolution 2023-35 by resident Richard Mitchell, 206 E. Willow. Mayor Doheny and Solicitor Matt Lyons explained the purpose. Mayor Doheny indicated that this has always been the standard. Solicitor Matt Lyons explained this is language of formalized standards and broad principles of parliamentary procedures and is designed to run a smooth meeting. Everyone gets a chance to speak who wishes to speak, and no one monopolizes the meeting. It's all part of the Open Public Meetings Act (OPMA), as well as Roberts Rules of Order.

Close to the Public Cox/Mayer

Motion to Approve: January 26, 2023, Council Meeting Minutes Cox/Mayer
All in Favor. Graves abstains.

Motion to Approve: Ordinance No. O-2023-2: 2nd read. Cox/Mayer
Repealing Chapter 22A of the Borough Code providing for local enforcement of the New Jersey Uniform Fire Code.

Motion to Open Public Hearing Cox/Mayer
No comments

Motion to Close Public Hearing Cox/Mayer

Roll Call:
Ayes: Barbato, Cox, Graves, Grigri, Mayer
Nays: None
Abstain: None
Absent: Fini

Motion Approved

Resolution 2023-35: Adopting rules & regulations for public participation at Borough Council meetings.

Cox/Mayer
All in Favor

Resolution 2023-36: Appointing Council Member Jonathan Barbato as our County Economic Development Representative.

Cox/Mayer
All in Favor

Resolution 2023-37: Approving Temporary Emergency Appropriations.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-38: Approving Temporary Capital Budget.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-39: Authorizing Invitation of Bids for the 2023 NJDOT Improvement Project

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-40 Authorizing the tax collector to write off the overpayment of tax refund.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-41: Authorizing Borough Change Order #3 (Final) to the Contract with Richard E. Pierson Construction for the 2022 Wenonah Infrastructure Improvement Project. Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-42: Authorizing NJDOT Change Order Number 1 (Final) to the Contract with Richard E. Pierson Construction, for the 2022 Wenonah Infrastructure Improvement Project.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-43 Approving Payment #4 (Final) To Richard E. Pierson Construction for the 2022 Borough of Wenonah Infrastructure Improvement Project.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Resolution 2023-44: Certifying the List of Volunteer Firefighters who have qualified for the Length of Service Award Program (LOSAP) Benefits for Year 2022.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: Graves

Absent: Fini

Motion Approved

Ordinance 2023-3 1st Read: Approving reappropriating excess bonds proceeds to finance improvements to N. Clinton of \$118,440.46 and appropriation from capital improvement fund \$30,602.29

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Ordinance 2023-4 1st Read: Approving Various 2023 Capital Improvements, appropriating \$177,000 and issuance of \$140,00 in bonds or notes.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Ordinance 2023-5 1st Read: Approving Flood Plan Management Regulations.

Public Hearing for all 3 ordinances will be March 23, 2023,

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

Committee Reports:

- Personnel: Susan Mayer - See attached report. 2 managers were hired for the lake.
- Public Works/Public Buildings & Grounds: Dan Cox - See attached reports.
Lake water has been refilled since it was lowered in October.
- Public Safety: Anthony Fini – Absent. See Attached reports. Chief Darren White absent.
Lieutenant Drew Hayes read the highlights of his report. Chief Tim Nessler Absent, see attached report.
- Finance & Budget: Jackie Graves – Currently working on the 2023 budget, looking at April for introduction and May for adoption. See attached report; as well as tax collector report.
- Legal & Ordinance: Jonathan Barbato – See attached report.
Public Programs: Jeanne Grigri currently working on streamlining lake issues with staff. See attached report. We have confirmed with the County, movie night at the lake on Monday, June 26 at dusk.
- Lake Park Renovation committee: Jonathan Barbato & Susan Mayer. We submitted a grant request to the county for ADA improvements and expect a decision by the first week in March. See attached report.

Engineers Report:

- Dave Kreck: See attached Engineer’s detailed report on all projects in town. Earlier this meeting we approved the first read of the Flood Plan Ordinance, as required by the NJDEP. It will be brought to the attention of the Combined Planning Board for the next step before its adoption. Hopefully, we will be hearing back soon from the county on the CDBG block grant that was applied for the lake ADA improvements. The NJDOT project has been completed except for seeding, that will be done in the Spring.

Motion to Approve: Disbursements

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: Fini

Motion Approved

DRPA Response Letter: Mayor Doheny gave a brief synopsis of what the letter indicated.

Not much more information was given, as they are working through phases.

They have not received any agreement with Conrail either. (See attached letter.)

Open to the Public:

Mayer/Cox

Resident Tamar Shelov, 104 N. Monroe Ave., and representative for Gateway High School, gave a sports update and mentioned the March musical on March 23, 24, 25. She encouraged everyone to go to both events.

Resident Jack Wesh, 107 N. Clinton Ave., complained about work vehicles/trailers that are on the public streets too long. He asked how long they will be there.

Resident Gary Christensen, 1465 Glassboro Road, asked if there was a way to enforce landscape trailers to stay out of the bike lanes which are on county roads.

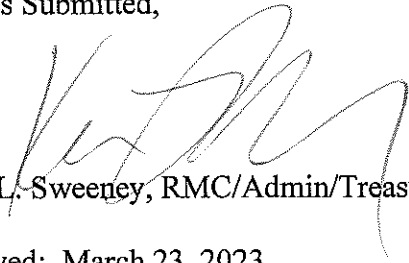
Close to the Public:

Mayer/Cox

Motion to Adjourn: 7:55 pm

Cox/Mayer
All in favor

Minutes Submitted,



Karen L. Sweeney, RMC/Admin/Treasurer/QPA

Approved: March 23, 2023

2023 Personnel Committee – February report

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

Initial 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. February: Hired Catherine Lombardo and Mike Mix as managers; Continue to work with Catherine (staffing manager) on hiring process. Next: Revise hiring letter format for all swim staff; Check-in with PW and Administrator. Support continued work to define processes (office staff and swim managers).
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)	

January 2023

Public works committee

- Met with the borough engineer, and public works superintendent to go over future projects and outstanding items.
- Finalized budgetary items.
- Refer to PW superintendent for details on the day-to-day efforts this month.

Upcoming:

- Finalize 2023 road construction
- Finalize selection of 2024 road projects
- Conduct a meeting in regards to the boroughs stormwater permit

Sincerely,

Dan cox

Public Works Monthly Report

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

Road and Utility Maintenance and Compliance Testing

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Meters installed		9											
Utility Mark Out	55	33											
Water samples For NJDEP	4	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.
- 5 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	<u>40</u>											
Branches chipped- cu yds													

Residential Recycling

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
# Metal stops	61	29											
# e-waste stops	35	25											

- Indicates combines metal and e-waste

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 is almost complete and Lenegan Has installed around 440 of the 475 they were contracted to complete. We will be finishing this project in house with less than 75 meters that will be installed by public works.

Sewer rehab project will begin sometime in March. On Feb 14th a preconstruction meeting was held and NJDEP gave us the go ahead to start construction. 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.

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.

2 dog waste bag stations were installed in the park.

3 new data collecting speed signs have been put together and installed in town.



Mantua Township Police Department

Proudly serving Mantua Township and Wenonah Borough



Darren E. White
Chief of Police

Brian L. Grady
Captain

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

Shaun J. Butler
Lieutenant

William D. Murphy
Lieutenant

Arthur D. Hayes
Lieutenant

February 23, 2023

To: Mayor and members of the Borough Council

From: Chief White

Re: Council Meeting

- Although the class one officer academy at Gloucester Academy was cancelled, we found that Camden County is hosting an academy at the end of the month. We are sending three officers. Class 1 officers do not carry a firearm and can only cite for minor violations and traffic infractions. They are a huge help for quality of life and traffic complaints.
- For those who may have had a hard time reaching our local PD number, it has been fixed. All extensions should work as designed and you should actually be able to hear our records custodians when you call (they could always hear the caller, but the caller could not hear them).
- As a result of ATV complaints at Ceres Park in Mantua, we are looking at purchasing a couple ATVs and training officers to use them. This will also obviously allow us to enforce laws better in all of Wenonah's trails if/when there are issues. They also allow for quicker access to any injured personnel in areas where a vehicle cannot fit.
- Vehicle burglaries are still a thing. Please lock your car doors. Wenonah is not immune to this, and we have received complaints here as well. The suspects simply walk around until they find an unlocked car door. When they do, they enter the car and take anything of value.
- Catalytic converter thefts are also a big thing now. At the chiefs meeting last week we again discussed a program where catalytic converters are etched and painted to help lower the risk of them being stolen. The reasoning behind this is that the color would stand out (but not when on the car), there would be a number etched onto it, and there would be database to look up the numbers if we come across any. It is nowhere near a perfect solution but until catalytic converters no longer contain precious metal and/or are more difficult to steal, it is an attempt to help the problem.
- Captain Brian Grady will officially be done work as of March 1st. He has been off work already for a significant time period. We will definitely miss him here.
- On the plus side, our two new lieutenants, Lt. Murphy and Lt. Hayes (who grew up in Wenonah) are doing great. We have a good mix of personalities that allow for the ability to see problems from a lot of different perspectives to come up with the best solution



Incidents Summary List

Reporting Period : 01/01/2023 - 01/31/2023

	Mantua Police Department	Total
911 Miss Dial	1	1
911 Open Line	1	1
A CO Alarm	1	1
Added Patrol	19	19
Animal Complaint	2	2
Burglar Alarm Activation	3	3
Diabetic Emergency	1	1
Fall Victim	4	4
Fire Alarm System	1	1
Follow Up	2	2
General	4	4
Hazardous Road Condition	1	1
Illegal Dumping	1	1
Investigation	1	1
Juvenile Complaint	1	1
Medical Emergency	3	3
Motor Vehicle Crash	2	2
Motor Vehicle Stop	3	3
Noise Complaint	1	1
Notification/Informational	3	3
Panic Alarm	1	1
Process Service	1	1
Property Check	8	8
Psychiatric Emergency	1	1
Public Assist	1	1
Radar Enforcement	9	9
Respiratory Emergency	1	1
Speak To Officer	3	3
Suspicious Incident	4	4
Suspicious Motor Vehicle	4	4
Theft	2	2
Water Restriction Complaint	1	1
Well Being Check	3	3
Total	94	94

To: Mayor Doheny and Council

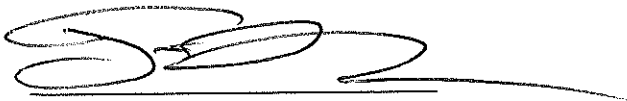
From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for January 2023

Date: February 7, 2023

Summary of service, dispatched incidents, training, and mutual aid:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# Service times	12												
Alarm Systems	2												
Animal Rescue													
Assist EMS													
Brush													
Building Fire													
CO Alarms	2												
Cover Assignment	1												
Dwelling Fire	1												
Exterior Fumes													
Incorrect Dispatch													
Interior Fumes													
Investigation													
Motor Vehicle Crash	2												
Rescue/HAZMAT													
Rapid Intervention													
Rubbish Fire													
Service Assignment													
Structure Fire													
Vehicle Fire													
Meetings/Drills	4												
Events													
Staff Hours	93.1												



Tim Nessler, Fire Chief



**BOROUGH OF
WENONAH**
NEW JERSEY

**Wenonah Borough Council
Finance & Budget Committee Report**

Committee Chair: Jaclyn Graves

Committee Members: Jeanne Grigri & Susan Mayer

Report for February 23, 2023

2023 Budget Preparation

- Finance & Budget committee members met with CFO, Rob Scharle, & Borough Clerk/Administrator/Treasurer, Karen Sweeney, on February 11th, 2023 to discuss forthcoming budget actions and timeline
- Budget will be introduced at April council meeting and adopted at May council meeting

Ordinances for First Read

- 2023-3: Reappropriating \$118,440.46 of previously appropriated but unused bond funds and appropriating \$31,602.29 from the Capital Improvement Fund (for a total of \$150,042.75) for roadway improvements along N. Clinton Avenue
- 2023-4: Issuing a bond in the amount of \$140,000.00 (with a down payment of \$37,000.00 from previously adopted budget for a total of project cost of \$177,000.00) for various 2023 Capital Improvements consisting of roadway improvements along N. Jefferson Avenue, and purchase of a pick-up truck and dump truck for the Department of Public Works

Member Education

- Committee chair attended Municipal Budget training with Bowman & Company on February 6th, 2023

Respectfully submitted,

A handwritten signature in black ink that reads "Jaclyn Graves". The signature is written in a cursive, flowing style.

Jaclyn Graves, chair
jgraves@boroughofwenonah.com

TAX COLLECTOR'S CASH RECEIPTS SUMMARY

Arrears/Other Collected	70,704.39	
2022 Tax Collected	8,856,239.10	
2023 Tax Collected	74,782.37	
Tax Sale	2,969.80	
Municipal Lien Redemptions	0.00	
		9,004,695.66


MISCELLANEOUS COLLECTION

Interest on Delinquent Taxes	21,831.80	
Tax Sale Cost	0.00	
6% Penalty	3,379.02	
Tax Searches	0.00	
		25,210.82
Total Collections- 2022		9,029,906.48
Total Interest earned on Redemption account		0.00
Premium account		0.2
Total Collected plus Interest Earned		9,029,906.68
Total deposited by the Collector into the current account in 2022		<u>9,029,906.68</u>

Respectfully Submitted,

Kim M. Jaworski, C.T.C.
Tax Collector
Borough of Wenonah
Dated 2/13/2023

Current Taxes	January	2023 To Date
Prepaid Taxes / 2024		
2023 Taxes	502,387.98	502,387.98
2022 Taxes	3,663.18	3,663.18
6% Year End Penalty	0.00	0.00
Arrears	0.00	0.00
Tax Title Liens	0.00	0.00
Interest & Costs	101.87	101.87
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	506,153.03	506,153.03


Kim M Jaworski
 Kim M Jaworski
 Tax Collector

Percentage of Collection at January 31, 2023	13.16%
Percentage of Collection at January 31, 2022	12.64%

2023 Legal and Ordinance Committee – February report

Members: Jonathan Barbato, Chair; Anthony Fini, Susan Mayer

Goals for 2023:

- Ordinances:
 - Review ordinances based on requests and input from Solicitor, Zoning, Combined Planning Board, Administrator, or other sources.
 - Work with Solicitor to revise where warranted, anticipated to be up to 3 ordinances/year
 - Note: Ordinances related to Borough business such as funding for road work and the annual budget, may proceed without prior input from this committee.
- Chicken Committee:
 - Meet with the Chicken Committee annually.
 - Liaise between the committee and the solicitor as needed if complaints are filed.

	Plan	Accomplishments
Q1	Check with Solicitor, CPB Secretary, and Administrator quarterly on potential ordinance reviews. Review ordinances	January: CPB secretary requested review of solar panel ordinance. Administrator requested review of Chapter 79. February: Reviewed Woman’s Club 2023 Farmer’s Market contract, expected to be approved in February or March. Reviewed ordinance related to an application for a clothes donation bin, finding the request to be in alignment with the ordinance.
Q2	Meet with the Chicken Committee Ordinance review/revision as needed	
Q3	Ordinance review/revision as needed	
Q4	Ordinance review/revision as needed	

Public Programs Committee Report
Public Meeting February 23rd, 2023
Jeanne Grigri : Chair
Jonathan Barbato
Anthony Fini

Planning for Summer at Wenonah Lake happens now, and January and February have been busy in that regard. The following are some of the goals set for these early months of the year.

- *Create an online form for simple sign-up and payment to join the Swim/Rec program.*
- *Improve and streamline operations and public communication regarding summer at the lake.*
- *Begin to fill-in the Lake Calendar of Events*
- *Gain further information regarding program funding and support available through "Mayors Wellness Campaign" (this will relate to multiple community events and is not specifically related to the lake)*

Below are the actions so far undertaken in reaching those goals:

- *Working with office staff to re-write and re-organize communication regarding summer at the lake the online payment and information pages.*
- *Met, and will continue to meet, with newly hired lake managers (Mike Mix and Catherine Lombardo) to revamp and renew the old manual, set dates, discuss operations, communications, and activities calendar for the 2023 season.*
 - *Catherine L. suggested Remind as a potential tool for communicating with members regarding special closures due to weather or other*
 - *I still want to pursue the Wi-Fi option at the lake, not sure how to proceed*
- *Date is set for Movie night — Monday 6/26 Sing 2(thanks Karen and Gloucester County)*
- *Attended WLA meeting and got an idea about their plans for the season. Will attend the next one on 2/26. (Not sure if we mentioned last month that we will be providing them with guest passes at the \$5 rate to offer to musicians and others who volunteer their time for certain special events).*
- *Attending MWC Zoom on 2/28 with Jess to learn more specifically about how we engage and grow with this program.*

2023 Lake Park Renovation Committee – February report

1. Chairs: Jonathan Barbato and Susan Mayer
2. Advisory Members:
 - WLA: Mellany Alio, Kristen Howard, Alex Pozza
 - Environmental Commission: Dave Coates
 - 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)	<p>January:</p> <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. <p>February:</p> <ul style="list-style-type: none"> • Dave Kreck led the effort to submit the 1/27 County grant submission. Awaiting decision which may happen as early as the end of February. (No decision as of 2/19) • Dave has secured the services of a Planner. See the separate planned timeline for more information on anticipated schedule. • Set the 4th Wednesday of each month as the meeting date for this committee. • The Environmental Commission representative on this committee switched from Julia Horn to Dave Coates. • Plan for the February meeting is to agree on the guiding principles and create a priority list for the Planner.
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.	



February 15, 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 – February 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 two weeks of January 2023 and first two weeks of February 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 schedule the inspection with US Tank 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: \$6,606.44 (10%)

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:

SCE held a preconstruction on February 14, 2023, with Arold Construction Company, LLC (Arold), the Borough and NJDEP Representatives to discuss the start of the construction and necessary reporting for SED utilization. A secondary preconstruction meeting will be held on-site on February 28th to further coordinate efforts. Construction is anticipated to commence in March.

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.

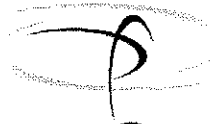


Should you have any questions or concerns regarding this Monthly Report, please do not hesitate to contact our office. Thank you.

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



THE PETTIT GROUP, LLC
Engineering • Architecture • Planning

VIA E-MAIL ONLY

February 20, 2023

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

**RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday February 23, 2023
Project Number WNOE012S**

The following report summarizes the status of the various projects authorized by the Mayor and Borough Council:

I. CONSTRUCTION PROJECTS:

2022 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. Our office has prepared and forwarded the following documents to the Borough for approval:
 - A. Payment Certificate #4 (Final), in the amount of \$79,535.75.
 - B. NJDOT Change Order #1 (Final)
 - C. Borough Change Order #3 (Final)

As a result of all project Change Orders, it should be noted that the original contract amount of \$1,306,413.24 has been increased by \$143,198.51 (10.96%). Therefore, the final contract amount is \$1,449,611.75. The increase being primarily attributed to a \$153,330 Change Order for a sanitary force main extension in Lenape Trail.

2. We have also forwarded the final Contract Closeout Documents and 2 Year Maintenance Bond to the Borough Solicitor for review and approval. Provided the documents are found satisfactory, we recommend that Council adopt the appropriate Resolutions authorizing the Final Contract Payment and approving of the Final Change Orders.

II. GENERAL MUNICIPAL ENGINEERING:

2023 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. The design plans and specifications are near completion and will be submitted to NJDOT for review and approval before the end of February.
 - A. DOT approval is anticipated prior to the March 23rd Council Meeting. Therefore, we are requesting Council's authorization to publicly bid the 2023 Infrastructure Improvement Project and have forwarded a draft Resolution for Council's consideration.

2. Once DOT approval is obtained, we will coordinate the Public Bid Advertisement with the Borough Clerk (anticipated for mid-late March). Bid Opening is tentatively scheduled for mid-late April, with an Award of contract subsequently expected at the April 27, 2023 Council Meeting.
3. For financial planning purposes, our office has provided the Borough with a fee proposal for construction related services and will be providing an updated Construction Cost Estimate for the 2023 Borough Infrastructure Improvement Project.
 - A. It should be noted that the construction related services will not be required until an Award of Contract and therefore, a Resolution authorizing said work may be delayed to a future Council Meeting.

2024 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. During the February 17th Public Works Department meeting, it was determined that the following roadways shall be included in the scope of the 2024 Infrastructure Improvement Project:
 - A. Roadway Improvements to North Synnott Avenue, from Mantua Avenue to Elm Street (2023 NJDOT Municipal Aid Grant)
 - 1) A certain extent of storm sewer pipe repairs/upgrades are anticipated.
 - B. Roadway Improvements to N. Princeton Avenue, from East Poplar Street to East Elm Street (Locally Funded)
 - 1) A certain extent of storm sewer pipe repairs/upgrades may be required.
 - C. Roadway Improvements to N. Stockton Avenue, from East Poplar Street to East Elm Street (Locally Funded)
 - D. Roadway Improvements to East Poplar Street, from Princeton Avenue to Synnott Avenue (Locally Funded)
 - E. Possible Water Main Improvements in N. Clinton Avenue, from Mantua Avenue to Poplar Street.

Our office shall submit a proposal for the Preliminary Engineering services required to evaluate the roadway conditions, prepare a preliminary scope of roadway improvements, identify the utility infrastructure needs, and prepare the preliminary construction costs estimates for budgetary planning purposes.

FUTURE LOCALLY FUNDED ROADWAY IMPROVEMENTS

1. The following roadways comprise the current list of local roadways in need of improvements based upon their current conditions (in no specific order):
 - A. N. Clinton Avenue, from Mantua Avenue to Elm Street
 - 1) Probable candidate for NJDOT 2024 Municipal Aid Application
 - B. East Maple Street, from Marion Avenue to Woodbury-Glassboro Road
 - 1) Probable candidate for NJDOT 2025 Municipal Aid Application



- 2) This application will require the removal of the existing speed humps and therefore, we recommend that alternative traffic calming measures in Maple Street be considered.
 - C. S. Princeton Avenue, from Mantua Ave to East Cherry Street
 - D. S. Princeton Avenue, from East Willow St. to East Cedar St.
 - E. East Pine Street, from Clinton Avenue to Marion Avenue
 - F. West Willow Street, from Jefferson Avenue to Dead End
2. Utility investigations shall also be completed to assist in the evaluation, prioritization, and development of the scope of work for each roadway.

JOHN AND KATHY HOWARD MEMORIAL PARK AT WENONAH LAKE:

1. The 2023 CDBG-CV Grant Application for various improvements to the John and Kathy Howard Memorial Park was submitted on January 27th. Notice regarding the status of the Grant Application has not been received as of the date of this Report.

COMEYS LAKE:

1. The following remediation work at the Comey's Lake Dam remains to be completed and shall be addressed by the Public Works Department as staffing and time permits.
 - A. The backfilling and stabilization of the eroded slope of the earthen dam.
 - B. The video inspection of the clogged inflow pipe
 - C. The potential for the abandonment of the existing lake levelling device and construction of new lake overflow bypass system to assist in preventing any future bank erosion resulting from flooding events.

LIGHT RAIL

1. No change since last report.

CONRAIL

1. No change since last report.

SANITARY SEWER SYSTEM

1. A number of options for providing sewer service for the residents on north Woodbury-Glassboro Road are being contemplated, including the construction of a new pump station.
2. Our office defers detailed status reports on the forthcoming Sewer System Rehabilitation Project to Suburban Consulting Engineers (SCE).
3. Due to varying circumstances, it has been determined that new sewer lateral connections are necessary at the following locations:
 - A. #204 North Marion Avenue. Existing lateral has displaced joint, causing clogs.



- B. Wenonah Elementary School. One lateral services two (2) separate sewer pipes. *(to be further investigated during construction of the 2023 Infrastructure Project)*
4. Public Works has notified our office that the Mantua Avenue Pump Station is experiencing issues and considerations should be made for its possible replacement and/or upgrade in the future.

GLOUCESTER COUNTY UTILITIES AUTHORITY (GCUA)

1. No change since last report.

BOROUGH WATER SYSTEM UPGRADES

1. Please see 2023 INFRASTRUCTURE IMPROVEMENT PROJECT regarding the water system upgrades scheduled for 2023.
2. Water System upgrades for the Year 2024 shall be determined upon completion of the Preliminary Engineering services, as described in 2024 INFRASTRUCTURE IMPROVEMENT PROJECT.

BOROUGH WATER TOWER AND WELLS

1. It is our understanding that discussions regarding the potential replacement of Well #1 have been initiated.

DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. Our office recently received notice from the DRBC that the Borough's 2022 Water System Audit is due March 31, 2023. We will work with the Utility Department, and possibly SCE, on the completion of the Audit.

NJDEP WATER ALLOCATION

1. The Borough's total water usage for January 2023 was consistent with that of prior years and projects to be safely below the annual allocation limit of 72.07 million gallons per year.

BOROUGH WATER SYSTEM RECORD KEEPING

1. No Change Since Last Report.

STORM SEWER SYSTEM

1. The new MS4 Permit has been adopted and is in effect will require the preparation of a GIS Map of the Borough's Storm Sewer System. The GIS Map must be completed and submitted to NJDEP within 36 months of the Effective Date of Permit Authorization, i.e. by December 2025.
 - A. To assist in the preparation of the GIS Map, our office has already obtained the GPS coordinates for all Borough Inlets and Outfalls.
 - B. We will begin to assemble GIS Coordinates for the Borough-wide Storm Sewer Manholes.



NJPDES STORMWATER DISCHARGE PERMIT (MS4)

1. Our office shall complete the final updates to the Borough's 2022 Stormwater Pollution Prevention Program (SPPP) in preparation for the filing of the 2022 Annual Report.
 - A. A meeting to review the 2022 Maintenance Manual with the Public Works Department has been tentatively scheduled for the month of February.
 - B. As required by the MS4 Permit, a copy of the completed 2022 Stormwater Pollution Prevention Program (SPPP) shall be forwarded to the Borough for website posting.
2. Pursuant to January 1, 2023 adoption of the new Tier A Municipal Separate Storm Sewer Permit, our office shall perform the following:
 - A. Update the various Borough Maintenance Plans, Maintenance Logs, and Training Logs which are required for compliance with the 2023 Stormwater Permit Requirements.
 - B. Schedule and complete the 2023 Training Session with the Public Works Department.
 - C. Coordinate the 2023 Training requirements with the Combined Planning Board Members
3. We have initiated discussions with the Green Team and the Americorps Ambassadors Program on a Rain Barrel Workshop. As of this date, the Workshop is tentatively scheduled for April 8, 2023.
 - A. As required by the MS4 Permit, we will coordinate the Public Advertisement of the Workshop with the Borough Clerk.

TRAFFIC CALMING & SAFETY MEASURES

1. In preparation for a future Contract for the installation of new and/or replacement of existing pavement markings, i.e. crosswalks, stop bars, lane striping, etc., our office will be assembling an inventory of existing pavement markings located throughout the Borough.
2. With the Maple Avenue reconstruction being the subject of a future NJDOT Municipal Aid Application and subsequently delayed until a future date, considerations should be made for installing alternative Traffic Calming measures, in lieu of the existing speed humps.

SOUTHWEST AVENUE DRAINAGE PROBLEM

1. We have reviewed a concern regarding the accumulation of runoff at the southern terminus of Southwest Avenue. Upon review, we found that a formerly existing swale that drained runoff from the roadway had been blocked by debris, most likely from the 2021 Tornado. Our office will coordinate remediation measures with the Public Works Department.

BLOCK 13 EROSION PROBLEM (JEFFERSON & GARFIELD PAPER STREET)

1. A permanent solution to the existing drainage and erosion concerns will be addressed during the reconstruction of North Jefferson Avenue, which is part of the 2023 Infrastructure Improvement Project



2. Once the improvements to Jefferson Avenue are completed, considerations should be made for the stabilization of the eroded slopes of the ravine. However, it is our understanding that eroded slopes are located on private property and therefore, we recommend consultation with the Borough Solicitor prior to taking any action.

CONSERVATION AREA EROSION PROBLEMS

1. The following Conservation Area erosion problems shall be addressed as staffing and time permits:
 - A. West Cherry drainage ditch/bridge bulkhead.
 - B. Eroded side slope of Comey's Lake Earthen Dam.
 - C. Existing ravine located within Block 13 (see above).
 - D. #3 Shawnee Drive Drainage Easement

Our office will continue to work with the Public Works Department and Environmental Commission on addressing these erosive areas within the Borough's Conservation Lands.

2. It should be noted that the 2023 Stormwater Permit Renewal includes a requirement to repair Stream Scouring and Erosion within one (1) year of its identification. Therefore, the Borough should be prepared to address these erosion problems in 2023.

ORDINANCE MODIFICATIONS

1. The Draft Flood Damage Prevention Ordinance has been reviewed and approved by both NJDEP & FEMA and it is our understanding that a first read of the Ordinance is scheduled for the February 23rd Council Meeting.
2. Upon 1st Read, it is our understanding that the Ordinance will be forwarded to the Combined Planning Board for their endorsement.
3. It should be noted that a 2nd Read and full adoption of the Ordinance must occur no later than May 2, 2023.

III. PRIVATE DEVELOPMENT PROJECTS AND INSPECTIONS:

AT&T CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

T-MOBILE CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

VERIZON CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

IV. PLANNING BOARD ACTIVITY:

1. There have been no meetings since the last Report.



To: Mayor Doheny and Council

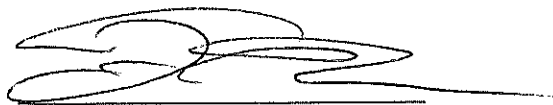
From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for January 2023

Date: February 7, 2023

Summary of service, dispatched incidents, training, and mutual aid:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# Service times	12												
Alarm Systems	2												
Animal Rescue													
Assist EMS													
Brush													
Building Fire													
CO Alarms	2												
Cover Assignment	1												
Dwelling Fire	1												
Exterior Fumes													
Incorrect Dispatch													
Interior Fumes													
Investigation													
Motor Vehicle Crash	2												
Rescue/HAZMAT													
Rapid Intervention													
Rubbish Fire													
Service Assignment													
Structure Fire													
Vehicle Fire													
Meetings/Drills	4												
Events													
Staff Hours	93.1												



Tim Nessler, Fire Chief

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2. Our office will be discussing the content of the new Flood Damage Prevention Ordinance with the Board and anticipate the Board's endorsement in preparation for a 2nd Read and subsequent Ordinance adoption at the March 23rd Council Meeting

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)
Laurie Christinzio, Planning Board Secretary (via e-mail)
Huda Ijaz, Finance Office (via e-mail)
Carol Newman, Office Clerk (via e-mail)

