

# BOROUGH OF WENONAH

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JANUARY 26, 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, Fini, Grigri, Mayer  
Solicitor Matthew Lyons, Clerk/Admin Karen L. Sweeney  
Absent: Graves

### Open Public Meetings Act Statement:

**Adoption of the Agenda:** Cox/Mayer  
All in Favor

Open to the public on Agenda items only Cox/Mayer

No comments

Close to the public Cox/Mayer

**Motion to Approve: Closed Session Minutes** Cox/Mayer

3/28/19 Barbato, Cox, Fini

4/25/19 Barbato, Cox, Fini, Mayer

5/23/19 Barbato, Cox, Fini

6/27/19 Barbato, Cox, Fini

10/24/19 Barbato, Cox, Fini, Mayer

5/28/20 Barbato, Cox, Mayer

1/27/22 Barbato, Cox, Fini, Mayer

4/28/22 Barbato, Cox, Fini, Mayer

12/22/22 Barbato, Cox, Fini, Mayer

All the above in favor, motion approved.

**Motion to Approve:** January 5, 2023, Re-organization Meeting Minutes Cox/Mayer  
All in favor

**Motion to Approve:** Ordinance No. O-2023-1: 2<sup>nd</sup> read.  
Amending Salaries of various Borough officials and Employees for 2023. Cox/Mayer

**Motion to Open Public Hearing** Cox/Mayer

No comments

**Motion to Close Public Hearing** Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Fini, Grigri, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
**Motion Approved**

**Motion to Approve:** Resolution 2023-22, Approving 2022 Tonnage Grant  
Roll Call: Fini/Mayer

Ayes: Barbato, Cox, Grigri, Fini, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
Motion Approved

**Motion to Approve:** Resolution 2023-23, Awarding contract to The Pettit Group, LLC  
for Engineering Services. Fini/Cox  
Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
**Motion Approved**

**Motion to Approve:** Resolution 2023-24, Awarding contract to Bowman & Associates  
for Auditing Services. Fini/Mayer  
Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
**Motion Approved**

**Motion to Approve:** Resolution 2023-25, Awarding contract to Gebhardt & Kiefer  
for Legal Services. Fini/Mayer  
Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
**Motion Approved**

**Motion to Approve,** Resolution 2023-26, Awarding contract to Robert Scharle  
for CFO Services. Mayer/Fini  
Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer  
Nays: None  
Abstain: None  
Absent: Graves  
**Motion Approved**

**Motion to Approve:** Resolution 2023-27, Awarding contract to Brian Slaugh, for COAH Planner Services.

Mayer/Fini

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-28, Awarding contract to Wilentz, Goldman and Spitzer for Bond Counsel Services.

Mayer/Fini

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-29, Approving the transfer of 2022 appropriation reserves.

Mayer/Fini

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-30, Approving cancelling prior year expended grant balances for Bond Counsel Services.

Mayer/Fini

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-31, Approving the Shared Service Agreement between Wenonah Borough and the Township of Mantua for Uniform Fire Official Services.

Barbato/Cox

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** 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.

Barbato/Cox

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-33, authorizing an application to the Gloucester County Community Development Block Grant Program and Cares Ace. (CDBG-CV).

Barbato/Mayer

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Resolution 2023-34, Appointing Chicken Advisory Committee for 2023.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Motion to Approve:** Ordinance 2023-2 1<sup>st</sup> read Repealing Chapter 22a of the Borough Code of the Borough of Wenonah and providing for local enforcement of the New Jersey Uniform Fire Code.

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

**Motion Approved**

**Public hearing on Ordinance 2023-2 will be on February 23, 2023**

**Committee Reports:**

- Personnel: Susan Mayer - See attached report. She thanked and wished well to retired Captain Brian Grady MTPD
- Public Works/Public Buildings & Grounds: Dan Cox - See attached reports
- Public Safety: Anthony Fini – See Attached reports. Chief Darren White absent. Det Rob Layton read the highlights of his reports.
- Chief Tim Nessler nothing to report
- Finance & Budget: Jackie Graves – Absent See attached Treasurer & Tax collector reports.
- Legal & Ordinance: Jonathan Barbato – See attached report.
- Public Buildings & Grounds: Jonathan Barbato - Nothing to report.
- Public Programs: Jeanne Grigri See attached report. Jeanne gave an update on ways to sign up for the lake. There are many options.
- Lake Park Renovation committee: Jonathan Barbato & Susan Mayer. Susan gave a verbal report on the committee members, activities to date, and plans for the next few years. See attached report.

**Engineers Report:**

- Dave Kreck: See attached Engineer’s detailed report on all projects in town. 2022 NJDOT project will be closed out soon. Dave gave a brief discussion on the efforts to apply for the CDBG grant which will go to the lake for ADA renovations. Dave also gave an update on the new flood plan ordinance that we are required to do by the NJDEP. It must be adopted by May 2023. 2024

**Motion to Approve: Disbursements**

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Grigri, Fini, Mayer

Nays: None

Abstain: None

Absent: Graves

Motion Approved

**Open to the Public:**

Mayer/Cox

Resident Gary Odenbrett, 20 N. West Ave and Shade Tree Chair, spoke regarding the STC annual tree removal list. The trees have been marked with tape and quote letters sent to 4 contractors. Trees will be removed by March 5, 2023. Gary also had a request/question regarding rental property owner inspections related to the ordinance that was on this agenda.

**Close to the Public:**

Mayer/Cox

**Motion to Adjourn:** 7:37 pm

Cox/Mayer All in favor

Minutes Submitted,



Karen L. Sweeney, RMC/Admin/Treasurer

Approved: February 23, 2023



# Mantua Township Police Department

Proudly serving Mantua Township and Wenonah Borough



**Darren E. White**  
Chief of Police

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

**Shaun J. Butler**  
Lieutenant

**Brian L. Grady**  
Captain

**William D. Murphy**  
Lieutenant

**Arthur D. Hayes**  
Lieutenant

January 26, 2022

To: Mr. Mayor and members of the Borough Council

From: Chief White

Re: Workshop report

- Captain Grady is retiring effective January 31st; however he is not in work as he has time off to use. Below is what I typed up for his last radio signoff:
  - The Mantua Township Police Department would like to announce the retirement of and signoff of Captain Brian Grady. Capt. Grady holds an associate's degree in Applied Sciences and began his law enforcement career with the NJ Transit Police. He subsequently moved on to the Swedesboro Police Department and finally found his home here in Mantua in March of 2002 where he moved up through the ranks of sergeant, lieutenant, and captain.
  - On top of internal recognitions, he has received several awards, including being recognized as the MADD Award recipient for enforcement of impaired driving, the officer of the year for the Mantua VFW, and an exceptional duty award from the county awards committee.
  - Capt. Grady is responsible for many positive changes within the police department and is a great person that many go to for advice. This is exemplified by his ideas and involvement in the institution of the township's early assistance program. As the town's emergency management coordinator, he worked his way through the EF3 tornado that made its way through in September of 2021. In the middle of dealing with this, he was a great asset in assisting the department through an officer-involved shooting just two days later. As a court liaison, he was instrumental in ensuring a smooth transition of multiple court systems while Mantua took on services for several towns. He has also been instrumental in navigating through the major police reforms that have been taking place for the past several years.
  - It is safe to say that Capt. Grady will be missed, and we all wish him the best of luck with his future endeavors.
- We are sending three class 1 officers to the police academy. These officers attend a brief academy, do not carry a firearm, and have limited police powers, but are extremely useful in helping with traffic issues, quality of life issues, and assisting other officers wherever they are needed
- We are also almost finished with hiring two other full-time officers to replace some retirees.
- I have been dealing with the constantly changing firearm legislation. If anybody has any questions about the new concealed carry legislation, please email [firearms@mantuatownship.com](mailto:firearms@mantuatownship.com). It was first changed due to a supreme court case out of New York, then New Jersey changed it's legislation but made it very difficult to actually carry anywhere, and then a stay was issued on certain parts of the legislation. It has made things difficult to navigate, but I think I have a good grasp on everything now.



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## Incidents Summary List

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Reporting Period : 12/01/2022 - 12/31/2022

	Mantua Police Department	Total
911 Hang Up	1	1
Abdominal Pain	1	1
Added Patrol	14	14
Animal Complaint	5	5
Bleeding	1	1
Burglar Alarm Activation	1	1
Community Policing	3	3
Diabetic Emergency	1	1
Dispute	2	2
Domestic	1	1
Down/Arcing Wires	1	1
Dwelling Fire	1	1
Fall Victim	3	3
Fire Alarm System	3	3
Foot Patrol	2	2
Fumes Interior	1	1
Hazardous Road Condition	1	1
Hit And Run	1	1
Investigation	1	1
Juvenile Complaint	1	1
Lock Out	2	2
Medical Alarm	2	2
Medical Emergency	6	6
Motor Vehicle Crash	3	3
Notification/Informational	2	2
Panic Alarm	1	1
Property Check	5	5
Psychiatric Emergency	1	1
Public Assist	1	1
Radar Enforcement	6	6
Respiratory Emergency	2	2
Sick Person	1	1
Solicitation	1	1
Speak To Officer	1	1
Special Detail	1	1
Suspicious Incident	1	1
Suspicious Motor Vehicle	1	1
Theft	2	2
Unconscious Person	1	1
Unknown Medical Emergency	1	1
Well Being Check	5	5
<b>Total</b>	<b>91</b>	<b>91</b>

To: Mayor Doheny and Council

From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for December 2022

Date: January 4, 2022

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# Service times	13	16	14	30	23	23	18	20	15	20	14	15	
Alarm Systems	2	3	2	3	5	9	4	7	1	4	3	3	
Animal Rescue					1								
Assist EMS		1		1	1	1				1		1	
Brush	1		2	4	3	1			1				
Building Fire										1	1		
CO Alarms						1	2	1					
Cover Assignment				1		1			1				
Dwelling Fire	1	2	2	6	1		1	1	2			2	
Exterior Fumes	3	2		1	1	2	1	3	1		1	1	
Incorrect Dispatch													
Interior Fumes		1	1	2	2		2	3	1		1	1	
Investigation	1			1		1							
Motor Vehicle Crash		2	1	3	1	1	2	1	1	4	2	2	
Rescue/HAZMAT						1				1		1	
Rapid Intervention											1		
Rubbish Fire							1			1			
Service Assignment			1	1	1		1		1	1		1	
Structure Fire	1												
Vehicle Fire									1				
Meetings/drills	4	4	5	5	5	3	1	4	4	4	5	2	
Events		1		2	2	2	3		1	3		1	
Staff Hours	118.73	125.4	109.4	174.3	128.8	91.9	128.3	107.6	136.9	163.9	122.3	108.9	

The company assisted East Greenwich Twp. as the RIC company at a working dwelling fire.

The company completed live fire training at Camden County Fire Academy

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Tim Nessler, Fire Chief



## 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)	

January 2023

## Public works committee

- Met with the mayor, borough clerk, borough engineer, public works superintendent and CFO to review upcoming projects. This included talks on this year's projects as well upcoming work and maintenance.
- Orientated new committee members.
- Had a public works committee meeting to discuss this year's road projects, outstanding issues, and future projects.
- Refer to PW superintendent for details on the day-to-day efforts this month.

Upcoming:

- Finalize 2023 road construction
- Conduct a meeting in regards to the boroughs stormwater permit

Sincerely,

Dan cox

## 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

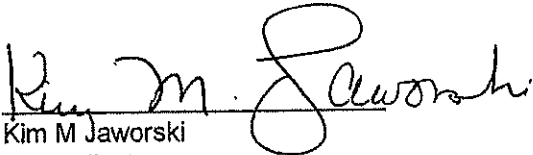
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Leaves- cu yds													
Yard waste	20												
Branches chipped- cu yds													

### Residential Recycling

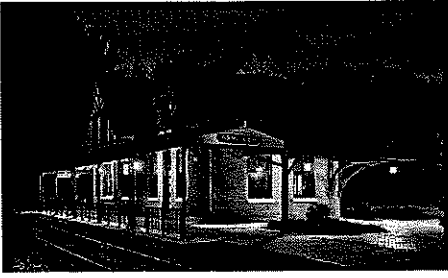
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
# Metal stops	61												
# e-waste stops	35												

- 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%



Legal & Ordinance  
Committee

Jonathan Barbato, Chair

Committee Members: Susan Mayer, Anthony Fini

Month: January 26, 2023

- New Jersey Uniform Fire Code:

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

*Jonathan Barbato*

**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.

	<b>Plan (see 1,2,3 members above)</b>	<b>Accomplishments</b>
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"> <li>• Created mission, vision, and guiding principles; created timeline for overall project.</li> <li>• Identified County CARES Act grant due 1/31 which would be a better fit than the State program for the ADA improvements.</li> <li>• 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</li> <li>• Shared an update at the January WLA meeting.</li> </ul>
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.	

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STC- annual tree removal list - trees have been marked with tape and quote letters sent to 4 contractors - bids must be in by 2/3 and once awarded - trees to be removed by 3/5.

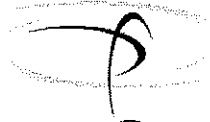
Tornado damaged tree removals will resume as budgeting allows.

Wenonah Park Restoration Committee - Trees planted in 3/22 and beyond will have their balled and bur lapped rope removed in 3/23.

Nurseries where trees were purchased suggested the support rope be left for the first year to combat wind impact and to avoid root ball shifting.

Personal question as to Fire Code Enforcement by newly approved Mantua Twp. - asked Council to have Mantua send letters to rental property owners outlining the standards they will review in those buildings ( smoke detectors/carbon monoxide - where to be located - what is required etc) before inspections. Also as to twin homes with 2 different addresses yet physically connected but not fully owned by one family - that each side be able to get information that an inspection has occurred and the other side has passed the inspection. This info should be made available by Mantua Twp.to either homeowner upon request.





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

**VIA E-MAIL ONLY**

January 25, 2023

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

**RE: Monthly Engineering Report  
Borough of Wenonah  
Public Meeting: Thursday January 26, 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. The Project is complete and we are working with the Contractor on the Final Contract amount.
2. Upon determination of the final contract amount, our office will prepare the final Borough and NJDOT Change Orders, issue the Contract Closeout Documents to the Contractor, and proceed with the closing out of the Contract.
3. Please note that we will be requiring that the Contractor return in the Spring to re-seed any bare soil areas that remain.

**II. GENERAL MUNICIPAL ENGINEERING:**

**2023 INFRASTRUCTURE IMPROVEMENT PROJECT:**

1. The preliminary engineering and corresponding cost estimates have been completed and reviewed with the Borough CFO and Public Works Department. As a result, the following changes to the original intended scope of work shall be enacted:
  - A. The scope of work for Maple Street shall be revised from full-depth reconstruction to the milling and overlay of the most dilapidated portions of the roadway. The existing speed humps shall remain.
    - 1) It was determined that the full-depth reconstruction of Maple Street, including removal of the existing speed humps, shall be the subject of a future NJDOT Grant Application.

- B. Under the advisement of Public Works, the proposed water main replacement in North Clinton Avenue shall extend from Poplar Street to Buttonwood Street, as opposed to the former limits of Elm Street to Maple Street.
- 1) Additional topographic survey for the block of North Clinton Avenue, between Poplar Street and Elm Street, shall be performed under the scope of the Phase II Design described below
3. The Wenonah Elementary School has notified our office that a drop-off zone in Clinton Avenue will not be necessary.
  4. Our office has provided a proposal for the Phase II Design, inclusive of the preparation of plans and specifications and bidding/award of contract for the 2023 Borough Infrastructure Improvement Project and request. It is our understanding that a Resolution authorizing the abovementioned proposal is on the Council Agenda for approval.
  5. Once Phase II Design work is completed, our office will provide the Borough with a Final Construction Cost Estimate and a proposal for construction related services for the 2023 Borough Infrastructure Improvement Project.

**2023 NJDOT MUNICIPAL AID PROGRAM – 2024 INFRASTRUCTURE PROJECT:**

1. Now that \$339,430 in NJDOT Municipal Aid funding for Synnott Avenue has been secured, our office will work with the Public Works Committee on the identification of additional roadways that could potentially be included in the 2024 construction contract.

**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 entail the removal of the existing speed humps and therefore, we recommend that alternative traffic calming measures in Maple Street be incorporated into the project.
  - C. S. Princeton Avenue, from Mantua Ave to East Cherry Street
  - D. S. Princeton Avenue, from East Willow St. to East Cedar St.
  - E. N. Princeton Avenue, from East Poplar Street to East Elm Street
  - F. N. Stockton Avenue, from East Poplar Street to East Elm Street
  - G. East Poplar Street, from Princeton Avenue to Synnott Avenue



- H. East Pine Street, from Clinton Avenue to Marion Avenue
  - I. 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. In order to comply with the Lake Lowering Permit expiration date of January 21, 2023, Wenonah Lake was returned to normal levels on January 20<sup>th</sup>. As required by the Permit, notification was provided to the Department of Fish and Wildlife.
2. Due to various factors, it was determined that the 2023 Local Recreation Improvement Grant Application for improvements to the John And Kathy Howard Memorial Park at Wenonah Lake will not be pursued until such time that a Master Plan for the Park is prepared.
  - A. At the request of the Borough, our office shall assist in development of the Master Plan for the Park, as well as a financial plan for funding any improvements identified therein.
3. In lieu of the above, we are assisting in the preparation of a 2023 CDBG-CV Grant Application for various ADA Accessibility improvements as well as measures to prevent the spread of infectious disease at the John And Kathy Howard Memorial Park at Wenonah Lake. At this time, the proposed improvements would consist of:
  - A. Parking and access improvements for the physically disabled.
  - B. Upgrades to the existing bathrooms for facilitating ADA Accessibility, including touchless amenities to assist in preventing the spread of infectious disease.
  - C. Subject to their eligibility status, the following recreation improvements may also be included in the Grant Application.
    - 1) Three (3) ADA compliant picnic benches.
    - 2) Two (2) ADA compliant adjustable basketball poles, rims, and nets.
    - 3) One (1) ADA compliant swing set.

Our office attended an informative virtual meeting regarding the Grant Application Process on January 18<sup>th</sup> and the Grant Application is due on January 31, 2023.



**COMEYS LAKE:**

1. The Public Works Department has cleared the debris that was impeding the proper operation of the existing overflow structure.
2. 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. It is our understanding that the construction of the necessary infrastructure improvements for providing sewer service for the residents on north Woodbury-Glassboro Road will be budgeted for a 2023 infrastructure improvement project.
  - A. We have since confirmed with NJDEP that the proposed sewer infrastructure improvements will require Treatment Works (TWA) Approval. Our office will prepare the permit application upon Council's authorization.
  - B. For financial planning purposes, our office will work with the Public Works Department to prepare an estimated budget for both engineering, permitting, and construction.
  - C. As a less expensive alternative to the installation of the sewer infrastructure improvements described above, the possibility of an Interlocal "Sewer Service Swapping" Agreement with Deptford Township was discussed at the August 5<sup>th</sup> Public Works Meeting.
    - 1) The agreement would entail the Deptford properties on Linden Avenue being connected to the existing Wenonah Sewer while the Wenonah properties on Woodbury-Glassboro Road would be connected to the Deptford MUA Sewer.
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.

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

1. A number of structural improvements have been recently completed at Well #1. However, there remains a concern that Well #1 may soon be in need of full replacement. It is anticipated that the planning for the potential replacement of Well #1 will take place in 2023.

#### **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 the Year 2022 was approximately 62.37 million gallons, which is almost 10 million gallons below the Annual Allocation Limit of 72.07 million gallons.

#### **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.

#### **NJPDES STORMWATER DISCHARGE PERMIT (MS4)**

1. Our office shall complete the 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 on a Rain Barrel Workshop for 2023.

#### **TRAFFIC CALMING & SAFETY MEASURES**

1. It is our understanding that the installation of new and/or upgraded pavement markings throughout the Borough will be pursued in 2023.
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.

#### **SOUTH GARFIELD AVENUE DRAINAGE PROBLEM**

1. A recent icing problem was identified in the easterly gutter of South Garfield Street. The source of the problem was found to be the result of a sump pump discharge from a resident's house that runs out through the curb, into the roadway, and then freezes up in the gutter prior to draining into an existing inlet.

It is our understanding that the resident has agreed to re-route the discharge pipe such that it discharges into their lawn, as opposed to the street.



### **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. Our office has reviewed and modified the NJDEP & FEMA's Model Flood Damage Prevention Ordinance and coordinated the revisions with the Borough Solicitor. A Draft Copy of the modified Ordinance was submitted to NJDEP and FEMA on January 19, 2023.
2. Once the Draft Ordinance is approved by both NJDEP & FEMA, we shall coordinate the adoption of the Ordinance with the Borough Solicitor and Combined Planning Board. It should be noted that 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. The Board approved of a Variance Application for a new pool and paver deck at #204 West Willow Street.
2. The Board approved of a Variance Application for a new pool and deck at #109 South Princeton Avenue.

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)







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 cursive script, appearing to read 'Michael L. Willis'.

Michael L. Willis, PE, CME  
Project Manager