

**2023 Personnel Committee – March 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. <b>March: Working with Catherine on staffing.</b> Next: April: Revise hiring letter format for all swim staff; Q2: 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)	

## Public Works Monthly Report

Submitted by **Brian Nicholson**, DPW Superintendent

For the month March

2023

### Road and Utility Maintenance and Compliance Testing

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Meters installed		9	15										
Utility Mark Out	55	33	40										
Water samples For NJDEP	4	4	4										

### Safety and training

- 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

### 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)
- Trash/Recycle Collection- Collected trash and recycling at parks, municipal properties, and businesses.
- 8 sewer lateral backups cleared by public works.
- Check wells and lifts daily
- 20 yards of logs disposed at no cost to borough

### 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>	40										
Branches chipped- cu yds													

### Residential Recycling

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
# Metal stops	61	29	38										
# e-waste stops	35	25	29										

- Indicates combines metal and e-waste

## Public Works Monthly report for March 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.

New meter installation is almost complete and Lenegan Has installed around 460 of the 475 they were contracted to complete. We will be finishing this project in house with less than 50 meters that will be installed by public works.

Sewer rehab project started on March 13<sup>th</sup> with the contractor cleaning and videoing the pipes that will be lined. The week of the 20<sup>th</sup> they will review the video and order the lining material with installation projected to start the April 3<sup>rd</sup>. 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. I have been able to secure a 3yard dumptruck but will probably not see delivery until the end of the year. A new pickup has been very hard to secure and may have to wait till 2024.

Bulk branch and yard waste pick up continues to till the end of the month. Starting April 3<sup>rd</sup> we will be back to branch pick up 1<sup>st</sup> and 3<sup>rd</sup> week, containerized 2<sup>nd</sup> and 4<sup>th</sup> week.

Tire amnesty offered by the county ends March 31, residents with used tires may bring up to 10 to the solid waste complex in South Harrison and dispose free of charge.

6 storm drain inlets have been rebuilt and repaired by Public works, this includes filling holes inside which could lead to small sinkholes in the streets surrounding the inlets. We will continue to inspect and repair additional inlet through out town.



# Mantua Township Police Department

Proudly serving Mantua Township and Wenonah Borough



**Darren E. White**  
Chief of Police

**Shaun J. Butler**  
Lieutenant

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

**William D. Murphy**  
Lieutenant

**Arthur D. Hayes**  
Lieutenant

March 20, 2023

To: Mrs. Mayor and members of the Borough Council

From: Chief White

Re: Workshop report

- Six e-ticket machines that were ordered last year are finally installed. These allow officers to scan a license and print a summons right from the car, potentially saving a significant amount of time for the officer to be out patrolling. They also save court personnel time as well since all of the information is already entered.
- We are still working through the best way to handle the change from only the Superior Court issuing carry permits to us doing it. Please have patience.
- I was recently advised that, under the previous chief, we obtained a couple offroad vehicles (quad and side-by-sides). We are looking into training so that officers can use these if we have issues or medical emergencies in hard-to-reach areas.
- Captain Brian Grady is officially retired. However, on top of the other two new few Lieutenants (Murphy and Hayes) we just promoted another – Lt. Brian Hauss. He is a very hard-working guy and I think everybody will appreciate his dedication to whatever job he is currently working on.
- We also promoted Corporal Brian Crispin to fill Sgt. Hauss' open spot. Cpl. Crispin is also a positive person and I expect nothing but good interactions from him as well.
- A person who wishes to remain anonymous donated three trail cameras. These can automatically send pictures/data via a cell phone signal so that officers can immediately respond when they see something problematic occurring. One will be rotated to the Tea House and any other areas of the borough that are experiencing problems.
- The three class 1 officers that we put through the academy are finished – SLEO 1 Rocco, SLEO 1 Rhodes, and SLEO 1 West. SLEO 1 officers do not carry a firearm and can only enforce minor traffic and criminal offenses, but are extremely helpful nonetheless, especially with some changes the Police Training Commission made.
- Multiple officers were at the Deptford shooting assisting with their calls until relief officers came in.
  - They also assisted by reviewing video and doing in a line search of the area.



**Incidents Summary List**

**Reporting Period : 02/01/2023 - 02/28/2023**

	Mantua Police Department	Total
911 Miss Dial	1	1
Added Patrol	11	11
Animal Complaint	1	1
Assist Other Agency	1	1
Bleeding	1	1
Burglar Alarm Activation	2	2
Community Policing	1	1
Dispute	1	1
Domestic	1	1
Fall Victim	3	3
Fire Alarm System	1	1
Fraud Complaint	1	1
Fumes Exterior	1	1
Fumes Interior	1	1
General	5	5
Juvenile Complaint	1	1
Medical Emergency	2	2
Missing Person	1	1
Motor Vehicle Complaint	1	1
Motor Vehicle Crash	1	1
Neighbor Complaint	1	1
Notification/Informational	1	1
Parking Enforcement	3	3
Property Check	5	5
Public Assist	1	1
Radar Enforcement	6	6
Seizures	1	1
Solicitation	2	2
Speak To Officer	1	1
Suspicious Incident	1	1
Suspicious Motor Vehicle	2	2
Suspicious Person	1	1
Temporary/Final Restraining Or	1	1
Unconscious Person	2	2
Well Being Check	1	1
<b>Total</b>	<b>67</b>	<b>67</b>

To: Mayor Doheny and Council

From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for February 2023

Date: March 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	13											
Alarm Systems	2	1											
Animal Rescue													
Assist EMS		1											
Brush													
Building Fire													
CO Alarms	2												
Cover Assignment	1												
Dwelling Fire	1	1											
Exterior Fumes		2											
Incorrect Dispatch													
Interior Fumes		2											
Investigation													
Motor Vehicle Crash	2												
Rescue/HAZMAT													
Rapid Intervention													
Rubbish Fire													
Service Assignment		1											
Structure Fire													
Vehicle Fire		1											
Meetings/Drills	4	4											
Events													
Staff Hours	93.1	83.97											

- Engine 1312 arrived first due at a Deptford Township address with an active dryer fire. Crews made quick work of the fire and limited the damage to the home.

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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 March 23, 2023

2023 Budget Preparation

- Budget will be introduced at April council meeting and adopted at May council meeting

Resolutions

- Temporary Budget Resolution to include Community Development Block Grant so work and purchasing procedures can proceed on improvements to Wenonah Lake

Ordinances for Second 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

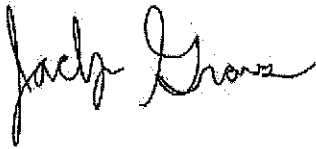
Member Education

- Committee chair attended New Jersey League of Municipalities - Municipal Budget training on March 11th, 2023

2023 Water Usage Billing

- We have been made aware of issues with the 2023 Water Usage Bills. We'd like to thank the residents who have raised concerns and brought these issues to our attention. The Finance Committee along with the Public Works Committee are working together to perform a review of the bills and we hope to address the issue over the coming weeks. In addition, a resolution amending bill due dates for this year is being introduced in response to the present issue. We ask residents for their patience as we work to address the situation.

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





## **Wenonah Chicken Advisory Board 2023 Quarterly Report: Q1**

Committee Chair: Jillian McCloskey

Committee Members: Mellany Alio (Vice Chair), Lesa DeCarlo (Secretary), Jaclyn Graves (Council Liaison), Jonathan Funk

Report for March 23rd, 2023

### Committee Activity

The Wenonah Chicken Advisory Board held its first quarterly meeting on February 5th, 2023. Important points to note include:

- The committee will be making updates to its documentation and website to account for some changes in backyard chicken raising course availability and to correct and/or clarify some information in the documentation.
- The committee discussed the creation of a "junior member" position to allow for interested youth in town to participate in the committee, learn more about backyard chicken raising, and provide opportunities to gain experience that is helpful and transferable to other organizations such as 4-H.
- The committee discussed an interest in reviewing the fee structure and schedule moving forward. The committee decided to wait until after the program has been in place for a year before suggesting any changes, but plans to revisit this toward the end of the year so that suggestions can be made in our Q4 report.

### Program Participation


There is currently 1 household that has submitted an application, passed coop inspection, has been awarded a chicken license, and is participating in the Wenonah Backyard Chicken Program. We hope to see increased application activity as we move into spring.

Respectfully submitted,

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

Jaclyn Graves, Council Liaison

Current Taxes	February	2023 To Date
Prepaid Taxes / 2024		
2023 Taxes	1,671,319.52	2,173,707.50
2022 Taxes	8,267.56	11,930.74
6% Year End Penalty	0.00	0.00
Arrears	0.00	0.00
Tax Title Liens	0.00	0.00
Interest & Costs	709.43	811.30
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	2,186,449.54

  
 Kim M Jaworski  
 Tax Collector

Percentage of Collection at February 28, 2023	49.71%
Percentage of Collection at February 28, 2022	49.09%

## 2023 Lake Park Renovation Committee – March report

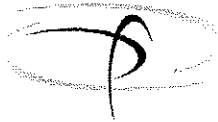
1. Chairs: Jonathan Barbato and Susan Mayer
2. Advisory Members:
  - WLA: Mellany Alio, Kristen Howard, Alex Pozza
  - Environmental Commission: Dave Coates
  - Swimming Program Staff: Mike Mix
3. Professional and staff members: Dave Kreck, Brian Nicholson, Karen Sweeney

### 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"> <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> <p>February:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Dave has secured the services of a Planner. See the separate planned timeline for more information on anticipated schedule.</li> <li>• Set the 4<sup>th</sup> Wednesday of each month as the meeting date for this committee.</li> <li>• The Environmental Commission representative on this committee switched from Julia Horn to Dave Coates.</li> <li>• Plan for the February meeting is to agree on the guiding principles and create a priority list for the Planner.</li> </ul> <p><b>March: Guiding Principles and priority list were created after a brainstorming session at the February meeting. Information was shared with Terry Coombs, the planner from Dave's office. Terry toured the property twice and met with Brian to better understand the mitigation in place for the high water on the property. Plan is for Terry to share a draft Master Plan at the March Committee meeting.</b></p>

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.	



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

**VIA E-MAIL ONLY**

March 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 March 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. We are currently assembling the NJDOT Closeout/Final Reimbursement documents and will coordinate with the Borough as necessary
2. The Contractor will be returning to the project within the next few weeks to re-seed all bare soil areas where grass was not established prior to the winter season.

**II. GENERAL MUNICIPAL ENGINEERING:**

**2023 INFRASTRUCTURE IMPROVEMENT PROJECT:**

1. The design plans and specifications have been submitted to NJDOT for review and approval.
2. Once DOT approval is obtained, we will coordinate the Public Bid Advertisement with the Borough Clerk (anticipated for late March/early April). Bid Opening is tentatively scheduled for mid-late April, with an Award of contract subsequently expected at the April 27, 2023 Council Meeting.
3. Our office has provided the Borough with a fee proposal for construction related services and, upon NJDOT approval of the plans and specifications, will be providing an updated Construction Cost Estimate for the 2023 Borough Infrastructure Improvement Project for financial planning purposes.
  - 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. The 2024 Infrastructure Improvement Project shall consist of the following:
  - 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 PARK AT WENONAH LAKE:**

1. The 2023 CDBG-CV Grant Application for Improvements to John and Kathy Howard Park was approved by the County, in the amount of \$136,500.

It is our understanding that the Borough is prepared to execute the County's Grant Agreement, which requires that all funds be expended by August 31, 2023.

2. In light of the August 31, 2023 deadline for project completion, our office has provided Council with a fee proposal for the engineering design, contract administration, construction inspection, and grant administration for the Project.

It is our understanding that a Resolution authorizing the abovementioned proposal is on the Council Agenda for approval.

3. At this time and for coordination purposes, we anticipate the following schedule from project design through completion:
  - A. Late April: Completion of bid plans and specifications and submission to County for approval to advertise for bid
  - B. Early to mid May: Advertise and accept Contractor Bids and coordinate approval of Award of Contract with County
  - C. May 25<sup>th</sup> Council Meeting: Award Construction Contract.
  - D. Late May-Early June: Coordinate Contract Award with County, execute contracts, schedule preconstruction meeting.
  - E. Mid June to late July: Construction period
4. Our office will be providing Professional Planning Services to assist in the development of a Master Plan for the Park property.

**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. Public Works has notified our office of a continuing erosion problem in the right field area of Langston field that is ultimately the result of a clogged storm pipe located within the westerly side of the Conrail Tracks, near the end of Southwest Avenue.

We recommend that Conrail be formally approached with a request to clear the stormwater outlet pipe for purposes of eliminating a flooding problem at the intersection of Southeast Avenue and Cedar Street, which was found to be the source of the erosion problem in Langston Field.

### 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. Public Works has also provided our office with the Maintenance Manual for the Pump Station which includes key elements needed for the design of a new pump station.

### 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 with Suburban Consulting Engineers, (SCE) and our office has been contacted about the availability of a topographic survey, for which we do not currently possess.
2. Our office will obtain a quote for the required topographic survey upon receipt of a survey scope and limits from SCE.





### **DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT**

1. The 2022 DRBC Annual Water System Audit was completed in cooperation with the Public Works Department and submitted on March 8<sup>th</sup>.

### **NJDEP WATER ALLOCATION**

1. The Borough's total water usage for February 2023 was nearly identical to February 2022 and projects to be safely below the annual allocation limit of 72.07 million gallons per year.

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

1. The Public Works Department has provided our office with a Source Water Protection Plan which was completed by the New Jersey Water Association.

### **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 has obtained the 2022 Stormwater Maintenance Manual from the Public Works Department and we are completing the final updates to the Borough's 2022 Stormwater Pollution Prevention Program (SPPP) in preparation for the filing of the 2022 Annual Report.
  - A. 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 are currently coordinating a Rain Barrel Workshop with the Green Team and the Americorps Ambassadors Program. The date and location for the Workshop is tentatively scheduled for April 8<sup>th</sup> at Wenonah Lake.
  - A. As required by the MS4 Permit, we will coordinate the Public Advertisement of the Workshop with the Borough Clerk.



4. The NJDEP is accepting Stormwater Grant applications which are being made available to financially assist with satisfying the various 2023 Stormwater Permit Requirements. The Borough's Grant Allocation amount will be \$25,000 and Grant Applications are due by December 31, 2023.
  - A. Our office will assist in the submission of the grant application which is comprised of a single sheet application form that needs to be signed by Mayor Doheny.
  - B. Our office attended a DEP Workshop on March 15<sup>th</sup> where details regarding the eligible grant expenditures were clarified and it would appear as if any activity, or purchase, that is required for permit compliance is an eligible expense.

#### **NJDEP CLEAN WATERSHEDS SURVEY**

1. Our office completed and submitted an NJDEP Clean Watersheds Needs Survey which is used by NJDEP to assess the state's financial needs related to wastewater and stormwater infrastructure. The results of this survey are used in formulating State Revolving Fund (SRF) Cap Grant allocation and any future capital grants.
  - A. The needs documented in the Borough survey included the installation of three (3) separate 450 foot long rip-rap lined channels and the preparation of the Watershed Management Plan, which is required by the Borough's MS4 Permit.

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

1. Our office has assembled an inventory of existing pavement markings located throughout the Borough 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.
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 endorsed by the Combined Planning Board and it is our understanding that a second read of the Ordinance is scheduled for the March 23<sup>rd</sup> Council Meeting.
2. After adoption, an electronic copy of the signed Ordinance must be emailed to NJDEP and a signed and sealed hard copy must be mailed to NJDEP, 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.

**GRADING PLANS AND AS-BUILT CERTIFICATIONS**

1. We have noted that a number of Grading Plan Applicants throughout the Borough have not followed up with their As-Built Inspection Certifications. As a consequence, we are coordinating with the Mantua Township Construction Code Office to ensure that Certificates of Occupancy for all structures that require Grading Plan Approval are not issued until they receive an As-Built Certification from our office.



**IV. PLANNING BOARD ACTIVITY:**

1. Our office reviewed the new Flood Damage Prevention Ordinance with the Board and it is our understanding that the Board will be adopting a Resolution memorializing their endorsement of the Ordinance in preparation for 2<sup>nd</sup> read by Borough Council.
2. The Board approved of a variance at 110 N Princeton Avenue for the installation a new 6 foot black aluminum fence in the front yard area of the property which faces Elm Street.
3. In light of the deliberations regarding the recent fence variance application, we recommend that the Board consider an amendment to the fence ordinance to restrict vinyl fences from any front yard and possibly consider restricting the height of all fences that encroach into the front yard area to a maximum of four (4) feet.

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)





March 14, 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 – March 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 February 2023 and first two weeks of March 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 has coordinated that inspection of Tuesday, April 4, 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.

**C. WELL NO. 1 IMPROVEMENTS – PROPOSAL**

**SCE-P10302.041**

Total Authorization: N/A  
Billed to Date: N/A

Project Scope Overview:

The proposed project scope will include drilling a replacement well for Well No. 1, new chemical feed systems for disinfection and sequestration/corrosion control, a well house building, emergency generator and all associated appurtenances.

Services Provided:

SCE met with the Borough on February 28<sup>th</sup> to determine the scope and complete a preliminary site evaluation. A formal proposal will be prepared for the funding, permitting, design, bid phase and construction phase services.

**II. SANITARY SEWER SYSTEM**

**A. SANITARY SEWER AND MANHOLE REHABILITATION – BID AND CONSTRUCTION**

**SCE-R11851.021**

Total Authorization: \$66,910.00  
Billed to Date: TO BE UPDATED

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 an on-site preconstruction meeting on February 28, 2023, with Arold Construction Company, LLC (Arold), the Borough, Mantua Police Department and Wenonah Fire Company to discuss the start of the construction. Construction will start with the pre-inspection video during the week of March 13, 2023 and the lining and rehabilitation starting the week of March 27<sup>th</sup>, 2023 and taking approximately 4 to 5 weeks to complete.

**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). Anticipate updating this June/July 2023.

**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', is written over the typed name.

Michael L. Willis, PE, CME  
Project Manager