

**DRAFT
AGENDA
BOROUGH OF WENONAH
REGULAR BUSINESS MEETING
JULY 27, 2023**

I. OPENING:

- a. Call to Order
- b. Flag Salute
- c. Roll Call
- d. Open Public Meetings Act Statement (this meeting is being videotaped and will be posted to the Borough website)
- e. Adoption of Agenda

II. PRIVILEGE OF THE FLOOR on Agenda items only

Approval of June 22, 2023, Council Meeting Minutes

III. BUSINESS: RESOLUTIONS & ORDINANCES

RESOLUTION 2023-72: Approving Tax Collector to transfer or refund tax overpayment for block 56 lot 6 for \$977.72
RESOLUTION 2023-73: Approving extending grace for Tax Payments to August 31, 2023.
RESOLUTION 2023-74: Authorizing Lake refunds of \$160.00
RESOLUTION 2023-75: Approving the proposal with The Pettit Group in connection with the preliminary design of the 2024 infrastructure improvement project.

IV. COMMITTEE REPORTS:

- a. Personnel – Susan Mayer
- b. Public Works/Public Buildings & Grounds – Dan Cox
- c. Public Safety – Anthony Fini
- d. Finance & Budget – Jaclyn Graves
- e. Legal & Ordinance – Jonathan Barbato
- f. Public Programs – Jeanne Grigri
- g. Lake Park Renovation Committee – Jonathan Barbato / Susan Mayer

V. ENGINEERS REPORT:

VI. APPROVE DISBURSEMENTS

VII. OTHER BUSINESS

Swearing in Mark Temple to Shade Tree Commission

VIII. PRIVILEGE OF THE FLOOR

ADJOURN

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

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

RESOLUTION AUTHORIZING THE TAX COLLECTOR TO TRANSFER OR REFUND OVERPAYMENT OF TAXES

RESOLUTION 2023-72

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Wenonah, County of Gloucester, and State of New Jersey, that it hereby authorizes the Tax Collector to process the following Transfers or refunds as noted:

Block 56	Lot 6	Temple, Mark TDV	\$977.72 Refund
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BE IT FRTHER RESOLVED, that a certified copy of the resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

ADOPTED at meeting of the Borough Council of the Borough of Wenonah, County of Gloucester and State of New Jersey held July 27, 2023.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

KAREN L. SWEENEY
Municipal Clerk

RESOLUTION #R-2023-73

“RESOLUTION OF THE BOROUGH OF WENONAH, COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY FOR THE PURPOSE OF EXTENDING GRACE PERIOD FOR TAX PAYMENTS TO AUGUST 31, 2023”

WHEREAS, the County of Gloucester was delayed in releasing the 2023 tax rate information which is necessary to complete processing of Wenonah tax bills, and

WHEREAS, the Tax Collector of the Borough of Wenonah has certified to the Borough Council that final 2023 preliminary 2023 tax bills will be mailed to residents on or about August 4, 2023, and

WHEREAS, due to the late release of the bills, an extended grace period must be granted in order to provide the required twenty-five days from the date of mailing, and

WHEREAS, it has been determined that the extended grace period date is August 31, 2023, and interest on all outstanding payments after that date will be calculated retroactive to the original due date of August 1, 2023.

NOW THEREFORE, BE IT RESOLVED, by the Council of the Borough of Wenonah, with the Mayor concurring:

- 1) That the extended grace period for tax payments will be August 31, 2023
- 2) That information regarding this extension be printed on the tax bills when issued.

Adopted at a regular meeting of the Mayor and Council held on July 27, 2023.

Mayor, Jessica S. Doheny

ATTEST:

Karen L. Sweeney, Municipal Clerk

RESOLUTION NO. 2023-74

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WENONAH,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY, AUTHORIZING REFUND
OF WENONAH LAKE FEES**

WHEREAS, Section 71-1 of the Code of the Borough of Wenonah establishes membership fees for the use of the Wenonah Lake; and

WHEREAS, the following people have requested a refund of the fees paid for the 2023 Lake rentals; due to the weather;

Samantha Price	\$60.00
Catherine Cacciola	\$50.00
Caitlin French	\$50.00

WHEREAS, based upon the aforementioned circumstances, the Council of the Borough of Wenonah has determined to authorize a refund in the sum of \$160.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, that the sum of \$160.00 is hereby authorized to be refunded to the aforementioned relating to the 2023 Wenonah Lake rentals.

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on July 27, 2023.

BOROUGH OF WENONAH

BY: _____
Jessica S. Doheny, Mayor

ATTEST:

KAREN L. SWEENEY
Municipal Clerk

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same on July 27, 2023 in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

Karen L. Sweeney
Municipal Clerk

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

RESOLUTION 2023-75

**RESOLUTION APPROVING PROPOSAL WITH THE PETTIT GROUP, LLC,
FOR PROFESSIONAL SERVICES IN CONNECTION WITH THE PRELIMINARY
DESIGN OF THE 2024 BOROUGH OF WENONAH INFRASTRUCTURE
IMPROVEMENT PROJECT**

WHEREAS, the Borough of Wenonah requires professional engineering services for the 2024 Infrastructure Improvement project; and

WHEREAS, The Pettit Group, LLC, has submitted a professional engineering proposal dated July 20, 2023 (copy of which is attached hereto as Exhibit A), for the preliminary design of the 2024 Borough of Wenonah Infrastructure Improvement Project (Project Number WNOE078), to the Mayor & Council of the Borough of Wenonah; and

WHEREAS, the Borough of Wenonah QPA and the Borough Council have reviewed the proposal; and

WHEREAS, The Pettit Group will provide the following scope of preliminary engineering services:

Cost Summary

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

• Topographic Survey	\$11,000.00
• Determination of Scope of Work, incl utility upgrades	4,500.00
• Prelim Design and Construction Cost Estimate for Bonding	8,500.00

Total Lump Sum Fee:

\$24,000.00

WHEREAS, the Borough of Wenonah Chief Financial Officer has certified that availability of funds in the amount of \$24,000.00 per CAF, attached hereto as Exhibit "B", which shall be charged against budget line-item No. 3-04-10-620-015, 3-04-10-658-013, 3-06-10-300-020, in the amount of \$24,000.00.

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

1. The proposal for Professional Services for the Preliminary Design of the 2024 Borough of Wenonah Infrastructure Improvement Project (Project Number WNOE078) is approved.

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

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on July 27, 2023.

BOROUGH OF WENONAH

JESSICA S. DOHENY, Mayor

ATTEST:

KAREN L. SWEENEY, Municipal Clerk

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Council of the Borough of Wenonah, County of Gloucester, State of New Jersey, at a meeting held by the same on July 27, 2023, in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

KAREN L. SWEENEY
Municipal Clerk



THE PETTIT GROUP, LLC
Engineering • Architecture • Planning

VIA E-MAIL ONLY

July 21, 2022

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

RE: Proposal for Professional Services – Phase I Design
2024 Borough of Wenonah Infrastructure Improvement Project
Roadway Improvements to North Synnott Avenue, from Mantua Ave. to Elm St. (2023 NJDOT Municipal Aid)
Roadway Improvements to N. Princeton Avenue, from Poplar St. to Elm St. (Borough Capital)
Roadway Improvements to N. Stockton Avenue, from Poplar St. to Elm St. (Borough Capital)
Roadway Improvements to E. Poplar Street, from Princeton Ave. to Synnott Ave. (Borough Capital)
Water Main Replacement in N. Clinton Ave., from Mantua Ave. to Poplar St. (Borough Capital)
Borough of Wenonah
Project Number WNOE078

Dear Mayor and Council,

As discussed during the July 12, 2023 Public Works Committee Meeting, it is our understanding that the Borough is seeking to complete the following as part of the 2024 Borough of Wenonah Infrastructure Improvement Project.

1. Roadway Improvements to North Synnott Avenue, from Mantua Ave. to Elm St. (Funded by the 2023 NJDOT Municipal Aid Grant in the amount of \$339,430)
2. Roadway Improvements to N. Princeton Avenue, from East Poplar Street to East Elm Street (Borough Capital)
3. Roadway Improvements to N. Stockton Avenue, from East Poplar Street to East Elm Street (Borough Capital)
4. Roadway Improvements to East Poplar Street, from Princeton Avenue to Synnott Avenue (Borough Capital)
5. Water Main Replacement in N. Clinton Ave., from Elm Street to Maple Street.

* *Additional utility improvements may be added at a future date*

Accordingly, we are formally requesting Council's Authorization to proceed with the Phase I Design work at this time, inclusive of the following:

1. Topographic surveys for the Roadways described above (**Fee: \$11,000**):
2. All necessary research and coordination with the Public required to identify the full scope of the 2024 Infrastructure Improvement Project, including any utility upgrades that may be required. (**Fee: \$4,500**)

WNOE078
Mayor and Council
July 21, 2023
Page 2

3. Preparation of a Preliminary Design and corresponding Construction Cost Estimate for Bonding purposes, including coordination with the Borough CFO. (Fee: \$8,500)

Hence, the total Lump Sum Fee requested for the Phase I Design is **\$24,000**.

We are prepared to begin the Phase I work immediately such that the project may be bid in the winter of 2024 and awarded in the Spring of 2024. The construction start date will subsequently be coordinated with Borough Council and is expected to take place in the Spring-Summer of 2024.

Please advise if the above meets with your approval, and if so, provide your authorization to proceed as described herein. Should you have any questions or comments, please feel free to 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

Enclosures

Cc: Karen Sweeney, Borough Clerk



2023 Personnel Committee – July 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. March: Working with Catherine on staffing.
Q2	Swim season staff role refinement Clarify roles of office and swim season managers Check-in with Administrator and Public Works Superintendent	April: Hiring letter revised for swim season staff; Office staff continues to work through new processes particularly for swim season. May: Lifeguards and activities/gate guards hired. Training and testing continue to be ready for Memorial Day weekend. Hoping to find an Assistant Manager by the start of the 6 days/week schedule (late June). Office staff covering all support functions for the swim season, however next year we hope to clarify roles a bit more. Terrific cooperation and communication among the Managers, Carol, and Huda is evident. June: Swim program: Still need an assistant manager for the season. Public Works: One laborer resigned late in May. The open position will be filled on June 26 th by Paul Leinhauser as an Assistant Superintendent, providing additional experience and knowledge in water systems.
Q3	Review office staff roles for clarity and opportunity Discuss Public Works training and growth plans	July: no update
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 **JULY 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	11	5	4	2						
Utility Mark Out	55	33	40	38	27	49	65						
Water samples For NJDEP	4	4	4	4	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

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	40	60	100	80						
Branches collected- cu yds				<u>20</u>	40	40	40						

Residential Recycling

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
# Metal stops	61	29	38	55	48	58	78						
# e-waste stops	35	25	29	27	21	33	35						

- Indicates combines metal and e-waste

Public Works Monthly report for July 2023

Submitted by Brian Nicholson

Submitted Lead service line Inventory on July 10th Preparing Lead service line replacement plan report which is due July 31 . The NJDEP has put a priority on lead pipe replacement. 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.

Sewer rehab project is moving along with some minor issues that we are working through. A section of pipe under the railroad tracks is significantly more damaged than originally thought. Arold feels confident after cleaning and video work that the section can be lined. 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.

We have started to GIS inventory all stormwater infrastructure. Stormwater is going to take a lot of manpower hours going forward. Dave Kreck, Mike Clark and myself are working together to organize and set up the new programs required by the DEP and I anticipate more regulations in the near future.

Paul Leinhauser has started and I have put a lot on him immediately such as working through the Water meter reads and helping with oversight of the infrastructure jobs.

We had an inspection from the DEP last week for the water section. No major issues were found but I was informed that the DEP is going through a big personnel adjustment. This could lead to us having all new enforcement officers which would be a big adjustment.

Submitted the LGU report which is a semi-annual report for recycling electronics which is required by the DEP.



Start: 2023-07-01

End: 2023-07-21

Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

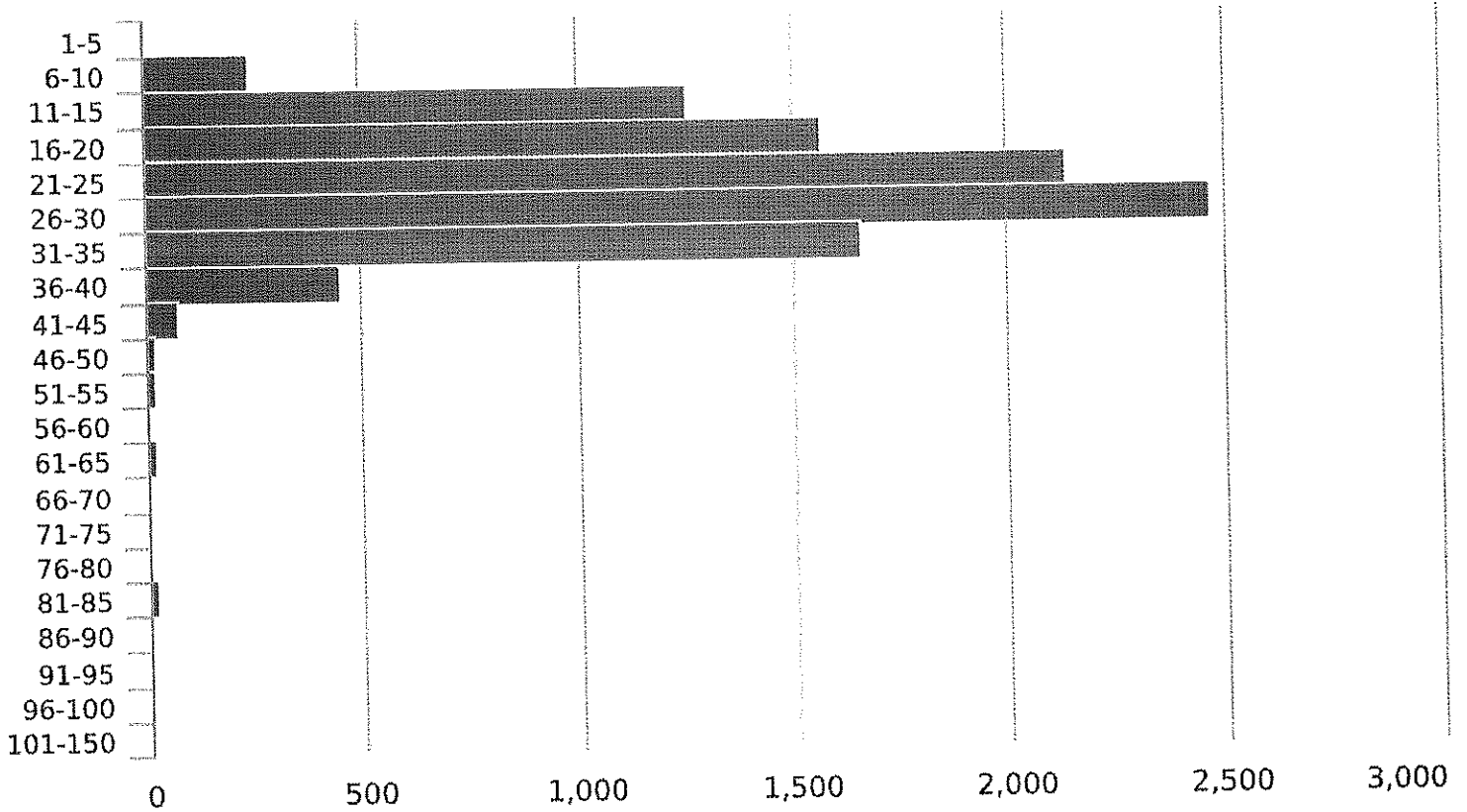
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9:00	0	12	76	127	176	195	109	36	8	1	0	0	0	0	0	0	0	0	0	0	0	24.7	740
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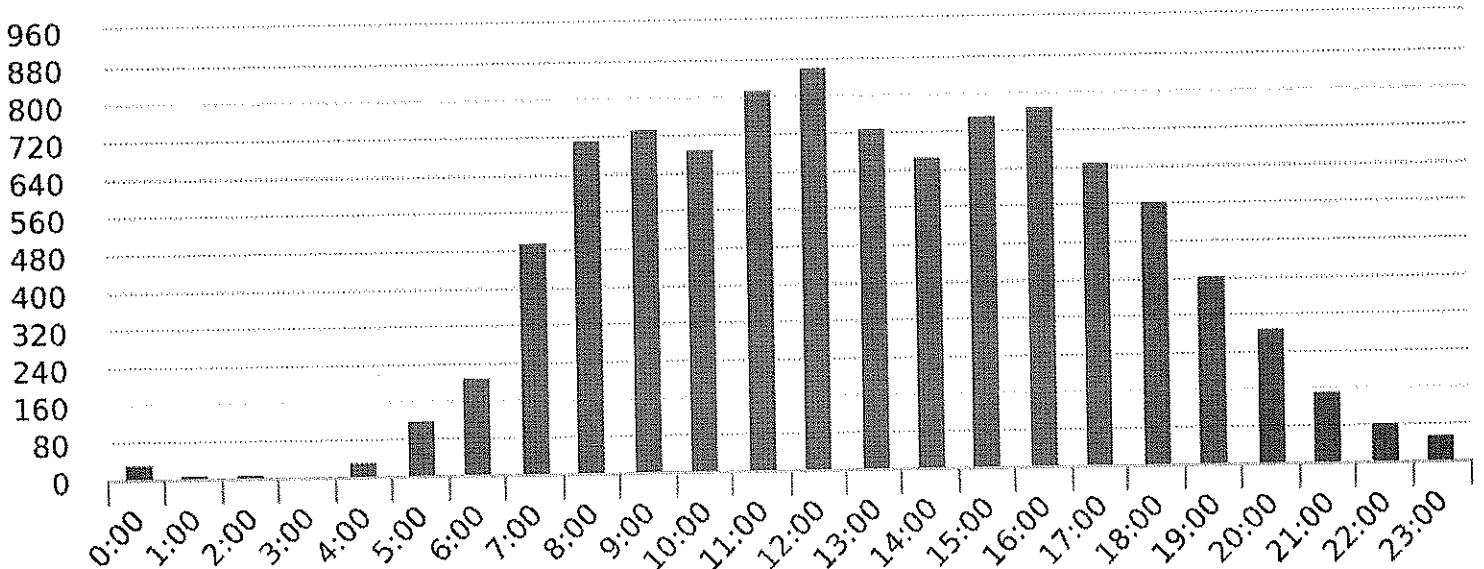
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End: 2023-07-21
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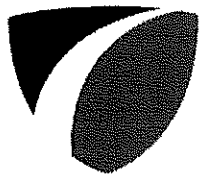
Speed Bins: Size 5, Range 1 to 150
Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2023-07-01

End: 2023-07-21

Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

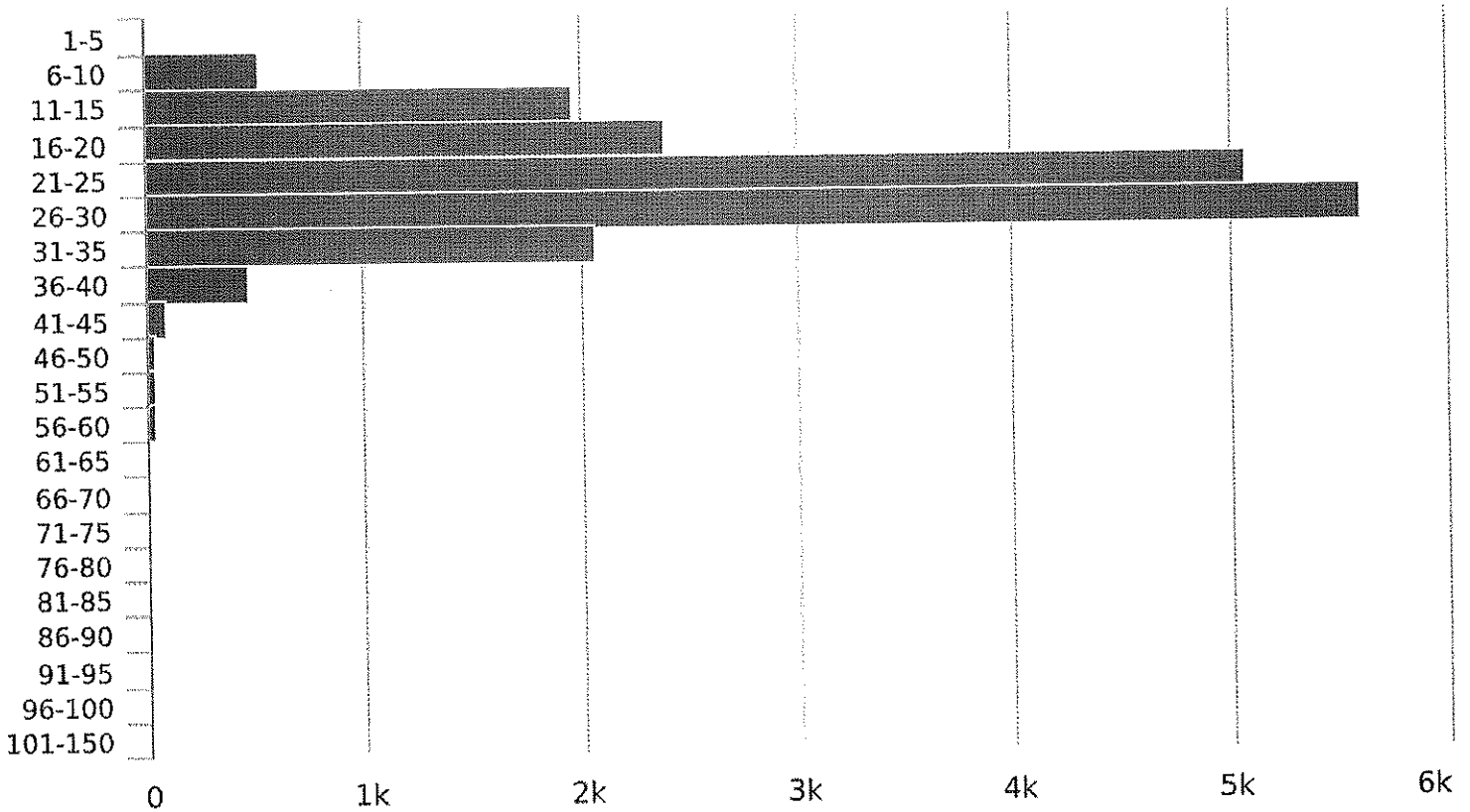
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19:00	0	32	107	147	323	323	123	22	11	0	0	0	0	0	0	0	0	0	0	0	0	24.0	1088
20:00	0	27	97	129	271	287	88	19	2	3	0	0	0	0	0	0	0	0	0	0	0	23.8	923
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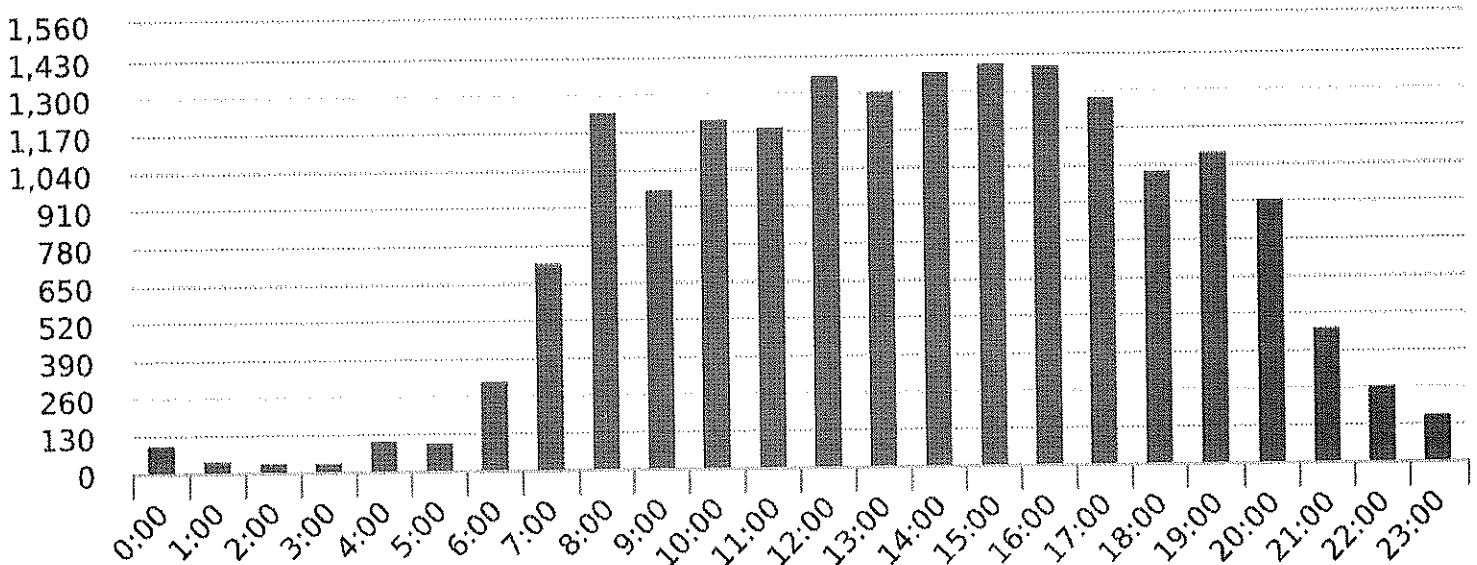
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Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150
Time View: By Hour (Total Volumes)


Total Volume by Speed Distribution



Volume over Time



Current Taxes	June	2023 To Date
Prepaid Taxes / 2024		4,454,233.67
2023 Taxes	45,048.90	49,266.96
2022 Taxes	18,062.81	923.52
6% Year End Penalty	923.52	0.00
Arrears	0.00	0.00
Tax Title Liens	0.00	8,057.67
Interest & Costs	3,503.32	0.00
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		20.00
NSF Fee		0.00
Bankruptcy & Foreclosure Fees		
Total Receipts	67,538.55	4,512,481.82


Kim M Jaworski
 Tax Collector

Percentage of Collection at June 30, 2023
 Percentage of Collection at June 30, 2022

99.53%
 50.31%

2023 Lake Park Renovation Committee – July report

1. Chairs: Jonathan Barbato and Susan Mayer
2. Community 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. <p>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.</p>
Q2	Create an action plan based on grant funding (1,3)	<p>April: Reviewed the draft Master Plan with the Advisory members at the March meeting. General consensus was that the plan reflected the guiding principles and community interests. One additional question was taken back to Terry asking if a double pickleball court would fit. That option will be reviewed with the committee at the April meeting. The ADA</p>

	<p>DELAYED: Develop a Master Plan (1,2,3)</p>	<p>grant may require an additional step of either conducting a bat study or delaying construction until September. For now the Advisory members of the committee will hold off on any further discussions while the professional and staff members work through the details of the ADA grant. The overall timeline is being revised to delay engaging the public beyond general communication.</p> <p>May: Community members of the committee are taking a break from activities so we have time to work through the details of the ADA grant. Waiting for the county to provide a new contract which will allow the ADA work to begin in October. An overview of the project will be posted at the Lake Park once the swimming season starts.</p> <p>June: No contract yet from the County</p>
Q3	<p>Implement ADA improvements, Revise project plan (1,3)</p>	<p>July: No contract yet from the County.</p>
Q4	<p>Identify and prepare for 2024 funding.</p>	



July 20, 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 – July 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 June and first two weeks of July 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: \$90,994.06 (84%)

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:

US Tank has committed to addressing the repairs identified in the inspection report. The repairs will be scheduled for the fall of 2023 after the high demand summer season has concluded. Once the tank is drained for the interior repairs, US Tank will advise the cause of the defects (paint failure or application issue). An exact cause can not be determined at this based on the inspection video, but only once the coating can be examined in person.

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

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. SCE met with the Borough on February 28 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 and submitted to the Borough.

II. SANITARY SEWER SYSTEM

A. SANITARY SEWER AND MANHOLE REHABILITATION – BID AND CONSTRUCTION

SCE-R11851.021

Total Authorization: \$66,910.00
Billed to Date: \$42,964.44 (64%)

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:

Upon recent NJDEP approval of the contractor's NJDEP Socially and Economically Disadvantaged (SED) Business Utilization Plan, SCE coordinated construction administration scheduling with the contractor/Borough for advancement of construction start up activities this period which includes select point repairs, remaining CCTV/cleaning, CIPP lining locations and manhole rehabilitation requirements, which began on 6/26/2023. Work performed this period which has been observed and reported by SCE inspection staff, includes two (2)-point repairs and approximately 2,300 LF of CIPP Lining areas. Note that SCE is currently reviewing the contractor's request for a schedule extension beyond NJDEP's approved completion schedule of 7/27/2023 previously established as part of Change Order 1, due to the late timing of approved SED Utilization Plan, holiday impacts, lining procurement lead times and rate of production to complete remaining SOW limits.

SCE's other tasks performed during this period include review of CCTV cleaning videos and lateral locations in preparation of lining areas, observation staff planning coordination and project SOW limits review, contractor coordination of resident notifications, final shop drawing approvals and review and performed H2Loans submission of contractor up to date SED monthly and quarterly reporting requirements coordinated using recently updated NJDEP forms.



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 fall 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 'RE Wells', is written over a circular stamp or seal.

Robert E. Wells, PE
Technical Manager