

**DRAFT
AGENDA
BOROUGH OF WENONAH
REGULAR BUSINESS MEETING
OCTOBER 26, 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 September 28, 2023, Council Meeting Minutes and August 24, 2023, Closed Session Minutes

III. BUSINESS: RESOLUTIONS & ORDINANCES

RESOLUTION 2023-83: Approving the Transfer of Budget Appropriations effective November 1, 2023

RESOLUTION 2023-84: Authorizing the cancellation of taxes due to property owner meeting the 100% disabled veteran Zachary Schultes 304 W. Mantua Ave

RESOLUTION 2023-85: Awarding contract to Rambone Concrete, LLC for the CDBG grant project improvement to John & Kathy Howard Lake Park in amount of \$149,084

ORDINANCE 2023-11: 1st read Repealing Chapter 3 of the Code entitled Abandoned Real Property Registration

ORDINANCE 2023-12: 1st read Salt Storage

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:

SHADE TREE COMMISSION REPORT:

VI. APPROVE DISBURSEMENTS

VII. OTHER BUSINESS

Discussion on the Best Practices Inventory (BPI) and scoring summary requirements from Local Finance Notice (LFN)

Approving street closures on Friday November 24, 2023 for Woman's Club for Turkey Trot

Approving street closures on Saturday December 2nd, 2023, for Holiday Market on South East Ave 10am-2pm rain date will be Sunday December 3rd, 2023

VIII. PRIVILEGE OF THE FLOOR

ADJOURN

BOROUGH OF WENONAH

RESOLUTION NO. 2023-83

TRANSFER OF BUDGET APPROPRIATIONS

WHEREAS, the Mayor and Council of the Borough of Wenonah, County of Gloucester, and State of New Jersey, desire to transfer funds within the 2023 Budget; and

WHEREAS, transfers between appropriations are permitted pursuant to N.J.S.A. 40A:4-58;

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and Borough Council of the Borough of Wenonah, County of Gloucester, and State of New Jersey, hereby approve the following transfers in the 2023 Budget Appropriations **with an effective date of November 1, 2023:**

CURRENT FUND

From:	Administration & Executive – Other Expenses	\$ 1,000.00
	Operation of Lake – Salaries and Wages	7,500.00
	Planning Board - Other Expenses	1,500.00
	Workers' Compensation Insurance	3,000.00
	Health Benefit Waivers	2,000.00
	Gasoline	7,000.00
	Public Buildings & Grounds – Other Expenses	2,500.00
	Road Repairs & Maintenance - Other Expenses	<u>24,500.00</u>
		<u>\$ 49,000.00</u>
To:	Administration & Executive – Printing and Legal Advertising	\$ 1,000.00
	Financial Administration – Other Expenses	1,300.00
	Legal Services & Costs – Other Expenses	2,000.00
	Engineering Services & Costs – Other Expenses	3,500.00
	Garbage & Trash – Other Expenses	6,000.00
	Electricity	6,000.00
	Street Lighting – Other Expenses	3,000.00
	Parks & Recreation – Other Expenses	25,700.00
	Social Security	<u>500.00</u>
		<u>\$ 49,000.00</u>

WATER/SEWER UTILITY OPERATING FUND

From:	Gloucester County Sewer System – Share of Costs	<u>\$ 21,000.00</u>
To:	Salaries and Wages	<u>\$ 21,000.00</u>

Adopted: October 26, 2023

APPROVED:

Jessica S. Doheny, Mayor

ATTEST:

Karen L. Sweeney, Borough Clerk

RESOLUTION NO. 2023-84

AUTHORIZING THE CANCELLATION OF TAXES DUE TO THE PROPERTY OWNER MEETING THE REQUIREMENTS OF A 100% DISABLED VETERAN AS SET FORTH IN N.J.S.A. 54:4-3.30 AND IS EXEMPT FROM PAYING PROPERTY TAXES

WHEREAS, N.J.S.A. 54:4-3.30 Any citizen and resident of the state, who now or hereafter are honorably discharged or released under honorable circumstances, from active service in time of war, in any branch of the armed forces of the United States, who has been or shall be declared by the United States Veterans Administration, to have a service-connected disability declared to be a total or 100% permanent disability, shall be exempt from taxation; and

WHEREAS, N.J.S.A. 54:4-3.31 requires the Tax Assessor to allow a total exemption from taxation on a property upon the complete filing of a claim; and

WHEREAS, N.J.S.A. 54:4-3.32 allows the governing body of each municipality to return taxes collected on property which would have been exempt had proper claim in writing been made therefore in the manor provided by P.L. 1948, c259.

NOW THEREFORE, BE IT RESOLVED that the Tax Collector of the Borough of Wenonah is authorized to **refund & cancel** taxes for the 3rd quarter 2023 in the amount of \$3,690.97 for the property located at 304 West Mantua Avenue.- Owner Zachary Schultes- Cancel 4th qtr. of 2023 \$3,236.67 Cancel 1st qtr. of 2024 \$3,213.83 and cancel 2nd qtr. Of 2024 \$3,213.82

ADOPTED at a meeting of the Borough Council of the Borough of Wenonah, County of Gloucester and State of New Jersey held October 26, 2023

TDV APPROVED ON 8-24-2023.

BOROUGH OF WENONAH

By _____
Jessica S. Doheny, Mayor

Attest: _____
KAREN L. SWEENEY
Municipal Clerk

RESOLUTION NO. 2023 - 85

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
WENONAH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY,
AWARDING CONTRACT TO RAMBONE CONCRETE, LLC,
FOR THE CV-PF#3 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT
FOR ADA AND PARK IMPROVEMENTS TO JOHN AND KATHY HOWARD PARK**

WHEREAS, bids were advertised to be received and opened on September 26, 2023, for the CV-PF#3 Community Development Block Grant Project for ADA and Park Improvements to John and Kathy Howard Park; and

WHEREAS, four (4) bids were received by the Borough's Municipal Clerk; and out of the five (5) bids that were solicited by the Borough Engineer; and

WHEREAS, the bid submitted by Rambone Concrete, LLC, in the sum of \$149,084.00, is the lowest monetary responsive bid; and

WHEREAS, the Borough's Engineer has determined that the bid is in conformance with the Bid Specifications and recommends the award of contract to Rambone Concrete, LLC; and

WHEREAS, the Borough Council has reviewed the recommendations made by the Borough's Engineer and Solicitor on said bids; and

WHEREAS, the Borough's Chief Financial Officer has determined sufficient funds are available to award the Contract as set forth below:

3-01-40-405-024 (CDBG) \$63,000
3-01-40-405-025 (CDBG) \$40,000
3-01-40-405-026 (CDBG) \$10,000
3-01-40-405-028 (CDBG) \$11,000
3-01-28-796-064 (Parks/Playgrounds) \$25,084

TOTAL - \$149,084

WHEREAS, the project is funded by the CV-PF#3 Community Development Block Grant (CDBG) Program, and, therefore, the bid award is contingent upon approval by the Community Development Block Grant (CDBG) Office.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Wenonah, Gloucester County, New Jersey, that the Contract for the CV-PF#3 Community Development Block Grant Project for ADA and Park Improvements to John and Kathy Howard Park be awarded to Rambone Concrete, LLC, on its bid in the sum of \$149,084.00.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized and directed to execute the Contract for same.

BE IT FURTHER RESOLVED that the Bid Bonds or certified checks of the (2) lowest unsuccessful bidders are to be returned upon receipt of a fully executed Contract and other required documents by the lowest responsive bidder, Rambone Concrete, LLC; and

BE IT FURTHER RESOLVED that the Bid Bonds or certified checks of the remaining unsuccessful bidders are to be returned upon adoption of this Resolution.

ADOPTED at a regular meeting of the Mayor and Council of the Borough of Wenonah, County of Gloucester, State of New Jersey held on October 26, 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 October 26, 2023, in the Borough's Municipal Building, 1 South West Avenue, Wenonah, New Jersey 08090.

Karen L. Sweeney, Municipal Clerk

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

ORDINANCE NO. 2023-11

**REPEALING CHAPTER 3 OF THE CODE OF THE BOROUGH OF WENONAH
ENTITLED "ABANDONED REAL PROPERTY REGISTRATION"**

WHEREAS, Ordinance No. 2015-8, adopted on August 27, 2015, and Ordinance No. 2022-13, adopted on July 28, 2022, with the purpose and intention of the Borough of Wenonah to establish a process to address the increasing amount of abandoned, foreclosed or distressed real property located within the Borough, and to identify, regulate, limit and reduce the number of abandoned properties located within the Borough which would be administered by the County of Gloucester; and

WHEREAS, the County of Gloucester no longer administers a County wide registration program; and

WHEREAS, the Borough of Wenonah does not have sufficient resources to administer the programs on its own.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Borough of Wenonah, in the County of Gloucester and State of New Jersey, that Ordinance No. 2015-8, and Ordinance No. 2022-13, are repealed in their entirety.

BOROUGH OF WENONAH

ATTEST:

BY: _____
JESSICA S. DOHENY, MAYOR

KAREN L. SWEENEY, MUNICIPAL CLERK

2023 Personnel Committee October 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 August: Catherine Lombardo finished her season and Elena Funk was promoted to Assistant Manager. Both Elena and Mike Mix have expressed interest in returning for the 2024 season. September: Discussed training and growth plans for PW with Brian. Training and testing options are in place for staff. Swim season finished with enough staff to cover all shifts. A letter will be sent to all seasonal staff thanking them and explaining outreach in early 2024 for next season.
Q4	Debrief on swim season staffing and what to change/keep for next year.	October: Letter to seasonal staff are anticipated to be sent early November.

Public Works Monthly report for October 2023

Submitted by Brian Nicholson

Arold is completing punch list items this week. We have noticed that the lining is doing what is was intended to do and our monthly infiltration has decreased monthly. 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.

Update on the new 3-yard dump truck ordered in February, truck chassis has been built and is on its way to the upfitter for the installation of the body and components.

Warranty work on the inside of the water tower is scheduled for November. Garrison has dropped off the temporary storage tanks to the pool parking lot. The plan is to start draining the tank November 6th. The tower will be out of service for a few weeks.

Replacement of Well 1 and upgrades to Mantua Ave sewer pump station are the next Major projects on the horizon for the utilities departments.

Bulk leaf collection has begun and continue till December 11th.

The emergency call out system for the wells and lifts are being upgraded to new technology and be installed by the Public Works department.

Paul is currently reviewing and updating daily protocols for the Water and Sewer departments.

We scheduled a major maintenance project for Lenape Lift station that will be completed in house at a substantial cost savings.

Public Works Monthly Report

Submitted by **Brian Nicholson**, DPW Superintendent
For the month October 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	2	7	8			
Utility Mark Out	55	33	40	38	27	49	65	88	84	45			
Water samples For NJDEP	4	4	4	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.
- 7 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										<u>40</u>			
Yard waste	20	<u>40</u>	40	40	60	100	80	40	60	<u>20</u>			
Branches collected- cu yds				<u>20</u>	40	40	40	<u>40</u>	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	54	70	61			
# e-waste stops	35	25	29	27	21	33	35	29	34	28			

- Indicates combines metal and e-waste



Start: 2023-09-25

End: 2023-10-23

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

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	1	5	11	31	21	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	23.6	73
1:00	0	1	3	10	15	7	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	22.8	40
2:00	0	1	0	5	4	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	22.6	14
3:00	0	0	3	3	7	5	4	0	1	1	0	0	0	0	0	0	0	0	0	0	0	25.4	24
4:00	0	1	3	4	4	8	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22.8	21
5:00	0	5	11	33	57	28	17	4	1	0	0	0	0	0	0	0	0	0	0	0	0	23.4	156
6:00	0	8	33	106	214	107	27	7	0	0	0	0	0	0	0	0	0	0	0	0	0	22.9	502
7:00	0	18	64	187	479	311	85	7	2	0	0	0	0	0	0	0	0	0	0	0	0	23.6	1153
8:00	0	25	104	256	491	241	62	10	2	0	0	0	0	0	0	0	0	0	0	0	0	22.5	1191
9:00	0	31	135	268	534	276	89	16	6	0	0	0	0	0	0	0	0	0	0	0	0	22.6	1355
10:00	0	38	127	301	574	289	80	14	4	0	0	0	0	0	0	0	0	0	0	0	0	22.5	1427
11:00	0	23	137	298	599	373	75	5	3	0	0	0	0	0	0	0	0	0	0	0	0	22.7	1613
12:00	0	24	143	318	630	339	85	6	1	0	0	0	0	0	0	0	0	0	0	0	0	22.6	1546
13:00	0	31	157	356	649	355	107	21	0	0	0	0	0	0	0	0	0	0	0	0	0	22.6	1676
14:00	0	26	132	329	630	359	76	16	4	3	0	0	0	0	0	0	0	0	0	0	0	22.7	1575
15:00	0	25	150	327	662	448	136	28	6	0	0	0	0	0	0	0	0	0	0	0	0	23.4	1782
16:00	0	28	138	308	714	462	132	26	2	0	0	0	0	0	0	0	0	0	0	0	0	23.4	1810
17:00	0	23	157	317	675	462	145	17	3	0	0	0	0	0	0	0	0	0	0	0	0	23.2	1789
18:00	0	22	145	265	533	291	106	26	7	1	0	0	0	0	0	0	0	0	0	0	0	23.0	1396
19:00	0	29	120	235	379	178	68	9	1	0	0	0	0	0	0	0	0	0	0	0	0	21.9	1019
20:00	0	17	75	176	271	147	46	10	1	0	0	0	0	0	0	0	0	0	0	0	0	22.3	743
21:00	0	9	65	102	150	83	29	3	2	1	0	0	0	0	0	0	0	0	0	0	0	22.1	444
22:00	0	1	27	46	79	49	16	3	1	0	0	0	0	0	0	0	0	0	0	0	0	22.8	222
23:00	0	7	18	51	65	51	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	22.5	208
Total	0	394	1952	4312	8446	4883	1404	234	48	6	0	0	0	0	0	0	0	0	0	0	0	22.8	21679



Start: 2023-09-25

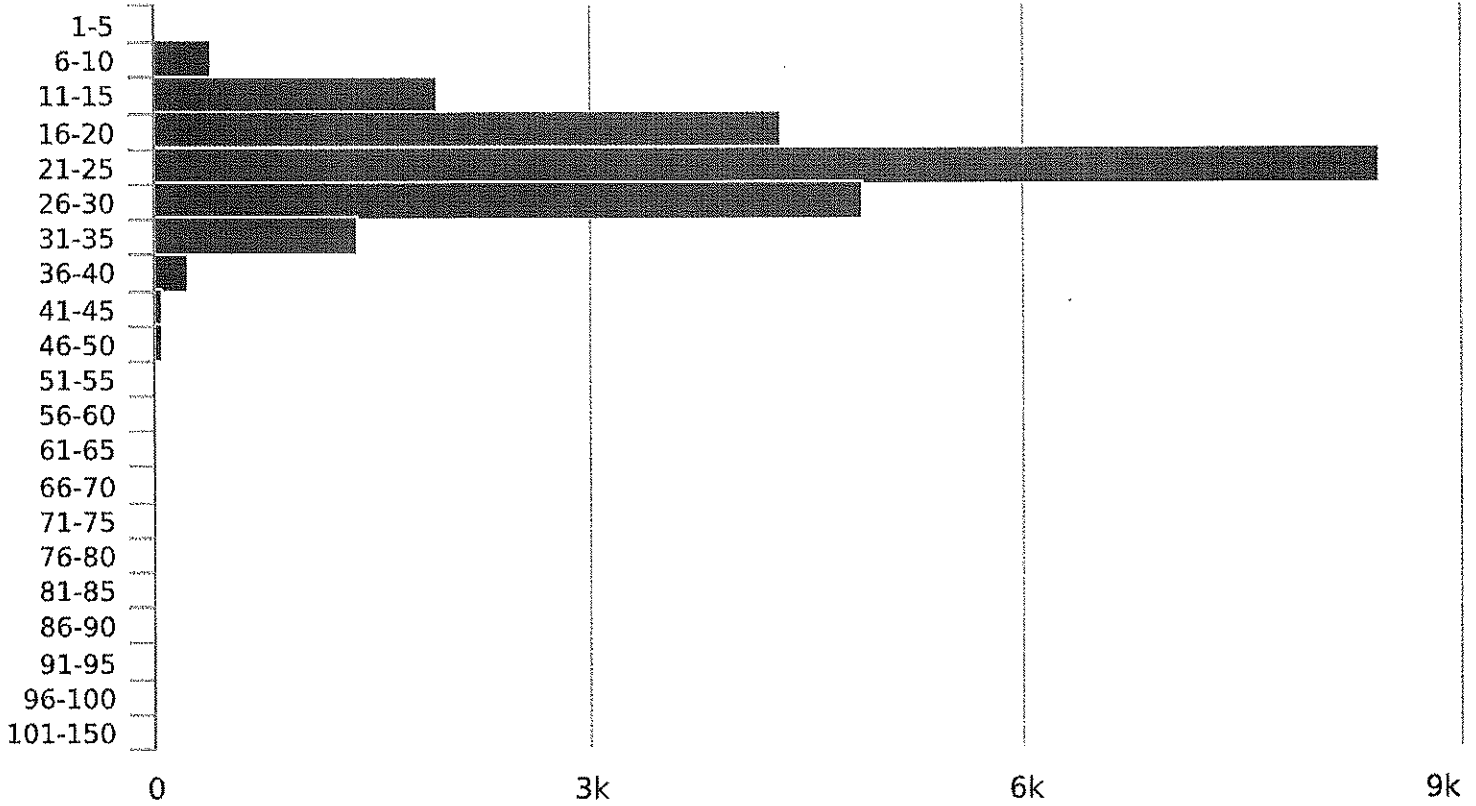
End: 2023-10-23

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

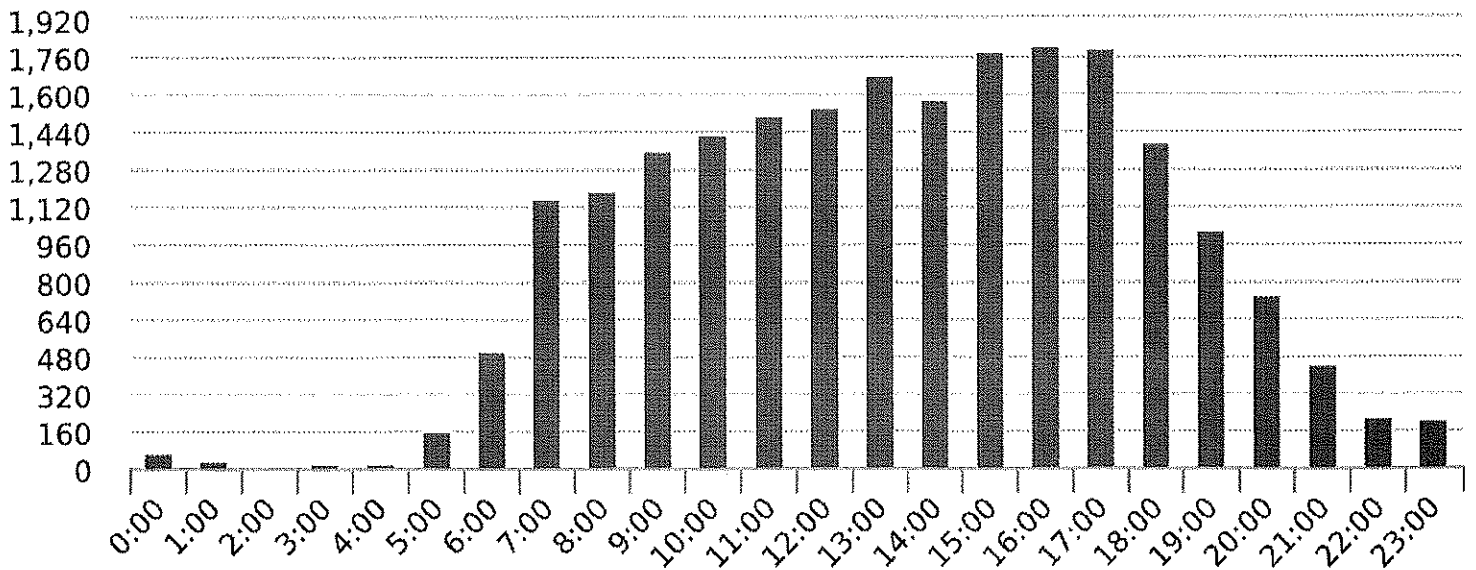
Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2023-09-25

End: 2023-10-23

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 29

Speed Limit: 25

Average Speed: 22.8

50th Percentile Speed: 22.84

85th Percentile Speed: 27.85

Pace Speed Range: 18-28

Minimum Speed: 10

Maximum Speed: 48

Display Mode: Speed Display

Average Volume per Day: 747.6

Total Volume: 21679



Start: 2023-09-16

End: 2023-10-23

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

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	2	13	13	32	54	13	10	1	0	0	0	0	0	0	0	0	0	0	0	0	25.6	138
1:00	0	3	11	4	14	8	9	1	1	0	0	0	0	0	0	0	0	0	0	0	0	22.8	51
2:00	0	1	6	6	15	11	11	4	1	1	0	1	0	0	0	1	0	0	0	0	0	27.2	58
3:00	0	0	4	5	6	20	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24.3	37
4:00	0	0	2	6	30	44	23	12	2	1	1	0	0	0	0	0	0	0	0	0	0	28.6	121
5:00	0	2	19	23	64	50	12	7	0	0	0	0	0	0	0	0	0	0	0	0	0	23.9	177
6:00	0	15	37	51	80	87	39	9	0	0	0	0	0	0	0	0	0	0	0	0	0	23.4	318
7:00	0	25	76	113	206	235	124	31	5	0	0	0	0	0	0	0	0	0	0	0	0	24.5	816
8:00	0	28	145	181	347	461	172	38	7	0	0	0	0	0	0	0	0	0	0	0	0	24.5	1379
9:00	0	44	181	174	373	400	160	37	6	2	0	0	0	0	0	0	0	0	0	0	0	23.7	1377
10:00	0	54	209	241	427	589	266	34	1	2	0	0	0	0	0	0	0	0	0	0	0	24.1	1803
11:00	0	68	253	257	555	610	263	52	7	0	0	0	0	0	0	0	0	0	0	0	0	23.9	2065
12:00	0	70	312	292	623	723	297	49	13	1	1	0	0	0	0	0	0	0	0	0	0	23.8	2381
13:00	0	74	280	282	553	664	263	48	11	0	0	0	0	0	0	0	0	0	0	0	0	23.6	2175
14:00	0	57	292	310	647	822	296	58	4	0	0	0	0	0	0	0	0	0	0	0	0	24.0	2488
15:00	0	74	282	296	726	881	378	70	6	0	0	0	0	0	0	0	0	0	0	0	0	24.5	2713
16:00	0	63	242	290	677	877	323	60	15	3	0	0	0	0	0	0	0	0	0	0	0	24.6	2550
17:00	0	55	265	265	635	817	341	57	11	0	0	0	0	0	0	0	0	0	0	0	0	24.6	2446
18:00	0	83	291	370	679	736	262	41	3	0	0	0	0	0	0	0	0	0	0	0	0	23.5	2465
19:00	0	46	163	225	491	495	156	18	3	1	0	0	0	0	0	0	0	0	0	0	0	23.7	1598
20:00	0	29	116	154	333	359	115	28	3	1	1	1	0	0	0	0	0	0	0	0	0	24.1	1140
21:00	0	19	55	93	167	168	62	10	3	0	0	0	0	0	0	0	0	0	0	0	0	23.6	577
22:00	0	10	34	57	95	111	55	11	4	1	0	0	0	0	0	0	0	0	0	0	0	24.7	378
23:00	0	6	22	26	56	62	20	9	0	0	0	0	0	0	0	0	0	0	0	0	0	24.1	201
Total	0	828	3310	3734	7831	9264	3662	684	107	13	3	2	0	0	0	1	0	0	0	0	0	24.1	29449



Start: 2023-09-16

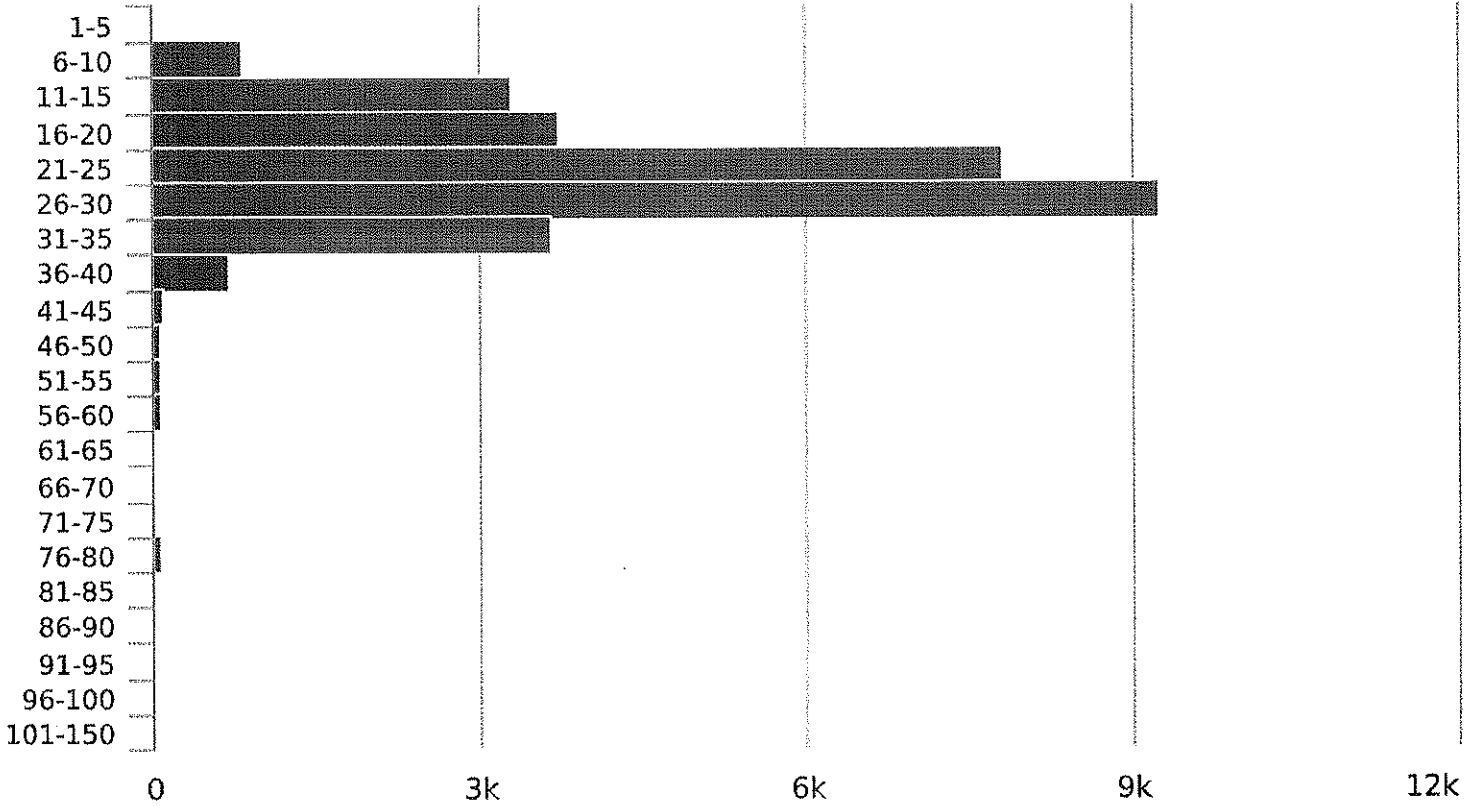
End: 2023-10-23

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

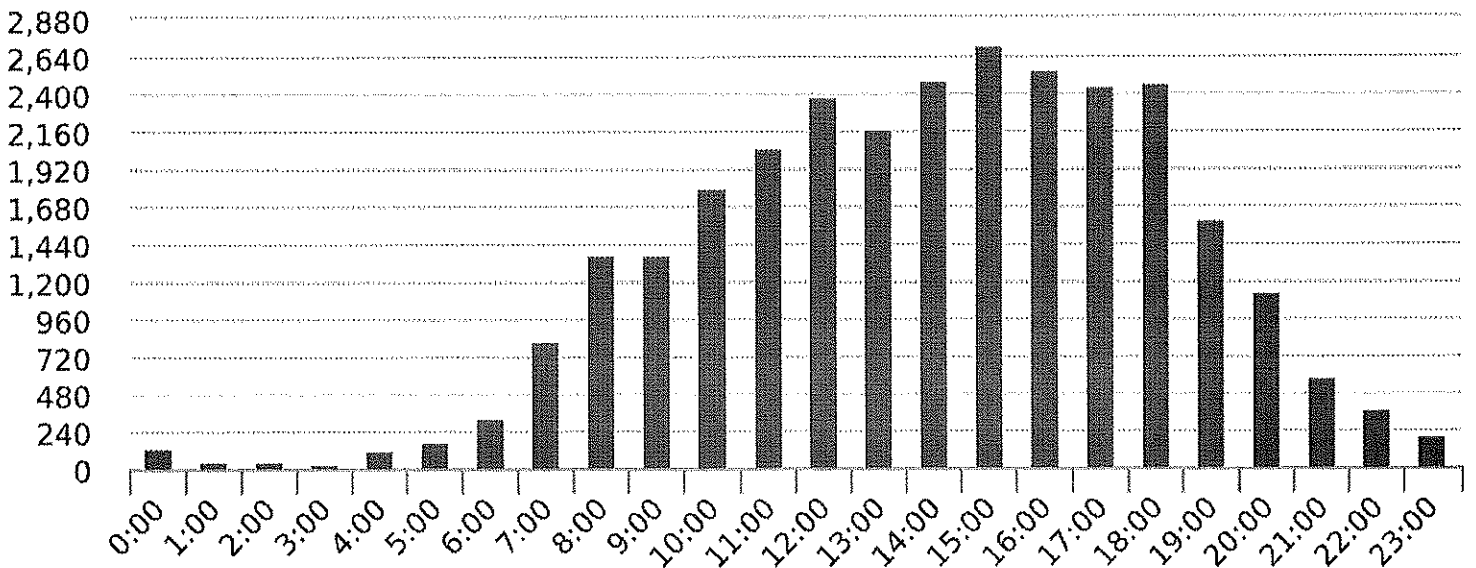
Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2023-09-16

End: 2023-10-23

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 38

Speed Limit: 25

Average Speed: 24.08

50th Percentile Speed: 24.75

85th Percentile Speed: 30.16

Pace Speed Range: 21-31

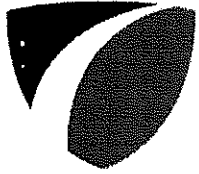
Minimum Speed: 10

Maximum Speed: 80

Display Mode: Unknown, Speed Display

Average Volume per Day: 775.0

Total Volume: 29449



Start: 2023-09-16

End: 2023-10-23

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

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	0	0	4	5	9	9	4	0	0	0	0	0	0	0	0	0	0	0	0	0	28.8	31
1:00	0	0	1	5	3	8	5	4	0	1	0	0	0	0	0	0	0	0	0	0	0	28.3	27
2:00	0	1	1	1	2	7	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	26.4	16
3:00	0	1	2	0	1	1	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	24.9	9
4:00	0	4	1	5	5	19	13	8	1	2	1	0	0	0	0	0	0	0	0	0	0	29.0	59
5:00	0	4	0	9	7	37	96	20	13	6	0	1	0	0	0	0	0	0	0	0	0	32.3	193
6:00	0	0	0	7	44	126	175	75	6	2	2	0	0	0	0	0	0	0	0	0	0	31.5	437
7:00	0	6	33	56	139	318	408	195	37	6	1	0	0	0	0	0	0	0	0	0	0	30.3	1197
8:00	0	11	53	68	133	280	343	149	35	2	0	0	0	0	0	0	0	0	0	0	0	29.3	1074
9:00	0	18	55	88	183	244	330	129	26	7	0	0	1	0	0	0	0	0	0	0	0	28.5	1081
10:00	0	14	81	109	171	323	352	151	29	6	1	0	0	0	0	0	0	0	0	0	0	28.4	1237
11:00	0	24	90	113	190	315	329	123	18	2	0	0	0	0	0	0	0	0	0	0	0	27.4	1204
12:00	0	46	143	129	212	347	343	137	28	5	1	0	0	0	0	0	0	0	0	0	0	26.7	1391
13:00	0	33	129	149	222	352	371	98	26	4	0	0	0	0	0	0	0	0	0	0	0	26.6	1384
14:00	0	34	104	133	206	338	336	137	18	7	2	1	0	0	0	0	0	0	0	0	0	27.3	1316
15:00	0	24	115	152	228	411	384	156	31	3	5	0	0	0	0	0	0	0	0	0	0	27.6	1509
16:00	0	19	81	148	212	428	390	178	23	8	2	0	0	0	0	0	0	0	0	0	0	28.2	1489
17:00	0	18	52	113	199	320	386	148	26	6	0	0	0	0	0	0	0	0	0	0	0	28.5	1248
18:00	0	12	48	85	171	282	287	98	23	5	0	0	0	0	0	0	0	0	0	0	0	28.2	1011
19:00	0	6	29	48	117	191	201	53	15	1	0	0	0	0	0	0	0	0	0	0	0	28.3	661
20:00	0	6	20	29	64	113	105	27	9	0	0	0	0	0	0	0	0	0	0	0	0	27.8	373
21:00	0	5	15	19	26	53	56	23	5	0	0	0	0	0	0	0	0	0	0	0	0	27.8	202
22:00	0	1	8	14	27	37	31	15	3	0	0	0	0	0	0	0	0	0	0	0	0	27.7	136
23:00	0	3	11	8	13	14	20	6	0	1	0	0	0	0	0	0	0	0	0	0	0	25.8	76
Total	0	290	1072	1492	2580	4573	4954	1995	373	74	15	2	1	0	0	0	0	0	0	0	0	28.1	17361



Start: 2023-09-16

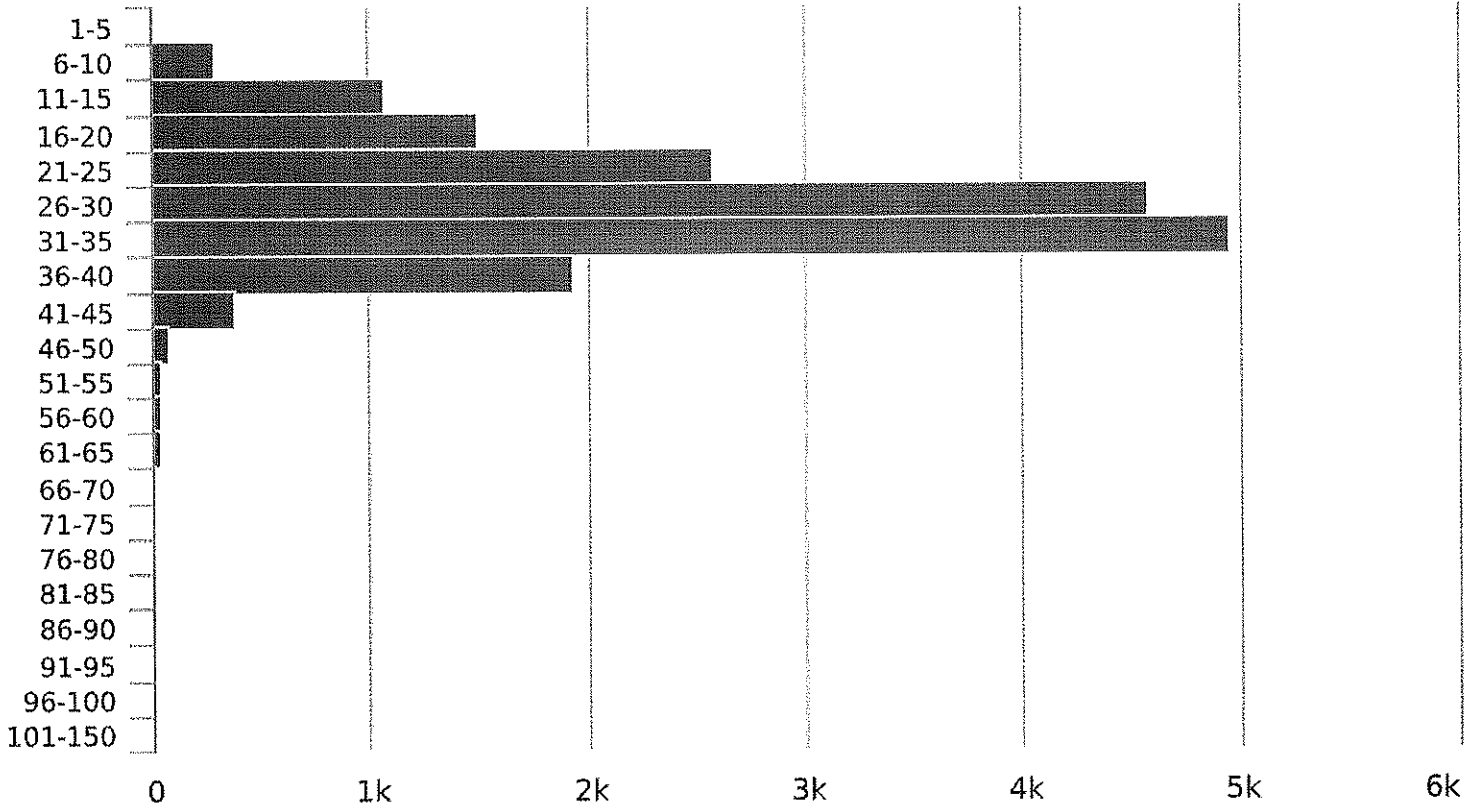
End: 2023-10-23

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

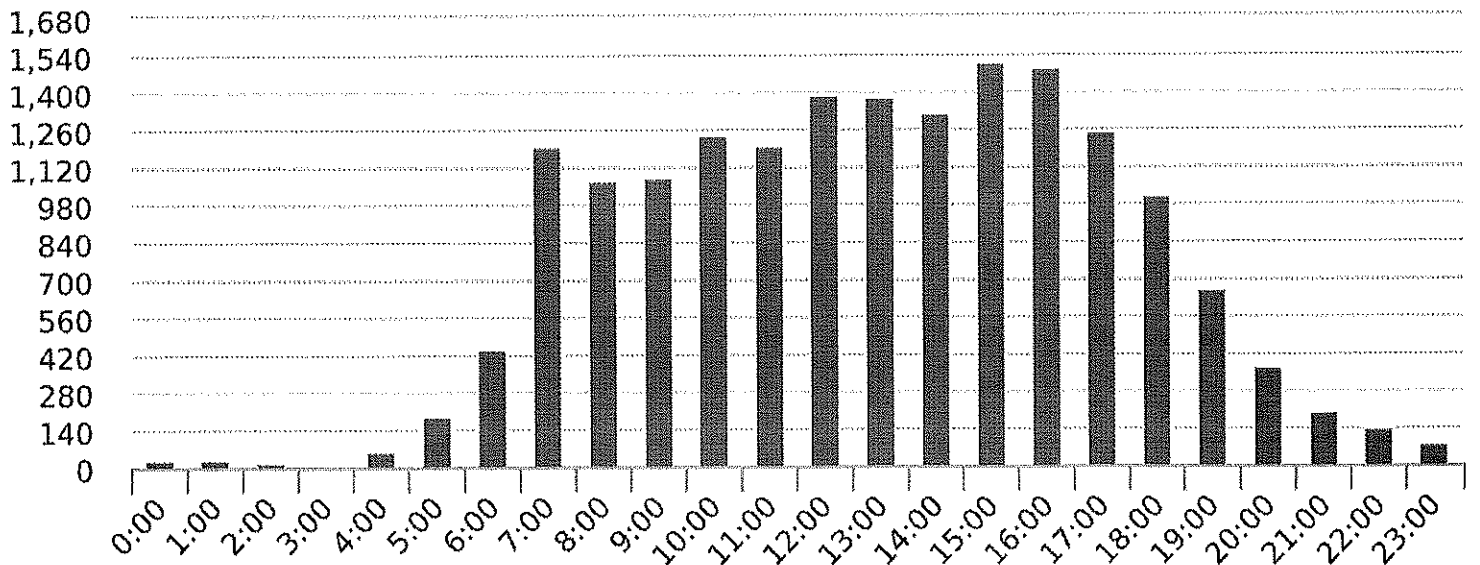
Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2023-09-16

End: 2023-10-23

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 38

Speed Limit: 25

Average Speed: 28.12

50th Percentile Speed: 28.86

85th Percentile Speed: 34.59

Pace Speed Range: 25-35

Minimum Speed: 10

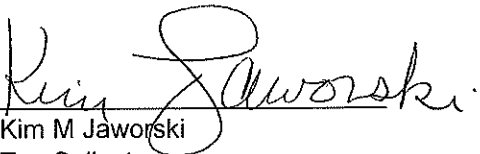
Maximum Speed: 61

Display Mode: Unknown, Speed Display

Average Volume per Day: 456.9

Total Volume: 17361

Current Taxes	September	2023 To Date
Prepaid Taxes / 2024	8,058.49	30,326.33
2023 Taxes	72,602.57	6,794,712.45
2022 Taxes	17,552.23	77,706.83
6% Year End Penalty	0.00	2,562.26
Arrears	0.00	0.00
Tax Title Liens	0.00	0.00
Interest & Costs	1,671.93	15,996.67
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	99,885.22	6,921,304.54


 Kim M. Jaworski
 Tax Collector

Percentage of Collection at September 30, 2023	75.06%
Percentage of Collection at September 30, 2022	75.34%

2023 Lake Park Renovation Committee – October 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)	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>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> <p>August: Contract received from County. Dave Kreck expects bids and approvals to allow for a start near October 1.</p> <p>September: Bids will be opened on 9/26, with award scheduled to be approved at September Council meeting. Lake Park is being prepared for construction. DCA grants opportunities are being reviewed by staff to see if any could apply to playground renovation for our size and situation.</p>
Q4	<p>Identify and prepare for 2024 funding.</p>	<p>October: Bids were all higher than our grant funding. Dave Kreck worked with Karen and Rob Scharle for funding options. As of the week of the Council meeting, several options are being considered. See the October Engineer's report for the most up to date information. Additional grants with early 2024 deadlines are not being pursued so Dave has time to focus on the complexities of implementing the 2023 grant.</p>



October 18, 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 – October 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 September and first two weeks of October 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. SCE has requested a construction schedule from US Tank for the repairs to be constructed in the fall of 2023. US Tank will provide pressurized water storage will the tank is out of service. 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 cannot 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 and P10302.051

Project Scope Overview:

SCE provided our proposal to the Borough for their consideration on October 16, 2023. The proposed project scope includes drilling a replacement well for Well No. 1, new chemical feed systems for disinfection and sequestration/corrosion control, a well house building, backup generator and all associated appurtenances. Due to NJ I-Bank requirements, SCE prepared two proposals: one for planning and design services; and the other for bidding and construction services as required by the I-Bank.

II. SANITARY SEWER SYSTEM

A. SANITARY SEWER AND MANHOLE REHABILITATION – BID AND CONSTRUCTION

SCE-R11851.021

Total Authorization: \$66,910.00
Billed to Date: \$66,906.19 (100%)

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 continued construction administration oversight and scheduling with the contractor/Borough during this period which included review of project quantities to date of CIPP lining locations, and two (2) manhole rehabilitation locations. The manhole work was performed this period by Aroid on 10/12, and part time observation was performed by the Borough and not SCE inspection staff due to budgetary concerns acknowledged by the owner. Final remaining lining efforts are anticipated during the week of 10/16.

SCE's other tasks performed during this period include direct coordination with the contractor regarding scheduling, quantities to date and NJDEP SED monthly/quarterly reporting coordination.



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.

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.

Robert E. Wells, PE
Technical Manager

[Home \(/\)](#) > [BPI \(/bpi/\)](#) > [Surveys \(/bpi/surveys/?id=50208795-efcf-e911-a987-001ddd800d601\)](#) > [DCA - BP - Survey View \(/bpi/surveys/question-list/\)](#)
> **Scoring**

[Return to Question List \(/?\)](#)
id=25f47fe8-a95e-ee11-be6e-001ddd8087ab7)

Best Practices Inventory Online Platform

2023 Survey

Wenonah Borough

Scoring

Current Score: 35.50

Score	Aid Withheld
0 - 20	100% of final aid payment withheld
21 - 24	50% of final aid payment withheld
25 - 28	25% of final aid payment withheld
29 +	No aid withholding

Best Practices Inventory Online Platform

2023 Survey

Wenonah Borough

Printable Current Answers

001	Unscored Survey	Budget	[0.00] 100%
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What portion of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2024?

002	Core Competencies	Budget	[0.00] No
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Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANs). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2022-22? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.

003	Core Competencies	Budget	[1.00] Yes
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N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2022-22 announced the extension of this deadline to March 3rd or the next regularly scheduled meeting of the governing body after said date. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the above deadline?

004	Core Competencies	Budget	[1.00] Yes
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Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?

- | | | | |
|---|-------------------|------------------|------------|
| 005 | Core Competencies | Budget | [1.00] Yes |
| Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted budget? | | | |
| 006 | Best Practices | Budget | [0.00] No |
| Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement. | | | |
| 007 | Best Practices | Budget | [0.00] No |
| N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose? | | | |
| 008 | Core Competencies | Capital Projects | [1.00] Yes |
| Sections 7 and 8 of P.L. 2021, c. 184 amended N.J.S.A. 40A:4-43 and 4-44 to require any municipality having its own water system to reflect in its capital budget and capital program the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report submitted to the Department of Environmental Protection (DEP). The Local Finance Board recently adopted amendments to N.J.A.C. 5:30-4.3 incorporating this statutory change into the municipal budget process. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program? | | | |
| 009 | Core Competencies | Capital Projects | [1.00] Yes |
| Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3. | | | |
| 010 | Best Practices | Capital Projects | [0.50] Yes |
| Does your municipality have a schedule for road repair and improvement projects based on a priority scoring system? | | | |

011 Unscored Survey

Capital Projects

Comment Dump Truck & Pick-

Please select the categories of projects that are listed in your municipality's most recent capital budget or capital program. More than one selection is permissible. If selecting Vehicles, please include the type of vehicle(s) in the Comment field. Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.

up Truck

012 Unscored Survey

Capital Projects

[0.00] No

As of April 20, 2021, a municipality may enter into project labor agreements for any public works project for construction, reconstruction, demolition or renovation, so long as 1) the project requires payment of prevailing wage under State law; and 2) the total project cost, exclusive of land acquisition costs, will equal or exceed \$5 million. See Local Finance Notice 2021-20 for further details. Does your municipality require a project labor agreement for all or a portion of its eligible public works projects as permitted by PL 2021, c. 69?

013 Core Competencies

Cybersecurity

[1.00] Yes

A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?

014 Core Competencies

Cybersecurity

[1.00] Yes

Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?

015 Core Competencies

Cybersecurity

[1.00] Yes

Does your municipality perform off-network daily incremental backups with weekly full backups of all data?

016 Core Competencies

Cybersecurity

[1.00] Yes

Is Multi Factor Authentication (MFA) required for remote access to your municipality's network? If yes, please state under Comments where your municipality deploys MFA (e.g. banking, privileged users in-network, off-network back ups).

Comment: Banking and Pensions

017 Core Competencies

Cybersecurity

[1.00] Yes

Does your municipality require a password policy for all network users requiring alphanumeric complexity, length requirements, and either 1) at least annual updating; or 2) a password meeting advanced standards such as those from the National Institute of Standards & Technology (NIST)?

018 Best Practices

Cybersecurity

Has your municipality enrolled for membership in the New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)? An NUCCC membership provides access to the latest cyber alerts, bulletins, training notifications and other important updates. [0.00] No

019 Best Practices

Environment

Have one or more public electric vehicle charging stations been installed on municipal property? [0.00] No

020 Best Practices

Environment

When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles. [0.00] No

021 Core Competencies

Ethics

The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2023 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board. [1.00] Yes

022 Core Competencies

Ethics

If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2023 roster but did not file the FDS by April 30, 2023? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board. [1.00] N/A

023 Unscored Survey

Ethics

N.J.S.A. 40A:9-22.21 of the Local Government Ethics Law requires a municipality that has established its own municipal ethics board to enact a municipal code of ethics. The municipal ethics code must be either identical to or more restrictive than the provisions of N.J.S.A. 40A:9-22.5. If your municipality has an ordinance on the books establishing a municipal ethics board, does your municipality have a municipal code of ethics that is identical to, or more or less restrictive than, the provisions of N.J.S.A. 40A:9-22.5? [0.00] No ordinance establishing a municipal ethics board

024 Unscored Survey

Ethics

If your municipality has an ethics board with at least a quorum for conducting business, how many matters were adjudicated by the municipal ethics board in 2022 (excluding FDS non-filing matters)? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party. [0.00] No ordinance establishing a municipal ethics board

025 Core Competencies

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change will come into effect on January 1, 2024. See https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5308.pdf for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2? [1.00] Yes

026 Core Competencies

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds. The updated N.J.A.C. 5:30-5.7 codifies previously issued guidance in Local Finance Notice CFO 2003-14 on maintaining general ledger accounting systems, except that all local units, including authorities and fire districts, are now required to post the totals for all funds to the general ledger on at least a monthly basis. See https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5305.pdf for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7? [1.00] Yes

027 Core Competencies

Financial Administration

N.J.S.A. 40A:5-7 requires a synopsis of all audits, together with the auditor's recommendations, to be prepared and published by the municipal clerk at least once in the municipality's official newspaper or, if there is none, in a newspaper published in the local unit or, if there is no newspaper published in the local unit, in a newspaper having a general circulation in the municipality. If the municipal clerk fails to have publication of the synopsis and recommendations made within 30 days of receipt of the annual audit, the clerk shall be subject to a fine of \$10.00 payable to the local unit for each day after the expiration of the 30 days that such publication fails to appear. At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-6.4 that codifies the minimum content of the synopsis of audit along with the process for publishing the synopsis and corrective action plan. Does your municipality publish the synopsis of audit as required pursuant to N.J.S.A. 40A:5-7? [1.00] Yes

028 Core Competencies

Financial Administration

[1.00] N/A

Effective for CY2022/SFY2023 and CY2023/SFY2024 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$161,526.00. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2022-19 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?

029

Core Competencies

Financial Administration

[1.00] N/A

N.J.S.A. 40:5-2 limits to \$125,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$70,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?

030

Core Competencies

Financial Administration

[1.00] Yes

Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?

031

Best Practices

Financial Administration

[0.50] Yes

N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?

032 Best Practices Financial Administration

N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?

[0.50] N/A
Comment Joint Court Agreement with Mantua Township

033a Unscored Survey Garbage & Recycling

How is residential solid waste collected?

[0.00] Municipal pickup through shared service w/ another local unit

033b Unscored Survey Garbage & Recycling

If your municipality provides residential solid waste pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

[0.00] Once per-week

033c Unscored Survey Garbage & Recycling

If residential solid waste is collected through a private hauler contracted by the municipality, how many bids did your municipality receive in response to its most recent advertisement for residential solid waste collection or a joint solid waste/recycling collection bid?

[0.00] N/A

033d Unscored Survey Garbage & Recycling

Is residential solid waste picked up utilizing a truck with an automated single arm? Answer N/A if residents contract directly with a private hauler or bring garbage to a central location run by a local government.

[0.00] Yes

033e Unscored Survey Garbage & Recycling

If your municipality/s residential solid waste pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents?

[0.00] N/A

034a Unscored Survey Garbage & Recycling

How is residential recycling collected?

[0.00] Municipal pickup through shared service w/ another local unit

034b Unscored Survey Garbage & Recycling [0.00] Single-stream

What type of residential recycling program does your municipality have? Select only one.

034c Unscored Survey Garbage & Recycling [0.00] Yes

Is residential recycling picked up utilizing a truck with an automated single arm?

034d Unscored Survey Garbage & Recycling [0.00] Once per-week

If your municipality provides residential recycling pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

034e Unscored Survey Garbage & Recycling [0.00] N/A

If residential recycling is collected by a private hauler procured separately by your municipality, how many bids did your municipality receive in response to its most recent advertisement for residential recycling collection?

034f Unscored Survey Garbage & Recycling [0.00] N/A

If your municipality's residential recycling pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents?

035 Unscored Survey Lead Remediation [0.00] Yes

If additional funding were to be made available for the Lead Grant Assistance Program (LGAP), would your municipality be interested in applying? Answer "N/A" if your municipality will have no local lead inspection activities that could be funded by the grant program or does not have any dwellings eligible for inspection. If "Yes", provide in the Comments a requested funding amount. If "No" or "N/A", enter "Not Applicable" in the Comments. Comment: currently no municipal funds obligated to date

036 Unscored Survey Lead Remediation [0.00] 0%

What portion of LGAP dollars has your municipality obligated to date?

037 Unscored Survey

Lead Remediation

[0.00] No local agency

Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at <https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html>.

038 Unscored Survey

Lead Remediation

[0.00] N/A

If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?

Comment: No rental dwellings in Borough

039a Unscored Survey

Lead Remediation

[0.00] No

Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?

039b Unscored Survey

Lead Remediation

[0.00] N/A

If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?

040a Unscored Survey

Lead Remediation

Comment: Zero

How many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

040b Unscored Survey

Lead Remediation

Comment: Zero

How many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

040c	Unscored Survey	Lead Remediation	Comment: Zero
<p>How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p>			
041a	Unscored Survey	Lead Remediation	Comment: Zero
<p>How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p>			
041b	Unscored Survey	Lead Remediation	Comment: Zero
<p>What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p>			
042	Core Competencies	Personnel	[1.00] N/A
<p>For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions following the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.</p>			
043	Core Competencies	Personnel	[1.00] Yes
<p>Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.</p>			

044 Core Competencies

Personnel

[1.00] Yes

The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?

045 Core Competencies

Personnel

[1.00] Yes

Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.

Comment: August 2023

046 Core Competencies

Personnel

[1.00] Yes

At its July 2023 meeting, the Local Finance Board updated N.J.A.C. 5:30-16.2 to require a municipality's purchasing agent, certified public works manager and business administrator/municipal manager to register for GovConnect by November 1, 2023. If your municipality has one or more of the above-referenced titles, have the individuals in those titles registered for GovConnect?

047 Best Practices

Personnel

[0.50] Yes

Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.

048 Unscored Survey

Personnel

Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, tempoary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.

049 Unscored Survey

Personnel

Does your municipality currently retain a chief financial officer through a professional services contract?

[0.00] Yes

050

Core Competencies

Procurement

The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(d)(m). Page 3 of Local Finance Notice AU-2022-2 for further details. The standard EUS certification declaration (do not submit the form to DLGS) is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/eus_letter.pdf. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?

[1.00] N/A

Comment: No Broker - Part of a

HIF

051

Best Practices

Procurement

If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.

[0.50] N/A

Comment: No Broker - Part of a

HIF

052

Best Practices

Procurement

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

[0.50] N/A

Comment: No Broker - Part of a

HIF

053

Core Competencies

Shared Services

N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.

[1.00] Yes

054a Unscored Survey

Shared Services

If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.

Comment: No positions offered to another municipality

054b Unscored Survey

Shared Services

If the answer to Question 54a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018--3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] N/A

Comment: No positions offered to another municipality

055a Unscored Survey

Shared Services

The Local Efficiency Achievement Program (LEAP) provides funding for local government shared services and consolidation feasibility studies, along with shared services and consolidation start-up costs up to \$400,000. Is your municipality interested in LEAP?

[0.00] No

055b Unscored Survey

Shared Services

What does your municipality see as the most significant barrier, if any, to implementing shared services?

[0.00] No barriers

056a Unscored Survey

Special Improvement Districts

Has your municipality designated one or more special improvement districts (SIDs) pursuant to N.J.S.A. 40:56-71?

[0.00] No

056b Unscored Survey

Special Improvement Districts

If your municipality has designated one or more special improvement districts (SIDs) pursuant to N.J.S.A. 40:56-71, does one or more SID have a business improvement zone established pursuant to N.J.S.A. 40:56-71.1 et seq.? Answer N/A if your municipality does not have a SID.

[0.00] N/A

057 Core Competencies

Transparency

Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?

[1.00] Yes

058 Core Competencies

Transparency

[1.00] Yes

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?

059 Core Competencies

Transparency

[1.00] N/A

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.

Comment: No unions in Borough

060 Core Competencies

Transparency

[1.00] N/A

Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at <https://www.state.nj.us/perc/conciliation/contracts/>. Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions.

Comment: No unions in Borough

061 Core Competencies

Transparency

[1.00] Yes

In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports?. Did your municipality file with DLGS all reports filed with Treasury? Only answer N/A if your municipality refused ARP LFRF Funding

062 Core Competencies

Transparency

[0.00] No

P.L. 2023, c. 30, known as the "Elections Transparency Act," made various significant changes to New Jersey's pay-to-play laws. One of these changes is the prohibition on imposing pay-to-play provisions that are more restrictive than those in State law. The repeal of N.J.S.A. 40A:11-51, the statute that originally authorized local pay-to-play restrictions or grandfathered existing ones, is effective retroactive to January 1, 2023. See Local Finance Notice 2023-14 for further details. Has your municipality repealed any local pay-to-play ordinances or resolutions originally authorized or grandfathered by N.J.S.A. 40A:11-51? Answer N/A if your municipality did not have local pay-to-play restrictions on the books.

063 Best Practices

Transparency

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/releif.shtm?> [0.50] Yes

064 Core Competencies

Utilities

PL 2022, c.107 (N.J.S.A. 48:2-29.57 et seq. or the "Utility Reporting Law") requires the Board of Public Utilities (BPU) to collect data from both investor-owned utilities and local government-owned utilities regarding service to residential and commercial customers. The reporting template is available at <https://nj.gov/bpu/agenda/doc/PL107/ReportingRequirementTemplateFinal.xlsx>. If your municipality has a water, sewer, or electric system, has your municipality complied with the reporting requirement in the Utility Reporting Law? [1.00] Yes

065 Core Competencies

Utilities

PL 2023, c. 33, signed on April 5, 2023, required that all investor-owned utilities and all local units that directly bill residential ratepayers for water and/or sewer sign a vendor contract with Department of Community Affairs (DCA) to participate in the Low Income Household Water Assistance Program (LHWAP). See Local Finance Notice 2023-09 for further details. If your municipality directly bills for water and/or sewer, did your municipality enter into an agreement with DCA to participate in LHWAP? [1.00] Yes

066 Core Competencies

Utilities

Section 4 of PL 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2023-09 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides? [0.00] No

067 Core Competencies

Utilities

PL 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2023-09 for more information on the law's requirements. Is your municipality complying with the monthly notice requirements of PL 2021, c. 97? [1.00] Yes
Only answer N/A if your municipality does not have its own water, sewer, or electric service.