

BOROUGH OF WENONAH

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NOVEMBER 16, 2023

COUNCIL MINUTES – BUSINESS MEETING

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

Pledge of Allegiance:

Roll Call: Present: Doheny, Barbato, Cox, Fini, Graves, Grigri, Mayer
Solicitor Matthew Lyons, Clerk/Admin Karen L. Sweeney
Absent: None

Open Public Meetings Act Statement:

Adoption of the Agenda: Cox/Mayer
All in Favor

Open to the Public (Agenda items only) Graves/Mayer

No Comments

Close to the Public Mayer/Graves

Motion to Approve: October 26, 2023 Council Meeting Minutes Graves/Mayer
Abstain: Cox/Fini All in Favor

Motion to Approve: Ordinance 2023-11: 2nd read Repealing Cox/Mayer
Chapter 3 of the Code entitled: Abandoned Real Property Registration

Open Public Hearing

No comments

Close Public Hearing Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Fini, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: None

Motion Approved

Motion to Approve: Ordinance 2023-12: 2nd read
New Chapter of the Code 42 entitled Privately Owned Salt Storage

Motion to Table: Cox/Mayer
(Tabled)

Committee Reports:

- Personnel: Susan Mayer – No verbal report. See attached written report.
- Public Works/Public Buildings & Grounds: Dan Cox - see attached written report. Superintendent Brian Nicholson indicated public works is working on GIS inventory regarding all stormwater infrastructure. Bulk Leaves are being picked up just as the calendar states; continuously picking up bulk until the end of December. The water tower was taken out of service for warranty repairs.
- Public Safety: Anthony Fini – The speed summery reports had some technical difficulties and will be reported next month. Chief Darren White gave a summary of his report. Chief Nessler was absent. See Attached reports.
- Finance & Budget: Jackie Graves - nothing to report
- Legal & Ordinance: Jonathan Barbato - Councilman Barbato met with Graham Land, Wenonah/Mantua property maintenance officer, to get a better understanding of his day-to-day operations. He does not “just go out when someone calls him.” That information was incorrect. Councilman Barbato determined Graham is carrying out his duties to the best of his abilities and acting in the best interest of the Borough. He will forward monthly reports moving forward.
- Public Programs: Jeanne Grigri - See attached report. Clean Communities Day, November 11, 2023 was very successful. There were eight groups who participated.
- Lake Park Renovation Committee: Jonathan Barbato & Susan Mayer. (See Dave Kreck’s Engineers’ attached report for information.)

Engineers Report: Dave Kreck: See attached Engineer’s detailed report on all projects in town.

- We had the pre-construction meeting with the contractor on Nov 8. Upon the solicitor’s approval we are looking to start the project at the end of this month.
- On November 13th met with the contractors to discuss their proposed plan for addressing the non-compliant construction on Jefferson Ave. See my report for details.
- Regarding the salt storage and tree ordinance: we will wait until next year, as the NJDEP keeps changing things.

Shade Tree Commission Report: Gary Odenbrett, chair, reported on various activities. See attached report.

Motion to Approve: Disbursements

Cox/Mayer

Roll Call:

Ayes: Barbato, Cox, Fini, Graves, Grigri, Mayer

Nays: None

Abstain: None

Absent: None

Motion Approved

Other Business:

Motion to approve the holiday bike ride for Monday, December 18th with a start time at 7pm.

There will be a street closure at the corner of North East and Mantua Ave.

Cox/Mayer
All in favor.

Open to the public:

Mayer/Cox

Resident Rebecca Kreck, 408 W. Cherry Street, had concerns about the unsafe bike riders young and old. She indicated that she would like to start a bike and ride awareness campaign. Both children and parents need to be better educated. Mayor Doheny indicated that she will join in with this campaign. Mayor Doheny also, once again, mentioned that the Borough has held bike safety workshops with MTPD the last 2 years and plans to do so again.

Resident Sandra Schwartz, 310 N. Clinton, indicated these issues should be brought up not only at school board meetings, but assemblies at the Elementary School and Gateway High School. Resident Carol Ann and Jack Wesh, 107 N. Clinton; as well as Mark Honabach, 109 S. Clinton, had similar opinions on this topic.

Tamar Shelov, 104 N. Monroe, a resident and spokesperson for Gateway High School, gave an update on the events going on at Gateway. The school play will be "ELF" beginning in 2 weeks.

Also, the Holiday Market, at the Wenonah Park, will be on December 2, 2023, from 10-2pm.

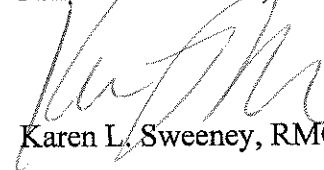
Close to public:

Cox/Mayer
All in favor

Motion to Adjourn: 7:32 pm

Cox/Mayer
All in favor

Minutes Submitted,


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

Approved: Dec 14, 2023

2023 Personnel Committee November 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. Create plans for office staff and Public Works staff as needed (2024 and beyond)	October: Letter to seasonal staff is anticipated to be sent early November. November: Letter to seasonal staff will be sent this month.

Public Works Monthly report for November 2023

Submitted by Brian Nicholson

Arold has completed the project and SCE is reviewing post job video to make sure all work was completed.

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 has begun. The tower is draining and we are running the water system on pressure and temporary tanks. The initial inspection started Monday and a on site meeting is scheduled for Wednesday with Us Tank, Representatives from the paint manufacture and SCE. 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 will continue till December 11th. The crew has been around town 4 times for leaf pick up and an additional time for branch and yard waste. I anticipate one more complete clean up before the holiday.

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.

Our new water meter reading system is up and running, training was last week and next read and billing will be easier and more efficient. We are down to a handful of old elster meters left to replace. Huda and Paul have done a great job getting that down to a low number.

Public works had a water leak on W elm street on Nov 7th and the crew did a great job repairing with out interrupting service to any residents.

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	<u>4</u>		
Utility Mark Out	55	33	40	38	27	49	65	88	84	45	<u>21</u>		
Water samples For NJDEP	4	4	4	4	4	4	4	4	4	4	<u>4</u>		

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.
- 3 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										40	220		
Yard waste	20	40	40	40	60	100	80	40	60	20			
Branches collected- cu yds				20	40	40	40	40	40		20		

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	35		
# e-waste stops	35	25	29	27	21	33	35	29	34	28	18		

- Indicates combines metal and e-waste



Mantua Township Police Department

Proudly serving Mantua Township and Wenonah Borough



William D. Murphy
Lieutenant

Shaun J. Butler
Lieutenant

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

Darren E. White
Chief of Police

Arthur D. Hayes
Lieutenant

Brien J. Hauss
Lieutenant

November 16, 2023

To: Ms. Mayor and members of the Borough Council
From: Chief White

Re: Workshop report & Happy Thanksgiving!

- All our administrators completed command staff training as required by the JIF to help reduce liability and other workplace issues. I have been attending these for over ten years and it is always eye opening.
- The SWAT team and a few members of our PD have been out training with SEAL Team 6 for the past two days. They are the pinnacle of the US Military and are the team responsible for handling the government's most difficult and secretive problems. One of them is a Mantua resident and the team was going to be in Philadelphia training anyway, so they also came to help our county team with the tons of knowledge that they have gained over the years, better enabling them to better respond to SWAT situations around the county.
- Kayla Rhodes, the class 1 officer who you likely have seen assisting with crossing people at the park, has been selected to attend the class 2 academy. Unlike a class 1 officer, class 2 officers do carry firearms and have the same certification as a full-time officer, but only in the town(s) in which they are employed. She has done a great job as a class 1 and we wanted to give her the opportunity to prove herself as a class 2 as well.
- We also have another officer attending the class 2 officer academy as well who you should look for. His father grew up in Wenonah when he was younger and was also a Mantua Police Officer. His grandfather was also a Mantua Police Lieutenant. Please keep an eye out for Andrew Glaser in a few months. He has a great head on his shoulders and should be a great fit within the community.
- Due to us losing one of our class 1 officers, we are looking to send our current Rowan intern, Joe Romano, to the class 1 academy. As with the others, he has shown himself to be a good addition as an intern and we wanted to give him a chance to prove himself as an officer.
- We are finishing up with our required active shooter training that all officers in the state are mandated to conduct. The old Underwood Hospital was gracious enough to let us use several floors of their building to train and break down doors, which are a similar type to what we would find in our schools. Having this environment in which to train will assist us in providing the best response possible should any of these incidents occur.
- Everything went well for Halloween and Mischief Night with only minor issues. As I am sure you all know, Wenonah was apparently a mad house with huge amounts of people. This allowed us to interact with a bunch of kids as we did our normal thing of giving officers candy to hand out to everybody.
- Our three newest sergeants have completed Supervision School which will help them with the necessary skills to be the supervisors that are needed in today's environment.



Incidents Summary List

Reporting Period : 10/01/2023 - 10/31/2023

	Mantua Police Department	Total
911 Miss Dial	1	1
A CO Alarm	1	1
Abandoned Vehicle	2	2
Abdominal Pain	2	2
Added Patrol	69	69
Animal Complaint	8	8
Cardiac Emergency	2	2
Community Policing	5	5
Criminal Mischief Complaint	1	1
Damage to Property	1	1
Dispute	3	3
Domestic	3	3
Fall Victim	7	7
Fire Alarm System	3	3
Follow Up	3	3
Found Item	2	2
General	1	1
Hazardous Road Condition	1	1
House Check	1	1
Juvenile Complaint	5	5
Lock Out	1	1
Motor Vehicle Complaint	4	4
Motor Vehicle Crash	2	2
Motor Vehicle Stop	17	17
Notification/Informational	2	2
Parking Enforcement	4	4
Pedestrian Stop	1	1
Property Check	97	97
Public Assist	1	1
Radar Enforcement	16	16
Radar Trailer Deployment	1	1
Respiratory Emergency	2	2
School Crossing	9	9
Sex Offense	1	1
Speak To Officer	2	2
Stroke	1	1
Suicide, Suicidal Subject	1	1
Suspicious Motor Vehicle	12	12
Suspicious Person	1	1
Theft	3	3
Traffic Detail	3	3
Unconscious Person	2	2
Well Being Check	5	5
Total	309	309

To: Mayor Doheny and Council

From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for October 2023

Date: November 7, 2023


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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# Service times	12	13	12	14	20	22	13	17	19	24			
Alarm Systems	2	1	3	3	6	7	2	2	6	6			
Animal Rescue													
Assist EMS		1				1							
Brush						1							
Building Fire					1	1				1			
CO Alarms	2			2		2		2		3			
Cover Assignment	1												
Dwelling Fire	1	1		1	2			1	1	1			
Exterior Fumes		2	2			2	1	5	2	1			
Incorrect Dispatch			1										
Interior Fumes		2	1	2	1		2	1	2				
Investigation													
Motor Vehicle Crash	2		1		3	1	2	1		3			
Rescue/HAZMAT													
Rapid Intervention						1							
Rubbish Fire					1				1				
Service Assignment		1					2		2	1			
Structure Fire				1									
Vehicle Fire		1											
Meetings/Drills	4	4	4	4	5	4	2	4	4	4			
Events				1	1	2	2	1	1	4			
Staff Hours	93.1	83.97	86.24	92.62	136.3	167.0	149.7	135.8	94.67	210.1			

The company participated in various Fire Prevention activities in Wenonah and mutual aid communities. We also completed live fire training at Camden Co. Fire Academy.

Tim Nessler, Fire Chief

Current Taxes	October	2023 To Date
Prepaid Taxes / 2024	1,209.26	31,535.59
2023 Taxes	623,406.46	7,418,118.91
2022 Taxes	10,471.01	88,177.84
6% Year End Penalty	0.00	2,562.26
Arrears	0.00	0.00
Tax Title Liens	0.00	0.00
Interest & Costs	2,109.27	18,105.94
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		0.00
Bankruptcy & Foreclosure Fees		0.00
Total Receipts	637,196.00	7,558,500.54


 Kim M Jaworski
 Tax Collector

Percentage of Collection at October 31, 2023	81.63%
Percentage of Collection at October 31, 2022	94.54%



BOROUGH OF
WENONAH
NEW JERSEY

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

Committee Chair: Jaclyn Graves

Committee Members: Jeanne Grigri & Susan Mayer

Report for November 16, 2023

- No updates to report.

Respectfully submitted,

Jaclyn Graves, chair

jgraves@boroughofwenonah.com

Wenonah Borough



Legal & Ordinance

Jonathan Barbato, Chair

Committee Members: Susan Mayer, TJ Fini

Month: November 16, 2023

- Code Enforcement:
Had a meeting with Wenonah's Code Enforcement Officer, Mr. Graham Land. The reason for the meeting was to follow up with a residents concern and have a better understanding of Mr. Graham's day to day responsibilities in regards to the Code Enforcement process. .
After the meeting with Mr. Graham I have concluded that our Code Enforcement officer is carrying out his duties as such to the best of his abilities and acting in the best interest of the Borough of Wenonah.

Jonathan Barbato

Public Programs Committee Report
Public Meeting November 16th, 2023

Jeanne Grigri : Chair
Jonathan Barbato, Anthony Fini

<i>Programs/Events/Activities/Organizations</i>	<i>Past Month</i>	<i>In progress/ ongoing/ upcoming</i>
<i>Summer Swim Season Wenonah Lake membership WLA</i>	N/A	
<i>Mayor's Wellness Campaign</i>	<i>Mental Health Event November 6th. Excellent presentation from Bell Nicholas. Low turnout. Will aim to support a repeat presentation through Women's Club. Nutrition workshop in the works for January.</i>	<i>Continue to document events (photos and/or reports). Volunteer organizations are ACTIVE! H & S Harvest Fair, Seniors, Historical Society, WE, and WAC, to name a few.</i>
<i>Clean Communities Day</i>	<i>November 11, Seven⁸ different groups, approx. 70 total participants. AmLeg./Env.Comm./ 2 GS troops/LakeAssc./Hist Soc./Loving Ouroboros/ Gateway NHS students clocking service hours Special thanks to Am Legion, Public Works, Karen for logistical support</i>	<i>For next Spring: Could use more garden gloves to share out with participants.</i>
<i>WCW Friendship Dinner</i>	<i>— SO MANY active volunteers make for a dynamic community!</i>	

2023 Lake Park Renovation Committee – November 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> <p>November: As of the week of the Council meeting (11/16), the bid was accepted and a pre-construction meeting was held. See the Engineer's report for more information. The Borough office and the PW/PBG committee will coordinate the date to close the park to the public and the pertinent signage and social media messaging.</p>



THE PETTIT GROUP, LLC
Engineering • Architecture • Planning

VIA E-MAIL ONLY

November 15, 2023

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

**RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday November 16, 2023
Project Number WNOE012S**

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

I. CONSTRUCTION PROJECTS:

2022 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. We are currently awaiting NJDOT approval of the Final Grant Reimbursement for Lenape Trail in the amount of \$66,250.

II. GENERAL MUNICIPAL ENGINEERING:

2023 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. On November 13th, we met with the Contractor to discuss their proposed plan for addressing the non-compliant construction in Jefferson Avenue, which consisted of the following:
 - A. The replacement of all non-compliant ADA Ramps.
 - B. The replacement of all driveway aprons that were not installed per plan.
 - C. The relocation of a new inlet that was incorrectly installed and the replacement of the adjacent curbing.
 - D. In lieu of re-paving the roadway, the Contractor proposed that the Borough seek NJDOT approval of a re-design of Jefferson Avenue that would be reflective of the as-built condition, and would entail the necessary design exceptions needed to effectuate NJDOT Grant Reimbursement.
 - 1) Our office subsequently reached out to NJDOT regarding the feasibility of the Contractor's proposed solution. In response, the NJDOT completed an inspection on November 15th and, based upon the inspection, the NJDOT requested that our office prepare and submit a Design Exception Report to document the non-compliant cross slopes.
 - 2) The Contractor has committed to paying the engineering fees for this work.

- 3) We have notified the Contractor of his responsibility for reimbursing the Borough for the Surveying and Engineering fees that were expended as a result of the non-compliant construction. We have not received a response as of the date of this Report.

In the meantime, our office will not be authorizing payment for the concrete and asphalt pay items in North Jefferson Avenue.

3. The As-Built survey of the completed construction in North Clinton Avenue is underway.
 - A. Our office is not authorizing payment for the surface course paving in North Clinton Avenue until such time that an as-built survey is completed and reviewed to confirm plan compliance.
4. We alert Council of a forthcoming Change Order that would include the addition of various water system improvements in Jefferson Avenue as a result of a failing gate valve, the addition of a number of additional off-site water service replacements requested by Public Works Department, and the deletion of a number of water services that were found not to be required after being exposed to be comprised of copper pipe.

2024 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. The field survey, preliminary engineering, and preliminary cost estimates for the roadway improvements for the 2024 Borough Infrastructure Improvement Project have been completed.
 - A. Remaining work includes the preliminary assessment, design, and cost estimates for utility improvements within the project limits. Said work shall be performed in cooperation with the Public Works Department.

Upon completion of the above, we will review the costs estimates with the Borough CFO to determine the scope of work and bonding amount required for the 2024 Infrastructure Improvement Project

2. Once the scope of work is fully identified, our office will provide a proposal for the preparation of bid plans and specifications, bidding/award of contract, and construction related services for the 2024 Borough Infrastructure Improvement Project.

2023 NJDOT LOCAL AID INFRASTRUCTURE PROGRAM

1. No Change Since Last Report.

2024 NJDOT MUNICIPAL AID PROGRAM:

1. It is our understanding that the 2024 NJDOT Municipal Aid Grant Application for North Clinton Avenue was approved in the amount of \$316,851.00

FUTURE LOCALLY FUNDED ROADWAY IMPROVEMENTS

1. The following roadways comprise the current list of local roadways in need of improvements based upon their current conditions (in no specific order):
 - A. S. Princeton Avenue, from Mantua Ave to East Cherry Street
 - B. S. Princeton Avenue, from East Willow St. to East Cedar St.



- C. East Pine Street, from Clinton Avenue to Marion Avenue
 - D. West Willow Street, from Jefferson Avenue to Dead End
2. Utility investigations shall also be completed to assist in the evaluation, prioritization, and development of the scope of work for each roadway.

JOHN AND KATHY HOWARD PARK AT WENONAH LAKE:

1. The Notice of Award was issued to the Contractor and a Pre-construction Meeting was held at the Borough Hall on November 8th. Pre-construction Meeting Minutes will be distributed to all parties, including the Mantua Police Department and County CDBG Office.
2. We are awaiting the Contractor's Performance Bonds and Insurance Certificates. Upon their receipt, we will forward the documents to the Borough Solicitor for approval.
 - A. Upon the Solicitor's approval, we will forward the Contracts to the Borough for execution.
3. Upon execution of Contracts, we will perform the following:
 - A. Return all non-successful Bidders' Documents
 - B. Coordinate the Notice to Proceed with the County and, upon County approval, issue the NTP to the Contractor
 - C. Complete the review of the Contractor's Shop Drawing Submittals.
4. Prior to issuing the Notice to Proceed, the Contractor, and his Subcontractor's, must complete a number of forms which are to be provided by the County CDBG Office. We are currently facilitating this activity with the County and the Contractor.
5. The Plumbing Subcontractor met with the Public Works Department to inspect the bathrooms, review the scope of work, and coordinate the shutdown of water service. The Plumber advised of a delay in delivery of the new lavatories and suggested that the Public Works Department proceed with the water service shutdown with the understanding that post construction leak testing be performed when weather conditions allow.
6. At this time, construction is expected to begin in late November and, as a consequence of the lead time on a number of the bathroom fixtures, the contract is expected to be completed by mid January.
7. We have reached out to the Construction Code Official regarding the Plumbing Permits. Initial indications are that Permits will not be necessary for the replacement of existing fixtures. However, a number of the fixtures will require a slight relocation for ADA compliance purposes therefore, we will confirm the requirement for Permits with the Code Official and, if they are required, we will coordinate their submission with the Contractor.
8. We met with the County CDBG Representative to discuss the additional funds that may be available to offset the difference between the bid amount (\$149,084) and the grant amount (\$136,500). Preliminary indications are that \$20,000± could be re-allocated to the Project. However, the exact amount remains undetermined at this time.



- A. Based upon the abovementioned meeting, it is our understanding that the re-allocation of funds will most likely be on the County Commissioner's December 6th Meeting Agenda for approval.
- 9. We will coordinate the purchase of the basketball backboards and accessible picnic benches with the Borough Clerk, Public Works Supervisor, and the CDBG Office.
- 10. Our office remains available to assist in the development of a Master Plan for the Park property.

COMEYS LAKE:

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

LIGHT RAIL

- 1. No Change Since Last Report.

CONRAIL

- 1. No Change Since Last Report.

SANITARY SEWER SYSTEM

- 1. We are investigating various Grant opportunities to fund the pump station infrastructure improvements needed to provide sewer service to the residents on north Woodbury-Glassboro Road.
- 2. The existing sewer lateral at #204 North Marion Avenue has a number of displaced joints which are causing frequent clogs and therefore, a new sewer lateral connection is required.
- 3. Public Works has notified our office that the Mantua Avenue Pump Station is experiencing issues and considerations should be made for its possible replacement and/or upgrade in the future.

GLOUCESTER COUNTY UTILITIES AUTHORITY (GCUA)

- 1. No change since last report.

BOROUGH WATER DISTRIBUTION SYSTEM UPGRADES

- 1. Water System upgrades for the Year 2024 shall be determined upon completion of the Preliminary Engineering services, as described in 2024 INFRASTRUCTURE IMPROVEMENT PROJECT.



BOROUGH WATER TOWER AND WELLS

1. Our office defers detailed status reports on the corrective work being performed at the Borough Water Tower to Suburban Consulting Engineers (SCE).

DELAWARE RIVER BASIN COMMISSION (DRBC) WATER SYSTEM AUDIT

1. No Change Since Last Report.

NJDEP WATER ALLOCATION

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

BOROUGH WATER SYSTEM RECORD KEEPING

1. Our office will be updating the Borough's Water System Mapping to address numerous discrepancies between the Borough's current maps and the actual water system infrastructure identified during construction of the 2023 Infrastructure Improvement Project.

STORM SEWER SYSTEM

1. A sinkhole has formed atop the existing storm sewer pipe located at E. Pine Street and S. Clinton Avenue. A temporary repair has been completed however, it is suspected that a portion of the storm sewer pipe may need to be replaced.
2. A sinkhole has formed atop the existing storm sewer pipe located adjacent to the existing inlet at the northeast corner of Maple Street and Northwest Avenue. A temporary repair has been completed however, it is suspected that a portion of the storm sewer pipe may need to be replaced.
3. The storm pipe, located between the inlet at the corner of Southeast Avenue and Cedar Street and the pipe outfall within the Conrail ROW, is filled with debris. Therefore, we will coordinate the clearing of the debris from the pipe with the Public Works Department.

NJPDES STORMWATER DISCHARGE PERMIT (MS4)

1. The NJDEP has delayed the requirement for adoption of the Salt Storage Ordinance and Tree Removal/Replacement Ordinance to May 1, 2024. It is our understanding that Council is tabling the 2nd read for the proposed Salt Storage Ordinance.
2. The NJDEP's Model Tree Removal/Replacement Ordinance has been finalized. The Ordinance contains optional language that requires input from the Borough. We have since forwarded the Model Ordinance to the Ordinance Committee with a recommendation that input from the Shade Tree Commission be obtained as it pertains to the optional language.
3. The NJDEP amendments to the Borough's Stormwater Control Ordinance (SCO) must be adopted and in effect no later than July 18, 2024. Our office will prepare the Amended SCO and coordinate its adoption with the appropriate parties, including the Borough Solicitor, Ordinance Committee, Gloucester County Planning Department, and the Combined Planning Board.



4. We have reached out to NJDEP to coordinate the completion of the MS4 Maps and the DEP has provided our office with a license for the ArcGIS software. We are currently geo-referencing the CAD files for the existing infrastructure that have been prepared to date and, once complete, the NJDEP will convert the CAD files into the Borough's ArcGIS Map.
 - A. To date we have mapped the Borough wide inlets, stormwater easements, surface conveyance facilities, and boundaries of the Library Rain Garden and Public Works Maintenance Yards. Additional mapping will be required for the stormwater manholes, pipes, and outfalls. We will solicit the assistance of the Public Works Department with documentation of these items.
 - B. The MS4 Map must be completed and submitted to NJDEP by December 2025.
5. Our office continues to perform periodic updates to the Borough's 2023 Stormwater Pollution Prevention Plan (SPPP). Most recently, we updated the SPP to document the Classroom Presentations at the Elementary School and the Clean Communities Day Event.

SOUTHWEST AVENUE DRAINAGE PROBLEM

1. Our office has reviewed measures with the Public Works Department to address a drainage problem at the southern terminus of Southwest Avenue which would entail the clearing of a drainage swale that had been blocked by debris, most likely from the 2021 Tornado.
2. The 2023 MS4 Stormwater Permit requires that this drainage swale be inspected and maintained on a regular basis.

CONSERVATION AREA EROSION PROBLEMS

1. The following Conservation Area erosion problems shall be addressed as staffing and time permits:
 - A. West Cherry drainage ditch/bridge bulkhead.
 - B. Eroded side slope of Comey's Lake Earthen Dam.
 - C. Existing ravine located within Block 13.
 - D. #3 Shawnee Drive Drainage Easement
 - E. Eldridge Trail entrance
 - F. Eldridge Trail, directly upstream of footbridge

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

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



TRAFFIC CALMING & SAFETY MEASURES

1. Due to the issues concerning Earle Asphalt, our office did not request a change order for the application of thermoplastic striping for the bus stop area located at the Northeast Corner of Mantua Avenue and Monroe Avenue. In lieu thereof, we will attempt to address this work with the Public Works Department.
2. Our office has assembled an inventory of existing pavement markings located throughout the Borough in preparation for a future Contract for the installation of new and/or replacement of existing pavement markings, i.e. crosswalks, stop bars, lane striping, etc.
3. We have contacted the Camden County Engineer's Office regarding the Traffic Calming Measures recently installed in Clements Bridge Road for their possible incorporation into the Maple Street Project to aid in offsetting the anticipated loss of the existing speed humps.

ORDINANCE MODIFICATIONS

1. Please see "NJPDES STORMWATER DISCHARGE PERMIT (MS4)" regarding the adoption of the following Ordinances:
 - A. Salt Storage Ordinance.
 - B. Tree Removal/Replacement Ordinance.
 - C. Amended Stormwater Control Ordinance (SCO).

VACATION OF ALLEY BETWEEN MONROE AVENUE AND CORSONS ALLEY

1. It is our understanding that the Borough is contemplating the vacation of a Borough owned Alley located to the rear of the properties fronting upon Mantua Avenue, between Monroe Avenue and Corsons Alley.
 - A. Our office has solicited two (2) professional land surveyor proposals for the deed research and survey services required to facilitate the vacation of these public lands and have forwarded same to the Borough.

III. PRIVATE DEVELOPMENT PROJECTS AND INSPECTIONS:

AT&T CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

T-MOBILE CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

VERIZON CELLULAR ANTENNAE INSTALLATION

1. No Change Since Last Report.

IV. PLANNING BOARD ACTIVITY:

1. No significant activity.



WNOE012S
Mayor and Council
November 15, 2023
Page 8

If there are any questions regarding the content of this report, please contact me at the office (856) 464-9600 or on my cell at (267) 972-6317.

Sincerely,
THE PETTIT GROUP, LLC



David Kreck, PE, CME
Associate

Cc: Karen Sweeney, Borough Clerk (via e-mail)
Matthew P. Lyons, Esq., Borough Solicitor (via e-mail)
Laurie Christinzio, Planning Board Secretary (via e-mail)
Huda Ijaz, Finance Office (via e-mail)
Carol Newman, Office Clerk (via e-mail)



Karen Sweeney

From: GARY ODENBRETT <gnoden@comcast.net>
Sent: Thursday, November 16, 2023 10:22 AM
To: Karen Sweeney
Subject: STC notes for Council 11/16/23

CAUTION: This email originated from outside of our email domain. Do not click links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly.

The Wenonah STC has completed its tree plantings at Wenonah Elementary School. On Thursday Nov 9th 17 trees were planted in the clear zones on N. Clinton Ave and E. Elm St. Oaks, elms, sycamores and a variety of maples were planted.

A fundraising effort resulted in obtaining financial support from the Arbor Day Foundation in conjunction with a corporate sponsor - Dollar General. Eleven Dollar General employees were present on the planting day along with 5 STC volunteers to assist with the project.

Exley's Landscaping was contracted for the tree purchases and installation.

The final cost for the project was \$10,315. and was paid for without any taxpayer funds.

The Arbor Day grant, corporate, local business, family and community organizations provided financial support for the project in full.

There will be a follow up maintenance over the next 2 years which is also covered by the fundraising.

A tour and recognition ceremony will be held Friday Nov 17th at 4 pm at the school to recognize all the donors.

Our annual tree removal program will begin by tagging trees to be removed so that contactor bids/quotes can be obtained.

Removals will occur following awarding of the contract in early January 2024 with a target date on no later than March 1, 2024 for completion.



November 13, 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 – November 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 October and first two weeks of November 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:

Dry interior inspection and coating repairs will be performed starting in November. Temporary pressurized water supply facilities were arranged for by the contractor, US Tank, and delivered. Passing water quality sampling results for the temporary system were obtained by the Borough. The temporary facilities were placed into service, the tank isolated and drained the week of November 6, 2023.

An onsite meeting to review the interior defects and determine how to best repair or replace the interior coating is scheduled for November 15, 2023, with representatives from US Tank and Induron, the coating manufacturer. Interior coating replacement or repairs to immediately follow.



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 draft invoicing review, remaining lining locations coordination and follow up repairs to two (2) manhole rehabilitation locations. Part time observation of the lining/rehabilitation was performed by the Borough and not SCE inspection staff due to budgetary concerns acknowledged by the owner. Final remaining lining efforts were performed during the week of October 23, 2023.

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