

**AGENDA
BOROUGH OF WENONAH
REGULAR BUSINESS MEETING
DECEMBER 14, 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 November 16, 2023, Council Meeting Minutes

BUSINESS: RESOLUTIONS & ORDINANCES

- RESOLUTION 2023-87 Authorizing the Tax Collector to transfer or refund overpayment of taxes
RESOLUTION 2023-88 Authorizing the Tax Collector to cancel tax overpayments less than \$5.00
RESOLUTION 2023-89 Authoring the transfer of budget appropriations
RESOLUTION 2023-90 Approving employee vacation buy back
RESOLUTION 2023-91 Authorizing NJDOT Change Order #1 increase of \$74.09 (N. Clinton) project
RESOLUTION 2023-92 Authorizing NJDOT Change Order #2 decrease of (\$5,262.21) (N. Jefferson) project
RESOLUTION 2023-93 Authorizing Borough Change Order #1 Final for the 2023 Infrastructure improvement project decrease (\$83,682.55)
RESOLUTION 2023-94 Approving to cancel outstanding checks in the amount of \$760.00

III. 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

IV. ENGINEERS REPORT:

V. APPROVE DISBURSEMENTS

VI. OTHER BUSINESS

VII. PRIVILEGE OF THE FLOOR

ADJOURN

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

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

BOROUGH OF WENONAH

www.boroughofwenonah.com

DECEMBER 14, 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:

Mayer/Barbato
All in Favor

Open to the Public (Agenda items only)

Resident Alex Pozza 200 S. Monroe had questions regarding resolution 2023-94. He wanted to know who the checks were for and how does the borough handle checks that are not cashed. Mayor Doheny indicated that we wait at least a year and over, then they get cancelled. They are not swim season staff payroll checks.

Graves/Mayer

Close to the Public

Cox/Mayer

Motion to Approve: November 16, 2023, Council Meeting Minutes
Abstain: Graves

Cox/Mayer
All in Favor

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

Cox/Mayer

Roll Call:

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

Motion Approved

RESOLUTION 2023-87 Authorizing the Tax Collector to transfer or refund overpayment of taxes

Cox/Mayer

Roll Call:

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

Absent: None
Motion Approved

RESOLUTION 2023-88 Authorizing the Tax Collector to cancel tax overpayments less than \$5.00
Cox/Mayer

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

RESOLUTION 2023-89 Authoring the transfer of budget appropriations
Cox/Mayer

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

RESOLUTION 2023-90 Approving employee vacation buy back
Cox/Mayer

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

RESOLUTION 2023-91 Authorizing NJDOT Change Order #1 increase of \$74.09 (N. Clinton) project
Cox/Mayer

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

RESOLUTION 2023-92 Authorizing NJDOT Change Order #2 decrease of (\$5,262.21) (N. Jefferson) project
Cox/Mayer

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

**RESOLUTION 2023-93 Authorizing Borough Change Order #1 Final for the 2023 Infrastructure improvement project
decrease of (\$83,682.55)**

Cox/Mayer

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

RESOLUTION 2023-94 Approving to cancel outstanding checks in the amount of \$760.00

Cox/Mayer

Roll Call:

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

Nays: None

Abstain: None

Absent: None

Motion Approved

Committee Reports:

- Personnel: Susan Mayer – No verbal report. See attached report.
- Public Works/Public Buildings & Grounds: Dan Cox - see attached written reports. Superintendent Brian Nicholson indicated water will be back on line by Wednesday. Arold has completed the project and SCE is reviewing post job videos. Public works started to GIS inventory on all stormwater infrastructure. Stormwater is going to take a lot of manpower hours going forward.. We are working to organize and set up the new programs required by the DEP.
- Public Safety: Anthony Fini – read and summarized the speed study reports. Chief Darren White – gave his end of year highlights see detailed report. Chief Nessler is happy to report that Santa will be visiting town on Dec. 19, 2023 . See Attached reports.
- Finance & Budget: Jackie Graves – Nothing to report see attached reports, as well as the tax collector report.

- Legal & Ordinance: Jonathan Barbato – Nothing to report.
- Public Programs: Jeanne Grigri – See attached report. Mark your calendars holiday bike ride coming up on Dec. 18, 2023
- Lake Park Renovation Committee: Jonathan Barbato & Susan Mayer. Construction on the ADA project at the lake has started. We will see this project through to the end. See attached report.

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

We have closed out the Lenape Trail DOT project. The 2023 infrastructure NJDOT project is having corrective work done via punch list that was provided to the contractor on the N. Jefferson N. Clinton projects. Starting to work on Synnott for next year however we have to hire a vendor to video the pipes under neath before moving forward on the roadway. Moving forward on getting quotes. Storm sewer permits are moving along.

Motion to Approve: Disbursements

Cox/Mayer

Roll Call:

Ayes: Barbato, Graves, Grigri, Mayer

Nays: None
Abstain: None
Absent: Cox, Fini
Motion Approved

Other Business:

Open to the public:

Cox/Mayer

Resident Bobbi Wilkens 10 Alexander Drive complained about the color of her fire hydrant and the light at Glassboro Road. Mayor Doheny indicated she will reach out to the county because that is their jurisdiction. Brian Nicholson public works supervisor indicated the fire hydrants are color coded on purpose. We have noted that they need to be repainted.

Resident Sarah Harbold 301 S. Princeton Ave; on behalf of the lake association, they wanted to know if we read their email on new ideas moving forward. The mayor and council indicated that the email just came in yesterday and they need more time to review it and will after the municipal budget has been worked on.

Resident KiKi Litalien 109 W. Mantua Ave: on behalf of the Wenonah Woman's Club, they wanted to say a big thank you to Karen Sweeney and Brian Nicholson for all their help and support this past season,.

Close to public:

Cox/Mayer
All in favor

Motion to Adjourn: 7:30 pm

Cox/Mayer
All in favor

Minutes Submitted,



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

Approved: May 23, 2024

2023 Personnel Committee December 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. December: Working with Karen Sweeney to identify training and/or workshop materials for more consistent and effective customer interactions, with the goal of assisting staff when responding to residents.

2023 Personnel Committee Year End 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.
- 2023 Summary:
 - This was the first year for this committee.
 - All goals for the Swim season staff were met. An additional accomplishment was to send an end-of-season letter to each staff member to thank them and let them know we'll reach out in 2024 to see if they are interested in working again.
 - The support for the office and Public Works included hiring for Public Works and initial discussions on customer-facing guidance and best practices.
 - A major benefit of this committee is to continue to evolve our swim season hiring and staffing approaches.

Public Works Monthly report for December 2023

Submitted by Brian Nicholson

Arold has completed the project and SCE is reviewing post job video to make sure all work was completed. Preliminary numbers are showing the project coming in under budgeted amount.

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.

Update on the new 3-yard dump truck ordered in February, is completed by the upfitter delivery will be scheduled for sometime this week.

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. A section of the tank was stripped and sandblasted to bare metal. Then new primer and top coat was applied. Currently the coating system is curing to specs and we anticipate disinfecting and filling of the tank by next week. Testing will follow and back in service hopefully by the 20th of December.

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 9 times for leaf pick up and an additional time for branch and yard waste.

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

Public works had a water leak on Linden St. and was fixed in house.

Public Works Monthly Report

Submitted by **Brian Nicholson**, DPW Superintendent

For the month December 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>	<u>1</u>	
Utility Mark Out	55	33	40	38	27	49	65	88	84	45	<u>21</u>	<u>25</u>	
Water samples For NJDEP	4	4	4	4	4	4	4	4	4	4	<u>4</u>	<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.
- 2 sewer lateral backups cleared by public works.
- Check wells and lifts daily
- 30 yards of logs disposed

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	360	
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	22	
# e-waste stops	35	25	29	27	21	33	35	29	34	28	18	31	

- Indicates combines metal and e-waste

To: Mayor Doherty and Council

From: Tim Nessler, Fire Chief

Subject: Incident and Activities Report for November 2023

Date: December 5, 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	20		
Alarm Systems	2	1	3	3	6	7	2	2	6	6	3		
Animal Rescue													
Assist EMS		1				1					2		
Brush						1							
Building Fire					1	1				1			
CO Alarms	2			2		2		2		3	1		
Cover Assignment	1										2		
Dwelling Fire	1	1		1	2			1	1	1	1		
Exterior Fumes		2	2			2	1	5	2	1			
Incorrect Dispatch			1										
Interior Fumes		2	1	2	1		2	1	2		3		
Investigation													
Motor Vehicle Crash	2		1		3	1	2	1		3	1		
Rescue/HAZMAT													
Rapid Intervention						1							
Rubbish Fire					1				1				
Service Assignment		1					2		2	1	2		
Structure Fire				1									
Vehicle Fire		1											
Meetings/Drills	4	4	4	4	5	4	2	4	4	4	4		
Events				1	1	2	2	1	1	4	1		
Staff Hours	93.1	83.97	86.24	92.62	136.3	167.0	149.7	135.8	94.67	210.1	126.2		

Tim Nessler, Fire Chief



Mantua Township Police Department

Proudly serving Mantua Township and Wenonah Borough



William D. Murphy
Lieutenant

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

Arthur D. Hayes
Lieutenant

Shaun J. Butler
Lieutenant

Darren E. White
Chief of Police

Brien J. Hauss
Lieutenant

December 14, 2023

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

Re: End of the Year Highlights

A YEAR OF CONSTANT CHANGE

- Retirements
 - Captain Brian Grady:
 - Many positive changes within the police department had a positive effect on residents and coworkers alike.
 - Helped to institute an Early Assistance Program for the PD
 - Helped to lead the department through the EF3 tornado and officer-involved shooting.
 - Served as court liaison for years, and all through the time when our department was taking on security responsibilities for five other town's court sessions.
 - Instrumental in assisting the department through the various police reforms that have been taking place over the past several years.
 - Detective Ray Lawrence
 - Grew up in Wenonah on Mantua Ave and worked his way up to becoming a Detective within our PD.
 - Jim Hagerty
 - Detective Sergeant who was the first to start in his position at the new building in Wenonah.
 - Two of our K9s
 - Bane – Former dog of Investigator Riepen
 - Boomer – former explosives dog of Sgt. Donovan
- Promotions
 - Detective
 - Jeff Krieger
 - Investigator
 - Kyle Riepen
 - Corporal
 - Bruce Shaw
 - Adam Hasselman
 - Stephen Wolfsgruber

- Wolfsgruber will also be graduating from the K9 academy soon with his partner Tyson, so keep an eye out for them.
 - Sergeant
 - Rob Layton
 - Brian Crispin
 - Lieutenant
 - Brian Hauss
 - Hiring
 - Matther Germscheid – Fulltime
 - Joseph Craig – Fulltime
 - Jacob Jowett – Fulltime
 - Arthur Ettore – Fulltime
 - Greg Sweeney – Fulltime.
 - Thomas Cirone – Class 2 to fulltime
 - Aaron Romano – Fulltime – will be sworn in this coming Monday.
 - Kevin West – Class 1
 - Kayla Rhodes – Class 1, soon to be a class 2.
 - Cecilia Rocco – Class 1
 - Andrew Glaser – Soon to be a class 2.
 - The lieutenants and I had a good time speaking with the seniors at the luncheon. It allowed me to go over some important information regarding scams that specifically target them.
 - We also had a good time attending the 4th of July parade and celebration.
 - Our entire department was trained to better deal with active threats such as those within our schools around the country. Rest assured that our officers are well-trained to respond to any of these types of concerns. The old Underwood Hospital allowed us to use the old sections of their building for this training to create real-world scenarios, which is the best thing we can do for preparation.
 - As always, officers were out interacting with the kids during Halloween and handing out candy. This was an outreach opportunity that Lt. Hayes started several years ago and has been a big success.
 - We had to officers receive awards at the Gloucester County Awards Ceremony in October
 - Rob Layton received an exceptional duty award.
 - Brian Crispin received a life-saving award.
 - Officers have conducted several pedestrian crossing details in the borough to make crossing the road safer for everyone.
 - We changed the way in which we document our calls for service to better reflect the things that we commonly do during each shift that is often not able to be analyzed due to a lack of documentation. These things include those that are a normal part of an officer's day that are not normally called into dispatch. With so many new officers, we are getting them into the habit of better documenting these things so that it can be better seen what they do every day.



Incidents Summary List

Reporting Period : 11/01/2023 - 11/30/2023

	Mantua Police Department	Total
A CO Alarm	1	1
Abdominal Pain	1	1
Added Patrol	48	48
Administrative	1	1
Assault	1	1
Bleeding	1	1
Burglar Alarm Activation	4	4
Child Custody Exchange	3	3
Damage to Property	1	1
Dispute	1	1
Disturbance	1	1
Dwelling Fire	1	1
Fall Victim	5	5
Fraud Complaint	1	1
Fumes Interior	2	2
Harassment	2	2
Hazardous Road Condition	1	1
Hit And Run	1	1
Investigation	1	1
Lock Out	2	2
Medical Alarm	1	1
Medical Emergency	2	2
Motor Vehicle Crash	1	1
Motor Vehicle Stop	21	21
Noise Complaint	2	2
Notification/Informational	4	4
Parking Enforcement	1	1
Poisoning	1	1
Property Check	68	68
Public Assist	1	1
Radar Enforcement	9	9
Respiratory Emergency	1	1
School Crossing	2	2
Speak To Officer	3	3
Suspicious Incident	2	2
Suspicious Motor Vehicle	1	1
Suspicious Person	2	2
Temporary/Final Restraining Or	1	1
Traffic Detail	8	8
Training	1	1
Unconscious Person	1	1
Vehicle Restriction Complaint	1	1
Well Being Check	2	2
Total	215	215



Mantua Township Police
 405 Main Street
 Mantua New Jersey 08051
 (856) 468-1920

Incidents Summary List

Printed On: 12/14/23 11:21

Reporting Period : 01/01/2023 - 11/30/2023

	Mantua Police Department	Total
911 Hang Up	3	3
911 Miss Dial	5	5
911 Open Line	5	5
A CO Alarm	4	4
Abandoned Vehicle	3	3
Abdominal Pain	4	4
Added Patrol	423	423
Administrative	3	3
Allergic Reaction	1	1
Animal Complaint	42	42
Assault	2	2
Assist Other Agency	6	6
Bedding	3	3
Burglar Alarm Activation	47	47
Burglary, Entering	2	2
Cardiac Emergency	10	10
Child Custody Exchange	5	5
Community Policing	27	27
Criminal Mischief Complaint	8	8
Damage to Property	6	6
Diabetic Emergency	2	2
Disabled Motor Vehicle	2	2
Disorderly Conduct	1	1
Dispute	13	13
Disturbance	1	1
Domestic	15	15
Down/Arcing Wires	1	1
Dwelling Fire	1	1
Escort	3	3
Fall Victim	44	44
Fight	1	1
Fire Alarm System	13	13
Fireworks Complaint	3	3
Follow Up	20	20
Foot Patrol	2	2
Found Item	5	5
Fraud Complaint	10	10
Fumes Exterior	7	7



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Incidents Summary List

Printed On: 12/14/23 11:21

Reporting Period : 01/01/2023 - 11/30/2023

	Mantua Police Department	Total
Fumes Interior	8	8
General	20	20
Harassment	7	7
Hazardous Road Condition	11	11
Hit And Run	6	6
House Check	7	7
Illegal Dumping	2	2
Intoxicated Person	2	2
Investigation	7	7
Juvenile Complaint	16	16
Law Enforcement Against Drugs	1	1
Local Ordinance	1	1
Lock Out	6	6
Lost Item	2	2
Medical Alarm	1	1
Medical Emergency	25	25
Missing Person	3	3
Motor Vehicle Complaint	18	18
Motor Vehicle Crash	19	19
Motor Vehicle Stop	192	192
Narcotics	2	2
Neighbor Complaint	7	7
Noise Complaint	15	15
Notification/Informational	27	27
Overdose	5	5
Panic Alarm	3	3
Parking Enforcement	13	13
Pedestrian MVC	1	1
Pedestrian Stop	2	2
Poisoning	1	1
Process Service	1	1
Property Check	311	311
Psychiatric Emergency	3	3
Public Assist	10	10
Radar Enforcement	134	134
Radar Trailer Deployment	11	11
Respiratory Emergency	8	8
Rubbish Fire	1	1



Mantua Township Police
405 Main Street
Mantua New Jersey 08051
(856) 468-1920

Incidents Summary List

Printed On: 12/14/23 11:21

Reporting Period : 01/01/2023 - 11/30/2023

	Mantua Police Department	Total
School Crossing	17	17
Seizures	3	3
Sex Offense	1	1
Sick Person	1	1
Solicitation	4	4
Speak To Officer	31	31
Special Detail	11	11
Stolen Vehicle	4	4
Stroke	4	4
Suicide, Suicidal Subject	1	1
Suspicious Incident	18	18
Suspicious Motor Vehicle	42	42
Suspicious Person	23	23
Temporary/Final Restraining Or	5	5
Terroristic Threats	5	5
Theft	18	18
Traffic Detail	27	27
Training	1	1
Trespassing	1	1
Unconscious Person	13	13
Unknown Medical Emergency	1	1
Unwanted Person	4	4
Warrant	3	3
Water Restriction Complaint	3	3
Well Being Check	31	31
Total	1934	1934



Start: 2023-11-01

End: 2023-12-12

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

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

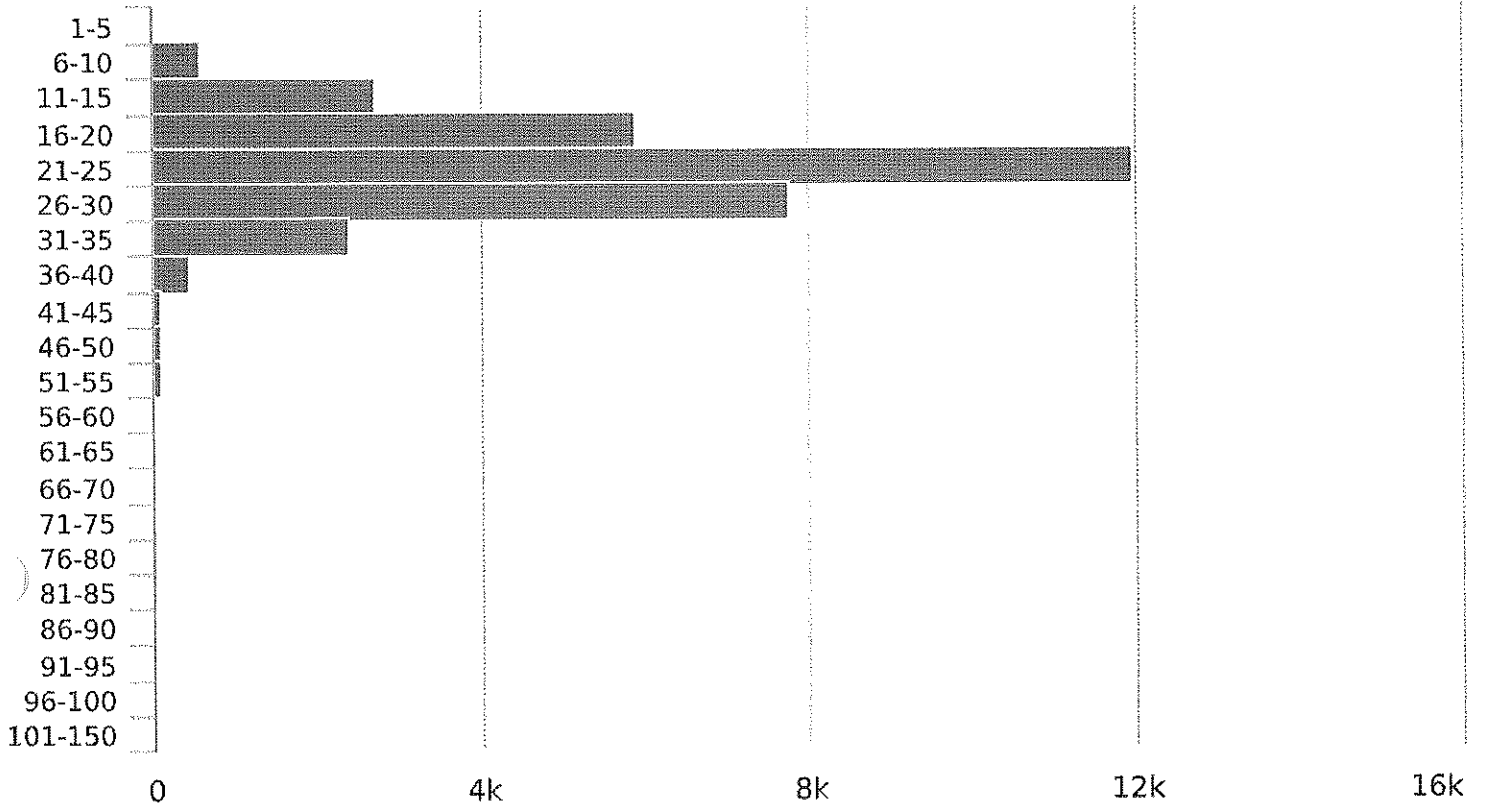
Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	2	23	25	50	37	12	5	2	0	0	0	0	0	0	0	0	0	0	0	0	23.3	156
1:00	0	2	11	14	19	22	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0	23.1	77
2:00	0	0	7	9	17	10	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	23.2	51
3:00	0	1	4	4	9	14	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	25.4	40
4:00	0	1	4	8	15	10	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.8	39
5:00	0	6	18	41	93	55	14	4	0	0	0	0	0	0	0	0	0	0	0	0	0	23.0	231
6:00	0	12	53	144	294	236	59	11	2	0	0	0	0	0	0	0	0	0	0	0	0	23.6	811
7:00	0	24	110	253	635	538	147	18	3	0	0	0	0	0	0	0	0	0	0	0	0	24.0	1728
8:00	0	25	154	332	716	482	166	31	5	2	0	0	0	0	0	0	0	0	0	0	0	23.6	1913
9:00	0	47	164	364	865	490	130	40	5	0	0	0	0	0	0	0	0	0	0	0	0	23.1	2105
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13:00	0	53	243	440	950	623	181	33	4	0	0	0	0	0	0	0	0	0	0	0	0	23.1	2527
14:00	0	41	194	446	888	581	156	14	4	2	0	0	0	0	0	0	0	0	0	0	0	23.0	2326
15:00	0	40	192	411	919	663	230	49	5	0	0	0	0	0	0	0	0	0	0	0	0	23.7	2509
16:00	0	46	214	466	999	615	238	41	6	1	0	0	0	0	0	0	0	0	0	0	0	23.4	2626
17:00	0	39	213	511	932	545	194	26	11	4	1	0	0	0	0	0	0	0	0	0	0	23.1	2476
18:00	0	38	168	366	704	410	136	29	9	0	0	0	0	0	0	0	0	0	0	0	0	23.0	1860
19:00	0	30	135	310	488	283	83	21	5	0	0	0	0	0	0	0	0	0	0	0	0	22.6	1355
20:00	0	27	102	264	343	199	66	15	5	1	0	0	0	0	0	0	0	0	0	0	0	22.3	1012
21:00	0	19	74	161	201	124	40	6	1	2	1	0	0	0	0	0	0	0	0	0	0	22.1	629
22:00	0	6	35	77	127	96	28	8	0	0	0	0	0	0	0	0	0	0	0	0	0	23.3	377
23:00	0	4	16	54	75	67	30	5	1	0	0	0	0	0	0	0	0	0	0	0	0	23.9	252
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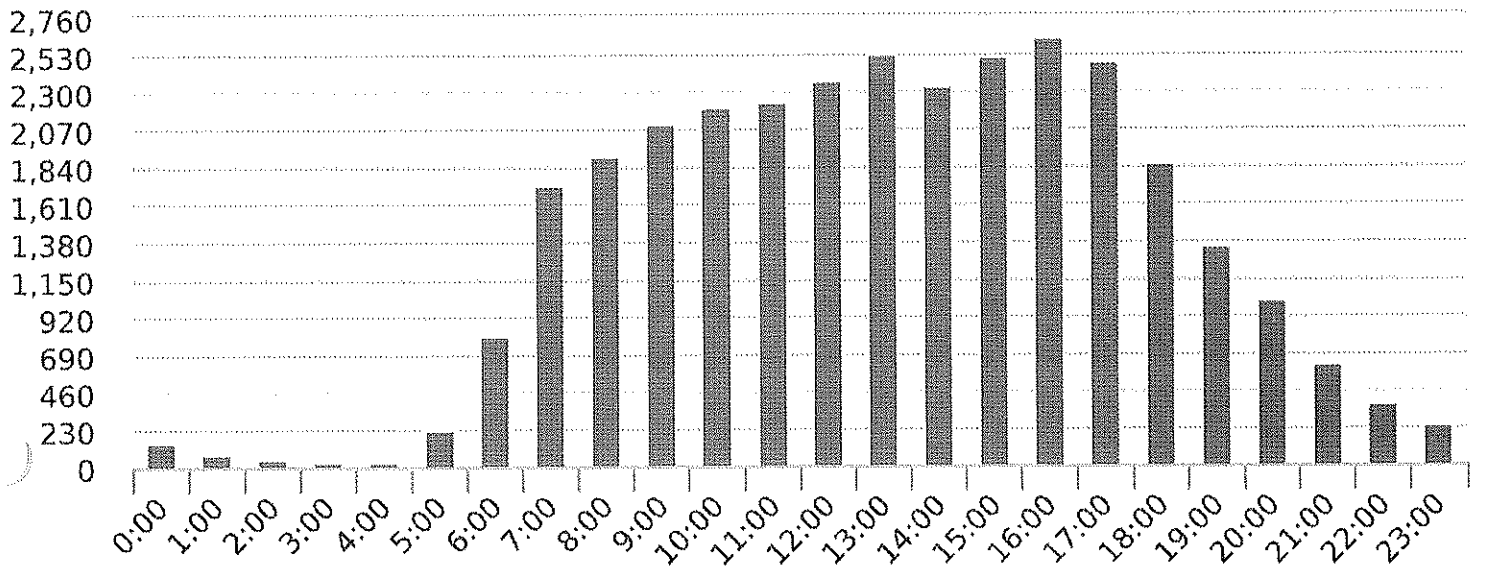
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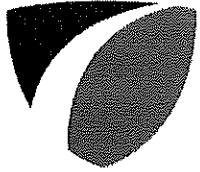
Speed Bins: Size 5, Range 1 to 150
Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2023-12-05

End: 2023-12-11

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 7

Speed Limit: 25

Average Speed: 23.27

50th Percentile Speed: 23.28

85th Percentile Speed: 28.78

Pace Speed Range: 19-29

Minimum Speed: 10

Maximum Speed: 45

Display Mode: Unknown

Average Volume per Day: 788.4

Total Volume: 5519



Start: 2023-12-05

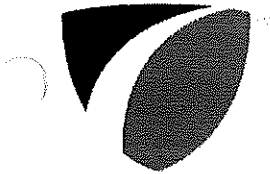
End: 2023-12-11

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	1	0	1	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23.1	9
1:00	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.3	3
2:00	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27.7	3
3:00	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	34.0	2
4:00	0	0	0	0	1	6	4	1	0	1	0	0	0	0	0	0	0	0	0	0	0	31.9	13
5:00	0	0	1	1	6	9	20	7	4	2	0	0	0	0	0	0	0	0	0	0	0	32.5	50
6:00	0	0	2	1	7	18	30	16	4	2	0	0	0	0	0	0	0	0	0	0	0	32.4	80
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8:00	0	0	5	14	23	55	86	43	4	0	0	0	0	0	0	0	0	0	0	0	0	30.6	230
9:00	0	1	14	15	25	43	61	19	4	2	1	0	0	0	0	0	0	0	0	0	0	28.6	185
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14:00	0	6	17	27	36	59	71	29	5	0	0	0	0	0	0	0	0	0	0	0	0	27.6	250
15:00	0	3	14	28	33	74	62	29	5	0	0	0	0	0	0	0	0	0	0	0	0	27.8	248
16:00	0	1	15	26	41	90	92	27	7	1	0	1	0	0	0	0	0	0	0	0	0	28.6	301
17:00	0	0	16	15	50	71	60	16	0	0	0	0	0	0	0	0	0	0	0	0	0	27.2	228
18:00	0	3	15	13	38	47	57	19	5	1	1	0	0	0	0	0	0	0	0	0	0	28.1	199
19:00	0	0	6	16	29	45	35	10	1	0	0	0	0	0	0	0	0	0	0	0	0	27.3	142
20:00	0	5	7	11	12	21	29	5	0	1	0	0	0	0	0	0	0	0	0	0	0	26.5	91
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23:00	0	0	3	0	3	7	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.4	17
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Start: 2023-12-05

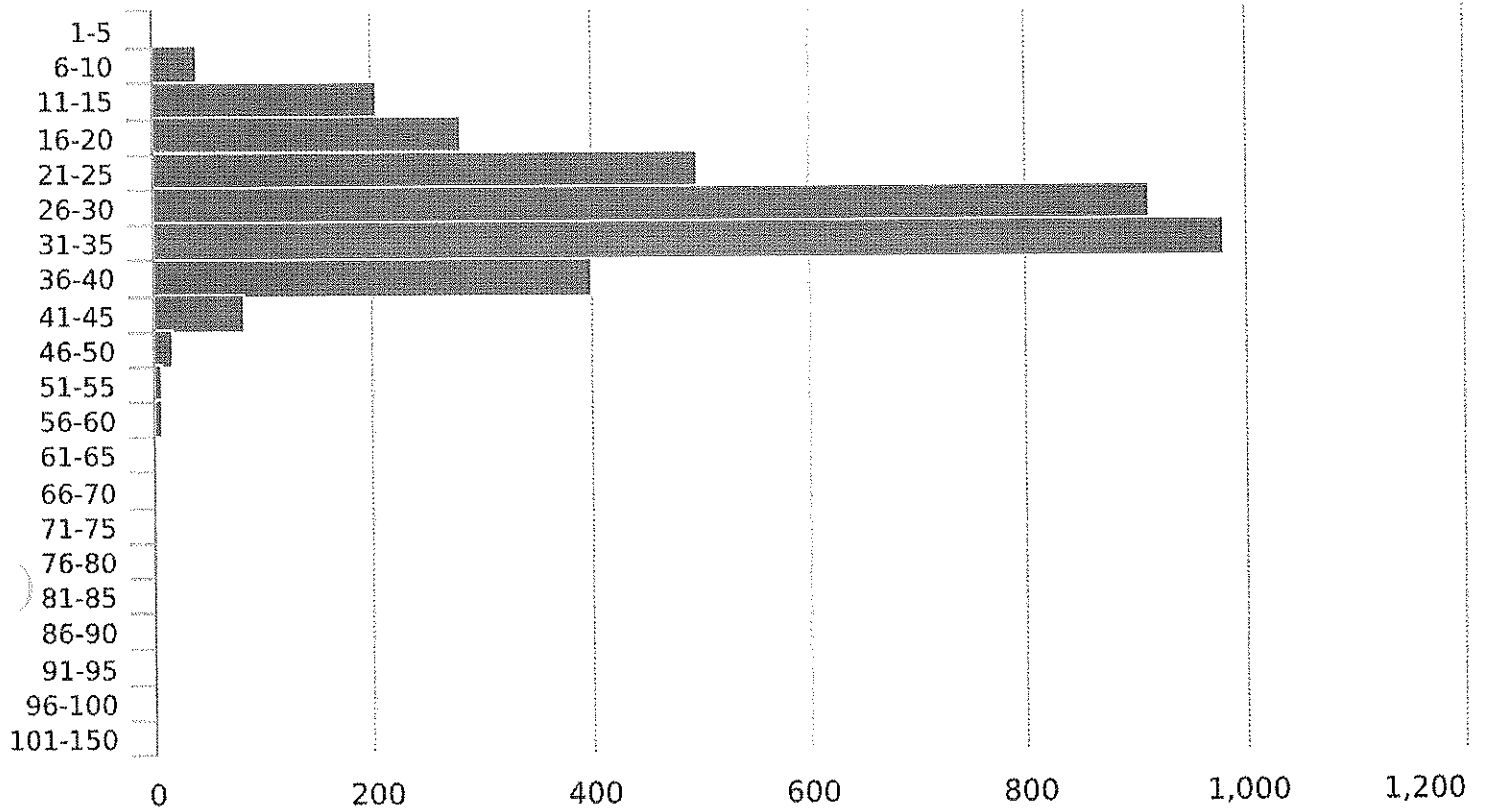
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Times: 0:00:00-23:59:59

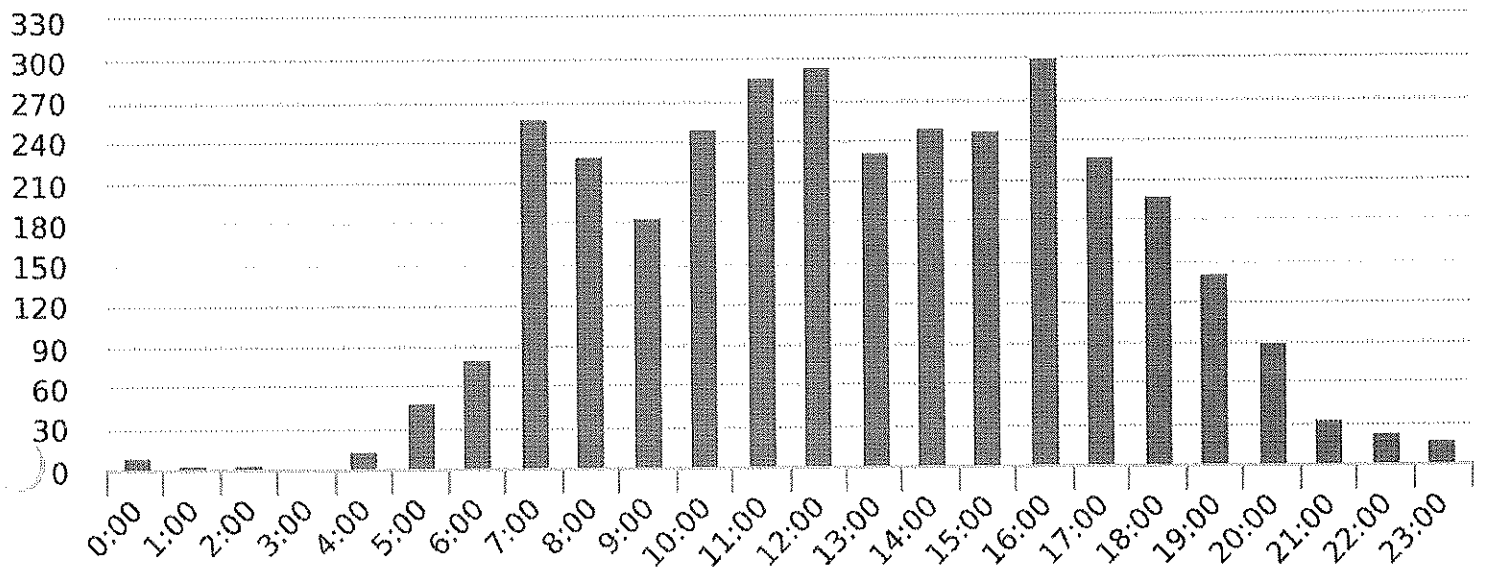
Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time



Start: 2023-12-05

End: 2023-12-11

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 7

Speed Limit: 25

Average Speed: 28.38

50th Percentile Speed: 29.03

85th Percentile Speed: 34.76

Pace Speed Range: 25-35

Minimum Speed: 10

Maximum Speed: 58

Display Mode: Unknown

Average Volume per Day: 489.4

Total Volume: 3426



Start: 2023-12-05

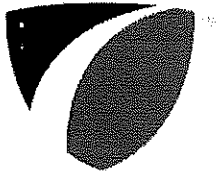
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Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

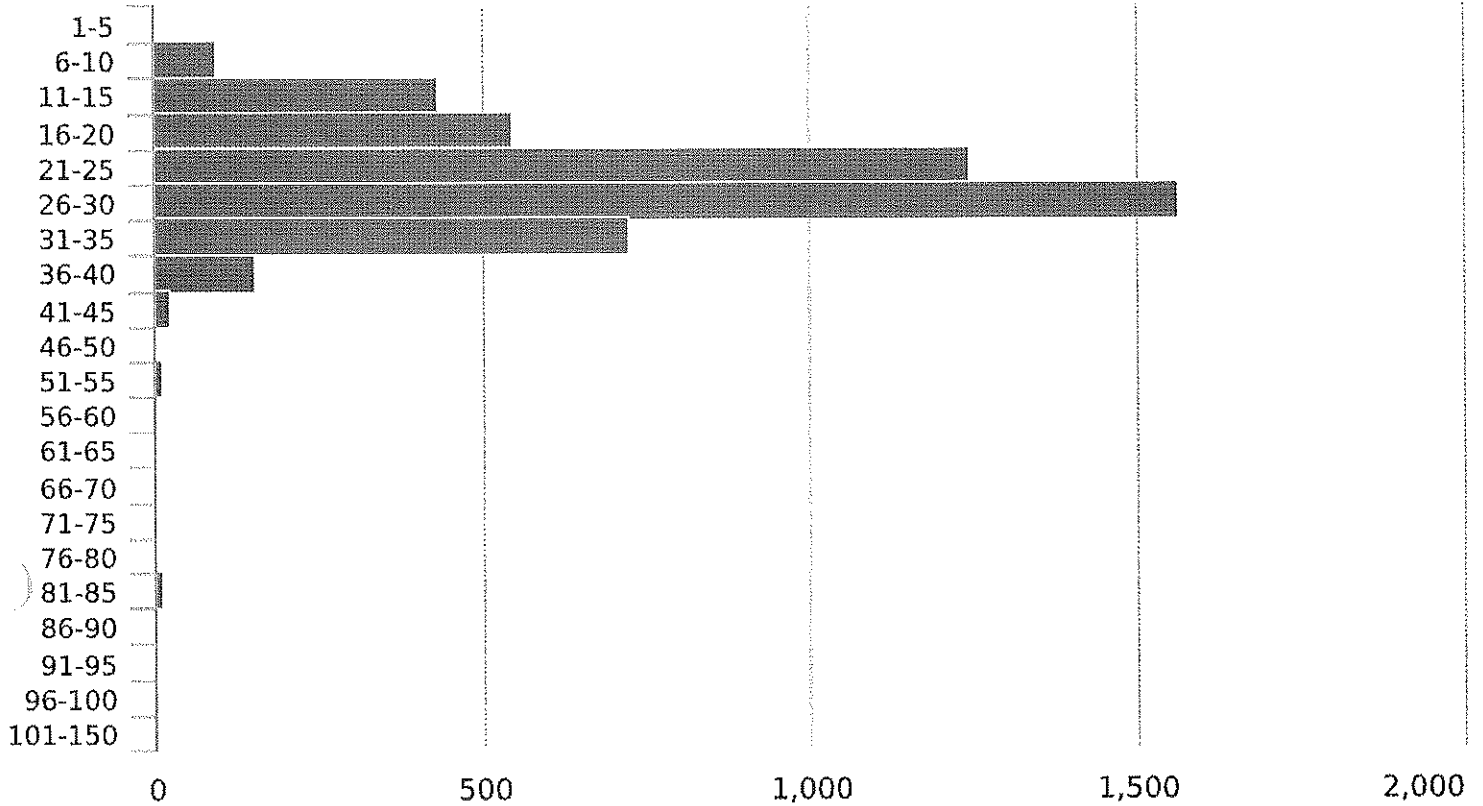
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0:00	0	0	2	2	8	9	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	26.1	27
1:00	0	1	0	3	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.7	9
2:00	0	0	2	3	2	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22.2	13
3:00	0	0	0	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	31.5	4
4:00	0	0	1	0	4	10	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27.3	19
5:00	0	0	0	2	14	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.3	30
6:00	0	0	10	9	19	12	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	22.4	54
7:00	0	2	18	26	33	40	23	6	0	0	0	0	0	0	0	0	0	0	0	0	0	24.4	148
8:00	0	9	31	29	53	88	32	12	1	0	0	0	0	0	0	0	0	0	0	0	0	24.6	255
9:00	0	5	25	26	74	91	50	7	1	0	0	0	0	0	0	0	0	0	0	0	0	25.2	279
10:00	0	7	30	40	86	96	53	10	1	0	0	0	0	0	0	0	0	0	0	0	0	24.8	323
11:00	0	10	30	36	73	113	44	15	1	0	0	0	0	0	0	0	0	0	0	0	0	24.9	322
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13:00	0	9	45	50	91	107	57	12	2	0	0	0	0	0	0	0	0	0	0	0	0	24.4	373
14:00	0	6	25	33	102	143	78	14	0	0	0	0	0	0	0	0	1	0	0	0	0	26.3	402
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18:00	0	6	32	32	98	102	28	4	1	0	0	0	0	0	0	0	0	0	0	0	0	24.2	303
19:00	0	6	21	30	69	79	31	4	0	0	0	0	0	0	0	0	0	0	0	0	0	24.4	240
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21:00	0	2	7	4	30	31	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24.7	81
22:00	0	0	4	10	20	16	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23.9	54
23:00	0	0	6	6	10	13	8	3	1	0	0	0	0	0	0	0	0	0	0	0	0	25.7	47
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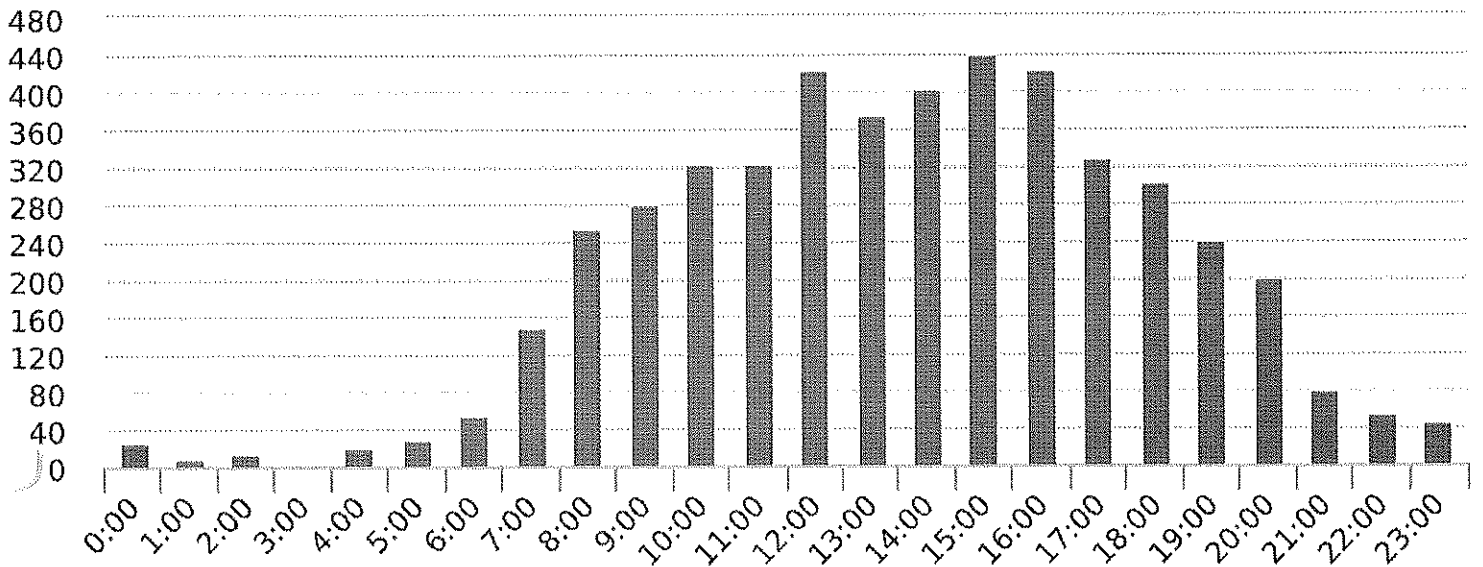
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End: 2023-12-11
Times: 0:00:00-23:59:59

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

Total Volume by Speed Distribution



Volume over Time



Start: 2023-12-05

End: 2023-12-11

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

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 7

Speed Limit: 25

Average Speed: 25.02

50th Percentile Speed: 25.47

85th Percentile Speed: 30.85

Pace Speed Range: 21-31

Minimum Speed: 10

Maximum Speed: 84

Display Mode: Unknown

Average Volume per Day: 684.9

Total Volume: 4794



**BOROUGH OF
WENONAH**
NEW JERSEY

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

Committee Chair: Jaclyn Graves

Committee Members: Jeanne Grigri & Susan Mayer

Report for Dec 14, 2023

Resolutions

- 2023-87 Authorizing the Tax Collector to transfer or refund overpayment of taxes
- 2023-88 Authorizing the Tax Collector to cancel tax overpayment or delinquencies less than \$5.00
- 2023-89 Authorizing the transfer of budget appropriations (from other expenses to Social Security)

Respectfully submitted,

Jaclyn Graves, chair
jgraves@boroughofwenonah.com

Current Taxes	November	2023 To Date
Prepaid Taxes / 2024	6,657.25	38,192.84
2023 Taxes	1,580,058.15	8,998,177.06
2022 Taxes	0.00	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	814.72	18,920.66
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	1,587,530.12	9,146,030.66


 Kim M Jaworski
 Tax Collector

Percentage of Collection at November 30, 2023	98.80%
Percentage of Collection at November 30, 2022	98.53%

**Public Programs Committee Report
Public Meeting December 14th, 2023
Jeanne Grigri: Chair
Jonathan Barbato, Anthony Fini**

Year-end summary:

This was a new committee with a new council member as chair. Primary goals for 2023 were to **1.** update and streamline operations related to the Wenonah Lake Summer Swim Program **2.** to work to improve relationships and communication with community volunteer organizations and **3.** to grow activities/projects under the umbrella of Mayors Wellness Campaign as well as Green Team to earn eligibility for state-funded grants to benefit our community and improve quality of life for our residents.

2023 Accomplishments:

- Wenonah Lake Summer Swim memberships were made available online, increasing membership overall.
- Signage regarding use of the property was updated.
- Worked closely with the Personnel Committee and program managers to pare down and update informational flyers, seasonal hours, rules and guidelines for employees, members, and visitors alike.
- Personally, attended several meetings and/or activities for numerous community volunteer groups to get to know members and group goals.
- Working with the Mayor on clarifying and streamlining rules surrounding use of borough owned spaces for organized events/activities by community groups.
- Achieved two specific Mayors Wellness events on the topic of mental health. Four on the calendar for 2024.

<i>Programs/Events/Activities/Organizations</i>	<i>Past Month</i>	<i>In progress/ ongoing/ upcoming</i>
<i>Mayor's Wellness Campaign</i>	<i>Nutrition workshop in the works for January. Bike safety education</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>Participating groups received \$340 each. The Clean Communities Program was created in 1986 with funding from taxes levied on the sale of litter generating products. Twenty-one Counties and five hundred fifty-nine municipalities are eligible to receive funding.</i>	<i>For next Spring: Could use more garden gloves to share out with participants.</i>
<i>Holiday Bike Ride</i>	<i>Monday, December 18th, 7pm</i>	
<i>Thanks</i>	<i>WCW - Holiday Market Turkey trot, Caroling</i>	

2023 Lake Park Renovation Committee – December report

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

Goals for 2023:

- Grants and funding:
 - Identify and submit for State, County or other public funding.
 - Consider ways for independent and volunteer group fundraising to meet overall renovation plans.
- Mission, goals, and engagement
 - With Advisory Members, develop a mission statement and guiding principles for the lake park and the renovation.
 - Create a high-level timeline to understand the overall scope of the project.
 - Develop a communication plan to inform both residents and swim season members of both fundraising opportunities and timing of renovations.

	Plan (see 1,2,3 members above)	Accomplishments
Q1	Organize materials and submit for the 2023 grant (1,3) Convene advisory members, starting in February, to finalize mission and high-level goals for renovation (1,2)	<p>January:</p> <ul style="list-style-type: none"> • Created mission, vision, and guiding principles; created timeline for overall project. • Identified County CARES Act grant due 1/31 which would be a better fit than the State program for the ADA improvements. • Will submit for County grant but not the State grant since the State grant would be for playground equipment and we won't have a Master Plan until Q2 • Shared an update at the January WLA meeting. <p>February:</p> <ul style="list-style-type: none"> • Dave Kreck led the effort to submit the 1/27 County grant submission. Awaiting decision which may happen as early as the end of February. (No decision as of 2/19) • Dave has secured the services of a Planner. See the separate planned timeline for more information on anticipated schedule. • Set the 4th Wednesday of each month as the meeting date for this committee. • The Environmental Commission representative on this committee switched from Julia Horn to Dave Coates. • Plan for the February meeting is to agree on the guiding principles and create a priority list for the Planner. <p>March: Guiding Principles and priority list were created after a brainstorming session at the February meeting. Information was shared with Terry Coombs, the planner from Dave's office. Terry toured the property twice and met with Brian to better understand the mitigation in place for the high water on the property. Plan is for Terry to share a draft Master Plan at the March Committee meeting.</p>
Q2	Create an action plan based on grant funding (1,3)	<p>April: Reviewed the draft Master Plan with the Advisory members at the March meeting. General consensus was that the plan reflected the guiding principles and community interests. One additional question was taken back to Terry asking if a double pickleball court would fit. That option will be reviewed with the committee at the April meeting. The ADA</p>

	<p>DELAYED: Develop a Master Plan (1,2,3)</p>	<p>grant may require an additional step of either conducting a bat study or delaying construction until September. For now the Advisory members of the committee will hold off on any further discussions while the professional and staff members work through the details of the ADA grant. The overall timeline is being revised to delay engaging the public beyond general communication.</p> <p>May: Community members of the committee are taking a break from activities so we have time to work through the details of the ADA grant. Waiting for the county to provide a new contract which will allow the ADA work to begin in October. An overview of the project will be posted at the Lake Park once the swimming season starts.</p> <p>June: No contract yet from the County</p>
Q3	<p>Implement ADA improvements, Revise project plan (1,3)</p>	<p>July: No contract yet from the County.</p> <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> <p>December: Work began December 11th with signage from the County installed the week prior.</p>

2023 Lake Park Renovation Committee – Year End 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.

2023 Summary:

- The first part of the year saw the development of a mission, vision, and guiding principles which were used to create a draft Master Plan and to submit for and CARES Act CDBG grant administered by the County.
- Residents and swim season members were updated via the Newsletter and with in-season updates on the bulletin board at the Lake Park.
- Due to the delays in implementing this first grant, efforts to finalize the Master Plan and begin any fundraising were delayed. The original timeline estimated this as a four-to-five-year project which still seems reasonable.
- The bulk of the year's activities focused on submitting the grant application and then managing the process once the grant was awarded. See the monthly Engineer's reports for more information on the challenges we faced and resolutions taken. The work for this grant finally started the middle of December, 2023, and the work is anticipated to be completed in February.
- For 2024, the Chairs and Professional staff members, working with the Mayor, will revise the timeline and focus for the overall renovation of this property. Considerations for the revised timeline include the guiding principles established in 2023, necessary infrastructure improvements, playground safety needs, potential grants, and best ways to engage established community groups and Commissions (Environment and Shade Tree).

Cases

NOV 2023

Prop. Maint.

Case Assignee
All

Violations
All

Case Status
All

Created
11/01/2023-12/01/2023

Inspection Assignee
All

Next Scheduled Inspection
Anytime

8 cases

Case Number	Violation Type	Violations	Location	Assignee	Status
CE-23-693		24-5.F (Bulk Waste) Wen	201 East Willow Street, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-689		Miscellaneous Issue (No Violation)	208 North West Avenue, Wenonah, NJ 08090	Graham Land	Open No Notice
CE-23-684		24-5.F (Bulk Waste) Wen	Wenonah Boro, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-671		Signs-Placement/illegal	Wenonah Boro, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-666		24-5.F (Bulk Waste) Wen	102 West Mantua Avenue, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-665		24-5. Garbage, Refuse & Waste. General Provisions. Placement (Wen)	104 North West Avenue, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-664		24-5.F (Bulk Waste) Wen	12 South Lincoln Avenue, Wenonah, NJ 08090	Graham Land	Closed Voluntary
CE-23-659		Miscellaneous Issue (No Violation)	106 South Lincoln Avenue, Wenonah, NJ 08090	Graham Land	Closed Voluntary



December 05, 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 – December 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 November and first week of December 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:

Representatives of SCE, the Borough, the contractor (US Tank) and the coating manufacturer (Induron Protective Coatings) met on site at the tank on November 15, 2023 to inspect the interior coating constructed by US Tank in late 2021/early 2022. The interior coating was observed to be failing in the submitted one-year anniversary inspection report and video. The Borough had isolated the tank from service and drained the tank as required to observe the interior. US Tank coordinated and supplied a temporary pressurized water supply system to maintain pressure in the water distribution system while the tank is out of service.

Following the inspection, Induron submitted a report of their findings on November 21, 2023. Per the report, approximately 25-30% of the interior coating did not properly cure. The manufacturer's report recommended removal of the failed coating until tightly adherent coating remains, prepare the exposed surfaces and recoat per the original specifications. SCE concurs with the manufacturer's recommendations for repairs. The manufacturer will warranty the entire interior coating of the tank (remaining original coating and new coating at repaired areas) for one-year from completion of the repairs. US Tank to perform a one-year anniversary inspection of the repairs in early 2024.



US Tank began removal of failed coating the week of November 20, 2023 with preparation and priming of the surface immediately following. Application of the interior coating is scheduled for the week of December 4, 2023. SCE has been providing part-time construction observation at critical milestones and activities. The services provided by SCE during the repairs will be paid from an escrow account established by US Tank. After proper cure time of the coating, the tank can be filled and tested for water quality. Upon receipt of passing water quality results, the tank can be returned to service.

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 with the contractor/Borough during this period which included draft invoicing review, remaining lining locations coordination comments and preparation of contract close out documents.

SCE's other tasks performed during this period include direct coordination with the contractor regarding testing documentation, CCTV pre/post sharefile compilation 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 sewer AMP is in the process of being updated for finalization to reflect the recently completed sewer rehabilitation efforts (SCE Project R11851.021 as described above). SCE will deliver the completed report in January 2024.

Should you have any questions or concerns regarding this Monthly Report, please do not hesitate to contact our office. Thank you.

Very truly yours,
SUBURBAN CONSULTING ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'RE Wells', written over a horizontal line.

Robert E. Wells, PE
Technical Manager



THE PETTIT GROUP, LLC
Engineering • Architecture • Planning

VIA E-MAIL ONLY

December 13, 2023

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

**RE: Monthly Engineering Report
Borough of Wenonah
Public Meeting: Thursday December 14, 2023
Project Number WNOE012S**

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

I. CONSTRUCTION PROJECTS:

2022 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. The Final Grant Reimbursement for Lenape Trail, in the amount of \$66,250, was deposited into the Borough's account on November 16th.

II. GENERAL MUNICIPAL ENGINEERING:

2023 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. The Contractor is addressing the non-compliant construction in both Jefferson Avenue and Clinton Avenue, which consists 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 on Jefferson Avenue and the replacement of the adjacent curbing.

The Contractor has agreed to reimburse the Borough for the required Engineering fees pursuant to the completion of this corrective work.

2. The NJDOT has agreed that the non-compliant roadway cross slopes will not require the re-paving of the N. Clinton and N. Jefferson Avenue roadways. However, NJDOT is requiring that our office prepare Post-construction Design Exception Reports for purposes of documenting the non-compliant roadway cross slopes.

- A. The submission of the abovementioned Design Exception Reports shall secure the Borough's eligibility to receive NJDOT Grant Reimbursement.
 - B. The Contractor has committed to reimbursing the Borough for the Surveying and Engineering fees that were expended as a result of the non-compliant construction.
3. In light of the above, our office has prepared and forwarded the following documents to the Borough for approval:
- A. Partial Payment Certificate #5 (Final), in the amount of \$423,809.13.
 - B. NJDOT Change Order #1 (N Clinton)
 - C. NJDOT Change Order #2 (N Jefferson)
 - D. Borough Change Order #1(Final)

As a result of all project Change Orders, it should be noted that the original contract amount of \$1,274,013.13 has been decreased by \$88,870.67 (7±%). Therefore, the final contract amount is \$1,185,142.46. The decrease being primarily attributed to a savings of over \$95,000 for the water service replacement in Jefferson Avenue, which was found not to be necessary based upon the composition of the existing water services.

Should the Change Orders listed above be found satisfactory, we recommend that Council adopt the appropriate Resolutions approving of the abovementioned Change Orders and consequently authorize Partial Payment #5. However, we ask that the check not be distributed to the Contractor until the corrective work in both N. Clinton Avenue and N. Jefferson Avenue is complete.

4. Now that a Final Contract Amount has been determined, our office shall prepare and forward the final Contract Closeout Documents and request for 2 Year Maintenance Bond to the Contractor in anticipation of a final contract payment in January 2024.

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. Our office, in conjunction with the Public Works Department, will be performing an assessment of the required utility improvements within the project limits and will subsequently prepare a preliminary utility design and cost estimate.

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.

2025 INFRASTRUCTURE IMPROVEMENT PROJECT:

1. Now that \$316,851 in NJDOT Municipal Aid funding for North Clinton Avenue has been secured, our office will work with the Public Works Committee on the identification of additional roadways that could potentially be included in the 2025 construction contract
 - A. Due to the potential 2025 utility improvements for the replacement of both the Mantua Avenue Pump Station and Water Well #1, combined with the potential NJDOT Local Aid Infrastructure project for Maple Street, it was decided that the selection of additional roadways be the subject of a future budget meeting.

2023 NJDOT LOCAL AID INFRASTRUCTURE PROGRAM (MAPLE STREET)

1. No Change Since Last Report.

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
 - E. West Cedar Street, from Southwest Avenue to Dead End west of Jefferson Avenue
2. Utility investigations shall also be completed to assist in the evaluation, prioritization, and development of the scope of work for each roadway.
3. Our office will be meeting with the Public Works Department to inspect the condition of the Borough Roadways and subsequently update the list of local roadways in need of improvements
4. A potential project that would entail the crack sealing of recently paved roadways for preservation purposes was discussed at the November 30, 2023 Public Works Meeting. Our office will review the scope and feasibility of the project with a local contractor for cost estimating purposes.



JOHN AND KATHY HOWARD PARK AT WENONAH LAKE:

1. The Contractor's Performance Bonds and Insurance Certificates have been approved by the Borough Solicitor and the Contracts have been executed. Consequently, the Bid Documents for the 2nd and 3rd low bidders have been returned.
2. The Notice to Proceed was issued for December 4th, construction began on December 11th and is currently underway. All construction is expected to be completed by mid-January 2024.
 - A. Signage has been installed indicating that John and Kathy Howard Park has been shut down for the duration of the construction project.
3. Upon review of the shop drawings for the touchless bathroom facilities, it was discovered that the Borough's existing water service is not adequately sized to provide the flow rate and volume of water required for their proper operation and therefore, considerations are being made for a Change Order for the installation of a Potable Water Booster Pump.
 - A. A field meeting is scheduled for Thursday December 14th to evaluate the Change Order described above and to identify the necessary scope of work, which will most likely entail modifications to the existing electrical system.
 - B. Pursuant to the above, our office will prepare the necessary Permit Drawing to accompany the Contractor's Building Permit Applications
4. The Plumbing Subcontractor has 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.
5. The County has indicated that additional funding can be made 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. It is our understanding that the re-allocation of funds will most likely be on the County Commissioner's December 20th Meeting Agenda for approval.
6. We will coordinate the purchase of the basketball backboards and accessible picnic benches with the Borough Clerk, Public Works Supervisor, and the CDBG Office.
7. 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. Public Works has notified our office that the Mantua Avenue Pump Station has been experiencing issues and considerations should be made for its possible replacement and/or upgrade in the Year 2025 to an above-ground pump station.
 - A. The project would also entail the extension of a new sanitary sewer force main from the Lenape Pump Station which would allow for the abandonment of the existing cast iron force main that runs through the Conservation Lands.
 - B. It is recommended that a sewer bypass system be incorporated into the scope of the project to facilitate future pump station maintenance.
 - C. It is further recommended that the scope of the Mantua Avenue Pump Station project include the installation of a communication system for all Borough Pump Stations for purposes of facilitating maintenance activities and emergency responses.
2. As a result of the success of the sanitary sewer lining project in preventing infiltration of groundwater, considerations should be made for the possible lining of the sanitary sewer interceptor manholes located in the southwest quadrant of the Borough.
3. 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.
4. 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.



GLOUCESTER COUNTY UTILITIES AUTHORITY (GCUA)

1. As a result of the recent sanitary sewer lining project, the Borough has already experienced a reduction in the sanitary sewer flow rates and volumes to the GCUA system.

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).
2. The replacement of Well #1 was discussed during the November 30, 2023 Public Works Meeting and, based upon its condition, it was determined that a project for the replacement of Well #1 should be planned for construction in the Year 2025.
 - A. For cost savings purposes, considerations should be made for combining the Well #1 Replacement project with the project for the upgrade of the Mantua Avenue Pump Station.

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 temporary repair has been completed to address a sinkhole that formed atop the existing storm sewer pipe located at E. Pine Street and S. Clinton Avenue. It is suspected that a portion of the storm sewer pipe may need to be replaced.



2. A temporary repair has been completed to address a sinkhole that formed atop the existing storm sewer pipe located at the northeast corner of Maple Street and Northwest Avenue. 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 partially filled with debris but currently functioning. Therefore, we will continue to monitor the condition of the pipe with the cooperation of the Public Works Department.

NJPDES STORMWATER DISCHARGE PERMIT (MS4)

1. Our office shall complete the updates to the Borough's 2023 Stormwater Pollution Prevention Program (SPPP) in preparation for the filing of the 2023 Annual Report
 - A. A meeting to review the 2023 Maintenance Manual with the Public Works Department shall be scheduled for the month of January.
 - B. As required by the MS4 Permit, a copy of the completed 2023 Stormwater Pollution Prevention Program (SPPP) shall be forwarded to the Borough for website posting.
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 has delayed the requirement for adoption of the Salt Storage Ordinance and Tree Removal/Replacement Ordinance to May 1, 2024.
4. 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.
5. In preparation for the completion of the Borough's MS4 Map, we have prepared a geo-referenced CAD file that to date includes the Borough wide inlets, outfalls, stormwater easements, surface conveyance facilities, and boundaries of the Library Rain Garden and Public Works Maintenance Yards.
 - A. Additional mapping will be required for the stormwater manholes and pipes. We will solicit the assistance of the Public Works Department with documentation of these items.



- B. Once the geo-referenced CAD file is complete, the NJDEP will convert the CAD file into the Borough's ArcGIS Map. The MS4 Map must be completed and submitted to NJDEP by December 2025.
6. A field meeting with the Public Works Department is scheduled for Thursday December 14th for the purposes of performing a number of inspection and maintenance activities pursuant to the Borough's MS4 Permit for the Year 2023.

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. 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.
 - A. Our office will reach out to a local Pavement Striping and Marking Contractor to obtain a rough cost estimate for such work.



2. 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
December 13, 2023
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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)



**Borough of Wenonah
Collector's Annual Statement of Receipts and Disbursements
Year Ending December 31, 2023**

2023 TAX LEVY	2023 Tax	9,186,320.22
	Public Utility	0.00
	S.C./Dis/Vet Deductions	-17,000.00
	Added/Omitted	16,741.95
	Rollbacks	0.00
	Total Net Levy	9,186,062.17
2023 Tax Collected	9,032,300.99	
2022 Arrears-Transfer	0.00	
2023 Prepaid in 2022	74,782.37	
2023 NSF Reversals	0.00	
6% Year End Penalty	-2,498.58	
2022 Overpayments Transferred to 2023	3,458.98	
S.C./Disability/Vet Allowed	750.00	
S.C./Disability/Vet Disallowed	0.00	
2023 Tax Transferred to Tax Title Liens	0.00	
2023 Taxes Cancelled-Twp. Resolution	22778.69	
2023 Tax Overpayments Refunded to Taxpayer	-14,522.57	
20223 Tax Overpayments	0.00	
2023 Delinquent Taxes as of 12-31-23	67,766.39	
County Board Judgements	0.00	
State Tax Appeals	0.00	
Misc.	0.00	
Correct Billing	0.00	
Homestead Benefit	0.00	
TOTAL		<u>9,184,816.27</u>
Percentage of Collection for 2023- 99.04%		