

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**1. A.** The January 17th, 2018 West Deptford Township Committee Meeting was called to order by Lee Ann DeHart, RMC.

Adequate notice of this meeting has been given by notifying the South Jersey Times and the Courier Post, posting the meeting date on the official bulletin board of the Township, and filing written notice with the Township Clerk on January 04, 2018.

**B. PLEDGE OF ALLEGIANCE AND PRAYER** were recited.

**C. ROLL CALL:** Ms. Kerr, Deputy Mayor Mehaffey, Mr. Reid, Mr. Robinson and Mayor DiCarlo were in attendance for this meeting.

**2. A. TOWNSHIP CLERK CORRESPONDENCE:**

Application for Bingo License West Deptford Middle School PTO for February 9, 2018

Applications (3) for Raffle License West Deptford Middle School PTO for February 9, 2018

Application for ABC Permit, Thorofare Volunteer Fire Company No. 1 for February 24, 2018

Motion for the approval of actionable items and acceptance of the correspondence was made by Deputy Mayor Mehaffey seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**B. APPROVAL OF PREVIOUS WEST DEPTFORD TOWNSHIP COMMITTEE MEETING MINUTES:**

Motion to approve the December 20<sup>th</sup>, December 20<sup>th</sup>, 2017 Closed Session Township Committee minutes and the January 3<sup>rd</sup>, 2018, Reorganization meeting minutes made by Deputy Mayor Mehaffey seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**3. OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion to open the meeting to the public for agenda items only made by Deputy Mayor Mehaffey, Mr. Reid seconded his motion and the motion was approved by the entire Committee. As no one chose to address the Committee, Deputy Mayor Mehaffey motioned to close the meeting to the public, Mr. Reid seconded and his motion carried unanimously.

**4. SPECIAL PRESENTATIONS AND REPORTS:**

**A.** Proclamations – Congratulating the West Deptford High School Band on their 2017 Season, Congratulating Ryan Mailley on attaining the rank of Eagle Scout and Proclaiming February 2<sup>nd</sup> as National Wear Red Day.

Mayor DiCarlo, Assemblyman Adam Taliaferro and the Township Committee presented the Proclamations to the Band members and congratulated each member.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
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**January 17, 2018 7:30 P.M.**

**#2018-57 West Deptford High School Band**

Assemblyman Taliaferro and the Mayor and Township Committee took the opportunity to congratulate Ryan Mailley on attaining the rank of Eagle Scout and presented Ryan with Proclamations.

**#2018-58 Ryan Mailley**

The Municipal Clerk read the National Wear Red Day Proclamation.

**#2018-59 National Wear Red Day**

Motion to accept the Proclamations made by Deputy Mayor Mehaffey seconded by Mr. Reid and his motion carried unanimously.

**B. ENGINEER'S REPORT:** Mr. Edwin Steck submitted the January 11, 2018 Engineer's report.

**Water and Sewer Issues:**

**Westwood Court/Queen Street Sanitary Sewer:**

**No Change, Project remains on hold** - We have recommended that the section of sewer line crossing the stream be removed and replaced with a new pump station and force-main following the same general path but installed in more substantial conformance with NJDEP regulations.

We have prepared a NJEIT funding application to facilitate the permanent replacement of this old gravity pipe line with a pump station and force main.

This project has been scheduled to be possibly implemented in 2018 utilizing NJEIT Financing Program.

**Connection of Private Wells to Water System**

The Phase 2 contractor has completed all work. Change Orders and Payments have been approved. We are working with the NJDEP to finalize payment issues. **The NJDEP payment request is being delayed by a Plumbing Code issue that we are resolving with the contractor. He is now delayed by winter conditions.**

The list of properties with private wells that are to be connected to the municipal water system currently stands at 21 properties. (Officially 16 properties are listed on the State Contract). One new property was added on Jessup Road. These are wells which the NJDEP will fund based on the 10 PPT limits for PFNA's.

The Solicitor has been pursuing access agreements from these property owners to facilitate our inspection and survey of the work areas. The Phase 1 group was the three (3) properties on Clement Drive. The Phase 2 group will connect (6) properties and the Phase 3 group would have (7) properties. The Phase 3 group will require more extensive design and permitting (County and State road opening permits).

We will continue to coordinate with the Township Solicitor to obtain agreements to access all of the properties so that we can complete the design, permitting, and construction on the properties.

**PHASE 1 (Clement Drive)**

**No Change** - The contract for these three properties was awarded to Neri Construction.

We are working with the NJDEP on the second reimbursement payment for Phase 1 engineering, legal, and construction costs. A third Change Order is needed to obtain additional credit back from the Contractor to resolve a funding issue related to savings from the use of plastic pipe versus copper pipe for laterals within the properties. The third and final payment to Neri will also release the retainage, as they have provided the necessary Maintenance Bond, Release of Liens, and other close out documentation.

**PHASE 2**

**No Change** - Phase 2 consisting of the following 5 properties in the base bid, plus one more property as an Alternate Bid item, was awarded at the September 7<sup>th</sup> meeting to Neri Construction. Based on available Township funding, the Township will be limited to an award of \$169,730.00 for the Base Bid plus one Alternate. The NJDEP delayed their approval of the contract until they resolved the scope of work and their funding issues.

All work is now complete. Payments #1 and #2 are submitted for approval as follows:

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

Payment #1 \$83,415.15

Payment #2 \$61,460.70

Work completed in Phase 2:

1822 Second Street (Dameika) B 4, L4

1024 Kings Highway (Phifer) B357, L4.04

1018 Kings Highway (Phifer) B357, L4.01

1030 Kings Highway (Phifer) B357, L4

1062 Kings Highway (Clarke-estate of Mary Feo) B357.03. L8

Alternate #1: 951 Kings Highway (Buch) B351, 8

**PHASE 3**

This work cannot be advertised until the NJDEP approves the scope of work, issues a Change Order to fund the work, and approves the bidding. We have requested these approvals from the NJDEP and they are reviewing our request. **The NJDEP has requested that the Township designate a list of properties to be connected in this next phase so that the NJDEP can develop a Change Order.** Phase 3 could consist of the remaining seven properties from the original list. An additional seven properties have also been discussed for inclusion if the NJDEP is willing to do so.

The costs could be \$450,000 for the first seven properties including construction, engineering, legal, inspection, and permit costs. **In addition to the State Change Order, the Township will need to also have construction funding (at least \$450,000) of the project in place. If the State approves the additional properties, an additional \$200,000 may be needed.**

Phase 3 Work Locations:

Group 1

963 Kings Highway (Martin) B351, 8.03

965 Kings Highway (Minix) B351, 8.01

1043 Kings Highway (Amey) B350.03, 45

1692 Crown Point Road (Matteo) B128, 2

643 Mantua Grove Road (T. Zander) B346.07 21.02

667 Mantua Pike (Solimeo) B358, 6.02

759 Mantua Pike (Southwood) B368, 26 \*\* Well Closure Only

Group 2

346 Parkville Station Road

348 Parkville Station Road

399 Jessup Road

619 Mantua Grove Road

631 Mantua Grove Road

1098 Jessup Road

639 Mantua Grove Road

Group 3

To Be Determined

**FUTURE PHASES**

**No Change** - On July 25, 2016 the NJDEP sent the Township a new list of 41 properties that may need to be hooked up to the system under "future" phases and NJDEP Change Orders. These are beyond the original 16 contracted properties.

Some of these 41 properties were already contemplated by the Township for connections and others were new to the list. We are working with the Township to review that list and also to indicate to the NJDEP additional locations that may need to be added.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**Water and Sewer Mapping:**

**We have completed the preparation of the sewer mapping updates and enhancements for the first seven (7) areas picked by the Township. The maps have been sent to Mr. Lamb for his use. Additional, areas can be completed as directed. It is intended that as the system is extended or asbuilt information provided, the maps would be maintained under separate contract.** The last updates were performed in the 1990's. The new maps will have property lines for better geo-reference and a database connectivity so that the manholes and pipes can be edited for asbuilt and maintenance information.

We have provided laminated copies of the old existing water and sewer maps for placement in the field trucks and department use. We have prepared an updated single page map of the Township's water and sewer infrastructure systems. The map is colorized and indexed for easier use. The map will also be used for the Township's NJ Environmental Infrastructure Trust Loan Applications.

**Warren Street I/I Investigation**

**No Change, Project Remains on Hold** - After meeting with the Administrator, T&M will focus on first mapping the sanitary sewer system in the Warren Street catchment area, then develop a model to further investigate the possible sources of I/I in the area, once the mapping of the area is complete. Our investigation will consider options for measuring flows at strategic locations to determine the scope of potential infiltration areas and attempt to isolate those areas for further investigation.

**Red Bank and Queen Street Pump Stations:**

In December 2015, we were notified that the funding application was assigned to technical reviewers and we responded to their requests for additional information. The NJDEP has issued Administrative Completeness letters (dated March 29<sup>th</sup>) for both pump station applications as a first step in their review process. Technical Review and approval of the TWA applications was completed and approval letters are dated June 1, 2016. A decision on the funding application should also occur within the next few months. The NJEIT has requested some informational updates from us on other permitting tasks and a minor information request on flooding elevations. We have provided the appropriate responses.

On October 26, 2017 the NJDEP Municipal Finance and Construction Element authorized the rebid of the latest bid documents. The NJDEP has also approved the amended TWA for Pump Station #6. We will work with the administration to develop a schedule for the bidding of the revised contract documents.

**The NJDEP has now requested a formal statement of the planned bidding date. They allow 90 extensions of the bidding and we are working with the administration to submit that documentation. Currently a May 2018 bid is planned.**

**Water Meter Replacement Specifications:**

**No Change, Project Remains on Hold** - We will provide technical assistance to the Township regarding the re-advertisement of the water meter specifications on an as needed basis. The project will be registered with the NJEIT Financing Program and an application will be submitted. The project will be implemented with NJEIT funds.

**Well No. 5 Improvements:**

**The new chlorine contact tank and the piping connections were completed. The new chlorine analyzer was installed. The tank and piping system were air tested. The existing chlorine contact tank was demolished and the excavation was backfilled. ENRC performed the tank disinfection and samples were taken to the laboratory for analyzing.**

**The new fence layout and additional gate thru the side driveway were reviewed and approved. Permanent fence and gates installation is pending. ENRC is scheduling the vendors training prior to start-up.**

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

A project completion schedule requested by T&M was informed by ENRC in a recent email. ENRC installed the new chlorine contact tank and the piping subcontractor completed all the water piping including connections. The connection of the new chlorine analyzer piping is scheduled for the week ending on December 15. The tank and piping system was air tested. T&M advised ENRC that the project is behind schedule and subject to liquidated damages. ENRC responded detailing their reasons for the delay and is now planning to complete the work by end of December, once the existing chlorine contact tank is demolished. ENRC still needs to haul away additional excess unsuitable excavated material that is stockpiled onsite.

**Well #3 and # 8**

This project has been placed on temporary hold, pending the availability of financing to fund project costs which would include design of a treatment process, through a grant or alternative financing for PFNA removal.

**All wells were sampled on November 14, 2017 and results were received on December 29, 2017. Test results were consistent with past quarters. Well #3 continues to be above the proposed guidelines and Well #8 was again below the proposed guideline. All other wells and distribution system results are below current guidelines. Well #8 had results above guidelines for 4 consecutive quarters between October 2015 and May 2016. However, the last 6 quarters results have been below NJDEP proposed guidelines of 13 ppt.**

NJDEP has announced that they will be making the current PFNA's guideline limits a standard. The proposed limit will be 13 parts per trillion (ppt.), which is slightly above the current guideline of 10 ppt.

The standard will not be fully adopted until sometime in 2018, since the process will take between 12 to 18 months.

**Test results for 1,4 Dioxane was also received from the last sampling event taken on November 14, 2017. Test results were the same as last quarter with all wells below NJDEP guidelines except for Well #3.**

**2 Million Gallon Jessup Rd Water Storage Tank**

**No Change, the Project remains on Hold** - An evaluation of the exterior and interior of the Jessup Road Tank was performed by T&M's subcontractor, Mumford-Bjorkman Associates (MBA) on January 6, 2016.

A report of the findings of the evaluation has been prepared by MBA, which identifies a list of recommended tank maintenance items and its associated probable cost.

The Planning Document has been finalized and has been submitted to NJEIT to place the project into the queue.

**Water Allocation Permit Renewal**

**No Change** - T&M contacted Mr. Ovidiu Petriman from the NJDEP to follow-up on the issuance of the final permit. Subsequently Mr. Petriman emailed a copy of the final Water Allocation Permit which has an issuance date of October 1, 2017.

As previously noted, as a result of the Administrative Agreement between the NJDEP and the Delaware River Basin Commission (DRBC), a separate DRBC Docket is no longer required; however, the Township will be subject to annual DRBC monitoring and coordination fees, which will be invoiced by the DRBC beginning in early 2018 for the amount of \$658.00.

**ROAD PROJECTS:**

**Harker Ave. Storm Sewer**

**Kline Construction will be visiting the site next week and to provide a quote to slip line the existing deteriorated pipe with a slightly smaller pipe.**

**T&M had contacted two Contractors who specialize in slip-lining Trenchless Technology for the rehabilitation of underground pipelines. Budgetary information received from ProPipe provided a cost of \$58,400 for the slip-lining of the 36-inch diameter CMP with 34-inch diameter HDPE. To date,**

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

PipeShark has been non-responsive to repeated phone calls and emails for requested pricing. The decrease in pipe diameter has no effect on the flow capacity of the pipe, as the roughness coefficient for HDPE pipe results in an increase in flow capacity for the 34-inch diameter pipe, when compared to the 36-inch diameter CMP.

Additional contacts of installation Contractors for slip-lining have recently been provided by ADS-Pipe to T&M. T&M will contact the four (4) Contractors provided to obtain pricing for the slip-lining of the 36-inch diameter CMP storm water pipe immediately, as the condition of the storm water pipe is gradually getting worse.

A Recommendation will be provided for advancing the project based on the information received.

**NJDOT 2016 Funding Application – North Roosevelt Ave (Grant to Riverview) and Riverview (Roosevelt to Middlesex)**

**Change Order No. 2 was prepared, executed by the Contractor and hence submitted for Township approval to close the project. The project is complete. Close out procedures will commence with NJDOT to enable the Township to receive eligible grant funds.**

The project is complete. Asphalt was placed on the Knoll's existing driveway corner as required. Change Order No. 1 and Payment Request No. 1 were submitted and processed. T&M and the Contractor finalized the amounts, the Final Change Order No. 2 was prepared and is being reviewed for execution to close the project.

**Municipal Aid Applications**

The Township has received notification of award from NJDOT for Local Aid Infrastructure Fund (LAIF) for Lancing Road from Meadowcroft Road to Chetwood Court in the amount of \$230,000.

**We provided the Township with a proposal to perform design and bid phase services for the project. We recently received authorization to proceed and will schedule a survey to be performed in the coming weeks.**

An application for the 2018 Program was submitted on October 6<sup>th</sup> for the balance of Lancing Road for consideration. **We will keep the Township informed of any updates received from NJDOT. We anticipate that award announcements will be made by March 2018.**

**Freight Routes**

**Last month we prepared two separate grant applications for NJDOT's newly created Local Freight Impact Fund (LFIF). One application was for Mid-Atlantic Parkway from Grandview Avenue to Metropolitan Way. A secondary application was for Imperial Way from Mid-Atlantic Parkway to Grove Road. Both applications were submitted on Tuesday, December 19<sup>th</sup> and included newly prepared traffic studies. We will inform the Township of any correspondence from NJDOT.**

We have worked with the Administrator and Public Works Director and identified Mid-Atlantic Drive and Imperial Way as two roads needing immediate attention. We will develop a project scope and fee to prepare and submit two these two grant applications, and submit a proposal to the Township for approval. Once approved, we are ready to obtain the required traffic study, then prepare and submit the grant applications before the December 19, 2017 submission deadline.

NJDOT Local Aid Program has added a new category – Freight Routes. Applications for funding are due by December 19, 2017 and must be for Municipal roadways with significant truck traffic. Application must be accompanied with Traffic Studies. Municipalities may submit up to 2 applications that provide access to warehouse distribution. We will be working with Lyman Barnes and Matt Moore to select the best candidate roads. Potential candidates include Mid-Atlantic Parkway, Metropolitan Ave, Nolte Drive and Imperial Way.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**Community Development Block Grant**

Gloucester County recently awarded a \$50,000 grant to the Township for the Dubois Avenue Road & Sidewalk Improvements. T&M has prepared a proposal outlining the proposed scope of improvements and the associated costs for both design and construction administration. Once reviewed and approved by the Township, T&M is prepared to begin working on this project with an anticipated construction period of Summer 2018.

T&M prepared and submitted the grant application to Gloucester County Planning Department on May 11, 2017. The application includes the same scope as applied for last year, including: ADA curb ramps and resurfacing of Dubois Avenue from Harker Avenue to Oakview School.

The County usually makes award notices in September. We will notify the Township if we receive any information from the County.

**Township Wide Roadway Condition Survey**

We are continuing our effort to survey the condition of each Township road. We are currently eighty-five percent complete with both site visits and data entry. We anticipate completing the study by the end of January, weather permitting.

T&M received approval from the Township on October 19th to proceed with a township-wide roadway condition survey. We have developed a spreadsheet to record data that we collect in the field. Once complete, the spreadsheet will be provided to the Township, serving as a database that can be used to sort and filter Township roads that need repair. Data collection began the week of October 23<sup>rd</sup>. We intend to visit each Township road, collect and record data, and provide the spreadsheet and summary map to the Township by December 15<sup>th</sup>.

**RIVERWINDS:**

**RiverWinds Community Center Pool Roof and Exterior Building Improvements**

The pre-construction meeting was held on January 5. A Notice to Proceed will be issued once the building permits are issued by WDT. The Contractor has already submitted the permit application package. Completion will be expected 150 calendar days from the NTP date. The Contractor was urged to provide material submissions and shop drawings as soon as possible.

The Township awarded the contract, base bid plus alternates 1 and 2, to D.A. Nolt on December 6<sup>th</sup>. T&M forwarded the contracts to D.A. Nolt on December 7<sup>th</sup>. Once contracts are executed and related submittals received, we will schedule a pre-construction meeting. Once the Notice to Proceed, the construction project has a 150 calendar day duration.

**RiverWinds – Community Center Pool Area Interior Improvements**

**No Change** - We will proceed with the preparation of the bid documents once authorized by the Township.

**RiverWinds Redevelopment Area**

**No Change** - The Service Area Amendment for RiverWinds has been approved and distributed. We are receiving files and provided documents in our files that will assist the redeveloper with their design. As a follow-up to the May 31<sup>st</sup> meeting, we have provided environmental and stormwater reports. We have provided information on the sanitary sewer system and available mapping; and met with the redeveloper on June 22<sup>nd</sup> to review all our available files that may be of interest. As a result of the meeting documents of interest were scanned and submitted to the re-developer on July 3<sup>rd</sup>.

We were contacted by Edgewood Properties in December to review and comment on the permits and approvals needed to develop the lot adjacent to the Tennis Center.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**RiverWinds Concession Stand**

**No Change** - We recently performed a building inspection and have submitted our report with recommendations dated April 12, 2017. In summary, it appears the rate of settlement has slowed in the last 5 years.

Repair recommendations have been provided for the area of the restroom entry doors to eliminate tripping hazards and minimize rainwater from entering the building. We will meet with the Administrator to discuss implementation of the recommendations.

**RiverWinds Point**

The Riparian Mitigation Planting Plan (Plan) was amended due to the limited availability of tree species. The amended Plan was approved by the New Jersey Department of Environmental Protection (NJDEP). The Township has received an escrow from FHG Urban Renewal to cover the cost of the plantings. The bid was awarded to Perfect Touch Landscape. Installation of the plants was completed November 3, 2017. Installation of the plants were in accordance with the approved Plan. T&M advised the NJDEP of the project progress and completion of the plantings.

On November 3 and November 24, 2017, the NJDEP performed an inspection of the site. As a result of the inspection, the NJDEP expressed concern regarding the lack of plantings on the riverbank slope located south of the restaurant, and the spacing of several trees at the point. The NJDEP reiterated the requirement that 85% of the plantings must remain viable after three (3) growing seasons, as per the approved Plan.

Based on conversations between T&M and the Township, the Plan has undergone an additional revision and it proposes four (4) additional trees on the riverbank slope located south of the restaurant for planting by April 2018.

**The plan revisions, along with an inventory of the plants which survived since the October 2017 planting event, will be submitted to the NJDEP for approval in May 2018.**

Since the success rate of the plantings must be monitored for at least (3) growing seasons, T&M provided an estimate to the Township detailing the effort required for monitoring of the plantings and to prepare the necessary annual reports to the NJDEP to demonstrate permit compliance.

**RiverWinds Golf Remediation:**

**No Change** - The NJDEP contacted T&M regarding how to best split the parcels at the Riverwinds property. T&M would like to schedule a meeting with the Township to discuss the NJDEP response and discuss completing remediation for the property. The deadline for remediation of the entire property is May 6, 2018.

Completing remediation means that the planned Remedial Action (RA) outlined in the Remedial Action Workplan (RAW) must be completed. The RAW proposed capping the portions of the property with historic fill exceedances. There are currently three parcels where remediation is not complete, they include the following Lots:

- Lot 7.01
- Lot 7.06
- Lot 7.08

The remedial action for these parcels is an engineered cap which must be completed by May 6, 2018. However, the Township may change the remedy to a fence if it chooses. Public Notification in the form of a sign must be placed in a visible location at the entrance to the property once remediation is initiated.

There is no change to the items listed below.

We will continue preparation of RAR and RAO for the community center parcel. T&M is preparing a proposal to complete remediation at the remaining parcels.

The remediation at the golf course is complete and the Remedial Action Report (RAR) and Response Action Outcome (RAO) is complete in draft form.

Preparation has begun on the RAR and RAO for the Community Center parcel.

Historical engineering and environmental projects have been saved on a CD and sent to the developer.



**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**MISCELLANEOUS PROJECTS:**

**Municipal Building Roof Replacement:**

The contract was fully executed by D.A. Nolt. The project is on hold until the Municipal Building HVAC system project is completed.

**Municipal Building HVAC System**

The Township awarded the contract to Gaudelli Brothers on December 6<sup>th</sup>. The preconstruction meeting was held on January 10<sup>th</sup>, a Notice to Proceed was issued on January 11, 2018. Over the past week the contractor has been submitting shop drawings for our review and approval.

**Rivergate Park:**

**No Change, Project is on hold** - The topographic and existing conditions survey has been completed. We are currently working on the site analysis and developing a resident survey to be distributed for project input. We anticipate meeting with the Township to discuss project schedule, phasing, and requirements of the Green Acres Program.

**Energy Studies**

Information from Energy Audit and Incentive Program have been provided to the Administrator for consideration and a meeting is being scheduled for this month.

**Public Works Garage HVAC System**

**No Change** - This project is on hold.

**Municipal Lien Searches:**

**No Activity** this month.

**Curb and Sidewalk Waivers:**

A sidewalk and curb waiver request has been made for a vacant lot on Union Avenue. We have provided a recommendation for Township Committee to consider.

**ACTIVE ESCROW PROJECTS**

**Certificate of Occupancy:**

No new CO inspections were made during this period.

**DocuVault Delaware Valley, LLC**

**No Change:** The request for escrow release was processed by T&M and approved by WDT. The escrow release recommendation was conditioned to the submission of an acceptable financial security of 15% of the actual cost if the improvements for a period of 2 years from the date of final acceptance.

The set aside amount of the Tri-Party Agreement is \$1,371,259.20, therefore the financial security is \$205,688.88 for a 2-year period. **There is an inspection escrow reimbursement pending.**

**Park West (AKA. Huntington Green and formerly The Club)**

**No Change** - We attended a work session on February 1<sup>st</sup> 2017 with the applicant present to review the General Development Plan. As a result of the meeting it is expected that a revised submission will be made addressing the comments provided. It is our understanding that the Applicant has made a presentation to the Planning Board on June 28<sup>th</sup>. We are prepared to review the offsite improvements once the plans are finalized.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**Paradise Estates: Performance Bond No. B98809020417, \$164,940.00**

**T&M reviewed the information raised by the Developer for the completion of Lot 8 which is between 2 existing homes with installed fence on the property line and over drainage swales. Re-grading of the lots may be necessary to provide proper drainage, but the Developer must submit any changes proposed.**

**Roadway base repairs were previously performed by the Developer's sub-contractor. A sub-contractor mobilized to the site and removed vegetation from the stormwater management.**

There was a concern raised by the Developer for the completion of Lot 8. This particular lot is between 2 existing homes with installed fence on the property line and drainage swales, therefor impacting the potential grading of the lots. T&M is reviewing the information.

Roadway base repairs were performed by the Developer's sub-contractor. An excavation sub-contractor mobilized to the site and began the stormwater management basin clean-up on October 30. The Developer informed that additional cracks on the roadway base had been detected. Those cracks can be fixed when the surface asphalt is placed.

Roadway base repairs were performed by the Developer's sub-contractor. An excavation sub-contractor mobilized to the site and began the stormwater management basin clean-up on October 30th. The Developer informed that additional cracks on the roadway base had been detected. Those cracks can be fixed when the surface asphalt is placed.

An agreement with Paparone was reached and they will be developing the remaining lots gradually. A site meeting was held to review the punch-list as per T&M's February 2017 report. Initially, basic maintenance and cleanup will be performed to the stormwater management basin as well as roadway repairs.

Information of an agreement was received by T&M, which would avoid any further litigation. Paparone will be developing the remaining lots and will be building on them gradually. Paparone will build the sidewalks and driveways that are pending and will perform basic stormwater management basin maintenance for now. Roadway repairs will also be addressed.

**Jessup Run: Performance Bond No. 105706261, \$952,434.00**

**No Change** - All work is complete. The release of the reduced Performance Bond and requiring the Developer to post a 15% Maintenance Bond from the total original Guarantee, in the amount of \$142,865.10 was recommended by T&M and approved by WDT.

**Patsy Court, Nottingham Estates – Apron, Sidewalks and Grading Inspections**

**No new C.O. inspections were made on Patsy Court during this period.**

**Colonial Pipeline Solar Project**

**T&M prepared the Performance Guarantee Estimate and recommended a Performance Bond in the amount of \$441,572.40 be posted and that an escrow account for Site Inspections be established in the amount of \$22,078.62. We will be inspecting the Site Improvements once notified of the project schedule.**

T&M previously inspected the site restoration work and found it acceptable. T&M issued a recommendation for release of the performance bond.

**The Farm:**

No activity to report this month, the project remains on hold.

**West Deptford Distribution Center**

RC Andersen, completed the excavations for the slab footers and columns spread footings. **Concrete continues to be placed for both the footers and building floor slab sections. Backfilling operations were completed for other areas of the building's concrete pad. RC Andersen has Pennoni Associates performing subbase and**

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**excavations compaction testing and backfill monitoring. Daily reports are being provided to T&M. Storm sewer, water service and sanitary sewer piping installations continue in progress except for a short break during the Christmas Holidays. Soil Erosion Control measures are being maintained along the perimeter of the property. The project is scheduled to be complete by September 2018.**

RC Andersen, completed the grading of the building slab and began excavations for slab footers and columns spread footings. Concrete continues to be placed. Backfilling operations continue for other areas of the building's concrete pad. RC Andersen has Pennoni Associates performing subbase, excavations compaction testing and backfill monitoring.

Daily reports are being provided to T&M. Storm sewer, water service and sanitary sewer piping installations are in progress. Soil Erosion Control Measures are being maintained along the perimeter of the property. The project is scheduled to be complete by September 2018.

**Heritages**

**No Change** - A temporary certificate of occupancy was recommended on Oct. 9th, conditioned to the resolution of the replacement of three trees that were removed during the installation of the storm drainage piping. The installation of two truck trailer parking signs was completed. The store is in operation.

Base paving and surface paving were completed. Striping was also completed as well as installation of landscaping items. A temporary certificate of occupancy was recommended on Oct. 9th, conditioned to the resolution of the replacement of three trees that were removed during the installation of the storm drainage piping and the installation of two truck trailer parking signs.

All concrete curb-work is complete. Storm sewer was installed. The water service was installed and connected. The sanitary sewer service was installed and connected.

Building construction continues in progress and the Sub-Contractor placed DGA for sub-base and then completed base paving.

**Projects Under Maintenance Bond**

**RiverWinds Pool Area HVAC Upgrades**

**No major issues occurred during the fall of 2017 with the Air Handling Units. Recently, Unit 14 has been having issues with the burners not lighting. The maintenance Contractor identified the AFS (Air Flow Sensor) switch is keeping the burner out and needs to be replaced. The Contractor "jumped" The switch until replacement arrives. The Contractor stated that the Unit is protected by other air flow switches and high temperature limits until the new AFS is installed.**

A maintenance bond for the full project is in place until 5/17/2018 for an amount of \$50,000.00. Additionally, there is a Service & Maintenance Agreement in place from 11/15/2015 to 11/14/2020. Under this agreement, Falasca will maintain and replace only equipment parts that are part of the regular maintenance schedule such as belts, filters, oil, etc. The project began the five (5) year warranty/service phase on November 15, 2015 for the mechanical portions of the installation.

**Road Segment Reconstruction of Maple Avenue and North Roosevelt:**

**No Change** - The project was completed and began the 2-year maintenance period on Dec. 31, 2015.

Mr. Steck also noted that the notice to proceed have been issued for Municipal HVAC and RiverWinds roof projects and both should start soon.

**C. SOLICITOR'S REPORT:** Mr. Timothy Scaffidi, No Comment

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**D. ADMINISTRATOR'S REPORT:** Mr. Lyman Barnes, No Comment

**E. TREASURER'S REPORT:** Ms. Christine Greenwood, CFO, submitted the November 30, 2017 Treasurer's Report, Annual Debt Statement is being worked to be submitted end of January and the Financial Statement will be submitted in February.

**5. COMMITTEE REPORTS:**

**A. Mayor DiCarlo - Administration/Finance,** financial reports were submitted for review, budget is being worked on.

**B. Deputy Mayor Mehaffey - Public Safety,** No Comment  
Lt. John Chambers was in for Chief DiSimone, No Comment

**C. Committeewoman Kerr - Buildings, Grounds & Recreation –** No Comment  
Tyler Rost, Events and Communications Coordinator, No Comment

**D. Committeeman Reid – Utilities –** reviewed the Water/Sewer Report for December.  
Keith Lamb, Acting Water Sewer Superintendent, No Comment

**E. Committeeman Robinson - Public Works –** gave an overview of the latest storm clean-up.  
Matt Moore, Acting Public Works Manager, No Comment

**6. Ordinance**

No Ordinance submitted for approval or adoption.

**7. Resolutions**

**A. ADMINISTRATION/FINANCE:**

Deputy Mayor Mehaffey motioned to authorize the Bill List for January 17<sup>th</sup>, 2018, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y, Abstention for items pertaining to Comcast

**#2018-60 BILL LIST**

Mr. Robinson motioned to authorize refund of taxes, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-61 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR THE CANCELLATION, APPLICATION AND/OR REFUND OF TAXES**

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

Mr. Robinson motioned to authorized Closed Session for Matters Relating to Employment/Personnel, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-62 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AUTHORIZING A CLOSED SESSION FOR MATTERS RELATING TO EMPLOYMENT/PERSONNEL**

Mayor DiCarlo stated the Committee would continue with the agenda and go into Closed Session when agenda is complete.

**B. PUBLIC SAFETY:**

Deputy Mayor Mehaffey motioned to authorize to accept a sub-award under the 2018 Safe and Secure Communities Program, seconded by Ms. Kerr and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-63 RESOLUTION AUTHORIZING THE TOWNSHIP OF WEST DEPTFORD TO ACCEPT A SUBAWARD UNDER SUBAWARD NUMBER 18-0820 IN THE AMOUNT OF \$60,000 UNDER THE 2018 SAFE AND SECURE COMMUNITIES PROGRAM AND AUTHORIZING EXECUTION OF ALL DOCUMENTS REGARDING SAME**

**C. BUILDINGS, GROUNDS & RECREATION:**

Ms. Kerr motioned to authorize the renewal option for Year 2 for HVAC Systems maintenance at various sites, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-64 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE RENEWAL OPTION FOR YEAR 2 AS PART OF THE CONTRACT FOR HVAC SYSTEMS PREVENTATIVE MAINTENANCE AT THE RIVERWINDS COMMUNITY CENTER, PUBLIC WORKS GARAGE, BATTING CAGE, SCOUT BUILDING, RESTROOMS AT FIELD OF DREAMS AND CONCESSION STAND (JOHN VERDERAME & SONS)**

Ms. Kerr motioned to authorize the renewal of a Statement of Training Agreement between WD Twp and Rowan University, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**#2018-65 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING RENEWAL OF A STATEMENT OF TRAINING AGREEMENT BETWEEN THE TOWNSHIP OF WEST DEPTFORD AND ROWAN UNIVERSITY FOR THE USE OF STUDENTS FROM THE ROWAN UNIVERSITY DEPARTMENT OF HEALTH AND EXERCISE SCIENCE (HES) AS INTERNS AT THE RIVERWINDS COMMUNITY CENTER FOR THE YEAR 2018**

**D. UTILITIES:**

Mr. Reid motioned to authorize sidewalk and curbing waivers for Block 216, Lot 70, Mr. Robinson seconded. Mr. Reid mentioned this is the same area that a sidewalk and curb waiver was granted in 2017. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-66 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING SIDEWALK AND CURBING WAIVERS FOR PROPERTY LOCATED AT BLOCK 216 LOT 70 ON UNION AVENUE IN THE TOWNSHIP OF WEST DEPTFORD**

Mr. Reid motioned to authorize the removal of water and sewer charges, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-67 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE REMOVAL OF WATER AND SEWER CHARGES**

Mr. Reid motioned to authorize the removal of water and sewer charges, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-68 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR THE REMOVAL OF WATER AND SEWER CHARGES**

**E. PUBLIC WORKS:**

Mr. Robinson motioned to authorize Change Order #2 for Reconstruction of Roosevelt Boulevard and Riverview Avenue, seconded by Mr. Reid. Mr. Robinson explained the reasons the Change Order was needed. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

**#2018-69 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING CHANGE ORDER #2 TO GERALD A. BARRETT, LLC FOR THE RECONSTRUCTION OF ROOSEVELT BOULEVARD AND RIVERVIEW AVENUE**

Mr. Robinson motioned to authorize the execution of a vehicle lending agreement for a transportation bus between the County of Gloucester and Twp of WD, seconded by Mr. Reid. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-70 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE EXECUTION OF A VEHICLE LENDING AGREEMENT FOR THE PROVISION OF A TRANSPORTATION BUS BETWEEN THE COUNTY OF GLOUCESTER AND THE TOWNSHIP OF WEST DEPTFORD**

Mr. Robinson motioned to submit a grant application and execute a grant contract with NJDOT, Mid-Atlantic Parkway Reconstruction Project #LFIF-2018-00087, seconded by Mr. Reid. Mr. Robinson noted that the project would be funded through grant money for transit routes. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-71 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE MID-ATLANTIC PARKWAY RECONSTRUCTION PROJECT - LFIF-2018-00087**

Mr. Robinson motioned to submit a grant application and execute a grant contract with NJDOT, Imperial Way Reconstruction Project #LFIF-2018-00088, seconded by Mr. Reid. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-72 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPERIAL WAY RECONSTRUCTION PROJECT LFIF-2018-00088**

**7. OLD BUSINESS: None**

**8. NEW BUSINESS: None**

**9. OPEN MEETING TO THE PUBLIC** - Deputy Mayor Mehaffey motioned to open the meeting to the public, Mr. Reid seconded his motion and was approved by the entire Committee.

As no one chose to address the Committee, Deputy Mayor Mehaffey motioned to close the meeting to the public, Mr. Reid seconded, and his motion carried unanimously.

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**January 17, 2018 7:30 P.M.**

The Committee went into Closed Session at 8:25 pm  
The Committee returned to Open Session at 8:40 pm.

Mr. Scaffidi noted that the Township Committee discussed a Personnel issue in Closed Session and action will now be taken by the Committee.

Mayor DiCarlo called for a motion to grant the employee the extension of leave. Mr. Reid made the motion and was seconded by Mr. Robinson and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**10. ADJOURNMENT:**

Deputy Mayor Mehaffey motioned to adjourn, Mr. Reid seconded, and the motion carried unanimously.

Respectfully Submitted,

Lee Ann DeHart, RMC