

**TOWNSHIP OF WATERFORD
TOWNSHIP COMMITTEE
MINUTES**

October 10, 2018

REGULAR MEETING

Page 1 of 5

The October 10, 2018 Regular Township Committee Meeting of the Township of Waterford, was called to order at 7:00p.m. by the Mayor, William A. Richardson, Jr.

I. STATEMENT OF CONFORMANCE WITH THE OPEN PUBLIC MEETINGS ACT:

Notice of time and date for this meeting appeared in Resolution #2018-7 dated January 3, 2018. This notice was sent to the Courier-Post, Central Record and Hammonton Gazette newspapers as a legal notice and sunshine notice in compliance with the "Open Public Meetings Act". It is also posted on the bulletin board in the Municipal Building.

Please silence all cell phones to alleviate disruption of the meeting.

II. SALUTE TO THE FLAG:

III. OPENING PRAYER:

The Opening Prayer was led by Committeewoman Sura.

IV. ROLL CALL:

Committeeman Giangiulio	- Present
Committeewoman Hanna	- Present
Committeewoman Sura	- Present
Committeeman Yeatman	- Present
Mayor Richardson	- Present

Professionals:

Susan E. Danson, Township Administrator	- Present
David C. Patterson, Esquire Township Solicitor	- Present
Dawn Liedtka, Township Clerk	- Present
William Loughney, PE, ARH Associates	- Present

V. PRESENTATIONS:

RESOLUTION # 2018-241

Resolution Appointing Dawn Liedtka as Township Clerk for the Township of Waterford (Three Year Term Effective October 1, 2018 through September 30, 2021)

Moved by Committeewoman Hanna, 2nd by Committeeman Yeatman to adopt Resolution # 2018-241

Poll Vote:	Giangiulio	- Yes
	Hanna	- Yes
	Sura	- Yes
	Yeatman	- Yes
	Richardson	- Yes

5-0 Motion Carried

Oath of Office

Mayor Richardson Administered the Oath of Office to Township Clerk – Dawn M. Liedtka

VI. CLOSED SESSION: (AS NEEDED)

VII. EMERGENCY ITEMS TO BE ADDED TO THE AGENDA:

Township Administrator Danson requested the addition of "Progress of the Hockey Rink" to the Discussion section of the agenda. Ms. Danson also noted that there would be no Closed Session due to the absence of a representative from ERI.

**TOWNSHIP OF WATERFORD
TOWNSHIP COMMITTEE
MINUTES**

October 10, 2018

REGULAR MEETING

Page 2 of 5

VIII. APPROVAL OF MINUTES: None

IX. ADOPTION OF ORDINANCES: None

X. COMMITTEE REPORTS:

TOWNSHIP ENGINEER

William Loughney, PE, ARH Associates

ADMINISTRATOR REPORT

Susan Danson

MARY SURA

Director of Buildings

Director of Construction and Zoning

Liaison to Environmental Commission

RICHARD YEATMAN, SR.

Director of Grounds

Liaison to Civic and Events

RITA HANNA

Director of Finance

Director of Communications

Liaison to School Board

THOMAS GIANGIULIO

Director of Public Safety

Director of Office of Emergency Management

Liaison to Historical Society

WILLIAM A. RICHARDSON

Director of Public Works

Director of Recreation

Director of Personnel

Liaison to Board of Chosen Freeholders

XI. OPEN MEETING TO THE PUBLIC: (FOR AGENDA ITEMS ONLY)

The Mayor opened the meeting to the public for comments.

There being no public comment, the Mayor closed the meeting to the public for comments.

XII. APPLICATIONS:

1. **FACILITY USE APPLICATION: Ritter Complex**
Innovative Fastpitch – Skills Clinic
Ritter Softball Field
Sunday October 14, 2018 9:30a.m. – 12:00p.m.

Moved by Committeeman Giangiulio, 2nd by Committeewoman Sura to approve application Item #1 as submitted

Voice Vote: All in Favor. No Objections. Motion Carried.

**TOWNSHIP OF WATERFORD
TOWNSHIP COMMITTEE
MINUTES**

October 10, 2018

REGULAR MEETING

Page 3 of 5

XIII. COMMUNICATIONS:

XIV. DISCUSSIONS:

1. CDBG Year 37 and Year 39 Funding Allocations
Administrator Danson explained the need to have the funds reallocated in order to rehabilitate the kitchen at the Senior Center and to install an ADA walking path at the Burnt Mill complex. Committee consensus was for Ms. Danson to move forward with the reallocation process.

2. Establishment of Trick or Treat Hours for Halloween
Date: Wednesday, October 31, 2018
Time: 3:00p.m. – 8:00p.m.

Moved by Committeeman Yeatman, 2nd by Committeewoman Hanna to authorize the observance of Halloween Trick or Treat Hours in the Township as Wednesday, October 31, 2018 from 3:00p.m. to 8:00p.m.

Voice Vote: All in Favor. No Objections. Motion Carried.

3. Hockey Rink Progress
Administrator Danson explains that she has had multiple in depth conversations with Andrew Mickus regarding the use of the rink by those wearing rollerblades. Ms. Danson noted that those playing have a passion and that they do not check and they use balls, not pucks. Ms. Danson further noted that she has discussed the situation with Novaplay and that the Township should be able to let them play on the rink. Committee thanked Ms. Danson and consensus was that they should be permitted to play on rollerblades. Discussion ensued regarding scheduling and insurance

XV. OLD BUSINESS: (NONE)

XVI. NEW BUSINESS: (INCLUDES RESOLUTIONS AND ORDINANCES)

CONSENT AGENDA - RESOLUTIONS:

(NOTE: Consent agenda items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certificate of Availability of Funds; any item can be removed from the Consent Agenda and discussed separately at the request of any Committee Member)

RESOLUTION # 2018-242

Resolution Authorizing the Refund of Escrow Balance for BKS Associates Pursuant to the Recommendation of the Director of Community Development

RESOLUTION # 2018-243

Resolution Authorizing the Refund of Escrow Balance for Keystone Novelties Pursuant to the Recommendation of the Director of Community Development

RESOLUTION # 2018-244

Resolution Authorizing the Refund of Permit Fees in the Amount of \$248.00 Pursuant to the Recommendation of the Director of Community Development (416 Raritan Avenue)

RESOLUTION # 2018-245

Resolution Authorizing the Turn Over of a Tax Sale Premium to the Township of Waterford

**TOWNSHIP OF WATERFORD
TOWNSHIP COMMITTEE
MINUTES**

October 10, 2018

REGULAR MEETING

Page 4 of 5

RESOLUTION # 2018-246

Resolution Authorizing Payment #5 to TKT Construction Company, Inc. for the Rehabilitation of Pump Stations 1, 2 & 3 (Amount \$ 387,757.70)

RESOLUTION # 2018-247

Resolution of the Township of Waterford Authorizing Change Order #2 to TKT Construction Company, Inc. for the Rehabilitation of Pump Stations 1,2, & 3 (Increase \$1,266.01)

RESOLUTION # 2018-248

Resolution Appointing Dawn M. Liedtka as Records Custodian for the Township of Waterford

RESOLUTION # 2018-249

Resolution Appointing Dawn M. Liedtka as Municipal Improvement Search Clerk for the Township of Waterford

RESOLUTION # 2018-250

Resolution Authorizing and Approving a Proposal by Adams, Rehmann and Heggan to Prepare an Environmental Resource Inventory (\$10,000.00)

Moved by Committeewoman Hanna, 2nd by Committeeman Giangiulio to adopt Resolutions #2018-242 to #2018-250

Poll Vote: Giangiulio - Yes
 Hanna - Yes
 Sura - Yes
 Yeatman - Yes
 Richardson - Yes

5-0 Motion Carried

INTRODUCTION OF ORDINANCES: None

XVII. PAYMENT OF BILLS:

1. Current Fund Bill List	\$ 1,635,680.21
2. Capital Fund Bill List	\$ 59,663.00
3. Utility Fund Bill List	\$ 35,882.65
4. Trust Fund Bill List	\$ 30.00
5. Utility Capital Fund Bill List	\$ 4,181.50
6. State Grant Bill List	\$ 8,712.50

Moved by Committeewoman Hanna, 2nd by Committeewoman Sura to approve the bill list

Poll Vote: Giangiulio - Yes
 Hanna - Yes
 Sura - Yes
 Yeatman - Yes
 Richardson - Yes

5-0 Motion Carried

XVIII. OPEN MEETING TO THE PUBLIC:

The Mayor opened the meeting to the public for comments.

There being no public comment, the Mayor closed the meeting to the public for comments.

**TOWNSHIP OF WATERFORD
TOWNSHIP COMMITTEE
MINUTES**

October 10, 2018

REGULAR MEETING

Page 5 of 5

XIX. ISSUES FROM THE TOWNSHIP COMMITTEE:

Committeeman Yeatman distributed a copy of a portion of the Township Code in regards to the Recreation Committee. Mr. Yeatman noted that the Recreation Committee needs to be revitalized. Committee agreed to review the code and discuss at an upcoming meeting.

Administrator Danson noted that the "Do Not Knock" registry is up and running. Residents can sign up online or visit the Township Clerk's Office.

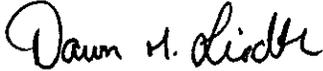
Committeewoman Hanna responded to comments made in political literature and online by candidate Andrew Wade. Ms. Hanna congratulated him on his success as a businessman but encouraged him to stop being negative regarding Waterford Township. Ms. Hanna voiced her opinion regarding comments made by Mr. Wade and noted that the criticism must stop.

XX. CLOSED SESSION: Not Needed

XXI. ADJOURNMENT:

Moved by Committeeman Giangiulio, 2nd by Committeewoman Hanna to adjourn meeting at 8:00 PM
Voice Vote: All in Favor. No Objections. Motion Carried

Respectfully Submitted by:



Dawn M. Liedtka
Township Clerk

Approval Date: 12/12/2018

MONTHLY ENGINEER'S REPORT TOWNSHIP COMMITTEE



Waterford Township
PROUD PAST, PROMISING FUTURE • NEW JERSEY • EST. 1694

October 10, 2018

Prepared for:

Waterford Township
2131 Auburn Avenue
Atco, NJ 08004

Prepared by:



Adams, Rehmann & Heggan Associates, Inc.
215 Bellevue Avenue
Hammonton, NJ 08037-2019

ARH File #7701000

CAPITAL ITEMS:

1. **USDA Water and Sewer Infrastructure (ARH #7701041)**
The Contractor, TKT Construction Co., Inc. has completed work on Pump Station #2. Training and transfer of the facility will occur on October 10, 2018. Work on Pump Station #3 has been delayed while the existing force main is located. The force main was not where the as-built plans indicated and was found at a greater depth than anticipated.
The force main is needed for the temporary connection for the auxiliary pumps while the station is down for improvements. A location firm was brought in to find the main. It was substantially deeper than shown on as-built. Work can now proceed.
2. **Ritter Field Improvements (ARH #7701053)**
Construction is continuing on the hockey rink. The existing utility poles have finally been removed. Concrete curb has been poured and the drainage installed. Paving is anticipated shortly depending on weather.
The Light pole foundations are installed and it is anticipated that the lights, themselves will be installed shortly.
3. **FY2018 NJDOT – Local Aid Applications Trout Drive & Genessee Ave (ARH #7704011) –**
Design work is progressing on the plans for Trout Drive and Genessee Avenue. South Jersey Gas and Verizon officials were onsite this past week to provide test holes for the high pressure gas main and the bank of conduit for the telephone cables. Both utilities are in a conflict position with the proposed cross drain replacement. The replacement of the cross drain is necessary to correct the crushed drain presently under the road and to relieve the flooding on private property.
4. **Township Municipal Building Emergency Generator – (ARH #7701049)**
The foundation concrete pad has been installed. Conduit has been placed. We are awaiting the delivery of the generator.
5. **Township Public Safety Building (ARH #5152211)**
It is my understanding that the CCIA has completed the improvements to the site for the Public Safety Building. I believe that the project is complete in regard to the necessary corrections.
6. **Waterford MUA Rules & Regulations Update (ARH # 7701052) – No Status Change**
The Township Committee authorized our office to perform the required revisions to documents. In addition to revising the Rules and Regulations Document, we are also clarifying the construction details. We have submitted draft copies to the township to begin review.
7. **Water Quality Accountability Act Compliance (ARH # 7703006.01)**
It is necessary under this program for the Township to prepare a Capital Assessment Plan in accordance with the Act. Part of that requirement is to locate all water valves and fire hydrants in the system

We have proposed to complete a pilot study of a small portion of the system where we will locate the valves and hydrants by GPS. We are offering to perform this work at no cost to the Township so that we can better prepare a cost estimate for the balance of the water system.

Deadline for the Capital Assessment Plan is April 2019.

We are seeking your authorization to begin the work.

8. Carriage Lane and Lancaster Lane Road improvements (ARH # 7704012)

The Township Committee has awarded the contract for this work. Contract documents have been prepared and issued to the contractor. Work should begin shortly after a preconstruction conference is held.

9. Acorn Drive (ARH #7704012)

We are attempting to contact the resident at 2437 and 2439 Acorn Drive. We need easement from them to install a storm sewer pipe to drain Acorn Drive properly.

Currently, there is a depression along the common property line that serves as a swale to drain the area. There is no evidence of an existing easement.

We have not had any response from our letters. Additional contacts will be necessary. The Owners are:

Stephen MacDonald (lot 22)
2439 Acorn Drive

Thomas Hooker (lot 21)
2437 Acorn Drive.

Any assistance you can provide in contacting these residents would be appreciated.

10. Natural Resource Inventory (ARH# 7701055)

Our staff has begun work on the Natural Resource Inventory report. The Environmental Commission has been meeting with us and will be meeting again this week. Our target is to have the report complete by November 1, 2018.

Waterford Township Fire Department

2121 Auburn Avenue • Atco, NJ 08004

(856) 767-5353

David Cilona, *Chief of Department*

Chris Levet, *Battalion Chief*

Chris Sylvia, *Deputy Chief*

October 8, 2018

Monthly Report for September 2018.

Incidents

- The Fire Department responded to 44 calls for service in month of September. There were 35 day calls and 9 night calls. The members spent 212 man hour on calls and 311 man hours on training for the month of September.

Training

- Firefighters attended training on vacant building fires and the challenges that can be presented to the fire department while attempting to extinguish such a fire. Members also attended training on reading smoke. Reading the signs presented by the color and velocity of the smoke will allow the membership to determine the proper approach on how to attack the fire safely and effectively. We conducted this training with Berlin Fire Company as a shared service to reduce the cost to both departments by 50%. We continue to share as much training as possible to provide the members the best training possible while reducing the costs.

Notes

- The fire department held its annual open house on September 28th and can't thank the residents of Waterford Township enough for the overwhelming support. We are proud to say that this year's event was our biggest ever with support from our community, mutual aid fire departments and local officials. We look forward to visiting the schools in town the week of October 8th to help educate the children of our community on being fire safe.

Just a note for our residents

- At our recent open house many of the residents were very thankful to our membership having staff in the new building. When we advised them that the Fire Department in town is made up of all volunteers, many were surprised. For the residents that aren't aware the fire department is all volunteer and every member works their full time job, manages their home and family responsibilities while maintaining the proficiencies at the fire department. We will continue to provide the residents of Waterford Township with the best fire service we can with the continued support from the Township of Waterford.

Respectfully submitted,

Dave Cilona
Chief



Betty Anne Gardner, Chief

Monthly Report – September 2018

During the month of September were dispatched to 157 calls for service. We were dispatched to Waterford Township-87, Chesilhurst -2, Winslow Township 14, and Berlin- 6. Paramedic's assisted us with 15 responses.

Our activities consisted of:

- Two CPR Providers classes for our members and public

- Two Soccer Standbys

- Two Quarter Midget Standbys

- Fire Prevention

Training consisted of Respiratory Emergencies

We have two new volunteer members and one who is in EMT Class currently.

With the changes in temperatures, please remember that with the leaves on the streets, it is a recipe for accidents. Also, there are a lot of children still out playing close to the streets.

Anyone that would like to volunteer can stop at our building. Also anyone who would like to attend a CPR class, please enroll on our website.

Betty Anne Gardner
Chief

**Rita M. Hanna, Ed.D.
69 Virginia Drive
Atco, NJ 08004**

Monthly Report for October 2018

Representative to the Atlantic County Joint Insurance Fund

- I have nothing to report this month.

School Liaison Representative

- Dr. Harring is requesting an opportunity appear before Council an update on news regarding the new pre-school program for 4 year-olds.

Financial Director/Budget

- The Finance Office reports they are managing the freeze imposed the beginning of September. They continue to monitor all programs and budgets as we move to the close of the year.

Alternate to the Library

- A meeting was held on Monday evening at the library. I could not attend due to a previous commitment. As of this meeting I have not received any information of matters discussed at their meeting.

Rita M. Hanna, Councilwoman
Submitted October 10, 2018



Principals

Richard Rehmann, GISP
Chris Rehmann, PE, CME, PP, PLS
Richard Heggan, PLS, PP
Robert Heggan, PLS, PP

MONTHLY REPORT OF PROGRESS FOR REHABILITATION
OF PUMP STATIONS 1, 2 & 3
TOWNSHIP OF WATERFORD

Reporting Period: September 1, 2018 to September 30, 2018

Pump Station #1

Pump Station #1 was in service for the month of September. Turnover to the pump station along with training for Township DPW personnel occurred on September 20th.

Items remaining to be completed at station #1 are as follows:

1. Site Grading and Topsoil
2. Asphalt Paving
3. Seeding
4. Building Gutters

These items should be completed within the next 30 days

Pump Station #2

Work at the station has reached substantial completion. The pump station was put into service Friday, October 5th. The Township DPW personnel will be trained on Wednesday October 10th. It is anticipated project will take from 5-6 weeks to complete and be turned back over to the owner for operation in early September

Items remaining to be completed at station #2 are as follows:

1. Site Grading and Topsoil
2. Asphalt Paving
3. Seeding
4. Building Gutters

ARH Associates

Corporate Headquarters – 215 Bellevue Avenue – PO Box 579 – Hammonton, NJ 08037 – 609.561.0482 – fax 609.567.8909
Bloomfield Office – 2 Broad Street – Suite 602 – Bloomfield, NJ 07003 – 973.337.8562 – fax 973.337.8876

www.arh-us.com