

BOROUGH of CHATHAM

ENGINEERING

DEPARTMENT

ANNUAL REPORT

2010

VINCENT J. DE NAVE, BOROUGH ENGINEER

ENGINEER'S REPORT FOR THE YEAR 2010

The year 2010 was another productive year for the Engineering Department.. The Parrot Mill and Riverview sewer lift stations upgrades were completed.

Four roads were milled and resurfaced at a cost of \$85,000. Hillside Avenue was reconstructed with new curbing, drainage and the remaining paving work will be completed in the spring of 2011. We continued to add street furniture to our Streetscape project on Main Street at the request of the merchants. We doubled the size of our yearly sidewalk and curb program and were able to complete all of the requested projects. Included in the construction were sidewalks around Milton Avenue school, curbing on Charles Street, Martin Place, Ward Place and Overlook Road. Three new gateway signs have been installed with three additional on order for installation in early 2011. We were able to help with the approval and layout of the new Community Garden located on Division Ave. We again applied for NJDOT Municipal Aid for the partial reconstruction of two roadways in the Borough and hope to hear of the results shortly. We began the construction of the NJ Infrastructure Trust project for the lining and rehabilitation of almost two miles of sanitary sewer. Due to the excellent pricing, we are able to expand our scope and continue lining additional areas into 2011. The 2010 Drainage improvement project was completed with drains installed in areas that were experiencing drainage problems including Highland Avenue, Ward Place and Greenwood Avenue. We will continue to improve the Boroughs Infrastructure in 2011, while balancing the budgetary constraints with resident requests.

Vincent J. DeNave
Borough Engineer

2010 GOALS, OBJECTIVES & ACHIEVEMENTS

- 1. Goal:** Increase funding and projects and complete the sidewalk maintenance program before September 1, 2010. Implement an information program to advise residents about the process for applying for sidewalk repairs through the Borough Engineer.

Objectives:

- Increase funding from \$100,000.00 to \$250,000.00.
- Request the engineer to complete the sidewalk improvement list before May 1, 2010 and prepare bid specifications.
- Advertise for bids during the month of May 2010.
- Award the contract at the first meeting in June 2010.
- Complete the project before August 15, 2010.
- Include an information letter with the tax bills about the procedure to apply for sidewalk repairs.
- Before February 1, 2010, advertise the procedures on the Community Bulletin Board and Borough web page.

Achievement: The 2010 curb and sidewalk budget was increased from \$50,000 in 2009 to \$200,000 in 2010.

- 2. Goal:** Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council in March 2010.
- Advertise for bids before November 1, 2010.
- Award the contract at the December 13, 2010 Borough Council meeting.
- Work to start before March 15, 2011.

- Complete the project before July 15, 2011.
- The park is scheduled to be opened in the spring of 2012.

Achievement: The project design is completed. The start date is contingent on the completion of the Shunpike Field project.

3. Goal: Improve Memorial Park/Pool.

Objectives:

- The Memorial Park/Pool Planning Committee should establish recommendations and prepare a written report for the Mayor and Borough Council by February 2010.
- Hold a public information meeting after the plan is presented to the Mayor and Borough Council.
- When the concept is approved, complete preliminary design work and discuss with Planning Committee, April 2010.
- Present final plan to Mayor, Borough Council and the public, May 2010.
- If approved, advertise for bids June 2010.
- Award Contract July 2010.
- Initiate work March 2011.

Achievement: The Borough Council appointed a Memorial Park/ Pool Committee.

On August 7, 2009, a preliminary pool analysis was sent to the Mayor and Borough Council. The Borough Council appointed Councilman Lonergan to chair the committee. The Pool Committee developed a survey for residents to complete. The survey was sent to every household in the Borough. Over one thousand surveys were returned. On August 9, 2010, the Borough Council adopted resolution # 10-259 authorizing the pool improvements to be placed on the November 2010 election ballot. The amount to be authorized is \$387,000. On November 2, 2010, the question was approved. The pool renovations will be scheduled for 2011.

4. Goal: Complete the reconstruction of Hillside Avenue.

Objectives:

- The Department of Transportation approved the funding in the amount of \$250,000.00. The Borough Council will have to approve the Capital funding contribution in the amount of \$75,000.00.
- If the Borough Council approves funding, the project will be advertised for bid before May 1, 2010.
- Award contract for work before June 15, 2010.
- Initiate work, July 1, 2010.
- Complete project, December 1, 2010.

Achievement: The project started on August 27, 2010. The curbing and drainage work was completed in November. The paving of the roadway is scheduled for April 2011.

5. Goal: Complete the Roosevelt, Wilson and Hedges sanitary sewer repair project.

Objectives:

- Before February 15, 2010, the engineer will advertise the project for bids.
- Before March 15th, the project contract will be awarded.
- The project will start before April 1, 2010.
- Complete the project before June 1, 2010.

Achievement: The project started on August 2, 2010. The initial phase was completed in November and finished under budget. Other areas that need repair were added to the project. The additional work will be completed in 2011.

6. Goal: Install new gateway signs.

Objectives:

- Before February 2010, finalize the design.
- Before March, order the new signs.
- Install the signs before May 2010.

Achievement: Three signs were installed in August 2010. The remaining signs will be installed before May 2011.

2011 GOALS AND OBJECTIVES

- 1. Goal: Complete the sidewalk maintenance program before September 1, 2011.**

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2011 and prepare bid specifications.
- Advertise for bids during the month of May 2011.
- Award the contract at the first meeting in June 2011.
- Complete the project before August 15, 2011.

- 2. Goal: Continue to implement the plan for the Main Street signage.**

Objectives:

- The Borough Engineer will develop recommendations and submit the recommendations to the Mayor and Borough Council before March 15, 2011.
- The Borough Council will discuss the proposal at an April 2011 Borough Council meeting.
- If the recommendations are approved, the project will be advertised for bid before May 15, 2011.

- The contract will be awarded at the June 2011 Borough Council meeting.
- Installation will start before August 1, 2011.

3. Goal: Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council after the Shunpike Field completion date is certain.
- Advertise for bids after the Borough Council approves the project scope of work, January 2012
- Award the contract at first March 2012 Borough Council meeting.
- Complete the project before November, 2012.

4. Goal: Improve Memorial Park Field.

Objectives:

- The Borough Engineer should establish recommendations and prepare a written report for the Mayor and Borough Council by February 2011.
- Hold public information meeting after the plan is presented to the Mayor and Borough Council.
- Discuss the concept plan with the Borough Council, March 2011.
- If approved, advertise for bids April 1, 2011.
- Receive bids, May 2011.
- Award Contract, June 2011.
- Initiate work, September 2011.
- Complete construction, April 2012.

5. Goal: Continue to investigate and implement green initiatives and implement energy audit recommendations.

Objectives:

- The Borough Engineer will discuss recommendations with the Borough Council before April 2011.
- The Borough Engineer will prepare a budget and submit to the Administrator before September 1, 2011.
- If funding is approved, implement recommendations before January 1, 2012.
- Continue to obtain grant funding.
- Before June 2011, the Green Initiatives Committee will identify and investigate green initiatives shared services opportunities with other towns.
- The Green Initiatives Committee will present the green initiatives shared services recommendations including grant opportunities to the Borough Council before September 2011.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2012.
- Investigate joint solar opportunities with the Joint Meeting.

6. Goal: Renovate the Municipal Pool.

Objectives:

- December 2010 – solicit membership.
- December 2010 – Borough Engineer to present concept plan and timeline for project completion.
- Appoint members at the 2011 reorganization meeting.
- January 2011 – Introduce capital ordinance.
- March 2011 - Discuss the concept plan with the Borough Council.
- April 1, 2011 – Advertise for bids.
- May 2011 – Receive bids.
- June 2011 – Award contract.
- September 2011 – Start construction.
- April 2012- Complete construction.

7. Goal: Investigate solar power for Borough Hall and the ECLC building.

Objectives:

- January 2011 - The engineer will contact solar companies to discuss options and cost.
- May 2011 – The engineer will submit a report to the Administrator about the cost and viability of solar power for Borough Hall and the ECLC building.
- June 2011 - The engineer and Administrator will discuss the project with the Borough Council.

8. Goal: Continue to investigate the cost and timeline for the implementation of GIS for the water, sewer and storm water systems.

Objectives:

- Before May 1, 2011, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2011, the Borough Engineer will submit the price quotes to the Administrator, Mayor and Borough Council for review.
- The matter will be scheduled for the June Borough Council meeting.
- If the project is approved, the Borough Engineer will develop an implementation time and submit the timeline before July 1, 2011.

9. Goal: Develop and implement a monthly Engineering and Construction Office report.

Objectives:

- Before February 15, 2011, the Engineer will prepare the report format and submit the report format to the Administrator for review and approval.
- Implement the report and submit the first monthly report before March 10, 2011.

10. Goal: Make Annual Report Green

Objectives:

- Eliminate cover/title pages.
- Copy two sided.

11. Goal: Study lighting on Main Street.

Objectives:

- Before June 1, 2011, the Borough Engineer will develop and submit alternatives to reduce lighting intensity on Main Street.
- The plan will be discussed at one of the June Borough Council meetings.

12. Goal: Improve monthly reports.

Objectives:

- Standardize format.
- Review format with the department heads and request input.
- Revise the form of the report and implement new forms before April 1, 2011.