

ENGINEER'S REPORT FOR THE YEAR 2011

The year 2011 was another year of continued project completion. The Firehouse received several upgrades this year including the backup generator, windows, the Boiler and hot water heater. Five roads were milled and resurfaced at a cost of \$230,000. The Hillside Avenue Improvement project was completed in the spring. We initiated reconstruction of Washington Avenue and expect final paving to be completed early this spring. We continued our yearly sidewalk and curb program at a cost of \$200,000. This funding allowed for our normal sidewalk repair program as well as the installation of new Belgian block curbing on several roadways. Two new gateway signs were installed along roadways entering the Borough. The Improvements to the Memorial Park and Pool were initiated after Labor Day and based on the progress, both the Pool and Park will be able to open in the Spring. The NJ Infrastructure Trust project for the lining and rehabilitation of over two miles of sanitary sewer was successfully completed, with only minor items remaining for closeout. Drainage improvement funding allowed us to target areas affected during heavy rainfalls with new drainage structures and detention facilities.

We will continue to improve the Boroughs Infrastructure in 2012, while addressing Park and Pool upgrades and balancing the budgetary constraints with resident requests.

Vincent J. DeNave

Borough Engineer

2011 GOALS & OBJECTIVES & ACHIEVEMENTS

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.

Achievement: The Sidewalk Improvement Program was substantially complete by the end of September. Due to excellent pricing, additional work was added to the end of the project.

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.

Achievement: The Council formed a Parking Task Force for review and approval of Downtown Signage. Reports were completed and recommendations were made by the end of November. Signs have been ordered and should be installed in early 2012

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.

Achievement: The project is in the process of being scaled down to meet budgetary constraints. The scaled down project should be able to meet the proposed schedule.

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.

Achievement: The Project is on schedule for completion by 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.

Achievement: The Borough utilized the Direct Install program to complete several of the energy audit recommendations during the Summer of 2011. Grant funds supplemented Borough Capital monies to fund the project.

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.

Achievement: The Project is on schedule for completion by April, 2012

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.
- Achievement: A no-cost analysis of electric usage was performed by T&M Associates, and it was determined that there was a very limited cost benefit to the Borough for constructing solar panels at this location. Other larger locations are to be investigated.

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.

Achievement: Maser Consulting presented options a a seminar that was held at Borough Hall for the Boards, Commissions and Construction office. The system implementation is scheduled for early 2012.

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.

Achievement: Mr. DeNave submitted a draft report format in October. The new report will be initiated in January 2012.

10. Goal: Make Annual Report Green

Objectives:

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

Achievement: Completed

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.

Achievement: The Project is being reviewed by NJDOT. Lighting levels need to be checked by NJDOT for safety prior to implementation.

2012 GOALS AND OBJECTIVES

1. **Goal: Complete the sidewalk maintenance program before September 1, 2012.**

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2012 and prepare bid specifications.
- Advertise for bids during the month of May 2012.
- Award the contract at the first meeting in June 2012.
- Complete the project before August 15, 2012.

2. **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.

3. **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 2012.

- The Borough Engineer will prepare a budget and submit to the Administrator before September 1, 2012.
- If funding is approved, implement recommendations before January 1, 2013.
- Continue to obtain grant funding.
- Before June 2012, 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 2012.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2013.
- Investigate joint solar opportunities with the Joint Meeting.

4. Goal: Identify shared services opportunities and discuss with other municipalities.

Objectives:

- Before February 1, 2012, the Shared Services Committee will identify further shared service opportunities.
- Before March 1, 2012, contact other municipalities to identify shared service opportunities.
- Before April 15, 2012, develop plans and submit the plans to the governing body for review.
- Before May 15, 2012, prepare shared service agreements and submit to the governing body.
- Before June 1, 2012, implement the shared services agreements.
- Evaluate the effectiveness of existing shared services agreements: Joint Meeting, Joint Recreation, Board of Health, Joint Court and Construction.

5. 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, 2012, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2012, 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, 2012.

6. Goal: Develop a list of state and county issues.

Objectives:

- Before January 10, 2012, meet with the Department Heads to develop a list of items.
- Before January 20, 2012, send the draft list to the Mayor and Borough Council for review.
- Prepare the final list before February 1, 2012 and submit the list to the Mayor and Borough Council.

7. Goal: Review and prepare recommendations for improving parking in the downtown area.

Objectives:

- The Parking Task Force Committee will schedule meetings to identify specific parking problems by location.
- The Parking Task Force Committee will develop options to resolve the parking problems that the Committee identified.

8. Goal: Identify and review options for the expansion of the Community Garden.

Objectives:

- During the first six months of 2012 the Community Garden Committee will develop a plan to identify and review new sites.
- In the Fall of 2012, the Committee will present the options to the Borough Council.
- The sites that are approved will be scheduled for development for the 2013 growing season

9. Goal: Complete the Complete Streets Plan by the end of 2012.

Objectives:

- Develop the plan and review drafts before March 31, 2012.
- Prepare the plan before June 2012.
- Hold discussions and revise the plan.
- Adopt the plan before November 2012.

10. Goal: Identify locations for the construction of a Dog Park.

Objectives:

- The Open Space Committee will identify possible locations.
- The Open Space Committee will discuss the site options with the Borough Council.
- If the Borough Council approves a site, the Borough Engineer will develop cost estimates and discuss the design and costs with the Open Space Committee.
- When the Open Space Committee has approved a location and the cost estimate is prepared, the proposal will be presented to the Borough Council.

2011 Engineering Project List

Prepared By: Vincent J. DeNave

ROAD RESURFACING \$252,000

Hillside Avenue	Hedges Avenue
Chatham Street	Woods Lane
N. Hillside Avenue (Weston to Main)	Elmwood Avenue (Milton to Weston)

SIDEWALKS \$50,000

26 Various Locations	Replaced all areas requested due to tree root lift
----------------------	--

CURBING \$120,000

Pihlman Place	Weston Avenue
Edgehill Road	Center Street
Vincent Street	Amherst Road
Dunbar Street	Ward Place

ENERGY UPGRADES \$58,000

3 Borough Hall Roof Top AC Units Replaced	All Electronic Fuel-Use Economizers DPW Replaced
---	--

FIREHOUSE \$28,000

Boiler Replacement	Window Replacement
Hot Water Heater Replacement	

POOL BUILDING IMPROVEMENTS \$5,000

Interior Exterior Painting	Electrical Improvements
----------------------------	-------------------------

POOL / PARK IMPROVEMENTS \$800,000

Renovation of Memorial Park

DRAINAGE IMPROVEMENTS \$75,000

Highland Avenue	Fairview Avenue
Washington Avenue	Fuller Avenue
Amherst Road	Kings Road

SEWER LINING - NJEIT \$120,000

Various Roads

WATER LINE IMPROVEMENTS \$7,000

ECLC Building

SIGNAGE IMPROVEMENTS \$6,000

Gateway	Way Finding
Traffic	

STORM DAMAGE - Hurricane Irene \$60,000

Days Brook Culvert Repair	Woods Lane Repair
---------------------------	-------------------

TOTAL IMPROVEMENT COSTS

\$1,531,000