

# **Annual Engineering Summary 2013**

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## **ENGINEER'S REPORT FOR THE YEAR 2013**

The year 2013 was another year of continued project completion.

The road resurfacing program was completed. The roads that were resurfaced included: Ward place, Colonial Way, Pihlman Place, Charles Place and Lafayette Place.

Kings Road improvement project was initiated through two Municipal Aid Grands awarded in the total amount of \$315,000.00. The sidewalk improvements as well as the paving and drainage were completed. Additional traffic calming measures are to be installed this spring.

We continued our yearly sidewalk and curb program at a cost of \$150,000.00. This funding allowed for our normal sidewalk repair program as well as the installation of new pervious pavement walkways in areas heavily traveled by our school aged children.

Belgian block curbing was installed on several roadways including: Harvard Street, Center Place and LaFayette Place.

Drainage improvement funding allowed us to target areas affected during heavy rainfalls with new drainage structures and detention facilities including areas on Hillside Ave., Broadview Terrace, Coleman Avenue, Mercer Place and N. Hillside Avenue.

The drainage improvements to Sheppard Kollack Park were completed. The improvements should allow for greater use of the field after storm events. We were also able to repair the existing sprinkler system during the project.

Construction of a lacrosse wall was completed in the fall.

The long awaited sidewalk improvements along Watchung Avenue were completed during the summer. The work included the installation of a retaining wall and handicapped ramps.

The main section of the municipal roof was replaced to alleviate the leaking issues.

This year we will initiate a comprehensive sidewalk improvement program, supplement existing parking lots and continue improving our curbs and drainage in various areas throughout the Borough.

- 1. Goal: Complete the sidewalk maintenance program and install new sidewalks before September 1, 2013.**

**Objectives:**

- Request the engineer to complete the sidewalk improvement list before May 1, 2013 and prepare bid specifications to include the following locations:
  - Watchung Avenue.
  - Kings Road.
  - Lafayette – front path.
  - Passaic – Fuller path.
- Advertise for bids during the month of May 2013.
- Award the contract at the first meeting in June 2013.
- Complete the project before August 15, 2013.

**Accomplishment:** The 2013 sidewalk maintenance bid was awarded on May 28, 2013. The project was completed in August.

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

**Objectives:**

- The Borough Engineer will discuss the path/trail plan options with the Mayor and Borough Council.
- Advertise for bids after the Borough Council approves the project scope of work, March 2013
- Award the contract at first April 2013 Borough Council meeting.
- Complete the project before November 2013.

**Accomplishment:** The project was presented to the Mayor and Borough Council on May 28th. The project started in August and was completed in September.

**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 2013.
- The Borough Engineer will prepare a budget and submit to the Administrator before June 1, 2013.
- If funding is approved, implement recommendations before January 1, 2014.
- Continue to obtain grant funding.
- Before June 2013, the Environmental Commission will identify and investigate green initiatives shared services opportunities with other towns.
- The Environmental Commission will present the green initiatives shared services recommendations including grant opportunities to the Borough Council before September 2013.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2014.
- Investigate joint solar opportunities with the Joint Meeting.

**Accomplishment:** The tier one energy audit recommendations were completed in 2012. The motion sensor lights in the restrooms at Borough Hall were installed in August 2013. The Shade Tree Chairman was briefed about the Shade Tree items that would qualify for Sustainable Jersey certification. Cindy Steffens did invite Madison and Chatham Township to participate in the monthly public education series at the Chatham Library. Two green team grants for 2,000 and \$20,000 were submitted. The \$20,000 grant is for electric charging stations. The \$2,000 grant is for Green Team capacity building. The grants were approved on October 15, 2013.

**4. Goal: Expand the trail system.**

**Objectives:**

- Before May 1, 2013, the Environmental Commission will identify new trail sites.
- Before May 1, 2013, the Environmental Commission will explore new grant funding opportunities.
- When new grant opportunities are identified, the Environmental Commission will work with Mrs. Piccolo to prepare and submit grant applications.
- The Environmental Commission will work with surrounding towns, such as Summit and New Providence, in identifying new trail sites.
- Before June 1, 2013, identify specific trails:
  - Passaic loop with Summit.
  - River Road Trail.
  - Investigate improvements to:
    - (1) Jackson/Milton path.
    - (2) Lafayette/Washington path.
    - (3) South Passaic/Fuller path.
    - (4) Weston path.
    - (5) Duchamp/Center path.
    - (6) Hedges/Roosevelt path.

**Accomplishment:** On June 3, 2013, the interns began the mapping process. On June 20, 2013, the first draft of the Summit trail loop was sent to Mayor Harris. In September, the cost estimates were submitted by the Chatham Borough and Summit engineers. The following paths were paved: Hedges to Cornell, Hedges to Wilson and Coleman to Milton.

**5. Goal: Remove excess lighting on Main Street.**

**Objectives:**

- Request lighting level standard from the New Jersey Department of Transportation.
- Conduct lighting level readings of the existing lighting and compare to the Department of Transportation's Standards.

- Work with Jersey Central Power and Light to remove excess lighting before October 1, 2013.

**Accomplishment:** On March 11, 2013, the Borough Council approved the contract for Maser Engineering to survey the area and submit recommendations. On May 23, 2013, the overhead lights between Fairmount and Hillside were surveyed by Maser Engineering. The survey did not identify any lights that could be removed..

**6. Goal: Continue the evaluation of the industrial zones.**

**Objectives:**

- Before February 1, 2013, prepare a written report that identifies encroachments and the corrective actions initiated.
- Before April 1, 2013, develop recommendations and submit the recommendations to the Borough Council.
- Schedule a discussion with the Borough Council in May 2013.

**Accomplishment:** The River Road area was surveyed. The encroachments identified were brought to the attention of each property owner. The Planner, Engineer and Council Member Fife inspected the area, and discussions with the Planning Board are underway. On July 17, 2013, the business owners were invited to attend an open house information fair about the rezoning. On November 13, 2013, the Planning Board approved an amendment to the Master Plan.

**7. Goal: Initiate the process for the implementation of the recommendations listed in the report that was prepared by the Long Range Traffic and Pedestrian Safety Planning Committee.**

**Objectives:**

- Before April 1, 2013, initiate and distribute the police monthly safety reminders via the Borough web page, community bulletin board, local media, and schools for distribution to the students and parents.

- Before April 1, 2013, the Police Department will develop an annual program schedule about bicycle safety; participate in the back to school night program and the other school safety programs.
- Before December 31, 2013, the Police Department will develop and deliver educational programs for school age and adult drivers that address the dangers of texting and cell phone use while driving a motor vehicle.
- Before June 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit recommendations to the Mayor and Borough Council for one new sidewalk ordinance.
- The Borough Engineer will work with the NJ Department of Transportation to install the new pedestrian crossing signal at Main Street and Coleman Avenue. After the current pedestrian crossing warning device is removed from Main Street and Coleman Avenue, it will be installed at the railroad underpass on Fairmount Avenue.
- Before June 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit an ordinance change to the Mayor and Borough Council to amend the parking time limit on Main Street from sixty minutes to ninety minute parking.
- Before September 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will develop a plan to increase the use of the Bowers Lane parking lot.
- Before June 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit recommendations to the Mayor and Borough Council to remove the unnecessary overhead lighting on Main Street (between Fairmount and Hillside).
- Continue to install solar powered pedestrian crossing signals
- The Borough Council should consider adopting a resolution asking the State Legislature to increase the penalty for operation of a motor vehicle while the driver is texting or using a cell phone.
- Before June 1, 2013, the Police Department will expand the frequency of police officer assignments to walking the downtown Main Street business area. This will not only provide for a more visible deterrence, but it will increase enforcement of pedestrian, parking and motor vehicle violations.
- The Police Department should continue to develop and implement the Police Sergeant Zone Officer Assignment Plan before June 1, 2013.

- The Engineer and Traffic Safety Officer should work with representatives from Chatham Township to coordinate the preferred routes to schools plan and implement the recommendations identified that are listed in the plan.
- The Mayor and Borough Council should encourage the Chatham Township Committee to establish an advisory committee that will work jointly with this Committee to develop plans for sharing the cost for crossing guards that are necessary at the locations that are traversed by Chatham Borough and Chatham Township school children.

**Accomplishment:** The Police safety bulletin program was implemented in April. The revised sidewalk ordinances were presented to the Mayor and Borough Council on May 28th. The ordinances were adopted on June 24th. The Main Street and Coleman pedestrian crossing signal was installed in October. The pedestrian crossing signal on Fairmount will be scheduled for installation in 2014. The Police Sergeant Zone Assignment Program was implemented during the month of April. The Main Street ninety minute time limit parking ordinance was approved by the Borough Council on June 10th. The plan to eliminate overhead lighting between Fairmount and Hillside was submitted to the Mayor and Borough Council in May. The analysis does not support the removal of any existing lighting fixtures. In April, the Chief of Police implemented a written policy and procedures for the regular assignment of a foot patrol officer on Main Street. The program began after the new police officer hires were released from training for full duty. Officer assignments to Main Street started in November. Mayor Harris, Council Member Collander and Mr. Falzarano met with Mayor Hagner and Mr. Ciccarone to discuss sharing the cost for crossing guards. The financial information was submitted to Mr. Ciccarone on May 21st. The decision of the Chatham Township Committee was that the cost for the Borough's crossing guards is the responsibility of the Borough.

# 2014 GOALS AND OBJECTIVES

- 1. Goal: Complete the sidewalk maintenance program and install new sidewalks before September 1, 2014.**

**Objectives:**

- Request the engineer to complete the sidewalk improvement list before March 1, 2014 and prepare bid specifications to include the following locations:
  - Lafayette – Front path
  - Passaic / Fuller path
  - Dellwood/Washington path
  - Weston paper street
- Advertise for bids during the month of April 2014.
- Award the contract at the first meeting in May 2014.
- Complete the project before August 15, 2014.

- 2. Goal: Continue to expand the trail system.**

**Objectives:**

- Before April 1, 2014, the Borough Engineer will determine if the Weston Avenue trail towards the Triborough Bridge would qualify for improvements. This may qualify for a Scout project.
- Before May 1, 2014, the Environmental Commission will explore new grant funding opportunities.
- When new grant opportunities are identified, the Environmental Commission will work with Mrs. Piccolo to prepare and submit grant applications.
- The Environmental Commission will work with surrounding towns, such as Summit and New Providence, in identifying new trail sites.
- Before April 15, 2014, the Borough Engineer will submit a project plan with cost estimates and timelines for the completion of the following:
  - Chatham /Summit loop
  - River Road Trail

- Garden Avenue/Middle School
- Paving of the Weston Avenue paper street, Front Street path, Lafayette path and Fuller to South Passaic path. (if the paving of the 2013 path paving materials is positive)

**3. Goal: Pave the PSE&G parking lot on Division Avenue.**

**Objectives:**

- Negotiate the lease before February 1, 2014.
- Advertise for bids before February 15, 2014.
- Initiate the project before March 15, 2014.
- Complete the project before April 1, 2014.

**4. Goal: Install the pedestrian signal on Fairmount Avenue.**

**Objectives:**

- Include the cost in the 2014 capital budget.
- Before February 1, 2014, receive authorization from Morris County to install the signals.
- Before February 15, 2014, the engineer will obtain price quotes for the electrical installation.
- Before February 25, 2014, the engineer will schedule the installation.
- Complete the project before April 1, 2014.

**5. Goal: Complete the Post Office Plaza improvements.**

**Objectives:**

- The Borough Engineer will present the plan to the Mayor and Borough Council before February 1, 2014.
- Before March 1, 2014, the final plan will be approved by the Mayor & Borough Council.
- Before April 1, 2014, advertise the project for bids.
- Award the contract before May 15, 2014.

- Initiate the project before June 15, 2014.
- Complete the project before September 1, 2014.

**6. Goal: Replace the Lum Field baseball sections.**

**Objectives:**

- Include the expense in the 2014 capital budget.
- Before February 15th, advertise for bids.
- Award the contract before March 15th.
- Complete the project before April 15th.

**7. Goal: Review the progress of the new Community Garden.**

**Objectives:**

- At the March 10th Borough Council meeting, the Community Garden Committee will provide the Mayor and Borough Council with the progress and plans for the new garden and the planting schedule.

**8. Goal: Identify the River Road Conservation Land that need clean up.**

**Objectives:**

- Before April 1, 2014, the Borough Engineer will identify the locations and types of materials for clean-up.
- Develop the plan and schedule for the clean-up.

**9. Goal: Continue the process for the implementation of the recommendations listed in the report that was prepared by the Long Range Traffic and Pedestrian Safety Planning Committee.**

**Objectives:**

- The Engineer and Traffic Safety Officer should continue to work with representatives from Chatham Township to coordinate the preferred routes to schools plan and implement the recommendations identified that are listed in the plan.

- The Mayor and Borough Council should encourage the Chatham Township Committee to establish an advisory committee that will work jointly with this Committee to develop plans for sharing the cost for crossing guards that are necessary at the locations that are traversed by Chatham Borough and Chatham Township school children.
- Before February 1, 2014, develop a plan to expand parking at the library. Submit the plan to the Borough Council before March 1, 2014.
- Identify and recommend the installation of gateway signs. Before March 1, 2014, submit the plan to the Borough Council.

**10. Goal: Update the Water Capital Management Plan.**

**Objectives:**

- Before February 1, 2014, the Borough Engineer will review the current plan and submit recommendations to the Borough Administrator.
- The Borough Engineer will present the plan changes to the Mayor & Borough Council at the March 10, 2014 Borough Council meeting.
- The Borough Engineer will complete the revised plan and submit the plan to the Borough Council for approval at the April 14, 2014 Borough Council meeting.
- Include the upgrades in the 2015 Water Utility capital project plan.