

Annual Engineering Summary 2012

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ENGINEER'S REPORT FOR THE YEAR 2012

The year 2012 was another year of continued project completion.

The reconstruction of Washington Avenue Project Phase III between Chandler Road and Watchung Avenue was completed.

Kings Road improvement project was initiated through a Municipal Aid Grand award of \$65,000.00. An additional municipal aid grant, filed for 2013, if awarded will provide for the project funding shortfall.

We continued our yearly sidewalk and curb program at a cost of \$100,000.00. This funding allowed for our normal sidewalk repair program as well as the installation of new Belgian block curbing on several roadways including: Highland Avenue, Lafayette Place and Elm Place.

The Improvements to the Memorial Park and Pool were completed prior to opening day for the pool and the recreation spring season. A demonstration rain garden was also installed during the Memorial Park Project, supported through a community grant.

Wayfinding Sign improvements were completed in the downtown areas.

The NJ Infrastructure Trust project for the lining and rehabilitation of over two miles of sanitary sewer was successfully completed.

Drainage improvement funding allowed us to target areas affected during heavy rainfalls with new drainage structures and detention facilities including areas on North Summit Avenue, Weston Avenue, Kings Road and Amherst Road.

Under an environmental communication ANJEC grant, Chatham Borough adapted a complete street ordinance and check list which applies to all current and future projects.

Additionally, through Chatham Borough's Sustainable Jersey Silver Certification, Ordinance #233 Article III for recycling of construction and demolition materials was successfully completed.

Supervision and oversight was provided by the Traffic Safety Officer and me to efficiently direct the restoration of power to residents during supper storm Sandy.

Acted as Administrator, performing administrative duties, during the prolonged medical absence of the Administrator. Permitted and provided for a structure for employee staff for grief counseling directly after the loss of a non-work related employee loss of life.

Provided continual feedback and input for effective use of staff, personnel, and policy in the shared service Construction Department.

We will continue to improve the Boroughs Infrastructure in 2013, while addressing Sheppard Kollock Park improvement, M District identification and rezoning while balancing the budgetary constraints with resident requests.

2012 GOALS & OBJECTIVES & ACHIEVEMENTS

1. Goal: Complete the sidewalk maintenance program before September 1, 2013

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

Achievement: The project was completed before September 10, 2012.

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

Objectives:

- Signs have been ordered and should be installed in early 2012.

Achievement: All signs were installed during 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 contract was awarded in October 2012. Due to Hurricane Sandy, the project was delayed and is planned to start before April 15, 2013.

4. Goal: Improve Memorial Park and Field

Objectives:

- Complete construction, April 2012.

Achievement: All Improvements to the park and Field including the addition of a demonstration rain garden were finalized in advance of the Memorial Day Opening Date.

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 2010.
- 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.

Achievement: The heating & air conditioning systems were upgraded. Chatham

Borough received silver certification by Sustainable New Jersey. Chatham Borough was one of three municipalities in NJ to receive silver certification.

6. Goal: Renovate the Municipal Pool.

Objectives:

- April 2012 – Complete construction

Achievement: The Municipal Pool Renovation was complete and fully operational prior to the Memorial Day Opening

7. Goal: Investigate solar power for locations other than Borough Hall and the ECLC building that are larger for more cost benefit.

Objectives: Complete efficient cost analysis

Achievement: Determined that Solar Power would not be cost effective for the Municipal Building Site.

8. Goal: Identify shared service 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, contract 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.

Achievement: The current shared services function exceptionally well. The shared Services Committee identified two new potential shared services:

- Animal control with Millburn.
- Fuel for municipal vehicles with Summit.

Draft agreements have been circulated and revised several times.

9. 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.

Achievement: Presented a plan for the Borough to join the Morris County GIS system. The plan was presented to the Borough Council on November 26, 2012. The contract was approved on December 10, 2012.

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

Objectives:

- The new report will be initiated in January 2013.

Achievement: Monthly Reports are now being produced by both departments

11. Goal: Study lighting on Main Street

Objectives:

- Project to be reviewed by NJDOT
- Lighting levels need to be checked by NJDOT for safety prior to implementation

Achievement: The lighting standards were received by the Borough Engineer. The goal for 2013 is to hire a lighting consultant to evaluate the existing lighting to determine if excess lighting can be removed.

12. 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.

Achievement: The items were submitted to Mayor Harris before February 1, 2012.

13. 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.

Achievement: The Parking Task Force Committee which was changed to the Long Range Traffic and Pedestrian Safety Planning Committee completed the project and delivered the report to the Borough Council on January 28, 2013.

14. 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
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Achievement: The committee identified one new possible location and the expansion of the existing site as well. The one new potential site is the Borough property at the end of St. James Street. The property has been surveyed and is under review. The DEP has approved an additional 2,500 square feet that is adjacent to the existing garden. The final proposal will be presented to the Borough Council in early April 2013.

15. 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 discussion and revise the plan.
- Adopt the plan before November 2012.

Achievement: The plan was approved by the Borough Council on April 9, 2012.

16. 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.

Achievement: This goal was not accomplished and further review by members of the Borough Council will be initiated in 2013.

17. **Goal: Develop a long range capital infrastructure plan.**

Objectives:

- Identify and prepare a list of projects that were completed from 2001 – 2011.
- Identify and develop a ten year infrastructure project list.
- Review the project list with the Finance Committee.
- Schedule a discussion with the Borough Council.

Achievement: Five year capital infrastructure plans have been submitted by the department heads. The ten year sidewalk list was submitted to the Long Range Traffic & Pedestrian Safety Planning Committee. The next phase will be to develop a complete ten year list in 2013.

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

Objectives:

- The Environmental Commission will identify new trail sites.
- 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.

Achievement: Explore Chatham was completed on June 30, 2012. Four new trails were identified. The new trails are posted on the Borough web page.

19. **Goal: Review options to make Woodland Park accessible and implement a plan.**

Objectives:

- Form a joint committee with Chatham Township & Chatham Borough.
- Schedule meetings with Chatham Township officials to discuss the options.
- Provide written summary of the budget to the Mayor and Council.
- Present the Woodland Park Access Plan recommendations to the governing bodies.
- If approved, implement the plan.

Achievement: This goal is rescheduled for 2013.