

**RESOLUTION 94-2020**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR UPDATING OF THE STORM WATER CONTROL ORDINANCE AND STORMWATER POLLUTION PREVENTION PLAN IN THE BOROUGH OF WOODBURY HEIGHTS**

**WHEREAS**, there exists a need for specialized service on behalf of the Borough of Woodbury Heights; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, the following:

1. Sickels and Associates, Inc. of Woodbury, New Jersey is hereby hired to provide engineering services for Updating of the Storm Water Control Ordinance and Storm Water Pollution Prevention Plan – Proposal Number 2020-71A, for an amount not to exceed \$3,690.00.
2. The term of this contract shall be from December 1, 2020 to November 30, 2021.
3. This Contract is awarded without competitive bidding as a “Professional Service” in accordance the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Woodbury Heights
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in the South Jersey Times.
6. The Mayor and Clerk of the Borough of Woodbury Heights are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Woodbury Heights.

**BOROUGH OF WOODBURY HEIGHTS**

BY: William C. Packer  
**WILLIAM PACKER, MAYOR**

ATTEST:

  
JANET PIZZI, BOROUGH CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 16<sup>th</sup> day of December, 2020.

  
JANET PIZZI, BOROUGH CLERK

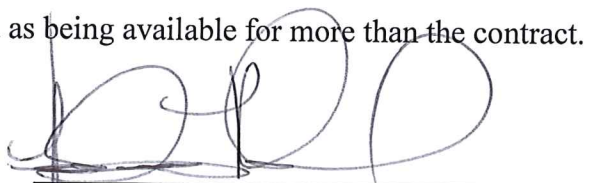
#### CERTIFICATION OF AVAILABILITY OF FUNDS

I, Victoria Holmstrom, being the Chief Financial Officer of the Borough of Woodbury Heights, do hereby certify, pursuant to the rules of the Local Finance Board of the State of New Jersey and in accordance with N.J.S.A. 40A:4-57, that there are available adequate funds for the proposed contract between the Mayor and Borough Council of the Borough of Woodbury Heights and Sickels and Associates, Inc.

The money necessary to fund said contract is in the maximum amount of \$3,690.00 and upon approval of the contract, all funds expended shall be charged to the following:

0-01-20-165-000-265	\$ 3,690.00
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These funds are not being certified as being available for more than the contract.

  
Victoria Holmstrom, CFO

Date: November 19, 2020

## PUBLIC NOTICE

The Borough of Woodbury Heights has awarded the following contract without competitive bidding as professional services pursuant to N.J.S.A 40A:11-1, (et seq) at its Regular Meeting held on the 16th day of Decembe , 2020:

CONTRACT:     Engineering Services for Update of the Storm Water Control Ordinance  
                         and Storm water Pollution Prevention Plan (Proposal 2020-71A)

AWARD:         Sickels & Associates, Inc.  
                         Woodbury, NJ

TERM:            December 01, 2020 to November 30, 2021

AMOUNT:        Not to exceed \$3,690.00

A copy of the authorizing resolution and contract are available on the Borough of Woodbury Heights website [www.bwhnj.com](http://www.bwhnj.com) or by contacting the office of the Borough Clerk, ([janetpz@bwhnj.com](mailto:janetpz@bwhnj.com)), or 856-848-2832, 500 Elm Avenue, Woodbury Heights, NJ.

Janet Pizzi, Clerk/Administrator

November 19, 2020

Borough of Woodbury Heights  
500 Elm Avenue  
Woodbury Heights, New Jersey 08097

Attention: Vikki Holmstrom, CFO

Re: Proposals for Updating Stormwater Ordinance

Dear Vikki:

We have revised our proposal for \$19,645.00 and broke it down into two (2) parts per your request. Attached please find the following proposals for the Stormwater work:

- Proposal #2020-71A – Update Stormwater Control Ordinance and Stormwater Pollution Prevention Plan for \$3,690.00
- Proposal #2020-71B – Update Municipal Stormwater Management Plan for \$15,955.00.

Please let us know if you have any questions or comments regarding the proposals.

Very truly yours,



Patricia A. Owens  
Office Manager

pao



November 19, 2020

Borough of Woodbury Heights  
500 Elm Avenue  
Woodbury Heights, New Jersey 08097

Attention: Mayor and Council

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
UPDATE STORMWATER CONTROL ORDINANCE  
AND STORMWATER POLLUTION PREVENTION PLAN  
S&A PROPOSAL NO. 2020-71A**

Dear Mayor and Council:

In response to the Borough's request, Sickels & Associates, Inc. (herein referred to as S&A) would like to thank you for the opportunity to offer the services of our firm for the necessary engineering services on the above referenced project.

Upon your acceptance of this proposal, Sickels & Associates will assist the Borough with adoption of a revised Stormwater Control Ordinance (SCO) and preparation of an updated Stormwater Pollution Prevention Plan (SPPP), both of which are required by the New Jersey Department of Environmental Protection.

For ease of review, the proposal is organized in the following manner: Our Understanding of the Project, Description of Services, Fee Structure, Annual Fee Schedule and Terms and Conditions.

### **OUR UNDERSTANDING OF THE PROJECT**

The Borough received a letter from the New Jersey Department of Environmental Protection (NJDEP) dated March 2, 2020 regarding the Stormwater Control Ordinance. The letter states that the current Stormwater Control Ordinance must be updated with the latest standards by March 3, 2021. We will prepare a draft ordinance and assist the Borough staff with the adoption of the ordinance.

The new Stormwater Control Ordinance will include revised standards and will affect construction projects that are submitted to the Planning Board and Zoning Board. The new standards will require additional use of low impact, green technology for stormwater runoff.

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
UPDATE STORMWATER CONTROL ORDINANCE  
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S&A PROPOSAL NO. 2020-71A**

**November 19, 2020**

In addition, NJDEP has directed the Borough to update its Municipal Stormwater Management Plan (MSMP). We believe that the current version of the Municipal Stormwater Management Plan would be dated February 2006 and was prepared by the County on behalf of the Borough. NJDEP checks on the status of the MSMP as part of its annual stormwater certification which is completed with the Public Works Department. Our office does not have a copy of the current MSMP. If the original document cannot be located, we will draft a new document for the update.

The Stormwater Pollution Prevention Plan (SPPP) must also be updated. Our office will work with the Borough staff to compile the necessary information and update the document. The most recent update was in April 2018. However, based on our review, several sections must be updated again.

Our approach to this project consists of the following phases outlined in detail under the Description of Services:

PHASE	I	Update Stormwater Control Ordinance
PHASE	II	Update Stormwater Pollution Prevention Plan

**DESCRIPTION OF SERVICES**

Based on the above project description, the scope of our services will be limited to the following activities:

**PHASE I UPDATE STORMWATER CONTROL ORDINANCE (SCO)**

Assist the Borough with the adoption of the new ordinance by:

- 1.1 Reviewing the current stormwater control ordinance to determine which sections to remove from the Borough's overall ordinance.
- 1.2 Modifying the model ordinance (provided by NJDEP) where necessary to create a complete document.
- 1.3 Coordinating with the Planning Board for adoption of the revised ordinance for referral to the Borough Council for adoption in December 2020.
- 1.4 Coordinating with the Borough, Clerk, and Solicitor regarding the review and adoption of the new ordinance for the January and February Council meetings.

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
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**November 19, 2020**

**PHASE II UPDATE STORMWATER POLLUTION PREVENTION PLAN  
(SPPP)**

Assist the Borough with an update of the SPPP by:

- 1.1 Updating the required information fields and preparing updated narratives for sections including but not limited to:
  - a. Redevelopment program
  - b. Public education
  - c. Inlet labelling
  - d. Outfall mapping
  - e. Illicit connections
  - f. Stormwater ordinances
  - g. Stormwater Facility Maintenance
  - h. Public works operations
- 1.2 Coordinating with the Public Works Director for status of various items listed in part 1.1 above.
- 1.3 Reviewing with Borough staff regarding final document and posting of document to Borough website (per NJDEP requirements).

**CONSULTING FEE FOR SERVICES RENDERED**

Based on the understanding of the project and description of service, our total consulting fee to complete the various activities described herein is estimated not to exceed **\$3,690.00**. If the above referenced scope of work changes, we will forward an addendum to this proposal.

Said consulting fee is apportioned in accordance with the following breakdown:

Phase I	Update Stormwater Control Ordinance	\$ 1,695.00
Phase II	Update Stormwater Pollution Prevention Plan	\$ 1,995.00

The revised Stormwater Control Ordinance (Phase I) is required to be adopted by March 3, 2021 as indicated in the letter from NJDEP dated March 2, 2020. The adoption of the ordinance will require several steps including review by the planning board and two readings by the Council. The updates to the Stormwater Pollution Prevention Plan (Phase II) is required to be completed around April or May of 2021 as part of the annual stormwater certification.



**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
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**November 19, 2020**

Sickels & Associates is prepared to commence work immediately upon receipt of authorization to proceed. This proposal assumes that said authorization will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

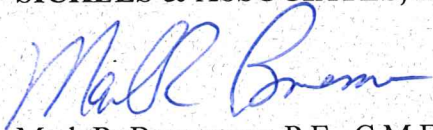
If you concur with our Description of Services and Consulting Fee please execute one copy as our formal authorization to proceed and return same to our office. The terms and conditions and Annual Fee Schedule for this proposal are the same as is on file with the Borough Clerk's office.

Once again, we would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you on this project.

If you have any questions regarding this matter, please contact our office at (856) 848-6800.

Very truly yours,

**SICKELS & ASSOCIATES, INC.**



Mark R. Brunermer, P.E., C.M.E.  
Borough of Woodbury Heights Engineer

cc: Vikki Holmstrom, C.F.O. (via email only)  
Janet Pizzi, Borough Clerk (via email and original)  
Ryan Wells, Public Works Manager (via email only)

File: 2020-71A



RE: **PROPOSAL FOR PROFESSIONAL SERVICES**  
**UPDATE STORMWATER CONTROL ORDINANCE**  
**AND STORMWATER POLLUTION PREVENTION PLAN**  
**S&A PROPOSAL NO. 2020-71A**

November 19, 2020

## PROPOSAL ACCEPTANCE & NOTICE TO PROCEED

Having reviewed the proposal for the various planning, surveying and engineering services, including the Terms and Conditions of the Service Agreement, and all sections relating to payment for services, which is a part thereof, acceptance of the proposal is hereby confirmed by the signature below. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 16 day of Dec, 2020

By:

William C. Packer Mayor

SIGNATURE

TITLE

William C. Packer

NAME (PLEASE PRINT OR TYPE)

Borough of Woodbury Heights

COMPANY

500 Elm Ave

ADDRESS

Wdby Hts NJ 08097

PHONE NO.

856-848-2830

FAX NO.

CLIENT'S E-MAIL ADDRESS