

**RESOLUTION 52-2025**

**RESOLUTION CANCELLING UNEXPENDED BALANCE FOR ENGINEERING SERVICES FOR PRELIMINARY WORK RELATED TO THE CONSTRUCTION OF A PUBLIC WORKS BUILDING**

**WHEREAS**, funds in the amount of \$29,990 were allocated by Resolution 109-2023 for engineering services proposed by Sickels and Associates – Proposal Number 2023-84 for certain preliminary services related to the construction of a Public Works Department Pole Barn on Block 111, lot 5; and

**WHEREAS**, items in said proposal noted as Phase II Freshwater Wetlands Delineation was not required by the New Jersey Department of Environmental Protection as per the attached letter from Sickels and Associates dated March 13, 2025; and

**WHEREAS**, the proposed funds for Phase II of the proposal in the amount of \$5,067.00 will not be necessary to be allocated to this project.

**NOW, THEREFORE, BE IT RESOLVED**, the Borough Council of the Borough of Woodbury Heights with the Mayor concurring that the funds allocated by Resolution 109-2023 to Sickels and Associates are hereby reduced by \$5,067.00 with Phase II of Proposal Number 2023-84 being removed.

**BOROUGH OF WOODBURY HEIGHTS**

BY: \_\_\_\_\_

**MATTHEW W. COSENZA, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**SHANNON ELTON, MUNICIPAL CLERK**

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 19th day of March, 2025.

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**SHANNON ELTON, MUNICIPAL CLERK**



Engineers • Planners • Surveyors

March 13, 2025

Borough of Woodbury Heights  
500 Elm Avenue  
Woodbury Heights, NJ 08097

Attention: Victoria Holmstrom

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
OUTBOUND/TOPOGRAPHIC SURVEY & MINOR SITE PLAN  
PUBLIC WORKS DEPARTMENT POLE BARN (BLOCK 111, LOT 5)  
WOODBURY GLASSBORO ROAD,  
BOROUGH OF WOODBURY HTS., GLOUCESTER CO., N.J.  
S&A FILE NO. WH-102-07 (S&A PROPOSAL NO. 2023-84)**

Dear Mrs. Holmstrom:

Sickels & Associates, Inc. completed the work on proposal 2023-84. Some portions of the wetlands delineation work was not required based upon the field investigation results.

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

PHASE I	Outbound & Topographic Survey
PHASE II	Freshwater Wetlands Delineation
PHASE III	Preparation of Minor Site Plan
PHASE IV	Application Submissions/Regulatory Permits and Approvals

Based upon our finding, a NJDEP submission was not required. Therefore, Phase II was not completed. There is a balance of \$5,067.00 that will not be billed for the Phase II portion of this proposal.

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.**

A handwritten signature in blue ink, appearing to read 'Mark R. Brunermer', is written over the company name.

Mark R. Brunermer, P.E., C.M.E.  
President

MRB:kc

cc: Patricia A. Owens, Secretary & Treasurer

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