

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY**

RESOLUTION No. 2026-018

A motion was made by Deputy Mayor McEvoy; seconded by Councilwoman McGrath hat the following resolution be adopted:

**AUTHORIZING A CONTRACT TO BOSWELL ENGINEERING FOR
ENGINEERING AND ENVIRONMENTAL SERVICES INCLUDING CONCEPT
PLANS FOR BLOCK 1201, LOT 3.01, 25 COMMERCE COURT**

WHEREAS, the Township requires an engineering and environmental services for concept plans to improve public access to block 1201, lot 3.01, 25 Commerce Court, a parcel currently undeveloped and maintained as Open Space under Township ownership; and

WHEREAS, the Township Manager recommends the proposal for the scope of work submitted by Boswell Engineering in an amount not to exceed \$43,700; and

WHEREAS, the services provided shall be charged to the Verona Open Space Trust Fund, and the availability of funds have been contingently certified by the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Verona, in the County of Essex, New Jersey that Boswell Engineering be award a contract to perform engineering and environmental services for concept plans to improve public access to block 1201, lot 3.01, 25 Commerce Court.

BE IT FURTHER RESOLVED that the Township Manager and the Municipal Clerk are hereby authorized to enter into an agreement for the aforementioned services a copy of which shall be available for public inspection in the Office of the Municipal Clerk.

ROLL CALL:

AYES: Holland, McGrath, Roman, McEvoy, Tamburro

NAYS:

**THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF A
RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF
VERONA AT A REGULAR MEETING HELD ON JANUARY 19, 2026.**

Jennifer Kiernan
JENNIFER KIERNAN, RMC, CMC
MUNICIPAL CLERK



January 12, 2026

Kevin O'Sullivan, Township Manager
Township of Verona
600 Bloomfield Avenue
Verona, New Jersey 07044

Re: Proposal for Engineering & Environmental Services
25 Commerce Court
Block 1201, lot 3.01
Township of Verona
Our File No PR25-14388

Dear Mr. O'Sullivan,

Boswell is pleased to provide the Township of Verona (Township) with the following proposal to improve public access and design passive recreational improvements to lot 3.01 in block 1201 at 25 Commerce Court within the Township. The parcel is currently undeveloped and maintained as open space under Township ownership. The property contains areas of freshwater wetlands (FWW), state open water (SOW) and flood hazard areas associated with the Peckman River that are regulated by the State of New Jersey.

SCOPE OF WORK

The subject tract is Borough owned property approximately 11.6 acres in size which is currently undeveloped aside from informal walking paths that have been historically utilized to access and traverse the lot. The current project proposes to formally establish walking trails to provide access to underutilized areas of the Borough-owned property. Engineering services will be provided to prepare the design of a conceptual development plan for the property utilizing the existing survey prepared by Robert Cigol, PLS, dated 9/9/24 as described below.

SCOPE OF SERVICES

The scope of services for this project includes development of conceptual design plans, preliminary construction documents, and a construction cost estimate of the proposed improvements. Boswell will incorporate Borough recommendations made throughout the preliminary design phase into the final conceptual design. It is anticipated that future authorizations from the NJDEP will be required if the proposed improvements will encroach upon areas regulated by the State.



The tasks required to complete the design are more clearly described as follows:

Task I – Freshwater Wetlands and State Open Waters Identification and Delineation

Boswell will identify and delineate freshwater wetlands within the site's limits and 150-feet from the property boundaries. This will involve a site visit to determine the presence of wetlands, as well as reviewing the State's GIS databases.

Wetland delineation field inspections are typically performed during the months of March to November for accurate vegetation and hydrology analysis. We will identify and delineate regulated freshwater wetlands and State Open Waters within the project limits. We will also visually identify freshwater wetlands on adjacent properties within 150 feet of the site's boundary. We will follow the protocol dictated by the Federal Manual for Identifying and Delineating Jurisdictional Wetlands, 1989 (Federal Manual). The NJDEP considers the Federal Manual appropriate for delineating wetlands in New Jersey.

The Federal Manual requires a review of three (3) mandatory technical criteria for wetlands identification:

1. The presence of hydrophytic vegetation;
2. The presence of hydric soils; and,
3. The presence of wetlands hydrology.

The wetlands boundary determination will, in part, be based on the change of one (1) or more of these three (3) factors existing in a given area.

Since no standard manual has been issued for the identification and delineation of State Open Waters, we will identify and delineate these areas by approximating the water feature limits. Typically, identifying a high-water line is a generally accepted practice for delineating State Open Waters.

In order to determine the possible location of transitional areas on the subject property, we will also investigate an area extending 150 feet into adjacent properties from the subject site. We will collect and document all field information on data forms in accordance with regulatory agency requirements. Wetland flags will be surveyed utilizing GNSS/RTK to be input and integrated within the permitting plans.

Our estimated fee for this work reference under Task 2 is \$7,500.00.

Task II – Wetland Delineation Report

Under Task 2, we will prepare a Wetlands Delineation Report documenting the procedures and data collected to identify wetlands and State Open Waters. The report will comply with the requirements of N.J.A.C. 7:7A Subchapter 10.



The report will include, but not be limited to, the following:

1. Description and a location map of the subject site;
2. Description of the methodologies used to identify and delineate wetlands in the study area;
3. A discussion of the study area map information;
4. Data forms from the Federal Manual and other information collected;
5. Vegetation species observed and their indicator status, soil borings, and hydrology of the local area;
6. The identification (type of wetlands delineated and their general characteristics) and an assessment of the resource value classification for subject wetlands;
7. Color photographs of the wetlands areas showing typical upland and wetland locations; and,
8. Names and qualifications of the report's preparers.

Our estimated fee for the work referenced under Task 2 is \$5,000.00.

Task III – NJDEP LOI Application

Upon completion of the wetlands and/or State Open Waters delineation we will prepare an NJDEP LOI application pursuant to the Freshwater Wetlands Protection Act Rules (N.J.A.C. 7:7A). The NJDEP LOI will verify the wetlands and State Open Waters boundaries on the property. The application will comply with the submittal regulations set forth in N.J.A.C. 7:7A-10, as well as the NJDEP LOI application guidance materials.

Major components of the LOI application include:

1. Division of Land Use Regulation Application Form;
2. Cover letter noting application contents, property owner's name, as well as the property's lot and block designation;
3. Wetlands Delineation Report as previously described;
4. Proof of notification of appropriate individuals and agencies;
5. NJDEP Application Review Fee (to be paid for by you, see breakdown below);
6. Wetlands resource value classification discussion;
7. Written authorization from the property owner to allow access to their property by NJDEP representatives;
8. Certified list of names and addresses of landowners within 200-feet of the subject property; and,
9. List of figures including environmental constraints, bedrock, land use and location maps.

As part of the LOI application, we will also request a search of the NJDEP Natural Heritage Data Base. We will review the search results for any records of threatened or endangered species on or in the vicinity of the property. The information will be used to support a resource classification evaluation of the identified wetlands features on the site, as well as the adjacent property for a transition area width determination.



Upon completion of the application, we will submit the three (3) copies to the NJDEP. We will also forward a complete copy of the application to you. Following the application's submission, we will monitor the progress of the LOI and attend up to two (2) field visits to the project site with the NJDEP to verify accuracy of wetlands/State Open Waters delineated.

The completion of the LOI application will depend on the receipt of several items, including the application fee, receipt of authorization to access adjacent properties and other items noted within the proposal. We will remain in frequent contact with the NJDEP review staff in an effort to expedite scheduling of the site inspection and issuance of the LOI.

Our estimated fee for the work referenced under Task 3 is **\$3,500.00**.

NJDEP Review Fee

Additionally, please note that due to the size of the subject property, the NJDEP review fee will be approximately **\$2,200.00**. This fee is calculated according to the overall size of the property rounding up to the nearest acre. The breakdown is as follows:

Base Fee **\$1,000 + \$1,200.00** (\$100/acre @ 12 acres) → **\$2,200.00**

Boswell will furnish the review fee to the "Treasurer, State of New Jersey," as part of the final LOI package. The permit review fee is included in the Estimated Fee below.

Task IV – NJDEP Coordination

Following the application's submission, under Task No. 4 we will respond to NJDEP comments and revisions, monitor the progress of the permits and attend up to two (2) field visits to the project site with the NJDEP.

The completion of the application is dependent on the receipt of several items noted within the proposal. Naturally, we will remain in frequent contact with the NJDEP review staff in an effort to expedite scheduling of the site inspection and issuance of the permits.

Our estimated fee for the work associated with Task No. 4 is **\$2,500.00**.

Task V –Preparation of Conceptual Construction Documents

This task involves the preparation of a preliminary conceptual layout plan for an accessible pedestrian route and proposed passive recreational improvements to the property. The plans shall be developed and refined to a level of detail suitable for submittal for future permitting and construction. Construction methodology and materials shall be determined and NJDEP permitting strategies shall be formulated. Prior to the advancement of final engineering documents and upon completion of the



appropriate data collection process, Boswell will provide a preliminary engineering cost estimate of the project to be presented to the Township and project stakeholders, as required, for approval.

This work will consist of the following subtasks:

1. GPS survey of existing trail alignment.
2. Development of preliminary drawings in accordance with the Township's requirements. The drawings will utilize the Green Acres survey prepared by DMC Associates and as supplemented under Task I. USGS LIDAR elevation data will be used for the preliminary design. The plan will include all proposed features described in the Scope of Work, or as modified by Township recommendations and suggestions during design.
3. Attend meetings, as needed, with Township officials to review the proposed design.
4. Modify preliminary plans, as needed, given feedback from the Township.
5. Boswell will prepare a preliminary construction cost estimate of the project improvements.

Our estimated fee for the work associated with Task No. 5 is **\$23,000.00**.

FEE PROPOSAL

For your reference, below is a breakdown of the fee for each individual Task to be performed:

Task Number	Estimated Cost	NJDEP Review Fee
Task No. 1: Wetland Delineation	\$7,500.00	-
Task No. 2: Wetland Delineation Report	\$5,000.00	-
Task No. 3: LOI Line Verification Application	\$3,500.00	\$2,200.00
Task No. 4: NJDEP Coordination	\$2,500.00	-
Task No. 5: Conceptual Construction Documents	\$23,000.00	-
<i>Estimated Total</i>	\$41,500.00	\$2,200.00
	<i>Grand Total</i>	\$43,700.00

Boswell will perform the engineering services listed above for an estimated fee not to exceed **\$43,700.00**. The billing will be based on our hourly rates in effect at the time the work is performed.



ITEMS NOT INCLUDED IN THE ENGINEERING FEE

The following items are not anticipated or cannot be quantified at this time and are therefore excluded:

- Excavation services;
- NJDEP Land Use Permitting;
- Permit fees;
- Construction stakeout;
- County or local OPRA fees;
- File review at NJDEP offices;
- Asbestos, potable water, lead based paint and radon sampling and analysis;
- Underground storage tank (UST) geophysical survey, integrity testing, removal, etc.;
- Site Investigation (SI), Remedial Investigation (RI), Remedial Action Workplan (RAW), supervision of cleanup or Remedial Action Report (RAR);
- Environmental Assessment (EA) or Environmental Impact Statement (EIS);
- Archaeological and/or historical surveys;
- Architectural plans;
- Materials testing;
- Right-of-Way and/or Easement Plans or Descriptions; and
- Structural Plans (Including Retaining Walls);
- Final Construction Plans & Bid Documents;
- Construction Administration & Inspection.

Additional work above and beyond what is outlined in the proposal will be performed as authorized by the Township.

Thank you for the opportunity to submit this proposal. We look forward to providing the Township with our engineering services and to the successful completion of this project. Should you have any questions or require anything further, please do not hesitate to contact me or Peter Ten Kate, PE.

Very truly yours,

Joseph S. Kosinski, PG, CFM, LEED AP
Department Head – Site/Civil Engineering

cc: Michael Kraus, Deputy Township Administrator
Chuck Molinaro, DPW Superintendent