

**WORK SESSION  
MUNICIPAL BUILDING**

**October 24, 2017  
DELRAN, NJ**

**Sunshine Statement:** Be advised that proper notice has been given by the Township Council in accordance with the sunshine law in the following manner. Notice advertised in the Burlington County Times and Camden Courier Post on January 11, 2017 and posted on the bulletin board on the same date.

**ROLL CALL:** Mr. Burrell, Mrs. Kolodi, Mr. Schwartz, Mr. O'Connell and Mr. Catrambone were present.

**ALSO PRESENT:** Mr. Paris, Mayor, Mr. Shotts, Solicitor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

**MUNICIPAL COURT ADMINISTRATOR APPOINTMENT**

Mr. Hatcher stated that our Municipal Court Administrator has retired and we followed the interview process as required by the Burlington County Administrative Court for a replacement. Colleen Perry, our current Deputy, has been selected as the replacement. Council will need to authorize a Resolution confirming her appointment. A draft has been provided to Council should for action.

Mr. Schwartz made a motion to adopt the following Resolution.

**TOWNSHIP OF DELRAN  
RESOLUTION 2017-199**

**APPOINTMENT OF COLLEEN PERRY AS  
MUNICIPAL COURT ADMINISTRATOR**

**WHEREAS**, the Township of Delran has recently had a retirement in the position of Municipal Court Administrator; and

**WHEREAS**, the Township followed the guidelines of the Burlington County Administrative Office of the Courts for carrying out the interview process for the replacement; and

**WHEREAS**, the process required interviewing qualified individuals by a review board including the Municipal Court Judge, a representative of the Burlington County Administrative Office of the Courts, a sitting Municipal Court Administrator and the Township Business Administrator; and

**WHEREAS**, the review board has recommended that our current Deputy Court Administrator, Colleen Perry be appointment to assume the role as the Municipal Court Administrator; and

**WHEREAS**, N.J.S.A. 2B:12-10 provides for the Township Council to provide confirmation of this appointment by resolution;

**NOW THEREFORE, BE IT RESOLVED** that Colleen Perry is hereby appointed as the Municipal Court Administrator for the Township of Delran pursuant to N.J.S.A. 2B:12-10 effective October 2, 2017.

The motion was seconded by Mr. O'Connell.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. Schwartz, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

### **BASKETBALL COURTS**

Mr. Hatcher stated during the capital budget Council approved the resurfacing of the Ohio State and Brown Street basketball courts. He wanted to make Council aware that the asphalt work will be completed in the next few weeks; the final paint surface will not be completed until the spring because of the weather.

### **AUDIBLE TRAFFIC DEVICES**

Mr. Catrambone stated that we received a request from a resident, with a son who is visually impaired, to install audible devices at the crosswalk on Bridgeboro Road at Pancoast Blvd.

Mr. Hatcher stated that the request has been sent to the County since it is a County Road but he wanted Council to be aware of the issue because if they choose to move forward, they usually look for a cost share from the Township. The County is still looking into the request. They also requested a crosswalk be installed on Pancoast Blvd. which is also under the County jurisdiction.

Mr. O'Connell stated that ones he has seen are normally attached to a traffic light and not at a stop sign.

Mr. Winckowski stated that he is not sure it could be installed at that crosswalk because it is not a traffic control signal it's just a flashing light at the crosswalk.

Mr. Schwartz questioned whether they were going to consider installing a crosswalk signal at that location.

Mr. Hatcher stated that they are looking into that option as well.

Mr. Catrambone stated that Council will continue the discussion on this issue once we receive the response from the County.

### **CONSTRUCTION CODE PERMITS**

Mr. Hatcher stated that questions have been asked about the issuance of a permit and the responsibility of the contractor and property owner for completion. He wanted to provide information from the Construction Code Official regarding the process. When an individual receives a permit they have 12 months to begin the work. The permit can be suspended if the work does not commence within 12 months or if work started and then was abandoned or suspended for a period of six months. There is a three year limit on the permit with extension to be approved by the Construction Code Official. Mr. Hatcher stated that he has discussed the

property on Frech Avenue with the Construction Code Official and there have been ongoing inspections at the property so none of this applies. Mr. Hatcher stated that it is his understanding that the Township does not have the authority to reduce the time frame on the regulations to force the contractor to complete the work any faster.

Mr. Paris asked Mr. Shotts to look into whether the Township can amend the timeframes.

### **REQUEST TO ADJUST 2017 ASSESSMENT FOR 2913 ROUTE 130 SOUTH**

Mr. Catrambone stated that the home located on this property was destroyed by a fire and they are seeking a reduction in their assessment.

Mr. Hatcher stated that they have requested a reduction from the Tax Assessor, which will take effect in 2018. The assessment will be lowered to \$212,900, which is a reduction of \$118,500. The property is currently for sale and being marketed significantly higher than the original assessment. If Council were to reduce the assessment for 2017, the reduction in taxes would be approximately \$3,878.00.

Mr. Shotts stated that he looked into this issue and N.J.S.A. 54:4-35.1 stated that a homeowner would have an as of right if the fire happened between October 1<sup>st</sup> and January 1<sup>st</sup>.

Mr. Hatcher stated that the fire happened in February.

Mr. Shotts stated that Council does not have the ability to reduce the assessment. The property owner would have to file an appeal. Mr. Shotts will draft a letter to send to the property owner.

### **2018 ROAD PROJECT**

Mr. Catrambone stated that Mr. Winckowski has given us a preliminary assessment for the road program. This is the first discussion and Council will have the opportunity to add additional roads to the list. Mr. Catrambone asked that Council allow Mr. Winckowski to run through the information.

Mr. Winckowski stated that he provided a map to Council showing the roads completed over the last ten years. Over the past several months, we discussed doing blocks of roads in one neighborhood which tends to keep the cost down. If we were to make that transition, it will take some time to accomplish or we just continue the same process of selecting roads. Mr. Winckowski stated that he provided Council with a list of the roads that have either been on list for a while or have been identified in need of rehab. Those roads include:

- Front Street (Leon to Brown)
- Lichtental Street (Litle to end)
- Litle Avenue
- Patricia Avenue (Haines Mill to Swedes Run Drive)
- Norman Avenue (River Drive to St. Mihiel Drive)
- Windmoor Road
- Antietam Road (Waterford Drive to Windmoor Road)

- Brown Street (Front to Third)
- Diane Avenue (Patricia Avenue to Swedes Run Drive)
- Pine Valley Road (Windmoor Road to Haines Mill Road)
- Red Stone Ridge ( Dorado to Tenby Chase Drive)
- River Drive ( Norman to Chester Avenue)
- Paddock Way
- Sharrow Vale Road ( Southview to Tenby Chase Drive)
- North Drive

Mr. Winckowski stated that they will be adding Ithaca Avenue and Juniata Avenue to the list and will be looking at Janeway Avenue and Cooper Avenue. Mr. Winckowski asked that Mayor and Council review the list and let him know if there are any additional roads they would like to add. Over the next two weeks we will be getting core samples for the roads to get a better cost estimate.

Mr. Paris stated that we have a great road program and he thinks it's a good idea to concentrate in one area to keep the cost down. His concern is that we have not done anything in the Copper Avenue and Janeway Avenue area. That is a very old section and the roads are original. He would like to see something done in that area.

Mr. Schwartz stated that Greenwood isn't on the list and it is a highly traveled road.

Mr. Winckowski stated that he will look at Greenwood Avenue.

Mr. Schwartz stated that Brown Street is only remaining street where only a half the road was completed. Mr. Schwartz stated that the roads in Riverside Park are in bad shape but we may want to hold off until we hear back from the Army Corps.

Mr. Winckowski stated that the County is also working on the bikeway project allowing River Drive and they may end up completing some of the road work.

Mr. Catrambone stated that there is a small section of road behind Auto Zone that is in bad shape and belongs to the Township.

Mr. Winckowski stated that we should be able to do that area with the CDBG Grant for Peasant Road and Manor Drive.

Mr. Catrambone stated that there is a huge pot hole in the road behind the old PNC Bank.

Mr. Hatcher stated that is not our road.

Mr. Catrambone asked that we send a letter to the owner notifying them of the issue.

Mr. Winckowski stated that the fifteen roads on the list are being cored along with Ithaca and Juniata Avenue. He will look at Greenwood, Janeway and Cooper Avenue and if they are in bad shape, he will have them cored.

Mr. Catrambone stated that we are trying to make the transition from a tiered system to the cluster system and it may be tricky at times. What is most important is that we do it in the most efficient way possible and most cost effective way.

Mr. Winckowski stated that he will have the cost estimates prepared for the November 28<sup>th</sup> work session for discussion.

### **BANNERS**

Mr. Burrell stated that part of the discussion at the RAC meeting was that Facebook is a great way to advertise but it doesn't reach everyone. They discuss types of physical advertising such as hanging a banner over certain roads.

Mr. Hatcher stated that he attached the PSE&G requirements to hang the banners from their poles. He is still waiting on information regarding the timeframe. There are additional requirements if we were to do this on a County Road so we are better off sticking to Township roads.

Mr. Burrell stated that they discussed Haines Mill Road, Conrow Road and Chester Avenue.

Mr. Catrambone stated that if we can determine areas this could happen and there are funds in the RAC budget is Council okay with the request. Council agreed.

### **GOVDEALS – SALE OF BLEACHERS**

Mr. Hatcher stated that reported that we received a request to remove bleachers from the Vermes Soccer Fields. Since we didn't feel four sets were needed, we removed the two worse sets. Mr. DeSanto recommended that we sell them on Govdeals.com for a minimum \$250 bid.

Mr. Schwartz asked if the bleachers are in disrepair and would it be better to scrap the material.

Mr. Hatcher stated that they are in bad shape and Mr. DeSanto estimated the scrap value at \$100 each.

Mr. Paris asked if we reached out to the Swim Club since they borrowed bleachers in the past.

Mr. Catrambone stated that he talked with Larry O'Leary and they do not have an interest.

Mr. Catrambone asked for a motion to adopt the following the following Resolution.

### **TOWNSHIP OF DELRAN RESOLUTION 2017-200**

#### **A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF DELRAN AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON GOVDEALS.COM (AS AUTHORIZED BY STATE CONTRACT T-2581)**

**WHEREAS**, the Township of Delran has determined that the property described on

Schedule A attached hereto and incorporated herein is no longer needed for public use; and  
**WHEREAS**, the Local Unit Technology Pilot Program and Study Act (P.L. 2011, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

**WHEREAS**, the Township of Delran intends to utilize the online auction services of Govdeals, Inc., location at [www.govdeals.com](http://www.govdeals.com), as per State Contract T-2581; and

**WHEREAS**, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Delran, County of Burlington, State of New Jersey, that the Township is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled [www.govdeals.com](http://www.govdeals.com); and be it further

**BE IT FURTHER RESOLVED**, that the terms and conditions of the agreement entered into between Govdeals, Inc. and the Township of Delran are available at [www.govdeals.com](http://www.govdeals.com) and in the Township Clerk's Office; and be it further

Mr. Burrell made a motion, seconded by Mr. Schwartz to adopt Resolution 2017-200.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. Schwartz, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

### **CDBG PROJECT – PHEASANT ROAD RESURFACING**

Mr. Winckowski stated that we received a grant in the amount of \$78,000 for the resurfacing of Pheasant Road and Manor Drive and the handicap ramp at the end of Echo Court. We don't feel there will be enough funds to complete both projects so we provided a fee estimate for the resurfacing of Pheasant Road and Manor Drive. If Council agrees to motion forward, they would need to adopt a Resolution to authorize the engineering services.

Mr. Schwartz stated that since the estimate is under the grant amount is there anything else we can do on the road to use the full grant amount.

Mr. Winckowski stated we would recommend the bond ordinance include the full grant amount and they will maximize the funds.

Mr. Hatcher stated that if Council agrees, he will have the Bond Counsel draft the ordinance. Council agreed.

### **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – Mr. Hatcher stated that Council authorized the replacement of fire hydrants around the building. The fire hydrant closest to his office is being replaced and the pine tree will have to be removed.

**Mr. Winckowski** – Mr. Winckowski stated that they still have to finish paving on Main Street and Drexel Avenue. The project should be completed by the end of next week.

**Mr. Shotts** – No report.

**Mr. O'Connell** – Mr. O'Connell stated that this Saturday is National Drug Take Back Day and the Delran Police Department will be taking old prescriptions between 10:00 AM and 2:00 PM.

Mr. Catrambone stated that you can also drop them off any day during normal business hours.

**Mr. Burrell** – Mr. Burrell reported that Trunk-or-Treat is this Saturday at 2:00 PM.

**Mr. Schwartz** – Mr. Schwartz wished the kids a safe Halloween.

**Mrs. Kolodi** – Mrs. Kolodi stated that she received a call from resident complaining about a neighbor parking on the lawn.

Ms. Eggers stated that Mr. Reimel received the complaint and handling the issue.

Mrs. Kolodi stated that the resident asked how long it should take.

Mr. Hatcher stated that it will not take long to address.

Mrs. Kolodi stated that Bob Kennedy questioned whether the bathrooms at Delran Community Park need to be winterized.

Mr. Winckowski stated that the bathrooms do not, only the concession portion. He spoke with Mr. DeSanto regarding what needs to be done.

Mrs. Kolodi stated that this year for Veterans Day she was hoping Council would pass a Proclamation honoring our veterans. Last year our event was not well attended and she would like to look at improving the event. Next year will be the 45<sup>th</sup> Anniversary of the last American troops leaving Vietnam, the 65<sup>th</sup> Anniversary of the end of the Korean War and the 15<sup>th</sup> Anniversary of the Iraq War. She was thinking that next year we could plan for a dinner honoring the veterans. Council agreed.

**Mr. Catrambone** – No report.

**Mr. Paris** – Mr. Paris stated that he forwarded a radon grant to Mr. Hatcher if we are interested.

Mr. Paris asked if we have a date for the meeting with the representatives performing the soil testing at Water's Edge.

Mr. Winckowski stated that he doesn't believe there was set date but will follow up tomorrow.

**Mrs. Kolodi** – Mrs. Kolodi stated that residents were wondering if the handicap spaces at Delran Community Park could be moved closer to the fields.

Mr. Winckowski stated that the handicap spaces were designed with the original design of the park. We can look at evaluating the spaces again when we are ready for top paving. A curb cut may be needed to provide an accessible route.

**Mr. Catrambone** – Mr. Catrambone stated that we approved the minutes for the October 3<sup>rd</sup> meeting where Mr. Gilbert brought to Council's attention a five million dollar grant that Willingboro had applied for. He wanted to let Mr. Gilbert know that we looked into the grant and we do not fit the criteria for the grant. It requires a population of 30,000 or more.

**Mr. Winckowski** – Mr. Winckowski stated that at the last work session we discussed the Flood Prevention Ordinance. He made the changes as discussed and sent them to the State for review. If Council agrees, we will have the ordinance ready for introduction at the public meeting. Council agreed.

### **PUBLIC PORTION**

Mr. Schwartz made a motion to open the meeting to the public. The motion was seconded by Mr. O'Connell. All were in favor, motion approved.

Bob Gilbert, 75 Stewart Avenue, asked is anything going on this year for the veterans.

Mr. Catrambone stated that this year we are doing the proclamation.

Mr. Gilbert stated that he feels the reason we are not getting the local veterans is because no one is taking the information to the VFW and others. Once, the date is set for next year, he if can get the information a couple months in advance he can spread the word.

Mrs. Kolodi stated that she did provide a flyer to local organizations. If Council agrees to do the event next year, she would be glad to give him the information a lot earlier.

Chuck Stahl, 184 Natalie Road, asked the reason for rejecting the bid tonight for the dump body and plow.

Mr. Shotts stated that the low bid was incomplete and the seconded bid came in over budget.

Mr. Stahl stated that Greenwood Avenue is really bad between Chester Avenue and the first road. There are major holes along the edge of the road.

Mr. Stahl stated that the road work on Drexel Avenue looks very nice.

Mr. O'Connell made a motion to close the meeting to the public, seconded by Mrs. Kolodi. All were in favor, the motion was approved.

Mr. Schwartz made a motion to adjourn the meeting, seconded by Mr. O'Connell. All were in favor, the meeting was adjourned.

Respectfully submitted,

Jamey Eggers, Township Clerk