

**WORK SESSION
MUNICIPAL BUILDING**

**February 10, 2015
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 December 23, 2014 and posted on the bulletin board on the same date.

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

ALSO, PRESENT: Mr. O'Donnell, Solicitor, Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

FLOATING HOLIDAYS

Mr. Hatcher stated that the CWA contract provides for two floating holidays. They have requested December 24th and July 6th as the floating holidays for 2015. He has no issue with either of the days. Mr. O'Connell made a motion to approve the floating holidays, seconded by Mr. Schwartz. All were in favor, motion approved.

LAKE LONNIE FENCE

Mr. Catrambone stated that there may be some confusion as to what has been requested. What is being requested is that there be a gap in the fence along Fifth Street to allow individuals to walk through.

Mr. DeSanto stated that we already have an opening like that within the parking lot. We also have a gate along Leon Avenue that we keep locked because a resident complained about parking. We may create the same parking issues if we have an opening at Fifth Street.

Mr. Schwartz stated that several residents have indicated that the fence is broken again and they requested to have an opening at that location. The foot traffic is the big issue. Since the fence is damaged anyway and needs to be replaced it may help to leave an opening to prohibit individuals from scaling the fence. There are no homes on that side of the road so if residents did park there they would not be impacting residents.

Mr. Paris stated that he does not see an issue as long as the residents agree.

After discussion, Council agreed to leave an opening along Fifth Street when the fence is replaced.

Mr. DeSanto stated that the current estimate of \$900.00 was to replace the fence and install a four foot gate. We will save the \$275.00 cost of the gate but there may be some costs added if additional poles are needed.

ARIEL SPRAYING MOSQUITO CONTROL

Mr. Catrambone stated that Council had some concern about the chemicals used for Ariel Spraying and wanted a little more detail on the types of chemicals used.

Mr. Hatcher stated that he spoke with a representative from Mosquito Control who explained the two different types of pesticides. The two types are Bacillus Thuringiensis (BT) and the other is Temephos. They currently use both types and they will continue to use the Temephos because it kills the mosquitos at the larva stage. The other is used on vegetation and kills the mosquitos when they start eating. They intend to spray both in Delran if we would like to have our areas sprayed. We contacted some surrounding towns and all most have already approved the spraying or will be shortly.

After discussion, Council agreed to the spraying and will pass a Resolution at the public meeting.

MAIN LINE SUTO SALES, LLC MERCANTILE LICENSE

Mr. Catrambone asked if the Chief of Police has made a recommendation as to whether the mercantile license should be issued due to the criminal history reported on the application.

Ms. Eggers stated that based on the ordinance the Police Department does not have the authority to run a criminal background check without the applicant's permission.

Mr. O'Donnell stated that the Police Department could ask for additional information to complete the background check. If they fail to do so, that could be grounds to deny the application.

Ms. Eggers stated that what the Police Department has concern about is that there is no way for them to legally run a criminal history to make sure that the information that the applicant provided is correct and that there are no other convictions that have not been disclosed.

Mr. O'Donnell stated that the Chief does not need to verify the information provided. He can make a recommendation based on that information.

Mr. Hatcher asked Council if they would feel comfortable with the Chief asking the applicant to sign off on a background check. It seems like that should be the place to start. If the Chief has any questions, Mr. Hatcher will have him contact Mr. O'Donnell. Council agreed.

Mr. Hatcher stated that we could potentially look at amending the ordinance to provide for a background check.

REASSESSMENT PILOT PROGRAM

Mr. Catrambone stated that in the letter from Mr. Hatcher it makes sense that that this is beneficial to many towns but it may not be for Delran. Mr. Catrambone asked what our recourse is and what we have the ability to decide.

Mr. Hatcher stated that we may not have any recourse. It may be mandatory to participate. The County has indicated that they will take responsibility for the transfer of any software. Any costs incurred will also be outside of the budget cap. In a lot of areas this makes sense but he wanted to give Council the heads up that there will be additional costs per year for Delran. This is not be a money saver for Delran. Mr. Hatcher stated that there are values to this program. One of the most valuable aspects of the program is that they are changing the deadline for filing of appeals. That means that all assessments will be in place prior to the adoption of the municipal budget. The cost of the project will be about \$24,000 per year. If we average out our cost of assessments of the years, our cost would be about \$15,000 - \$16,000 on an annual basis. One other item that Council needs to be aware of is that 20% of all homes will have to have interior inspections and most residents do not like that.

Ms. Pangia asked what the Township is getting for \$24,000 per year.

Mr. Hatcher stated that essentially what the Township is paying for are the individuals that will collect the data.

Mrs. Kolodi asked if Mr. Hatcher feels more comfortable with the program after this meeting.

Mr. Hatcher stated that the difficulty he has is that we are trusting another agency that will call the shots and have control. That is the concern that the individual Assessors have. Mr. Hatcher stated that if he had his wish he would hope that they would wait two years to see how the program turns out in Monmouth County. He does however see the value in the program.

2015 BUDGET

Mr. Hatcher provided Council with the budget package from the Mayor. He walked Council through the items in the package. The budget needs to be introduced by March 13th. Due to timing we would most likely introduce on March 10th and may require a special meeting for review. Council agreed to discuss this after the work session on February 24th and determine if another meeting is necessary. Mr. Hatcher stated that if anyone has any questions before hand feel free to reach out and he will answer them prior to the February 24th meeting. Mr. Hatcher stated that the first section is the memo to Mayor and Council. All other sections in the package are backup material. If Council does not want to read anything beyond that, they have reviewed the entire budget. They will see all detailed line items. The Sewer Budget is under the sewer tab. He has provided an analysis of the fund budget. At the end of 2013, the fund balance was \$5,657,000 and at the 2014 the fund balance was \$6,813,000. The surplus was increase by \$1,200,000. Operations were outstanding, tax collection was outstanding and we only had one revenue that went down which were tickets. Council has a lot of flexibility with the surplus. We have a blip in debt service both this year and next. We are recommending that we go to an outside contractor for payroll beginning July 1st, which we feel will be a benefit. Council will notice an increase in one of line items under Tax Collection which is due to the requirement to send an additional billing for the Homestead Rebates. There are four areas of the budget that have increased and three are outside of the Council's direct control. They are debt service, pensions, health insurance and Public Work's salary and wages. We are finally back to full staff in that department. In the sewer section of the budget, you will see the fund balance has been restored back to the 2007 level. We added

\$1,200,000 in surplus. At the end of 2014, the fund balance stands at \$3,550,000. We are in a great position with the sewer budget. We will need to purchase a used forklift for the sewer department due to the improvements being made at the plant. Council will not see an increase in the budget. We would like to move forward as soon as possible. Finally, the last section is the tax aggregate which shows the total values of all properties in Delran. The values are slightly down mainly due to the NJ American Water Company. Overall the municipal budget is up about \$350,000 which incorporated those items he listed earlier. We have moved some salaries over to sewer for the administrative employees. For the non-union we added 2% to the budget for salary increase which is what the union employees received. Those non-union employees have not received an increase for 2015. We had to include a number for the amount for uncollected taxes. For planning purposes, we used the same number as last year until we have all the numbers.

Mr. Catrambone stated that the work session agenda for February 24th will only include the budget and other necessary items.

ROADSIDE FUNDRAISING

Mr. Catrambone stated that Mr. Schwartz brought this up as we are approaching the season. He asked Mr. Schwartz to discuss his recommendations.

Mr. Schwartz stated that Council has discussed this issue in the past and what this issue involves is roadside fundraising held on Chester Avenue and also Haines Mills Road. Safety concerns came up because there seems to be an issue keeping kids out of the roads. Being so close to Route 130 is a major concern with individuals along the shoulder and jughandle. He is proposing a registration by organization that wish to hold fundraiser with a responsible adult signing off. If the organization is not obeying the rules by keeping individuals out of the roadways, the police can shut down the event.

Mr. Hatcher stated that we have reached out to Firestone, where some of the car washes take place and asked them to be more diligent in keeping individuals off of the jughandle. We have also reached out to the schools and other organizations.

Ms. Pangia stated that she also reached out to the Chief at Station 2 on Chester Avenue where she witnessed a child crossing over Route 130 with a sign that there was a car wash at the station. He went out and shut the event down.

Mr. Catrambone asked if he is proposing that the organization receive a permit similar to the one they receive to put signs up and that gives them the authority to have the fund raiser. If the police witness or unsafe activity is reported they will be issued a warning and the next time it happens the event will be shut down.

Mr. Schwartz stated that he would like the police to have the authority to shut down an event if there are safety concerns.

Mr. Catrambone stated that he agrees.

Ms. Pangia stated that she feels there should be no panhandling. If they would like to sit with signs that is fine but the back and forth running into the street to collect money needs to stop.

Mr. Schwartz stated that there is an ordinance prohibiting that activity.

Mr. Paris asked what gives the ability for the police to enforce the rules.

Mr. O'Donnell stated that we need to determine the rules and draft of ordinance prohibiting the acts Council discussed. This is separate from a registration policy. We could craft an ordinance requiring a registration.

Ms. Pangia stated that it is going to be difficult to get organizations to register. She feels we should just give authority to the police to shut it down if an organization is panhandling.

Mr. Catrambone stated that we need to determine exactly what can and can't be done.

Ms. Pangia stated that if there is a boot drive of some sort or other panhandling activity, Council would have to give approval. Other activities such as car washes, the participants need to stay on the sidewalk and out of the street.

Mr. Catrambone asked if we currently have rules in affect and what can we do to make sure the activity is safe.

Mr. Hatcher stated that he feels that the biggest area of concern is near Firestone and we need to keep individuals off the shoulder of that road. There may even be state regulations that prohibit fundraising on state highways.

Mr. O'Donnell stated that he will look into the regulations. We also need to look at what ordinances are already on the books. If Council wants, he can also look at how other municipalities handle this type of activity.

Mr. Catrambone asked if we can give the police the authority to keep the individuals out of the roadways and behind guardrails on the jughandles.

Council agreed to let Mr. O'Donnell look into the state regulations and what ordinance we currently have on the books. He will report back at a future work session.

DISCUSSION ON AMENDMENT TO JUVENILE CURFEW ORDINANCE

Mr. Catrambone stated that some of the questions Council had in regards to the ordinance was to take out some of the examples. Mr. Catrambone asked if legally it was better to cite examples.

Mr. O'Donnell stated that the language in the proposed ordinance is taken right from the case law regarding the court decision, it is not an exclusive list. The purpose of the amendment is to prohibit any litigation, which is why the language is taken from the case law.

Mr. Schwartz still had some concerns over the ordinance including examples of legitimate activity. He feels that with parent, guardian or legal custodian permission should be sufficient.

Ms. Pangia stated that she would like to have legitimate activity defined in the ordinance.

Mr. Paris stated that he would feel safe using the language from the case law.

Mr. Schwartz asked if we were addressing the requirement for notification in the ordinance.

Mr. O'Donnell stated he understands Council discussed the notification requirement but he did not remove that section of the ordinance.

Mr. Schwartz asked Mr. O'Donnell if the Township is better protected with the examples in the ordinance.

Mr. O'Donnell asked that it is best to use the language from the case law but the decision is up to Council.

After additional discussion, Council will place this on the agenda for first reading at the public meeting.

DELRAN COMMUNITY PARK LIGHTING BID REPORT

Mr. Winckowski stated that the low bid received was from Ronald Janney Electrical Contractor in the amount of \$230,660.00 for the base bid. The budgeted amount is \$248,000 but includes \$20,000 for engineering. Deletion 1 includes three light poles in the parking lot next to the future multi-purpose field. Mr. Winckowski recommended that Council award the bid for the Base Bid Less – Deletion 1 in the amount of \$215,900.

Council agreed to award the contract for the base bid less deletion 1.

TOWNSHIP OF DELRAN RESOLUTION 2015-29

AWARDING CONTRACT FOR DELRAN COMMUNITY PARK – PHASE 2 LIGHTING IMPROVEMENTS

WHEREAS, Delran Township accepted bids for the Delran Community Park – Phase 2 Lighting Improvements on January 8, 2015, and

WHEREAS, the bids received were as follows:

<u>CONTRACTOR</u>	<u>BASE BID</u>	<u>LESS DELETION 1</u>	<u>LESS DELETION 1& 2</u>	<u>LESS DELETION 1, 2 & 3</u>
Ronald Janney Electrical Contractor	\$230,660.00	\$215,900.00	\$206,060.00	\$191,300.00
Quality Electrical Construction	\$353,000.00	\$326,000.00	\$308,000.00	\$281,000.00
Bricktown Electrical Contracting	\$358,282.02	\$333,742.80	\$317,383.32	\$292,844.10

NOW, THEREFORE BE IT RESOLVED that as recommended by a letter from the Township Engineer that the contract for the Delran Community Park –Phase 2 Lighting Improvements be awarded to the low bidder Ronald Janney Electrical Contractor, 143 Cumberland Avenue, Estelle Manor, NJ 08319 for the base bid less deletion item 1 for a total contract amount of \$215,900.00.

BE IT FURTHER RESOLVED that the award of this bid is being made with the requirement that the contractor comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C 17:27

Mr. Schwartz made a motion, seconded by Mrs. Kolodi to approve the Resolution 2015-29.

There being no questions, the roll was called.

Mr. O’Connell, Ms. Pangia, Mr. Schwartz Mrs. Kolodi and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

NJEIT FUNDING SAND FILTER/FIFTH STREET PUMP STATION

Mr. Winckowski that in order to use NJEIT funding we would need to submit designs in March. We need to know if Council wishes to move forward with NJEIT funding. We have been having a lot of issues and finding the program very difficult. There are a lot of administrative costs involved. The estimate for the Fifth Street Pump Station is \$500,000 and we feel that there will not be a significant enough savings with NJEIT with the low cost of the project and we need to get this project completed as soon as possible. The Sand Filter is a more expensive project and most likely will not be ready until 2016. Mr. Winckowski stated that he is trying to work with the Auditor to determine a cost savings analysis. Using NJEIT funds for the Sand Filters may not even be beneficial.

Mr. Hatcher stated that he agrees 100% with Mr. Winckowski on not using NJEIT funds for the Fifth Street Pump Station. It will slow the project down and it is not that significant of a project to see savings. The issues that we are having NJEIT are that they see the funds as a reimbursement. We were trying to use the funds to pay the contractor not have to bond the project to make the contractor and then be reimbursed. Once we have to bond, the value of the NJEIT goes down because we have to borrow money to bridge the program. The administrative side of the program

is very cumbersome but is a more of a financial issue because the program is very slow to reimburse.

Mr. Catrambone asked if they are recommending that we bond these projects independently.

Mr. Hatcher stated that we should definitely bond for the Fifth Street Pump Station. We can try and put some number together to see if it makes sense to use NJEIT fund for the Sand Filters.

After additional discussion, Council agreed to pull Fifth Street Pump Station from the possibility of NJEIT funding and use bonding to fund the project. Once they receive the information on the Sand Filters of potential savings, they will make a decision on whether to proceed with NJEIT funding.

REPORTS

Mr. DeSanto- No report.

Mr. Williams – Mr. Williams reported that construction at the plant continues, they are getting ready to pour the concrete.

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher stated that as an update to the foreclosure ordinance, we compiled a list of the properties that had a notice of foreclosure filed and submitted that list to Mr. McCurley. He has inspected each property and each property that had a violation we gathered contact information and sent a notice of violation. There are also properties that we are aware of that are not on the foreclosure list that we are handling. Once 2014 is completed, we will go back to 2013. He asked that if anyone is aware of any additional properties that they report them to him.

Mr. Winckowski – Mr. Winckowski reported that the he has the plans, specifications and cost estimates for the Road Program and Tenby Chase Drive. He is giving them to Mr. Hatcher and Mr. DeSanto to review tonight. If everyone is okay, they will be ready to advertise the bids. The road program estimate is \$625,000 because we are able to resurface Forge Road instead of doing a full reconstruction. Due to that we are recommending that we add Kevin Road as an addition item. There are already two intersections on Kevin Road included. The estimate for Kevin Road is about \$75,000, which is still within the budget. The budget for Tenby Chase Drive is \$325,000.

Mr. Winckowski stated that he needed new DEP applications for Swedes Lake and the debris deflector. He provided them to Mr. Hatcher last week and once we have the checks ready, we can get applications submitted.

Mr. Winckowski reported that we received some correspondence yesterday on the Fairview Street property from the DEP on the appraisal on the property. The appraisal came in at \$325,000 and we will be able to receive half that amount in funding once we complete the paperwork.

Mr. Paris asked if there is an update on the grant application for the berm at the river.

Mr. Winckowski stated that he has not heard anything but will reach out to them.

Mr. Winckowski stated that we have received a quote for a new flap valve at Norman Avenue for a cost of \$6,700. Whenever funding becomes available, they will be ready to move on that project.

Mr. Winckowski reported that Mr. Valesi has spoken to the resident on Starke Lane regarding the sewer connection and they have worked out the details.

Mr. O'Donnell – No report.

Ms. Pangia – No report.

Mr. O'Connell – Mr. O'Connell stated that the Mr. Morrow brought up an issue at the last meeting about a tree at 68 Pancoast Blvd. and the tree is now being removed.

Mr. O'Connell thanked Mr. DeSanto for the tour of Public Works.

Mr. Schwartz – No report.

Mrs. Kolodi – Mrs. Kolodi stated that the tournaments that the AA will be hosting this year will be on May 16th and 17th. She stated that they will need to rent fields elsewhere if there is no possibility we can open the fields prior to May 30th.

Mr. DeSanto stated that this time of year is the most important time for the grass. He like to see them stay off the fields even longer.

Mr. Catrambone – Mr. Catrambone stated that he met with the Delran Historical Society and he will prepare his notes and will prepare a brief report for another meeting but they were very positive with the support they were receiving.

Mr. Paris – No report.

PUBLIC PORTION

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

Mr. Parento, RAC Chairman, stated that he met with the Delran Seniors and they brought to his attention the cost of the lunches. The current cost is \$3.00 and they will be raising it to \$4.00 to try and improve the meals. They asked for help from the RAC.

Mayor and Council recommended that they talk to local businesses.

Mr. Parento stated that he also brought up joining with Moorestown seniors for their events and they were very receptive. He will try and get this moving again. They would like to try and fit in a third trip which may work out if they join with Moorestown. They would also like to get notification out for new membership and possibly run a bingo.

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

Mr. Schwartz made a motion to adjourn the meeting, seconded by Mrs. Kolodi. All were in favor, the meeting was adjourned.

Respectfully submitted,

Jamey Eggers, Township Clerk