

**WORK SESSION
MUNICIPAL BUILDING**

**March 22, 2022
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 March 1, 2022 and posted on the bulletin board on the same date.

ROLL CALL: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon and Mr. Burrell were present.

ALSO PRESENT: Mr. Catrambone, Mayor, Ms. Fahey, Interim Solicitor, Ms. Press, Township CFO, Mr. Winckowski, Municipal Engineer, Mr. Bellina, Interim Administrator and Ms. Eggers, Township Clerk.

COVID RELIEF SEWER PAYMENT PLAN

Ms. Eggers stated that Senate Bill 4081 requires municipalities to institute COVID-19 utility rate payer, relief measures. The Tax Collector outlined suggestions for implementing the plan. Council must decide whether payment plans, covering the 4th quarter of 2020 and all of 2021 that is outstanding, will be for 12 or 24 months. They must also decide if interest will be waived, which is what the Tax Collector is recommending. The last decision to be made is whether Council will approve the plans by individual resolution or if the tax collector will be authorized to review applications and make decisions.

Mr. Jeney asked once residents are on the payment plan, when would the payment be considered late?

Ms. Eggers stated that there is no grace period on the payment plan so if it is due on the 15th it will be late the day after. Also, current sewer payments must not be delinquent if they are taking advantage of the payment plan for previous sewer bills.

Council decided on an interest free payment plan up to 24-months. The Tax Collector will be given the authorization to review the individual applications for the payment plan. There will be one general resolution outlining the requirements at the next meeting.

FIRE INSPECTION FEES

Joey Cunningham, 900 Chester Avenue explained that the state defines life hazard fees and they leave it up to the municipality to define non-life hazard fees. Delran's non-life hazard fees were last defined in 2003. Fees for housing and permit fees are defined by the state so they would like to change the ordinance so it's in sync with the state. The fire department would also like to create a permit fee for storage units such as trailers, SEA BOXES, PODS, etc. so they can be inspected for fire hazards.

Mr. Burrell stated that Council will instruct the township solicitor to begin drafting an amendment to the ordinance.

Mr. Bellina stated that prior to that, he would like to sit down and discuss what is and is not permitted with the fire department and the construction official.

RIVERSIDE MEMORIAL DAY PARADE

Ms. Eggers reported that the parade will take place in Riverside on Monday, May 30th at 9:30 AM. In the past we have marched in the parade and provided a wreath at the memorial. If that is what we are going to do this year, she will fill out the form and send it back. The elected officials will pay for the cost of the wreath.

BUDGET REVIEW

Mr. Catrambone discussed the highlights of the budget which, he is proposing, which will include two additional, much needed, public works employees.

In the police department we will be replenishing the vacancies that exist as well as including some community outreach to continue positive contact and possible recruitment interest in law enforcement as a career.

We will also be looking for a permanent administrator which is included in the budget as well as a full-time communications director that is on staff now.

Everything across the board has increased in price and we have added services. That being said, if all goes well this evening, there will be no municipal tax increase for this year. Our sewer budget also has no rate increase for the twelfth year in a row. Mr. Catrambone thanked Ms. Press, CFO and Mr. Bellina, Interim Administrator for working on the budget with him.

Mr. Bellina discussed the Green Team's request to insert a \$3,500 - \$4,000 tree plan into the budget.

Mr. Lyon discussed the possibility of the Historical Society getting \$10,000 this year for storage space in the municipal building along with cabinets and display cases. The items that they have are currently being stored in a garage. There will eventually be a display in the municipal building lobby. Council had no objection to the request.

Mr. Bellina stated that there are two increases in the business administrator's office. The first is the hiring of a permanent administrator. The second is for a management software system to streamline operations.

The budget for the Mayor and Council hasn't changed much but it does reflect the benefit of having a full-time communications director. Mr. Bellina explained that in reference to the operating departments, they stay relatively stable. He suggested that it would be helpful to budget for Bob Marrone, the auditor, who was very helpful for this budget and would be beneficial for the next administrator.

Mr. Bellina increased the allotment for labor counsel from \$140,000 to \$150,000.

Mr. Bellina explained that we will be working on cyber security plan in conjunction with the JIF. There are three tiers each of which has to be approved by resolution.

Police Department

Mr. Bellina stated that in terms of the police department, we will be hiring replacement officers to fill vacancies, money is needed for community policing, vehicle repairs and two replacement cars per year. A new repeater system is also necessary for better radio communication.

Mr. Smith asked if the new officers are budgeted for a half year's salary. Mr. Bellina explained that we won't know if they are coming from the civil service list or as a transfer so we budget for a full year.

Mr. Burrell noted that the two front line police vehicles cannot be capitalized because their useful life is below five years. Mr. Marrone explained the command vehicles are different.

Emergency Management

Nothing is changing within emergency management.

Streets and Roads

Two additional staff members plus one replacement worker will be hired to fill a recent vacancy. A lot of the budget reflects the increase in prices and the difficulty of getting the supplies and equipment.

Mr. Lyon asked about the salary for the recycling coordinator. Mr. Bellina stated that the coordinator is someone in public works.

Mr. Bellina spoke about trash collection. The rate that the trash workers are paid has increased substantially since COVID. It takes 1 ½ - 2 years to get a trash truck ordered, built and delivered. Companies can only complete 90% of the current contracts so they are not seeking additional ones. Fuel cost is an issue and there has been a consolidation in the trash collection industry resulting in far fewer bidders.

Mr. Lyon explained that it is far more difficult to get your CDL than it used to be which is going to make it difficult to find drivers.

Mr. Bellina further elaborated that the cost of getting your CDL is \$3,500 - \$5,000. This will have to be discussed during the course of the year. Should Delran Township require a CDL? Prefer it? Pay for the training?

Mr. Lyon also stated that the garbage trucks with automatic arms require a lot of maintenance which is also expensive.

Recreation

The RAC made a request for an additional \$5,000 to cover increases in the cost of supplies and services which was approved by Council.

Green Team

Request for some additional funds (possibly \$4,000). Council approved the request.

Municipal Court

Mr. Bellina stated that the court budget is in good shape. The State Office of the Courts did conduct an annual inspection and pointed out some potential safety issues including the glass used in the office.

Utilities

With the exception of a \$25,000 increase for gasoline, most utilities have remained stable.

Mr. Burrell spoke about the possibility of installing solar panels at the municipal building to help with utility costs.

Pension Increases

Mr. Bellina reported that there was a substantial increase in the police and fire pensions this year. Mr. Marrone explained that it's an ongoing cost. In the audit report, there is a large unfunded pension liability.

Sewer

Mr. Lyon questioned a salary charge in 2020. Mr. Bellina explained that starting in 2020, a portion of the salaries of the clerk, administrator, and the finance officer were budgeted for sewer related expenses like bidding, purchasing, etc.

The sewer department needs \$8,000 to replace a surveillance system. Recently three catalytic converters were stolen from our dump trucks and the existing cameras were of little use. Also, the vehicle used to service our pump stations needs to have the lift gate and utility body replaced.

The DEP dictates lab analysis and there has been an increase in that category.

Mr. Lyon asked about contract services. Mr. Bellina explained it is for repair parts and supplies including the anticipated increase in costs for both.

Mr. Jeney questioned item 231 which is the rate for chemicals. That cost was increased during COVID and has continued to be elevated. He asked if that was still accurate or has the cost of chemicals decreased at all in the last couple of years? Mr. Bellina remarked that it could be given

a second look. He will report back once it has been reviewed.

Mr. Burrell asked how much of the surplus is used to balance the budget and how is it holding up? Mr. Bellina reported that we use a percentage of surplus which is consistent with what we've been doing for the last few years. Mr. Marrone concurred explaining that this budget kept the surplus consistent. Mr. Jeney explained our surplus made it possible to refrain from raising taxes. Mr. Burrell stated that at the height of the pandemic, when townships lost tax revenues, some municipalities didn't have enough of a surplus to make it through successfully.

Capital Budget

Mr. Bellina mentioned the Road Improvement Program which was discussed at a previous meeting. He also stated that Leon & Third Street experienced huge erosion along with a broken pipe. Other projects include The Army Corp. Streambank project, the Bikeway Grant project, the NJ Safe Streets to Transit, and the Brown Street Baseball Field renovations. Also, the municipal building needs to be painted and there are various park improvements that are required.

Mr. Burrell explained in addition to the plans we have for the roads, we have to stay on top of the other assets in town like parks and fields. Mr. Bellina stated that current plans are consistent with what the public works superintendent requested. Mr. Burrell reported that the fields committee is also working on a plan.

Mr. Bellina discussed the purchase of a command vehicle which will replace a 2007 Bronco with a rusted floor. A traffic trailer will be purchased to replace an older unit. Public Works will be replacing an ancient chipper and a tractor from 1980. The inspection vehicle will be replaced for construction. The municipal building needs to have areas of the carpet replaced as well as sound and lighting systems. The HVAC needs to be replaced and we are applying for a grant that, if it comes through, would help with this replacement. There is also an old water company building that Public Works would like to rehab for the storage of equipment.

Mr. Bellina outlined sewer department needs stating that back flow preventers for pump stations are required by the federal government. Pavement resurfacing also needs to be done at the sewer plant.

Mr. Marrone outlined funding for the current year as well as explaining some future funding possibilities including using some of the surplus.

Reports

Mr. Bellina – No report

Ms. Eggers – No report

Mr. Catrambone – Mr. Catrambone thanked Dan O'Connell, County Commissioner and Joe Brickley, County Engineer, for assisting in the paving of Hartford Road.

Sewer bill adjustment claims are due by April 30th.

Mr. Catrambone also mentioned that the Carli Lloyd Event video will be shared.

Ms. Fahey – No report

Mr. Winckowski – Mr. Winckowski stated that the DOT is doing a pedestrian safety improvement project at Route 130 and Haines Mill Road and also at Chester Avenue and Route 130.

Delran Township Sewer Department will enter into a shared services agreement with the DOT in case there are any inspection fees that could be recaptured. They also need a couple of temporary easements for them to replace the sidewalk. The easements would be near Dunkin Donuts and also near the bridge at Swedes Run. They will pay \$1,500 for the temporary easement and Mr. Winckowski recommends that Delran Township grants that request. Resolutions would be required for both.

Mr. Burrell introduced both resolutions:

Resolution 2022-66 Authorizing the shared services agreement with the DOT pending attorney and administrative review.

Mr. Lyon made a motion, seconded by Mr. Jeney to adopt Resolution 2022-66

There being no questions, the roll was called.

Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon and Mr. Burrell voted aye.

Ayes: 5

Nays: None

Motion Approved

Resolution 2022-67 Authorizing the Temporary Easement with the DOT pending Attorney and administrative review.

Ms. Parejo made a motion, seconded by Mr. Jeney to adopt Resolution 2022-67

There being no questions, the roll was called.

Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon and Mr. Burrell voted aye.

Ayes: 5

Nays: None

Motion Approved

Mr. Winckowski reported that the contractors for the 2020/2021 road program will be completing their punch list work in the next few weeks.

Ms. Parejo asked about the paving of Chester Avenue. Mr. Winckowski is going to try to line that up with the school's spring break.

Ms. Parejo – No report

Mr. Smith – Mr. Smith reminded residents that before they start Spring projects, to make sure they get their property properly marked before they dig.

Mr. Jeney – The Green Team is planning a community garden near the swim club. If anyone is interested, please reach out to The Green Team.

Mr. Burrell explained that Mr. Winckowski's office will be conducting a study on that project so it won't happen this year but the Green Team is currently gauging interest which looks to be very good.

Mr. Lyon – Mr. Lyon stated that they did a great job on Hartford Road.

Also, there was a sewer leak on Springcress Drive. He spoke with the contractor who reported that it's not paved yet because they are letting things settle. Also, there is some erosion on Grande Boulevard near the fields. Mr. Winckowski stated that Black Rock is aware of the issue and will be on a maintenance bond for over a year.

Ms. Eggers – Ms. Eggers announced that Clean Up Days will be held from Wednesday, April 20 through Saturday April 23rd. Hours will be Wednesday through Friday 7:00 AM to 7:00 PM and Saturday 7:00 AM to 5:00 PM.

Mr. Burrell asked for that information to be put on the website and social media.

Mr. Burrell – Mr. Burrell reported that Delran Township has come to a settlement agreement with Patrick Duff. He explained that this highlights the importance of having a Township Solicitor that has good knowledge of OPRA requests because these matters do impact us financially.

PUBLIC SESSION

Mr. Lyon made a motion to open the meeting to the public. The motion was seconded by Mr. Smith. All were in favor, motion approved.

Tony Egan, 108 Shelly Lane suggested putting money aside for better audio equipment and security cameras. Mr. Burrell responded that money has already been set aside for audio equipment and he had a conversation regarding better cameras with the chief of police who is going to propose that in the next budget cycle.

Mr. Egan reported that Route 130 is very dark and asked if there was a way to add more lights to the highway. He mentioned that Cinnaminson has brighter lighting along their section of Route 130. Mr. Burrell explained that Route 130 is a state highway. Mr. Winckowski offered to reach out to Cinnaminson Township and inquire about the lighting.

Mr. Egan reported that there are many commercial vans that are currently parking on the streets in the township. Mr. Egan spoke with the code enforcement officer who stated that it was a police matter. Mr. Bellina will check with the police chief.

Mr. Egan referenced video footage regarding an encounter Mr. Jeney had with Mr. Duff and Mr. Dusko. Based on that footage, he asked if Mr. Jeney would like to apologize for accusing them of getting within two inches of his face since the video did not show that. Mr. Jeney stated that he will not offer an apology since the video failed to capture the full encounter in the doorway and once everyone left the building.

Barb Littleton, Delran resident, asked if sidewalks would be installed in front of the new development on Chester Avenue. Mr. Burrell reported that there would be sidewalks. Mr. Winckowski also explained that the sidewalk would run the length of the new development and continue on to the highway.

Ms. Littleton asked what the resolution for additional funding for CME Associates covered. Mr. Winckowski explained that it is for affordable housing obligations. It continues to finalize the agreement between the township and Fair Share Housing.

Ms. Littleton commented on the video footage and stated that the only time that Mr. Dusko came close to Mr. Jeney's face was when they were walking through the door. Mr. Jeney responded that Mr. Dusko approached him with a loud voice and startled him and then continued to follow him down the walkway mocking him.

Ms. Littleton questioned why the video of the Carli Lloyd Event wasn't released right away. Mr. Catrambone explained that due to the environment that was created, he was being very cautious about everything. Ms. Littleton stated that it gives the perception that something else was going on.

Mr. Lyon made a motion to close the public portion of the meeting, seconded by Mr. Jeney. All were in favor, motion approved.

EXECUTIVE SESSION

At this time, Mr. Burrell asked for a motion for Resolution 2022-65 authorizing the executive session to discuss the following personnel matter.

Mr. Lyon made a motion to adjourn the meeting, seconded by Mr. Smith. All were in favor; the meeting was adjourned.

Respectfully Submitted,

Jamey Eggers
Municipal Clerk