

**WORK SESSION
MUNICIPAL BUILDING**

**SEPTEMBER 7, 2011
DELRAN, NEW JERSEY**

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, 2010 and posted on the bulletin board on the same date.

Roll Call: Mrs. Kolodi, Mr. Schwartz, Mrs. Reed, Mr. Catrambone and Mr. Morrow were present.

ALSO PRESENT: Mr. Paris, Mayor, Mr. Harris and Greg Valesi CME Engineers, Attorney Kathy Bonczyk, Mr. Hatcher, Administrator and Adele Meiluta.

DISCUSSION ON THE FERAL CATS

Mr. Morrow advised that he and Mayor Paris were at Throwbacks here in Delran to meet the residents and answer questions. Susan Brandenmart came out and talked about the feral cat problem especially behind Dunkin Donuts on Chester Avenue and also throughout other areas of the Township. We do have an ordinance in place to adopt this program but we need to have the funds in place to make the program work. This usually happens through donations or a grant that is offered by Pet Smart. These funds come in and allow the veterinarians to give the feral cats' shots and neuter and/or spay them and also tag them with the main object being to control the population of the colonies in a very humane and sensible way. Sue and Cindy who works with many veterinarians were invited to come out this evening to speak to Council and also Councilwoman Reed was working on trying to obtain a grant to help fund this program. Councilman Morrow asked if there was anything else to tell us. It was reported that rather than wait for the money to come through to date they have trapped ten kittens and four of them were adopted. There are some more kittens that need to be evaluated and they will either be adopted or returned to the colony. Sue was looking for some space on Township property to set up these colonies to house the feral cats and has also ordered a prototype shelter that will house these cats with the ultimate goal to get them out of the Dunkin Donuts property. Any area for these colonies must remain anonymous. Sue passed around pictures of the prototype of shelters for the feral cats that they ordered. A safe and stable environment would have to be obtained before too much money and resources were spent. Councilman Morrow said that these feral cats will not go away but the goal is to control them and ideally to eliminate them. Mayor Paris stated that they do have authorization from the owner of Dunkin Donuts to go on their property and take care of the feral cats. The said they want to be very low profile. Councilwoman Reed said that she is sending in an application for a grant from Pet Smart to help with this feral cat problem. Cindy said she would help with any of the questions. Mayor and Council cannot get involved at this time until the funds are raised. Another person spoke about the colony behind Dunkin Donuts and advised that they are also taking care of the feral cats. The authorization copy from Dunkin Donuts was given to the Solicitor. The Solicitor said that essentially this is private citizens going onto private property with the

permission of the owner and does not involve the Township at this point. Before the Township can get involved we will have to look into liability, insurance and things of that nature. Mr. Hatcher said that he will talk to the Captain about this issue. Councilman Morrow said that the Township will have to work with the attorney to determine our liability with this program. Mr. Hatcher asked if this was the group that the Township would have a formal relationship with and Council said that they were in agreement to working with this group. Mrs. Kolodi asked if they needed the \$5,000 to get the program started and then will there be additional costs each year. It was determined that once the Township got involved and had the necessary funds then work directly with the BCCI. They were all thanked for coming to the meeting.

DISCUSSION ON LEON AVENUE FIELDS

Mr. Morrow said that at the last two public meetings, the gentleman who runs the girls softball program has spoken out about the condition of the Leon Avenue fields to try to get the field in a more playable condition. They are looking for money to do some improvements. Mr. Morrow was wondering if there were some grants for this type of work. The Mayor said that Council has to be in agreement with what is to be done. Mr. Hatcher stated that all fields in town are safe and maintained. Also, Mayor and Council have to be careful about putting two softball fields on Leon Avenue because of parking. Councilman Morrow stated that some work has to be done on the fields and parks especially on this side of the highway. Councilman Morrow wants to go after all the avenues of cash that may be available such as grants, etc. There was more discussion on the Leon Avenue fields. Mr. Hatcher and Mr. DeSanto went out and looked at all the issues that were brought up on Leon Avenue and all the issues were addressed. Mayor and Council need to agree as to what will be allowed to be done on Township fields as requirements must be met as to permits and good workmanship. Mr. Hatcher stated that plans need to be submitted to the Construction Code Official and all requirements must be met to protect our children and be sure that there is no liability for the Township. Ms. Bonczyk, the Solicitor present stated that it is very important that the Township be protected and all the fields are safe.

SEWER BILL ADJUSTMENT

Mr. Hatcher stated that the issue on 54 Springcross Drive is that the water bill showed 3,000 gallons of water being used and our computers inadvertently picked it up as 20,000 gallons (the property above the list actually showed 20,000 gallons) so he was billed the original bill for the 20,000 but did not question it until the second quarter. Mr. Hatcher feels there should be an adjustment. Mr. Hatcher stated that a Resolution needs to be done to lower his bill from the 20,000 gallons to 3,000 gallons that was actually used. Mayor and Council had no problem with doing this at the public meeting.

Sewer/Tax Reduction Request from 1122 S. Fairview Street.

Mr. Hatcher stated that the resident at this location asked for a reduction in his sewer and tax rate due to a fire at his home and he will not get back into his home until October.

Mr. Hatcher stated that we have never made an adjustment on taxes on an incident like this because if he doesn't get into his house before December, then the Assessor will make an adjustment. However, we routinely make an adjustment for the sewer if he is not using sewer. Mr. Hatcher stated that would be his recommendation but it is up to Council. Council said to adjust the Sewer but not the taxes. A resolution will be presented at the next Township Council work session.

OPEN SPACE FUND ANALYSIS

Mr. Hatcher stated it is difficult when someone asks how much money is in the Open Space Fund and that is why he wanted to present this analysis. When the referendum was passed it was for \$325,000 per year for twenty years. The Myers tract acquisition is for actual payments of \$48,912.50 that is coming out of their every year. We put \$450,000 out and put it into an account for the TAR acquisition. Mr. Hatcher stated that the reason he is presenting this to Council is for Council to determine whether or not they want to go along with the program which was originally outlined by the previous Council when the referendum was passed which was to use the \$325,000 a year as debt service to pay off the debt service which we would use to improve or acquire properties. At some point, Council may look to start buying these things with cash as we get near the end because what you do not want to do at the end of the number of years is to leave debt after the referendum runs out. The referendum will run out in 2024. Even though we will not have the \$325,000 after 2024, we would still have a balance for the next 6 or 7 years if we just had what is in the fund now. Obviously there would be activity in terms of purchases. Every month there is some activity in this fund e.g. engineering, legal fees that are involved in doing these things. What we know as of now is that we have \$325,000 a year coming in and we have \$1,250,000 coming in from the State and County that we have received by leveraging these funds. We intend to apply for \$250,000 every year from the County but probably will not receive it every year but hopefully we will receive it every other year. Mr. Hatcher wanted Council to be aware of this fund as it seems that many groups in town will be coming looking for money for improvements to fields, etc. and Mr. Hatcher wanted to know if Council wanted to change the philosophy. Mayor Paris asked if Mr. Hatcher can advise Council at what point in time should Council start spending some of this money and how much open space is still out there and would we be interested in buying it. We know what is out there but Council would have to decide if there was an interest. Mrs. Reed feels that it is prudent to continue along the philosophy that is currently in place and to use it for debt service. Mr. Hatcher also answered that he can tell Council what is out there as far as open space. Mr. Catrambone asked why the payments for the Myers Tract go down and then spike up again. Mr. Hatcher explained that when we go out with a Bond, there is a debt service payment schedule and they are usually front-loaded where a lot of it in the beginning is interest and then it goes to interest and principal.

CDBG PROGRAM – ROLAND AVENUE

We did receive approval that we would be receiving the CDBG money so the engineer has stated that Roland Avenue will be part of the bid package. The engineer will be put out to bid soon so it may be done this year but more than likely it will be in the spring.

ANNUAL MAINTENANCE FOR REPAIR OF SANITARY SEWER SYSTEM, REPAIR OF ELECTRICAL APPARATUS AND MECHANICAL APPARATUS.

Mr. Jerry Harris from CME advised that we received bids on August 4, 2011 for three contracts related to maintenance for various items related to mechanical, electrical apparatus and sewer system. These are contracts that the Sewer Department can draw upon for either maintenance or an emergency situation. The first contract is for Electrical and there were two bidders and the reason for only two bidders is that we specified for someone close by so they can respond quickly in an emergency situation. Municipal Maintenance is located in Cinnaminson and they bid on the electrical for \$55,000. The next bidder was much higher. It is a one year contract with (2) one-year extensions at the discretion of the Township. The engineer said that in talking to Jeff Williams they never use all the money that is in the contract. It is there to be used but it is unlikely that all of the money would be used. CME recommended that the Township award the bid to Municipal Maintenance for electrical.

The next bid was Sanitary Sewer repair and the low bidder was Mac-Rose Contractors, Inc of Browns Mills for a two year contract at \$296,000. This bid was higher than last year but more items were added to the specifications. CME's recommendation is to award the bid to Mac-Rose Contractors.

The next bid is for Mechanical Apparatus and there was only one bidder Municipal Maintenance Company of Cinnaminson for \$42,900. CME's recommendation is to award the bid to Municipal Maintenance Company of Cinnaminson.

Mr. Hatcher asked the engineer to let Council know what was added to the Sanitary Sewer bid since it came in much higher to give Council some kind of comfort level.

UPGRADES TO WASTEWATER TREATMENT PLANT

Mr. Harris reported on the upgrades which would consist of Sludge Conveyor, Grit Facilities and Headworks Screening. Mr. Harris stated that the work needed to be done due to existing equipment falling apart or it will improve the operation of the plant. What CME is suggesting is to design all three projects at one time and then let CME refine the estimate of the construction costs after it is designed then Council can determine what the estimate is versus the capital budget and whether the Township wants to bid it as one package or split it up. It can also be bid with the option of taking a piece of the bid out if the bid comes in too high. Mr. Valesi entered the meeting at this point and stated that the conveyor is something that needs to be looked out as Priority 1 and the Grit Chamber could be Priority 2. There would be labor savings with the sludge conveyors because if

the Sewer Plant is not intercepting the grit before it gets into the plant, there will be more damage. Discussion took place on our debt service. Councilman Morrow asked if we are in dire need of repair of the sludge conveyor. The engineers said that repairs are very important to the operations of the plant. There would also be a permanent enclosure around the equipment.

Council asked Mr. Hatcher would do they do at this point. Mr. Hatcher answered that he would lay out exactly what Council is looking for in terms of debt service and then Council can authorize the work when they find out the financial impact then an ordinance would be put together for the next public meeting. It was asked how critical is it to the operation of the plant to have the Sludge Conveyor repaired. Mr. Valesi answered that the present conveyor is introducing grit to the plant which is costly and adding to the wear and tear of the plant. The grit is now removed manually. The design will take about six months and the bidding process would take about three months.

Mr. Hatcher will look at the payments on the debt service before a decision is made.

REASSESSMENT

The Assessor Tom Davis was asked to come in tonight to speak on reassessment and reported that the last reassessment program was in 06 and one needs to be done now due to the decline in the market. The State has certain rules and if you are more than five years out, which Delran is, than you have to do inspections. Mr. Davis is proposing a reassessment for \$20,000 which he said we have no choice except to move forward. We will have hundreds of appeals next year which will be difficult to win. Towns are getting crushed on commercial appeals. Mr. Davis said that the assessments will probably be reduced by 10% but if we do that to the residential units we have to do it to the commercial. That will alleviate our exposure to the commercials. We have two tax courts this year but that could change next year. Mr. Hatcher said it is time and it needs to be done as soon as possible.

Mr. Hatcher stated that we will need to do a 5- year Special Emergency at the public meeting which is a specific statute which allows a Township to fund for reassessments, revals, tax map updates and Master Plans. It will be \$4,000 a year and it is outside of cap. Mr. Davis was asked to give the Township a contract and was also asked to come to the public meeting at the second reading of the ordinance to answer any questions from the public. Mrs. Reed asked about putting something on the website and Mr. Davis has "Frequently asked Questions" that can be posted on the website.

MANAGEMENT SALARIES

Mr. Hatcher stated that an employee brought up at the last work session the matter of non-union salary increases. Mr. Hatcher spelled out in a memo the salary increases for Police and CWA over the last couple of years. Mr. Catrambone asked that there are four union contracts that need to be negotiated and Mr. Catrambone's concern is whatever we do in advance of that may set a precedent. Mr. Catrambone asked if it would not be

prudent to do the salary increases concurrently with the union contracts. Mr. Hatcher replied if we were talking about next year's salaries then he would agree but this is for salary increases for non-union employees for this year. Also, he does not feel that the salary contracts will be settled in 2012. Mr. Catrambone asked if we were looking at the last of non-union employees independently and not as a group. Mr. Hatcher stated that we have always done them as a group. Mr. Catrambone does not want to do them as a group this year. Mr. Hatcher stated that the two new employees are not on the list. Mr. Hatcher stated that Tax Assessor and Clerk are protected by statutes and are supposed to get their raise the same as others. Mr. Hatcher stated that one of the problems of not giving the non-union employees a raise is that the salaries start to become askew. People who managing people are getting less than those they manage. Mr. Hatcher recognizes these are difficult times and that is why we usually wait until the budget is adopted before we consider the non-union employees. The Solicitor suggested that RICE notices be given to employees if Council wants to speak about individuals. Mr. Hatcher asked when does Council want the RICE notices to go out. The Solicitor said it would be prudent to RICE every employee on the list. The Clerk and Tax Assessor would be off the list because they are statutorily protected. The discussion would be in closed session with one employee at the time. Mr. Hatcher said that money was put in the budget for the non-union employees. Mr. Hatcher was asked to come back to Council with a number that is available and show the salaries of the non-union employees. If Council then wants to RICE any employee, it will be done at the first week of October.

REPORTS

ADMINISTRATOR

Mr. Hatcher reported that there is a sink hole on Stuart Avenue that opened up yesterday and M & M Associates were called in to do some underground excavation since it was more than our Public Works could handle. M & M also does American Water projects and since there is a storm sewer, a water main and a sanitary sewer; therefore, we will not know whose problem it is under it is investigated.

Mr. Hatcher reported on bid openings on trash collection and the previous trash collection contract was for \$493,991 for collection only and we received a five-year bid from our current vendor for \$365,007 per year. This would be a five-year contract. This represents roughly a \$130,000 reduction. There were five bids received and Council will receive all the numbers. We also went out to bid on using 96 gallon containers, which we would supply to the residents, and for five years the savings would be about \$90,000 and the cost is about \$350,000. The return on investment would not be worth it. Mr. Hatcher would like to take action at the next work session to give the Company a heads up. Mr. Hatcher reported that no other bidder had any questions.

ENGINEER

Mr. Valesi reported that they are ready to go out to bid with the road program which is going to be Parry with mill and overlay and maybe some base repair. The Janeway storm

sewer repair will be in the base bid. The portion of Yansick and Moreland will also be done which will be a full depth reconstruction. Swedes Run from Haines Mill Road as far as the base bid will take us and then additional items were added depending how the bid comes in. Discussion took place on Third Street. Since Simon Shuster is coming in with a site plan and perhaps we can get that road done by Simon Shuster. Third Street was taken out of the bid. Discussion took place on perhaps Brown Street could be done by Simon Shuster instead of Third Street. Much discussion took place on this road project. Mr. Hatcher asked if Brown gets done and Third does not get done it may look bad and also if Third gets done, it may be damaged when Simon Shuster does their expansion. Mr. Valesi said he needs direction from Council if they want Third Street as the first additional item instead of Swedes Run. The original agreement was Parry, Third and part of Swedes. Council decided to stay with the original plan.

Mr. Morrow thanked the engineer for keeping on top of things at the Moreland/Yansick job and also asked how is it determined where speed bumps are placed. Mr. Valesi answered that they generally are put where they would calm traffic before the driver would speed up. There is no standard in place for speed bumps but they are put where they will do the most good.

COUNCIL MEMBER REPORTS

Mrs. Reed has concern about traffic going in and out of the Myers Tract. Mrs. Reed does not want to see this go forward until the traffic situation is settled.

Mr. Catrambone stated that the web site is up and running and should save the Township money. Mr. Catrambone would like to get the ads up and moving again.

Mr. Schwartz stated that he did a walk around Riverside Park during Hurricane Irene and also visited the shelter at the High School that thankfully no one needed. He would like to formally thank those involved with the shelter. Mr. Schwartz also stated that the Fire Department did an excellent job with helping the residents.

Mrs. Kolodi stated that residents on Nicholas Drive reported that they are getting a black "sludge" in their toilets and about five years ago the Fire Department flushed out the hydrants and that resolved the issue in some of the buildings but it still in her building. Mr. Hatcher said that years ago there was a similar problem it was determined to be manganese. It was decided that the residents with the problem should call the water company.

Mrs. Kolodi asked for direction on how to go about having a sign put up at the High School that the students have raised money. Mrs. Kolodi was advised to go to the Construction Office for any necessary permits and also to Lynn Curry for further guidance.

There was a lengthy discussion on answering e-mails. Mr. Hatcher said that he forwards Public Work complaints to Public Works and Police complaints to the Police

Department. Council agreed that if the e-mail was directed to them personally they will answer them but in most cases Mr. Hatcher will answer the e-mails.

Mayor Paris stated that he, Jeff Hatcher and Tom Morrow had a successful meeting with Chris Russo, the School Administrator and Patricia Camp the new Superintendent at Delran High School. The Mayor stated that hopefully we will start working closely with the school and doing things together to save money for the town and the school. A lot of ideas were passed around and it was very positive.

The Mayor also talked about Hartford Road and it is in very bad shape between Bridgeboro going towards Moorestown and it belongs to us. Mayor is going to try to reach out to the County and do whatever we have to do for the County to do something because we do not have the money to do it. Mr. Hatcher gave a quick history of Hartford Road and said that Township Council was using Transportation Trust Fund money to do Hartford Road before they moved over to Haines Mill Road and they never finished Hartford Road but they were not doing it to County specs which would be more expensive and at the time Council pushed to have the County take over the road and Delran was told to build it to County specs or the County will not take it over and that is the issue that will impact us. The other issue that will impact Delran down the road is Fairview Blvd. is also our road and the County has previously authorized if we build Hartford Road to County specs they will take it over along with Fairview Blvd.

The Mayor said that the group that worked at the school during the hurricane was fantastic.

The Mayor reported that he and Mr. Hatcher talked with PSE&G about their cable on Westover Road. It was determined that the cable had a life span of 40 years and they are currently 38 years old so the Mayor wanted to know if PSE&G knew that the cable was getting old, why did they not say something before the road was done. The Mayor's question was do we want to grant PSE&G the right to open the roads when we have a five-year moratorium on opening new roads and PSE&G did not notify us of the aging cable we should hold them to fixing the road to our requirements. The Mayor wants PSE&G to replace old cable when we do the road and not after the road is completed.

Mr. Morrow also wanted to thank everyone who worked during the Hurricane.

A motion was made to open the meeting to the public.

Pat Pomeranz wanted to clarify that the Township was applying for a grant from Pet Smart for \$7500. Ms. Pomerantz also asked how much is in the Open Space Fund. Mr. Hatcher answered \$1,611,620.28. In addition there is \$325,000 coming throughout the year from taxes and receipts from the State and County is \$1,250,000 and currently we are paying \$148,912.50. We have had expenditures of \$156,000 so the ending balance is \$2,881,148.57 after we receive the grants, etc. Ms. Pomerantz stated that in 1997 all the flood areas were rezoned and it was her understanding that some areas were recently

removed from the flood zone. Mr. Hatcher stated that normally we would be notified and new flood maps would be sent to the Township and we were not notified of any changes.

Ms. Pomeranz mentioned Third Street would it be improved to meet commercial needs or just a residential street. It was answered that it would be done to commercial standards.

Ms. Pomeranz asked about the FEMA applications. The Township Engineer answered that there are many different types of projects and they are determining what would best suit Delran and that is the funds that will be applied for.

A motion was made to come out of the public portion of the meeting. All were in favor.

A motion was then made to adjourn the meeting and all were in favor.

Respectfully submitted,

Adele Meiluta