

**WORK SESSION
MUNICIPAL BUILDING**

**SEPTEMBER 8, 2015
DELRAN, N.J.**

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. Marmero, Solicitor, Mr. Winckowski, Engineer, Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

FIFTH STREET SEWER ISSUE

Mr. Schwartz stated that there was information provided in the packet with regards to Mrs. Olivo's issue with sewer backup. The NJ Department of Environmental Protection inspector was out and we have previously heard from our Engineer and Sewer Director that the cause of the problem was a sloping of issue with the sewer main on Fifth Street and dipping on Chester Avenue. Mrs. Olivo made repairs to her property to prevent future problems. She has submitted a bill for reimbursement and she submitted a claim with our insurance company which was turned down. Since we are not going to correct the issues with the main, Mr. Schwartz feels the right thing to do is reimburse Mrs. Oilvo for her expenses.

Mr. Catrambone stated that Council previously voted on this issue. He asked if there is any new information.

Mr. Schwartz stated that the only new information is the DEP report.

Mr. Catrambone asked if the problem has been fixed since Mrs. Olivo installed the device recommended by the Sewerage Authority after the first occurrence.

Mr. Schwartz stated that she has not experienced another problem but he feels it is due to the quarterly maintenance that is now taking place on the mains.

Mrs. Olivo stated that she has not been any backups since she has line the lines has been on quarterly maintenance which was promised to her in a letter back in 2009. If the maintenance had been done all along there would not have been a problem. She has had no issues in six months.

Mr. Catrambone asked Council if there is anything that changes our position that as our policy we do not provide for the cost of or installing of a back flow preventer.

Ms. Pangia stated that it is a maintenance issue. Our equipment has failed this resident.

Mr. Schwartz stated that the sloping issues are with the line on Fifth Street, which we do own; however, it is contracted to Riverside to maintain. There are also two dips in the Chester Avenue line, caused by age.

Mr. Winckowski stated that he is not aware of the cause of the problem. From discussions, he was under the understanding that the issue was with the main on Chester Avenue. He was not aware of any issues with the sewer lines on Fifth Street.

Mr. Schwartz stated that the slopping issues came from the NJDEP report.

Mr. Winckowski stated that he has not seen the report.

Mr. Williams stated that the DEP inspector would not know about the slope of the lines. He is not aware of any issues on Fifth Street.

Mr. Schwartz stated that he received many e-mails from the NJDEP.

Mr. Catrambone asked if Mr. Schwartz has the report and information from the NJDEP inspector.

Mr. Schwartz stated that he does not.

Mr. Catrambone stated asked if the Engineer, Mr. Hatcher or Mr. Williams have received the report.

Mr. Hatcher stated that the Township has not received a report. Mr. Williams was visited by the inspector.

Mr. Catrambone stated that reimbursing Mrs. Olivo would set a huge precedence.

Mr. Schwartz asked what the difference is between this issue and the issue on Chester Avenue where the sewer laterals are running through the storm sewer.

Mr. Catrambone stated that there is a huge difference. There are sewer laterals running through a storm sewer pipe installed illegally.

Ms. Pangia stated that we are fixing a sewer pipe located in Riverside which is the same issue.

Mr. Catrambone stated that we are fixing a sewer laterals that comes from a Delran resident and runs through a County storm sewer pipe and eventually connects to a Riverside sewer main. The issue is not the connection at the Riverside main, it is the fact that it goes through a storm sewer. If there is a leak at any time, it would create an environmental disaster and put raw sewerage into the river. The issue that Mrs. Olivo is faced with is unfortunate but Council was provided with the information and made a decision not to reimburse her for the back flow preventer. He would like to see the report from the NJ DEP and if the report indicates that the Township caused the issue then this is a different discussion.

Ms. Pangia stated that there was no report that indicated who was responsible for the issue on Chester Avenue. It was not determine whether it was a County issues, a Delran issue, or a Riverside issue. There was no information prior to the meeting at which it was discussed and voted upon.

Mr. Catrambone stated that it was either a Delran issue or a County issue.

Ms. Pangia stated that we are taking care of a resident's problem on Chester Avenue.

Mr. Paris stated that it was not the resident's problem, they inherited the issues. As far as Riverside is concerned, they are not involved in the issue at Chester Avenue.

Mr. Schwartz stated that Mrs. Olivo meets all the same criteria as the residents on Chester Avenue.

Mr. Paris stated that we just want to see the report that states we are at fault from Mrs. Olivo problems.

Mr. Catrambone stated that some things are the homeowner's responsibility.

Ms. Pangia stated that the sewer is backing up in our pipe which is backing up into her property. Mrs. Olivo is not causing the backup.

Mr. Catrambone stated that he understands but sewers back up.

Mrs. Olivo stated that if they had maintained the lines this would not have been an issue. In eight years, she never saw anyone maintaining the lines.

Mr. Schwartz stated that whatever the cause, we had three residents submit claims due to this issue. We told Mrs. Olivo that she needs this equipment to protect her property. Without the device the sewer will continue to back up into her property, which is our problem.

Mr. Catrambone stated that it is not our problem. It has never been out policy to provide backflow preventers.

Mr. Schwartz stated that since we now have a full Council here, he would like to put this out to another vote.

Mr. Schwartz made a motion to reimburse Mrs. Olivo for the cost of installing the backflow preventer. The motion was seconded by Ms. Pangia.

Roll Call: Ms. Pangia and Mr. Schwartz voted aye. Mr. O'Connell, Mrs. Kolodi and Mr. Catrambone voted nay.

Ayes: 2

Nays: 3

Motion Defeated

Mr. Catrambone requested that Council be provided with the additional information from Mr. Schwartz including the NJ DEP report for review by the Township staff and professionals. We also asked Mr. Williams to provide the maintenance information.

GREEN TEAM

Mr. Catrambone stated that Council was provided with a list of items that the Green Team would like to address. We will go through these items one at a time.

- Appointments – We understand that there are two openings on the Green Team. One is a Council appointment and one is the Mayor's appointment. We need to fill those vacancies as soon as possible. If anyone has recommendations, he asked that they provide the information for Council to discuss.
- Expanding the ban on smoking to all Township parks, playgrounds and athletic fields – Mr. Catrambone asked that the Solicitor review the current ordinance and draft an amendment to expand the ban on smoking for Council to review.

- Resolution to stop idling – The Green Team provided a sample Resolution for Council to consider. Council will adopt the Resolution at the public meeting.
- Citing a wildflower garden (No Mow Area) at Delran Community Park – Debra Hammond that they would like to have a wildflower garden at the park, possibly in an area that would be difficult for Public Work's to mow. At Delran Day they are looking to buy seeds to hand out to the residents to tell them about the Green Team. We would ask the residents to bring their seeds back and we would plant a wildflower garden at the park. Mr. Catrambone stated that they would work with Mr. DeSanto and Mr. Winckowski to determine an area where the gardens would work well since he does not see anyone on Council disagreeing.
- Diversity Survey Planning/Zoning/RAC/Green Team members – Mr. Catrambone asked what the Green Team intention is with the survey. Mr. Curzie stated that this survey is a priority item to obtain certification through Sustainable Jersey. We need this in place to receive points towards certification. Ms. Pangia stated that this is an action item with Sustainable Jersey to encourage diversity. Mr. Catrambone asked that the Solicitor review the survey. This survey is completely voluntary and we can remove any question. Mrs. Kolodi asked what the Green Team will do with the survey. Ms. Hammond stated that they will provide a report to Council on the diversity of the community based on the most recent census information and outline any diversity issues with board memberships. Council did not see any issue moving this forward since the survey is voluntary, anonymous and any question can be skipped if they are not comfortable.

COMMUNITY PARK CONCESSION/RESTROOM FACILITIES

Mr. Winckowski stated that he provided information on different options for pre-fab building. Pre-fab building offer cheaper construction time and cost. If Council can give him direction, he can get a site specific estimate for a pre-fab building and what the cost would be if we hired an architect to design a building. Mr. Winckowski ran through the list of questions he provided in the packet.

- 1) Full concession/kitchen area that can be used for hot food preparation? Health code requires a kitchen with hot food preparation be equipped with 3-compartment sink, mop sink, and hand sink. A grease trap will also likely be required along with a larger water heater. Dry concession would include counters and working space with electrical outlets for a soda machine and small equipment like a hot dog warmer. Council indicated that the concession facility will be a dry concession.
- 2) Is the facility to be used year round, thereby requiring heating and insulation or alternatively winterization? Yes, the park will be year round; therefore, the bathroom facility will have to be heated.
- 3) Room for storage of maintenance equipment and/or sports equipment or meeting room? No.
- 4) Family restroom? Council indicated that they would like to have the family restroom. Mr. Winckowski stated that we could reduce the men's bathroom to one stall and one urinal and the women's bathroom would have two stalls.

Mr. Winckowski stated that with the direction he received he believes that he can provide a cost estimate.

Mrs. Kolodi stated that in speaking with the Delran AA about vinyl siding, they indicated that it is very difficult to remove graffiti from the vinyl. They recommended cinder block or wood.

Mr. Paris asked what is more durable concrete or wood.

Mr. Winckowski stated that the concrete is more durable. Even with a wood frame you could have an exterior concrete finish.

Mr. Catrambone asked that Mr. Winckowski take these issues into consideration as we move forward.

Mr. Winckowski stated that we will have this discussion again to get into more specific issues.

**ABANDONED HOMES/RENTAL ENFORCEMENT DISCUSSION /COUNCILMAN
SCHWARTZ REPORT ON DISTRESSED PROPERTIES MEETING**

Mr. Catrambone asked Mr. Schwartz to fill Council in on this issues and the feedback he is getting at the meetings he is holding with the residents.

Mr. Schwartz stated that he has be holding round table meetings with the residents and we all know abandoned properties are an issue throughout the entire state. Residents are looking to the Township to take a proactive approach in dealing with abandoned properties. Every property has different issues but the underlying issue is that property owner has vacated the property and the bank may or may not have filed foreclosure proceeding. The first property that we discussed was the property on Oak Avenue and with the help of the Solicitor we were able to determine that we had ordinances on the books to deal with some of the issues. Vacant properties have become an epidemic in Riverside Park due to a number of issues. Mr. Schwartz stated that his recommendation is that we take a proactive approach in enforcing our ordinances. The state of given us the tools to address the issues and allow the municipalities to move forward with eminent domain. Mr. Schwartz stated that he has a list of vacant properties that he will provide the Township and he is asking that the Township Administrator to begin researching the parties responsible and begin enforcement of our current ordinances.

Mr. Paris asked how long it took to get to the bottom of the issues at Oak Avenue.

Mr. Hatcher stated that it took about a month.

Mr. Schwartz stated that that property had unique circumstances.

Mr. Paris stated that in his opinion we would need a big staff to handle this project.

Mr. Catrambone stated that it would be between the Mayor and Mr. Hatcher to determine how the Township could handle this. In looking at Mr. Schwartz's report, there are specific properties that are abandoned and have health issues.

Mr. Schwartz stated that the ultimate goal is to stable the neighborhoods.

Mr. Catrambone asked what the next step would be if we gained ownership of a distressed property. Do we sell it in the current condition, do we rehab the property.

Mr. Marmero stated that we could do either. We could rehab the property or hire a rehabilitation entity to handle the rehab with the ultimate goal to auction off the property.

Mr. Schwartz stated that ideally the bank would sell or rehab the property.

Mr. Catrambone stated that this is a big step and he feels that it starts with the enforcement of the ordinances. He asked that Mr. Hatcher and Mr. Paris determine if this is a feasible.

Linda Gilbert, 75 Stewart Avenue, stated that she understands that this process takes a long time but if we just start with the worse ones we could check them off the list. There are so many in the area of Stewart and Alden Avenue.

Mr. Catrambone asked that Mr. Schwartz keep Council updated on his ongoing meetings.

REQUEST FROM HUNTER'S GLEN

Mr. Hatcher stated that we have received a request to permit them to install a sign under the All Turns sign at the jughandle entrance that reads Hunter's Glen with an arrow. The Township would have to ask the NJDOT for the investigation. This would require the Jay's Landscaping sign that is currently located in front of the sign. Mr. Hatcher stated that he has reached out to the DOT but he has been playing phone tag with the individual.

Council indicated that they have no objection to making the request to permit the installation of the sign.

NEW OWNERS/SEWER

Mr. Hatcher stated that the following residential properties are under new ownership and the Sewer Department will be adjust their billing to the minimum.

143 Fenwick
273 Tarrington Court

Ms. Pangia made a motion to authorize the adjustment, seconded by Mr. Schwartz. All in favor, motion approved.

2014 AUDIT

Mr. Hatcher reported that Council will need to adopt a Resolution tonight acknowledging that they have received the 2014 Audit and reviewed the comments and recommendations. At the next work session, Council will review the corrective action plan that addresses the comments and recommendations which is being prepared by the CFO.

TOWNSHIP OF DELRAN RESOLUTION 2015-122

GOVERNING BODY CERTIFICATION OF THE 2014 ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2014 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Council of the Township of Delran, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Ms. Pangia made a motion, seconded by Mrs. Kolodi to adopt Resolution 2015-122

Roll Call: Mr. O'Connell, Ms. Pangia, Mr. Schwartz, Mrs. Kolodi and Mr. Catrambone voted aye.

Ayes: 5

Nays: 0

Motion Approved

CURBING ISSUES

Mr. Hatcher stated that he received a complaint from a resident on Arch Street that the curbs are deteriorating and may have been hit by a snow plow. There are three properties involved and the curbs are over sixty years old. Mr. Hatcher indicated that he responded to the resident that it has been a policy of previous Council's that we do replace or repair individual curbs unless the road is being done. There is no way to determine whether it was hit by a plow or not. The resident asked that this be brought to Council

Mr. Schwartz stated that only issue is that Arch Street was repaved fifteen years ago and there is no chance of it getting done anytime soon.

Mr. Hatcher stated he agrees, there has been a lot less curbing done over the years. The Township used to always replace sidewalk and curbing when a road was being done we ended up spending as much on sidewalk and curbs as we did on the road. Over the years it got to the point where we only did curbing and sidewalks if they missing or it impacted the road.

Mr. Schwartz stated that he put together a brief proposal for Council to consider adding curb and apron repairs to the Road Program.

Mr. Paris stated that he feels roads are more important.

Mr. Catrambone asked if the estimate that Mr. Schwartz provided of \$600 per 25 foot section is accurate.

Mr. Winckowski stated that in most of our current contracts we are paying about \$20.00 - \$25.00 a foot but that is when it is part of a bigger project.

Mr. Catrambone stated that we have a pretty clear delineation has to how we handle the replacement of curbs. He asked Mr. Schwartz if he is talking about expanding the criteria.

Mr. Schwartz stated that he is proposing a curb repair program for roads that are not being done and the curbing has crumbled.

Mr. Catrambone stated that is happening all over town.

Mr. Hatcher stated that many towns provide a curb and sidewalk replacement program and then assess the resident for the costs. His reason for bringing this to Council was to determine if the current policy is to remain in place.

Mr. Schwartz stated that this was intended to be a first discussion to address the issue.

Mrs. Kolodi asked if the residents could get a better rate if the work was done through the Township and they reimbursed us for their share.

Mr. Winckowski stated that he is sure it could be done. We would have to keep a running list of residents that wanted to participate and once there was certain number of interested residents, we could put the program out to bid which would have costs associated.

Ms. Pangia stated asked what the cost would be to start up a program for residents in need of home repairs. The have these programs in Camden and Gloucester County where they cover the repairs and lien the property. There would be criteria to qualify.

Mr. Marmero stated that Willingboro is the only town in this area that he knows of that has this program but he can look into the program.

MEETING SCHEDULE AND TIME LIMITATION DISCUSSION

Mr. Schwartz stated that he put together for the packet with some ideas and if anyone has any other items we can discuss this issue. The long and short of the issue is that it is difficult for the public to sit through a long meeting until we get to the public portion.

Mr. Catrambone stated that he understands. He recommended that we go through the suggestions from Mr. Schwartz.

- Eliminating individual reports from Council Members and the Mayor from work session except for emergent issues.
- Limiting the reports professional reports to questions on the written report provided. Council agreed that written reports from professionals should not have to be reviewed unless there are specific changes.
- Limiting the agenda, so that new items are not introduced after a predetermined time. Suggestion 8:30 P.M. Mr. Catrambone stated that the Zoning Board does something similar but he is not sure how Council feels. Mrs. Kolodi suggested that when the agenda or being prepared, we prioritize the topic so the agenda are more manageable. Mr. Catrambone stated that we try to do that but discussing the same topic over and over again hurt us but he does not want to be accused of suppressing Council's voice by not permitting it to be discussed again. We have a tendency to get asked for direction, give direction and then keep talking about the issue. We have to be more prepared to get through the agenda and make the right decisions. Mr. Catrambone stated that for him personally, he does not have the desire to add additional meetings.
- Setting a predetermined time for adjournment. Mr. Catrambone stated that he does not know how that is possible.

Mr. Schwartz stated that last year we have some very late executive session and we were going from one meeting to the next making a completely different decision due to fatigue and others issues. He would like to avoid those situations.

Ms. Pangia stated that we have a very long executive session and we will not be starting until 9:30 P.M. Adding a meeting on the Tuesday that we do not meet makes sense.

Mr. O'Connell stated that he has not had an issue with the late meetings and he would be opposed to adding an additional meeting.

Mr. Catrambone stated that there is a lot to think about. He recommended that Council think about the issue.

Mr. Schwartz recommended that we add this item to the next agenda if Council has anything to add.

Mr. Catrambone stated that he will continue to do a better job at moving the agenda on quicker. Let's try and be as prepared as when can to vote on the issues.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – No report.

Mr. Marmero – No report.

Mr. Winckowski – No report.

Ms. Pangia – Ms. Pangia asked that Jake's Place Trunk-or-Treat be placed on the next agenda.

Mr. O'Connell – No report.

Mr. Schwartz – No report.

Mr. Catrambone – No report.

Mr. Paris – Mr. Paris reported that he received a letter regarding concern of speeding on Parry Road.

Mr. Paris asked if we can check the Recycling Schedule on the website and make sure it is updated.

PUBLIC PORTION

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

Bob Kennedy, 18 Silverwood Drive, stated that the fields on Community Park are in bad shape. They are not being dragged and the weeds are out of control. There is also an issue of drinking in the park and broken beer bottles on the fields and in the nets. He would like to use practice time on the fields so that there is a continued presence in the park.

Mr. Catrambone stated that the park has been officially opened so there is no reason they can't be used.

Mr. Kennedy stated that there was a sign installed that indicated that park closed at 9:00 P.M.

Mr. Hatcher stated that those are the hours for all Township parks.

Mr. Kennedy stated that we thought it was 10:00 P.M. Why would the Township install lights on the fields if they can't be used.

Mr. Hatcher stated that there are different regulations for fields that have lights. Those regulations would be followed when the fields are being used on a permit issued by the RAC.

Mr. O'Connell stated that he attended the Turkish Cultural Festival and we thought the fields looked okay but he did notice trash around even when there were trash cans close by.

Mrs. Kolodi asked if we could also have signs that prohibit dogs inside the fields.

Mr. Hatcher stated that we can take care of that.

Joe LaMonica, 228 Aqua Lane, stated that he gave Council information about a year ago regarding the Light up Delran Campaign. They raised over \$60,000 to install the lights at the High School. He wanted to get involved because we understood Council was looking to raise funds for Delran Community Park. He wanted to share the information with Council including all the businesses that contributed. He recommended that Council review the information.

Mrs. Kolodi stated that she definitely will use the materials that he provided.

Mike Kulinski, Juniata Avenue, asked if Council was going to go through with eminent domain regarding abandoned properties, would the Township be able to work with Habitat for Humanity to rehab the property.

Mr. Catrambone stated that in many of these cases the properties would have to be rebuilt. It would be a great idea if it was permitted. We have a long way to get to that point.

Mr. Williams, Sewer Department Superintendent, thanked Council for the capital improvement funding for the improvement at the Sewer Plant.

Mrs. Kolodi made a motion to end the public portion of the meeting. The motion was seconded by Ms. Pangia. All were in favor, motion approved.

Mrs. Kolodi made a motion, seconded by Mr. O'Connell to enter into closed session for discussion on the following issues: Personnel Issue, Contract Negotiations-Stellwag Farms, Contract Issue - 2016 Salary Discussion, Contract Discussion Delran Community Park Phase I – Mathis Construction. All were in favor, motion approved.

Mr. O'Connell made a motion to end the closed session and reopen the meeting to the public. The motion was seconded by Ms. Pangia. All were in favor, motion approved.

Mr. Catrambone asked for a motion to remove Resolution 2015-97 from the table.

Mrs. Kolodi made a motion to remove from the table Resolution 2015-97. The motion was seconded by Mr. O'Connell.

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

**TOWNSHIP OF DELRAN
RESOLUTION 2015-97**

**CLOSE OUT CHANGE ORDER NO. 1
DELRAN COMMUNITY PARK PHASE 1
MATHIS CONTRUCTION COMPANY, INC.**

Mr. O'Connell made a motion, seconded by Mrs. Kolodi to adopt Resolution 2015-97.

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

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

Respectfully submitted,

Jamey Eggers, Township Clerk