

**WORK SESSION
MUNICIPAL BUILDING**

**September 13, 2016
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 August 29, 2016 and posted on the bulletin board on the same date.

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

ALSO PRESENT: Mr. O'Connell, Solicitor, Mr. Winckowski, Engineer, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

COMMUNITY ROOM REQUEST

Mr. Hatcher stated that we received a request from NJ Treatment Incentive Program for use of one of the community rooms. The group is a non-profit based out of Riverside but the program benefits the residents of Delran. The group would like to begin meeting the week of October 16th and the meetings would continue on a monthly basis.

Mr. Schwartz asked if there is any conflict.

Mr. Hatcher stated that we could work around any conflicts.

Ms. Pangia reminded Council that we still have an outstanding issue with guns in the building that are not under the control of the Police Department. This issue still needs to be addressed with the Junior Marksman.

Mr. Catrambone stated that the guns are locked in a safe which is locked in a storage room.

Ms. Pangia stated that have been numerous cases throughout this country where attacks are being made. We are a public building and there are guns in this building not under the control of the Police.

Mr. Catrambone asked how Ms. Pangia would like to rectify this issue.

Ms. Pangia stated that she feels the Police Department should be the ones that have a lock on the storage closet.

Mr. Catrambone stated what the process is for someone to access the guns.

Mr. Hatcher stated that they would access the storage closet and then have to have the combination to access the safe.

Mr. Catrambone asked how often the guns are accessed.

Mr. Hatcher stated that they do not report to anyone at the building. Officers of the gun club are the ones that access the closet.

Ms. Pangia stated that if the guns are in this building, the police should be the only ones that can access the closet. The officers should have to report to the Police Department to gain access.

Mr. O'Connell asked if we know how many people have access to the room.

Mr. Hatcher stated that he would guess three or four members. They have been storing the guns in that closet since we moved into the building eighteen years ago.

Mr. O'Connell stated that he understands Ms. Pangia's concern but there hasn't been an issue in all these years.

Mr. Schwartz asked if we maintain any type of list on who has access to the closet.

Mr. Hatcher stated that we have a list of officers but not a list of those that have access to the closet.

Mr. Schwartz stated that maybe, at a minimum; we ask them to provide a list of individuals that have keys to the closet.

Ms. Pangia stated that her concern is that there is a security issue.

Mr. Hatcher stated that they are meeting in the community room now and he asked Mr. DeSanto to ask them who has access to the room.

Mr. DeSanto stated that he approached the Junior Marksman meeting to ask them the questions and their response was that the Township could submit a legal request to their attorney.

Mr. Schwartz stated that at one time they were primarily a Delran organization but they really aren't anymore. When we are giving space to a private organization, he does share the concerns over public safety.

Mr. Catrambone asked if Council would like to change the policy to say that the room will now be locked by the Police Department and they must go through the Police Department to gain access. Council would also like to limit the number of individuals that have access to five members and also request an inventory of the safe.

Mr. Catrambone asked if there was any issue with the request of the use of the Community Room by NJ Treatment Incentive Program. Council had no questions or concerns.

REVIEW OF TRASH BIDS

Mr. Hatcher reported that we are at the end of a five year trash contract with Republic Services. We advertised the notice to bidders back in July. The bids were received on September 1, 2016. We had two bidders respond, they were Republic Services and Waste Management. No matter which option Council chooses, Republic Services is the low bidder. There were several different options in the bid specifications including both three and five year contract and also the option for automated collection. As part of the option for automated collection, the company

would provide 96 gallon containers for collection. If Council chooses the automated collection option over the current collection option, it saves \$86,000 over the life of the five year contract, which is approximately \$17,000 per year. Mr. Hatcher stated that the decision is up to Council to determine which option to choose. If Council chooses the option of automated collection, it would not take effect until January 1st. With either option, there is a significant increase over the prior contract.

Mr. Catrambone asked if the residents would be limited to one can.

Mr. Hatcher stated that they would be provided one can and if they wanted an additional can, they would have to purchase another can.

Mr. Catrambone asked how the large items would be handled if we moved to automated collection.

Mr. Hatcher stated that they would be handled in the same manner as they are now.

Mr. Schwartz stated that his feeling is that to change the way residents are accustomed, for a \$17,500 savings, may encourage the problem we already have with items being dumped in areas they don't belong.

Mr. Hatcher stated that the large problem that we will face, which we faced when the County changed to automated recycling, is that residents don't have anywhere to store the cans. Most towns that have made the change to automated trash collection haven't faced many major issues. If a resident is generating more than 96 gallons of trash, it probably means they are not recycling.

Mr. Schwartz stated that he doesn't feel there is enough cost savings to make that transition but he would go with the consensus.

Mr. Catrambone stated that he feels \$86,000 over five years is a significant savings.

Ms. Pangia stated that it is also someone's job we are eliminating.

Mr. Catrambone stated that he would lean towards the automated collection.

Ms. Pangia stated that for \$86,000 over five years, it is not worth someone's job.

Mr. O'Connell stated that he likes saving the \$86,000 but if it would impact a Delran resident, he may feel differently.

Mr. Schwartz stated that he is looking more at the impact to the residents. He doesn't see it as a significant savings to change the way the residents are accustomed but he understands that this is the trend of the future and he could lean either way.

Mr. O'Connell asked Mr. Gilbert, an employee of Republic Services if other towns are moving to the automated collection.

Mr. Gilbert stated that some have and some have not, it really depends on the town.

Mr. O'Connell asked if towns changing to automated collection he resulted in layoffs.

Mr. Gilbert stated yes, nine employees have been laid, two retired and one transferred.

Mr. Hatcher asked if the layoffs were a result of automation or because the company lost contracts.

Mr. Gilbert stated that they lost contracts.

Mr. DeSanto stated that our tipping fees may go down by limiting residents to a 96 gallon container. There are contractors that abuse the system by bringing home trash to dispose of.

Mr. Gilbert stated that there are also times where the cans get jammed because the residents will stuff the can and it creates an issue for the individual collecting the trash.

Ms. Pangia stated that may also be placing a cost on the residents because they may need to purchase an additional can.

Mr. Catrambone asked if it makes sense to continue with the same option and award a three year contract.

Mr. Hatcher stated that normally with these types of contracts it makes sense to go with the longer term because it is a fixed contract.

Mr. Schwartz asked what we are paying in landfill fees.

Mr. Hatcher stated that it is between \$350,000 and \$400,000.

Mr. Schwartz stated that there is definitely the potential for savings in the landfill fees. He is inclined to make the change to the automated collection.

Mr. O'Connell stated that he would also support the change to the automated collection.

Mr. Catrambone agreed. Mr. Catrambone asked that we add the Resolution awarding the contract at the next work session agenda for approval.

2016 SEWER CAPITAL PROJECTS UPDATE

Mr. Winckowski stated that we have previously discussed four capital projects for the sewer plant and also the energy savings project. After the last discussion, Council asked them to provide additional information on the projects including a cost estimate for the energy savings project and to answer questions regarding the other four projects.

Mr. Catrambone stated that if we were to include all the projects, the cost would be approximately \$2,500,000. Mr. Catrambone asked Mr. Hatcher if that would be possible.

Mr. Hatcher stated yes, that is possible. Once Council decides which projects, he will provide them with information on the impact to the debt services.

Mr. Catrambone stated that the four plant improvement projects were the Tank Weir Cleaning, Clay Street Pump Station Rehabilitation, upgrading the Plant Recycle Wash Water System and Effluent Pump Station and the installation of Variable Frequency Drives for the Plant Blowers

Mr. Harris stated that there are nine pump stations in the Township. Clay Street pump station is the second largest pump station in the township and it is the highest priority from Jeff Williams.

Mr. Winckowski stated that we just rehabilitated the Fifth Street Pump Station and the Hartford Road Pump Station was completed by the Sewerage Authority shortly before the Township took over.

Mr. Schwartz questioned if there was another pump station that was a priority.

Mr. Winckowski stated that Jeff Williams has requested upgrades to the Taylor's Lane Pump Station.

Mr. Hatcher stated that funding for those improvements has already been authorized through the operating budget.

Mr. Schwartz stated that he thought there was an issue with the Hartford Road pump station.

Mr. Winckowski stated that he does not remember any issues with the Hartford Road pump station. Mr. Winckowski stated that Jeff Williams brought up an issue with the Bridgeboro Street pump station but we are going to have the Willowbrook developer take a look at that station.

Mr. Schwartz asked if the Bridgeboro Road pump Station is in better or worse condition than Clay Street.

Mr. Winckowski stated that we wouldn't want to spend capital improvement fund money at this point on the Bridgeboro pump station. He does not know the condition as it relates to Clay Street.

Mr. Schwartz stated asked if it would make sense to hold off on that decision on a determination is made as to whether the developer will be making the improvements to the Bridgeboro pump stations. Mr. Schwartz stated that he does not have an issue with the other projects.

Mr. Winckowski stated that all stations were evaluated and the recommendation was Clay Street.

Mr. Catrambone asked if they have an assessment of the Bridgeboro Road pump station.

Mr. Harris stated that they all have needs but Clay Street is in the worse condition.

Mr. Schwartz stated that the engineering is really expensive for these projects. The professional fees are approximately \$465,000. Mr. Schwartz questioned whether those fees are competitive.

Mr. Catrambone stated that in his opinion it would not make sense not to have one centralized engineer for these projects. Mr. Catrambone asked what engineering services are involved for the Clay Street Pump Station.

Henry Johnsen, CME Associates, stated that the Clay Street pump station is a wet pit/dry pit pump station. The sewerage flows into the wet pit and then drawn out into the dry pit where the pumps are located. In order to work on the pumps, some has to go down into the pit, which could be 30-40 feet down. That type of pump station has been out of date for about thirty years. There are safety concerns with workers entering the pit and a number of safety precautions that have to take place. Mr. Johnsen stated that in terms of engineering for the new station, first they send a survey crew out who will measure everything on site. An Electrical Engineer will gather all electrical information. A Structural Engineer will review the structural aspects on the pump station. A Process Engineer will look at the process of the pump station. All that information is gathered to prepare the new drawings to show how we will transition from a wet pit/dry pit to just a wet pit pump station and how we will abandon the dry pit. Abandoning a dry pit is not an easy process. A value chamber will have to be created next to the wet pit and a new generator will be installed. A new structure will be built above ground that will house all the electrical controls; typically this is a pre-fabricated building. After that the engineering costs will be for permitted, bid process, contract and construction administration.

Mr. Winckowski stated that these are budget numbers; they are not the actual project numbers. Typically, it is standard to budget 20% for engineering.

Ms. Pangia stated that Clay Street is very small and in a unique location in town. She asked what areas go through that pump station.

Mr. Hatcher stated that the pump station processes a lot of sewerage. Everything on Creek Road and in Summerhill and the Grande are process through that station.

Mr. Schwartz asked if 20% really is the standard for engineering. Since he has been on Council he has always used 12% of the give and take for engineering.

Mr. Winckowski stated yes it is the standard.

Mr. Johnsen stated that rehabilitation is a more expensive process than designing a new pump station from scratch. Mr. Johnsen stated that they have an inspector on site when work is being completed that they can't see once it is done.

Mr. Schwartz asked other than the confined spaces issue, what are specific issues with this individual station that require the rehabilitation.

Mr. Johnsen stated that they could rehabilitate the pump station with the current conditions and continue the confined space issue. Since the submersible pumps were created, most townships are making the transition. The other issue is that the pump station is old and these stations are running twenty-four hours a day, seven days a week.

Mr. Schwartz asked how old the pump station is and what the life expectancy is for the new station.

Mr. Hatcher stated that the pump station was last upgraded in 1999 but the station is much older than that.

Mr. Johnsen stated that the life expectancy of the submersible pumps is about twenty years.

Mr. Schwartz asked what the difference in cost would be if we rehabilitating the current station or upgraded.

Mr. Johnsen stated that cost might be half of what a new station would cost but you will be left with an old fashioned pump station.

Mr. Catrambone asked whether anyone is rehabbing the old fashioned stations.

Mr. Johnsen stated that no one is rehabbing those stations.

Ms. Pangia asked what was done with the Fifth Street pump station.

Mr. Johnsen stated that about fifteen years ago the Sewerage Authority converted the wet pit/dry pit pump station to a wet pit station. The improvements that the Township made to the Fifth Street pump station included upgrades to the electrical system, installation of a grinder and concrete work to stop the collapse.

Ms. Pangia asked how many of our other stations are in the same type.

Mr. Harris stated that they are not all the same but they are similar.

Ms. Pangia asked why they chose this station.

Mr. Johnsen stated that this is the station that Mr. Williams is most concerned about.

Ms. Pangia asked if this station will be expanded.

Mr. Johnsen stated that the station will have the same capacity.

Ms. Pangia stated that it is a big price tag and we have been provided no information as to why this is needed. They are asking for the Maserati of pump stations and that is not what we need.

Mr. O'Connell stated that he doesn't agree, they are asking for the pump station to be upgraded to eliminate the need for an employee to have to go down 30-40 feet underground to work on the pumps.

Mr. Schwartz stated that just so he understands the issue, an employee only has to go down into the pit if a pump fails.

Mr. Johnsen stated no, they go down at least once a week to check the pumps.

Ms. Pangia asked how many accidents we have had at that pump station.

Mr. Hatcher stated that we haven't had any accidents.

Mr. O'Connell stated that the Supervisor is telling us that this plant is his number one priority to replace. Mr. O'Connell stated that is not an expert so he is relying on the expertise of the Supervisor and the Engineer.

Ms. Pangia stated that \$2,500,000 in sewer capital projects in one year is ridiculous.

Mr. Winckowski stated that we talked out the prioritization of these projects and that is why came back with additional information.

Mr. Catrambone stated that there was discussion about whether the Plant Recycle Wash Water System and Effluent Pump Station project needed to be completed this year or if this was a project that we could hold off.

Mr. Schwartz stated that some employees have stated that the Weir System that was previously installed has never worked properly. Mr. Schwartz asked whether they are familiar with that system.

Mr. Harris stated that the system is old and not working properly.

Mr. Winckowski stated that as for the Plant Recycle Wash Water System and Effluent Pump Station, this system would allow plant water to be used for maintenance. Currently they are not using plant water. This is a project that could be put on hold. The installation of Variable Frequency Drives for the Plant Blower is a cost savings measure. Currently, the Township is spending a lot of money in electrical costs to keep the blowers running.

Mr. Catrambone stated that these are long term projects that have a price tag.

Mr. Schwartz stated that his position is that the Tank Weir Cleaning is needed. He is open to continue discussions on the Clay Street pump station but wants more of an explanation other than an employee has to go down into the pit to inspect the pumps and why a new model station is the better financial solution over rehabilitating what is there.

Mr. Catrambone stated that what he has heard tonight is that to the current style of the pump station is a style they used fifty years ago. He has to believe that it costs more in man power to continue to maintain these pumps.

Mr. Johnsen stated that in order for an employee to go into the confined space, it requires a total of three employees.

Mr. Schwartz stated that if that is true, then the Sewer Department is not doing that.

Mr. Johnsen stated that OSHA requires that when someone is in a confined space, two additional employees must be on site. You must put the Fire Department and Emergency Squad on notice.

Ms. Pangia stated that maybe we should have the Sewer Department Supervisor come in to discuss this issue since he might not even be following proper OSHA regulations. How often does the Fire Department get called on this issue.

Mr. Johnsen stated that they only have to be notified.

Ms. Pangia stated she is asking is they do that each time someone goes into a confined space. We can't even get the answer to that because our Superintendent is not in attendance while we are discussing \$2,500,000 in capital projects.

Mr. Hatcher stated that he was scheduled to be in attendance at the last meeting when this was on the agenda but that meeting was cancelled. He was scheduled for a seminar tonight so could not attend.

Ms. Pangia stated that this discussion should have been moved to the next meeting.

Mr. Johnsen stated that he wanted to make one comment with regards to the water reclamation system. The Township is about to receive bids for the Disc Filter Project, which is far superior to the Sand Filters that we currently have at the plant. Once completed, we will now have very clean water that will be suitable for all the needs of the plant. Having that system available will be beneficial to the plant.

Mr. Catrambone asked if anyone has any additional questions. If not we will need to decide what projects we want to move forward.

Mr. Schwartz stated that he is in support of the Weir Tank Cleaning Project and is still open to discuss the Clay Street Pump Station further but would like more information on why the upgrade is needed other than it is old.

Ms. Pangia asked if we can see the status report on the pump station and the amount of maintenance being done on the plant.

Mr. Hatcher stated that he will provide the information.

Mr. Catrambone stated that at this point it does not appear we have the votes to move forward.

Mr. O'Connell asked if we have the money to move the projects forward if they agreed to do that.

Mr. Hatcher stated that the Sewer Budget has sufficient funds for the projects to be bonded.

Ms. Pangia asked how much debt is owed for sewer.

Mr. Hatcher stated that he would have to get that information but this Council borrowed approximately \$2,200,000 for major upgrades to the plant so it is around \$3,000,000 total.

Mr. Catrambone thanked Mr. Johnsen and Mr. Harris for attending tonight.

SEWER ADJUSTMENTS

Mr. Hatcher reported that all of these claims came in after the deadline. All claims are supposed to be submitted within 30 days once the new bills have been mailed.

BLOCK 118.17, LOT 13 – The resident contacted NJAW to report that their meter was not working properly. Since the meter was replaced, the reading has been about 13,000 per quarter. The property owner came in and filled out the information but did not provide information from NJAW showing that the meter was replaced; however, the consumption has significantly decreased. If you are to make an adjustment, we recommend that the usage be adjusted to 13,000 gallons.

Mr. Catrambone stated that as a policy suggesting thirty days is a good policy to have but that doesn't mean there are not exceptions.

Mr. Schwartz stated that he believes the resident should provide information that the water meter was replaced. If the resident provides that information, he has no issue with the adjustment.

Ms. Eggers stated that there is information that we can print from the NJAW site showing that the meter was changed.

Mr. Hatcher asked Council if we can get that information are they okay with the adjustment. Council agreed. Mr. Hatcher stated that if we can't get access to that information, we will notify the resident that the adjustment is contingent upon providing the information.

BLOCK 73, LOT 3 – Mr. Hatcher stated that this request is for an adjustment to a 2015 sewer bill. The resident reported that they had a leak that was repaired by his father and therefore there are no receipts. Prior to that leak, they always received a minimum bill and the consumption has returned to the minimum since the repair.

Also discussion, Council agreed to adjust 2015 sewer billing to the minimum.

BLOCK 8, LOT 1.01 – Mr. Hatcher stated that this issue property was previously a bar and apartment and is now occupied by the Calvary Chapel. Mr. Wigmore recently acquired the property since his mother's passing. Mr. Wigmore is claiming that since his mother purchase the property in 2000, there has not been a residential component to the property. The property currently receives two separate sewer bills, one for the residential component and one

commercial component. Council will needs to make a decision on whether to make the adjustment for this year and whether they want to make any adjustments retroactive.

Mr. Schwartz stated that when they rehabilitated that property, they should have submitted plans showing there would be no residential component.

Mr. Hatcher stated that would have submitted plans but they never notified the Sewer Authority.

Mr. Schwartz stated that what he knew about the previous owner, if she received a bill from the Township, she would have just paid the bill.

Mr. Catrambone asked if the church is considered the residential component.

Mr. Hatcher stated that the church is considered commercial.

Mr. Catrambone stated that while he agrees that it there no residential component, we should make the adjustment for this year, it is a scary precedence to go back and make that adjustment for the last eighteen years.

Mr. Schwartz stated that he believes that government has the higher level of responsibility to make sure what we are billing is accurate and it was not.

Ms. Pangia stated that they are paying two sewer bills and recently we found other commercial properties that have not been paying correct sewer bills and we are not going to even consider going back and making that adjustment.

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

Respectfully submitted,

Jamey Eggers, Township Clerk