

**WORK SESSION
MUNICIPAL BUILDING**

**October 22, 2019
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 January 4, 2019 and posted on the bulletin board on the same date.

ROLL CALL: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell and Mr. Catrambone were present.

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

BEST PRACTICES WORKSHEET

Mr. Hatcher reported that he worked with Ms. Eggers and Peggy Peak, the CFO, in the worksheet. Municipalities are required to complete the worksheet in order to receive all of their state aid. There were 84 questions, some of which were graded and some were not, and you had to come up with a score of 30+ which we significantly exceeded. We will continue to receive all of our state aid for 2020. We will work on some of the policies that were in the no graded questions as they usually become a graded question the next year. Mr. Hatcher stated that the worksheet needs to be submitted by the end of the month and we ask that Council made a motion to approve the submission.

Mr. Mormando made a motion confirming that the Township has seen, recognizes and approves the best practices worksheet. The motion was seconded by Mr. Burrell. All were in favor, motion approved.

REQUEST FROM RCBC FOR USE OF MUNICIPAL BUILDING

Mr. Hatcher stated that they utilized our building in the past for program with both the Delran and Delanco Seniors. They are now requesting a general approval to hold their classes at the municipal building. The classes will be open to all residents of Delran but will also be open to other municipalities.

Mr. Lyon made a motion, seconded by Ms. Parejo authorizing RCBC use of the Delran Municipal Building for the Matter of Balance class to begin October 28th. All were in favor, motion approved.

RESOLUTION REQUEST SUPPORTING BALLOT QUESTIONS

Mr. Catrambone stated that Senator Vin Gopal has sent a letter asking municipalities to support the ballot questions regarding property tax deductions for veterans and widowed spouses of veterans. Mr. Catrambone stated that he doesn't see any negative supporting this with a Resolution.

**TOWNSHIP OF DELRAN
RESOLUTION 2019-198**

RESOLUTION TO URGE VOTERS TO SUPPORT THE REFERENDUM ON THE

ELECTION BALLOT IN NOVEMBER, SO THAT VETERANS OR WIDOWED SPOUSES OF VETERANS WHO RESIDE IN CONTINUING CARE RETIREMENT COMMUNITIES (CCRC) WILL BE ELIGIBLE FOR PROPERTY TAX DEDUCTION

Mr. Mormando made a motion to approve Resolution 2019-198, seconded by Mr. Burrell. All were in favor, motion approved.

SPECIAL EMERGENCY FOR MASTER PLAN RE-EXAMINATION

Mr. Catrambone stated that there is a requirement that municipalities review portions of the master plan every ten years. Council must authorize the funds through an ordinance for a special emergency to provide the necessary professionals.

Mr. Platt stated that if Delran doesn't begin the process in 2019, our ordinances and master plan could be deemed unreasonable and we would be unable to use them to defend a use variance application. The process begins with Council authorizing the Planning Board to begin the reexamination process and appropriate funds. Council can also direct different professionals to be involved. Mr. Platt stated that the normal process would involve a Planner that would be preparing the report and the Planning Board Solicitor that would handle any necessary Resolutions. There would also be some noticing fees involved. There are three mandatory elements as part of the review process. One is your statement of goals and objectives, two is your land use elements and three is your housing plan. We are fortunate this year that the housing element has been completed as part of the affordable housing litigation. Mr. Platt stated that since CME Associates has already completed the housing plan it would make sense that they continue which the remaining portions of the Master Plan. Council would need to adopt a Resolution that authorizes the Planning Board to begin the re-examination process, define the elements to be included and appoint a Planner.

Mr. Hatcher stated the CME Associates, Township Planner, provided an estimate of approximately \$20,000 for their services. The Planning Board Solicitor provided an hourly figure for his services. We estimated \$30,000 total for the special emergency ordinance to provide the funding for the master plan re-examination.

Mr. Winckowski stated that the Township applies for various grants for trails, sidewalks and bikeways. Nearly all those grants ask for Master Plan support which we are currently lacking.

After additional discussion Council agreed to introduce the special emergency ordinance tonight for adoption at the November 12th meeting. Council also asked that Township Planner, Mika Apte, provide an estimate for the open space and recreation elements.

Mr. Hatcher stated that he is confident that \$30,000 will suffice even with adding the open space and recreation elements.

Mr. Catrambone asked for a motion to introduce Ordinance 2019-20.

**TOWNSHIP OF DELRAN
ORDINANCE 2019-20**

ORDINANCE AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION FOR THE PREPARATION OF A MASTER PLAN

Ms. Parejo made a motion, seconded by Mr. Burrell to approve Ordinance 2019-20 on first reading.

There being no questions, the roll was called.

Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

Council will adopt a Resolution at the public meeting authorizing the Planning Board to begin the reexamination and appointing CME Associates to serve as the Planner for the process.

COMPUTER UPGRADES

Mr. Catrambone stated that Mr. Hatcher has provided everyone with extensive information for the new computers. Starting in January, Windows 7 will no longer be supported by Microsoft so we have to move forward.

Mr. Hatcher stated that he provided a copy of the final proposal. The items are either covered under state contract or co-ops.

Mr. Platt stated that an indemnification provision is missing from the contract and also insurances. There is also language that states that if there is any arbitration it would take place in Bergen County and that should be changed to Burlington County.

Mr. Catrambone asked for a motion to approve the following Resolution.

TOWNSHIP OF DELRAN RESOLUTION 2019-199

AUTHORIZING TOWNSHIP ADMINISTRATOR TO MOVE FORWARD WITH THE CONTRACT FOR THE COMPUTER UPGRADES PENDING FINAL REVIEW AND APPROVAL BY THE TOWNSHIP SOLICITOR

Mr. Burrell made a motion, seconded by Mr. Mormando to adopt Resolution 2019-199.

There being no questions, the roll was called.

Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

RECORDING SOUND SYSTEM/TV VIDEO CONFERENCE/COURT SYSTEM

Mr. Catrambone stated that this equipment is for the upgrades to the court room sound and video/television equipment.

Mr. Hatcher stated we are removing cost to convert the meeting and upload to you tube which was quoted at \$400.00.

Mr. Burrell stated that we discussed if it was possible to include a video encoder that take the video and upload it live online.

Mr. Hatcher stated that we will have to receive a separate quote for that item. Once we have the final number we will put a Resolution on the public meeting for approval.

ROUTE 130 SEWER INVESTIGATION

Mr. Winckowski reported that along Route 130 from just south of Home Depot there is an asbestos pipe that was installed over fifty or sixty years ago. Recently in front of Barlow Chevrolet there was an issue where a portion of the pipe collapsed. The Sewer Department had to use their emergency contractor to make a repair. When the contractor exposed the pipe it was determined that the pipe was severely brittle and the asbestos was being eaten away. There is a concern that this could be happening at additional locations along this line. The cost estimate is to perform an investigation, have a contractor clean and tv the line. CME Associates would there through the process to make sure that they are not damaging the pipe during the cleaning process. The cost estimate would also include reviewing the video from the contractor and prepare recommendations and cost estimates for any further repairs.

Mr. Hatcher stated that we feel there are sufficient funds in the 2019 operating budget for this project but need to confirm. After that Council will need to make a decision on whether they want to pay for the project with sewer utility surplus or through a bond ordinance.

After additional discussion, Council agreed to adopt a Resolution at the public meeting to authorize the engineering.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – No report.

Mr. Platt – No report.

Mr. Winckowski – Mr. Winckowski reported that contractor has finished the paving at Patricia and Diane Avenue. They will be working on the concrete this week on Wills Street with milling and paving to begin on Monday next week. The contractor will then move to Norman Avenue and Lake Street. River Drive will not be completed this year.

Mr. Lyon – Mr. Lyon stated that we discussed the speeding issue on Grande Blvd. and we are just waiting on the reports from the Police Department.

Mr. Hatcher stated that we have the information and will send it out to everyone.

Mr. Winckowski stated that he can provide some cost estimates for Council to consider in the new year for both Grande Blvd. and Tenby Chase Drive.

Mr. Burrell – Mr. Burrell congratulate Councilwoman Parejo’s daughter on becoming Homecoming Queen.

Ms. Parejo – No report.

Mr. Mormando – Mr. Mormando echoed Mr. Burrell’s remarks. Mr. Mormando stated Homecoming was a beautiful event and great for the town.

Mr. Mormando thanked everyone that work on Patricia and Diane Avenue. He stated that he was out there today and they look great.

Mr. Catrambone – Mr. Catrambone stated that there was an invitation sent out for the County Economic Development Roundtable that is tomorrow morning if anyone is available to attend.

Mr. Paris – Mr. Paris stated that he had a meeting with the Army Corps along with Mr. Hatcher and Mr. Winckowski. It was a very positive meeting and it appears they may have some funding for a possible study on the erosion issue. We are waiting to hear back from them and we will still be moving forward with the coalition.

PUBLIC PORTION

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

There were no comments.

Mr. Burrell made a motion to close the public portion, seconded by Mr. Mormando. All were in favor, the motion was approved.

Mr. Burrell made a motion, seconded by Mr. Mormando to enter into closed session for discussion on the following issue: Contract Discussion – Delran Emergency Squad, COAH Litigation Update, Personnel Matter – Public Works Department.

Mr. Mormando made a motion to end the closed session and reopen the meeting to the public. The motion was seconded by Mr. Burrell. All were in favor, motion approved.

There was no action taken after executive session.

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

Respectfully submitted,

Jamey Eggers, Township Clerk