

**WORK SESSION  
MUNICIPAL BUILDING**

**October 23, 2018  
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 16, 2018 and posted on the bulletin board on the same date.

**ROLL CALL:** Ms. Parejo, Mr. Burrell, Mrs. Kolodi, Mr. O'Connell and Mr. Catrambone.

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

**ENGINEERING SERVICES – FAIRVIEW BLVD. ISLAND REMOVAL**

Mr. Hatcher stated that bond ordinance has already been adopted and the Engineer has provided an estimate for engineering services which is within the professional services amount in the bond. Council can now authorize the engineering for the project.

Mr. Winckowski stated that DOT approval and permits are not permitted.

Mrs. Kolodi asked when the project will be completed.

Mr. Winckowski stated that the project will be completed in the spring.

Mr. Hatcher stated that if Council is in agreement, a Resolution will be needed at the public meeting. Council agreed.

**ENGINEERING SERVICES – SEWER CAPITAL ITEMS**

Mr. Hatcher stated that the bond ordinance for the sewer capital projects has also been completed. We would be using NJEIT funding for the project.

Mr. Winckowski reported that the projects included are upgrades to the blowers at the aeration tanks and upgrades water reclamation system.

Mr. Hatcher stated that if Council is in agreement, a Resolution will be needed at the public meeting to authorize the engineering services which are provided in the bond ordinance. Council agreed.

**DRIVE SOBER OR GET PULLED GRANT**

Mr. Hatcher stated that the state provides this grant and \$55 per hour towards the overtime salary. The maximum the Township would have to pay to cover the remainder of the salary \$2670.00. If Council agrees, we will move forward to apply for the grant. Council agreed.

**SEWER ADJUSTMENT BLOCK 89, LOT 15**

Mr. Hatcher reported that this appeal was received on October 1<sup>st</sup> which is late. The property owner provided no receipts for repairs but did provide text messages that appear to be dated

within the timeframe the owner indicated the repairs were made. They had leaks in the kitchen sink, toilet and a leaky hose. Mr. Hatcher stated that if they were to make an adjustment, we would not recommend anything less than the \$292.00 per quarter that was billed in the prior year.

After discussion, Council agreed not to make an adjustment based on the late submission.

### **BEST PRACTICES WORKSHEET**

Mr. Hatcher reported on the best practices worksheet submission. There are more questions this year and a shorter timeframe for submission. Mr. Hatcher stated that it appears we have enough affirmative answers to receive out full state aid amounts. Council will need to adopt a Resolution at the public meeting to authorize submission. Council agreed.

### **REPORTS**

**Joe Parento** – Mr. Parento, RAC Chairman, reported that Truck-or-Treat is this Saturday. Everything is going well and they have sold approximately 100 tickets for the event.

Mr. Parento reported that with the Winter Festival coming up it was brought up to hold the event on Saturday, December 8<sup>th</sup>. They were thinking about having ice rink and Saturday would allow for more time. Mayor and Council felt that was an excellent idea. Mr. Parento asked about potentially having planting a tree outside the municipal building since after the tree lighting no one really sees the tree at Community Park. Next year, after Jake's Place is built, they may need to look at another location for this event and also Delran Night Out.

Mr. Paris asked if we have an area to plant a tree outside the municipal building.

Mr. Paris stated that we do have the area but we need to make sure there is electric.

**Ms. Eggers** –No report.

**Mr. Hatcher** – Mr. Hatcher stated that with the help of the Attorney's office we have submitted our updated policies manuals to stay in compliance with the JIF. On an annual basis we have to update our insurance exposures. Everything has been entered online and is complete.

**Mr. Arnautovic** – Mr. Arnautovic reported on the criminal background check ordinance. The latest amendments have been made the next is from Council to review and add additional feedback or move forward with introduction.

**Mr. Winckowski** – Mr. Winckowski reported that Windmoor Drive is scheduled to be paved tomorrow and Hartford Road next week. When Hartford Road is paved the road will be closed in one direction and traffic will be detoured.

**Mr. Marrone, Township Auditor** – Mr. Catrambone stated that he asked Mr. Marrone to attend the meeting tonight to address a question brought up at the public meeting by Mr. O'Lear regarding language in the 2017 Township Audit. As promised he reached out to Mr. Marrone and asked him to come tonight to give an explanation.

Mr. Marrone addressed the question regarding the qualified opinion in the audit. Mr. Marrone also explained that the Township reports on a regulatory basis of accounting while most others

governmental agencies report on the basis of Generally Accepted Accounting Principles (GAP). Mr. Marrone reported that the qualified opinion was surrounding the Township's fixed assets account group. There was no implication of any assets being lost or misplaced. The Township has a procedure to track assets that are being disposed of or removed from their inventory. Mr. Marrone stated that he expects this issue will be resolved in the 2018 audit. When you look at the restatement in the audit report there was a \$16,000,000 adjustment to the beginning balance but it was to get the number to agree to the independent appraisal for the fixed assets. Mr. Marrone stated that restatement in the sewer fund would have minimal financial impact it any to the Township. Mr. Marrone stated that both the current and sewer utility fund maintain adequate, possibly above average, fund balances and both funds are meeting their debt service obligation. From a financial standpoint the Township is in good shape.

Mr. Catrambone stated that he appreciates Mr. Marrone clearing up the concern.

**Mr. O'Connell** – No report.

**Mr. Burrell** – No report.

**Ms. Parejo** – No report.

**Mrs. Kolodi** – Mrs. Kolodi reported on the Veterans ceremony for November 8<sup>th</sup>.

**Mr. Catrambone** – Mr. Catrambone mentioned the passing of Jackie Burton.

**Mr. Paris** – No report.

### **PUBLIC PORTION**

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

There were no comments.

Mrs. Kolodi made a motion to close the meeting to the public, seconded by Mr. Burrell. All were in favor, the motion was approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk