

**WORK SESSION
MUNICIPAL BUILDING**

**November 21, 2012
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 December 23, 2011 and posted on the bulletin board on the same date.

ROLL CALL: Mrs. Kolodi, Mr. Schwartz, Mr. Morrow and Mr. Catrambone were present. Ms. Pomeranz was absent.

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

SUPPLEMENTAL TAX BILLING

Mr. Hatcher reported that we will be sending out a supplement tax billing to account for the increase due to the school referendum passing at the November Election. The referendum is to reinstate the full day Kindergarten. The School Board will be required to pay for all the cost associated with the supplemental billing. The bills must be mailed by December 31, 2012.

Mr. Paris asked that we have an explanation sent with the billing. Mr. Hatcher stated that we will send something with the billing.

Mr. Hatcher stated that he wanted Council to be aware of this since residents may be asking some questions. Mr. Hatcher reported that he sent an e-mail to the State Board of Education to gather some additional information.

Mr. Catrambone asked that Mr. Hatcher provide Council with a copy of the notice prior to sending them out.

ANNUAL MAINTENANCE & REPAIR OF ELECTRICAL & MECHANICAL APPARATUS

Mr. Hatcher stated that we are recommending that we extend both contracts for one additional year. This has been reviewed and approved by the Engineer and the Director of Sewer Operations. If Council agrees, we will place this on the public meeting agenda. Council agreed.

MUTUAL AID ASSISTANCE

Mr. Hatcher reported that in 2010 we adopted a Mutual Aid Agreement with the County and surrounding municipalities for fire and Emergency Medical Services. For some reason the Police Department was left off of the Resolution. If Council agrees, we would

like to revise the Resolution to include the Police Department and have it adopted at the public meeting. Council agreed.

TRANSFER RESOLUTION

Mr. Hatcher reported that we need a transfer Resolution for the public meeting. He provided Council with a memo describing two areas where we will need transfers. They are Admin O/E and Assessor's O/E. The Treasurer and the CFO are reviewing other areas that may need transfers. If there are additional areas, we will send them to Council by e-mail prior to the meeting. We may also need additional transfers in December.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher asked if everyone received the e-mail he sent with the dates for the Election Official's training. Council stated that they did receive the e-mail.

Mr. Winckowski – Mr. Winckowski reported that Mathis Construction is moving along with the Myers Tract improvements. They were a little delayed by the hurricane.

In regards to the 2012 Road Program, we sent a letter to the contractor reminding them of the contract schedule. If we do not receive a response, we will reach out to the Solicitor. The scheduled outline for the contract is that the work must be completed by mid December. We are hoping the contractor will begin next week. This will include Swedes Run Drive and a portion of Tenby Chase Drive.

Mr. Hatcher asked at what point we hold off the contract and wait until the Spring.

Mr. Winckowski stated that it will depend on the temperatures. If we begin to reach freezing temperatures, we may need to make a decision.

Mr. Catrambone asked that we push them to begin as soon as possible.

Mr. Winckowski reported that the Haines Mill Road reconstruction and Fairview Street sidewalk projects will begin in the Spring.

Mr. Winckowski reported that we will need to decide on a project for the Community Development Block Grant. He can look into whether the outfalls at the end of Stewart Avenue will qualify for funding. If we do not want to hold up that project, we can continue with the Lake and Alden drainage project. The grant funds will be in the range of \$65,000. The Lake and Alden project is

estimated at \$150,000. We do not know when the grant funds will be awarded. It will be some time in the Spring or Fall of 2013.

Mr. Catrambone stated that he has concerns with delaying the Stewart Avenue outfall project. If we are committed to the improvements on Lake and Alden Avenue then we should apply for the CDBG funds for that project.

Mr. Hatcher stated that the decision that needs to be made tonight, is does Council wish to spend \$150,000 on the Lake and Alden Avenue project. If they do, then they should apply for the grant for that project.

Mr. Winckowski stated that he will reach out to the County to determine if we could put miscellaneous drainage improvements on the grant application and determine the project based on the timing of the funding. We could then apply the funds to Stewart Avenue outfall or the Lake and Alden Avenue project. Mr. Winckowski stated that in a previous application we applied for the Architectural Barrier Removal Project at Echo Avenue and the handicap doors at the Municipal Building. Once we received the grant funds, we determined only to move forward with the handicap doors.

Mr. Paris stated that residents are still requesting the handicap ramp on Echo Court.

After additional discussion, Council agreed to include the Stewart Avenue outfall project and the Echo Court handicap ramp installation in the CDBG application.

Mr. Winckowski supplied Council with a report on the Riverside Park flooding.

Mr. Long – No report.

Mr. Morrow – Mr. Morrow stated that he spoke with Mike Coluzzi about having Jennifer Beahm attend a meeting to talk about the Neighborhood Preservation Grant.

Mr. Winckowski stated that he does not believe Delran will qualify for that grant.

Mr. Morrow stated that he would also like to discuss with Council at a future meeting a possible municipal grant program to help get residents back into some of the vacant houses.

Mr. Morrow asked if we may be able to add an employee to the Public Works Department with the new budget.

Mr. Hatcher stated that it will be a decision for Council but with the 2% cap, it will be very difficult. Currently we have seven temporary employees to help with leaf collection.

Mr. Morrow asked if there is any update on the building at the Tenby Apartments.

Mr. Hatcher stated that Mr. McCurley provided him with a report and he will send it out to Council.

Mr. Morrow asked if we could discuss the possibility of opening the Public Works area on a Saturday for residents that can't get here during the week to drop off items.

Mr. Schwartz – Mr. Schwartz wished everyone a safe and happy holiday.

Mrs. Kolodi – Mrs. Kolodi asked how everything is working out since we opened a portion of the range.

Mr. Hatcher stated that everything except the pistol range is opened and we have had no issues.

Mrs. Kolodi stated that she is still working on the Citizen of Year and she will discuss this further after the new year.

Mr. Catrambone – Mr. Catrambone stated that he wanted to make sure everyone was clear that the December work session will be held on the 5th and 19th will be the public meeting. Mr. Catrambone asked if Council would consider moving the meetings to all Tuesdays starting in January.

Mr. Hatcher recommended that we hold two meetings from January through April and then one meeting from May through December.

After discussion, Council agreed to have two work sessions in February, March and April which will be held on the first and second Tuesdays. From May through December there will be one work session held on the second Tuesday.

Mr. Catrambone stated that we need to pick a date for Reorganization. Council agreed to hold the meeting on Thursday, January 3, 2013 at 6:00 P.M.

Mr. Catrambone asked when the RFP's for professionals need to go out.

Ms. Eggers stated that they need to be advertised by December 10th but we would like to have them in the paper next week. We will also include all the Planning and Zoning Board professionals.

Mr. Catrambone stated that we will also need to appoint the Planning and Zoning Board members at the Reorganization meeting.

Mr. Catrambone stated that Public Works did a great job with leaf collection.

Mr. Paris – No report.

PUBLIC PORTION

Mr. Morrow made a motion to open the meeting to the public for comments, seconded by Mrs. Kolodi. All were in favor, motion approved.

There were no comments from the public.

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

Mr. Morrow made a motion, seconded by Mr. Schwartz to enter into closed session to discuss DPA Contract Negotiations and the Riverside Sewer Agreement. All were in favor, motion approved.

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

Mr. Morrow 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