

**WORK SESSION
MUNICIPAL BUILDING**

**November 28, 2017
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 11, 2017 and posted on the bulletin board on the same date.

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

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

DELRAN COAH PROPERTIES

Mr. Catrambone stated that Mr. DeSanto has indicated that the three COAH properties that the Township owns are in need of improvements if we want them to sell. His only concern is where the money comes from.

Mr. Hatcher stated that if Council authorizes the improvements, at a later date we will likely be seeking authorization from Council to market the units through a realtor. They have been marketed from the NJ Mortgage and Housing Finance Agency for a significant period of time and have not sold. They three units continue to cost the Township monthly association fees and we are going to have become more aggressive to get these units sold.

Mr. Shotts stated that there are a few entities that Fair Share Housing has indicated does a good job selling affordable units and he can send over a list.

Mr. O'Connell asked Mr. Hatcher to updated Council if the cost for the improvements goes above the \$5,000 estimate provided by Mr. DeSanto.

Mr. Hatcher stated that the improvements will be under \$5,000 but he will update Council on the final number. Council agreed to allow the improvements.

SHARED SERVICES AGREEMENT –PUBLIC WORKS EQUIPMENT

Mr. Hatcher stated that this is a potential shared service agreement with Willingboro Township for a number of Public Works related items. Our main reason to enter into the agreement would be for the purchase of brine material to refill our brine machine. This would benefit us since we do not have a brine tank.

Mr. Catrambone asked if we can approve this agreement tonight.

Mr. Hatcher stated that if Council does not have an objection, they can authorize execution of the agreement tonight.

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

**TOWNSHIP OF DELRAN
RESOLUTION 2017-220**

**AUTHORIZING THE MAYOR TO EXECUTE THE
SHARED SERVICE AGREEMENT BETWEEN THE
TOWNSHIP OF DELRAN AND THE TOWNSHIP OF WILLINGBORO
FOR SHARING PUBLIC WORKS EQUIPMENT AND PERSONNEL**

WHEREAS, the Mayor and Township Council has determined that it is in the best interest of the Township to enter in the Shared Service Agreement as Attached hereto as Exhibit A with the Township of Willingboro for the sharing of Public Works Equipment and Personnel for a period of two year.

NOW, THEREFORE BE IT RESOLVED that the Township Council hereby authorizes and directs the Mayor to execute the agreement on behalf of the Township of Delran.

Mr. O'Connell made a motion, seconded by Mrs. Kolodi to adopt Resolution 2017-220.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

VEGETATION MANAGEMENT WORK

Mr. Hatcher stated that the PSE& G will be conducting vegetation management starting in January. It will include trimming and removal of any trees that might be impacting the lines and/or the right of way of the high tension wires. A few dead trees on Township property off of Wright Way will be removed. Most residents are familiar with this process but we wanted to make Mayor and Council aware of this in case you receive phone calls.

FAIRVIEW BLVD. ISLAND REMOVAL

Mr. Catrambone stated that he asked the Engineer to provide an estimate to remove this island and hopefully allow for more vehicles to enter the turn lane. The total estimate is \$90,000.

Mr. Hatcher stated that at this point this estimate is for informational purposes and will be discussed again during the 2018 capital budget.

OFFICE 365 E-MAIL

Mr. Catrambone stated that this is basically cloud based e-mail storage. This will help eliminate storage issues and keep a backup of all e-mails.

Mr. Hatcher stated that we are not looking to do this until 2018 but he feels this is a priority moving forward. Mr. Hatcher stated that this information was provided to develop some questions before this is discussed again.

REQUEST TO WAIVE TAX INTEREST BLOCK 118.2, LOT 76

Mr. Hatcher stated that this resident attempted to pay electronically through their bank. We never received the check. They are asking that \$40.76 in interest be waived.

After discussion, Council was not willing to waive the interest based on the information provided tonight but agreed to discuss this further once they received additional bank documentation as outlined in the e-mail from the resident.

QUARTERLY SNAPSHOTS

Mr. Hatcher stated that Delran is a member Burlington County Joint Insurance Fund along with twenty five other municipalities. They update Council quarterly snapshot of the claims history for Delran. The first report is the six year cumulative MEL Loss Ratio which is 1.4%, which is outstanding. The MEL covers claims that are in excess of \$300,000.00. The second report is EPL/POL Ration Snapshot. The six year cumulative EPL/POL Loss Ratio is 0.00%. The last report is the JIF Loss Ratio Snapshot. Based on the last six years, our loss ratio is 106%. The good news is that it is trending in the right direction. For 2015 the loss ratio was 29.6% and for 2016 the loss ratio was 4.6%.

Mr. Hatcher reported that the Burlington County JIF introduced their budget last week and the budget is flat again this year. There will be no increase in that line item again in our budget this year and we will recommend that you apply the dividend about of approximately \$61,000 towards next year's premium. We will most likely recommend that you apply a portion of the aggregate loss contingency funds but will provide those options as we move forward.

Mr. Paris asked that Mr. Hatcher reach out to the department heads and let them know that Mayor and Council appreciate the great job each department has done and recognizes the improvement.

SEWER ADJUSTMENT 2900 ROUTE 130 NORTH

Mr. Catrambone stated that this is four units with one account and we are looking to split this into four separate billings.

Ms. Eggers stated the reason for this is to clear up an error we receive on the meter reading report. This property has four separate meters for each unit and should have four separate billings. This really will not make any change to billing other than them receiving four instead of one. If Council agrees, a resolution will need to be adopted at the public meeting and this will be correct to take effect in 2018. Council agreed.

2018 MEETING SCHEDULE AND REORGANIZATION MEETING DATE

Ms. Eggers stated that the regular meeting for January would fall on the 2nd and if Council is going to continue on the same schedule, they could also hold the reorganization the same night.

Mr. Catrambone stated that since there are no new elected officials he doesn't have an issue having reorganization the same night.

After discussion, Council agreed to hold the Reorganization Meeting at 6:30 PM followed by the Regular Public Meeting at 7:00 PM on January 2nd and then continue with the same meeting schedule.

WWTP ELEVATION CERTIFICATE

Mr. Winckowski reported that we are currently paying for flood insurance on structures that were in the flood hazard area. The flood elevation level is being changed from level 11 to level 10. In looking at the design plans, these elevations are above the existing flood hazard elevations for at least three of the building. With the change in the maps for 2017, the fourth building would be outside flood hazard elevation. If the elevation certificate confirms that the elevation of the structures is above the flood hazard elevations, then the flood insurance premiums would drop significantly. The cost for the elevation certificates is \$5,000.00.

After discussion, Council agreed to move forward with the elevation certificates.

ENERGY CONSUMPTION OPTIMIZATION IMPROVEMENTS

Mr. Catrambone stated that on before we start reports, everyone should have received the e-mail on Monday that he wanted Council to authorize the Engineer to prepare the RFP for the Energy Consumption Optimization Improvements (Power Management System) for the Sewer Plant. The estimate to prepare the Request for proposal is approximately \$5,000.

Mr. Burrell made a motion authorizing the Engineer to prepare to the RFP for the Energy Consumption Optimization Improvements in an amount not to exceed \$5,000.00. The motion was seconded by Mr. O'Connell.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

Mr. Shotts recommended Council adopt a Resolution to authorize the RFP.

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

**TOWNSHIP OF DELRAN
RESOLUTION 2017-221**

**RESOLUTION AUTHORIZING THE ENGINEER TO
PREPARE AND ADVERTISE THE REQUEST FOR PROPOSALS
FOR THE POWER MANAGEMENT SYSTEM IN
AN AMOUNT NOT TO EXCEED \$5,000**

BE IT RESOLVED by the Township Council of the Township of Delran that the Township Council does hereby authorize the Township Engineer to prepare and advertise notice of the Request for Proposals for the Power Management System for the Sewer Plant in an amount not to exceed \$5,000.00.

Mr. Burrell made a motion, seconded by Mr. O'Connell to adopt Resolution 2017-221.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

REPORTS

Chief Parente – No report.

Ms. Eggers – No report.

Mr. Hatcher – No report.

Mr. Winckowski – Mr. Winckowski reported that work is generally complete on both the road program and the Route 130 projects and they are working on punch list items. They are also working on the road list for 2018. Just waiting on the core samples to come back to better prepare the cost estimates. They should have the list ready for discussion at the next work session.

Mr. Shotts – No report.

Mr. O'Connell – Mr. O'Connell stated that he was happy to attend the grand opening of Pets Plus on Sunday in conjunction with the Humane Society, along with the Mayor and other members of Council. They will no longer be adopting puppies from puppy mills. It was a nice event and it was nice of them to reach out to us.

Mr. Catrambone stated that we have been lobbied to adopt an ordinance to prohibit the sale/adoption of animal of puppy mills. We have two pet stores currently one that does not sell animals and one that is on board to not use puppy mills.

Mr. Paris stated that discussion on the ordinance is on the agenda for the December work session agenda.

Mr. Catrambone stated that he wants to make sure that we do not open the Township to litigation.

Ms. Eggers stated that this ordinance has been proposed before and a memo has been prepared by our attorney's office

Mr. Shotts stated that he will review the sample ordinance and previous memo draft and report back to Council before the next meeting.

Mr. Burrell – Mr. Burrell stated the Winter Festival is this Friday. He thanked Mr. Hatcher and Mr. DeSanto for getting the tree planted and the lights were put up today. The event starts at 6:00 PM with Santa arriving at 7:00 PM. We will have pictures, food trucks, pretzels, bonfire, games and prizes.

Mrs. Kolodi – No report.

Mr. Catrambone – Mr. Catrambone stated that he received an e-mail from a resident regarding kratom, a legal plant based high that is sold in two stores in Delran. The resident expressed their concerns and urged Mayor and Council to take action. Mr. Catrambone stated that he reached out to Assemblyman Conaway and he is looking into this since he is on the health committee. Mr. Catrambone asked if we were able to prohibit the sale of this product in Delran as a health a safety concern.

Mr. Shotts stated that potentially we could but it is something he would have to research.

Mr. Paris stated that the Chief will deal with the Prosecutor's Office on this issue.

Mr. Paris – Mr. Paris stated that he met with the Delran Senior's today and there will be all new board members taking over. If anyone plans to attend the holiday party on December 11th please contact them to let them know.

Mr. Paris stated that they will begin meeting with Department Heads this month to review their budget requests.

PUBLIC PORTION

Mrs. Kolodi made a motion to open the meeting to the public. The motion was seconded by Mr. O'Connell. 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, seconded by Mrs. Kolodi to enter into closed session for discussion on the following issues: Litigation – NJAW Tax Appeal, Potential Litigation – Vacant Property Fees and CAW Contract/Salary Ordinance.

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

Following executive session Mr. Catrambone made asked for a motion to introduce the following ordinances on first reading.

**TOWNSHIP OF DELRAN
ORDINANCE 2017-14**

AN ORDINANCE TO ESTABLISH SALARIES FOR VARIOUS EMPLOYEES OF THE TOWNSHIP OF DELRAN, COUNTY OF BURLINGTON, STATE OF NEW JERSEY AND REGULATING THE MANNER OF PAYMENT OF SAME.

BE IT ORDAINED by the Township Council of the Township of Delran in the County of Burlington and State of New Jersey that the Township does hereby establish the following salaries for the employees serving in the following position:

SECTION 1. ANNUAL SALARIES

PW New Hire	Hired on or after 7/1/2009				
	2016	2017	2018	2019	2020
Base	14.00	14.28	14.57	14.86	15.23
Step 1	15.23	15.53	15.84	16.16	16.56
Step 2	16.40	16.73	17.06	17.40	17.84
Step 3	17.56	17.91	18.27	18.64	19.11
Step 4	18.74	19.11	19.49	19.88	20.38
Step 5	19.92	20.32	20.73	21.14	21.67
PW Hired Prior to 7/1/2009	Laborer/Road Repairer/Truck Driver				
	2016	2017	2018	2019	2020
Base	22.11	22.55	23.00	23.46	24.05
Step 1	24.42	24.91	25.41	25.92	26.57
Step 2	26.08	26.60	27.13	27.67	28.36
Step 3	27.87	28.43	29.00	29.58	30.32
Step 4	28.73	29.30	29.89	30.49	31.25

Step 5	29.69	30.28	30.89	31.51	32.30
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**Equipment Operator, Heavy Equipment Operator, Motor Broom Operator,
Mechanic, Mechanic/HVAC-LPL, Mechanic Helper, Parks Maintenance Worker**

	2016	2017	2018	2019	2020
Base	22.22	22.66	23.11	23.57	24.16
Step 1	24.53	25.02	25.52	26.03	26.68
Step 2	26.18	26.70	27.23	27.77	28.46
Step 3	28.03	28.59	29.16	29.74	30.48
Step 4	28.88	29.46	30.05	30.65	31.42
Step 5	29.82	30.42	31.03	31.65	32.44

Sewer New Hire

	2016	2017	2018	2019	2020
Base	15.81	16.13	16.45	16.80	17.22
Step 1	16.32	16.65	16.98	17.32	17.75
Step 2	16.82	17.16	17.50	17.85	18.30
Step 3	17.32	17.67	18.02	18.38	18.84

SEWER PLANT OPERATOR S1 LICENSE

	2016	2017	2018	2019	2020
	17.76	18.65	19.65	20.04	20.54

SEWER EMPLOYEES

T.A.	23.82	24.30	24.79	25.29	25.92
M.J.	29.30	29.89	30.49	31.10	31.88
W.M.	22.07	22.51	22.96	23.42	24.01
W.Y.	28.70	29.27	29.86	30.46	31.22

CLERICAL EMPLOYEES HIRED PRIOR TO 9/1/2014

Keyboarding Clerk, Deputy Court Administrator, Account Clerk

	2016	2017	2018	2019	2020
Base	39,701	40,495	41,305	42,131	43,184
Step 1	40,043	40,844	41,661	42,494	43,556
Step 2	40,383	41,191	42,015	42,855	43,926
Step 3	41,058	41,879	42,717	43,571	44,660
Step 4	41,742	42,577	43,429	44,298	45,405
Step 5	42,426	43,275	44,141	45,024	46,150

CLERICAL EMPLOYEES HIRED PRIOR TO 9/1/2014

Deputy Court Administrator (6 plus years), Senior Keyboarding Clerk, Senior Assessing Clerk, Sr. Police Records Clerk, Tech. Asst. to the CCO, Deputy Tax Collector, Data Machine Operator, Secretary Board/Comm. Senior Tax Clerk, Senior Account Clerk

	2016	2017	2018	2019	2020
Base	45,133	46,036	46,957	47,896	49,093
Step 1	46,725	47,660	48,613	49,565	50,825
Step 2	47,612	48,564	49,535	50,526	51,789
Step 3	48,419	49,387	50,375	51,383	52,668

Step 4	49,348	50,335	51,342	52,369	53,678
Step 5	50,748	51,763	52,798	53,854	55,200

CLERICAL EMPLOYEES HIRED AFTER 9/1/2014

Keyboarding Clerk, Deputy Court Administrator, Account Clerk

	2016	2017	2018	2019	2020
Base	37,412	38,160	38,923	39,701	40,694
Step 1	37,733	38,488	39,258	40,043	41,044
Step 2	38,054	38,815	39,591	40,383	41,393
Step 3	38,690	39,464	40,253	41,058	42,084
Step 4	39,335	40,122	40,924	41,742	42,786
Step 5	39,978	40,778	41,594	42,426	43,487

CLERICAL EMPLOYEES HIRED AFTER 9/1/2014 Deputy Court Administrator (6 plus years), Senior Keyboarding Clerk, Senior Assessing Clerk, Sr. Police Records Clerk, Tech. Asst. to the CCO, Deputy Tax Collector, Data Machine Operator, Secretary Board/Comm., Deputy Tax Collector, Data Machine Operator, Secretary Board/Comm. Senior Tax Clerk, Senior Account Clerk

	2016	2017	2018	2019	2020
Base	42,529	43,380	44,248	45,133	46,261
Step 1	44,030	44,911	45,809	46,725	47,893
Step 2	44,866	45,763	46,678	47,612	48,802
Step 3	45,626	46,539	47,470	48,419	49,629
Step 4	46,781	47,717	48,671	49,644	50,885
Step 5	47,821	48,777	49,753	50,748	52,017

Section II Repeal – All Ordinances or part of Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of their inconsistency.

Section III Adoption – This Ordinance shall take effect immediately upon its final adoption and publication according to law. This ordinance is retroactive to January 1, 2016.

Mrs. Kolodi made a motion, seconded by Mr. O’Connell to adopt Ordinance 2017-14 on first reading.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O’Connell and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

**TOWNSHIP OF DELRAN
ORDINANCE 2017-15**

AN ORDINANCE TO ESTABLISH SALARIES FOR VARIOUS EMPLOYEES OF THE TOWNSHIP OF DELRAN, COUNTY OF BURLINGTON, STATE OF NEW JERSEY AND REGULATING THE MANNER OF PAYMENT OF SAME.

BE IT ORDAINED by the Township Council of the Township of Delran in the County of Burlington and State of New Jersey that the Township does hereby establish the following salaries for the employees serving in the following position:

POSITIONS	2016	2017	2018	2019	2020	PAY PERIOD
Business Administrator	125,997	128,517	131,087	133,709	137,052	Biweekly
Sr. Police Records Clerk	53,632	54,705	55,799	56,915	58,338	Biweekly
Treasurer	64,465	65,754				Biweekly
PW Superintendent	91,874	93,711	95,585	97,497	99,934	Biweekly
Recycling Coordinator	2,000	2,040	2,081	2,123	2,176	Biweekly
Supervisor of Garage Services	70,783	72,199	73,643	75,116	76,994	Biweekly
Tax Collector	64,037	65,318	66,624	67,956	69,655	Biweekly
Secretarial Assistant 1	48,500	50,000	51,000	52,020	53,321	Biweekly
Secretarial Assistant 2 (5 years)	53,632	54,705	55,799	56,915	58,338	Biweekly
Municipal Court Judge	28,752	29,327	29,914	30,512	31,275	Biweekly
Court Administrator	58,625	59,798	60,994	62,214	63,769	Biweekly

Municipal Clerk	68,912	70,290	71,696	73,130	74,958	Biweekly
Tax Assessor	47,000	47,940	48,899	49,877	51,124	Biweekly
Chief Financial Officer	51,812	52,848	53,905	54,983	56,358	Biweekly
Emergency Management	3,195	3,259	3,324	3,390	3,475	Monthly
Zoning/Code Official	22.50 per hour	22.95 per hour	23.41 per hour	23.88 per hour	24.48 per hour	Biweekly
Construction Code Official	69,000	70,380	71,788	73,224	75,055	Biweekly
Sewer Executive Dir. Of Operations	117,132	119,475	121,865	124,302	127,410	Biweekly
Sewer Asst. Superintendent	65,010	66,310	67,636	68,989	70,714	Biweekly
Sewer Search Officer	563	574	585	597	612	Biweekly
Fire Sub-Code Official	35.00-38.50 per hour	35.00-38.50 per hour	35.00-38.50 per hour	35.00-41.00 per hour	35.00-42.00 per hour	Monthly
Electrical Sub-Code Official	31.00-36.00 per hour	31.00-36.00 per hour	31.00-36.00 per hour	32.00-37.00 per hour	32.00-38.00 per hour	Monthly
Building/Plumbing Sub-Code Official	40.00-45.00 per hour	40.00-45.00 per hour	40.00-46.00 per hour	42.00-47.00 per hour	43.00-48.00 per hour	Monthly
Building Sub-Code HHS Official	40.00-45.00 per hour	40.00-45.00 per hour	40.00-46.00 per hour	42.00-47.00 per hour	43.00-48.00 per hour	Monthly
Fire Inspector	33.00-38.50 per hour	33.00-38.50 per hour	33.00-38.50 per hour	35.00-40.00 per hour	35.00-40.00 per hour	Monthly
School Traffic Guard	31.20	31.82	32.46	33.11	33.94	Monthly
Secretary of Recreation	999	1,019	1039	1060	1087	Quarterly
Violation Clerk	4,578	4,670	4,763	4,858	4,979	Biweekly
Summer Help	8.55 per hour	8.72 per hour	8.89 per hour	9.07 per hour	9.30 per hour	Biweekly

Section II Repeal – All Ordinances or part of Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of their inconsistency.

Section III Adoption – This Ordinance shall take effect immediately upon its final adoption and publication according to law. This ordinance is retroactive to January 1, 2016.

Mr. O’Connell made a motion, seconded by Mrs. Kolodi to adopt Ordinance 2017-15 on first reading.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O’Connell and Mr. Catrambone voted aye.

Ayes: 4
Nays: None

Motion Approved

Mr. O'Connell 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