

**WORK SESSION
MUNICIPAL BUILDING**

**December 10, 2013
DELRAN, NEW JERSEY**

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 28, 2012 and posted on the bulletin board on the same date.

ROLL CALL: Ms. Pangia, Mr. Schwartz, Mr. Morrow and Mr. Catrambone were present. Mrs. Kolodi arrived at 8:35 P.M.

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

DELRAN HOCKEY LEAGUE PRESENTATION

Dave Hermansky stated that the Delran Hockey League continues to grow and the current project that they are working on is replacing all the boards through fundraisers and sponsorships. In the near future they would look into replacing the surface. They would like the blessing of the Council to move forward.

Mr. Catrambone asked if they have any plans for the projects.

Dave stated that right now they are working on the fundraising and sponsorship needed for boards and they hope to have that finished up by the end of summer to get them installed before the spring season in March.

Mr. Catrambone asked if they are looking to expand.

They stated that they are just looking to give the rink a facelift.

Mr. Paris stated that they are doing a great job with the rink.

Mr. Schwartz asked if we need to have the rink inspected prior to having the rink installed.

Mr. Hatcher stated that he would like them to submit plans. He asked if they were going to have a contractor perform the work.

Dave Hermansky stated that they would purchase the boards from the manufacturer and then have contractors install them.

Bert Hermansky stated that he talked to the Mayor about the resurfacing of the rink. He knows we spent a lot of money on the Myers Tract but maybe in the near future or through the Public Works Department we can do some work. The surface is getting pretty rough.

Mr. Paris stated that the Public Works Department is spread so thin right now and we are putting a lot of the Open Space funds towards the Myers Tract but we will look at helping if we can.

Mr. Morrow asked what the cost would be to resurface the rink.

They stated that the cost for the original surface was \$40,000.

Bert Hermansky stated that several years ago the surface was redone with some type of paint. He thought that the cost was only \$10,000 - \$12,000. He asked if Mr. DeSanto could check his records and see who did the project.

Mr. DeSanto stated that he will check into it and get back to them.

Mr. Hatcher asked if Council is okay with Mr. DeSanto and the Engineer reviewing the plans. Council agreed.

DELRAN JUNIOR MARKSMAN – NRA INSPECTION REPORT

Mr. Hatcher stated that they completed the repairs based on NRA recommendations and are now asking that the Township Engineer inspect the property.

Mr. Winckowski stated that he did receive information from the NRA that they went above the improvement recommended.

Mr. Paris asked if we would have to pay for the inspection.

Mr. Hatcher stated that we would either have to pay for it, or ask them to post an escrow to cover the cost.

Mr. Long asked that Council allow him to look at the agreement.

Mr. Hatcher stated that the NRA recommended a motion sensor and he wants to make sure that they followed through with that. Also, they made improvements before and they deteriorated, he asked whether these improvements should be inspected over time. This may be handled in the agreement.

Mr. Catrambone stated that the difference with these improvements is the additional baffling.

Mr. Winckowski stated that they installed additional baffling and an additional barrier at the end with a steel plate. When he looks at the improvements we will look at how maintenance sensitive it is.

Mr. Winckowski stated that he will meet with them before the next work session and report back to Council. He will discuss with them ongoing maintenance inspections.

DELTRAN BOY'S HS SOCCER TEAM PROCLAMATION

Mr. Catrambone asked to have this put on the agenda to discuss how we want to handle the proclamation for the High School Soccer Team winning the State Championship. He stated that he would like to have a Proclamation for the team and also one for each individual team member.

Ms. Pangia stated that the school is having something in January and recommended that do something together.

Mr. Catrambone stated that he would like to have something here.

Mr. Hatcher stated a few years ago we had a Township Official attend the event at the school and present the Proclamations but it is up to Council.

Mr. Morrow stated that maybe it is a good idea to do it with the school, there would be a large audience.

Ms. Pangia stated that she can follow up with the school.

Mr. Catrambone asked how many players there are on the team.

Mr. Hatcher stated about twenty.

Mr. Catrambone stated that he would like to have something for each of the players. He asked Council if they want to have something here or combine with the school.

After discussion, Council agreed to invite the team to the January public meeting to present them with Proclamations unless the school is doing something very close to the meeting.

2014 MEETING DATES

Mr. Catrambone stated that we are looking to go back to two work sessions in 2014. We would like to have the meetings all on Tuesdays. Mr. Catrambone recommended the first and second Tuesdays.

Mr. Schwartz recommended that we eliminate reports at one of the work sessions.

Mr. Catrambone asked if he was talking about professional reports or Council.

Mr. Paris stated that the professionals will only be attending one work session each month.

Mr. Catrambone asked which meeting they will be attending.

Mr. Winckowski stated that if there is a work session on the second Tuesday of the month that is the best meeting for him to attend.

Mr. Catrambone stated that it makes sense for all the reports to be given at the meeting that the professionals attend.

Mr. Paris asked why we are not having the work sessions the first and third Tuesdays.

Ms. Eggers stated that the third Tuesday is the Zoning Board meeting.

Mr. Hatcher stated that he also has a JIF meeting on Tuesday.

Mr. Hatcher stated that we briefly discussed moving the public meeting to the first Tuesday and holding the work sessions on the second and fourth Tuesdays.

Council agreed. The Professionals and Department Heads will attend the work session on the second Tuesday of each month. The public meeting will be held on January 7th.

Ms. Eggers stated that she draft the schedule for approval for Council at the December 19th public meeting.

2014 REORGANIZATION DATE

Council agreed to hold the 2014 Reorganization Meeting at 6:30 P.M. on January 7, 2014.

BOARD MEMBER APPOINTMENTS

Ms. Eggers stated that she has listed all the open appointments on the various Boards and whether they are appointments by the Mayor or Council.

Mr. Catrambone recommended that Council move Joseph Jeseule to a regular member on the Zoning Board and that will leave them with two vacant Alternate positions.

Mr. Catrambone stated that for Council they have Joe Parento and the Mayor as the appointments to the RAC. He asked if the Mayor needs to be a member on the RAC Board.

Mr. Long stated that the Board basically reports to the Mayor so it is not necessary.

Mr. Paris stated that if he does not have to be on the RAC it would free up another spot. Sandy Schimchak also does not want to be reappointed. He recommended that Lona or one of her volunteers be appointed.

Ms. Pangia stated that she does not feel that a member of Council should be on the Board but she will ask the volunteers.

Mr. Catrambone stated that we need to come up with the second person for the RAC and the two alternates for the Zoning Board. He also stated that he would like to continue as the Council's appointment to the Planning Board.

Ms. Eggers stated she will need the information for these appointments to take place at the Reorganization Meeting.

CME AGREEMENT

Mr. Catrambone stated that this is the agreement to engage CME Associates for the Wastewater Treatment Plant Improvements.

Mr. Hatcher stated that this is a requirement of the NJEIT and we cannot sign this until twenty days after the bond ordinance becomes effective. We are asking to put this on the public meeting agenda.

Mr. Winckowski stated that he believes that NJEIT has been burned in the past where projects have not been properly inspected.

Council agreed to approve this agreement at the public meeting.

RISK MANAGEMENT CONSULTANT RESOLUTION

Mr. Hatcher stated that every year the Burlington County Joint Insurance Fund requires you to either appoint a Risk Management Consultant or adopt a Resolution waiving the appointment and holding them harmless. Mr. Hatcher stated that he can do the work and there is not much risk and it saves the Township approximately \$30,000. We would need to adopt this Resolution at the public meeting. Council agreed.

CASTLETON & HUNTINGTON SPEED STUDY

Mr. Catrambone stated that this study was completed in June. He was shocked that there were speeds showing 65 mph, 70 mph and 75 mph in a 15mph speed zone.

Mr. Winckowski stated that there could have been an error in the reading. It would be very difficult to get to that speed.

Mr. Morrow stated that speeding through the neighborhood is nothing new. He asked if Mr. DeSanto looked at the information he brought to the last work session on the rubber speed humps.

Mr. Winckowski stated that he looked at the information. It is not new, just a different type of material. For this development, the Homeowners Association would be responsible. Council would need to decide if they want to move forward. There is signage that goes along with the speed humps and also maintenance involved. We would have to take them down before the winter.

Mr. Morrow stated that he is just looking at different ways to help in these areas. These speed humps can be removed in the winter and we don't have to worry about the plows. We also talked about striping the roads like on Chester Avenue. He asked Mr. DeSanto how much that would cost.

Mr. DeSanto stated that we contract that work out and we usually look at a \$20,000 project but he is not sure what a smaller project would cost.

Mr. Morrow asked if Mr. DeSanto could try and provide them with a cost.

Mr. Catrambone stated maybe we could look at a test program. Maybe look at one or two streets and see if it is effective.

Mr. Winckowski stated that if we wanted to test it Council would need to decide who was going to install the speed humps, whether it be Public Works or a contractor, because that would impact the cost. Then we could include that in the budget for next year. For one set of speed humps or speed cushions he would recommend \$10,000.

Mr. Schwartz asked if the Township is in a position where we can enforce a speed limit under 25 mph on those Castleton or Huntington Drive.

Mr. Long stated that we are not.

Mr. Hatcher stated that the speed limit is 25 mph but the signs state 15 mph.

Mr. Winckowski stated that you can only set the speed limit within five miles of the speed that the 85th percentile of the motorists are traveling on those roads. Based the speed study by Police Department shows the 85th percentile at 25 mph. We will not be able to drop that to 15 mph without extreme circumstances.

Ms. Pangia asked if someone would be able to go to their Homeowners Association meeting to explain this.

Mr. Morrow recommended that we invite them to our meeting.

Mr. Hatcher asked if we could lower the speed to 20mph. The Police Department feels that 25mph is too fast for those roads.

Mr. Paris stated that he would like to see the speed lowered to 20 mph. The area is very compressed.

Mr. Winckowski stated that he would not recommend 20 mph. The roads are designed in accordance with RSIS. We would have to apply that standard to every development.

Mr. Catrambone asked what we are being asked to do.

Mr. Hatcher stated that the residents will see this as an increase in speed once we remove the 15 mph signs and replace them with 25 mph.

Mr. Winckowski stated that they can also withdraw their request for Title 39 and enforce the speed themselves.

Mr. Hatcher stated that he will notify the Homeowner Associations that the current speed limit is 25 mph and that is what the Township will be enforcing unless they want to withdraw the Township's Title 39 jurisdiction. We will be removing the existing 15 mph signs and replacing them with 25 mph signs.

Mr. Long stated that he would also add that per their request that the speed study was completed and that the findings show the speed should be 25 mph.

REQUEST TO ADD RIVER ROUTE PLANNING SURVEY TO WEBSITE

Mr. Catrambone stated that this survey is out there already and he has no objection to adding it to the website. He asked if anyone had any questions or concerns with placing a link to the survey on the Township website. Council had no issues.

TENBY CHASE SWIM CLUB – WATER QUALITY IMPROVEMENTS

Mr. Catrambone stated that the only new information is that this is a reimbursement grant so we will need to put the money up front.

Mr. Hatcher stated that we will need to adopt a bond ordinance for the full amount of the project. We can include this as part of the 2014 Capital Budget. If we wanted to do this before the adoption of the budget we need to make sure we put enough down payment money in the Temporary Budget. This would also include the Headwall Trash Rack and Stream Channel Reconstruction along Westover Drive.

Mr. Catrambone asked how much of a down payment.

Mr. Hatcher stated \$15,000.

Mr. Morrow asked if we would be looking at spring for construction.

Mr. Winckowski stated that we need a permit for both projects on Westover Drive. It may also take time to get all the paperwork from Rutgers.

POLLUTION MINIMIZATION PLAN

Mr. Winckowski stated that this is a requirement of the NJDEP permit for the Wastewater Treatment Plant. Every renewal comes with a new condition of putting together a plan to investigate PCB's that might be in flow stream and if you find any coming up with ways to mitigate them. This plan is something they put together and Mr. Williams has been working on sampling. There were some PCB's found but nothing that is an issue. We have to continue to do this plan every year.

Mr. Catrambone asked if there is any action required.

Mr. Hatcher stated that we just wanted Council to be aware.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher reported that Jesse Eastburn, in the Sewer Department has resigned to take a job with NJ American Water Company. At this time we do not intend to replace that position. Also, we have an advertisement in the paper for a Laborer in the Public Works Department.

Mr. Winckowski – Mr. Winckowski stated that Delran Community Park is mostly completed. They still need to install the sign and we are waiting until spring for the foul ball protection. We expect the field to be up and ready for June.

Mr. Hatcher asked about the sign that the county has requested to be posted.

Mr. Winckowski stated that it is in the agreement and he will reach out to them.

Mr. Hatcher stated that the Green Acres sign will also need to be somewhere in the park.

Mr. Catrambone asked if we have re-bid for Brown Street.

Mr. Winckowski stated that they are looking to re-advertise for the end of the month.

Mr. Catrambone asked about Fairview Street Sidewalk project.

Mr. Winckowski stated that they are waiting on word from the Township for additional funding.

Mr. Hatcher stated that we may be able to re-appropriate the fund from the 2012 Road Program that just had a large reduction from a change order.

Mr. Morrow stated that there is a large metal rod in the jug handle by Firestone Tire. He asked Mr. DeSanto to take a look at it.

Mr. Schwartz recommended that when we look at the Route 130 Sidewalk project we should look at relocating that bus stop in that same jug handle. It is dangerous as you are coming around the jug handle.

Mr. Winckowski stated that we can look at doing this as part of the project.

Mr. Winckowski stated that the plans and specifications are completed for the Wastewater Treatment Plant Improvements.

Council agreed to advertise the project on December 24th.

Mr. Long – No report.

Mr. DeSanto – Mr. DeSanto stated that they will be back to leaf collection as soon as the weather permits.

Mr. Catrambone recommended that we place something on the website to notify the residents and also remind them that branch collection is completed.

Mr. Williams – Mr. Williams reported that they received a call from Hunters Glen that they had a grease buildup and blockage caused by the Orchid Chinese Restaurant. They had their maintenance department take care of the issue. We went out there and the line was filled with grease so we notified the Burlington County Health Department. We will keep an eye on the issue.

Ms. Pangia – Ms. Pangia stated that she received a letter from the County Traffic Engineers and they will be extending the 25mph speed limit to just passed Anderson Farms on Creek Road. They will also be moving the lines in but they do not mention the rumble strips.

Ms. Pangia reported that the House Decorating Contest is moving along. We even have an entire court participating so we should have a nice competition. Registration ends on December 16th and the judging will take place on the 16th and 17th. The presentation will take place at the meeting on December 19th.

Ms. Pangia asked if we keep information in the building regarding the County heater reimbursement grant.

Mr. Hatcher stated we only have the information if they send us brochures.

Ms. Pangia asked is Council is going to participate in the Riverside parade this Sunday.

Council agreed to look at participating next year.

Ms. Pangia asked that we add to the agenda the use of community rooms. She feels bad that sports teams were not permitted to use the rooms when all the pizza places in town were booked.

Mr. Morrow stated that he does not feel that this building would be used for those types of events but he does feel that we need some type of community center.

Mr. Schwartz stated that we do have a policy in place.

Mr. Hatcher stated that the policy is that the rooms are used for Delran community based organizations to hold meetings and there is no food. Any other request is brought to Council for approval. In some instances, Council has allowed food.

Mr. Catrambone reminded everyone that this one group was turned down because there was not enough time to bring this to Council. We do need to look at the impact of what allowing food may cause.

Ms. Pangia recommended that we have a \$50 deposit for anyone bringing in food.

Mr. Paris stated that we need to look at where we draw the lines.

Ms. Pangia stated that we look at organizations that have insurance certificates on file.

Mr. Hatcher stated that the organization would not know that an individual team was applying to use the room. Those insurance certificates would not cover those types of events. Someone from the organization would have to acknowledge the event.

Mr. Hatcher stated that if we start dealing with individual coaches it will put a lot more wear and tear on the building.

Mr. Paris recommended that for everyone's sake that people should not be going out and expressing their opinions on issues outside of the work session. Once the policy is made and the policy is set that is what is set. This is the place to bring up the issue.

Mr. Morrow stated that a request of any sort always comes before a work session.

Ms. Pangia stated that if she wants to talk to a resident and spread her opinion she can.

Mr. Morrow stated that requests on any level have always come to Council.

Mr. Paris stated that unfortunately we did not have a meeting within the timeframe.

Mr. Catrambone stated that we can add this item to a future work session agenda for further discussion.

Ms. Pangia reported that on the Burlington County Freeholders agenda for tomorrow night is the leasing of farm land and it includes Anderson Farms.

Mr. Morrow – Mr. Morrow asked if we have any update on the Seabra's shopping center on Fairview Street.

Mr. Hatcher stated that he will get an update from Mr. McCurley and report back to Council.

Mr. Morrow asked how Council felt about having a representative from Vornado come in to discuss what their plans are for the old Sam's Club property. Council agreed.

Mr. Schwartz – No report.

Mrs. Kolodi – Mrs. Kolodi stated that the Delran Business Association has gathered all the nominations for Citizen of the Year and this is the month that they will be choosing the recipient. She asked whether Council would like to have them acknowledged at a Council meeting. Due to the meeting changes, Council agreed to acknowledge them at either the January or February public meeting.

Mr. Catrambone – Mr. Catrambone thanked Chetan Vejapey for the detailed e-mail he sent him with his recommendations for the computer system. Mr. Catrambone forwarded the e-mail to Mr. Hatcher and Mr. Hatcher stated that it was a great idea and he had already investigated it but we are not allowed to do that. We are now back to the original proposal. Mr. Catrambone stated that the last estimate was approximately \$275 to run the wire to this room. He asked if Council would agree to this. Council agreed.

Mr. Hatcher stated that what Chetan had presented was to have all of our information stored on the cloud. We would use remote servers, stored offsite. New Jersey is not there yet.

Mr. Catrambone stated that where the savings would come in is that we would not buy the servers or the hardware. We would go through the internet. We also would not buy the software for the individual computers.

Mr. Paris. – Mr. Paris stated that he and Mr. Winckowski met with the Fire Department to discuss repairs to Cleveland. They provided a copy of the plan to Mr. Winckowski. He asked that when we have extra funding we look at including this as a project.

Mr. Paris stated that he and Mr. Long met with the developer of the Stellwag property to discuss some of the items we would like to accomplish with the development. It was a very successful meeting.

Ms. Pangia asked what we are trying to accomplish.

Mr. Paris stated that we are looking at a possible PILOT and also looking at them repairing the Hartford Road area where they will need access.

Mr. Catrambone stated that the PILOT programs can have a great benefit to the Township in his opinion.

PUBLIC PORTION

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

Bert Hermansky, 84 Springcress, thanked Council and congratulated them on the new park. As far as Vornado, he stated that they do not need the money so just be aware of that.

Bob Gilbert, 75 Stewart Avenue, stated that there are leaves everywhere. There are major piles on Pancoast. With the snow, the Seabra's parking lot is like a fantasy ride. You never know when you will hit a pot hole.

Mr. Gilbert asked if the bid has been awarded for Stewart Avenue.

Council stated that we still anticipate that the bid will be awarded on December 19th.

Mr. Gilbert stated that the heater reimbursement grant will not help him.

Ms. Pangia stated that she just wanted the information passed along to the residents.

Mr. Gilbert asked if Anderson Farms will no longer be considered a park.

Ms. Pangia stated that the County is considering leasing the property as farmland.

Mr. Gilbert recommended that if Council has Vornado attend one of the meetings, maybe Council can talk to them about donating the building and we can use that as the community center.

Mr. Gilbert asked if the Stellwag development is moving forward. He does not see the market.

Mr. Catrambone stated that it is not for Council to decide.

Mr. Gilbert stated that he brought this up at the public meeting and he is going to bring this up again. There is an Emergency Management Fund that the Township has and he would like to submit for the reimbursement of his third washer and dryer.

Mr. Paris stated that he tried to explain this before, that he does not have a vote. Back when they had the first flood we met with the Army Corps of Engineers and did everything that we could.

Mr. Morrow stated that he walked with the Mayor during that first flood and he was on the phone with the Township Engineer. For the first time in fifty some years we are doing something. Mother Nature created this problem.

Mr. Long stated that he can submit the bill and Council will respond.

Laura Kulinski, 328 Juniata Avenue, asked how a Community Center gets started. Also, things that she would like to see brought to our community rooms are things that she has to drive forty minutes to, like library time. These thing don't bring in any food and there is not clean up.

Ms. Pangia stated that most library's offer classes such as lego classes, toddler classes, to bigger things such as Zumba to babysitting classes.

Laura stated that Palmyra opened a brand new Community Center that has a gymnasium.

Mr. Paris asked if they have approached the school.

Laura stated that school has teamed up with the YMCA and they can be very costly. She takes her son to a summer camp in Mt. Laurel because they offer a lego camp.

Mr. Catrambone stated that these rooms were really designed for meetings. He loves the library time and even the lego but they were not designed as activity rooms.

Laura stated that she is trying to figure out how they can be a bridge until we have some type of community space.

Mr. Catrambone stated that we will talk about all of this at a future work session.

Mr. Gilbert, 75 Stewart Avenue asked if Council will have an answer regarding the reimbursement for his washer and dryer by the December 19th meeting.

Mr. Catrambone stated that he should have an answer prior to that meeting.

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

Mr. Morrow made a motion, seconded by Mrs. Kolodi to enter into closed session for a Police Negotiations and Potential Litigation. All were in favor, motion approved.

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

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

Respectfully submitted,

Jamey Eggers, Township Clerk