

**WORK SESSION  
MUNICIPAL BUILDING**

**April 28, 2020  
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 10, 2020 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.

**2020 BUDGET DISCUSSIONS**

Mr. Catrambone that were several items brought to his attention during the last review of the line items. One of the items was whether to remove the \$5,000 stipend for the RAC Chairman. Mr. Catrambone suggested that we table this until next year. Council agreed. The line item will be reduced by \$5,000. No other line item adjusted.

Mr. Catrambone stated that with regards to the capital budget we have discussed the items numerous times and he is suggesting that all items be included at this time. We can then discuss them one at a time moving forward. Council agreed.

Mr. Platt stated that we have until the first meeting in May to introduce the budget and the first meeting in June to adopt.

Mr. Catrambone stated that today, the Governor allowed municipalities to extend the grace period for 2<sup>nd</sup> quarter taxes. Mr. Catrambone asked Mr. Platt to discuss this in his report.

Mr. Hatcher stated that we had previously moved the June public meeting to June 9<sup>th</sup> because of the Primary Election. The election has been moved to July 7<sup>th</sup>. Mr. Hatcher requested that meeting be moved back to June 2<sup>nd</sup> because he anticipates having surgery on June 4<sup>th</sup>. Council agreed.

Mr. Hatcher stated that introduction of the budget will take place on May 5<sup>th</sup> with adoption on June 2<sup>nd</sup>.

**TAX ANTICIPATION NOTES**

Mr. Catrambone stated that as everyone is aware we don't know how the Township's cash flow, tax payments and revenues will be impacted by the Covid-19 virus. Mr. Catrambone asked Mr. Hatcher to explain the option for tax anticipation notes should they be necessary.

Mr. Hatcher stated that due to the covid-19 virus impacts, the downturn in the economy, business closing and the unemployment rate, we anticipate that the tax rate will go down during the course of 2020. The Township has the obligation to provide the funding not only for the Township operations but for the budgets certified by the School District, Fire District and the County. We have to continue to provide those revenues even if they are not being collected. One option we have available to us is our fund balance which we will be using to provide cash flow but we anticipate there may be a need for additional funds. The tax anticipation notes are basically a

bridge loan to get you from one spot to the other in order to make those payments to the other entities and fund the municipal budget. Before you this evening is information from the Bond Counsel the Resolution for Council to review. The maximum amount is approximately \$17,200,000 which we do not anticipate needing but it allows the CFO to borrow the amount needed without bringing it back to Council for review. No action is needed tonight but are recommending adoption at one of the next meetings.

### **ROUTE 130 SEWER CLEANING AND TELEVISIONING**

Mr. Hatcher stated that during the course of this past year we had a cave in around the sanitary sewer line adjacent to Route 130 near Barlow. A temporary repair was made but during the repair it was found that the wear on the line was extensive and it may be necessary to replace the line. In order to make that determine we would need to have the line investigate through cleaning and televising the lines. This process will require the Township to authorize the advertisement of bids for those services. Mr. Winckowski has provided an estimate for the engineering services which has already been authorized. The next step would be the authorize the Engineer to advertise the notice to bidders.

Mr. Winckowski stated that there is 20-inch asbestos cement pipe, which is the primary main, that runs from Home Depot to the Swedes Run interceptor. That line takes the flow from the basically the eastern side of Delran which makes it an important line. The pipe is old and the observations from the Sewer Department shows major wear and tear. We have to investigate the entire pipe in order to develop a plan to either line or replace. The line is in a very difficult spot being in the Route 130 right-of-way so the Sewer Department didn't feel comfortable televising the line. We put together plans and specifications for a vendor will do the cleaning first and then the video inspection. This will be delicately done due to the condition of the line. We are ready to advertise the project but it will take a couple months to get everything coordinated with the different departments. Once the project is aware it will take approximately two weeks to complete. The cost estimate for the project is \$100,000.

Mr. Catrambone asked if he feels confident the entire line will need to be replaced.

Mr. Winckowski stated that we have to do the cleaning first before we can televise the line. From there we can determine the condition of the pipe and develop a recommendation on the improves necessary.

Mr. Catrambone asked what action needs to take place.

Mr. Hatcher stated that a Resolution should be authorized at the public meeting. Council agreed.

### **AGREEMENT WITH COUNTY FOR LAUREL RUN SEWER EXTENSION**

Mr. Hatcher stated that we had several meetings with representatives from the County and they would like to see the sewer extended for the agricultural building at what was Anderson Farm. They are looking to utilize the building for other purposes and the Township Engineer has provided a cost estimate.

Mr. Winckowski stated that they are looking for a sewer main extension along Creek Road from the stream crossing to just past the access road for Laurel Run Park. They are looking to improve existing building for use as a potential crop share facility and potentially install bathrooms for the park. CME developed a cost estimate for the engineering services along with the project costs

and permit applications. Bid phase and construction management services will be determined at a later date.

Mr. Platt stated that he has reviewed the agreement and the County has agreed to fully cover the engineering services in the amount of \$33,000. Once the design is completed they left it open for another agreement should they decide to move forward with the project. A Resolution would need to be adopted at the next meeting to authorize the Shared Services Agreement. Council agreed.

Mr. Lyon stated that we have several residents along that road who will now have access to connect to the sewer should they choose.

### **PSE&G/NJAW MAIN REPLACEMENT**

Mr. Winckowski stated that with the recent issues in the Cornell, Army, Navy area PSE&G has decided to replace the mains in that neighbor. PSE&G has adopted a standard that once they replace a main they will then resurface half the roadway. While we were discussing that project, PSE&G advised us that they will be replacing another three miles of main on the other side of town including Ithaca, Juniata, Arch, Main, Baylor and Drexel. We have been working to get NJAW involved on possible combined projects that way the entire roadway for the streets in which both the water and gas mains were replaced would be fully resurfaced. Majority of the roads are not under moratorium so there shouldn't be any issues with the issuance of the road opening permits with the exception of Drexel, Geneva and Main Street. Those roads remain under moratorium and will need Resolution to waive the moratorium in order to issue the road opening application. PSE&G has been advised that they will be required to perform a full curb to curb resurfacing but Mr. Winckowski stated that he would recommend not requiring the full resurfacing and apply that to some of the older roads that could use full resurfacing. That all works out with NJAW on board to replace their mains. It gets a little complicated because not all roads need both the gas and water mains replaced. We have been negotiated with them to develop a plan where most roads will get a full curb to curb resurfacing except for Drexel and Geneva. Those roads will get half of the road resurfaced. Both PSE&G and NJAW have agreed to a memorandum of understanding to outline what each will be responsible for repaving. PSE&G would like to start work next week. They have started to notify the residents in the area and Mr. Winckowski will provide the notice to Ms. Eggers to post on the website. There will be no concrete work included in the resurfacing by PSE&G or NJAW.

Mr. Catrambone stated that he wanted to be clear that all twelve plus roads on the list provided would be repave curb to curb with the exception on Drexel, Geneva and Main Street.

Mr. Winckowski stated that is correct as long as NJAW moves forward with their main replacement projects. If they do not then all roads included in the PSE&G project will have half width repaving except Drexel, Geneva and Main Street which would require curb to curb resurfacing.

Mr. Catrambone stated that it may make sense to include the curb work in the capital budget next year to get a dozen street completed in Ward 1.

Mr. Paris stated that PSE&G and NJAW have been very cooperative with the Township. PSE&G has done a great job with the infrastructure in the Cornell area. Also, NJ AW has made it sound like they will be moving forward with their projects.

Ms. Parejo asked how soon after the road were completed would we be able to do the concrete

repairs.

Mr. Winckowski stated that is a funding question. We do not have any budget in place for any of the roads except for Baylor, which is part of the current road program. We are pushing NJAW to replace the main on Baylor as soon as possible but we may have to hold off on that road until next year. If Council wanted to budget for the concrete work on all the roads being repave by PSE&G or NJAW, that would have to be discussed during next year's budget process and would likely not be completed until next summer/fall.

Mr. Catrambone asked if the concrete work would have to be completed first or can it be done after the road work.

Mr. Winckowski stated that it would have to be completed prior to the resurfacing. Mr. Winckowski stated that he will provide an estimate for the anticipated curbing on the various roadways.

Mr. Hatcher stated that it would make sense to not change the current bond ordinance for Baylor since we do anticipate repaving that road. Council could introduce another bond ordinance for the additional concrete for possible inclusion in the capital budget plan.

### **NETTING COMMUNITY PARK**

Mr. Hatcher stated that we put this purchase out to bid two times and had no bidders. The local public contract law allows us to receive competitive quotes, which we did, and the low quote was \$71,000 to manufacture and install the netting. We have those funds available in the budget for the purchase. The decision needs to be made whether we want to install the netting for such a short period of time. It will take 6-8 weeks to manufacture the netting once approved which means the netting would be installed in late June early July. Mr. Hatcher stated that he spoke with the Athletic Association President and he indicated that they would like to get a season in this year if they get the approval. Mr. Hatcher asked Mr. Winckowski if the net was manufactured and provided to the Township could we store it somewhere or would they store it for us.

Mr. Winckowski stated that he believes they would store it for us. He would have to get them to separate the cost to manufacture the net and then come back to install.

Mr. Paris stated that his feeling is we should purchase the net and store.

Mr. Winckowski stated that after thinking about it you would have to install the netting because they are building it as they are installing. Mr. Winckowski stated that the quote to manufacture and install the netting is \$71,000. Then the Township would have to pay \$8,000 for the removal after the fall season and \$8,500 to re-install in the spring.

Mr. Catrambone stated that the bottom line is it appears to be between \$16,000 - \$20,000 each year to put the net up and then take it down.

Mr. Winckowski stated that is correct and each season the price increases by about \$500.

After discussion, Council agreed to have the net manufactured and installed and table the discussion on the removal each season. Mr. Winckowski will also gather additional information on the warranty.

Mr. Hatcher stated that a Resolution will on the next agenda for approval.

## **SERVICE WINDOWS**

Mr. Hatcher reported that we received quotes for the installation three additional services windows which includes the Tax/Sewer Office, Construction Office and the Clerk's Office. The Municipal Court Office already has a window. Mr. Hatcher reported that the total cost for the three windows would be \$6,075. The vendor has provided an estimate of approximately 3-4 weeks to manufacture and install the windows. Funds are available in the covid account.

Mr. Catrambone stated that this would provide another level of security for the offices.

Mr. Hatcher stated that we will likely follow up with a key fob system in future.

After discussion, Council agreed to move forward with the installation.

## **FAIRVIEW BLVD. ISLAND REMOVAL BID REPORT**

Mr. Winckowski reported that we received bids for the project last Thursday for the removal of the island at Fairview Blvd. The low bid received was from NJB Contractors LLC. in the amount of \$72,713.58. If you add that to the cost for PSE&G to relocate the street light, it appears to be within budget. Mr. Winckowski stated that he will provide an updated report with the recommendation to award at the next public meeting.

## **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – Mr. Hatcher reported that Republic Service will reinstate bulk pickup on Monday, May 11<sup>th</sup>.

**Mr. Winckowski** – Mr. Winckowski reported that the contractor paved Norman Avenue last week. They are at a stand still now until we get information from the County on the trail project for River Road. Mr. Winckowski stated that he submitted a pay estimate today which would pay Pioneer Pipe up to date for their work. With that there is a change order that does not change the price of the contract but does adjust some quantities. A Resolution will be needed to process that change order and payment progress #4.

**Mr. Platt** – Mr. Platt discussed the Governor's Executive Order allowing municipalities to extend the grace period for 2<sup>nd</sup> Quarter taxes. By Resolution Council can extend the grace period to June 1<sup>st</sup>.

After discussion, Mr. Catrambone stated that Mr. Hatcher will provide additional information for possible approval at the public meeting.

**Ms. Parejo** – Ms. Parejo thanked all the essential works for everything they are doing during this time and hopes everyone stays healthy and safe.

**Mr. Lyon** – Mr. Lyon echoed the thanks for essential workers.

Also, as a reminder, bulk pickup will resume again on May 11<sup>th</sup>.

Mr. Lyon stated that if you have the means please consider ordering out from our local restaurants.

Mr. Lyon reminded residents to pay attention to pedestrian safety.

Mr. Lyon gave a special thanks to all the delivery workers.

Mr. Lyon stated that his prayers go out to the family of the resident we lost to Covid-19.

**Mr. Mormando** – Mr. Mormando thanked Mr. Hatcher, Ms. Eggers, Mr. Platt, Mr. Winckowski, everyone working in Delran, healthcare workers that live in Delran and all essential workers that continue to protect us and keep things moving.

Mr. Mormando reminded residents to be careful as there are many people out there walking and remember to be kind to each other.

**Mr. Burrell** – Mr. Burrell echoed the comments from the other Council members.

Thoughts and prayers go out to the family that lost a love one due to the virus and everyone affected by the virus.

**Mr. Catrambone** – Mr. Catrambone stated that there is a lot of information on the Township website about volunteer groups that provide meals, pickup groceries, prescriptions and other services. Please reach out to the Township if you are in need.

**Mr. Paris** – Mr. Paris thanked all the Township workers, EMS, Fire and Police. They are all going above and beyond during this difficult time.

Mr. Paris expressed his condolences to the family that lost a loved one to the virus. A friend of his lost a sister to the virus and it is very difficult when you can't even visit your family member.

Mr. Paris reminded everyone to stay safe and be smart. There are a lot of residents in a tough financial position right now.

## **PUBLIC PORTION**

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

Freeholder Daniel O'Connell stated that in terms of resources the County website and Facebook provides a lot of information. Also, the unemployment system is overwhelmed. If you know anyone that is having a difficult time getting through you can direct them to the NJ Department of Labor and Workforce Development website.

Mr. O'Connell stated that he is here tonight with Tammy Bathke, the County Census Coordinator. He has received the response numbers and NJ is currently at 59.9%, Burlington County is at 61.7% and Delran is currently at 64.7%. Obviously, with the pandemic, it become a little different with how we reach out and contact people. We are looking for any help from Delran.

Tammy Bathke thanked Mayor and Council for allowing her to speak tonight. They had all these events lined up and then with the pandemic all events were put on hold so we are going to have to get creative. Ms. Bathke stated that she ran the numbers again and Delran now sits at 65.1%. Burlington County is number one for the South Jersey counties in responses and neck and neck for number two in the State. What we need to do now is continue to get the message out. The census deadline has been extended to September 30<sup>th</sup>. Ms. Bathke discussed with Council ways

to make that happen including putting the information in essential businesses, food banks, robo calls, postcards and phone trees.

Mr. O'Connell stated that we all know how important the census is and we are trying to stress the use of social media to get the message out.

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

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

Respectfully submitted,

Jamey Eggers, Township Clerk