



TOWNSHIP OF DELRAN
PUBLIC MEETING
SEPTEMBER 7, 2021 | 7:00 PM

I. Call to Order

II. Salute to the flag

III. 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 7, 2021 and posted on the bulletin board on the same date.

IV. Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

V. Minutes for Approval

a. A motion approving the minutes for the May 11, 2021 Closed Session Meeting.

Moved By _____ Seconded By _____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

b. A motion approving the minutes for the May 25, 2021 Action, Work Session and Closed Session Meeting

Moved By _____ Seconded By _____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

c. A motion approving the minutes for the June 1, 2021 Public Meeting

Moved By _____ Seconded By _____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

- d. A motion approving the minutes for the June 22 Action, Work Session and Closed Session Meeting

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

- e. A motion approving the minutes for the July 6, 2021 Public Meeting

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

VI. Ordinance(s) On Second Reading

- a. Ordinance 2021-16 An Ordinance Repealing Chapter 371, "Taxicabs" of the Code of the Township of Delran

i. PUBLIC HEARING

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

- b. Ordinance 2021-17 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

i. PUBLIC HEARING

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:
Nays:
Approved:

VII. Resolution(s)

- a. Resolution 2021-146** Authorizing Awarding of Non-Fair and Open Contract to McHugh's Landscaping for Delran Community Park Field Renovations

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:
Nays:
Approved:

- b. Resolution 2021-147 Authorizing the Cancellation of Taxes of a Totally Disabled Veteran Located at Block 118.19, Lot 60 Partial Tax Year 2021 and Thereafter**

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:
Nays:
Approved:

VIII. Consent Agenda

- a. Resolution 2021-148** Resolution to Create the Plan Endorsement Citizen's Advisory Committee
- b. Resolution 2021-149** Authorizing the Use and Issuance of Procurement Cards (P-Cards) in Accordance with N.J.A.C. 5:30-9A and N.J.S.A. 40A:5:5-16
- c. Resolution 2021-150** Refunding Tax Overpayments
- d. Resolution 2021-151** Authorizing Engineering for HDSRF Grant Management Services for Abrasive Alloys, 10 Rancocas Avenue in an amount not to exceed \$6,500
- e. Resolution 2021-152** Authorizing Engineering CDBG FY21 ADA Improvement Project
- f. Resolution 2021-153** Releasing Planning Board Escrow for Timber Ridge at Delran, LLC

g. Resolution 2021-154 Releasing Sewer Escrow for Timber Ridge at Delran, LLC

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

IX. Motion(s)

- a.** A motion authorizing the payment of bills including all purchases made under the Cooperative Purchasing Agreement

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

- b.** A motion accepting the report of the CFO including the August YTD Revenue Report, YTD Budget Report and August Check Register.

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

- c.** A motion accepting the report of the Tax Collector and Township Clerk

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

d. A motion granting a mercantile license to:

- Mid-Atlantic Transportation Logistics Corp, 2702 Cindel Dr.
- AAA Computer Service Center, 2902 Route 130 North, Store 2

Moved By_____ Seconded By_____

Roll Call: Mr. Smith, Mr. Jeney, Ms. Parejo, Mr. Lyon, Mr. Burrell

Ayes:

Nays:

Approved:

X. Reports

- a. Emergency Services
- b. Clerk – Jamey Eggers
- c. Administrator – Jeff Hatcher
- d. Mayor Catrambone
- e. Solicitor – Salvatore J. Siciliano, Esq.
- f. Council Members

XI. Public Comments

XII. Adjournment

TOWNSHIP OF DELRAN
ORDINANCE 2021-16

AN ORDINANCE REPEALING CHAPTER 317," TAXICABS" OF THE CODE OF THE TOWNSHIP OF DELRAN

SECTION ONE. Chapter 317, "Taxicabs", of the Code of the Township of Delran, be and the same is hereby repealed.

SECTION TWO. Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

SECTION THREE. This Ordinance shall take effect on upon its passage and publication according to law.

MEMBERS OF COUNCIL	AYE	NAY	ABSENT
Mr. Smith			
Mr. Jeney			
Ms. Parejo			
Mr. Lyon			
Mr. Burrell			

Introduced: August 3, 2021

Adopted:

JAMEY EGGERS, MUNICIPAL CLERK

GARY CATRAMBONE, MAYOR

**TOWNSHIP OF DELRAN
ORDINANCE 2021-17**

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 salary ranges for the employees serving in the following positions:

POSITIONS	ANNUAL 2021 SALARY	PAY PERIOD	EFFECTIVE DATE
TAX COLLECTOR	\$35,000	BI-WEEKLY	AUGUST 16, 2021
ASSISTANT TAX COLLECTOR	\$20,000	BI-WEEKLY	AUGUST 16, 2021

Section II Repeal- All ordinances or parts 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 twenty days after adoption and publication according to law. This Ordinance is retroactive respectively to August 16, 2021.

MEMBERS OF COUNCIL	AYE	NAY	ABSENT	ABSTAIN
Mr. Smith				
Mr. Jeney				
Ms. Parejo				
Mr. Lyon				
Mr. Burrell				

Introduced: August 24, 2021

Adopted:

JAMEY EGGERS, MUNICIPAL CLERK

GARY CATRAMBONE, MAYOR

**TOWNSHIP OF DELRAN
RESOLUTION 2021-146**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
TO MCHUGH'S LANDSCAPING FOR DELRAN COMMUNITY PARK FIELD RENOVATIONS**

WHEREAS, the Township of Delran has a need for field renovations at Delran Community Park under a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Public Works Superintendent has received the required quotes for the improvements; and

WHEREAS, McHugh's Landscaping has provided the low quote to perform the service in the amount of \$43,580; and

WHEREAS, McHugh's Landscaping has completed and submitted a Business Entity Disclosure Certification which certifies they have not made any reportable contributions to a political or candidate committee in the Township of Delran in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial has certified that funds are available as per N.J.A.C. 5:305.4.

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Delran authorizes the issuance of a purchase order to McHugh's Landscaping as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this action shall be printed once in the Burlington County Times.

DATED: September 7, 2021

**Jamey Eggers
Municipal Clerk**

**Tyler Burrell
President of Council**

**TOWNSHIP OF DELRAN
BURLINGTON COUNTY
RESOLUTION 2021-147**

**RESOLUTION AUTHORIZING THE CANCELLATION
OF TAXES OF A TOTALLY DISABLED VETERAN
LOCATED AT BLOCK 118.19 LOT 60
PARTIAL TAX YEAR 2021 AND THEREAFTER**

WHEREAS, the owner of real property located at Block 118.19 Lot 60 has made application for a Totally Disabled Veteran to the Delran Tax Assessor which has been accepted in accordance with N.J.S.A. 54:4-3.30A and 54:4-3.32, and

WHEREAS, the Delran Tax Assessor has approved the cancellation of taxes for partial 2021 on real property located at 4 Columbine Place, Delran, NJ 08075, Block 118.19 Lot 60; and

WHEREAS, the Delran Tax Assessor and Tax Collector have also approved the canceling of taxes from August 27, 2021 the date of approval:

3rd Quarter 2021 126 Days \$ 723.26
4th Quarter 2021 126 Days \$1913.43

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of Delran, County of Burlington, State of New Jersey, hereby approves the real owner of real property located at Block 118.19 Lot 60 for Total Disabled Veteran status, for the cancellation of taxes for partial year 2021 and thereafter.

BE IT FURTHER RESOLVED that copies of said resolution be forwarded to the Tax Collector, the Tax Assessor, the Treasurer and the County Board of Taxation for their information and any appropriate action.

Dated: September 7, 2021

Jamey Eggers, Township Clerk

Tyler Burrell, Council President

**Township of Delran
Resolution 2021-148**

Resolution to Create the Plan Endorsement Citizens' Advisory Committee

WHEREAS, the Mayor and Council of Name Municipality desire to obtain Plan Endorsement from the State Planning Commission; and

WHEREAS, Plan Endorsement is a voluntary review process developed by the State Planning Commission to provide the technical assistance and coordination of the State for municipalities, counties, and regional agencies to meet the goals of the State Planning Act and State Development and Redevelopment Plan; and

WHEREAS, the State Planning Act recognizes that coordination of State action is necessary to help municipalities develop New Jersey's economy while protecting the natural, historic and recreational resources, providing adequate and diverse housing, and redeveloping our cities and older suburban areas; and

WHEREAS, the purpose of the Plan Endorsement process is to increase the degree of consistency among municipal, county, regional and state agency plans with each other and with the State Plan and to facilitate the implementation of these plans with the primary focus on where and how development and redevelopment can be accommodated in accordance with the State Plan; and

WHEREAS, the State Planning Rules and Plan Endorsement Guidelines establish a comprehensive and coordinated planning process in order for a municipality to consider, and update as necessary, master plans, functional plans, development regulations and capital plans to be consistent with the State Plan and achieve plan endorsement; and

WHEREAS, through plan endorsement, master plans, functional plans, development regulations and capital plans should be coordinated and supportive of each other; and

WHEREAS, the State Planning Rules and Plan Endorsement Guidelines incorporate, and expand upon, the principles of the Municipal Land Use Law in order to help towns plan for a sustainable future; and

WHEREAS, pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-27, the Mayor may appoint one or more persons as a citizens' advisory committee to assist or collaborate with the planning board in its duties, including adoption of, and amendment to, the master plan to guide the use of lands within the municipality in a manner which protects the public health and safety and promotes the general welfare of the community; and

WHEREAS, the Plan Endorsement Guidelines and State Planning Rules require the appointment of a Plan Endorsement Advisory Committee to guide the municipality through the Plan Endorsement process; and

WHEREAS, the Plan Endorsement Advisory Committee shall consist of between 5 and 10 members, including one representative of the governing body, a Class IV member of the planning board; one representative of a local board, commission or committee who is not a member of the planning board;

and two representatives of the public that do not hold a position, employment or office with the municipality.

NOW THEREFORE BE IT RESOLVED that the Mayor of Name Municipality hereby approves and adopts the following: (insert Name Municipality) establishes a Plan Endorsement Citizens' Advisory Committee consisting of between 5 and 10 members as follows:

1. Gary Catrambone, Mayor
2. Marlowe Smith, Councilman
3. Thomas Lyon, Councilman
4. Jeffrey Hatcher, Business Administrator
5. Candy Cure, Class IV Planning Board Member
6. Deb Hammond, Green Team
7. Kat Malgieri, Green Team

The members of the Citizens' Advisory Committee shall serve at the pleasure of the Mayor; and

The Citizens' Advisory Committee shall report findings and conclusions of its actions performed pursuant to the State Planning Rules and Plan Endorsement Guidelines, and make recommendations to the Planning Board on next steps, but shall have no power to vote or take other action required of the Planning Board; and

The Citizens' Advisory Committee shall also report to the Governing Body at least (insert reporting schedule) on the status of plan endorsement; and

The Citizen Advisory Committee shall be entitled to call to its assistance any personnel of any municipal department or consultant thereto as it may require in order to perform its duties; and

The Citizens' Advisory Committee is established for the purpose of:

Guiding the plan endorsement process for the municipality;

Increasing public awareness of, and participation in, the plan endorsement process for the community;

Serving as the liaison with the state, county, regional agencies and local officials throughout the plan endorsement process;

Assisting the municipality in meeting the deadlines of plan endorsement;

Take the lead on completing the municipal self-assessment and submitting the required planning documents to the Office of Smart Growth;

Helping to facilitate community visioning as described in the Plan Endorsement Guidelines and community visioning standards;

Reporting the findings and conclusions of the self-assessment and community visioning to the local planning board for its review; and

Negotiating a draft Action Plan with the Office of Smart Growth, in collaboration with the planning board and governing body, to consist of actions that should be taken to adopt and/or update plans, ordinances and regulations in order to meet the plan endorsement requirements;

Facilitating completion of the Action Plan items in order to achieve endorsement by the State Planning Commission and enjoy the benefits available to the municipality as a result of the endorsed plan.

THEREFORE BE IT FURTHER RESOLVED that the Clerk of Name Municipality shall transmit a copy of this resolution and the notice as required in the State Planning Rules to the State Planning Commission.

Dated: September 7, 2021

Jamey Eggers
Municipal Clerk

Tyler Burrell
President of Council

**TOWNSHIP OF DELRAN
RESOLUTION 2021-149**

**AUTHORIZING THE USE AND ISSUANCE
OF PROCUREMENT CARDS (P-CARDS) IN
ACCORDANCE WITH N.J.A.C.5:30-9A and N.J.S.A. 40A:5:5-16**

WHEREAS, the Township of Delran will issue Procurement Cards to the Sewer Director of Operation, Joseph Russell; and

WHEREAS, the Procurement Card will be used by the Township of Delran and the Finance Office, upon receiving a signed requisition from the Department Head will encumber the estimated total cost of the requisition, not to exceed \$5,000. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee; and

WHEREAS, the receipts of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

WHEREAS, any purchase over \$5,000 but under the quote threshold will need to be approved by the Department Head and the individual authorized by the Governing Body to do purchases; and

NOW THEREFORE BE IT RESOLVED that the Governing Body of the Township of Delran, County of Burlington, State of New Jersey has approved the use of these procurement cards for the Year 2015 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A:5:5-16

Dated: September 7, 2021

Township Clerk

Tyler Burrell, Council President

**TOWNSHIP OF DELRAN
RESOLUTION 2021-150**

REFUNDING TAX OVERPAYMENTS

WHEREAS, the Tax Collector certifies to the Mayor and the Township Council of the Township of Delran, that the tax records reflect an overpayment for the following account:

Block/Lot/Qual	Address	Make Check Payable to	Amount
9/30.06	2900 CINDEL DRIVE	CASS INFORMATION SYSTEMS, INC. PO BOX 182665 COLUMBUS, OH 43218	\$969.88
118/4/C218	218 HAWTHORNE WAY	INDRANATH PANJARLA 1 DORCHESTER LANE MOORESTOWN, NJ 08057	\$2105.50
118/4/C226	226 HAWTHORNE WAY	GRIFFIN YEUNG 226 HAWTHORNE WAY DELRAN, NJ 08075	\$2,056.72

BE IT RESOLVED that copies of said resolution be forwarded to the Tax Collector, Township Auditor, and the Treasurer for their information and any appropriate action.

Dated: September 7, 2021

Jamey Eggers, Township Clerk

Tyler Burrell, Council President

**TOWNSHIP OF DELRAN
RESOLUTION 2021-151**

**AUTHORIZING ENGINEERING FOR HDSRF GRANT MANAGEMENT
FOR ABRASIVE ALLOYS, 10 RANCOCAS AVENUE
IN AN AMOUNT NOT TO EXCEED \$6,500**

WHEREAS, the Township Council of the Township of Delran desires to have CME Associates, the Township Engineer, complete HDSRF Grant Management services for Abrasive Alloys, 10 Rancocas Avenue in an amount not to exceed \$6,500.00

NOW, THEREFORE BE IT RESOLVED that the Township Council authorizes the Township Engineer to provide the above mentioned services and move forward with this project.

Date: September 7, 2021

Jamey Eggers, Municipal Clerk

Tyler Burrell, Council President

**TOWNSHIP OF DELRAN
RESOLUTION 2021-152**

**AUTHORIZING CME ASSOCIATES TO PERFORM ENGINEERING SERVICES
FOR CDBG FY21 ADA IMPROVEMENT PROJECT**

WHEREAS, the Township of Delran has adopted Ordinance 2020-09 to provide funding for the CDBG FY21 ADA Improvement Project; and

WHEREAS, the Township Council desires to have CME Associates, the Township Engineer, complete the design, Permit and Bid Phase along with Survey and Construction Phase Services in an amount not to exceed \$15,000; and

WHEREAS, the CFO has provided a certification of funds for the engineering services.

NOW THEREFORE, BE IT RESOLVED that the Township Council authorizes and directs the Township Engineer to provide the above-mentioned services upon effective date of the ordinance according to law.

Date: September 7, 2021

Jamey Eggers, Municipal Clerk

Tyler Burrell, Council President

**TOWNSHIP OF DELRAN
RESOLUTION 2021-153**

WHEREAS, the Planning Board requires an escrow to be filed for applications before the board; and

WHEREAS, the Planning Board has determined that a remaining balance in certain escrows are no longer necessary as the work has been completed, and

WHEREAS, the secretary for the board has confirmed that all outstanding bills have been paid.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board escrow, as stated below, be refunded and a signed copy of the resolution forwarded to be Secretary of the Planning and Zoning Boards.

<u>Name and Address</u>	<u>File #</u>	<u>Amount</u>
Timber Ridge at Delran, LLC c/o Eric Ford 105 Kathy's Lane Suite A Egg Harbor Township, NJ 08234	PP2015-02I	\$42,389.00

DATED: September 7, 2021

TOWNSHIP CLERK

Tyler Burrell, President of Council

**TOWNSHIP OF DELRAN
RESOLUTION 2021-154**

**AUTHORIZING THE RELEASE OF SEWER ESCROW
BALANCE FOR TIMBER RIDGE AT DELRAN, LLC**

WHEREAS, the Sewer Department requires an escrow to be filed for applications for a sewer connection; and

WHEREAS, the Township has determined that a remaining balance in the below escrow account is no longer necessary as there was a prior connection and the application was not necessary; and

WHEREAS, the Township Clerk has confirmed that all outstanding bills have been paid.

NOW, THEREFORE, BE IT RESOLVED that the sewer escrows balance, as stated below, be refunded and a signed copy of the resolution forwarded to be Treasurer.

<u>Name and Address</u>	<u>File #</u>	<u>Amount</u>
Timber Ridge at Delran, LLC c/o Eric Ford 105 Kathy's Lane Suite A Egg Harbor Township, NJ 08234	S2016-06	\$174.00

DATED: September 7, 2021

TOWNSHIP CLERK

Tyler Burrell, President of Council