

**WORK SESSION  
MUNICIPAL BUILDING**

**February 27, 2018  
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 16, 2018 and posted on the bulletin board on the same date.

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

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

**2018 BUDGET DISCUSSIONS**

Mr. Hatcher reported that based on the discussions from the last meeting and adding the additional items discussed, if Council utilized the same surplus as last year there would be a 2.3 cent tax increase. Based upon the discussion from the last meeting it appeared Council wished to have a 0% tax increase; therefore, \$311,000 in additional surplus would be used to balance the budget. This budget is within the 2% levy cap and the spending cap. Mr. Hatcher asked if there is anything else that Council would like to discuss.

Mr. Catrambone asked if the funds were added to upgrade the sound in the court room.

Mr. Hatcher stated that funds were added for that and also to upgrade the website. The lighting issues brought up at the last meeting are part of the energy audit that was authorized. We did not include that in this year's budget. After the audit completed and discussed, it could be included next year if Council wished to move forward.

Mr. Hatcher stated that a sewer capital plan will be needed. In looking at the schedule the next two projects are the Variable Frequency Drives estimated at \$600,000 and Upgrade to the Plant Recycle Wash System, estimated at \$1,325,000. Mr. Hatcher stated that this does not authorize any spending but he recommends we list them both in the plan.

Mr. Paris asked if it makes a difference whether we buy both Public Works trucks this year or one this year and one next year.

Mr. Hatcher stated that it really doesn't make a difference. They would end up in the same bond down the road. The only difference would be budgeting for the down payment. We budget \$150,000 this year. For planning purposes, it doesn't have much of an impact in this budget to include both.

Council agreed to include both items in the capital budget.

Mr. Hatcher reported that he doesn't have an update on the cost to replace the fencing at the individual parks which were Notre Dame and Don Deutsch.

After discussion, Council agreed to include \$80,000 in the capital budget plan to replace fencing.

Mr. Hatcher stated that the last item Council needs to determine is whether they are comfortable using the extra \$311,000 from surplus to balance the budget and have a 0% tax increase.

Council agreed to hold off on that determination due to the closed session item on the agenda tonight regarding the Shared Services discussion with the School District.

### **BID REPORT MUNICIPAL BUILDING ROOF REPLACEMENT**

Mr. Winckowski stated that we received bids for the roof replacement last Thursday. The budget estimate was \$1,600,000 and the bids came in favorable. The low bidder on the base bid was JDS General Contracting. When adding alternate 1, which includes additional scope and an additional 5 year warranty taking the warranty to twenty-five years, the low bidder becomes VMP Group. The difference in cost when adding the alternate was just under \$2,000. Mr. Winckowski stated they recommend awarding the base bid + alternate 1.

Mr. Catrambone stated that total bid from JDS Contracting was \$1,095,900 and from VMP Group the bid was \$1,094,000.

Mr. Winckowski reported that they received a protest from JDS Contracting.

Mr. Shotts reported their office has reviewed the bids and the protest and it did not appear there were any deficiencies in either bids and both could be accepted.

After discussion, Council agreed to award the contract to VMP Group for the base bid + alternate 1 for a total contract amount of \$1,094,000. A Resolution will be on the Public Meeting agenda for approval.

### **BID REPORT SEWER ELECTRICAL APPARATUS & MECHANICAL APPARATUS MAINTENANCE CONTRACTS**

Mr. Winckowski reported that we have three annual contracts for the Sewer Department. We received bids for both maintenance contracts on February 22<sup>nd</sup>. Only one bid was received for each contract and both were from Municipal Maintenance. The bid for the Electrical Apparatus for one year was \$62,800 with the option to renew for 2 additional years at the same cost. The bid for the Mechanical Apparatus for one year was \$47,920 with the option to renew for 2 additional years at the same cost. Mr. Winckowski recommended that both contracts be awarded for a one year period to Municipal Maintenance.

Council agreed to award the both contracts to Municipal Maintenance. A Resolution will be on the Public Meeting agenda for approval.

### **BID REPORT ELECTRICAL CONSUMPTION OPTIMIZING EQUIPMENT**

Mr. Winckowski reported that we received one bid for this project from Adirondack Energy Conservation, LLC. The bid received was \$90,504.00. They have not issued a bid report yet

but they Attorney's Office has reviewed them and they are comfortable with the legal aspect of the bid. Mr. Winckowski reported that over the last few days he has been talking with Adirondack Energy to get a better understanding of the bid. Basically, they are recommending seven boxes be installed. The boxes will be installed under the Electrical Apparatus contract and they estimate the cost will be \$10,000 - \$12,000. The total project cost is estimated at \$110,000. They are guaranteeing an 8% reduction in electric costs over the next five years. Based on our electrical costs the return on investment is five to six years. He spoke with the references submitted and they all indicated that the boxes last longer than six years. Mr. Winckowski stated that Adirondack is willing to up the warranty to ten years so we recommend award to Adirondack Energy Conservation, LLC.

Mr. Burrell asked how they guarantee the savings if there are improvements to the plant.

Mr. Winckowski stated that we will have to meet with them regarding any changing to the plant and get their acknowledgement. As long as we do, they will uphold the guarantee.

Council agreed to award the contract to Adirondack Energy Conservation, LLC. A Resolution will be on the Public Meeting agenda for approval.

### **NON-FAIR AND OPEN CONTRACT BOILER REPAIRS**

Mr. Hatcher reported that there is one final boiler in need of repair. The Public Works Superintendent received quotes for the project and the low bid was \$27,300. We are fine from a purchasing standpoint but it exceeds the pay to play amount which means it has to be awarded as a non-fair and open contract and the vendor must sign a political disclosure form. The lower bid was from Temptrol Corporation. Mr. DeSanto is comfortable with the vendor and the funds were budgeted in last year's capital budget.

Council agreed to award the contract to Temptrol Corporation. A Resolution will be on the Public Meeting agenda for approval.

### **2018 SEWER ADJUSTMENTS**

Ms. Eggers stated that these recommendations came about from the error report we receive after the usage is updated from NJAW. In most cases the reading either has no place to go in our system but there can be other issues. Ms. Eggers stated that she worked with the Tax Collector on these issues.

**BLOCK 6, LOT 10** – This property consists of 2 residential units billed on sewer account 10450130-0. Since each unit has a separate water meter, we recommend splitting the property into two separate accounts in order to assign the proper meter/premise number to each account and prevent an error from occurring when receiving the yearly report from NJAW Company. Council agreed

**BLOCK 83, LOT 26** – This property has 2 commercial units and is currently only billed for one on account 90807500-0. NJAW records actually show three premise numbers. We recommended splitting the property into two billings and combining third reading with one of

those account for an accurate billing. Council asked for additional information on this property. Mr. Winckowski stated that he will review the original connection application and plans.

**BLOCK 9.03, LOT 2** – This property is one commercial unit billed on account 94804100-0. For unknown reasons this property has two separate premise numbers with NJAW. We recommended adding those reading from the second premise to the existing account for an accurate billing. Council agreed.

**BLOCK 110, LOT 32** – This property consists of 2 commercial units billed on account 1025070-0. Since each unit has a separate premise number, we recommended splitting the billing into two separate accounts in order to assign the proper meter/premise number to each account and prevent an error from occurring when receiving the yearly report from NJAW Company. Council agreed.

**BLOCK 83, LOT 24** – This property is currently billed 1 commercial unit on account 10252646-0. This property actually consists of 2 commercial units with each unit having its own premise number. We recommended adding a second account to correct this error. Council agreed.

**BLOCK 9, LOT 41.12** - This property is one commercial unit billed on account 346000-0. For unknown reasons this property has two separate premise numbers with NJAW. We recommended adding those reading from the second premise to the existing account for an accurate billing. Council agreed.

**BLOCK 131, LOT 9.01** – This property consists of 2 commercial units billed on account 2535000-0. Since each unit has a separate premise number, we recommended splitting the billing into two separate accounts in order to assign the proper meter/premise number to each account and prevent an error from occurring when receiving the yearly report from NJAW Company. Council agreed.

This will greatly reduce the amount of errors. A Resolution will be placed on the Public Meeting agenda for approval.

### **CONROW PARK PLAYGROUND EQUIPMENT**

Mr. Hatcher reported that in the capital budget last year Council approved replacing equipment at Conrow Park. We found that purchasing through a national contract is least expensive. The total price is \$101,193.43. There is an additional \$18,250 that we are not looking for authorization on but we wanted to have a quote for the removal of the old equipment. We would like to use govdeals to try and auction off the older equipment. If Council agrees to move forward with the national contract there are a few additional steps that need to take place before a contract can be awarded. Council agreed to allow Mr. Hatcher to continue the necessary steps to purchase under the national contract.

### **REPORTS**

**Mr. Parente** – No report.

**Ms. Eggers** – Ms. Eggers reported that she forwarded an e-mail yesterday regarding the request from a resident to waive the dog license late fee. The resident claimed she received the late notice in February which included a \$5.00 but never received the original notice. The resident is new to the area and claims she has issues with the mail. As of today, she hasn't paid the licensing fee. If she doesn't pay tomorrow, the fee jumps to \$10.00.

After discussion, Council agreed not to waive the late fee.

**Mr. Hatcher** – Mr. Hatcher stated that he had two residents, both of which had severe damage to their house, ask for a reduction in taxes. In talking with the Attorney, we do not have the authorization to reduce taxes but we can cancel any sewer billing starting from the date of damage. If Council agrees, we will place a Resolution on the agenda to cancel the sewer until a new certificate of occupancy issued.

**Mr. Winckowski** – Mr. Winckowski reported that the sports lighting at Delran Community Park should be completed by the end of April.

Mr. Winckowski reported that we received an additional grant for Hartford Road in the amount of \$235,000, which is more than we projected.

**Mr. Shotts** – No report.

**Mr. O'Connell** – No report.

**Mr. Burrell** – Mr. Burrell stated that a resident reached out to him regarding the speeding on Swedes Run Drive. Moving forward maybe we can look at the cut through roads and possibly paint the 25 MPH as part of the road program. Council also discussed rotating the speed sign through those roads and leave out as much as possible.

**Mr. Schwartz** – No report.

**Mrs. Kolodi** – Mrs. Kolodi reported that they had a meeting with Habitat for Humanity and they will be making a presentation at the March 13<sup>th</sup> work session.

Mrs. Kolodi reported that she received an email tonight from a resident whose road was just completed complaining about another resident that has a leaking truck.

Mr. Hatcher stated that he they can contact him and he will have the police out.

Mrs. Kolodi stated that she will get Mr. Hatcher the exact address.

**Mr. Catrambone** – No report.

**Mr. Paris** – No report.

## **PUBLIC PORTION**

Mr. O'Connell made a motion to open the meeting to the public. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

Linda Gilbert, 75 Stewart Avenue, stated that she agrees with the removal of the basketball court and Stewart Avenue. She stated that the park is nothing but trouble and feels a tot lot would be great for the neighborhood.

Mrs. Gilbert stated that Chatsworth has speed bumps on their roads.

Mrs. Gilbert stated that Mayor Paris brought up the issue of a crosswalk from Ashley Crossings across Hartford Road. The response was that it can't happen because it is midblock. Mrs. Gilbert asked why there can't be a crosswalk there but there can be one mid-block on Tenby Chase Drive.

Mr. Winckowski stated that T intersections are not considered mid-block but on cars traveling on the main road it is no different than a mid-block.

Mrs. Kolodi brought up the issue a similar in front of Smashburger.

Mr. Winckowski stated that we do not have jurisdiction over that issue.

Mr. O'Connell made a motion to close the meeting to the public, seconded by Mr. Burrell. All were in favor, the motion was approved.

Mr. Catrambone asked Mr. Hatcher to follow up on the parking lot at Heritage Square.

Mr. Schwartz made a motion, seconded by Mrs. Kolodi to enter into closed session for discussion on the following issue: Personnel Issue – Appointment of Municipal Court Judge, Negotiation - Shared Service with School District.

Mr. Schwartz made a motion to end the closed session and reopen the meeting to the public. The motion was seconded by Mr. O'Connell. All were in favor, motion approved.

Mr. Schwartz 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