

**WORK SESSION
MUNICIPAL BUILDING**

**January 10, 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 December 21, 2016 and posted on the bulletin board on the same date.

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

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

SCHNEIDER ELECTRIC

Mr. Hatcher introduced Dan Riggle, from Schneider Electric, who will discuss potential energy saving projects for the Township.

Mr. Riggle stated that he will be giving a brief overview of the Energy Savings Improvement Program. They worked on the program with the Delran School District. The program was put into place in 2009 and the goal was to give municipalities and schools the opportunity to fund capital improvements for energy savings projects. How the program works is takes the energy costs, which includes electric, natural gas, water along with OEM costs and trying to determine how to reduce that figure and then use that amount to fund other items such as capital needs. The State requires that the savings have to be greater than or equal to the cost over a fifteen year period. So towns are used the funds to pay for infrastructure repairs and some have put them back into the budget. The Township pays roughly \$470,000 per year for electric and natural gas. If we assume a 30%-50% reduction over the course of fifteen years, that has the potential for a 1.5 to 3.5 million dollar capital project now. Mr. Riggle touched based on the current project for the Delran School District. The School District has able to fund a 4.5 million dollar capital project. They also received \$300,000 in incentives from the State. The types of projects vary depending on needs. Once item that may be of interest is a Power Purchase Agreement. At one point the Township looked at a solar project and the roof was a big part of that. The Township may want to revisit that because the solar market has changed. They have had great success with solar and roofing projects over the last few years. Mr. Riggle stated that with a few conversations some potential projects include the Township HVAC system, LED lighting and other energy conversation projects. If the Township is interested in moving forward they would come in and look at potential opportunities. The Sewer Plant was 68% of the energy bill during their last review. That may be the place to start. We typically see more savings at Sewer Plant. Once key difference between this program and a typical construction project is that it centers around energy. Mr. Riggle explained the details of how the ESIP works. The first step is a local audit. This has been completed for both the municipal building and the Sewer Plant already but may need to be updated. The next step would be a building case analysis and action plan to determine if this is something Council wants to move forward with. If they did, there is a standard RFP process to hire a company to work with. The next step is the program development and state review. Final step is construction of the project. From analyzing the utility bills, we feel there are potential opportunities.

Mr. Catrambone asked Mr. Riggle to explain how this is paid for.

Mr. Riggle stated that these projects are funded through 3rd party finance. Once a project is determined we would work through a lease purchase agreement or a refunding bond and pay that back over fifteen years.

Mr. Winckowski stated that you pay the debt service through the energy savings.

Mr. Hatcher asked what the cost would be for their services.

Mr. Riggle stated that once the scope is developed, their fee would range 20%-30% of the project costs.

Mr. Hatcher asked what the cost is for the study and is there any obligation.

Mr. Riggle stated that there is no cost for the study and no obligation. They would only ask for an opportunity to discuss the study with Mayor and Council.

Mr. Winckowski stated that there is funding available from the State under ESIP. The blowers at the Sewer Plant are also a potential project.

Mr. Schwartz asked what keeps them from developing the plan and not getting the work.

Mr. Riggle stated that it does happen and is part of the world they live in. Sometimes they win and sometimes they lose.

Mr. Catrambone asked which other towns they have worked with. Mr. Riggle stated that they have not worked with any town in New Jersey through ESIP. They have work in PA and in approximately 100 municipalities across the country. Mr. Riggle stated that he provided a sample copy of authorization that must be printed on Township letterhead to move forward with the action plan.

Mr. Schwartz asked how soon the report will be completed since we will be reviewing the capital budget soon.

Mr. Riggle stated that it should be completed within a few weeks.

Mr. O'Donnell suggested that we amend the language in the letter to add language the report will be kept confidential with the understanding that it may be subject to OPRA and other legal obligations.

Mr. O'Connell made a motion to authorize Mr. Hatcher to sign the authorization letter with the changes as outlined by the Attorney. The motion was seconded by Mr. Schwartz. All were in favor, motion approved.

Mr. Riggle asked if there were any projects that were of interest to Council after the discussion tonight.

Mr. Paris suggested that he work with Mr. Hatcher on potential projects.

GIRL'S STATE/BOY'S STATE

Mr. Hatcher stated that they requests come before the budget is adopt but the Township has authorized the cost to send one participate to both Girl's State and Boy's State each year for the last twenty-five years. We have received a letter for Girl's State in the requesting \$230.00 and we should receive Boy's State shortly. Mr. Hatcher requested that Council approve both sponsorships.

Council has no objection.

Mr. O'Connell made a motion, seconded by Mr. Schwartz. All were in favor, motion approved.

PURCHASE OF SALT BRINE APPLICATOR

Mr. Hatcher stated that in 2016 Council authorized the purchase of a salt brine truck and we now need to purchase the equipment for the truck. Mr. DeSanto received quotes for the salt brine applicator and the low quote was received from HA DeHart & Sons in the amount of \$27,885.00. Because that exceeds the pay to play threshold, Council would need to approve a Resolution authorizing a non-fair and open contract and the vendor would need to complete paperwork indicating they had not made any political contributions to the Mayor or Council. Mr. Hatcher stated that if Council agrees, we will place that Resolution on the public meeting agenda for approval. Council agreed.

2016/2017 ROAD PROGRAM

Mr. Catrambone stated that we are now in the middle of the 2015 Road Program. He has suggested at a prior meeting that we combine both the 2016 and 2017 Road Program to complete all Tier 1 roads. Mr. Catrambone stated that we may be able to finish Fox Chase Drive with a change order on the current contract.

Mr. Winckowski stated that we still need to top Fox Chase Drive in the spring and since the cost for the remainder falls under 20% of the current contract, we may be able to get that done.

Mr. Paris recommended that we include Greenbriar Road.

Mr. Schwartz stated that we talk about Pheasant Road as part of the CDBG program and he questioned whether the road is on the list.

Mr. Winckowksi stated that it has not been scoped as part of the tier roads but we did include it as a project under the CDBG program. We estimated that the cost of the resurfacing will be approximately \$75,000.

Mr. Schwartz stated that he wanted to bring this up because 20% of our residents live in Hunters Glen and that road is very highly traveled.

Mr. Winckowski stated that the road does qualify under CDBG and we should hear this summer. The cost for the project can be substantially funded under that grant.

Mr. Catrambone stated that we should include Greenbriar Road as an addition item.

Mr. Hatcher stated that if Council wants to meet the timeline and get the project completed this year they will have to introduce a temporary capital budget and then introduce a bond ordinance. There is sufficient money in the capital improvement fund to move forward.

Mr. Schwartz asked what the total would be if we included Greenbriar Road.

Mr. Hatcher that the cost, with Greenbriar Road, would be \$1,675,020.00.

Mr. Schwartz asked what the cost is for Fox Chase Drive.

Mr. Winckowski stated that the cost for the remainder of Fox Chase Drive is \$116,000.00

Mr. Hatcher stated that if there are not sufficient funds in the 2015 Road Program ordinance then Fox Chase can't be done on a change order. He will review the ordinance to determine if there are funds remaining.

Mr. Schwartz asked Mr. Catrambone to list the roads for the records.

Mr. Catrambone stated that we are looking at a potential change order for the remainder of Fox Chase. The new contract would include the following.

- Whitemarsh Way
- Oxford Road
- Drexel Avenue
- Main Street (Third to Fifth)
- Greenbriar Road (deletion item)

Mr. Hatcher stated that if Council is comfortable he will get them an answer tomorrow on whether funds are available in the 2015 road ordinance for Fox Chase. If there are no funds available in the 2015 ordinance, Mr. Hatcher will have the Bond Council work on a new ordinance including all roads discussed tonight and have a Temporary Capital Budget Resolution and the introduction of the Bond Ordinance ready for the next meeting.

Mr. Catrambone stated that with Fox Chase and Greenbriar, the total cost would be just under \$900,000 per year. Prior road programs have generally been between \$800,000 and \$1,000,000.

Mr. Schwartz made a motion to authorize the Bond Council to prepare the ordinance for the 2016/2017 Road Program including the remainder of Fox Chase Drive if there are not sufficient funds in the 2015 Road Program Ordinance and for the new road which includes Whitemarsh Way, Oxford Road, Drexel Avenue, Main Street (Third to Fifth) and Greenbriar Road as a deletion item. The motion was seconded by Mr. Burrell. All were in favor, motion approved.

SEWER DISPUTE BLOCK 118.19, LOT 20

Mr. Hatcher stated that the resident was paying the minimum bill of \$102.75 when their actual bill was \$412.75. They indicated that they had a leaky toilet and provided an invoice for the repairs dated 4/25/15. The leak lasted from October 2014 through March of 2015 where they were averaging 45,000 per month. Question number one is does Council want to give consideration to this request because it is late. Second question is regarding a policy decision. All of the water consumption was processed through the sewer plant. NJAW has a policy that they look at the average prior to the leak and the highest month and they charge 50% of the difference. There should be some responsibility put on the homeowner when there is large increase in usage.

Mr. Catrambone stated that we have always agreed to hear them even when they are late.

Mr. Schwartz stated that we have heard them if there was compelling reason that they were not aware of the issue. Mr. Schwartz asked if one was provided.

Mr. Hatcher stated there was not a reason provided that indicates they were not aware of the issue.

Mr. Schwartz suggested that we give the resident an opportunity to provide a reason we should consider this claim so late after the filing deadline. Council agreed.

SEWER DISPUTE 176.02, LOT 13

Mr. Hatcher stated that this was a new owner in October of 2015 and the 2016 bill should have been adjusted to the minimum but was not picked up. The resident continued paying the bill but brought this to our attention in December.

After discussion, Council agreed to adjust the 2016 billing to the minimum.

TOWING CONTRACT

Mr. Catrambone stated that this contract will expire at the end of the month. Mr. Catrambone stated that we have received some customer service complaints recently. We need to discuss whether we want to go out to bid again and address some of those complaints or renew the current contract an additional year.

Mr. O'Connell stated that the complaint he is familiar with is that a resident was presented with a bill told that they had to pay in cash. Many times the insurance company pays for the towing but it is not always paid right away. The employee at Lenny's Towing leaned on the resident to pay cash. Mr. O'Connell stated that he appreciates their service but our residents deserve to be treated with respect.

Mr. Paris stated we may want to look at the distance requirement. Should we look at maybe expanding that distance.

Mr. Hatcher stated that the respond time in the contract is twenty minutes.

Chief Parente stated that there have been issues in the past with provide vendors and response time.

Mr. Schwartz stated that with past bids, they are the only company that submitted.

Mr. Paris recommended that we discuss the issues with Lenny's Towing.

Mr. Catrambone stated that there are two issues one dealing with a customer service complaint and one dealing with the requirement for a cash payment. The cash payment is something we could address in the contract.

Chief Parente stated that the issue is that the car is leverage for payment.

Mr. Paris asked whether they take credit cards.

Mr. Hatcher stated that they can reach out to Lenny's Towing and report back to Council at the next work session.

E-TICKETING BID REPORT

Mr. Hatcher reported that we only received one bid from GTBM for the e-ticketing system in the amount of \$39,623. The bid documents were sent to the Attorney and have been reviewed and found to be complete. This purchase was funded in the 2016 capital budget. We recommend award of the bid at the next meeting. Council agreed to adopt the ordinance at the next work session.

AUTOMATIC LICENSE PLATE READER

Mr. Hatcher stated that this Resolution was tabled from a prior meeting due to a request from Mrs. Reppert to have some questions answered by Chief Parente.

Mr. Catrambone asked Mrs. Reppert to join the conversation on this issue.

Jennifer Reppert, 184 Westover Court, thanked that Chief for attending the meeting to discuss this issue. Mrs. Reppert stated her concerns regarding this issue. She asked what type of control will be placed on ALPR.

Chief Parente stated that use of the ALPR is governed by the Attorney General guidelines along with an SOP put out by the department. The ALPR has two functions, an enforcement function and an investigative function. The investigative side is what creates a data base which is stored on a server at the County and maintained for five years. That information cannot be accessed unless under it is done under a subpoena, court order or through discovery. The only individuals that have access to that data are the Detectives and it must be for criminal justice purposes.

Mrs. Reppert stated that there are times where there could be abuse.

Chief Parente stated that there is always that potential.

After additional discussion, Council agreed to adopt this Resolution at the next work session.

PRIVATE FIRE HYDRANTS

Mr. Hatcher stated that there are four private fire hydrants around the building. The fire hydrants are in need of repair and it would be less costly if we didn't repair all four. In discussion with the Fire Inspector and Fire Chief, they have recommended that we repair the hydrant closest to the Public Works Department and to the one closest to the Administrator offices. The other two would be abandoned. The cost to repair the one that's leaking and abandoned the other two would be approximately \$35,000. That cost would be in the capital budget for this year. Council agreed.

JAKE'S PLACE

Mr. Catrambone stated that we were given an extension on the application for the BC Municipal Park Grant until after January 1, 2017. In the information we received from the Engineer the cost, the total project cost is estimated at \$840,000, which is higher than originally discussed. We asked Mr. Winckowski to explain the details.

Mr. Winckowski stated that he met with General Recreation, the Playground designer, and based on the NJ theme, the size of the playground, cost of the equipment, the play surface, the public build and the base work needed the cost is approximately \$850,000. The main costs are the surface and the equipment. If the cost is higher than Council intended, we will go back to the designer and eliminate structures.

Mr. Catrambone stated that Council has to make a decision tonight regarding whether we feel comfortable that the funds can be raised within the two year window of the grant. The first question is does Council feel comfortable applying for the grant under the restriction that the project must be completed within two years. Prior discussions were that the playground would cost \$500,000-\$600,000. Jake's Place has raised \$160,000 and has a line of credit for \$100,000. We have been told by a number of individuals that they are confident we will receive the \$250,000 grant. Mr. Catrambone stated that Council needs to decide what we are willing to spend and whether Jake's Place, working with the Township, can raise the funds available. The last thing we want to do is apply for the grant and not be able to use it.

Mr. Paris stated that the County is supportive of this contract, could we possibly ask the County if there would be a potential for another \$250,000 grant next year.

Mr. Catrambone stated that he feels that is a risky approach. He believes we should find a number that is palatable and possible to raise within the next two years and take that back to the designer.

Mr. Schwartz stated that at build time we have \$650,000 in total funds and they continue to raise money, can't they add equipment later.

Mr. Winckowski stated that we can try and phase the project.

Mr. Catrambone stated that within the county application we have to outline the project and that project has to be completed within two years.

Mr. Winckowski stated that what everyone needs to understand is that once you apply for the grant, you have to be ready to build at by the end of 2018. Whatever is raised at that time will be the budget for the project.

Mr. Catrambone asked if our goal could be \$850,000 but we could build at \$650,000 and add on later. For the purposes of the grant application we could use \$650,000 as the number.

After additional discussion, Council agreed to set \$650,000 as the number for the grant application. If additional funds are raised we will add on to the project.

Mr. Winckowski stated that we will need to adopt a Resolution at the next meeting authorizing the grant application.

Mr. Schwartz asked who will be meeting with Jake's Place now.

Mr. Catrambone stated that it will be himself and Mrs. Kolodi along with the Mayor.

Mr. Schwartz stated that before the next meeting we should notify Jake's Place of the decision and if they have a different opinion, he would like to hear them.

Mr. Winckowski stated that he will notify the County tomorrow that we will be adopting the Resolution at the next meeting that submitting the application shortly after.

DOT GRANTS

Mr. Winckowski stated that there are three grant programs available to the Township. One is the Municipal Aid program, last year we applied for Hartford Road. The second is the Bikeways Grant, which last year we also applied Hartford Road. The third is the Safe Street to Transit grant, which last year was applied for to install sidewalks along Chester Avenue. We were not successful with any of those grants. The Bikeways and Safe Streets to Transit grants are highly competitive. Our recommendation is that we resubmit for all three projects. Mr. Winckowski stated that confident we will receive money this year for Hartford Road.

Mr. Schwartz stated that in the paperwork it mentioned bridge repair. He stated that we may want to consider the bridge on Conrow Road.

Mr. Paris also mentioned the bridge on Hunter Drive.

Mr. Winckowski stated that he feels that our efforts are better spent on Hartford Road.

After additional discussion, Council agreed to reapply for all three grants for the same projects. Approval Resolutions will be on the agenda for the next meeting.

LIVE STREAMING OF TOWNSHIP MEETINGS

Mr. Hatcher reported that we talked to several different companies one of which is live stream, who offers this service to many municipalities across the country. The cost to establish this service through Livestream will be \$3,000-\$4,000 for the first year and approximately \$2400.00 a year moving forward. They are also offering a free small camera if we purchase the service. There would be a regular camera for the court room and one for the work session room. The live stream link could be placed on Facebook, if we establish a page and also the website. An archive of the recording will be placed on the website.

Mr. Catrambone stated that Facebook is not as user friendly as the Township website would be. He feels that the website would be more available to all residents. Mr. Catrambone stated that we need to determine if we want to move forward with this service.

Mr. Schwartz questioned if the funds were available in the budget.

Mr. Hatcher stated yes, funds are available under the public relations line item.

Mr. Catrambone stated that Mrs. Kolodi has mentioned wanting to print newsletters again.

After additional discussion, Council agreed to move forward with the purchase of live streaming equipment. Mr. Hatcher will gather all the information on the specifications for the equipment and service.

REPORTS

Chief Parente - No report.

Mr. DeSanto – Mr. DeSanto stated that they are going crazy with trash cans. They have begun delivering them and should be completed with this side of the highway by tomorrow.

Ms. Eggers – Ms. Eggers stated that the Township will be open 11-2 pm this Saturday and then again on the 28th for dog and cat licensing.

Mr. Hatcher – Mr. Hatcher reported that Mr. DeSanto has submitted a request in the capital budget for a new leaf machine. In order to get the machine in time for the fall, Council would have to put this in the temporary capital budget.

Mr. Catrambone questioned whether we need another machine since we just purchased two.

Mr. Hatcher stated that this purchase will free up additional employees for other things.

Mr. DeSanto stated that with the purchase of the two machines, we eliminated the need for temporary help. Now during leaf season every employee is picking up leaves. This would free up three employees for other duties. The new trucks are also a lot safer for the employees.

Mr. Catrambone stated that it is something we could consider. Mr. Catrambone ask what the cost would be.

Mr. Hatcher stated that the cost is approximately \$255,000. If Council wanted to move forward we would have to put this in the temporary capital budget because if we wait, we will not have the truck in time for leaf season. They take about ten months to deliver.

Mr. Catrambone stated that it is difficult to make a decision when we don't have the big picture of the capital budget.

After discussion, Council agreed to discuss this during the capital budget since it does not appear we would make the timeframe to have the equipment for this year.

Mr. Hatcher stated that the air conditioning system has two bad motors that need to be replaced. Mr. DeSanto is looking at getting two high efficiency motors. If this is not approved soon, we will not have the system up and running for summer. The cost is approximately \$65,000-\$70,000.

Mr. DeSanto reported that one motor is completely not functional and one is leaking. They are also outdated.

Mr. Schwartz asked what the cost is to make it operational.

Mr. DeSanto stated that is the cost. There are no parts for the current motors and they have to be replaced.

Mr. Catrambone questioned whether we need both motors were needed for the system to work.

Mr. DeSanto stated that he believes only one is needed and the other would be a backup but he can get that information.

Mr. Catrambone stated that if we only need one motor it will be under the bid threshold. Once we get the information, we can discuss this at the next work session.

Mr. Winckowski – Mr. Winckowski reported that the concession building/bathroom facility is constructed; we are just waiting on the weather to cooperate for shipping. We are ready on-site for the delivery and once they arrive it will take a few weeks to complete installation.

Mr. Winckowski reported that that the road program is nearly complete with the exception of the topping of Fox Chase Drive and a few punch list items.

Mr. O'Donnell – No report.

Mr. O'Connell – Mr. O'Connell thanked the Police Department for apprehending the individual in Water's Edge.

Mr. O'Connell thanked Public Works for their work during the recent snow.

Mr. O'Connell stated that he attended a Senate Transportation hearing on Monday regarding a bill from Burlington City on the Route 130 fatalities. They are far away from a resolution on the issue but they had a lot of students attend and also the Principal. Mr. O'Connell stated that he drives Route 130 a lot and he is more in favor of lowering the speed limit from Cinnaminson to Burlington Township.

Mr. Burrell – Mr. Burrell echoed Mr. O'Connell's comments regarding the work by Public Works during the recent storm.

Mr. Schwartz – No report.

Mr. Catrambone – Mr. Catrambone stated that unless anyone has an objection, he would like to begin discussion on an official Township Facebook page.

Mr. Catrambone stated that he would like to present a proclamation to Bill Brady, who just stepped down from the Planning Board, at the next public meeting. He served as the Chairman for several years.

Mr. Paris – Mr. Paris thanked Public Works for their work during the recent snow storm.

PUBLIC PORTION

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

Jennifer Reppert, 174 Westover Court, recommended that we reach out to other towns that have participated in the Energy Savings Program.

Mr. Catrambone stated that we always do background research and check references.

Mrs. Reppert stated that it was the solar panel that caught Dietz & Watson on fire several years ago and she questioned they safety of the solar panels for the school.

Greg O'Lear stated that he was at Community Park today and noticed that someone rode all over the open field. He asked if there are any thoughts on security.

Mr. Paris stated that we are working on security.

Mr. Catrambone stated that we have some security measures in place already.

Chuck Stahl, 184 Natalie Road, thanked Council for looking into the Facebook page and live streaming of the meetings. Mr. Stahl stated that there aspects of Facebook that can be viewed even if you do not have an account. If the Township page was public then it could be accessed by everyone.

Mr. Stahl stated that if you are on the Township website some the last news changes depending on the page you are on.

Mr. Catrambone stated that we will look into this issue.

Mr. Burrell made a motion to end the public portion of the meeting. 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. O'Connell. All were in favor, the meeting was adjourned.

Respectfully submitted,

Jamey Eggers, Township Clerk