

**WORK SESSION
MUNICIPAL BUILDING**

**January 28, 2014
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 26, 2013 and posted on the bulletin board on the same date.

ROLL CALL: Ms. Pangia, Mrs. Kolodi, Mr. Schwartz, Mr. Morrow and Mr. Catrambone were present.

ALSO PRESENT: Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Township Clerk.

POWER MANAGEMENT SYSTEMS

Mr. Catrambone stated that so everyone is aware, we will have two companies making presentations on power management systems for the sewer plant. The other company will present at the next work session. Tonight, we have Lou Magazzu and Ed Iuliano of Adirondack.

Lou Magazzu reported that in November of 2012, Ed Iuliano performed an audit of the plant and they feel that the data would be pretty accurate event though it is over a year old. Mr. Magazzu went over the data with Mayor and Council. Mr. Iuliano developed the power management system which smooth's out the power. That allows it to eliminate unwanted signals and variations and brings the current and voltage waveforms more in line with each other, reduces unneeded current on the power bus and improves overall efficiency. The devices and equipment at the Treatment Plant would have little or no waste giving you a leg up and make the system work more efficiently. Based on the data we estimate that the savings will be 12%-13% in energy if the system is installed. That would be about \$44,000 per year in costs. The cost to install the system is \$ 27,000. Mr. Magazzu touched on the references which include Medford, Camden County MUA, Gloucester County MUA and US Filter. Mr. Magazzu stated that it is also important to know that they believe they are the only company that have the UL1449 which is very important. They spent the last eleven months getting that approval.

Mr. Iuliano stated that what separates them from other companies is that others will have a standard UL508. What they did years ago was look at different technologies and put all those pieces into a box. The UL1459 is a surge and spike of the highest degree that they give out, which is basically a lightening arresting device. What he found in working with the CCMUA is that they had a significant amount of equipment failure due to anomalies on the line which basically will take out the equipment. By locking the voltage at where it needs to be and not allowing the surges their maintenance went from 90% reactive to 90% preventive maintenance. The electrical caused failure do not exist.

Mr. Magazzu stated that he know who the other company will be that will make a presentation. They were partners together and did the original study of the plant together.

It is important to remember the Mr. Iuliano has the experience and the UL. Mr. Magazzu stated that it is very important for the township to check on the references that they provided.

Mr. Hatcher asked how Medford went through the purchasing process.

Mr. Magazzu stated that both Medford and Millville did solar projects so they bid the solar project and Adirondack was part of that project. Mr. Magazzu stated that their Attorney is working on a legal opinion because he believes that this falls within the exception of the bidding laws as an apparatus. He will provide a copy of that opinion. They also are prepared for this to be a bid or an RFP.

Mr. Hatcher asked how long it would take for installation once Council was awarded a contract.

Mr. Magazzu stated ninety days. If they were awarded the contract they would need to come back and take the measurement again.

Mr. Catrambone asked if we would pay for the installation up front.

Mr. Magazzu stated yes.

Mr. Catrambone asked if anyone has ever installed the system and ever not seen the savings.

Mr. Iuliano stated that it has not happened.

Mr. Magazzu stated that we want to have happy customers and they have turned jobs down where they didn't think there were enough savings.

Mr. Catrambone asked Mr. Williams, Director of the Sewer Department, if he had any questions.

Mr. Williams stated that he has spoken to them a number of times. They first came in when we were discussing solar panels. He is very familiar with the apparatus and it is a very proven apparatus. You basically install the system and forget about it and see the savings.

Mr. Catrambone thanked them for their presentation and stated that they will keep in touch.

VOLUNTEERS INSURANCE

Mr. Hatcher reported that he contacted the broker that we use for the flood insurance for the sewer plant and asked them to provide an estimate for volunteers insurance. He explained the current events that use volunteers and the number is \$458.00. We are not limited to number of events right now but if it increased substantially that number may change. If everyone agrees, he would like to order the policy.

Mr. Morrow asked if there is a limit to the number of volunteers.

Mr. Hatcher stated that he explained the functions to the company but we will have to identify the volunteer prior to each event. Council agreed. Mr. Hatcher will move forward with the policy.

RAC DISCUSSION

Mr. Catrambone stated that for everyone that was not here during the last meeting Council wanted to take a look at the RAC, what the RAC was doing and what the ordinance says they were supposed to be doing. In an attempt to get the ordinance caught up, we took a look at what the RAC was currently doing. Everyone gave Mrs. Kolodi input and she has come back to us with a report. Council will discuss this and then open it up for questions.

Mrs. Kolodi stated that is goal to make sure that the RAC and the new volunteer group does not step on one another's toes, that they respect one another's place in this and hopefully work together. The best thing that both groups do is good things for this town. Mrs. Kolodi read the list of input from Council.

1. define the role of the RAC- ordinance is vague
2. define Recreation
3. give the RAC more authority to cover work being done already
4. needs to report to Council
5. fees should be requested through the administration
6. 9 members – need to attend ½ of yearly meetings
7. create a separate Civic & Events Committee
8. or create a separate Civic & Events Committee under the RAC
9. reduce the RAC from 9 to 5 members and move 4 to the Civic and Events Committee
10. restructure or redefine RAC
11. volunteer insurance – This was handled
12. once an event is sanctioned by Council, does it need to be re-sanctioned
13. define the role of Council with regards to various town wide activities
14. who should deal with paperwork for events within the Township building

Mrs. Kolodi stated that in talking with Council it is her suggestion that a compromise would be that we leave the RAC as the umbrella organization and bring in a Civic and Events Committee. We are enlarging our pool of volunteers and we can let the organization work out the details and let them come back to Council with their recommendations.

Mr. Catrambone stated that if the law needs to be changed it is Council that will have to change the law. The first thing that he thinks is important is that we give the RAC the authority to do what they are already doing. We mentioned the fields and they do issue the field permits. He also agrees that he would also like to hear more from the RAC. In his mind it is really where the Civic & Events Committee fits in and he thinks Council needs to decide how that happens.

Mrs. Kolodi stated that we have to determine whether the Civic & Events Committee will be under the RAC or separate. Then we can move on from there.

Mr. Morrow stated that this is something that has to get done but he does not want to take too much more time out of our work session to discuss this. Mr. Morrow feels that the Chairman of the RAC should sit down the new volunteers planning these new events and try and work out an agreement and then report back to Council. He feels both parties have done a great job and both should be praised for what they have done for this community.

Mr. Schwartz thanked Mrs. Kolodi for the work she was done on this. In regards to the RAC, he thinks that there are some definitions that need to be explained but he feels the ordinance explains what they do. They administer recreation, parks and sports and he thinks that is the correct direction to go. They are doing what they are supposed to do. He does not see an issue with how they are handling day to day business. If we have a separate committee we need to define what events are under whose jurisdiction. Mr. Schwartz stated that we really need to define recreation.

Mr. Paris stated that he understands about recreation and issuing the field permits but the RAC was in existence has before him and running other events. They have been running the Easter Egg Hunt, the Tree Lighting, the yard sale and other events, which they have to doing for years. To now say to them that they are just handling recreation and field permits.

Mr. Schwartz stated that it is not saying that, he is saying to define what their roll is in the community.

Mr. Catrambone stated that he does not think that anyone here has an appetite to change what the RAC is already doing. All we want to do is find out how the two organizations can mutually adapt so that each can go forward and everyone is covered by insurance.

Mr. Paris stated that he is still trying to understand why they can't coexist and work to a common goal.

Mr. Catrambone stated that he would like to hear from Ms. Pangia since she is the one that has created most of the new events.

Ms. Pangia stated that she feels that that RAC should be the advisory committee. They should be monitoring the fields when we have issues with lights or permit issues. For them to then oversee their own events is a conflict of interest. That is why she feels that there should be two committees under Parks and Receptions. Working together is fine but two different committees.

Mrs. Kolodi stated that the events that the RAC currently do should not be taken away and put under another committee. Just like the new events should not be taken away from the volunteers and given to the RAC to run. Council just needs to decide whether

the RAC and the new volunteers are going to work together and then they can work out how they can mesh their organizations. The events are similar and maybe the individuals will want to work together.

Ms. Pangia stated that the events are similar but someone has to be the one that controls the fields. We had the issue a few months ago with the soccer lights shining into a residence and the RAC should be handling the issue. The other side of it is, if there are tire tracks through the field after trunk-or-treat, The RAC is the one that should turn to them and ask them what happened.

Mrs. Kolodi stated that she just feels we need to put the two groups together and move forward.

Mr. Schwartz stated that this Council needs to define what a civic event is, what a recreation event is and who has authority. This is the first step.

Mr. Catrambone asked Mr. Parento, RAC Chairman, for his comments.

Mr. Parento thanked Mrs. Kolodi for all the work she has done on this. He stated that he has approached a member of the other organization to work with the RAC. Every organization in Delran needs help. The RAC is about the Township and we look at the 7,000 kids in the town as a whole. No one want to take the l'm in charge roll, we all work together. We need a nine member board just to meet the quorum. We just sent a letter out to change the date of our meeting to have the meeting on the same date of the Council work session so we will be in attendance at the Council meetings. He has no issue with working together. We also want to work with the Historical Society. It is not just one person being in charge, we look at it as a nine member team.

Mr. Schwartz asked what Mr. Parento would like to see happen.

Mr. Parento stated that he would like to see everyone work together and get along. All that he cares about is that with every event that they do, everyone is happy, there are no issues and everyone enjoys themselves. The main goal is to make the town part of the event.

Mr. Schwartz asked if the RAC could handle the new events.

Mr. Catrambone stated that we are ahead of ourselves. What he is hearing is that maybe the new volunteers become part of the RAC and it goes from a nine member board to a twelve or fifteen member board.

Mr. Parento stated that they never turn anyone down that wants to help. Every year with the Easter Egg Hunt they have people that just come up to help. Each year we never have enough eggs. The way he feels, is the more the merrier.

Bill Curzie, Haines Mill Road, stated that it seems we should put one group together and let certain individuals handle the fields and others handle the events.

Bob Kennedy, asked what RAC stands for.

Mr. Catrambone stated that it stands for Recreation Advisory Committee.

Mr. Kennedy asked why the Township can't change that to Recreation Activity Committee. All the events are ultimately the same.

Mr. Catrambone stated that right now it is set up as an advisory committee but it is up to Council to decide what direction we are going to go.

Mr. Kennedy stated that when the RAC started they funded a portion of the Athletic Association, which they no longer do. They do help with issues on the field, like when they had the lighting issue, but it does not take nine people to deal with that issue.

Mary Tompkins stated that they don't just do parks and permits. She has been running the summer camp program for thirteen years. When the Township did Delran Day she helped run that and went to the organizations to get everyone together. We have always done things together. Also, it is not just for the kids, we have senior citizens on the committee because half of Delran are seniors. She doesn't understand why we can't have one committee that works together to get things done because that is what we have always done.

Mr. Catrambone suggested that Mr. Parento and a representative from the new volunteers meet and have a discussion and then come back to Council with their recommendations. Council recommended that they come back with their recommendations at the work session on March 25th once Council has finished the 2014 budget.

USE OF COMMUNITY ROOMS

Mr. Catrambone stated that we all had a chance to review the policy in place. The rooms were designed to be meeting rooms and not catering halls as defined right now for Delran based organizations. That seems to be what the policy has been in the past. If anyone has any ideas on changing that this would be the time to change that. If not we would memorialize the current policy.

Ms. Pangia stated that her suggestion is that we give Mr. Hatcher the ability to make the decision. There are a lot of times that things come up and we don't a meeting to be able to discuss the request.

Mr. Catrambone stated that in the past Mr. Hatcher has followed the policy. The only time he brings an issue to Council, is when the request is asking for an exception to the policy. When there is not enough time for Council to discuss the request for an exception, Mr. Hatcher has denied the request.

Mr. Morrow stated that he feels that the way Mr. Hatcher has been handling it has been fine. He feels that the exceptions from the policy need to be brought to Council.

Mr. Schwartz stated that he agrees. He asked if there is not enough time to grant an exception to the policy at a meeting, can Council be polled.

Mr. Hatcher stated that unfortunately they cannot.

Mr. Morrow stated that he does not feel that sport teams should be holding their end of year functions at the municipal building.

Mrs. Kolodi stated that she agrees with the way it has been done in the past.

Mr. Catrambone stated that moving forward we will keep the same policy in place.

NEWSLETTER

Mr. Catrambone stated that we wanted to have a brief discussion on bringing back the Township Newsletter.

Ms. Pangia stated that she talked to Vicky, the Tax Collector, and if we included a one page, double sided newsletter with the sewer bills, it would not increase the postage. The newsletter could be printed by the same company that prints and mails the sewer bills and it would add a few hundred dollars to the cost. It would not include any messages from the Mayor or Council, it would just be Township information. If it works well maybe we could do another newsletter in August.

Council agreed to move forward with a newsletter. Ms. Pangia will begin to compile the information and then send to the Mayor and Council for their review.

Mr. Hatcher stated that in the past we have asked each department head to provide information.

Mr. Morrow stated that he wanted to touch on something that Mrs. Kolodi brought up to Council before, which is the idea of magnets. Maybe the Delran Business Association could sponsor magnets that would include information on things like leaf pick and branch pickup. That way residents would have it on their refrigerator.

Mr. Paris stated that he will reach out to the Delran Business Association.

Mrs. Kolodi stated that she has some samples that she can provide.

FARMERS' MARKET FEES

Ms. Pangia stated that last year the fee was a flat fee of \$100.00. This year we are looking at \$150.00 for the season. We are also looking at a fee for the use of electric.

Farmers Market vendor fee, Full Season (11 weeks)	\$150.00
Farmers Market vendor fee, Half Season (6 weeks)	\$90.00
Farmers Market vendor fee, One-Week only	\$20.00
Fee for Electricity, Full Season (11 weeks)	\$55.00
Fee for Electricity, Half Season (6 weeks)	\$30.00
Fee for Electricity, One-Week only	\$5.00

Council agreed to move forward with the fee ordinance and will introduce the ordinance at the public meeting.

RIVER ROUTE ADVISORY REPRESENTATIVES

Mr. Catrambone stated that we need to designate our representatives. Last year Mrs. Kolodi and Mr. Paris were the representatives and unless anyone has any changes we would continue with those representatives for this year. Council agreed.

REPORTS

Ms. Eggers – Ms. Eggers stated that with the issues that we had at the high school with voting Calvary Church has agreed to allow us the use of their facility for the voting location. If Council agrees, we can move forward with receiving approval from the County. We would use two locations. One would be the old sanctuary and one would be a classroom. Council agreed to move forward with the change.

Mr. Hatcher – Mr. Hatcher stated that in the 2013 capital budget, Council approved replacement of garage doors in the Emergency Squad and the Public Works Department. Mr. DeSanto has been working hard to receive quotes and the low quote was from Cunningham Brothers Door. It is below the bid threshold but above the pay to play requirements so they are required to file a 271 form stating that they do not contribute campaign funding, which they do not. If Council agrees, we would like to put this on for approval at the public meeting. The cost is \$24,464 for ten doors. Council agreed.

Mr. Hatcher stated that Ms. Pangia has been discussing the website survey. Mr. Hatcher stated that there is almost a sure fire way that we will do well on the website survey. He stated that the Manager's Association has development a five page directory that we can use on our site that will provide link to where residents can find information. It is a lot of information to through right now and once it is finished he will send it out for Council to review.

Mr. Hatcher stated that we have an agreement with the DPA and the DSA. The only thing we are working out are a few language changes that needed to take place which they are reviewing now. He would like to introduce the salary ordinance at the public meeting. Council agreed.

Chief Parente – Chief Parente stated that the Police Department will be starting a Facebook page in order to get information out to the residents faster.

Mr. Williams – Mr. Williams reported that they are having a few staffing problems so they are not doing a lot extras right now. They are just doing the basics.

Mr. Hatcher – Mr. Hatcher stated that with Council's approval we will be introducing an ordinance to re-appropriate funds for the Fairview Street Sidewalks

Mr. Morrow – Mr. Morrow reported that there are a few issues he would like us to focus on this year. First, Hartford Corners and the traffic issue and the island in the center of the Fairview Blvd. He would like to have CME take a look at that issue to see what improvements can be made to help with issues in that area.

Mr. Morrow reported that Norman Avenue is in bad shape and he would like to see what we can do about reaching out so we can some help to improve that road. There is a County Park located off of the road and that area also qualifies for CDBG funding.

Mr. Morrow reported that he would like a breakdown per Ward on what capital improvements are needed. That way we can see what we are looking at each year.

Mr. Morrow stated that he has talked about alternative fuel for our vehicles. He does not know what types of grants might be out there but we need to look at other ways to save money.

Mr. Morrow stated that he mentioned about opening the Public Works Department for half a day once a month on a Saturday and maybe this is something we can discuss moving forward. Residents cannot get to the municipal building before 4:00 PM during the week because they work. This will help take the burden off the department. In Delanco, the Public Works Department will drop a truck off to a resident on Friday for them to load up branches and then pick it up on Monday. We could charge a fee for that service.

Mr. Morrow stated that we need to reach out to the corporate businesses to look for sponsors for Delran Community Park. We also need to put something on the highway to direct resident to Delran Community Park.

Mr. Morrow asked if the individuals selling Christmas Trees apply for mercantile licenses.

Ms. Eggers stated that she believes that they just receive zoning permits.

Mr. Morrow stated that he feels that they need to get a mercantile license.

Mr. Morrow thanked the Detectives for their work that led to the arrest of the bank robberies.

Mr. Morrow thanked the sewer department employees for the help with plowing during the snow storms.

Mr. Schwartz – No report.

Ms. Pangia – Ms. Pangia asked if we can discuss the Green Team for the next work session. Council agreed.

Ms. Pangia reported that the Kids Expo is February 24th. The Red Cross Blood Drive is February 21st and the Mammogram Van is February 13th. Ms. Pangia stated that she would like approval to order signs for the Kid's Expo, which would cost approximately \$100.00. Council agreed.

Mrs. Kolodi – Mrs. Kolodi stated that she met with two members of the Delran Business Association and they are setting the criteria and choosing the Citizen the Year to be announced at the March 4th public meeting. They will be sending letters to everyone that was nominated. They would like to hold a dinner honoring the Citizen of the Year in May. They will be honored again at Delran Day in September, where we will announce that residents can pick up applications to nominate individuals for the next Citizen of the Year. The Delran Business Association stated that they will do a better job of trying to promote the event because they did not get as many nominations this year as they would have liked. Council will need to determine what they would like to present to the Citizen of the Year at the dinner in May.

Mrs. Kolodi stated that she has been talking with Mr. Morrow and they have been discussing the businesses getting involved with the town. She talked to someone high up in Waste Management and they said that they would not be interested because they are not a provider in town but that we should talk to Republic Services about providing help towards Delran Community Park.

Mr. Catrambone – Mr. Catrambone thanked Council for allowing him to tighten down the meeting. If he offended anyone he is sorry.

Mr. Catrambone stated that we will talk about the Green Team at the next meeting and we still have the list of names of residents that are interested available.

Mr. Hatcher will circulate the resumes to the Mayor and Council.

Mr. Catrambone stated that we should add nixle to the Township website and how to sign up for the alerts. Chief Parente will get us the information and instructions.

Mr. Paris. – Mr. Paris stated that in regards to the Delran Community Park, he would like the AA and the Soccer Club to also reach out to businesses.

Mr. Paris reported that in regard to the 2014 budget, he hopes to finish all the departments by Friday.

Also, he reached out to Mr. Hatcher to get contact information for both Medco and Dietz & Watson. He heard through the grapevine that they may not want to stay in their current locations and he does not know whether they are staying in Burlington County or not but if we could reach out to them and bring them into Delran he would love to do it. Two of the areas we would like to promote are the Sam's Club property (Vornado) and McKesson to get those businesses into.

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.

Bill Curzie, 118 Haines Mill Road, mentioned that his observation is that everyone puts out the big blue recycling container every week and that they cannot possibly fill that container. He feels that maybe we recommend in the newsletter that residents put the container out every other week if it is not full, that way we save on them having to stop, which will save time and gas which is not environmentally good.

Ms. Pangia stated that although it is a good idea, sometime in the spring the recycling will be all co-mingled, so there will only be one bucket.

Mr. Curzie stated that the Green Team will be helpful with finding alternate fuel sources that Mr. Morrow was talking about with the Township vehicles. Mr. Curzie stated that every day new towns are signing on and receiving certification with Sustainable NJ and we are still trying to form the team. He stated that he is willing to start working with the individuals before the next work session.

Mr. Catrambone stated that they need to appoint the Green Team before any meetings can take place. That will take place at the next work session.

Joe Parento thanked Council for voting the two new members onto the RAC and also voting him back onto the RAC. He also believes opening the Public Works Department on the weekend for branch drop off is a great idea. He knows hundreds of people that can't get here. In Moorestown, they get a permit for \$5.00 for the day and they can come and dump the branches. Also, in Burlington, for \$35.00 they bring an 8 x 10 yard dump truck to your home for the weekend and pick it back up on the weekend.

Mr. Hatcher stated that we did this for years and it does not make revenue for the Township. We can re-examine this issue but residents would end up filling it with stumps and it would cost us thousands of dollars. There were some issues like we need extra trucks because we lose time on a Monday morning.

Laura Kulinski, 328 Juniata Avenue, asked that however these volunteer groups end up, who will be in charge of the groups.

Mr. Paris stated that they all fall under the Administrator.

Mrs. Kulinski asked who would have the ability to approve or decline any event.

Mr. Catrambone stated that the decision would be made by Council.

Mrs. Kulinski stated that sort of what is going on between the two groups is a power struggle.

Mr. Catrambone stated that we are not going there, this is going to get resolved between the groups when they have their meeting.

Mrs. Kulinski asked if the volunteers are going to be under the umbrella of the Township, is the extra volunteer insurance needed.

Mr. Hatcher stated that the extra \$500.00 for the policy is money well spent to provide the coverage for volunteers.

Mal Anderson, President of the Historical Society, asked if Council could look into permanently mounted projection screen in the Community Room 3. It may help other organization to put on a presentation. Not a small screen but a nice size screen to fit the room.

Mr. Catrambone stated that they could look into a pull down screen.

Mal Anderson stated that he remembers when the Township sent out the dump trucks and it did create a hassle for the Township.

Mr. Anderson asked if Council discussed the tax relief for volunteer firefighters.

Mr. Hatcher stated that the Township is not permitted to offer tax relief, only the State can permit tax relief programs.

Bob Kennedy, 18 Silverwood Drive, asked when Delran Community Park will be open.

Mr. Paris stated that it will be open for use in June.

Mr. Kennedy asked if there will be a gate installed.

Mr. Hatcher stated that Mr. DeSanto is getting estimates and they will be bringing that to Council.

Mr. Morrow stated that we have also talked about surveillance cameras.

Mr. Kennedy stated that the AA is looking at updating the surveillance at Summerhill field because of the vandalism.

Mr. Kennedy stated they have a few people that may be willing to help when they are ready to talk about the scoreboard.

Mr. Parento asked if there is something they can do temporarily at the entrance to the park until the gate is installed.

Mr. Hatcher stated that he will talk to Mr. DeSanto tomorrow to see what we can do on a temporary basis.

Mr. Kennedy asked if the AA is going to be expecting to buy all the equipment to man all the fields or is that going to be assisted through the RAC. The cost for just for bases is \$2,000.00.

Mr. Catrambone stated that we will take a look at this because we can't have fields without bases.

Mr. Kennedy stated that the AA is willing to help out and have some fundraisers.

Mr. Morrow stated that we did talk about having a portion of concession proceeds be used to help fund the park.

Mr. Schwartz made a motion to end the public portion of the meeting. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk