

**WORK SESSION
MUNICIPAL BUILDING**

**February 11, 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.

SYNERGY, LLC PRESENTATION

Mr. Catrambone introduced Steve Trumbo, from Synnergy, LLC. to discuss a power management system at the Sewer Plant.

Mr. Trumbo stated that they are not trying to sell the Township anything, what they are looking to do is save the Township money. They do this with an electrical apparatus that works on high end motors. About a year ago they asked permission to look at the Sewer Plant. They went out and tested the motors and found that they can drop the amperage and save money on the electric bill. Both on a kilowatt reduction and on the demand side as well. When they completed the analysis they found they can save the Township \$35,000 per year on the electric bill at the plant. We would apply 50% of that savings to a lease payment for five years to cover the cost of the equipment. After the five years, all the savings would go to the Township. Synnergy the sole service provider for the Newfield Board of Education, which is a shared service group. He has provided the information to Mr. Hatcher. If the Township decided to go that route we would save the lengthy and costly process of an RFP. Mr. Trumbo stated that he can provide references on other sewer plant that use this equipment. Mr. Trumbo handed out the report that was completed in March of 2013. The equipment has a five year warranty but will last for twenty to twenty-five years. Basically, what the equipment does is take wasted energy and catch it on our side of the meter. We will also find that the maintenance to the equipment, such as pumps and motors, will decrease.

Mr. Morrow stated that his concern is that the equipment we have at the plant is old. He asked how that affects the benefit to the Township.

Mr. Trumbo stated that they would look at that and if the motors only have about a year left before we were going to replace it, then they would have to come out then and look at replacing the apparatus. It would also take a piece of equipment with an estimated five years left and extend it to a ten year life. This equipment will smooth out the electricity.

Mr. Morrow asked if we have documentation on when all the motors were manufactured.

Mr. Williams stated yes, we have motors that were installed back in 1994 to about two days ago.

Mr. Trumbo stated that if Council wanted to move forward they would come back out and measure again. They would look at the life expectancy of the each motor and decide whether or not to install the apparatus on that equipment.

Mr. Catrambone thanked them for their time and asked that they get their references to Mr. Hatcher.

GREEN TEAM DISCUSSION

Mr. Catrambone stated that the Mayor and Council have been provided with the list of members and if everyone agrees, we can adopt a Resolution tonight.

Mr. Schwartz made a motion to adopt Resolution 2014-26, seconded by Ms. Pangia.

There being no question, the roll was called.

Ms. Pangia, Mrs. Kolodi, Mr. Schwartz, Mr. Morrow and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

GEESE ON TENBY CHASE FIELD

Mr. Catrambone stated that we have received a concern about the geese at Tenby Chase Field. He asked Mr. Hatcher which field they are referring too and if there is a real concern.

Mr. Hatcher stated that it is the field in front of the swim club and there is a problem with geese. The resident suggested placing dog silhouettes on the field. Mr. Hatcher stated he will guarantee that they disappear.

Mr. Catrambone stated that he also had that same concern and also that if we do this on that field, will we be asked to install them on others.

Mr. Hatcher stated that we definitely will be asked to place them in other locations.

Ms. Pangia asked if we could place stakes in the ground and install the dog silhouettes onto the polls.

Mr. Morrow stated that we have geese everywhere.

Mrs. Kolodi asked if there is a type of noise that they are sensitive to.

Mr. Morrow stated that there is a group called Geese Chasers.

Ms. Pangia stated that she believes Stellwag Farms uses an air cannon.

Mr. Catrambone asked if Council wants to try this and see what happens.

After discussion, Council agreed that because of the concerns that the signs will disappear, they do not want to install them on this field. They also have concerns that they will have requests to place them in other fields.

Mr. Morrow stated that we should take some time and look at what other options are out there.

AERIAL MOSQUITO CONTROL

Mr. Hatcher reported that annually we are asked to approve aerial spraying by the County for mosquito control. If Council agrees, we will place this on the agenda for the public meeting. Council agreed.

SEWER BILL DISPUTE

Mr. Hatcher stated that when someone disputes a bill they are required to fill out a form and we require them to complete the form within the first quarter. The only reason he is presenting this to Council is because the numbers are big. The resident at 314 Brown Street was billed for 91,000 gallons, when they should have been billed for 19,000. This would result in a bill of approximately \$500.00 per year instead of \$2,000.00. We have the information that shows that 19,000 gallons is the correct amount. The resident has not paid any of the quarterly sewer bills for 2013 because of the dispute.

Council agreed to make the change to 19,000 gallons but they do not wish to waive the interest for the bill being paid late. The interest will be based on the new billing.

SEWER DEPARTMENT SURPLUS EQUIPMENT

Mr. Williams stated that when the Sewer Department replaces equipment they have certain value so they hold onto them to eventually take to a salvage yard. The DEP also wants them to dispose of the equipment because it is in violation of permit. He provided Council with a list of the equipment. Once they take the equipment to the salvage they will get a receipt and turn those funds over to Mr. Hatcher to be deposited.

Council agreed with this request.

STELLWAG FARM REDEVELOPMENT WORK

Mr. Catrambone stated that his understanding in this is we need to cut the Engineer loose to prepare this work.

Mr. Winckowski stated that the first step that Council needs to perform is a needs study. Basically to examine the property and determine that it is an area in need of redevelopment. Once that happens Council will need to adopt an ordinance that they accept it as an area in need of redevelopment. Then Council will need to complete a redevelopment plan. He believes that the Council received an e-mail from Jen Beahm at CME Associates that the cost for the redevelopment plan would be \$7,500. Since then he has discussed this with her and believes that they can complete the needs study for \$5,000. Then once we are ready for the redevelopment plan, there would be an additional cost of \$5,000. Council can either approve both or just approve the initial \$5,000 needed for the redevelopment study.

Mr. Catrambone asked why the study is needed.

Mr. Winckowski stated that in order to do a PILOT program the property needs to be deemed an area in need of redevelopment.

Mr. Hatcher asked how long the needs study would take.

Mr. Winckowski stated that it would take a few weeks if not sooner.

Mr. Morrow stated that he wants to make sure that if we do the second part, which is the redevelopment plan, that we have a firm commitment on this development.

Mr. Winckowski stated that first step is to complete the needs study to determine that the property is in need of redevelopment. Then we adopt the ordinance accepting the property as an area in need of redevelopment. After that is complete the Township will work with a redeveloper on the redevelopment plan while entering into the agreement with the redeveloper.

Mrs. Kolodi asked how a property is determined an area in need of redevelopment.

Mr. Winckowski stated that there is certain criteria set up to determine the need. With farmland, we would need the owner on board with the request.

Mr. Schwartz asked if typically this would go to the Planning Board.

Mr. Winckowski stated that the Planning Board deals with Master Plan issues, this it strictly for the governing body to handle.

Mr. Catrambone stated because the potential for the development is based on a need for redevelopment it is under the Council's jurisdiction.

Mr. Catrambone stated that he sees no other questions, so we need to approve the Engineer to move forward with the needs study in the amount of \$5,000.

Mr. Morrow made the motion to approve the Engineer to move forward with the needs study for a portion of Stellweg Farms in an amount not to exceed \$5,000. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

HAZARD MITIGATION GRANT PROGRAM

Mr. Winckowski stated that about a year ago the Township applied to this program for mitigation in the Riverside Park area. We applied for two separate projects, which were property acquisition and elevation increases on individual properties. In mid-December we received notice that Burlington County has given each municipality about 10% of what they request. Our total grant was for approximately \$175,000 for both projects and we asked if we could combine the funds and use it all towards the acquisition of property. We then received this e-mail that asked for the Township to meet with the liaison to discuss how we will follow through with the acquisition. Council will also need to determine criteria for choosing the properties for acquisition. There is also a 10% cost share to the Township. He feels that based on the cost, we can at least complete one acquisition.

Mr. Paris stated that he believed we had two homes identified.

Mr. Hatcher stated that we have identified one home that is abandoned and we know of one resident that applied to the state under the Blue Acres program and did not receive funding.

Mrs. Kolodi asked how we choose the property and if there is criteria.

Mr. Winckowski stated that the Township will need to determine the criteria. To try and be fair, we would come up with a rating system based on who is more susceptible to damage, who has been damaged more and who has been spending more on repair costs. They also have to be willing to participate.

Mr. Schwartz asked if the money is better distributed to help residents raise their house rather than acquiring property.

Mr. Winckowski stated that it is a good question. Most first floors are not being affected. The issue is with basement, where residents have their washers, dryers, hot water heaters, etc. We may be able to do three to four mitigations instead of one to two property acquisitions.

Mr. Morrow stated that he has some concerns about the affects it will have to the residents if we did the mitigation instead of the acquisition. Also, the homes in the area are very old and we don't know what issues we could run into if we started to raise properties or eliminate basements. There is also the issue of how we determine which properties to choose.

Mr. Winckowski stated that it is very difficult to determine how far we could go with the mitigation. It is fairly easy to determine the cost of acquisitions.

Mr. Catrambone asked how we determine that and what the cost would be to determine that.

Mr. Winckowski stated we have the surveys that were sent out which asks the residents whether they would be interested in a buyout or mitigation program. He can go through those very quickly.

Mr. Hatcher stated that the problem is out of 130 surveys, we only received 30 back.

Mr. Paris stated that as a first step he feels we should reach out on the two properties that we are aware and then we can entertain the mitigation.

Mr. Morrow stated that a long term concern is who is responsible for those repairs down the road if there are other issues.

Mr. Catrambone stated that it helps the neighborhood if we can acquire an abandoned property.

Mr. Catrambone recommended that the Engineer set up the meeting and then we can look at the surveys to see what our options are before moving forward.

2014 BUDGET DISCUSSION

Mr. Hatcher stated that everyone should have received an e-mail with a budget memo that explains the general issues concerning the budget areas that we need to look at going into 2014. Specifically, we always want to keep our eye on the collection rates, which have been excellent. We also need to keep an eye on the NJ American Water tax appeal, which could have a significant effect on our surplus. In addition, Council received a copy of the budget. Any line item where we are making an adjustment or that looks strange, we tried to provide an explanation. Council was also provided a copy of the budget with gridlines to review as we go through and along with a copy of the capital budget. The auditor is still reviewing the revenues, but from the information so far, the operations were excellent, revenues were good and collections were good. It looks like we generated the surplus we anticipated and maybe a little more. With the Sewer Budget, we are seeing a steady growth in the surplus. Once the financial statement is complete, we will be able to fill in the blanks. We do not have a spending or levy cap issue with this budget. Both the sewer budget and municipal budget are down from last year both somewhat due to debt service. One item we will discuss is setting up a Trust Fund for snow removal, which is something that we have not been able to do in prior years. This will help when we have a rough year like this year. We will also be discussing trust funds for accumulated sick time upon retirement and health insurance. That is basically where we stand on the big picture and it is up to Council how we move forward with the review.

Mr. Catrambone suggested that since Council just received the budget books tonight, Council take time to review them between now and the next meeting.

Mr. Schwartz asked when the budget needs to be introduced.

Mr. Hatcher stated that it needs to be introduced at the public meeting on March 4th.

Ms. Pangia recommended an additional meeting for budget discussions.

Mr. Catrambone stated that if we stick with Tuesdays the date would be February 18th. He suggested that the meeting handle just budget discussion and then we may not need to discuss the budget at the next work session. Council agreed to hold a special meeting for budget discussions on February 18th at 7:00 P.M.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher stated that Glen Kitley from the Board of Education reached out to him to confirm that the event honoring the soccer team will be on March 10th at 7:30 P.M. He would like someone from the Township to reach out to him to let him know what we will be doing at the event.

Mrs. Kolodi will reach out to let him know that we will present proclamations for the team members and the coach. Mrs. Kolodi will say a few words and then Mr. Paris will read the proclamation.

Mr. Hatcher stated that he has a meeting with a representative from the Grande Townhouse Association to discuss some concerns. He will carry the information to the Attorney and the Engineer to meet with them to go over the concerns and report back to Council. Unfortunately, the only items that we can control are items that were bondable, which most are not. They were not having any luck with the developer, so they are asking the Township for help.

Mr. Winckowski – Mr. Winckowski reported that he met with Mathis Construction last week to go over the schedule to finish things up. Basically, the foul ball protector system, the sign and a few other items are ready to go once the weather breaks and they hope to have them completed by the end of March. In March and through April they will finish the final clean-up and put down the turf builder. Mr. Winckowski reported that he also asked them for a quote for the gate.

The bid opening for the 2014 Road Program is Thursday, February 13th and we are hoping the weather does not cause any issues. We will have the bid report to Council for the next work session.

Once the bond ordinance is finalized for the Fairview Street Sidewalk Project we will be able to advertise.

We have been working with the contractor for the outfall at Stewart Avenue. They are on schedule they are waiting on the materials. We have given them a deadline of mid-April.

Mr. Winckowski reported that the DOT grants have been submitted and we are hoping to hear back in the spring. We need to get moving on the grant for Tenby Chase Drive and the Route 130 Sidewalks as well as the Delran Community Park grant.

Mr. Winckowski reported that he is waiting on Rutgers for the agreement paperwork for the water quality improvements on Westover Drive.

The appraisals for the TAR property will be completed any day.

Mr. Winckowski reported that we are still waiting on the state for the grant for the Abrasive Alloy property.

Mr. Winckowski stated that they are in the process of executing contracts for the upgrades to the Wastewater Treatment Plant and also the maintenance contract for the sanitary sewer system.

Mr. Winckowski stated that the connection report for the Route 130 Plaza will be completed by the next work session.

Mr. Winckowski reported that Walgreen's has executed the sewer easement and they are ready to be closed out. Also, with the Golden Corral he recommended that the maintenance guarantee be reduced by 50%. The items on the punch list cannot be completed until spring. We typically do not entertain maintenance bond reductions but because the letter of credit is basically cash, if Council agrees he would recommend the reduction.

Mr. Williams – Mr. Williams reported that the DEP performed their annual inspection and they were extremely pleased with the facility and the shape that the facility is in as well as the operations.

Mr. Parento – Mr. Parento, Chairman of the Recreation Advisory Committee reported that he just came from their meeting and wanted to report that the Annual Easter Egg Hunt will be April 12th at 12:00 P.M. sharp. The rain date will be April 13th. This year they will incorporate a special needs area.

Mr. Parento stated that Mary Tompkins brought up in their meeting for discussion the possibility of having different fitness clubs in town host fitness events. He asked what the RAC's liability would be if we hosted these events in a Township park or have them hosted at the local gyms.

Paul Schultz stated that with the Easter Egg Hunt it is ran fully by the RAC and the members. With an event like this, the local gym would be running the event but the RAC would be the organizer.

Mr. Parento stated that if we get ten people signed up hosting it at the gym will not be an issue but if we have one hundred people it may not be possible.

Mr. Morrow stated that Delanco does something similar at their Walnut Street School gym. One night a week they have an aerobics class that is open to everyone. Maybe we could work with the school.

Mrs. Kolodi stated that in September they are looking to start an adult education program at the High School and they are looking for a wide variety of classes. It would be wonderful to bring something like this into the school because they already have the facility.

Mr. Catrambone suggested that Mr. Parento talk with Mrs. Kolodi to discuss this further.

Mr. Hatcher stated that once they decide which way they want to go he can work out the details.

Ms. Pangia – Ms. Pangia reported that the mammogram van was scheduled for Thursday and will most likely be postponed because of the weather. The Blood Drive is scheduled for February 21st. The Kids Expo is scheduled for Monday, February 24th. Bounce, Party, Play offered to bring a toddler size version of a bounce house with a ball pit. We would place this in the lobby and it would only be for children under 42 inches tall.

Mr. Hatcher stated that he does not believe that this will fit the criteria for an amusement but he will check with the JIF to make sure.

Ms. Pangia stated that she is working with Mr. Hatcher on the newsletter.

Mr. Morrow - Mr. Morrow asked if Mr. Winckowski could give Council an idea of whether it is possible to eliminate the island in the center of Hartford Corners on Fairview Blvd and also the cost involved.

Mr. Winckowski stated that when they built the development they would have been required to perform a traffic study. They would estimate how many cars would be making a left out of Hartford Corners onto Route 130 and then they time the signal to cover the stacking of cars. The issue is the study was based on assumptions.

Mr. Morrow stated that the problem is that vehicles trying to go straight cannot get through because of vehicles watching to turn left. He feels this needs to be looked at. The traffic light at the turn into Shop Rite and Lowes also needs to be looked at because that backs up.

Ms. Pangia also mentioned the traffic light at Fairview Blvd. and Hartford Road that turn green for the resident to get out of their property when no car is even there.

Mr. Winckowski stated that the issue there is that one of the cameras is knocked off and it is not picking up the vehicles. The light is not supposed to turn green when there is no car there waiting. We have tried to get the maintenance provider out there to fix it.

Mr. Hatcher reported that they have been out there once to fix it but we are trying to work on a maintenance agreement with them.

Mr. Morrow stated that anything we can do to help out that area for the residents is a plus.

Mr. Winckowski stated he will provide Council with a cost estimate to knock out the median to allow more cars into the left turn lane.

Mr. Morrow stated that he talked before about alternative fuel for the Township vehicles. He asked Mr. Winckowski to see what grants may be available.

Mr. Winckowski stated that he has been looking into this here and there but he will step up the efforts and reach out to NJNG (New Jersey Natural Gas) to see what may be available. In other towns that he has done, this it appears that we may need to partner with another municipality but it depends on the number of vehicles in the fleet. If ours is not large enough we may have to reach out to other municipalities.

Mr. Morrow stated that this may be a good area for a shared service.

Mr. Morrow stated that he talked about the mercantile license and the fact that we do not charge a fee for Christmas tree vendors. He asked that the attorney look and see how other municipalities handle these types of vendors.

Mr. Morrow asked Mr. Hatcher if there is any update on the shopping center off of Fairview Street. There is a giant crater in the parking lot. The Township gave them until January 31st to make improvements and nothing has been done yet. He asked if they have presented plans.

Mr. Hatcher stated that Mr. McCurley has talked to them but he will get Council the status.

Mr. Schwartz – Mr. Schwartz reminded everyone to be safe during the next storm.

Mrs. Kolodi – Mrs. Kolodi reminded everyone that the Delran Business Association will be announcing the Citizen of the Year at the March 4th public meeting.

Mrs. Kolodi mentioned that she has received a lot of phone calls regarding the condition of the roads. She asked if we are still looking at doing certain intersections.

Mr. Winckowski stated that the intersections are still in the 2014 Road Program bid but because of funding, we may not get to them in this bid.

Mr. Hatcher asked Mrs. Kolodi to have the residents report the potholes and we will get to them as soon as possible.

Mr. Catrambone – Mr. Catrambone stated that he had a conversation today with Mr. Hatcher about whether we have enough salt for this next storm.

Mr. Hatcher reported that he have enough for this storm and probable a little after this storm. There is a long delay in getting salt. You will see in the budget that we budgeted more in that line item than requested and we may come back before introduction and have to increase it again.

Mr. Catrambone stated that as residents are very spoiled because they do such a great job on the roads. We should all cross our fingers that this is the last storm.

Mr. Catrambone asked if the router is in and when it will be installed for the Council Chambers. Mr. Hatcher stated that the router is in and we are just waiting for them to let us know when it will be installed.

Mr. Paris. – Mr. Paris stated that besides being busy with the budget we were also recognized for the food bank donation from Delran Day by the Governor.

Also, he wanted to congratulate the Police Department for their participation in capturing the robbers that were hitting stores along Route 130.

PUBLIC PORTION

Mr. Schwartz made a motion to open the meeting to the public for comments, seconded by Mrs. Kolodi. All were in favor, motion approved.

Joe Parento, 25 S. Bridgeboro Street, reported that they are really rationing the salt distribution. He knows of one company that sent four trucks out and they only were able to fill one truck.

Paul Schultz, 224 Swedes Run Drive, commended Delran Township Emergency Services. About a week to ten days ago, they had a vehicle fire at 206 Swedes Run Drive and by the time he went outside to see what was going on the fire trucks were there and so were the police. They really kept significant damage from happening to the resident's home.

Gene Fusco, 4 Ridgewood Avenue, stated that Mr. Catrambone notified him that gun range was permitted to be opened.

Mr. Catrambone stated that Council did approve the range to be opened and he believed that a letter was sent.

Mr. Hatcher stated that Mr. Long, the Township Attorney, was to send that letter.

Mr. Fusco stated that an e-mail was sent to Mr. Hatcher that they wanted to open this Saturday and Mr. Hatcher stating that the Township Attorney did not approve the range to be open. Right now the issue is up in the air and he needs clarification.

Mr. Hatcher stated that the Township Attorney was to send them a letter.

Mr. Catrambone stated that he discussed this with Mr. Long and was notified that the letter was sent. He believed that this was taken care of because we did approve the opening.

Mr. Catrambone asked that Mr. Hatcher get clarification tomorrow and reach out to Mr. Fusco.

Bob Kennedy, 18 Silverwood Drive, President of Delran AA, stated that at the last meeting they discussed temporary barrier out at Delran Community Park and it has not been done.

Mr. Hatcher stated that we do not have anything that will keep individuals out of the park. They will just move the barriers.

Mr. Winckowski stated that we are getting a quote from the contractor for a gate but it will be at least a month before the gate would be installed.

Mr. Paris asked if there is anything we can do on a temporary basis.

Mr. Winckowski stated that he will push the contractor to get that quote.

Mr. Kennedy stated that we also discussed at the last meeting the equipment that is needed such as sheds, bases and other equipment. He believed Mr. Hatcher was going to look and see what was left in the budget.

Mr. Winckowski stated that bases were provided in the contract.

Mr. Hatcher stated that the rest is up to Council, we do not normally provide sheds.

Mr. Kennedy stated that they will need to store certain equipment.

Mr. Winckowski stated that this is only stage one. In future stages there is a concession stand and storage areas in the plan. The electrical shed was not meant to be a storage facility.

Mr. Morrow stated that we could look at getting a pod for temporary storage.

Mr. Winckowski stated that they could also purchase a shed.

Mr. Kennedy asked what phase the concession/storage building is being proposed.

Mr. Winckowski stated that it is proposed in phase two along with the bathrooms, lighting and tot lot. It will be up to Council to determine the projects based on funding.

Mr. Kennedy stated that the biggest concern would be bathrooms.

Mr. Kennedy asked if Council has discussed the possibility of the organizations giving back funds from the concessions.

Mr. Paris stated that it has not been discussed.

Mr. Parento asked if sea box donated a storage unit is the AA able to put in up in the park.

Mr. Winckowski stated that there is plenty of room.

Mr. Paris recommended that he come up with a plan and present it to Council for approval.

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

Mr. Morrow made a motion, seconded by Mrs. Kolodi to enter into closed session to discuss COAH Litigation – 8 Foxglove Drive. All were in favor, motion approved.

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

Mr. Catrambone asked for a motion to allow Long, Marmero to continue to pursue a settlement in the COAH litigation for 8 Foxglove Drive.

Mr. Morrow made a motion, seconded by Ms. Pangia to allow Long, Marmero to continue to pursue a settlement in the COAH litigation for 8 Foxglove Drive.

There being no question, the roll was called.

Ms. Pangia, Mrs. Kolodi, Mr. Schwartz, Mr. Morrow and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

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

Respectfully submitted,

Jamey Eggers, Township Clerk