

**WORK SESSION  
MUNICIPAL BUILDING**

**February 12, 2013  
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 28, 2012 and posted on the bulletin board on the same date.

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

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

**WILLIAM CURZIE- ENVIRONMENTAL PROPOSAL**

Bill Curzie thanked Council for letting him make a presentation tonight. There is an upcoming meeting in Cherry Hill to discuss sustainability at the end of the month. He discussed with Council the possibility of creating a "Green Team". He has met residents that are interested in being a part of this team. He stated that if Council wants to move forward he will attend the meeting in Cherry Hill and report back to Council.

Mr. Morrow asked that once we get this moving we can place something on the website to get people involved.

Mr. Paris stated that the Audubon Society has reached out to the Township for support and he would have Mr. Curzie reach out to them.

Mr. Curzie stated that this is a community effort. Council will need to adopt a Resolution to move forward with the NJ Sustainability program.

Mr. Paris stated that he will reach out to the Mayor in Stratford to discuss the steps that they took. He would like to make sure that we have a team together that wants to work on this.

Mr. Catrambone asked if this is going to cost the Township any money. We are looking at every dollar and he wants to make sure that this will not cost the Township.

Mr. Curzie stated that is supposed to do the opposite.

Mr. Catrambone asked whether the Township needs to adopt a Resolution.

Mr. Marmero, Township Solicitor, stated that it appears we need to adopt a Resolution of support. He recommended we reach out to other communities to gather additional information.

Mr. Catrambone stated that Council will do a little more research and discuss this in the future.

### **CITIZEN OF THE YEAR AWARD**

Mr. Kolodi updated Council on the Citizen of Year. She spoke with Danielle, the President of the Business Association, and they are going to meet next week. Danielle will also be meeting with the Business Association to discuss this at their next meeting. We would need to form a committee that would go review the essays and nominate the Citizen of the Year. They would be recognized at Delran Day. If anyone has any ideas that they would like her to take to the meeting with Danielle to please let her know. After the meeting, she will report back to Council.

### **GOLDEN CORRAL SEWER CONNECTION CREDIT**

Mr. Hatcher reported that when the Golden Corral sewer connection costs were calculated using the NJDEP numbers that they would generate 13,300 gallons per day. Based on that number their connection fee was \$283,689.00. Golden Corral did not feel at that time that they would generate the 13,300 gallons per day. They believed their flow would be around 6,600 gallons. There was an agreement put in place that they would monitor the flow for one year and if the flow was less than the original estimate, they would credit back the money. After the one year, the flow was significantly less. Based on the new flow calculations the sewer connection fee should have been \$140,586.00. In order to correct this, we would need to credit or refund the applicant \$143,103.00.

Mr. Schwartz asked if this is typical.

Mr. Marmero stated that it was part of the rules and regulations of the Sewer Authority that the flow be monitored for one year and they can make adjustments.

Ms. Pangia asked who comes up with the amount and how they come up with the number.

Mr. Hatcher stated that the Engineer prepares the sewer connection fee. He can get Council the information on how they came to that number.

Mr. Paris asked if we could phase out the payment.

Mr. Hatcher stated that the applicant will expect the payment to be refunded fully.

Mr. Paris asked if the Sewer Budget can handle this type of payment.

Mr. Hatcher stated that we have generated approximately \$700,000 at the end of 2012 in fund balance, so we do have room.

Mr. Morrow stated that the applicant put this money out and he feels that we need to refund this.

Mr. Catrambone stated that he agrees.

Mr. Schwartz stated that he would like to see a copy of the agreement.

Mr. Marmero stated that he will prepare a Resolution for approval at the public meeting.

### **2013 MUNICIPAL BUDGET**

Mr. Catrambone recommended that we set a time limit of one hour for review of the budget since we also have the next work session. Mr. Catrambone stated that typically we review each line item. Mr. Catrambone stated that he is definitely in agreement with Mr. Hatcher's recommendation to move the charges from the Municipal Budget to the Sewer budget. Those items include salaries for employees that are now working on the sewer functions.

Mr. Hatcher stated that this does not change any of the salaries, it just moves them to be where they should be. Mr. Hatcher also noted that he has adjusted the Public Relations line item to \$8,000, for the new website.

Mr. Catrambone asked what is charged to contracted services under Administrator.

Mr. Hatcher stated that all the maintenance contracts are charged under that line item.

Ms. Pangia asked for a breakdown of that line item.

Ms. Pangia asked how much the postage machine costs.

Ms. Eggers stated that we own the machine and we pay a maintenance contract.

Mr. Hatcher stated that the maintenance cost will show in the contracted services.

Mr. Catrambone asked if we pay for hotels for employees to attend the League of Municipalities Convention.

Mr. Hatcher stated that we pay for one conference per year for individuals needing credits for certifications. You will see that not much was spent last year because the League was cancelled.

Ms. Pangia asked for a breakdown of all the miscellaneous line items under Treasurer.

Mr. Catrambone asked Mr. Hatcher to breakdown the two line items for the Auditor.

Mr. Hatcher stated that the first line item is the base fee for the audit and the miscellaneous line item is for other services performed by the Auditor for items such as supplemental debt statements.

Mr. Morrow asked Mr. Hatcher why the books, maps and subscriptions increased under Tax Assessor.

Mr. Hatcher stated that the line item is used for tax map updates.

Mr. Catrambone asked Mr. Hatcher to explain the data line for the Tax Assessor.

Mr. Hatcher stated that is an agreement with County for certain data.

Ms. Pangia asked for a breakdown on the salaries. She stated that there are no salary sheets in the book.

Mr. Hatcher stated that they should have been included and he will send them out tomorrow.

Ms. Pangia asked why there is a jump in the software line item for Uniform Construction Code.

Mr. Hatcher stated that that is the actual cost for the software system.

Ms. Pangia asked Mr. Hatcher to explain the reimbursement for corrective eye care.

Mr. Hatcher stated that the contracts specify the maximum amount of reimbursement to corrective eye care.

Mr. Catrambone asked why there was a jump in the vehicle maintenance line item in Uniform Construction Code.

Mr. Hatcher stated that it is due to the age of the vehicle.

Mr. Catrambone questioned the miscellaneous line item in Police.

Mr. Hatcher stated that the majority of the miscellaneous in Police is the meal allowance provided for in the contracts.

Ms. Pangia questioned the street sign line item.

Mr. Hatcher reported that there is a new requirement for street signs and we are required to replace our signs by 2017. When we discuss the capital budget, we will discuss the purchase of a sign machine.

Mr. Catrambone asked if the line item for Snow Removal/Condo is just to pay for the condo reimbursement.

Mr. Hatcher stated that is just for the condo reimbursement. We have a line item for salt, sand and calcium in the municipal budget and the remainder of the cost is for salaries. Mr. Hatcher reminded Council that we have an additional payment of \$28,800 due to the Grande.

Mr. Catrambone discussed that possibility of putting a portable bathroom at the Notre Dame Field. He asked if we could have the leagues using that field, cover the cost.

Mr. Hatcher stated that the problem is that there are multiple users of the field. Some organizations use it for one week and some use it all season.

Mr. Catrambone asked that Mr. Hatcher report back on what it would cost to put one port-a-pot near the large field.

Mr. Morrow recommended that the residents call the Police if they see someone using the woods as a bathroom and Council can determine whether to revoke the permit for that organization.

Mr. Hatcher will report back on the cost.

Mr. Paris recommended that we include a notice with the permit that if there is an issue, their permit will be revoked immediately.

Mr. Catrambone asked if the savings from the NJSEM will help us with street lighting.

Mr. Hatcher stated that street lighting is not included. You will see the savings under the PSE&G line item.

Mr. Catrambone asked if we could look at the overall number under telephones.

Mr. Hatcher stated the number includes cell phones. He is also meeting with a company next week to discuss a new phone system.

Mr. Catrambone stated that it was nice to see the landfill fees go down this year by \$15,000. That was in large part do to the recycling.

Mr. Hatcher pointed out to Council that the final bills have not yet been received from Riverside for the purchase of gasoline. The final number for 2012 will be approximately \$160,000.

Mr. Catrambone asked if we are on a buying plan for office supplies.

Mr. Hatcher reported that we use a state contract for all office supplies.

Council discussed what we can do to increase recycling in the condo and townhouses. There does not appear to be enough room for recycling dumpsters.

Mr. Hatcher stated that they do provide a drop off for recycling but a limited amount of residents use it.

Council finished reviewing the municipal budget and will pick up with the sewer budget at the next work session.

## **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – No report.

**Mr. Marmero** – No report.

**Ms. Pangia** – Ms. Pangia reported that the mobile mammogram van is requesting to come back to Delran. It was a very well attended event. She is also still working on the eye care van.

Ms. Pangia reported that she is working on the essay contest with the Delran Business Association for Women's History Month.

**Mr. Morrow** – No report.

**Mr. Schwartz** – Mr. Schwartz stated that they rescheduled the meeting with Assemblyman Singleton for this Saturday. He will be meeting with the residents of Riverside Park.

**Mrs. Kolodi** – Mrs. Kolodi asked if we are taking care of the down utility pole.

Mr. Hatcher stated that it has been reported to PSE&G.

Mrs. Kolodi asked if Public Works took a look at the intersection of Kevin Road and Randle Court.

Mr. Hatcher stated that he has looked at the intersection but really can not do anything until the spring. We will discuss whether to address multiple intersections in the capital budget rather than entire streets.

**Mr. Catrambone** – Mr. Catrambone congratulated Ms. Pangia on a successful event with the mobile mammogram van.

Mr. Catrambone reported that it appears PSE&G is replacing the new energy efficient bulbs with the older bulbs.

Mr. Hatcher stated that he will check into whether they are moving back to the old bulbs.

**Mr. Paris** – Mr. Paris reported that Chief Parente notified him that the Burlington County 200 Club will be honoring the officers that rescued the individual from the burning vehicle this Friday night.

### **PUBLIC PORTION**

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

Tracy Herman, 21 Woodyfield Lane, stated that he is here for a number of reasons. He is a member of the Delran Business Association and would like to keep them involved and also he is here as a learning experience. He will be trying to attend as many meetings as possible.

Bob Gilbert, 75 Stewart Avenue, stated that he would like to reissue the invitation to attend the event by the Vietnam Veterans on March 28th for the High School students. It is a great event and he would love to see everyone attend.

Mr. Gilbert asked what Council discusses when they have a closed session.

Mr. Catrambone stated that there are specific reasons to have a closed session. That would be for items like litigation, contract negotiations or other personnel issues that can not be discussed in public.

Mr. Hatcher stated that ultimately any decision made, would be done in open session.

Mr. Gilbert stated that some people questioned whether Council was in closed session to spend the taxpayer's money where they should not be. He stated that he understands because he has been attending the meetings.

Mr. Marmero stated no decisions can be made in closed session. Once a decision has been made or an agreement is reached, it requires action in open session.

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. Morrow made a motion, seconded by Mrs. Kolodi to enter into closed session for Contract Negotiations and NJ American Water Tax Appeal – Contract for Special Counsel. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk