

**WORK SESSION
MUNICIPAL BUILDING**

**March 8, 2016
DELRAN, NJ**

Sunshine Statement: Be advised that proper notice has been given by the Township Council in accordance with the sunshine law in the following manner. Notice advertised in the Burlington County Times and Camden Courier Post on January 12, 2016 and posted on the bulletin board on the same date.

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

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

PRESENTATION FROM GARLAND COMPANY, INC. REGARDING MUNICIPAL BUILDING ROOF

Jim Collins made a presentation to Mayor and Council on the condition of the municipal building roof and provided a copy of the survey he prepared on the condition. The concern he has is that we have a twenty five year old roof with a twenty year old roof on top. You cannot go over top of that so when the Township decides to replace the roof, the entire surface will have to be removed. There is also no slope to the roof which is causing problems. There is a lot of bubbling on the roof and water is getting into the system. How much is getting in, we are not sure. Every year that goes by, the cost increase to replace the roof goes up by 5%. Because of the date the roof was installed there is also a chance that there is asbestos in the material. Mr. Collins stated that the budget number he provided includes a total tear off and replacement of the roof, a little contingency for deck replacement and plumbing work. Mr. Collins stated that he can prepare that design and specifications or we could use the Township Engineer. He would be on site every day that the contractor was working to make sure the work is being completed correctly. There are also two smaller roofs off the back of the building. The Township could save money by doing an overlay on those roofs. The budget estimates provided in the survey are \$1,275,000 for the main roof and \$125,000 for the rear additions. Mr. Collins stated that he recommends that they reach out to the Fire District as a reference has he work with them on the replacement of the roof at the Bridgeboro Station. Mr. Collins stated that the best time of year to bid this type of projects is right after the summer work has ended. Mr. Collins stated that Council needs to discuss how they are going to proceed and whether the Township Engineer will be involved.

Mr. Catrambone thanked Mr. Collins for attending tonight. Council will be discussing this further tonight and determine if this will be included in the capital budget for 2016.

2016 MUNICIPAL BUDGET DISCUSSIONS

Mr. Hatcher reported that he met with the Auditor last week to go over where we were and it was right where he reported last meeting. We still need to discuss the capital budget amount. What was presented by the Mayor was \$50,000 and the balance in the capital improvement fund is \$56,000. Those combine would provide for approximately \$2,120,000 in capital projects for this year. The \$250,000 grant for Delran Community Park will need to be included in the budget but will not have an impact. Mr. Hatcher stated that there was some questions from the last meeting regarding Providence House and the Special Needs Program which he answered in an email. Mr. Hatcher stated that Council will need to make a decision on the Sewer capital projects including the energy savings proposal from Adirondack Energy. Sewer Capital has no impact on

the budget as no down payment is needed. The Green Team has requested a budget of \$1200.00. We are using more surplus to balance the budget and the tax increase will be zero. We anticipate that we will generate the same surplus at the end of 2016.

Council agreed to provide the Green Team with a budget of \$1200.00. Council also agreed to include an additional \$1,000 for Recreation under Special Programs.

Riverside Park Feasibility Study – To move forward with Army Corps, the Township needs to commit to a cost share. Mr. Hatcher stated that if the study does not lead to a project we may have to fund the total cost out of the capital improvement fund.

Mr. O'Connell made a motion to open the meeting to the public for comments on the Riverside Park Feasibility Study, seconded by Mr. Schwartz. All were in favor, motion approved.

Phaedra Schwartz, 501 Brown Street, asked if Council could respond indicating an amount that they would not exceed.

Mr. Hatcher stated that's what he recommends, determining a number for the budget that they do not wish to exceed.

Mr. Catrambone stated that if we agreed to be a partner and the Army Corps came back with a cost of \$20,000,000 for a project, could we then back out.

Mara Wexler-Wuebker stated that usually at the local level all the Township would have to do is indicate that this is a project they would like to pursue. Then down the road when the project is determined, we would enter into an agreement.

Mr. Paris stated that Council needs to agree what their commitment to a project would be, it is one thing to perform a feasibility study.

Mr. Schwartz stated that maybe we send a letter that we agree to partner for the feasibility study with a limit on the amount we are willing to contribute. If we don't send the letter, they won't agree to a meeting. Hopefully we will get news from the state and they will agree to become a partner.

Bob Gilbert, 75 Stewart Avenue, stated that basically it comes down to what Mr. Hatcher indicated, which is what Council's maximum budget for a project in Riverside Park.

Mr. Hatcher stated that at this point all Council needs to determine is a budget for the feasibility study.

After additional discussion, Council agreed to include \$50,000 in the capital budget for the Riverside Park Flooding Feasibility Study.

Mr. Catrambone stated Council needs to discuss the sewer rebate and the amount to include in the capital budget for the road program.

Mr. Catrambone stated that in regards to the sewer rebate, based on the memo provided it seems to indicate that we could have the rebate applied to each sewer account and would not have to

provide it for each apartment unit. There are approximately 350 units in the Tenby Apartments and 1146 in Hunters Glen.

Mr. Schwartz asked if the Auditor said that we would be okay if we included the apartments.

Mr. Hatcher stated that he did not ask the Auditor that question. We do not need to make a decision on this tonight. The bills are going out for all four quarters. If there is a rebate, an adjusted billing will need to be sent for the 3rd and 4th quarters. Mr. Hatcher stated that he will provide Council with the total costs with and without the apartments.

Next Council discussed the 2016 Road Program. Mr. Hatcher stated that if Council moves forward with all the capital items discussed at the last meeting, including the roof, there is only enough capital improvement fund money in the budget for about \$368,000 in funding for the road program. If Council would like to increase that amount, they need to put more money in the capital improvement fund budget.

Mr. Hatcher stated that before we move on, there was one item that was not on the capital budget list that needs to be purchased and that is a new postage machine. The total cost is \$9600.00.

Council continued to discuss the replace of the Municipal Building Roof and the Riverside Park flooding issue.

Mr. Hatcher stated that he would like to agree to municipal building roof but he is trying to balance that with the Riverside Park Project. It would make things easier for him if he knew Council was committed to a project in Riverside Park

Mr. Catrambone stated that it he feels that it is premature to make that determination because we do not have an estimate on what the project in Riverside Park would cost.

Council discussed the remaining capital items:

- Police Department
 - ALPR – License Plate Recognition System \$18,500 - Council agreed
 - Electronic Ticketing Computer \$42,508 - Council agreed
- Public Works
 - Service Truck \$70,000 – Council agreed
 - Tow Behind Pothole Repair \$45,000– Council agreed
 - Flat Bed & Brine Truck \$44,000– Council agreed
 - Municipal Building Parking Lot Light \$13,000 – Council agreed
 - Park Improvements \$48,500 – as discussed at the prior meeting Council agreed to budget a total of \$48,500. The budget will include \$16,000 for improvements to the 90 foot field at Notre Dame Park, \$12,500 for Hockey Rink resurfacing and \$20,000 for Playground Equipment.
 - Entrance Furniture & Additional chairs for Council Chambers and Court Room \$6,000 - Council agreed
 - Traffic Light repairs (Hartford & Fairview Blvd. and Fairview & Shop Rite Entrance) \$70,000 – Council agreed

- TAR Property roof – Mr. DeSanto received a new quote of \$10,400. Council agreed to keep this item on the list. Mr. Hatcher will try and get a more accurate number on the cost.
- Postage Machine \$9,600 – Council agreed.
- Road Program – Council agreed to \$800,000
- Municipal Building Roof - \$1,400,000 – Council agreed
- Riverside Park Feasibility Study - \$50,000.

Mr. Hatcher stated with all those projects, we will need to add an additional \$90,000 to the capital improvement fund budget. That money will not be returned to surplus at year end. Council agreed to include these items in the capital budget.

Mrs. Kolodi asked if we could add a discussion on the roads and a selection process for an upcoming work session as soon as possible.

Mr. Catrambone stated that the final item remaining is the Sewer Capital.

Mr. Hatcher stated that we should list the projects that were recommended by the Township Engineer. There are no budget implications because there is no down payment required. Council agreed to include those items. Mr. Hatcher asked if Council wanted to list the Energy Savings Project proposed by Adirondack. Council agreed.

Mr. Paris stated that he just received an email from Joe Parento, RAC Chairman, and he has requested an additional \$500.00 to \$1,000.00 for the RAC budget for special events. Council agreed to add an additional another \$1,000.00 making the total budget \$5,000.00.

Mr. Schwartz asked if we made a decision on funding for Catholic Charities.

Ms. Pangia stated that she would like to see a budget of \$500.00.

After discussion, Council agreed to provide the funding of \$500.00 but they want the funding to be strictly for Providence House.

Introduction of the 2016 Municipal Budget is scheduled for March 15, 2016.

Since there were no additional comments, Mr. Catrambone asked for a motion to end the public portion.

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

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

Submitted,

Jamey Eggers
Municipal Clerk