

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. Marmero, Solicitor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

BORGERS, SAUNDERS, TAYLOR & ASSOCIATES – Proposal to address Vacant & Abandoned Properties

Mr. Catrambone stated that the first item on the agenda is a proposal from Borgers, Saunders, Taylor & Associates to address vacant and abandoned properties. There was extensive information provided by this firm. Mr. Catrambone asked Mr. Hatcher for advice on how to proceed, would we have to do a RFP or RFQ for these services. Mr. Catrambone stated that some of the numbers were a little frightening to him. It would take a work force to accomplish the work and we do not have a work force in our budget.

Mr. Marmero stated that we would have to get quotes or bids from others but this proposal gives Council an idea of what their service would provide.

Mr. Catrambone stated that he has many questions and asked if there are other companies that do this kind of work in this area.

Mr. Marmero stated that it is relatively new situation and there are not too many companies yet in this field. The number of foreclosures have been slowly creeping up on towns along with abandoned properties. Once towns starting introducing ordinances to deal with this situation, companies offering this service have started to pop up.

Mr. Hatcher stated there is at least one other that is working with a shared service.

Mr. Marmero stated that the name of the company is Champion and they are doing this type of work for Gloucester County. All the towns came together and hired Champion to do the work. It is sort of a pilot program at a county level.

Mrs. Kolodi asked if we need something this extensive as it talks about hiring five people.

Mr. O'Connell stated that it also indicated that we could also use employees we already have on staff.

Mr. Hatcher stated that it would be a lot of work for our part-time Zoning Office/Code Enforcement person. Even if we went with the company doing most of the work, they are still looking for two full-time employees. Essentially we have one part-time person to deal with vacant and abandoned houses. Mr. Hatcher stated that we would probably have to have some additional clerical help also.

Mr. Catrambone asked how we determine just how much help we need.

Mr. Marmero stated a lot of it is about the staff. Mr. Marmero remembers that last year the Township did not have enough staff to enforce these ordinances and it comes down to how is the staff today.

Mr. Hatcher stated that we have more than we had as we hired someone for twenty hours a week doing Code Enforcement but he is also the Zoning Officer. Mr. Hatcher stated that the hardest part is identifying who the notices go to. There is a lot that has already been done but still the success rate is only about 50% and even this company said they should be able to identify about 50%. Mr. Hatcher stated there are a few things that Council needs to figure out as to what they want to accomplish with this program. No. 1 is what exactly is it going to do? It is not going to fill up your abandoned or vacant houses. The demographics are not there right now to fill those houses. One of the things we want to accomplish is that the vacant houses do not just sit there and deteriorate and pull down the rest of the neighborhood. This is probably the best we can do because you cannot put people in houses. Some of the vacant properties may fill up due to the ordinance, about 15%, because some people are just sitting on these properties and not doing anything but the ordinances might get them to move on some of these properties. In reality, if you have one hundred vacant homes, that would be about fifteen or twenty properties that might get tenants, the rest will still sit vacant. We prepared our own list in house and we probably have about eighty-five properties that are identified as vacant. We had Hugh McCurley go out and inspect about one hundred foreclosed properties and only about fifteen or twenty had property maintenance issues. Most of the homes are probably still occupied by the people going through foreclosure.

Mr. Schwartz asked if Mr. Hatcher ever talked to person from Building Blocks.

Mr. Hatcher stated that he did and he is supposed to come in and meet with him but it is more of a listing service. Mr. Hatcher stated he will get more information.

Mr. Schwartz asked Mr. Hatcher has he actually sat down with this company to discuss this proposal.

Mr. Hatcher stated that he was waiting to see what direction Council wanted to take.

Mr. Schwartz stated that it sounds like the most logical step is to sit down with them. Mr. Schwartz stated that it seems we would need help with the investigative portion and also legal advice as our Solicitor indicated that it was outside of his firm's expertise. Mr. Schwartz recommended that Mr. Hatcher meet with Borgers, Saunders, Taylor & Associates and tailor a proposal according to our needs.

Mr. O'Connell asked Mr. Hatcher is there anything that we can do now in house.

Mr. Hatcher stated that we are doing some of the things. He can sit down with them and say this is what we are capable of doing and see how they can augment it. Mr. Hatcher stated that he had Public Works and the Police Department take note of vacant homes. When the sewer bills went out, Mr. Hatcher checked water consumption and if someone did not use water, they were also put on the list.

Mrs. Kolodi asked if we are willing to pay a company, could we not then hire someone full time to do the work and they would be here in the building.

Mr. Hatcher said that is a possibility. Mr. Hatcher stated that he was hoping that Burlington County would do a shared service.

After discussion, Council agreed to have Mr. Hatcher and the Attorney meet with the representative to go through the proposal and tailor it more to our needs.

CENTENNIAL TIME CAPSULE

Mr. Catrambone stated that he was a little disappointed to learn from Mal Anderson, President of Delran Historical Society that we have a time capsule that is just sitting out back. One of the things in the time capsule is a bottle of wine from a local winery and it is possible that the bottle have frozen and cracked and damaged the items in the time capsule. Mr. Catrambone asked Council if they feel we should re-bury it or do we want to open it and see if anything is ruined.

Mr. Anderson suggested that the time capsule be reburied sometime around Delran Day. Burying it around the municipal building makes the most sense.

Mr. Schwartz suggested adding to the time capsule.

Mr. Anderson stated that the Historical Society would like to leave it as it is. If Council wants to bury a second capsule, they could.

After discussion, Council agreed to go with the wishes from the centennial committee. The time capsule will be reburied. In the meantime, Mr. Hatcher will try to find the inventory.

2016 TOWNSHIP CLEAN UP DAYS

Mr. Catrambone asked if anyone has any questions or problems with Mr. DeSanto's memo.

Mr. Hatcher said that we will start keeping the municipal garage open on the first and third Saturdays of the month from 8:00 am to Noon. The cleanup days will be 7:00 to 7:00 on Friday the April 15th and 7:00 to 5:00 on Saturday, April 16th. This is very popular with our residents. Council had no issues.

POSTING SUPPORTING DOCUMENTATION WITH AGENDA

Mr. Catrambone stated that this was brought about by Councilman Schwartz. He is suggesting expanding what is posted with the agenda on the web site. Including postings memos and supporting documentation, reports, etc. Mr. Catrambone stated that he has some concerns and asked the attorney to help us to recognize what the issues may be and the additional work load this might create.

Mr. Marmero stated that a lot of it depends on the information and it would vary from packet to packet. Someone should review it to see what should and should not be release.

Mr. Catrambone asked if we are doing something wrong, it needs to be fixed.

Mr. O'Donnell asked if the agenda is being posed on line.

Ms. Eggers said the front page of the agenda with the items listed is posed on the Friday before the meeting.

Mr. O'Donnell stated you are obligated to post the agenda, which we do, and there are several amendments to OPRA that are bouncing around to obligate you to post it further but there is nothing definite on that proposal.

Mr. Schwartz stated that someone could come into the Clerk's office and submit a request for the information in the agenda packet.

Mr. Marmero stated that they could but he would advise the Township not to release anything material regarding negotiation items. Certainly items such as the Township Cleanup days could be released.

Mr. Schwartz asked if he was a member of the general public and I wanted to make remarks, or ask questions, about an item that is up for discussion it would be helpful to have the backup material.

Mr. Catrambone stated that this would require to the agenda to be prepared well in advance in order to allow time for the Solicitor to review the items and report back on what items could be posted. Mr. Catrambone stated that anything Council is going to take action on would be safe to release to the public.

After discussion, Council agreed to publish Resolutions and Ordinance along with the agenda that is posted to the website. This will provide the residents with time to review the items Council will act on prior to the meeting.

COMMUNITY PARK CONCESSION/BATHROOM FACILITY

Mr. Winckowski provided Council with floor plan and design for the Community Park Concession/Bathroom facility. If Council wishes to move forward, they will need to authorize them to advertise the bid.

Mr. Schwartz stated that his issue is there is no family bathroom and he does not feel this is what we decided.

Mr. Paris stated that it is a lot of money and if we go back to the drawing board, we will delay the project even more.

Mrs. Kolodi stated that we had a wish list, which was great, but items needed to change to fit within the budget that Council set. Mrs. Kolodi does not think this should be delayed any longer.

Mr. Schwartz said if we build it as presented tonight, we will not obtain the purpose that was intended.

Mrs. Kolodi stated that are changing stations in both the men's and ladies bathrooms and they are all handicapped accessible.

Mr. Schwartz stated that he could not use the bathrooms designed unless. The purpose of the family restroom was to provide for a member of the opposite sex to be able to assist a handicap individual.

Mr. Winckowski stated that this plan meets the budget but if Council wants a family bathroom then it can be done and he does not believe the additional cost would be astronomical.

Mr. Catrambone stated that we are trying to strike a balance between cost and what we want. If the bathroom facilities do not serve the purpose, we will have to do it over. If everybody agrees that we want to take a look at this again, he does not want to see on Facebook that this project is being delayed again.

Mrs. Kolodi stated that with all the criticisms and delays we do have something here that meets the budget and we ready to go. Mrs. Kolodi asked Mr. Winckowski how much time it will take to come up with new specs and will we have to vote for more money.

Mr. Catrambone stated that if we cannot keep this project within budget we have to come up with more money.

Mr. Hatcher stated that if this project is not finished by next February, we will not have the \$250,000 grant.

Mr. Winckowski stated that he will try to make the storage area smaller and add a family rest room in that area. We can bid that as an alternate and it will not change any of the site work.

Mr. Catrambone thanked Mr. Winckowski and asked if he could get the information for the next work session.

Mr. Hatcher suggested authorizing the advertisement of bids tonight so we do not lose more time. It will be authorized as presented tonight but with an alternate bid for a family rest room.

Mrs. Kolodi made a motion, seconded by Ms. Pangia to authorize the advertisement of bids for the Concession/Bathroom Facility including an alternate for the family restroom. All were in favor, motion approved.

SHARED SERVICES AGREEMENT BETWEEN DELRAN TOWNSHIP AND DELRAN FIRE DISTRICT

Mr. Hatcher provide Council with a draft copy of the agreement. This agreement is essentially what we would do with any snow removal agreement. It has the salary that we would charge along with Social Security and a charge for vehicle use. If Council is okay with the agreement, we will send it to the Fire District for their review. The only outstanding question is whether Council wants them to post \$6,000 or \$7,000 dollars upfront. If the costs go over, we would charge them and if it went under, we would return the funds. If we do not require the money to be posted upfront, then basically we are raising the money in our budget for the Fire District. If we receive the money up front it will show up as a revenue and an expenditure and it would not be costing our taxpayers any money.

After discussion, Council authorized Mr. Hatcher to send the agreement over to the Fire Commissioners for their review and also to have a \$7,000 figure put in as upfront money.

TAR PROPERTY

Mr. Hatcher stated that there are some items that need to be done in order to get this property approved for Green Acres funding. Mr. Winckowski has costed the items out and the total cost is approximately \$24,100 to complete those items. We still need to get the inventory straightened out before we get the reimbursement for acquisition of the TAR property.

Mr. Winckowski stated that whenever you go through a Green Acres acquisition there is a checklist that you have to complete. One of the requirements is an environmental review. There were items identified in the Phase I study; therefore, a Phase II study will need to be completed. There are a few other ideas that need to be addressed by the DEP. The survey was approved but there are still items that need to be done. If contamination is found, there will be further studies and costs.

Mr. Schwartz asked what the Township's responsibility is if contamination is found.

Mr. Winckowski stated that he would check into it but he does not think the Township would have a responsibility but it could also prevent us from receiving the Green Acres reimbursement if we do not clean up the property to the DEP standards.

After discussion, Council agreed to place a Resolution on the public meeting agenda authorizing the engineering services.

COMMUNITY FORESTRY PROGRAM

Mr. Hatcher stated that the consultant from Riverton spoke to Council and gave a proposal for the Community Forestry Plan. Mr. Emens would like to be hired as a consultant to complete the plan. The Green Team can receive a \$3,000 grant to prepare the plan but it requires the Township to provide a 100% match. The match can be provided through in-kind services. This is a reimbursable grant so it would have to be included in the budget. With respect to in-kind services, Mr. Hatcher stated that he had a discussion with the person who runs the program and they indicated meeting of the Green Team would qualify. We could apply the volunteers' rate of \$23.07 per hour to account for some of the in-kind match. If the Green Team met once a month for two hours, we could meet the \$3,000 match by itself. Once we get going with the program, one volunteer and one employee has to go through the certification program which is held in Atlantic City usually in October. It costs approximately \$100 per day. In addition, there are yearly credits that they need to take. That can be done by going to the NJ Federation meetings, which is a two-day meeting and cost \$250 per person.

Mr. Catrambone asked Bill Curzie, president of the Green Team to join in the conversation.

Mr. Curzie stated that to send in the paper work and apply for the grant there is no money involved.

Mr. Catrambone stated that it is a reimbursable grant so the Township would have to provide for the money up front and then be reimbursed.

Mr. Paris asked how much did we budgeted for the Green Team.

Mr. Hatcher said \$1200.

Mr. Paris asked if we were to budget \$3,000, would we get that back before the courses would have to be paid.

Mr. Hatcher stated that he is not sure if we would.

Deb Hammond, Green Team, stated that once the Township has a Community Forestry Plan, we are eligible to apply for additional grants. There are grants available for planting or removal of trees. There will be benefits down the road but in order to apply we have to have a Community Forestry Program.

After discussion, Council was in agreement to move forward with the project and apply for the grant.

ELCON HAZARDOUS WASTE FACILITY AND WASTE MANAGEMENT LANDFILL

Mr. Hatcher stated that we received a letter from Bordentown Township with respects to the Elcon Hazardous Waste Facility and Waste Management Landfill. These are two pending projects in Falls Township, Bucks County which is across the river from Burlington County. Bordentown is opposing both projects and asking Burlington County municipalities to join their efforts. Mr. Hatcher stated that they retained a law firm and they could ask for contribution towards the cost of fighting the projects.

After discussion, Council agreed that at this point they will just adopt a Resolution showing Delran Township's support.

GREEN TEAM APPOINTMENT

Mr. Catrambone stated that there are currently two openings on the Green Team. One is the Mayor's appointment and one in Council's.

Ms. Eggers stated that the Green Team has recommended Al Carp. He has been attending their meetings and is interested in becoming a member.

Council agreed to appoint Al Carp.

Mr. Paris stated that he would like to appoint Tom Mann.

Ms. Eggers stated that these appointments will be on the agenda for the public meeting.

REQUEST TO WAIVE INTEREST – 701 DELRAN PARKWAY

Mr. Hatcher stated that we received a request to waive interest for 701 Delran Parkway in the amount of \$516.05. The tax office received the payment for taxes with no identifying information so it was returned. When the payment came back with the correct information, it was late, which caused interest to be due. The bank is asking that the credit be applied against the next payment which could not be done. Mr. Hatcher stated that the Tax Collector feels that the request to waive interest should not be granted. Council agreed.

REPORTS

Ms. Eggers – Ms. Eggers reported that they received the notice for the Riverside Memorial Day parade to be held Monday, May 30 at 9:30 am.

Mr. Hatcher – Mr. Hatcher reported that the Police Department has the opportunity to participate in the Click it or Ticket statewide grant program. The grant reimburses up to \$50 per hour and the total grant is \$5,000. The highest rate we would pay would be \$81.70 per officer. It would cost the Township approximately \$3,170 to participate in the program. Mr. Hatcher asked Council if they want them to participate. Council agreed to go ahead with this program.

Mr. Marmero – No report

Mr. Winckowski – Mr. Winckowski stated that he issued the status report last Friday and asked if anyone has any questions. There were no questions.

Mr. O'Connell – Mr. O'Connell thanked the Mayor for asking him to represent Council at a welcome home ceremony for the Commander of an MP unit that did a tour at Guantanamo Bay. Mr. O'Connell mentioned to him about the Veteran Day ceremony that we hold at the building.

Ms. Pangia – No report.

Mr. Schwartz – Mr. Schwartz stated that everyone has received Mr. Hatcher's e-mails on the situation on Oak Avenue. Delran is one of the towns that is not notified when PEG&G turns service back on after being shut off. Councilman Schwartz asked if we could consider this. Mr. Hatcher will reach out to our PSE&G representative.

Mrs. Kolodi – Mrs. Kolodi stated that she met with Debbie Hammond and they discussed a proposal for a Flood Preparedness Action Plan. Mrs. Kolodi requested that this be place on the agenda for the next work session.

The Green Team has provided a grant for adult education program. The grant was given to Jaime Mount, who taught Health and Wellness at the Delran Night School.

Mrs. Kolodi reported that Opening Day of the Delran Community Park is going to be April 9th. Also, in regards to fundraising for the park, the shed and concrete slab are being donated and will be completely paid for. Loew's is going to give us equipment that we might need for landscaping and also send out some volunteers. The Route 130 Diner has donated \$3,000 for the Community Park.

Mrs. Kolodi stated that The Citizen of the Year program kind of feel apart. Mrs. Kolodi asked if Council wanted to re-start that program again as the Business Association did not follow through with the application process.

Mr. Catrambone stated that he thought the Business Association should certainly do the dinner but perhaps Council should put together a sub-committee to handle the nominations. This will be put on the next work session agenda.

Mrs. Kolodi asked when Council anticipates looking at the road program.

Mr. Catrambone stated that we could put something on the work session agenda to discuss how Council wishes to move forward with way the road program is selected.

Mr. Winckowski stated that he will go out with Jerry DeSanto and look at the roads.

After additional discussion, Council agreed to discuss this at the work session.

Mr. Catrambone – No report

Mr. Paris – Mr. Paris thanked the RAC and all the businesses that sponsored the Easter Egg Hunt. It was very successful again this year.

Mr. Paris stated that we received a notice from Rowan at Burlington County asking the Township to support a Resolution to recognize Veterans for April 4th. He asked that Council approve this at the public meeting. Council agreed to prepare a Proclamation since we cannot make the deadline.

PUBLIC PORTION

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

Jim Bauer, Fire Commissioner, stated that they applied several years for a Fire Fighter Inspector and are in the process of filing for that grant again. FEMA has found out that a lot of departments have been taking the grants and hiring fire fighters and then cutting the hires and using the money elsewhere. They request that a letter be sent from the agency that is in charge, which in his opinion was the Fire District; however, they got rejected because they do not have the same letter from Mayor and Council. What FEMA wants the Township to indicate in a letter is that if the fire budget does not pass, Mayor and Council will not touch the two positions covered in the grant.

Mayor and Council agreed that they would like to send the letter to support the Fire Department for the grant.

Mrs. Kolodi 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