

**WORK SESSION
MUNICIPAL BUILDING**

**May 9, 2017
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 11, 2017 and posted on the bulletin board on the same date.

ROLL CALL: Mr. Burrell, Mr. O'Connell and Mr. Catrambone were present. Mr. Schwartz was absent. Mrs. Kolodi arrived at 7:45 P.M.

ALSO PRESENT: Mr. Shotts, Solicitor, Mr. Winckowski, Engineer, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

SCHNEIDER ELECTRIC

Dan Rigle, Schneider Electric, reviewed the report on the energy saving improvement program put together for Delran. Mr. Rigle stated that they outlined different capital improvement options in the report for energy savings potential both at the Municipal Building and the Sewer Plant. They are not coming here with a final project, it is more whether this process makes sense for the Township and from their prospective it does. They believe then can reduce the energy operating budget by \$376,000 per year. Most of the energy is used at the Sewer Plant and that is where most of the opportunity is for cost savings. Through the ESIP program, the idea is to capitalize on those savings and use them to fund capital improvement projects. By leveraging third party financing we are looking at 4,000,000 – 5,500,000 million is project funding. Mr. Rigle noted that if Council wishes to move forward, they would authorize an RFP for an energy service company.

Mr. Catrambone stated that he would like to have them go through an overview of the projects and also would like to know whether they are proposing to complete all projects at once or phase them in over time.

Mr. Rigle stated that typically you can approach this on a phase in basis. Because of the ESIP program there are certain hoops to go through. The plan may be developed as one phase and then construction could be completed over several phases. Mr. Rigle stated that as for the Municipal Building they looked at the infrastructure improvements (Roof and HVAC), efficiency (Interior and Exterior Lighting) and Solar.

Sam Ringelberg, Schneider Electric, stated that the boiler in the municipal building is from 1970 and it is still working along with a control system that is functioning but is causing some comfort issues. When we looked at the mechanical room, there are two boilers, two chillers and a cooling tower. Those along will a few air handlers make up the heating and cooling systems. The tools that operate that system are pneumatic, which is dated. At review of the system they broke this down into three options. First, looking at the steam boilers and trying to optimize that system as much as possible and also replace existing pneumatics with DDC. Second option would be to switch the muti-Zone air handlers to VAV Conversion, which would allow more

individual control in the different offices. Option three, would be to replace the existing steam boilers with hot water boilers.

Mr. Paris stated that he would like to see the cost estimates for the three options compared to the cost savings.

Mr. Ringelberg stated that they can certainly provide that information. Mr. Ragle stated that will be part of the RFP process and the development phase of the project. We would certainly need to discuss that in detail moving forward.

Zia Qureshi Schneider Electric, discussed the options available at the Sewer Plant. They include:

- Potentially put a smaller tank on standby mode and load up the other two to the maximum potential. Treatment plants do not like to run under their capacity. In standby mode it could be used as an equalization basin. This would have to be studied further in the next phase.
- Upgrading the Aeration blowers. They are oversized and have no control which makes them unmanageable
- Aeration System - Ammonia Based Aeration Controls
- Speed Controls – VFD on Positive Displacement Aerobic Digestion Blowers
- Disposal of Digestive Sludge – Dewatering Solutions
- P-Uptake
- Side Stream Treatment

Mr. Catrambone asked if there is potential to ship sludge that would then be used as fertilizer.

Mr. Qureshi stated that the sludge from the plant is considered Class B material and can be applied as fertilizer. It would depend on the state regulations whether it could be used on farmland.

Mr. Ragle stated that it is being done in New Jersey with Class A material.

Mr. Catrambone stated that thanked them for their presentation tonight. He stated that the Mayor and Council will digest all the information and discuss this further.

Mr. Ragle thanked Council for their time and stated that if they have any questions, please feel free to reach out.

Mrs. Kolodi arrived at 7:45 P.M.

CAPITAL BUDGET

Mr. Hatcher stated that since the 2017 Budget has been adopted, the next step for the Capital Budget would be to authorize a bond ordinance for the financing. Items on the capital budget include:

Acquisition of Police equipment: \$55,000

- This included purchase of handgun holsters: \$25,000
- Detective interview room recording system: \$15,500
- Police mobile video recorders: \$14,500

Acquisition of equipment and vehicles for Public Works: \$395,000

- One man leaf truck: \$255,000
- Grass cutters: \$20,000
- Small dump buck: \$120,000

Municipal property improvements: \$2,137,500

- Municipal roof: \$ 1.8 million
- Basketball courts: \$43,500
- TAR property roof repair: \$24,000
- AC unit repair: \$35,000
- Equipment for the parks: \$200,000
- Public Works fire hydrant replacement: \$35,000

Reconstruction of roads and sidewalks: \$305,000

- Rt. 130 sidewalk improvement: \$220,000 (\$176,000 grant) This ordinance was already introduced.
- CDBG project: \$85,000 (\$78,000 grant)

Sewer utility fund/ Upgraded Sewer treatment facility: \$2,580,000

- To include Clay St. pump station: \$1,850,000
- Additional funds for sand filter: \$ 450,000 (This ordinance was already adopted)
- Adirondack: \$120,000
- Weir cleaner: \$160,000

Acquisition of utility trucks and equipment: \$130,000

- Two Ford-350's with salt spreader and plow: \$100,000
- Acoustic tool: \$30,000

After discussion, Council agreed to authorize the Bond Counsel to prepare the bond ordinance including all the capital items as listed above for introduction at the next public meeting.

JIF/MEL QUARTERLY SNAPSHOTS

Mr. Hatcher stated that this is the 25th year that we have been a part of the Burlington County Joint Insurance Fund. The fund was created by getting together with nine other municipalities before that time we were purchasing commercial insurance. There are now 26 municipalities in the BCJIF. We are also part of the MEL, which provides excess liability insurance, Worker's Compensation and Public Officials Liability Insurance. The Mel provides insurance for 375

municipalities in the state. In the packet provided to Council, is our performance for the last six years. There was a four year where are claims were not very good but in the last two years they have turned around. The first report is the JIF Loss Ratio Snapshot. Based on the last six years, our loss ratio is 97.1%. For 2015 our Loss Ratio was 29.6% and for 2016 it was 11.3% so they are trending in the right direction. The second report is the MEL Quarterly Snapshot. The six year cumulative MEL Loss Ratio is 1.4%. The final report is EPL/POL Ration Snapshot. The six year cumulative EPL/POL Loss Ratio is 0.00%. We have had zero EPL/POL claims in the last twenty-five years.

2017 SEWER BILLING

Mr. Catrambone stated that at the last meeting we ask the Attorney to provide a legal opinion on the sewer rebilling.

Mr. Shotts stated that there was a question on the wording of the ordinance that indicated the sewer bills were based on water usage for January, February and March of the previous calendar year. Mr. Shotts stated that after review, there is no issue with the sewer rebilling.

Mr. Catrambone stated that the most important issue is that we get the language corrected in the ordinance to make sure that it matches the data provided by NJ American Water Co.

Mr. Hatcher stated that we are ready to send out the new bills once Council authorizes. As discussed at the last meeting approximately 60% of the ratepayers will see no change and 10% will increase and the rest will decrease. The new bills will show any previous payments made. Mr. Hatcher stated that we are working on an insert for the bills to explain the issue. Mr. Hatcher stated that we are going to make some recommendations in the future to address some issues. We are now getting the reading from NJAW on a monthly basis so that issue has been addressed.

Mr. Catrambone asked for a motion to adopt the following Resolution.

TOWNSHIP OF DELRAN RESOLUTION 2017-96

BE IT RESOLVED, by the Mayor and Council of the Township of Delran that the Township Council hereby authorizes the Tax and Sewer Department to reissue the 2017 sewer billing using the usage data from NJ American Water Co. during the billing periods running Dec-Jan 2016, Jan-Feb 2016 and Feb-March 2016; and

BE IT FURTHER RESOLVED that the due date for the 1st Quarter Sewer Billing be extended to June 1, 2017 with a thirty day grace period.

Mr. Burrell made a motion, seconded by Mrs. Kolodi to adopt Resolution 2017-96.

There being no questions, the roll was called.

Mr. Burrell, Mrs. Kolodi, Mr. O'Connell and Mr. Catrambone voted aye.

Ayes: 4
Nays: None

Motion Approved

STREET SIGNS

Mr. Hatcher stated that he discussed with the Historical Society the possibility of holding a silent auction to raffle off Street Signs. The details can we worked out but they discussed incorporating into Delran Day. He asked if Council had any issues. Council did not.

SUMMERHILL DRIVE PARKING

Mr. Catrambone stated that we asked the Chief for an update on the Summerhill Parking issue which was provided in the memo to Mr. Hatcher.

Mr. Hatcher stated that over the years we have addressed the issue and we are running out of areas to move residents. On average, there has been one accident a year involving parked cars. In the Chief's opinion it is safe to park on both sides but suggested lowering the speed limit. Mr. Hatcher stated that he spoke to the Engineer regarding this issue and they both have reservations.

Mr. Winckowski stated that an extreme condition is needed to justify a speed limit less than 25 MPH. The road is designed in accordance with the RSIS standards and he is not aware of any sightline issues.

Mr. O'Connell stated that he feels there are sightline issues on the side of Summerhill Drive near the townhomes. There are trees that cause obstructions at the intersections especially around the curves. He agrees with the Chief's memo and feels we should lower the speed limits around those curves.

Mr. Winckowski stated that you don't establish speed limits on curves. That is where you put up advisory speeds.

Mr. Paris stated there is a problem with two cars getting around the curves with residents parking on both sides of the road. Slowing the speed along the curves will help.

Mr. O'Connell stated that the development is being used as a cut through from Hartford Road to Creek Road.

After discussion, Council agreed to have the Engineer look at the issues and report back to Council. Mr. Winckowski stated that he will also get more verification on the 15 MPH advisory speed limit on the curves.

NEW OWNERS/SEWER

Mr. Hatcher stated that the following properties are under new ownership and as per the Township sewer regulations, they will be adjusted to the minimum sewer billing for 2017.

Block: 65.04 / Lot: 7
Block: 26 / Lot 1
Block: 89 / Lot: 2
Block: 118.20 / Lot: 67
Block: 98 / Lot: 4
Block: 125 / Lot: 47
Block: 65.05 / Lot: 20
Block: 125 / Lot: 28
Block: 143 / Lot: 9
Block: 138 / Lot: 11
Block: 158 / Lot: 16
Block: 148 / Lot: 15
Block: 118.05 / Lot: 16
Block: 118.05 / Lot: 11

If Council has no questions, a Resolution will be placed on the Public Meeting agenda for approval. Council agreed.

SPYGLASS SNAPSHOT AUDIT AGREEMENT

Mr. Hatcher stated that we were contacted by Spyglass to perform an audit of the Township's phone bills. We've had this done two or three times in the past. Basically they look at all the phone bills to determine if we are being charged for services we are not using. They want to share in any savings that are found through the audit. Mr. Hatcher stated he is for having the audit performed but has some reservations. He feels the cost recovery timeframe should be changed from 10 days to 60 days. Mr. Hatcher stated that he also feels the fees for service elimination savings should be amended. Since they are looking for twelve times the service elimination savings they are looking for one year's worth of savings. They also want to be paid upfront for the entire portion of the savings. Mr. Hatcher stated that he would like to amend the agreement to state they should only be entitled to 50% of the service elimination savings and 50% of the cost reduction savings and that be paid either at the end of the year or over the course of the year.

Council agreed to have Mr. Hatcher reach out to Spyglass with the agreed amendments as discussed.

REPORTS

Chief Parente – No report.

Ms. Eggers – Ms. Eggers stated that the Blood Drive was held today and it was again very successful. All appointments were filled and they were going to add an extra worker to handle any walk-ins. Because of the success, they want to add an extra drive in July.

Mr. Hatcher – Mr. Hatcher reported that this time of year Public Works is pretty much doing everything they do in the course of two months. We authorized overtime on Saturday to keep up with branch collection and we are going to do that one more week.

Mr. Shotts – Mr. Shotts reported that the Title Company has not been able to locate title records on the cemetery as requested by the Delran Historical Society. If it ends up that we can't locate an owner, we can discuss whether the Township can acquire title.

Mr. Shotts reported in regards to 903 Oak Avenue, we needed additional information from the appraiser and are waiting to hear back.

Mr. Catrambone stated that he had concerns over the cost for the appraisal and wanted to make sure we get the level of detail necessary.

Mr. Winckowski – Mr. Winckowski reported that that there were two road opening applications submitted. NJAW is replacing the water mains on Drexel Avenue prior to the resurfacing of the road this year. PSE&G has also submitted permits for gas main replacement on the following streets.

- Lake Street – Entire Length
- 8th Street – Entire Length
- Colby Avenue – Entire Length
- Edgewood Avenue – Entire Length
- Fordham Street – Entire Length
- Howard Street – Entire Length
- Baylor Street, from 8th Street to end;
- Leon Avenue, from Fordham Street to 5th Street

Their plan is to replace the gas main and do trench repair, then after an acceptable amount of time they will mill and resurface half the roads. They will post escrow for the inspections.

Mr. Catrambone asked if they will send notices to the residents.

Mr. Winckowski stated that he will find out what their notice will be.

Mr. Winckowski reported that the contractor is finishing up the punch list items for the 2015 Road Program including grass restoration on Main Street.

We are also on schedule for the 2016/2017 Road Program. They will be sending the plan to Mr. Hatcher and Mr. DeSanto for their review and in a few weeks they will ask for authorization to advertise the bid.

Mr. O'Connell – No report.

Mr. Burrell – No report.

Mrs. Kolodi – Mrs. Kolodi stated that on May 13th we are supposed to have a celebration for the opening of Delran Community Park. The weather does not look good at this point and by Thursday, they will decide whether to cancel the event.

Mr. Catrambone – Mr. Catrambone stated that the Jake's Place Gala Fundraiser was very successful and \$40,000 was raised. That will help move this project forward.

Mr. Catrambone suggested that we put together a do's and don't list for trash collection since we continue to receive questions.

Mr. Catrambone stated that we have an opening on the Zoning Board and he reached out to Randy Khinkis, who is an alternate on the Planning Board. Since the Planning Board has not been very active, he has agreed to be a member of the Zoning Board. Mr. Catrambone asked that Council make a motion appointing him tonight since our next meeting is after the next Zoning Board meeting.

Mrs. Kolodi made a motion to appoint **Randy Khinkis** to the **Zoning Board** as **Alternate 1** for a term to expire **December 31, 2018**, seconded by Mr. O'Connell. All were in favor, motion approved.

Mr. Paris – Mr. Paris thanked Chief Parente, Mr. Hatcher, Mr. DeSanto and the Green Team for supporting the STEM Fair yesterday at the High School.

Mr. Paris reported that tomorrow Congressman MacArthur will be speaking at the Town Center in Willingboro at 6:30 P.M. in case anyone is interested in attending.

Mrs. Kolodi thanked everyone for adopting the ordinance approving the Chicken Pilot Program.

Mr. Catrambone stated that he attended the STEM Fair and it was very well attended. The Green Team had two chickens there and also had information on the Ash Trees.

PUBLIC PORTION

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

Larry O'Leary, 154 Oxford Road, thanked Council for their support of the Tri-County meet. In 2018, they will host the Burlington County Swim Championships.

Mr. O'Leary asked if Oxford Road was on the list for paving.

Mr. Catrambone stated that Oxford Road is included in the 2016/2017 Road Program which should be completed in the summer. The road includes are Whitemarsh Way, Oxford Road, Drexel Street, Greenbriar Road and portion of Main Street.

Greg O'Leary, 7 Teaberry Lane, asked about the status of the Snack Bar at Delran Community Park.

Mr. Winckowski stated that the building is up and running. The only item remaining is grass restoration.

Mr. O'Leary notified Council that when he drove through the park yesterday one of the bathroom doors was open. There was a Public Works truck in the area.

Mr. Winckowski stated that they did not hear about any issues but he will check with Mr. DeSanto tomorrow.

Julianna Lyon, 33 Heather Glen Lane, spoke in regards to the Summerhill Drive issue. Her concern is when you are coming in off the side streets and cars are parked right up to the corner which makes it difficult to see past them. Maybe pushing back the distance you can park from the curb and painting the curbs yellow or increased enforce would help. There are some areas where there is no paint.

Mr. Winckowksi paint or no paint, the law is no parking 25 feet from the intersection.

Mr. Hatcher stated that he will look at the issue tomorrow.

Tom Lyon, 33 Heather Glen Lane, stated that along Summerhill Drive near Rosebay, Woodcrest and Weatherly cars are parking very close to the corners. Painting will help address this issue. The other issue he sees is residents of the townhomes are parking two cars in the driveway and they are hanging out into the street. As a member of the Homeowners Association he would like to work with the Township and send information to the residents stating the regulations and letting them know that the Police will enforce parking violations.

Mr. Lyon reported that when he lived in Winslow Township he had three chickens and it helped keep down the ticks and bugs.

Mr. Paris stated that when they first addressed Summerhill Drive the main concerns were near the fields and now the other side needs to be addressed.

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

Mrs. Kolodi 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