

**WORK SESSION
MUNICIPAL BUILDING**

**May 13, 2014
DELTRAN, 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: Douglas Long, Township Attorney, Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Township Clerk.

PRESENTATION FROM JAKE'S PLACE

Mr. Catrambone stated that we have Art Aston, the Executive Director, Debra Leonard, Jim and Lynn Cummings representing Jake's Place.

Jim Cummings stated that Jake was their grandson, who was born with a very rare heart condition and was only with us for two and a half years. He loved playgrounds and was required to do physical therapy every day so his mom would take him to a playground but he could not play on any equipment. When he passed, we were given a gift from a very generous couple and eventually decided to build a boundless playground. Both Lynn and I are professional fundraisers and consultants but because of the recession, it took four years to get to do what we needed to do to build the playground. We are a non-profit organization and also sponsoring the Camden County miracle league. The miracle league was started after the playground was built. We intend to manage the league for several years and then turn it over to the community. Jake's Place was named, this month, one of the best playgrounds in the Delaware Valley by Philadelphia Magazine and Philadelphia Family Magazine. It is a destination for children especially those with special needs. We host events, hold fundraisers and annual campaigns. Our goal is to encourage the building of additional playgrounds like Jake's Place. When we were fundraising for Jake's Place and tremendous amount of the participation came from children. Jim explained what the type of equipment with the playground that allows full access for disabled individuals. All of the structures were built by the same company and they really understood the need. The intention of the playground was to allow the interaction between all children. He invited Council to come to the boundless filed on any Saturday to see the miracle league in action. The playground was a community built playground and took three days to build. There is a brick walkway as you enter the playground where individuals purchased the brick and put their names on them.

Lynn Cummings handed out information to Council for their review. She went over the three day building process. The area looks much like the area that is here is Delran. She stated that there is a need and a desire for a playground. We are so grateful that Delran is willing to look at this for their community. What Jake's Place can do for the Township still needs to be determined by all of us. The Board is suggesting is that the Township write a letter asking for them to help. The kind of help that we can offer is experience and we need to know what the Township needs to see if we can go down this road. We can also be consultants to the Township if that is what is desired.

Jim stated that what they would like to encourage is that the Delran build something bigger and better than Jake's Place because it is really needed.

Mr. Catrambone stated that this is a decision that Council will make moving forward. What he is seeing is that this will include the entire community. He asked that Jim give a brief synopsis on how they go about

raising this amount of money. The build part he feels that community will jump on but the fundraising is always the difficult part.

Jim stated that there are several things that are needed. We will need to do fundraising events. We need to do community events such as walks or family fun days. When we were fundraising for Jake's Place he did numerous car shows. Lynn stated that they talked to the schools and various clubs and organizations. Jim stated that it took four long years to raise the money for Jake's Place. Lynn stated that we could ask the entire community to participate. Lynn stated that when she first heard that there was an opportunity for a partnership she reached out to Prudential Fox & Roach, because they were the first business that offer them a \$15,000 grant. She asked if they were interested and they were very interested. Lynn stated that any fundraising events that the Township held the fund would be given to Jake's Place to be held for this project.

Mr. Catrambone stated that once Council makes a decision we would need to write a proposal to Jake's Place. Mr. Catrambone stated that things at our level move very slowly, so he asked that they understand if we do not get back to them immediately.

Debra stated that she was born and raised in this area. There is really a need to move forward with this type of project and she encouraged Council to pursue this.

Mr. Catrambone stated that a project of this type would complement the handicap accessible field that was already built in Delran Community Park. Council, at the next few work sessions, discuss the possibilities. Mr. Catrambone thanked them for their presentation.

RENTAL POPERTY ISSUES

Mr. Catrambone stated that a few weeks ago the residents along Dickens Drive were greeted with the swat team. In the past, we have discussed several issues with a rental properties on Dickens Drive. A new issue that has come about is that the police discovered a prostitution ring in one the rental units. He had an opportunity to discuss this with the neighbors and he asked Al Marmero to outline some the regulations that we have on the book and some new regulations that we could institute. Mr. Catrambone went over the existing code. The current code calls for the registration of all rental units and an inspection by the Construction Code Official for compliance all construction and property maintenance requirements. There is also a section in the Public Nuisance Code that goes into further details. Some of the complaints from the neighbors are grass, landscape and vehicle parking. Al Marmero also proposed an additional requirement for background checks. He asked Mr. Long to go over what we currently enforcing and the legal ramifications to suddenly begin enforcing regulations.

Mr. Long stated that there are ordinances on the books and they should be enforcement. If we have not been enforcing the landlords to comply, then we may shake things up a little bit. The Animal House Ordinance that is being proposed, was designed for the shore towns but has been a great tools for a lot of towns as well as the background check requirement. He recommended that we up the registrations fees to account for the administrative charges. He recommends that we start enforcing the current codes and enact the Animal House ordinance.

Mr. Paris asked who does the background checks.

Mr. Long stated that the landlord should be required to do the backgrounds checks on the tenants and then they show proof when they register.

Mr. Paris stated that with the volume of work that this entails he does know who will handle this.

Mr. Catrambone asked if we know how many rental properties are currently registered.

Ms. Eggers stated that we currently have approximately one hundred and fifty registered but the problem is that it is not done on an annual basis so some of the older registrations may not currently be rental units.

Ms. Pangia asked how we can identify the rental units.

Mr. Long stated that we find out about most rental units from neighbor complaints or landlord/tenant issues.

Mr. Morrow stated that he spoke with an individual that has rental properties in North Jersey and they pay \$150.00 for inspections to the Township. They feel it is well worth the cost because they know the property is being taken care of and not being abused. We have rentals in the Bridgeboro section that are in bad shape and we are not enforcing the code. The neighborhoods need protection from the issue.

Mr. Catrambone asked if this would fall under Mr. McCurley's jurisdiction.

Mr. Long stated that the Animal House ordinance would fall partly under the police.

Mr. Winckowski asked if the Township has a CCO requirement for change of tenants which would pick up a lot of these issue.

Ms. Eggers stated that we do not have that requirement for residential properties.

Mr. Hatcher stated that this issue has been brought up in the past and Council's did not want them enforced. Council can determine whether to enforce the current code.

Mr. Catrambone stated that we need to protect the neighbors.

Mr. Paris asked if we could look at what other towns are doing.

Mr. Hatcher stated that we do not need to look at surrounding towns. We know what and how to do this if Council wants to enforce these issues. If Council agrees to this, he can outline what the ramifications are to the Township financially and also whether it can be handled with the current staff.

Mr. Long stated he will work with Mr. Hatcher on the issue.

Mr. Schwartz stated that the maintenance code applies to every property already, so other than the registration what else are we looking to do.

Mr. Hatcher stated the inspections for the rental properties will be the difficult thing.

Mr. Catrambone stated that maybe Mr. Hatcher and Mr. Long can figure out what the true cost is of this inspection process and the effect on the office.

Mr. Hatcher stated that we will need some definition as to what we are inspecting.

Mr. Schwartz stated that he does not want to enact an ordinance that puts someone renting a home under different scrutiny than someone who owns a home.

Mr. Catrambone stated that he agrees the issue we are looking at is that we have laws on the books not being enforced and it is creating consciences. We need to decide whether we are going to enforce the code.

Other than if we wanted to adopt the Animal House ordinance, the regulations are on the books. We don't even know if we have the resources to enforce them. We need to know how big the problem is at this point.

Mr. Hatcher stated that we are going to have to try and figure out the true number of rentals. Council's in the past have back off of the enforcement because they didn't want to deal with the ramifications. Mr. Hatcher stated that if the true number of rentals was one hundred and fifty, the office could probably handle the inspections but he does not believe that number is accurate.

Mr. Paris stated that he agrees with Mr. Schwartz that we should not be targeting renters. We have owners that are also not maintaining their properties.

Mr. Catrambone stated that those issues will be reported by neighbors.

Mr. Morrow stated that we are not targeting renters we are targeting landlords.

Mr. Catrambone stated that our goal is to protect the residents whether they are renters or homeowners.

After additional discussion, Mr. Catrambone asked Mr. Hatcher to put something together for Council to review about what this take.

Bill Brady, Dickens Drive, stated that he feels that the zone has strict requirements in regards to operating a businesses and on some level renting a home is a business. Council needs to determine whether that something that we want to encourage. Mr. Brady stated that we may also wanted to look at outsourcing the inspections.

Mr. Catrambone stated that Council will discuss this issue again once we receive the additional information.

DISCUSSION ON RAC ORDINANCE

Mr. Catrambone stated that everyone received the ordinance with the changes to the ordinance. Mr. Catrambone went over the changes with Council.

The first change is under Section 2 (4) which removes the word primary and adds language at the end which states "any other administrative duties the Township Council shall charge them with on a case by case basis".

Mr. Schwartz recommended that we add the word participants in line three of that paragraph after and/or other.

Mr. Catrambone asked if Mr. Long if there is a correct word to use.

Mr. Long recommended that we add and/or other interested parties. Council agreed.

Mr. Catrambone stated that under Section 3. Definitions he does not believe Council ever discussed the RAC being responsible to run the event as defined under Administer. We would want them to approve or authorize the event not administer or coordinate the event. Council agreed to remove those two definitions and any reference to those terms from the ordinance. Because we are changing this ordinance we will reintroduce the ordinance at the next public meeting. Mr. Catrambone asked if there are any other terms that need to be defined.

Mr. Schwartz asked what the veto process will be.

Mr. Long stated that if the RAC denies a request they will appeal the decision to Council.

Mr. Schwartz stated that he did not see language in the ordinance, similar to other boards, that the Mayor's appointments are with the advice and consent of Council and there is also no residency requirement. Council agreed to add that language.

Mr. Catrambone stated that we will have the changes for the next work session for Council to discuss.

SEWER APPEALS

26 Purdue Drive – There was an appeal filed but the backup material provided did not indicate a leak was repaired. Based on the historical information the billing is not out of line with the two previous years. Based on that he cannot recommend a reduction. Council agreed.

294 Tenby Chase Drive – They indicated that they had a leak detection test done in March of 2013 and a toilet was found to be leaking. Their usage in 2013 was 25,000 gallons. The historical billing is all over the place and therefore difficult to make a recommendation. Council agreed that they would like to ask them for additional information before making a decision.

409 Chestnut Street – The resident indicated that they had a seal that was broken on the toilet and it has since been repaired. Since the repair there has been a significant drop in usage. Based upon the previous year's usage, it would appear that they used 13,000 within the time frame and therefore we recommend reducing the usage from 16,000 to 13,000 gallons. Council agreed.

19 Stoneham Drive – The resident indicated that they had a leak which resulted in additional usage. Based upon the information they provided it appears that they have been utilizing 6,000 gallons a month. Additional information was requested but based on the information we have it appears that the usage is consistent with the 2013 usage and therefore we cannot make a recommendation for a reduction. Mr. Hatcher stated that he can ask for additional information. Mr. Catrambone recommended that we notify them that unless additional information is provided the bill appears to be correct.

209A Carriage Lane - Mr. Hatcher notified Council that they have submitted a timely appeal but we need to make an inspection on the inside of the property before we can make a recommendation.

Bella Pizza – Mr. Hatcher reported that last year the Township determined that since the property is both a business and residential unit the sewer bill would be split 50/50 and billed at the commercial rate. There is only one water meter so it is difficult to determine who is using what. They wanted 50% of the charges at the residential rate. When we looked at other pizza parlors in town and no matter how we bill, they are paying significantly less. Their attorney is asking that Council split the bill 50/50 and charge half at the commercial rate and half at the residential rate. Council agreed that they would like to keep that billing the same at 50/50 all billed at the commercial rate.

USE OF COMMUNITY ROOMS

Mr. Hatcher stated that they had a request from the National Rifle Association that would like to hold a handgun training program in the community rooms for the Junior Marksmen. The instructors would like to bring in real guns for the training. If Council does not agree to allow the real guns within the community rooms then they would bring in plastic ones for the training. Council agreed to the use of the room but do not want to allow real hands to be used in the training.

HANDICAP RAMP

Mr. Hatcher stated that we have been contacted by Ms. Davis, a teacher at the Delran Intermediate School on Creek Road. There is a student with some disabilities who has to cross the Creek Road. They have to cross from a depressed curb and across from that curb is an area leading to a sidewalk that does not have a handicap ramp. Ms. Davis has asked if Council would consider installing a handicap ramp. Mr. Hatcher stated that he spoke to Mr. Winckowski and they feel we could get this done under one of the current contracts. Council agreed.

OPEN SPACE AGREEMENT WITH THE COUNTY

Mr. Catrambone stated that we are removing this item from the agenda and will discuss this at a future work session.

FAIRVIEW STREET BID RESULTS

Mr. Winckowski stated that on April 29th we received bids for the Fairview Street Sidewalk project. We received three bids with the low bid from A. Takton Concrete. The bid was in order and based on the budget, we are recommending award for the base bid less Deletion item 1 for a total of \$213,777.80. This would include from Route 130 to Stecher Avenue. Council agreed and they will adopt a Resolution at the meeting.

ANIMAL CONTROL

Mr. Hatcher stated that we received one bid at it was from our current contractor. The two year proposal was \$18,000 per year. Mr. Hatcher stated that he recommends award to Independent Animal Control. Council agreed to adopt the resolution at the next work session.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher stated that he wanted to update Council on a few things that happened during the last storm. We have flooding on Westover Drive and residents are asking what is happening with Rutgers grant. We flooding at the end of Waterford Drive that affects the sanitary sewer and impacted a resident. We also had a flooding issue in the area by Cooper, Oneida and Echo. What happens in that area is that Bridgeboro Road sits twelve feet higher so the water flows onto the surrounding roads. There is a small creek that runs through the and when we get that amount of rain there is nowhere for the water to go. Mr. DeSanto will be cleaning out the pipe but it will not solve the entire problem. We will also have the Engineer see if we can do anything else to help the issue.

Mr. Long – No report.

Mr. Winckowski – Mr. Winckowski stated that the Municipal Park Grant is out and due on mid-June. He will need to know what Council would like to apply for in the grant. His recommendation would be to continue with the lighting on the fields. Under the current grant we will be lighting the one mid-size field, the entrance and parking lot. The estimate for the lighting of the other mid-size field the artificial turf field, bleachers and additional decorative lighting throughout the complex would be \$240,000.00. The maximum amount that we would receive from the grant is \$250,000.00. In talking with the Mayor and Mr. Hatcher we would like to submit a project that fits into the grant amount.

Mr. Paris stated that we also discussed the snack shack and bathrooms if we do move forward with Jake's Place on building the tot lot.

Mr. Catrambone asked what the snack shack and bathroom building would cost.

Mr. Winckowski stated that it would be between \$500,000 and \$700,000 for the building. That includes all the utility connections and the structure. It is difficult to determine until we know what the needs are and we design the project.

Mr. Catrambone asked if we could fit the building with a shell for the snack shack and the bathrooms in that amount.

Mr. Winckowski stated that the cost will exceed the grant amount but he will begin to get quotes for a pre-fab building.

Mr. Catrambone stated that he feels restrooms are the number one priority. We will continue the discussion next work session.

Mr. Winckowski reported that there is another grant available next month for pre-disaster mitigation. The recommendation is to apply for funding to stabilize the berm along the creek. This will not raise the berm. We could also apply for grant for house mitigation or buyouts. Mr. Winckowski reported that we have been applying under the Shore Protection Grant for the berm stabilization and he was able to speak to them last week. He was told to call back in a month because they are looking at the application now. The issue with that grant is that the funding is given first to Army Corps project and then they look at other projects. We could try again to solicit the Army Corps to look at our project but there is a process to follow. We would need to commit to a certain cost share. Mr. Winckowski recommended that he put some potential projects together and come back at the work session.

Mr. Winckowski stated that the contractor has started working again on the first phase of Delran Community Park. They are working on the final improvements and restoration.

Mr. Winckowski stated that they will begin working next week on the Brown Street improvements as part of the 2014 Road Program. We are waiting on a quote from the contractor to also install the handicap ramp on Creek Road.

Mr. Winckowski reported that the Stewart Avenue Outfall project is completed. They will need to re-stabilize the area that was damaged during the last storm. We also discovered additional issues during the last storm down by the Sewer Plant and he will work with Jerry DeSanto on this issue.

Mr. Winckowski updated Council on the grants that they are working on.

Mr. Winckowski reported that the appraisals have been sent to Green Acres on the Fairview Street property and we are waiting on them to respond.

The Wastewater Treatment Plant project is ongoing.

The NJEIT application is due in September. We have talked about the Hartford Road Pump Station and Sand Filter improvements. We need to talk about this if we wish to move forward.

Mr. Winckowski reported that the maintenance bond projects.

Mr. DeSanto – No report.

Mr. Morrow – Mr. Morrow stated that we talked about opening up the Public Works area on Saturdays, once a twice a month. He asked that we talk about this at a future work session.

Mr. Morrow stated that the Planning and Zoning Board area of the website needs to be updated.

Mr. Morrow asked that Mr. Winckowski reported to Council on what we can do regarding the island on Fairview Blvd. within Hartford Corners.

Mr. Winckowski that we could look at removing the island and replace it with striping. He will get back to Council with a proposal.

Mr. Morrow stated that he would like the Engineer to look at the parking lot on the shopping center on Fairview Street before the owner starts working on the property. The parking lot is in bad shape and he does not want them to just patch the lot.

Ms. Pangia – Ms. Pangia stated that she loves the painting speed sign in the streets throughout town. It is a step in the right direction. .

Mr. Schwartz – Mr. Schwartz asked if there was any plan with the time capsule from our 100th Anniversary.

Mr. Hatcher stated that we still have the time capsule but it is not buried anymore because it was originally buried at the old building.

Mr. Schwartz stated that this is something we can discuss.

Mr. Schwartz stated that when he talked to the Chief of Police regarding the request for the Junior Marksmen to bring real guns into the municipal building, it was brought to his attention that the statute does not cover prohibition of fire arms on or in municipal property. This may be something we would like to discuss at a future meeting.

Mr. Schwartz stated that it was brought up in the public meeting and one of things that really bothers him when he goes to different classes and meeting are individuals on their cell phones. He would hope that we would not be doing that a meetings, it is disrespectful to the individuals speaking.

Mrs. Kolodi – Mrs. Kolodi reported that on May 22nd, the Business Association will be holding the dinner for Jim Bauer to honor him as Citizen of the Year. The dinner will be by invitation only and held at the fire house. She does not have the details but will let everyone know as soon as she does.

Mr. Kolodi stated that at the next work session she would like to discuss the fundraising program offered from TD Bank. After that, we could have them come into a work session and answer any questions.

Mrs. Kolodi stated that Heritage Square parking lot is also in very bad condition.

Mr. Catrambone – Mr. Catrambone stated that our June public meeting is currently schedule for June 3rd, which is Primary Election Day. He recommended moving the public meeting to June 10th and only having one work session for the month of June, which would be June 24th. Council agreed.

Mr. Paris – Mr. Paris stated that It's on Boxing had a fund raiser over the weekend for a Delran family of a child with cancer. They raised \$800 for the family. He asked them for pictures of the event to put on the website.

Mr. Paris stated that as we are hiring new employees he wanted everyone to understand that it is up to the management as to who to hire. If Council has an issue with someone that is hired he does not want them to go to the management, they can come to him.

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.

Mary Parento, 25 S. Bridgeboro Street, stated that the Delran Business Association will be holding a dinner for Jim Bauer, honoring him as Citizen of the Year will be held on May 22nd, at 7:00 P.M. at the Chester Avenue Station and will be by invitation only.

Joe Parento, 25 S. Bridgeboro Street, stated that the RAC would like to have a pole installed at Conrow Park for them to be able to lock the port-a-pot to it so it will not be tipped over.

Mr. DeSanto stated that he will be able to take care of that.

Bob Kennedy, Delran AA President, apologized to Council for the issue that came up at the last public meeting. The Delran AA will be working with the other group on the issues.

Mr. Kennedy stated that a lot of the Townships are enacting a no smoking rule of the fields.

Mr. Catrambone asked if we have a no smoking ordinance.

Mr. Hatcher stated that we have it in some of the fields.

Mr. Kennedy stated that they would like to have no parking signs in Summerhill along the driveway to stop individuals from parking on the grass areas.

Mr. DeSanto stated that they will take care of this.

Mr. Kennedy asked if we could look at putting twenty foot pad at Delran Community Park for a future storage shed.

Mr. Winckowski stated that it is not something we can do under the current contract because of funding.

Mr. Kennedy stated that the Delran AA would cover the cost.

Mr. Paris stated that if the Delran AA would like to present a plan to Council for them to install the concrete pad and shed then he can present it Council.

Mr. Catrambone recommended that Mr. Kennedy met with Mr. Winckowski to determine the location.

Mr. Kennedy stated that he was asked to ask Council to consider lighting the larger field as opposed to the mid-size field.

Mr. Winckowski stated that if Council wishes to use the money that they have allotted, we would not have enough to light the large field, parking lot and entrance. The budget will be tight with the mid-size field.

Mr. Kennedy reported that they have moved the Special Needs Program under the umbrella of the Delran AA for insurance.

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 Mr. Schwartz to enter into closed session to discuss CWA Contract Negotiations. 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 Ms. Pangia. All were in favor, motion approved.

Mrs. Kolodi 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