

**WORK SESSION  
MUNICIPAL BUILDING**

**May 27, 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:** Tim O'Donnell, Attorney, Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Township Clerk.

**JAKE'S PLACE DISCUSSION**

Mr. Catrambone stated that Jake's Place asked us for a proposal indicating what we had interest in them doing for the Township. We need to do some bullet points and then Mr. Hatcher or the Attorney can draft a proposal. This is not a final contract it is just a proposal. Mr. Catrambone stated that his opinion is that we ask them to do everything.

Ms. Pangia agree and stated that she should notify them that we will continue to pursue grants. She asked if grants became involved in the project would we have to go through the bidding process.

Mr. Hatcher stated that if the grant is for the Township then yes.

Ms. Pangia asked if Jake's Place does the project then they do not have to go through the bidding process.

Mr. Hatcher stated that is correct.

Mr. Catrambone stated that any money that comes from the County has nothing to do with Jake's Place.

Mr. Paris stated that Jake's Place will focus on the tot lot and the County will focus on the rest. Mr. Paris stated that it has been agreed to that the money raised at Delran Day from the price for the amusements will go Jake's Place, either for this project or just to the organization in general if we do not move forward. Mr. Paris stated that It's On Boxing will also be willing to put on another fund raiser to support Jake's Place.

Ms. Pangia stated that Jake's Place would like to do some outreach to residents and she has asked them if they would like to take over Trunk-or-Treat. Residents could make a donation to the project.

Mr. Paris asked Ms. Pangia if she could reach out to them to have a table at Delran Day.

Ms. Pangia stated that they have asked if we would have a problem if they phased the project. Council agreed that they would not have an issue.

Mr. Schwartz asked if there is a way to memorialize the professionals to follow through with a project like this that may last many years.

Mr. Paris stated that he understands what he are saying but the decision is not up to this Council. If the Council changes, it would be their decision to make.

Mr. Winckowski stated that with certain projects the Engineer is authorized to design the project, if that has been authorized they would finish that phase of the project until it was ready for construction.

Mr. Paris stated that we can deal with this when the time comes.

Ms. Pangia asked if Council agrees to cover the cost for our Engineer if there happens to be any.

Mr. Paris stated that we will have to evaluate what those cost are as they come up.

Mrs. Kolodi stated that when they built the playground in Cherry Hill they used all their own people so there might not be that much cost to the Township if it works the same way here.

Ms. Pangia stated that the Engineering Department at the County did help them if necessary, so they may need the help of the Township Engineer at some point.

### **TD BANK PRESENTATION**

Mrs. Kolodi reported that TD Bank has a program where anyone that has a savings account, checking account, money market, cd, from commercial or consumer, they are willing to give us 1% of what the individual has invested. The program is called the infinity membership program. Any resident can sign up for this program. We will have to target the groups in towns such as the PTA, RCA, AA, Soccer Club and the Business Association. Then they can take the information to their membership. They will have an in house person handling the program.

Mr. Hatcher stated that we have done this before with an infinity credit card and the bank pulled out of the program.

Mrs. Kolodi stated they said the harder we work the more successful the program will be. Mrs. Kolodi stated that will be talking with them tomorrow and if Council has any questions she can ask them at that time. After she talks to them they will be willing to come to Council with a presentation. Council agreed that they would like them to attend the June 24<sup>th</sup> work session.

### **94 WILDFLOWER**

Mr. Hatcher stated that 94 Wildflower Place is an affordable unit and we have been notified of a foreclosure proceeding.

Mr. O'Donnell stated that he checked the court public records today to find out the status of the foreclosure. The foreclosure was filed on April 25, 2014 and the Homeowners Association filed an answer on May 9, 2014. Their recommendation is to file a contesting answer to protect the COAH credit. The sale of the property would be subject to the deed restriction. Council agreed. Mr. O'Donnell stated that they will keep Council posted as this moves forward.

### **EAGLE SCOUT PROCLAMATIONS**

Mr. Catrambone stated that there are five Delran boys receiving their Eagle Scout on Sunday and he recommended that we do proclamations for those individuals and the Scout Master. He will be attending the event and anyone else that wishes to attend is welcome. Council agreed.

## **WATER IMPROVEMENT QUALITY GRANTS**

Mr. Hatcher stated that we applied for and thought we were approved for three projects. They came back and notified us that they would not be funding the stream channel restoration, which would have been the nicer of the projects. They are still doing the head wall trash rack at Westover and the water quality swale along the parking lot at the Tenby Chase Swim Club. If we want to move forward we would need to do an ordinance. The cost would be \$35,400 for the head wall, \$55,400 for the swale and the Engineering would be between \$25,000 - \$45,000, which would be included in the ordinance. This would be a reimbursable grant. Mr. Winckowski is working to determine whether the engineering will be reimbursed. Council agreed that they would like to move forward with the ordinance.

## **66 JANEWAY AVENUE**

Mr. Hatcher stated that at the last work session he reported on this issue but he wanted Council to be aware that we have an issue with flooding in this area. He asked that the Engineer take a look at the area. This is not an easy fix because it sits so low.

Mr. Winckowski stated without major improvements and permitting all we can do is use the sewer equipment and make sure that the storm drains are not clogged.

Mr. Hatcher stated that Public Works has already cleaned the drains. The issue with the area is they are twelve feet below Bridgeboro Road so all the water flows to their properties.

## **LANDLORD RENTAL PROPERTY REGISTRATION UPDATE**

Mr. Catrambone stated that this was precipitated after the visit from the resident on Dickens Drive. He asked Mr. Hatcher for an update on the issue.

Mr. Hatcher reported that the issue came up and he began doing some research on licensing and inspecting rentals. One of the issues that he needs some direction on is state statute NJSA 55:13A-1, which would allow the Township to inspect multi-dwelling units. Which would involve inspecting units of three or more and would include the big apartment complexes. The state has the obligation to do those now it would be very difficult for the Township to take that on in terms of enforcement because we do not have the personnel. Secondly, Council will need to determine whether this would be limited rentals or they would like it to include resale. Most towns that do rental inspections already do resale inspections. That would take care of the issue that Mr. Schwartz brought up at the last meeting about singling out rental properties.

Mr. Morrow asked if we did inspections upon resale, would that cost fall on the buyer or the seller.

Mr. Hatcher stated that it normally falls on the seller.

Mr. Hatcher stated that the final issue is whether we want to contract this out or try to do this in house. In recent years, we have cut back in the Inspection Department and put our Inspectors on an hourly schedule.

Mr. Morrow stated that the only issue with contracting the inspections out is how much control we would have over the cost of the inspections.

Mr. Hatcher stated that we would have full control.

Mr. Morrow stated that he would have an issue with contracting out the service.

Mr. Hatcher asked if Council has an appetite for the inspecting the multi-dwelling units. Council agreed that they do not.

Mrs. Kolodi asked what the end result is.

Mr. Catrambone stated that is to make sure that the property is safe. It has proper sewer plumbing and electric. We cannot legislate cleanliness. The only way we can do this is through an annual inspection process.

Ms. Pangia asked we really wanted an inspection done yearly on a rental unit. If it been the same renter and they have not issues why should they have to open their home for an inspection.

Mr. Catrambone stated that maybe we do it at change of occupancy.

Mr. Morrow stated that there may not be any problems that they know of, the inspection may find issues.

Ms. Pangia stated that as a person with three kids why someone should be subjected to an inspector coming into their home that they have lived in.

Mr. Catrambone stated that this is goes along with the concerns form Mr. Schwartz.

Mr. Schwartz stated that the tenants have a certain expectation of privacy. To require an annual inspection just because they rent does not seem right.

Mr. Morrow stated that is about making sure things are done correctly and that they are safe. It is not about invading someone's privacy.

Mr. Schwartz stated that if that is the case then we would inspect every home each year. Mr. Schwartz stated that he is opposed to an annual inspection. We have property maintenance codes, we have a Code Enforcement Officer to identify issues. Just because someone is a renter should not subject them to an annual inspection.

Mr. Morrow asked if he is a tenant and there are issue in the home, what authority do we have to get the landlord to do anything.

Mr. Catrambone stated that if there is a safety issue that is reported and it is a violation, then it becomes the landlord's issue.

Mr. Hatcher stated that there is also a Landlord/Tenant Act that deals with some issues. There are very few opportunities for us to get into a home. We would need straight forward proof that there is a safety issue. The Construction Code Office is set up to inspect new construction only.

Mark Oberg, 112 Pelham Road, stated that came to this meeting because his neighbor across the street decided to make his property a rental unit and he was surprised how easy it was. To get a six foot fence you have to contact everyone within 200 feet of your property but to make your home a rental you just fill out simple paperwork and it's done. There are a lot of people that don't even fill out the paperwork. Mr. Oberg explained that the he owns rental properties and the inspection process that he goes through. You are doing this for the safety of the renters. There are a lot individuals that did things to the homes in town without the proper permits. Being a landlord is a business. The first thing that should be required is the hard wiring of the smoke detectors. The Township can recoup the money it will cost to perform the inspection.

Mr. Morrow stated that when they built there addition they had to hard wire the smoke detectors in the entire house.

Mr. Schwartz stated that the uniform fire code and the carbon monoxide requirements are something that is outside the jurisdiction of the Township.

Mr. Oberg stated that they should be inspecting every time there is a new tenant.

Ms. Pangia stated that she does not have an issue with an inspection when there is a change in tenant but if someone has been in the house for years and they met the code then it is intrusive to go in every year.

Mr. Oberg stated that the properties that on he owned a fire inspection was required every year and if he did not get them into the home, he was fined. He was given new requirement that he had to meet. Look at all the rental properties that are not even registered. Rental properties kill the property values. Not all renters are bad but some do not care because they do not own the home.

Mr. Winckowski stated that in his personal experience, in the eight different rental units, in eight different towns, that he has lives, a new CCO was required. This was always at change of occupancy not yearly.

Mrs. Kolodi stated that she does not have an opposition to having an inspection on change of occupancy or a re-sale.

Mr. Oberg stated that we want to make sure that we are limiting rentals and make also make sure that they are safe.

Mr. Schwartz stated that he appreciates the input from someone who is familiar with rental properties. There is more to it than the business side, there are the tenants and those tenants are residents. We are almost taking the assumption that the rental property in the bad one on the street.

Mr. Catrambone stated that as a former renter and a homeowner, it is implied they will that care of it and they are the landlords. It is not the renters obligation to maintain the property, if something breaks they don't call a contractor, they call the landlord. We need to either move this forward or let it go. Every rental property is the same whether it is a single family home or an apartment.

Mr. Morrow stated that the homeowner has a commitment to the property, a renter can give the required notice and leave the property. This is all about protection it is not about invading privacy.

Mr. Catrambone stated that it seems we all agree with an inspection upon change occupancy and re-sale.

Mr. Schwartz what towns do inspections on re-sales.

Mr. Hatcher stated that most town do, including most of the surrounding towns. He can provide copies of the ordinance.

Jeff Williams, Director of Sewer Operations, stated that one of the requirements in the Stormwater Management Plan is to make sure that sump pumps and liter drains are not hooked up to the sanitary sewer system.

Mr. Catrambone asked Mr. Hatcher to provide a list of towns that require the inspections. Mr. Catrambone stated that he does not feel it is out of line to have an inspection at change of occupancies and re-sales an also yearly on rentals.

Mrs. Kolodi stated that maybe yearly is too much.

Mr. Catrambone stated maybe every two years then.

Mr. Morrow stated that he agrees with Mr. Catrambone on the issue. He recommended that we have the Attorney put something together for us to work from.

Mr. Hatcher stated that one of the issues we will have with rentals is determining how we know when there is a change of occupancy.

Mr. Catrambone stated that we need to incent them to be registered as a rental and the inspection requirements. We can do that by including fines in the ordinance if you are not in compliance. He feels we should require the inspection as often as we can without being intrusive.

Mr. Schwartz stated that his opinion is still that whatever we impose on single family homes should be the same for rentals.

After additional discussion, Mr. Catrambone asked Mr. Hatcher to do the best he can to provide Council with the information from the surrounding towns. Once Council has the information, we can continue the discussion and we will eventually need to make a determination on whether we want to move forward.

Mr. Catrambone stated that for the record Ms. Pangia has left the meeting at this time.

#### **DISTRIBUTION OF REVISED RAC ORDINANCE**

Ms. Eggers provided Council with the revised ordinance and stated that she will provided an e-mail copy to everyone tomorrow.

Mr. Catrambone stated that he read through the ordinance and it appears that all the changes that we asked for were made. He asked that Council review the ordinance and we will have first reading at the public meeting.

#### **WHITESSELL FENCE PLAN**

Mr. Hatcher stated that Whitesell Corporation approached us regarding their property at 1816 Underwood Blvd, which backs up to our salt dome. They have a new tenant that wishes to fence in the property. There is currently a fence on the Township's side on the property line. The Zoning Board suggested that they connect the new fence to the Township's existing fence instead of placing a parallel fence on their property that would create a gap with grass in the middle of the fences. That would make it difficult to maintain. This would gain them two or three feet of our property that would fenced in on their side. If the Township agrees, they would put together an agreement.

Mr. Winckowski suggested that we could also ask them to move our fence back three feet or allow them to put up their fence and then remove ours.

Mr. Hatcher stated that he wanted everyone to know that Whitesell currently maintains the fence, they also worked with us when we moved into the building with cross easements into the property. We would not be giving up ownership of the property. He recommended that we make sure that they take full responsibility of the maintenance of the fence in the agreement.

After discussion, Council agreed to allow them to connect the fence to the Township's fence. Council would like the Township Attorney to draft the licensing agreement.

### **USE OF LAKE LONNIE**

Mr. Hatcher stated that we received a request from the Riverside Boys Scout Troop to use Lake Lonnie for their cross over ceremony on June 7<sup>th</sup> from 1-4 PM. They will provide all the necessary paperwork. Council agreed.

Mr. Schwartz asked if these requests will go to the RAC moving forward. Council agreed that they will.

### **SALARY RESOLUTION**

Mr. Hatcher stated that this year we did a salary range ordinance for the non-union employees, so we need to Resolution setting the actual salaries. The salaries with the percentage that Council agree upon. There was one issue where a range was not high enough for one of the inspectors so we might be pulling them off. If Council agrees, this will be on the public meeting agenda. Council agreed.

### **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – Mr. Hatcher reported that Mal Anderson asked if we have an opportunity could we please install a projection screen in Community Room 3. If we have money available at the end of the year and Council wishes to do this, they can let him know.

Mr. Catrambone asked if the one in the work session room is mounted to the wall.

Mr. Hatcher stated that it is and they are also looking for something a little bigger.

Mr. Paris recommended that we see how thing go towards the end of the year. Council agreed.

Mrs. Kolodi asked approximately how much are they.

Mr. Hatcher stated that the nicer ones could be \$700 or \$800.00

**Mr. Winckowski** – Mr. Winckowski stated that he needs direction on the County Municipal Park Grant. The application is due in mid-June so he needs to know what Council wishes to apply for. The options that were on the table were additional lighting for the remaining fields, up to the \$250,000 or restroom/concession facility. If we went with the restroom/concession facility, the Township would need to be willing put in the additional funding for the project. The Township would have to be willing to bond about \$600,000.

Mr. Catrambone asked if we could apply for the infrastructure needed to build restroom/concession facility.

Mr. Winckowski stated that we could.

Mr. Schwartz asked if the County would allow that project since it is only a partial project.

Mr. Winckowski stated that he does not know how they will react to the application for the infrastructure.

Mr. Catrambone stated that we definitely need the restrooms.

Mr. Paris stated that he does not want us to be penalized because it is not a complete project.

Mr. Catrambone stated that it is a complete project, it is all the infrastructure for the restroom/concession building.

Mrs. Kolodi asked if there is a project that Mr. Winckowski feels would be a good project and fit into the \$250,000 maximum grant amount.

Mr. Winckowski stated that it would be the lighting on the small field and the other mid-size field and bleachers. You will not get any use out of the infrastructure if you do not intend to build the bathrooms.

Mrs. Kolodi stated that maybe when we get into the fundraising we can look to the big corporations for the bigger projects. If we were able to get lights and bleachers it would be usable and we could use port-a-pots for a while.

Mr. Catrambone stated that it is not just about the bathrooms, it is about the concession building. That is a huge fundraiser for the AA.

Mr. Schwartz asked if it was possible for Mr. Paris to get a feel from the County as to whether they would feel that this project fit the grant.

Mr. Paris stated that he would reach out to them and ask them if they would consider the infrastructure a complete project and if not we could do the lights and the bleachers.

After additional discussion, Council agreed.

Mr. Winckowski reported on the FEMA grants that are due. With most of the flooding problems in Riverside Park, the fixes are too substantial for this grant. All we can try and apply for are more buyouts or flood proofing structures. The project costs cannot exceed \$20,000 and there is also a 10%-25% cost share depending on which grant we receive. There are two grants, both for similar projects. What we need to move on is trying to select properties. He recommended sending out a letter asking the affected individuals if they are interested in a buyout, then once they come in they can be prioritized. We already have money for one or two buyouts that we need to move forward with.

Mr. Pairs asked us what this new grant would allow for.

Mr. Winckowski stated that we could get enough money for another one to two buyouts.

Mr. Hatcher stated that we need to begin spending the funds from the grant that we have, so we need to move quickly in identifying a property.

Mr. Schwartz stated that as long as the letter is clear he has no problem sending a letter.

Mr. Winckowski stated that when we receive the responses we would rate them on a point system. Number one priority would be the individuals that have filed FEMA claims because that will be a priority in FEMA giving us money. Then we would need to look at the properties with the most repetitive damage. We would also look at things like elevation, location and whether or not there is a basement.

Mrs. Kolodi asked how many homes are receiving constant damage.

Mr. Winckowski stated that there are about twenty five. His recommendation is that we send out a letter to the all the homeowners in the flood zone asking two question. Are you interested in a buyout for market value if funding is available or do you are you interested in having mitigation done on your home such as filling in the basement if funding is available.

Mr. Hatcher stated the flood zone extends to almost all the way to the L&M Bakery and if someone in that area replies that the want their home bought out we have accomplished nothing because they are not being flooded. What if that is the only one that responds.

Mr. Winckowski stated that it is a voluntary program.

Mr. Hatcher recommended that we notify the thirty homes that we know are affected. We have individuals that have submitted for lower assessments because of repetitive flooding.

Mr. Paris stated that he agrees we should only send them to those individuals.

Mr. Schwartz stated that that if we are going to only send the letters to the individuals that requested lower assessments, he would also like to include the residents that filed the initial questionnaire and reported damages.

After additional discussion, Council agreed to send letter to all the individuals in the flood zone. Council also agreed that for the current HGMP grant they are focusing on the buyout and for the two future grants they will apply for buyouts or mitigation.

**Mr. O'Donnell** – No report.

**Mr. Williams** – Mr. Williams reported that construction will begin on the plant upgrades in late June.

Mr. Williams reported that we are losing Fifth Street Pump Station very fast. This was one of the projects listed on the five year capital plan. They will be talking with the Engineer about some additional items that will be needed because of the deteriorating.

Mr. Winckowski reported that this is the next item on the list. This will be a capital item for next year. We also intend to apply for the next round of NJEIT funding for the sand filters.

**Mr. Morrow** – Mr. Morrow stated that for the next work session he would like to add pedestrian signal lights for discussion. What information the Engineer can provide would be helpful.

Mr. Morrow stated that he would also like for Council to start thinking about rules for Delran Community Park. We can also add this to the next work session agenda.

**Mr. Schwartz** – Mr. Schwartz stated that at the next work session he would like to add a discussion on mercantile license fee and also the item he brought up about reaching out to Riverside about parking on Fifth Street.

Mr. Schwartz asked Mr. Winckowski if the contractor will be doing the curb cut outs on Brown Street of are they going to keep what is already there.

Mr. Winckowski stated that yes that will be redoing the cutouts.

Mr. Schwartz stated that one of the complaints that he had when they did Third Street is that the ramps are designed to direct individuals to the middle of the street.

Mr. Winckowski stated that he will check.

Mr. Hatcher stated that we had asked about that and Mr. Winckowski said that it is what they are requiring now.

**Mrs. Kolodi** – Mrs. Kolodi stated that on Conrow Road there is a creek that runs along the road across from the Middle School. At one point there is a railing and then there is nothing and there is a huge drop off. It looks like to might have been a wooden railing at one point. It is a little dangerous with the kids walking along the area.

Mr. Winckowski stated that there is a lot of erosion along there. Mr. Winckowski stated that he will take a look at the area and give Council some idea.

**Mr. Catrambone** – Mr. Catrambone reported that the VFW is opening on June 8<sup>th</sup> and he believes the time is 1:00 P.M. Everyone has been invited.

**Mr. Paris** – Mr. Paris stated he received a complaint from a resident that the County was planting trees along their property at Anderson Farms. He asked if the County should be reaching out to us to let us know what they are doing on the property.

Mr. Hatcher stated that would not contact us if they only planting trees.

Mr. Paris stated that he did not receive the grant for the sidewalks or bikeways on Hartford. He is going to try and pursue additional funding for sidewalks. He will explain to them that it is a main road leading to the High School.

### **PUBLIC PORTION**

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

Gina Reed, Oxford Road, asked for an update on the Rutgers grant.

Mr. Winckowski stated that we received the agreement for both projects, the water quality swale at the Swim Club and the headwall trash rack. We have a few questions for them but we should hear back shortly, hopefully by the next work session in June and then we can enter into the agreement. Most likely the projects will take place towards the end of the year.

Mr. Schwartz made a motion to end the public portion of the meeting. The motion was seconded by Mr. Morrow. 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 and Update on Personnel Issues. 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 Mr. Schwartz. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk