

**WORK SESSION
MUNICIPAL BUILDING**

**June 15, 2011
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 December 23, 2010 and posted on the bulletin board on the same date.

ROLL CALL: Mrs. Kolodi, Mr. Schwartz., Mrs. Reed, Mr. Catrambone and Mr. Morrow were present.

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

TRASH COLLECTION BIDS

Mr. Hatcher stated that we have already discussed going out to bid for trash collection. We will include the standard bid and an option to move to the automated pick up. We will also include a three and five year option. He would like to put the authorization to advertise on the public meeting agenda. Council agreed.

REQUEST FROM JESUS, THE GOOD SHEPHERD

The parish of Jesus, the Good Shepherd, has requested support on a parade they are having on August 28th using Bridgeboro Road.

Mr. Parente stated that it is a difficult area and he is not sure that they would be willing to pay for the police presence that is needed.

Mr. Morrow does not want the Township to incur any expense.

Mrs. Reed stated that they may be able to reach out to the Fire Police.

Mr. Paris asked if we allow the Fire Police to cover this event, could we be held liable.

Mr. Long stated that they could include us as an additional insured.

Mr. Hatcher stated that he can have Mr. Parente come up with a cost estimate and he will also get in contact with the Fire Department about the use of Fire Police.

Council agreed that if they are willing to cover the cost of the Police then they do not have a problem with the request.

SEWER CAPITAL PROJECTS

Mr. Valesi stated that in talking with Mr. Williams they came up with a priority in the sewer capital project. Mr. Valesi presented a proposal for the replacement of the sludge conveyor and the installation of a building enclosure. The total cost of both would be about \$430,000 to \$435,000. The sludge conveyor alone would be about \$117,000 and the building enclosure would be about \$345,000.

Mr. Catrambone asked how old are the temporary structure and sludge conveyor.

Mr. Valesi stated that they were both done in about 1994.

Mrs. Reed stated that the Sewer Authority discussed the replacement of the conveyor in January of 2010. At the time, they stated it was about fifteen years old.

Mr. Morrow asked how long this project would take.

Mr. Valesi stated about eight months to a year.

Mr. Catrambone asked how much more life the permanent building enclosure would provide for the conveyor.

Mr. Valesi stated that he can not answer that at this time. He can report back on that issue.

Mr. Catrambone stated that he is not sure that spending \$345,000 on a permanent building makes sense if it does not extend the life of the conveyor any better than the temporary structure that is there currently.

Mr. Valesi stated the temporary structure that is there currently may need to come down during construction of the conveyor. We could choose to reinstall a similar temporary structure. He will report back at the next meeting and make a recommendation.

ROADWAY IMPROVEMENTS AND JANEWAY AVENUE

Mr. Hatcher stated that there is one item that he wanted to bring up. At a previous meeting, we discussed adding a portion of the intersection of Third Street and Brown Street to the road program. Mr. Hatcher stated that the area we discussed is not the bad area on Brown Street, it is further down. Mr. Valesi has provided an estimate of \$143,000 for the portion of Brown Street from Fifth Street to Third Street. We previously agreed to include the entire length of Third Street, Parry Road and as much of Swedes Run Drive that could fit into the

budget. We also, have not talked about the storm sewer replacement on Janeway Avenue, which is estimated at \$65,000. If we do those four projects it would use up all the capital project money. We have nearly \$659,000 in funds that we can re-appropriate from previously adopted ordinances. We can re-allocate some of those funds to these projects.

Mrs. Reed asked Mr. Hatcher to explain the amount of funds we have available.

Mr. Hatcher stated that we have the combination of the \$659,000 and the \$600,000 that we authorized in the 2011 budget. We have already authorized \$211,000 for equipment. He recommends we leave a little left in the capital improvement fund for items that will come up during the year. Mr. Hatcher stated that we need to decide whether to include Brown Street from Third to Fifth or continue on Swedes Run Drive as far as we can within the budget.

Mr. Paris asked what street is worse, Brown Street or Swedes Run Drive.

Mr. DeSanto stated that he feels Swedes Run Drive is in worse condition than Brown. He feels we should try and get an entire road done.

Mr. Schwartz stated that Brown Street is in the same condition as Third Street.

Mr. Catrambone asked if Simon & Schuster is not willing to contribute to the reconstruction of Third Street to handle the truck traffic, can we prohibit trucks on Third Street and force them onto Front Street. That would allow us to only reconstruct the road for residential traffic.

Mr. Morrow stated that they are talking about expansion. Maybe we could work with them on a negotiation. If we force that traffic onto Front Street, we will have a lot of traffic backing up at Chester Avenue and Front Street.

Mrs. Reed recommended that we pave the road to residential standards and if they expand then we can require them to upgrade the road to handle truck traffic.

Mr. Paris stated that he does not feel that we should put money out for a road and then have the street torn up later if they choose to expand.

Mr. Schwartz asked if we can restrict the weight on Third Street.

Mr. Valesi stated that it is very difficult. It is going to take time and money to study that area. If there is already truck traffic, it is going to be hard to prohibit them from continuing to use the street.

Mr. Morrow stated that Front Street is very narrow and the tractor trailers may not be able to make that turn.

Mr. Hatcher stated that Third Street works because no one parks on the street.

Mr. Catrambone recommended that we reach out to Simon & Schuster and see what their plans are for expansion.

Mr. Long stated that we could adopt a fair share ordinance and if they expand, they would pay their fair share to the improvements.

Council agreed to improve the road to handle commercial truck traffic and try to negotiate a fair share ordinance.

Mr. Morrow asked what we are doing with Brown Street.

Mr. DeSanto recommended that we continue on Swedes Run Drive because he feels it is just as bad, or worse than Brown Street.

Mr. Catrambone asked how much of Swedes Run Drive we can get done, if we do not include Brown Street.

Mr. Paris stated that we could maybe get the entire road completed.

Mr. Valesi stated that we would likely be a little short in getting the entire road completed but it is possible.

Mr. Schwartz stated that in his ward we are only talking about four blocks. He does not feel that that is a lot to ask for.

Mrs. Kolodi stated that she feels we should include Third Street, Parry Road and as much of Swedes Run Drive as we can get done in this road program.

Mr. Hatcher stated that the way this will break down is on the re-appropriation ordinance will he have \$659,329.87. We have already authorized \$211,500 in equipment to be purchased, that leaves \$447,824.87 to spend on roads. We have an additional \$600,000 in the 2011 capital budget that can be spent on roads. That totals \$ 1,047,824.87 for roads. The Engineer's estimate was \$821,000 for the roads, \$74,500 for engineering and \$65,000 for the storm sewer on Janeway Avenue, which totals \$960,500.00. The only decision we need to make now is how to spend those funds.

Mr. Catrambone stated that we all agree on Parry Road, Third Street and Swedes Run Drive from Conrow to Patricia. The last piece is whether we do Brown Street from Third to Brown or continue on Swedes Run Drive.

Council agreed that they will go out and take a look at both roads and report back to Mr. Hatcher as soon as possible. We would like to introduce the ordinance at the public meeting.

Mr. Long asked if everyone is in agreement to introduce the fair share ordinance, we can introduce that at the public meeting. Council agreed.

3 STEVENS DRIVE

Mr. Hatcher stated that 3 Stevens Drive was one of the properties where we have a problem with the grass. Last year this property was brought to the Sub-Standard Housing Committee for an issue with pool. It was decided that we would unplug the pool so that no water could accumulate. There is still a small amount of water that collects in the pool and the residents are still concerned.

Mr. Long stated that he feels we should take the pool down.

Mr. DeSanto stated that we have the same issue in other areas.

Mr. Long asked if we know who owns the property.

Mr. Hatcher stated that he does not have that information with him.

Mr. Long stated that we should send a letter to the bank that owns the property and notify them that we will file suit if they do not remove the pool.

Mr. Morrow asked how long we should give them to respond to the letter.

Mr. Long recommended we give them ten days to respond. Council agreed.

TYPEWRITER – SEWER DEPARTMENT

Mr. Hatcher stated the Sewer Department has a typewriter that they are no longer using and has no monetary value. The Senior Citizen's Club has asked that we donate the typewriter to them.

Mr. Catrambone made a motion that we donate the typewriter to the Senior Citizen's Club. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

TAX BILL MESSAGE

Mr. Hatcher asked whether Council would like a message included with the tax bills to explain where their money is going. Council agreed.

Mrs. Reed asked whether we should include a message about the sewer increase since we received complaints that it was not explained.

Mr. Hatcher stated that it is very hard to explain that increase in a paragraph.

MERCANTILE LICENSES

Mr. Hatcher stated that he provided Council with some information on surrounding municipalities and what they charge for mercantile licenses.

Mr. Catrambone stated that he would not be opposed to an increase.

Mr. Schwartz stated that our cost continue to go up and we have not increased the fees in years.

Mr. Long stated that we are supposed to base the cost of the license, on our actual costs.

Mr. Catrambone recommended that we increase the used car licenses from \$75 to \$100. Council agreed to increase all fees by that percentage, which is about 30%.

Mr. Hatcher stated that there may be another fee that needs to be adjusted and he will provide Council with a memo. We will have the ordinance drafted for possible introduction at the next meeting.

DELTRAN HIGH SCHOOL SIGN

Mr. Hatcher stated that we received an e-mail from the High School stating that they should like to install a sign similar to the Fire Station on Chester Avenue. The sign would be a gift from the Class of 2011.

Mrs. Reed asked whether the sign will be placed on Hartford Road or Conrow Road.

Mr. Hatcher stated that he believes the sign will be placed on Conrow Road.

Mr. Paris stated that he supports the signs because they would be willing to allow the Township to use the sign.

Council agreed that they support the installation of the sign. They still need to get approval from the Zoning Board.

Mr. Schwartz recommended that it may be time to take a look at our ordinance and maybe amended it to permit these types of signs. Council will discuss this at a later date.

SEWER BILL DISPUTES

Mr. Hatcher stated that we have received a few letters from residents that would like to appeal their sewer bill to Council because they feel that they have been billed wrong.

First letter is from Linda Hickey, 26 Rockcross Drive, who used 41,000 gallons of water in January, February and March of 2010. In that same period in 2009, she used 16,000 gallons. She did not dispute the bills with NJ American Water Company and provided no proof that there was a leak. She also had a fire and the property was empty in April, May and June of 2010.

Council agreed to credit her for the three vacant months due to a fire and credit that amount to the 1st quarter payment for 2011 but make no adjustment for this year.

Mr. Hatcher stated that the next letter is from Gail Noe, 23 Ashley Drive, she pays the minimum bill and he does not feel any adjustment can be made. Council agreed.

The next letter is from Mac's Amoco, who feels that he was over billed about 10%. That is based on what his consumption was for entire year last year and not just the first three months. Council agreed that they do not want to make any adjustments because our process is to base the rate on the first three months.

The next letter is from Mr. Branca, 17 Stevens Drive. Mr. Branca provided Council with a leak adjustment letter from NJ American Water and a bill from Savage Construction replacing a water filter due to a leak. He was billed for 28,000 and would like it adjusted to 21,000. Council agreed to the 7,000 gallon adjustment.

The next request is from Linda Carnivale at 146 Castleton Road. She has always been the minimum bill and because of the reduction in minimum usage from 12,000 to 10,000, she is now over the minimum. There is no indication that her usage was wrong for any reason. Council agreed to not make any changes.

REQUEST FROM SHERIFF STANFIELD

Mr. Hatcher stated that we received a request from Sheriff Stanfield asking that the Township donate their old mobile video recorders to the Sheriff's Department. Chief Parente stated that they are no use to the Township. Council agreed to donate them to the Sheriff's Department.

ACTUARIAL SERVICES/GASB#45

Mr. Hatcher stated that there is a requirement in the audit that we provide for an accounting of the value of post retirement benefits. We received a quote of \$3750 to provide this service and if we have the funds at the end of the year he would like to move forward on this at year end.

SUMMER MEETING SCHEDULE

Mr. Hatcher stated that we normally reduce the number of work sessions in both July and August. Council agreed that they would like to reduce the number to one and will hold the meetings on July 13, 2011 and August 10, 2011.

REPORTS

Mr. Valesi – Mr. Valesi stated that the sewer maintenance bids for electrical and mechanical have been completed and he provided them to Mr. Hatcher for review.

Mr. Valesi stated that he has discussed the potential for doing a solar project at the municipal building. He feels that the municipal building is a good candidate. The way this would work is we would solicit quotes and if there is a successful bidder, we would execute a power purchase agreement at a discounted rate. With a power purchase agreement, the solar provider would own the panels. At the end of the useful life of the panels, they would either, be removed or we could renew the power purchase agreement. First, we would review all the utility bills for the Township and take a look at the size and condition of the site and see if it is feasible. We would also need to study the condition of the roof to see if it would support the panels. After that, we would begin the conceptual design in order to prepare the request for proposals. Mr. Valesi recommended that we had the provider pay for the engineering costs once we enter into the agreement. There will be some legal costs in preparing the agreement. If the roof needs to be redone, we can include it in the agreement or choose to redo the roof ourselves. If we have the provider pay for the roof, it may increase the rate. He feels that it is definitely something we should consider doing. Council agreed.

Mr. Paris stated that the school also has an interest in this type of project.

Mr. Hatcher stated that he will reach out to the Administrator at the school.

Mr. Valesi asked how old and in what condition the roof at the municipal building is.

Mr. Hatcher stated that it is thirteen years old but not in the best condition.

Mr. Valesi stated that we may need a new roof but it will have to be evaluated. We could also generate solar energy from solar canopies in the parking lot. Mr. Valesi will report back on this issue.

Mr. Hatcher stated that he also asked Mr. Valesi to take a look at the sewer plant.

Mr. Valesi reported that the Yansick and Moreland project is underway and they have begun the concrete work.

Mrs. Reed stated that she and Mr. Schwartz walked out there and residents were very receptive. She did say that there were some questions as to why the speed humps were only placed on the curve.

Mr. Hatcher stated that we held public meetings with the residents and that is where they felt the speed humps were needed.

Mrs. Reed – Mrs. Reed stated that she would like to invite Paula, an EMT from Delran, who is being awarded NJ EMT of the year award. She would like to invite her and the VFW to the July meeting. Council agreed.

Mrs. Reed asked if the recording on the main message can be changed to remove the Sewer Authority.

Mrs. Reed stated that she would like Council to be at a restaurant each month to reach out to the residents. We could put this on the website and invite residents. Council agreed.

Mrs. Reed stated that County will be repaving Chester Avenue and she knows we have issues with drainage.

Mr. Hatcher stated that that portion of Chester Avenue belongs to Riverside and is not a County road.

Mr. Catrambone – Mr. Catrambone stated that we have received full access to the website and will begin moving the site to the new host. We also need to renew the advertisements on the website.

Mr. Schwartz – Mr. Schwartz thanked everyone that helped him with being a part of the Memorial Day Parade with the eye trouble that he is having. He also thanked Ms. Eggers for sending the agenda over as a pdf.

Mr. Schwartz stated that he received some answers on the Green Acres property on Main Street. Our fire inspector did an inspection on the property and he is waiting for the full report.

Mr. Schwartz asked if we came to any conclusion on the placement of the sign at the intersection of Colby, Baylor and Fifth Street.

Mr. DeSanto stated that the yield sign has been moved back.

Mr. Schwartz stated that he and Mrs. Reed knocked on everyone's door on Yansick and Moreland and it helps him to do the best job he can.

Mr. Schwartz stated that he would also like Council to have a message on the website similar to the Mayor.

Mrs. Kolodi – Mrs. Kolodi stated that she participated in the welcome home for a soldier last week and it was a great experience.

Mrs. Kolodi asked if Mr. Hatcher took care of the issue with the branches that she forwarded to him.

Mr. DeSanto stated that he reached out to the resident.

Mrs. Kolodi stated that one resident at the last public meeting asked that Council provide them with a long term plan for the Sewer Department. She would like Council to discuss this at a future meeting.

Mrs. Kolodi thanked the Fire Department for providing a sprinkler type attraction for the high school students at their picnic last week.

Mr. Paris – Mr. Paris stated that he reached out to a manager at T.D. Bank to discuss not being happy with them not providing the ability to use credit cards for residents to pay sewer bills. They are looking at whether they could provide that service if we switched back to T.D. Bank.

Mr. Paris thanked everyone that contributed to the Relay for Life, we donated \$200.00.

Mr. Morrow – Mr. Morrow stated that we now have three jetter trucks. He would like to know the condition of the old truck that came from the Sewer Authority. He feels that maybe we could sell the old truck.

Mr. DeSanto stated that he will report back.

PUBLIC PORTION

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

Pat Pomeranz, 21 Alden Avenue, asked if Mr. Hatcher reached out to the resident on Norman Avenue that she contacted him about.

Mr. Hatcher stated that he forwarded it to the Construction Official.

Pat stated that when she came home today it reappears they have begun to clean it up.

Mrs. Reed made a motion to end the public portion. The motion was seconded by Mr. Catrambone. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk