

**WORK SESSION
MUNICIPAL BUILDING**

**June 24, 2014
DELRAN, 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. Hatcher, Administrator and Ms. Eggers, Township Clerk.

Mr. Schwartz made a motion, seconded by Ms. Pangia to enter into closed session to discuss CWA Contract Negotiations and Personnel Issue. All were in favor, motion approved.

Mr. Schwartz made a motion to end closed session and reopen the meeting to the public. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

PERSONNEL ISSUE

Mr. Catrambone stated that based on the discussion in executive session, we need a motion to authorize the Planning and Zoning Board Secretary to move from full-time to part-time. The hours will be 4:30-7:30 PM on certain days of the weeks for about sixteen hours.

Mr. Morrow made the motion, seconded by Mrs. Kolodi.

There being no questions, the roll was called.

Ms. Pangia, Mrs. Kolodi, Mr. Schwartz, Mr. Morrow and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

TD BANK PRESENTATION

This item has been removed from the agenda and will be discussed at a later date.

SEWER DEPARTMENT ENERGY SAVINGS

Mr. Valesi, Township Engineer, stated that recently they met with a vendor that is interested in providing the Sewer Department with energy saving. It is essentially a program that regulates electricity. The bottom line is we have always been very skeptical because they can never explain how they operate and they cannot guarantee cost savings. He met with them along with the Electrical Engineer and they were impressed with the vendor because they brought the inventor and the individual responsible for the installation. They also provided reference and the ones that he checked on were positive. The vendor also guarantees a cost savings. The next step in the process would be to have a bid document prepared. One the requirements of

the bid specifications would be that they provide us with the locations of where they will install them. The rate of return on the savings would be realized in approximately three years.

Mr. Hatcher asked how we determine saving if we are making constant improvements to the plant.

Mr. Valesi reported that we will pay by the box and they will do testing on the particular locations prior to installation. If there are changes to the plant you can either purchase additional boxes or modify them. The vendor will have to be brought in if we decided to make improvements to the plant.

Mr. Schwartz asked if it would make sense to wait until after the improvements are made to install the boxes.

Mr. Valesi stated that certainly if improvements are being made you would not want them installed in those areas. You would want to install them in area that you are not making improvements. We can certainly discuss this with the vendor.

Council agreed to allow the Engineer to prepare the bid documents.

SCHOOL SUPPLIES COLLECTION

Mr. Catrambone stated that resident Laura Kulinski has requested permission to place a collection box in the municipal building lobby to collect school supplies for underprivileged children. Council agreed.

BURLINGTON COUNTY JOINT INSURANCE FUND

Mr. Hatcher reported that our three year term with the Joint Insurance Fund is up on January 1, 2015. If Council wishes to continue on with them, we need to adopt a Resolution prior to October 15th. Council agreed.

JAKE'S PLACE

Ms. Pangia reported that they did not hold their meeting last night because they did not have all the information in time.

Mr. Hatcher stated that he provided all the information, he is waiting on a response from them on a question regarding insurance.

Ms. Pangia stated that as soon as she hears something she will report back to Council.

NJ TREE FOUNDATION

Mr. Hatcher stated that we submitted a grant application, based on the request from the Green Team, showing fifteen location where we could potentially plant trees. This is just information for Council.

PROPERTY OWNERS TO BE NOTIFIED WITH RESPECT TO FLOOD MITIGATION

Mr. Catrambone stated that we have been provided with a draft of the letter that will be sent to the residents along with a list from Mr. Winckowski of the residents that will be notified based on information from FEMA claims.

Mr. Schwartz stated that he still feels that everyone in the flood zone should be notified.

Mr. Morrow asked if this is for the current hazard mitigation grant that we received.

Mr. Hatcher stated no, this is more for future use.

Mr. Catrambone stated that we needed a home chosen by last week to move forward with a buyout.
Ms. Pangia asked if that means that we lost that grant.

Mr. Catrambone stated no, in a last ditch effort, we moved the grant to the area on Conrow Road that Council discussed across from the Elementary School that has the dangerous drop off from erosion.

Mrs. Kolodi recommended that we add a date to the letter that they must respond by.

Mr. Hatcher recommended thirty days. Council agreed.

Ms. Pangia stated that it should also be made clear that is not for something we are applying for tomorrow. , Her understanding was that it was for the current grant funds not for future grants.

Mr. Schwartz recommended that we add language that in order to receive future information please respond.

Mr. Hatcher asked is everyone agrees that we are sending it to the entire flood zone. Council agreed.

Ms. Pangia asked what we are doing at the bridge across from the Elementary School.

Ms. Valesi stated that his understanding is that it is for steam bank stabilization.

Mr. Catrambone stated that we will mitigate the dangerous area with a plan to be determine by the Engineer.

RUTGERS GRANT – POMPESTON CREEK WATERSHED

Mr. Hatcher stated that they have agreed to pay for the Engineering so the dollar amount has increased. Since this is a reimbursable grant, we would like to do a Chapter 159 to bring this into the budget and allow the grant to move forward. When the money comes in, we will reimburse the budget. Council agreed.

SEWER ADJUSTMENTS

294 Tenby Chase Drive – Mr. Hatcher reported that they had a leak and due to the leak used 25,000 gallons of water during the 2013 time frame. Prior usage and current usage, since the repair, has been 21,000 gallons. Mr. Hatcher recommended that we reduce the usage from 25,000 to 21,000. Council agreed.

CVS – Mr. Hatcher stated that they have provided documentation that indicated they had a major leak. Based on all prior usage they should be billed at the minimum commercial rate. Council agreed,

Esquire Liquor – Mr. Hatcher stated that the property used to have three units and it is now just one unit. They are currently being billed for three minimum commercial units and have requested that they be reduced to one minimum billing. Mr. Hatcher recommended the reduction. Council agreed

11 Heather Glen Lane – Mr. Hatcher stated that the homeowner indicated that the bill is two times what the past billings have been. They received a credit from NJ American Water for the usage due to a leak. The past sewer billings have been between \$157.75 and \$162.25 per quarter. If Council wishes to make an adjustment, Mr. Hatcher recommended a reduction somewhere in that area. Council agreed to reduce the quarterly billing to \$157.75.

892 Waterford Drive – Mr. Hatcher reported that they indicated that their toilet was leaking but provided no evidence to show that it was repaired. Previously they have been receiving a minimum billing of \$102.75. This billing was \$127.75. Mr. Hatcher recommended a reduction down to the minimum. Council agreed.

886 Bridgeboro Road – Mr. Hatcher reported that NJ American Water Company provided us with the usage of 21,000 gallon for the billing period and the actual 19,000. He recommended that we reduce the billing to 19,000 gallons. Council agreed.

Mr. Hatcher stated that we will place a Resolution on the next agenda for approval.

WHITESELL FENCE

Mr. Hatcher stated that we discussed this at a previous work session and agreed to allow them to connect to the current Township fence. They have work with Al Marmero and provided a copy of the license agreement. They would provide liability insurance and indemnify the Township.

Mr. O'Donnell stated that he spoke with Al Marmero today regarding this issue and they almost have the finalized agreement. They are working on language that would allow the Township to revoke the license agreement.

Mr. Hatcher asked if the Township Attorney is okay with the agreement, is Council okay placing it on the next available agenda for approval. Council agreed.

MERCANTILE LICENSE FEES

Mr. Catrambone stated that included in the agenda is the ordinance from 2012 where we increased the fees. Mr. Schwartz asked that this item be on the agenda for discussion.

Mr. Schwartz stated that the fees were increased in 2012 but had not been increased for over twenty years. The idea of those fees is to stay consistent with the cost of any inspections. His thought was that instead of discussing this issue every few years we add a provision to the ordinance that allow for an increase of a certain percentage.

Mr. Catrambone asked if there is any reason that we could add that to the ordinance.

Mr. O'Donnell stated that he is not sure if we could add an automatic annual increase but he will report back.

Mr. Morrow asked if Ms. Eggers feels that this is something we need to do.

Ms. Eggers stated that she wants Council to be aware that these fees have nothing to do with an inspection. These cost are for the administration of new license and renewals. The inspection cost for a new business is separate. There is not a yearly inspection required.

Mr. Morrow stated that we need to hear back from the Attorney.

Mr. Schwartz stated that he does not want what happened before to happen again where the fees were not increased for over twenty years.

Mr. Catrambone stated that we will wait and hear back from the Attorney to determine if we can add an annual increase. If we cannot add the automatic increase, we will have to revisit this on an annual basis or however often Council determines.

PARK CLEAN-UP DAYS

Mr. Schwartz stated that we have received some vandalism complaints regarding the parks. He asked Mrs. Kulinski to take a look at the parks on his behalf and report the issues back to him. We have had issues with graffiti and also the port-a-pots being knocked over. One of the ideas he had was having park clean-up days. This may help the neighbors take a sense of ownership of the parks.

Ms. Pangia stated that the Delran AA is having issues with the company that provides the port-a-pots because we have had some set on fire recently. They do not want to continue to provide them. Ms. Pangia asked if we could request that the Green Team look into the possibility of hosting clean-up days and rotating through the various parks. Ms. Pangia also asked that we receive a quote on the whistles that only affect teenagers and will keep them out of the parks during prohibited hours.

Mr. Hatcher stated that he will look into this.

Mr. Schwartz asked that while we look into all the options we ask the police to continue to step up the enforcement.

Ms. Pangia stated that she will reach out to the Green Team. Mrs. Kolodi stated that she will also reach out to the High School Environmental Team.

ISSUE WITH LAKE LONNIE

Mr. Schwartz stated that he has started to receive complaint about trees along Lake Lonnie encroaching on rear fences on residential properties. In the past, we have used the Clean Communities Grant to allow overtime for the Public Works Department to clean up the area. He is not asking that we approve that again, he is asking that they put this issue on their schedule to address the issue. Mr. Schwartz reported that there is another issue with the gate at the entrance that used to be used for emergency access and it is overgrown. He discussed this with Mr. Hatcher and was notified that this is on the schedule for clean-up. Mr. Schwartz stated that the third part of the discussion is the large area between the softball complex and Swedes Lake and Lake Lonnie. Lake Lonnie does not really have a lot of use other than the occasional fisherman. We have discussed a community garden and he does not want us to overlook Lake Lonnie. There is also a small playground area that is in need of repair and should be addressed. He asked Council for some ideas on what that property could potentially be used for.

Mr. Catrambone asked what the status is of Lake Lonnie. He asked if there is any issue with the lake or the quality of the water.

Mr. Hatcher stated that it is no longer a swimming lake. It has been left to go natural.

Mr. Catrambone asked why the area is fenced in.

Mr. Hatcher stated that it is fenced in because it was fenced in when it was a commercial swimming lake and a municipal swimming lake. The property is maintained like any other open space property adjacent to

residential areas. If we were to start over we probably would not have the fence but if we were to take it down now, residents would most likely complain.

Mr. Morrow stated that Council might want to include Lake Lonnie in with the County Park grant in the future.

Mr. Schwartz stated that one of his ideas was that the County may be interested in the property.

Mr. Hatcher stated that it would be an issue because the property was purchased with Conservation funds, which existed prior to Green Acres.

Ms. Pangia stated that the Green Team had someone come out to speak to them about forestry grants and nature trails. This may be something we would want to pass on to them.

Mr. Schwartz stated that what he wanted to come out of the discussion tonight was just that Council start thinking of potential ideas for the property.

CONROW ROAD BRIDGE REPAIR

Mr. Catrambone stated that we discussed this issue when we discussed the flood mitigation grants.

COUNCIL POLICY WITH REGARD TO POLICE GRANTS

Mr. Catrambone stated that Mr. Schwartz had a question on the policy with regards to police grants.

Chief Parente stated that they have been extremely active in pursuing traffic grants in the past. The equipment grants have basically dried up. The County receives most of the Homeland Security Grants. As Council is award with the traffic grants, there was a dispute with the officers over the grant amount of \$50.00 per hour. After pursuing the traffic grants. We have also not seen many hiring grants recently.

Mr. Schwartz stated that there was a grant available for Route 130 safety and there was some confusion over the position of Council on grants that paid lower than what the officers wages would be. Council's position was that we paid what the grant offered. At the time that we discussed this it was an \$18.00 difference. If there is a grant that puts another officer on the road within the Township for enforcement, he would be willing to pay the additional amount.

Mr. Catrambone stated that when we discussed the grant for Route 130 safety, Council all agreed that if our police were not willing to work for what everyone else was willing to work for, there would be someone else doing that and it would not cost us any additional money.

Mr. Schwartz stated that he agrees and if that were to come up again he would feel the same way. He has a fear that if we turn away grants does it make it more difficult to receive grants in the future. He came up with what he felt is a simple plan for Council's consideration. The policy would be if the grant is to be used with the boundaries of Delran Township, the Council will consider paying the difference between the grant amount and the officer's salary. If it the will be utilized both in and outside of Delran, the officers will have the ability to work at the rate of the grant amount.

Mr. Catrambone stated that there are two things that are very clear, first they took the position that they would not work for the grant amount of \$50.00 and second with regards to the Route 130 safety grant, if it was not a Delran Officer, it would be another officer that was willing to work for that amount. Mr. Catrambone stated that he does not feel that it is worth the effort apply for and receive grants when they are not willing to work for the amount that the grant covers.

Mr. Schwartz stated that he agrees and he stands by the Council's decision made on that one grant. He also sees the benefit of paying the difference when the grant is fully used within Delran Township. Such as for crosswalk safety, traffic safety and DUI grants.

Mr. Hatcher stated that when we discussed the Route 130 safety grant we brought up other grants and Council determined that as a policy they did not want to go after the grant unless the officers were willing to work for the \$50.00. We only found one town in the County that was willing to pay the difference.

Mr. Morrow stated that he was only thinking of the one particular grant. If there is a grant that would be solely for this community it is something we can discuss.

Mr. Catrambone asked if only one town made up the difference for that particular grant.

Mr. Hatcher stated that we found one town that would make up the difference on all grant. All other towns either did not go after grants or the officers worked for the \$50.00.

Mr. Schwartz stated this is putting another police officer on the road for a specific duty. He feels that for the \$18.00 cost we are not taking advantage of a great opportunity. He just wants to make sure that the money is spent here in Delran. Mr. Schwartz asked that this be placed on a future agenda for some type of action.

Mr. Hatcher stated that we need a policy that we will start pursuing grants where the state pay the \$50.00 and we are willing to cover the difference if they are for grants that are within Delran

Mr. Catrambone stated that we can discuss this at the next work session.

Mrs. Kolodi asked if the grants are extremely valuable if we were to make up the difference. She feels that maybe we should look at what is out there.

Chief Parente stated that it is never bad to have another officer out of the street.

Mr. Hatcher stated that it was clear during the last discussion that if the Township paid the difference the officers were willing to work the grants.

SPRINGCRESS DRIVE - POST AND RAIL FENCE

Mr. Hatcher stated the a property owner at 20 Springcress Drive requested to install a post and rail fence at it was denied by the Construction Office because it is over a sewer easement. Mr. McCurley indicated to the resident that they would need Township Council approval before he could issue the permit. If we approved this request, we would want to put together an agreement that if something goes wrong or the Township is required to remove the fence in an emergency, it would be at the cost of the resident.

Council agreed to this request and the Attorney will draft an agreement.

ROAD OPENING PERMIT DISCUSSION

Mr. Hatcher stated that we had some issues recently where residents were required to put up \$4,000.00 deposits because they were replacing their sidewalks. He looked at surrounding towns and it is almost double what they are charging for sidewalks. When it deals with the curb or the street he understands but he feels that the amount is too high when you are just dealing with the sidewalks. He wanted to bring this to Council's attention because he is beginning to get people complaining.

Mr. Morrow stated that he agrees. We want to encourage residents to repair their sidewalks.

Mr. Catrambone asked if we could cap the amount.

Mr. Hatcher stated yes, some cap it at \$1,500.00. Most of our deposits exceed the cost of the projects.

Ms. Pangia stated that she looked into one ordinance today and the deposit required was \$20.00 for every \$1,000 of cost for the project.

Ms. Eggers stated that we charge \$10.00 per square foot of sidewalk. They are also required to receive a zoning permit on top of the street opening permit.

Mr. Hatcher stated that he will come up with a recommendation as long as Council is in favor of an amendment. Council agreed that they would like to make an amendment to the ordinance.

REPORTS

Ms. Eggers – Ms. Eggers asked if Council would be okay with placing a Resolution on the public meeting agenda to refund the application fees to the Farmers' Market Vendors. Council agreed.

Mr. Hatcher – Mr. Hatcher reported that they will be interviewing police officers tomorrow and also for the Clerk's Office on Thursday and Monday.

Mr. Valesi – Mr. Valesi reported that contractor starting marking out utilities for the 2013 Road Program and work should begin this week and run through July 26th. They provided cost estimates for the 2014 Road Program for the reconstruction of Forge Road and various intersections.

There are some municipal aid grants that need to be funded through a bond ordinance. We have a 2013 and 2014 allotment for Tenby Chase Drive, which would complete that road.

The Fairview Street Sidewalk project is moving along. The pre-construction meeting was held last Friday and as soon as all the contracts and paperwork is received, the contractor will be given the notice to proceed. The project has a sixty day completion date.

Mr. Catrambone asked if we are moving forward with the Tenby Chase grants.

Mr. Valesi stated that we have received the grants and the next step would be to fund them through bond ordinance because the grant are reimbursable. After the funding is available the next step would be to authorize design.

Mr. Hatcher stated that he just received the estimate for engineering and we can now move forward with the bond ordinance.

Mr. Catrambone stated that he just wants to make sure we work as quick as we possibility can. It seems that it takes way too long to move on these projects.

Mr. Valesi stated that he will review the process and make sure they are doing everything they can to keep them moving.

Ms. Pangia asked when Council determined what they were doing with the funding for the County Municipal Park Grant.

Mr. Valesi stated that his notes indicate that the next phase would be to continue with lighting.

Mr. Schwartz stated that his understanding was we would be applying for the infrastructure needed for the restrooms/concessions.

Mr. Catrambone stated that the infrastructure improvements was our first priority but the County indicated that they wanted a complete project. The secondary project was to continue with the lighting of the fields.

Mr. Valesi stated that the application will consist of the sports lighting and the spectator bleachers.

Mr. Morrow asked if Mr. DeSanto and Mr. Winckowski worked to determine the areas for sidewalks on Route 130 with the Safe Streets to Transit Grant.

Mr. Hatcher stated that he will check with Mr. Winckowski. The last time he was here he mentioned combining this with another grant because we did not have enough funding to get a good portion of sidewalks completed.

Mr. O'Donnell – No report.

Chief Parente – Chief Parente reported that we received a letter from the County regarding the speed study on Creek Road. We had reached out to them asking about the improvements they were going to make to try and help calm traffic. They did extend the 35 mph speed and installed a bigger sign. He asked them about narrowing the road in that area and they said that the bridge itself was a traffic calming measure. They did indicate that they would perform another speed study.

Ms. Pangia – Ms. Pangia asked if the Police Department has thought about a text tip hotline.

Chief Parente stated the services are out there, there is just a cost involved.

Ms. Pangia stated that she received a grass complaint for 71 Stewart Avenue.

Mr. Hatcher will have that taken care of.

Ms. Pangia asked if we are going to make sure that the RAC has the parents sign permission forms at the summer camp.

Mr. Hatcher stated that he will check on this.

Mr. Schwartz – Mr. Schwartz stated that he has been receiving calls about trash complaints.

Mr. Hatcher stated that he understands that Council may have residents call them directly but please encourage them to contact the Township. We keep daily logs of all complaints and can reach out to contractor to go over any repetitive issues.

Mr. Schwartz stated that he would like to add to the next work session agenda discussion on our Township ordinance regarding the fence height requirements.

Mrs. Kolodi – Mrs. Kolodi apologized for TD Bank not being able to attend the meeting tonight due to a compliance issue at one of the banks. Mr. Kolodi provided them with all the questions that Council had and they had the answers. When they are able to set up a new date, they will have someone from the infinity program attend the work session to discuss the program with Council. Mrs. Kolodi stated that she will be away for the months of July and August but she feels

that if they are ready to attend a work session she does not have an issue.

Mrs. Kolodi stated that she is very happy that there will be work done at the bridge on Conrow Road.

Mr. Morrow – Mr. Morrow provided Council with examples of improvement that could be made to the pedestrian crosswalks enhancements. He asked that the Engineer take a look at the information and provide a cost estimate.

Mr. Valesi asked where we would looking to make these improvements.

Mr. Morrow asked that we reach out to the County and ask them if they would be willing to do something on Fairview Street or other County roads. As far as the Township roads it would be up to Council where we would like to make the improvements. He asked that we discuss this at the next work session once we get an idea of the cost.

Mr. Morrow stated that when we start discussing the walking trails in Delran Community Park, we could get some ideas from Boundary Creek Park in Moorestown. We could also apply some of the rules of County parks to our park. He will put together a list of some of the do's and don'ts of the County parks and some things he feels we should add to the rules for the Delran Community Park.

Mr. Catrambone – Mr. Catrambone asked Council if Mr. Hatcher can come up with the down payment money for the Tenby Chase Drive improvements, would they be okay placing the bond ordinance on the agenda for first reading at the public meeting. Council agreed.

PUBLIC PORTION

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

There were no comments.

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. Schwartz 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