

**WORK SESSION
MUNICIPAL BUILDING**

**July 11, 2012
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, 2011 and posted on the bulletin board on the same date.

ROLL CALL: Mr. Schwartz, Ms. Pomeranz, Mr. Morrow and Mr. Catrambone were present. Mrs. Kolodi was absent.

ALSO, PRESENT: Mr. Paris, Mayor, Mr. Hatcher, Administrator, Mr. Coluzzi, Solicitor, Ms. Eggers, Municipal Clerk, Mr. Winckowski, Engineer, Mr. DeSanto, Public Works Superintendent and Mr. Parente, Chief of Police

PRESENTATION FROM BCCI ON FERAL CAT PROGRAM

Dr. Stall discussed the program with Council. He stated that including Delran, this group is working in eight municipalities at this time. Dr. Stall reported on how the program works and how the volunteers are involved in the process. The Township does not have any duties with the program. BCCI will solicit the caregivers, train them and certify them. They also provide for the neutering of the cats, vaccinations and chipping. Keeping these cats out of the shelters saves money and through this program, we can control the population of feral cats. If there are any nuisance complaints then the Township will have the ultimate authority. Dr. Stall reported that Delran is the first community they have worked with that has received a grant for this program. The information in this program is confidential such as the caregivers and the locations of the colonies.

Mr. Morrow asked if the grant money can be used to make up brochures for the residents to receive the information.

Mr. Hatcher stated that the Township turns all the funds over to BCCI and they administer the programs.

Dr. Stall stated that he can work with the Township on a brochure. There is an administrative charge within the grant that could cover the cost.

Mr. Catrambone asked who will find the caregivers.

Dr. Stall stated that the caregivers are already there, BCCI will be reaching out asking them to come forward so they can be trained and the animals can be vaccinated and neutered.

Ms. Pomeranz asked what if the caregiver does not come forward.

Dr. Stall stated that they can continue to feed the cats but they will not be given the protection of this program.

Mr. Catrambone asked that Dr. Stall provide him with any information he feels should be on the Township website.

Mr. Coluzzi recommended that we place the ordinance on the website that fully explains the program.

Dr. Stall stated that the first step is identifying the caregivers.

ADMINISTRATIVE CHARGE FOR GRASS CUTTING

Mr. Hatcher stated that we spoke briefly about this at the last meeting. With the time put in by Mr. DeSanto and the cost of the certified letters, we are not recovering the cost associated with notifications to the homeowners when their grass needs to be cut. Currently we are only recouping the cost associated with the actual grass cutting. Mr. Hatcher recommended that with the initial grass cutting fee there be a \$25.00 administrative fee and for each additional cutting there be a \$10.00 administrative fee added to the cost that the contractor is charging.

Mr. DeSanto stated that the other municipalities have their Public Works employees cut the grass on the properties. A lot of time is spent dealing with the contractors and Mr. DeSanto feels that if the employees were doing this there would be more control. He understands that the charges may be more because of overtime and that there would be more use to our equipment but he would not have to chase contractors.

Mr. Paris asked if the department can handle this.

Mr. DeSanto stated that they would have to work on Saturdays.

Mr. Hatcher stated that he does not feel that this is a good idea. He has spoken to other towns and he does not feel that using the Township equipment and employees to do this is a good idea.

Council agreed that they would like to include a \$25.00 administrative cost on each grass cutting charge.

Mr. Coluzzi stated that they will prepare the ordinance.

SEWER REQUEST

Mr. Hatcher reported that we received a request from Hartford Corners for a reduction in the sewer bill for a vacant unit. Tokyo Hibachi, will eventually be located in Hartford Corners where the Grande Buffet was located, but until then

Hartford Corners is requesting a reduction of their sewer bill to the minimum commercial rate. The current rate is based on water usage from the Grande Buffet and currently Tokyo Hibachi is not open for business and is under renovation. They are requesting this until the tenant opens for business.

Mr. Catrambone stated that if we allow the reduction this year and then next year the sewer bill is based on water usage for three months where the unit was vacant, they will receive a two year break.

Council agreed that they do not want to approve the reduction.

2011 AUDIT

Mr. Hatcher reported on the 2011 Audit. He reported that currently, we are in very good financial shape. There were three finding in the Audit report and Council will need to adopt a corrective action plan for those comments at the next meeting. Mr. Hatcher went over the comments with Council and the plan to correct those findings. The first comment had to do with the segregation of duties within the Sewer Department, second had to do with the filing of Financial Disclosure forms and the third one had to do with reserve accounts that were overspent even though we had sufficient funds to make transfers. In regards to item three, once we are on the Edmunds system that will not be an issue anymore. Mr. Hatcher stated that if anyone has any questions on the Audit to contact him. There will be two resolutions on the public meeting agenda one stating that Council has at a minimum reviewed the comments and recommendations of the audit and the second approving the corrective action plan.

REPORTS

Chief Parente – No report.

Mr. DeSanto – Mr. DeSanto stated that next week the Public Works Department will begin working the summer hours and will begin at 6:00 A.M.

Mr. Hatcher – Mr. Hatcher supplied Council with a report on the financial condition of the Open Space Fund. If anyone has any questions, they can contact him.

Mr. Winckowski – Mr. Winckowski reported that the Roland Street project will begin next week.

Mr. Winckowski reported that there will be a pre-construction meeting for the Myers Tract project within the next two weeks. They are looking to hold the groundbreaking ceremony the last Friday in July.

Mr. Winckowski reported that the pre-construction meeting is set for tomorrow for the Hartford and Conrow improvements.

Mr. Winckowski stated the pre-construction meeting for the Westover Drive drainage improvements will be set for the week of July 23rd.

Mr. Winckowski asked if they have approval to begin design on the 2012 Road Program.

Mr. Hatcher stated that Council should make a motion authorizing this.

Mr. Morrow made a motion, seconded by Ms. Pomeranz to authorize the Engineer to begin design on the 2012 Road Program. All were in favor, motion approved.

Mr. Winckowski asked if Council wants to move forward with the Swedes Lake outfall improvements. He also stated that we may want to also include the River Drive check valve when we do Swedes Lake. The construction estimate would be \$100,000; the engineering fees would be additional. We may be able to use Open Space Funds for the Swedes Lake improvements but he does not feel we can use them for the River Drive valve. A NJDEP permit will also be required for River Road. If this is something Council wants to consider, they will revise their estimate to include this project.

Council agreed that they would like a revised report including both projects with engineering cost and permitting costs.

Mr. Hatcher stated that after we have a full estimate we can look at pulling funds from outstanding bond ordinances and re-appropriating those funds to this project. He will also provide Council with an updated accounting of the Open Space Fund if Council agrees to use those funds for the Swedes Lake project.

Mr. Winckowski asked if Council would agree to authorize the design of the Sewer Plant upgrades.

Mr. Hatcher stated that since we are still within the twenty day waiting period we should wait until the July public meeting.

Mr. Winckowski stated that the capital budget did not include the down payment funds for the two grant project. The projects are the sidewalk improvements on Fairview and the final phase of Haines Mill Road.

Mr. Hatcher stated that we will be able to find the down payment funds from outstanding bond ordinance. The one problem we will have is that the funding received for Haines Mill Road in the amount of \$200,000 is not enough to finish the road. The total estimate is approximately \$400,000. We will need to come

up with down payment money for an additional \$200,000 to finish Haines Mill Road. Council could also decided to split the final phase into two projects and apply next year for an additional grant.

Council agreed that they would like to try and finish Haines Mill Road this year if we can find additional funding from previous bond ordinances.

Mr. Hatcher will work on re-appropriating funds from previous ordinances.

Mr. Hatcher – Mr. Hatcher reported to Council he wanted them to be aware that the County has not adopt their budget and therefore we can not send out the tax bills. The due date will be extended.

Mr. Paris asked Mr. Hatcher to draft something to post on the website.

Mr. Coluzzi – No report.

Ms. Pomeranz – No report.

Mr. Morrow – Mr. Morrow asked if a property near Walgreen's that is in major need of repairs. He has some concerns about the building.

Mr. Hatcher will notify Mr. McCurley to inspect the property.

Mr. Morrow addressed the issue of the brush pick up and feels that we need to discuss this at a future meeting. There is a resident on Pancoast Blvd. that has brush out into the street.

Mr. Schwartz – Mr. Schwartz thanked Council and the Mayor for working on the issues in Riverside Park.

Mr. Schwartz reported that he met with Assemblyman Singleton and one of his aids and they are in the process of following our grant applications regarding the flooding down along the river. They will be meeting with Riverside and he is hoping that they will continue to support this project. This Council has worked very hard to get things done and he understands that things take time. He is proud of the work that this Council has done.

Mr. Catrambone – Mr. Catrambone reported that we have two openings on the Zoning Board. He is recommending that we move Mary Parento and Marlow Smith to the Zoning Board as regular members. Their terms would expire on December 31, 2015. He also recommended that we appoint Scott Pauley and Andre Myers as Alternates 1 & 2. Mr. Catrambone stated that the Zoning Board has some concerns over whether they will have enough members present for the meeting next week.

Mr. Morrow made a motion, seconded by Mr. Schwartz to make the following appointments to the Zoning Board:

Mary Parento for a term to expire December 31, 2015

Marlowe Smith for a term to expire December 31, 2015

Scott Pauley as Alternate 1 for a term to expire December 31, 2012

Andre Myers as Alternate 2 for a term to expire December 31, 2013

All were in favor, motion approved.

Mr. Paris – Mr. Paris reported that Frank DiLuzio will be honored at the July public meeting.

Mr. Paris stated that he spoke to the Chief about the concerns from residents of the Grande and Summerhill where kids are crossing in the middle of the road on Hartford Road. Mr. Paris stated that we need to take a look at this issue.

Mr. Morrow stated that whatever we do, it will not stop the kids from crossing in the middle of the road.

Mr. Winckowski stated that he will take a look at the area and determine whether a cross walk is warranted.

Mr. Paris discussed an issue with Animal Control. A resident had an issue where our Animal Control would not come out on a weekend. The resident stated that Willingboro Animal Control will come out on weekends

Mr. Hatcher stated that the only way they will come out on a weekend is if it is an emergency. Willingboro may come out but they are charging for the call. Mr. Hatcher stated that they will come out for calls that they are authorized to respond too.

PUBLIC PORTION

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

Tom Tartaglia, Springcross Drive, stated that he has provided information to Mr. Hatcher for the improvements to Leon Avenue Field.

Mr. Catrambone stated that Council has committed funding in the amount of \$30,000 and he would like to see this project finished for the fall season.

Mr. Hatcher stated himself and Mr. DeSanto will meet with Mr. Tartaglia next week to discuss this project. He will report back to Council after that meeting.

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

Mr. Morrow made a motion to enter into closed session to discuss the Shared Services Agreement (Information Technology), DPA Contract Negotiations and Tax Appeal (Vornado), seconded by Ms. Pomeranz. 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 Ms. Pomeranz. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk