

**WORK SESSION
MUNICIPAL BUILDING**

**July 26, 2016
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 July 12, 2016 and posted on the bulletin board on the same date.

ROLL CALL: Mr. O'Connell, Mr. Schwartz, Mrs. Kolodi and Mr. Catrambone were present. Ms. Pangia was absent.

ALSO PRESENT: Mr. O'Donnell, Solicitor, Mr. Hatcher, Administrator, Mr. Winckowski, Engineer and Ms. Eggers, Municipal Clerk.

Mr. Catrambone asked that the executive session be moved to the beginning of the meeting to accommodate the professionals in attendance. Mr. Catrambone stated that this should not take more than ten minutes.

**RESOLUTION 2016-128
CLOSED MEETING RESOLUTION**

WHEREAS, N.J.S.A. 10:4-6 et seq. (Open Public Meeting Act) provides for the exclusion of the public from public meeting for certain reasons; and

WHEREAS, it is necessary to close the work session meeting of July 26, 2016 for the following reason:

1. Update on COAH Litigation

NOW, THEREFORE, BE IT RESOLVED that the meeting is closed for the reasons above in accordance with the Open Public Meeting act.

Mrs. Kolodi made a motion, seconded by Mr. O'Connell to adopt Resolution 2016-128.

There being no questions, the roll was called.

Mr. O'Connell, Mr. Schwartz, Mrs. Kolodi and Mr. Catrambone voted aye.

Ayes: 4

Nays: None

Motion Approved

Mr. Schwartz made a motion, seconded by Mrs. Kolodi to enter into closed session for discussion on the following issues: Update on COAH Litigation.

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

DISCUSSION OF MUNICIPAL BUILDING ROOF

Mr. Catrambone stated that this item is tied to item number two which is the 2016 Capital Budget Ordinance. Mr. Catrambone stated that with great disappointment he is going to ask that Council remove the municipal building roof from the 2016 Capital Budget Ordinance in an effort not to hold up the remaining items. He asked Council if the municipal building roof is removed from the capital budget ordinance, will Council agree to move that ordinance forward at the next meeting. Mr. O'Connell, Mr. Schwartz, Mrs. Kolodi and Mr. Catrambone agreed to move the capital budget ordinance forward with the removal of the roof. Mr. Hatcher will have the Bond Council revise the ordinance and have it ready for introduction at the August 2nd public meeting.

2016 CAPITAL BUDGET ORDINANCE

The revised ordinance as discussed above will be on the agenda for first reading at the August 2nd public meeting.

2016 SEWER CAPITAL PROJECTS

Mr. Catrambone stated that Mr. Winckowski and Mr. Harris from CME Associates are in attendance tonight to discuss various capital projects. As part of the memo provided, there are also other items such as the Adirondack energy savings project and the request from Mr. Williams to replace two vehicles for the Sewer Department that will we also need to discuss.

Mr. Winckowski stated that in the agenda packet there is a letter dated July 22, 2016 that outlines the projects. The projects, in order of highest priority are as follows:

Tank Weir Cleaning Improvements

Project Description: The main three treatment tanks at the plant all have extensive overflow weir structures that utilize an automated brush system for cleaning the weirs so that uniform flow rates are maintained. The current system used for that purpose is past the end of its useful life and no longer operating effectively resulting in increased effort to manually clean the weirs. The existing weir cleaning system will be replaced by a new automated system such as the WeirWolf system of equivalent. Total project cost \$100,000.

Clay Street Pump Station Rehabilitation

Project Description: This existing wet well/dry well "can" type station is old, having last been upgraded in 1999. It has been determined to be the highest priority pump station for rehabilitation. It requires extensive safety procedures whenever the below ground dry well has to be entered by maintenance personnel. It is proposed to convert the existing station to a submersible type station whereby new submersible sewage pumps will be installed in the existing wet well which will be rehabilitated. A hoist will be provided so that the new pumps can be lifted out of the wet well from above. All electrical equipment and controls will be located above ground. It is anticipated that a new emergency generator will be provided along with a new enclosure for the electrical components. A new comminutor, Biocide system and level controls are also anticipated. The station rehab will also consider for flood

damage mitigation improvements due its location in a Flood Hazard Area as depicted on the preliminary Flood Insurance Rate Maps recently issued by the FEMA. Total project cost \$1,200,000.

Upgrade the Plant Recycle Wash Water System and Effluent Pump Station

Project Description: The existing plant recycle water system (used for wash-down of the various treatment units, the grit classifier, and other purposes) is antiquated and has been subject to a number of line breaks. In addition, the current configuration of the intake structure for the system pumps is such that water cannot be drawn into the pumps under low plant flow conditions. New water main piping and yard hydrants would be provided where required. In addition, new pumps would be installed and the intake structure modified such that the system can operate under any plant flow conditions. Some modification to the plant effluent pump station may be required to implement this change. Total project cost \$1,040,000.

Installation of Variable Frequency Drives for the Plant Blowers

Project Description: The existing aeration blowers for the treatment plant are constant speed blowers (i.e. they are either on or off) that were installed as part of the plant upgrade in the mid-1990s. Since that time oxygen sensors have been developed which can be used to control the speed of the blowers with variable frequency drives (VFDs) to match their output to the volume of air required in the treatment process. It is anticipated that addition of VFDs and oxygen sensors will result in significant energy savings at the plant. Total project cost \$450,000.

Mr. Catrambone stated that he appreciates that they listed them in priority order. These projects are significant in cost. We need to determine how much we can consider for the sewer capital budget.

Mr. Hatcher reported that all the previous debt from the Sewer Authority has been extinguished. Currently the Township has approximately \$4,000,000 in debt from capital projects that have been completed in the last several years. Because the funds collected from the sewer utility pays for the expenditures of the plant, there is no issue with down payment money. There is currently a \$4,400,000 surplus in the Sewer Utility Budget so there are necessary funds to undertake projects they feel are necessary. There are no limitations that would affect the items being considered tonight, it is up to Council as to what projects they want to undertake.

Mr. Catrambone asked how the potential for the energy savings project ties into this.

Mr. Hatcher stated that the equipment would be purchased the same way as the other projects.

Mr. Catrambone stated that he would like to know what impact our selections would have on the potential for a sewer rebate.

Mr. Hatcher stated that we would take a portion of the surplus and put it towards payments for debt service. There are sufficient funds to do that. The sewer rebate would come directly from surplus Council previously discussed a \$50 rebate in terms of a credit and we

estimate that impact would be \$325,000. This would be if every account received a \$50.00 credit.

Mr. Catrambone stated we need to take this one project at a time. He stated that Council needs to determine if we want to move forward with the energy savings. At the last meeting, Mr. Schwartz had some questions on the proposal. He asked if there are any more questions.

Mr. Schwartz stated that he appreciates that they provided the report but it is not what they previously said.

Mr. Catrambone stated that they did provide a written guarantee.

Mr. O'Donnell outlined the guarantee in the sample contract language. That guarantee is a 10 % savings over the first year.

Mr. Catrambone stated that if the guarantee is not met, they will either provide the difference or they will remove the devices and refund the cost.

Mr. Schwartz stated that is not outlined.

Mr. Catrambone stated that he would want to make sure that is indicated in the specifications.

Mr. Schwartz stated that his concern is they are not guaranteeing those projections after twelve months. He would like to see them put in writing what the savings will be.

Mr. Catrambone stated that at this point we are only looking for approval to advertise an RFP.

Mr. Winckowski stated that Council can put in the specifications exactly what the items they want the potential contractor to bid on. As for the capital budget, Council will need to determine how much they are willing to budget for this project.

Mr. Hatcher stated that there will also be costs for installation. They estimate the installation is \$17,500.

Mr. Schwartz stated that he has no problem putting this item out to bid but wants to make sure that all projected savings and guarantees are in writing.

After discussion, Council agreed to have Mr. Winckowski prepare a project cost estimate for the project including all fees. Mr. Winckowski stated that he will have this prepared for the next work session meeting.

Mr. Catrambone stated that in regards to the other capital items, he feels we should do what we can, without impacting the financial condition of the sewer utility.

At this time Council discussed the four projects proposed by the Township Engineer. After discussion, Council requested that Mr. Harris provide additional information as requested.

- Upgrade the Plant Recycle Wash Water System and Effluent Pump Station – Council requested information on the frequency of line breaks and cost of

repairs.

- Installation of Variable Frequency Drives for the Plant Blowers – Council asked for additional information on potential energy savings to compare the savings to the cost of the project. They would also like to know how this project would impact the energy savings project.

Mr. Hatcher stated that there was also a request from Mr. Williams for the purchase of two trucks. Once all items are discussed, Council will need to determine what projects will be included in the sewer capital bond ordinance.

Council agreed to continue the discussion at the August 9th work session.

Mr. Hatcher stated that the request from Mr. Williams for the purchase of two new trucks was to replace a 1993 Chevy pickup and a 2001 Ford pickup. They provided two options available on State Contract. Option 1 is to purchase two Ford F350, which include a plow and spreader to provide backup for snow plowing. Option 2 is the purchase of two Ford F150. The cost for Option 1 is \$44,000 and the cost for Option 2 is \$22,000.

Mr. Schwartz asked if there is a cost provided for the Ford F350 without the plow and spreader.

Mr. Hatcher stated that he does not have those numbers but he estimates it may be \$10,000 less. Mr. Hatcher stated that he will get the information for discussion at the next work session.

Council will continue discussion on the sewer capital projects at the next work session.

RIVER ROUTE REPRESENTATIVES

Mr. Catrambone stated that we have received seven individuals that would like to serve and we can only name four representatives. The individuals that have expressed an interest are as follows:

Jennifer Reppert, Resident

Councilman Schwartz

Councilman O'Connell

Mike Anderson, President of the Delran Business Association

Sal Miliziano, Owner of Chick-fil-A

Randy Khinkis, Resident

Robert Famariss, Resident

Mrs. Kolodi stated that Randy Khinkis is a former student and was very excited to get involved with the town. Robert Famariss, is an experienced business man and is also interested in getting involved.

Jen Reppert, 174 Westover Drive, stated that she expressed an interest because she is interested in learning how local government works and how they work together. She would be a citizen working for Delran.

Mr. Schwartz asked if they would take more than four individuals. If it is four representatives, he feels it is important that there is a balance.

Mr. Catrambone stated that he agrees. He served on this committee in the early stages and they were looking to promote the River Route. They were looking at potential grant opportunities, promoting current business and looking at bringing in new businesses. Mr. Catrambone suggested that we continue the discussion at the next work session. He also suggested reaching out to them to determine if they would allow additional representatives. Council agreed. Mr. Catrambone thanked all the individuals that showed an interest.

2015 MUNICIPAL AUDIT & CORRECTIVE ACTION PLAN

Mr. Hatcher stated that Council has all received copies of the 2015 Audit. There are three comments and recommendations in the audit that dealt with signatures on vouchers, the need for a fixed assets inventory and certification of funds. Council will need to adopt a resolution that they have reviewed at a minimum the comments and recommendations in the audit and also a resolution to approve the corrective action plan. This can take place at the public meeting. Council agreed.

SHARED SERVICES AGREEMENT WITH RIVERSIDE – ROCK SALT

Mr. Hatcher stated that Council reviewed the agreement and authorized it to be sent to Riverside for signature. Riverside has signed and returned the agreement. The next step is a Resolution to authorize the Mayor to sign the contract. Council agreed. A resolution will be added to the agenda for the public meeting.

DISCUSSION ON NAMING RIGHTS TO FIELDS AT DELRAN COMMUNITY PARK

Mr. Catrambone applauded Mr. Kennedy and Mrs. Kolodi who have been incredibly successful in their fundraising efforts. He stated that Barlow Chevrolet has requested naming rights to the all-purpose baseball field at Delran Community Park. They have also donated funds to sponsor a scoreboard and dugout. They are requesting that the naming rights be in perpetuity. Mr. Catrambone stated that we need approval from Council in order to do that.

Mrs. Kolodi stated that Mr. Kennedy met with Barlow and they would like to have the field named after Barlow Chevrolet. They are the only business that showed an interest in naming the field. They would like to leave a legacy in Delran since they are the oldest business in town. Mrs. Kolodi stated that moving forward we may want to look at a time period for sponsorships of items such as the scoreboards and dugouts.

Faye Schwartz, 501 Brown Street, questioned whether the residents should vote on naming the field Barlow Field since it will be forever.

Mr. Catrambone stated that it does not require a referendum, it is decided by Council.

After discussion, Council agreed that to name the field Barlow Field. They will provide Council with a contract for review and approval

SEWER REBATE

Mr. Catrambone stated that we have discussed this many times in the past and we are finally in the position that we are able to offer a rebate. The discussion has been to issue the rebate in the form of a credit of \$50.00 to each sewer account.

Mr. Paris stated that his only concern is that the residents may be confused when they receive the amended sewer bill.

Mr. Catrambone stated that we can include a notice with new bill.

Mr. Schwartz stated that he still has a concern with the apartments. There may only be one account but their bill is based on the number of units.

Mr. O'Donnell stated that they issued a memo stating that from a legal standpoint it would not be arbitrary.

Mr. Hatcher stated that there is really not an equitable way to issue a sewer rebate.

Mr. Schwartz stated that he will vote for a rebate but he wants to make sure it is done properly and doesn't cost us more than anticipated. He would like to make sure that we are not opening the Township up for litigation.

Mr. Catrambone stated if we gave a credit to each unit in an apartment complex, we would have no way of making sure that gets back to the resident.

Mr. Hatcher stated that this is difficult because of the different variations in the sewer billings.

After discussion, Mr. O'Donnell stated that they will look at case law to determine if there was ever a challenge filed and submit a legal opinion to Council.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher stated that at the last work session it was reported that River Drive is dark. We found that it is, especially at Alden and River Road. We are requesting PSE&G to install two street lights. He asked if Council had any questions. Council had no questions.

Mr. Hatcher stated that the State and County have finally certified the tax rate. Any items that Council would like to send with the tax bills, they will need as soon as possible.

Mr. Hatcher stated that the Engineer needs authorization to move forward with the design for the Creek Road sidewalk project. Council agreed to place a Resolution on the public meeting agenda.

Mr. Winckowski, Engineer – Mr. Winckowski reported that we received bids today for the 2015 Road Program. He will be issuing a bid report but the low bidder was A.E. Stone. The base bid plus Addition A was \$783,000 which is under the estimate. Addition A was to extend the paving

on Fox Chase one additional block. He will work with Mr. Hatcher to determine how this impacts the 2016 Road Program. Addition B was for the paving of the parking lot for the Fire Department on Bridgeboro Road which came in at \$46,000. If we are going to include that as part of the project, we would need to enter into an agreement with the Fire District to be reimbursed that amount before award of the contract.

Mr. Winckowski reported that they held a pre-construction meeting for the bathroom/concession building at Community Park. Most of the work will be completed in September/October with the building being delivered in November.

Mr. Winckowski reported that the work on the Swedes Lake Outfall will start the third week in August with all work completed by Labor Day.

Mr. Winckowski stated that we should be receiving approval from the DOT any day for the sidewalk project on Route 130. There may be some delay because of the State stoppage of DOT funds. There is a Phase II grants for the Route 130 sidewalks that needs to be awarded by August 2017. Mr. Winckowski stated that Council will need to fund the project since it is a reimbursable grant.

Mr. O'Donnell – No report.

Mr. O'Connell – No report.

Mr. Schwartz – No report.

Mrs. Kolodi – Mrs. Kolodi stated that she is expecting a call from Glen Bailey tomorrow to set up a time for her to come and speak to Council about raising chickens. She also spoke to the resident that initially approached Council with the request for chickens and she asked if we had contacted Home Depot regarding her concerns with the trucks.

Mr. Hatcher stated that he visited the site and feels that one issue may be the drainage pipe that runs across the driveway, which has appeared to settle. If they were to fix that, it may solve the problem. He asked Mr. DeSanto to reach out to Home Depot but has not received a report back.

Mrs. Kolodi asked if there is any limit on the hours for deliveries. The resident indicated that there are trucks delivering at 2:00 or 3:00 in the morning.

Mr. Hatcher will look into the ordinance and their approval from the Planning Board.

Mrs. Kolodi stated that Mr. Kennedy believes that what he set out to accomplish in terms of fundraising for Community Park is finished. He is still talking with Canal's, Ott's, ShopRite but after that they will be finished. At this point, if Jake's Place would like to start reaching out to the businesses it would be fine.

Mr. Catrambone – No report.

Mr. Paris – Mr. Paris stated that he received a request from a resident at Ashley Crossing for crosswalks going across Hartford Road.

Mr. Hatcher stated that we talked about this before and there is an issue with mid-block crosswalks.

Mr. Winckowski stated that there needs to be an engineering study completed to determine whether the crosswalk is warranted. Mr. Winckowski will prepare a brief memo on the steps that Council would need to take if they wanted to move forward and the steps.

PUBLIC PORTION

Mr. Schwartz made a motion to open the meeting to the public. The motion was seconded by Mr. O'Connell. All were in favor, motion approved.

Charles Stahl, 184 Natalie Road, asked if there are any implications to the sewer rebate if someone has already paid the sewer for that quarter.

Mr. Hatcher stated that we have discussed this internally and the credit would move to the next quarter.

Bob Gilbert, 75 Stewart Avenue, stated that it was brought up at the last work session that there was a tree struck by lightning at the Sewer Plant. He asked if that has been taken care of.

Mr. Hatcher stated that it is being removed. It was not something Public Works could handle so they have coned it off and are waiting for the contractor.

Mr. Gilbert asked if some sewer goes to Riverside because our Sewer Plant is not capable of handling all of the residents.

Mr. Catrambone stated because of the location of the pipes, certain areas connected to Riverside. We have an agreement with Riverside to handle that flow. The residents pay their sewer bill to Delran and we pay Riverside. It has nothing to do with the capacity of the plant.

Linda Gilbert stated that she would love to get the credit on the sewer bill but instead of doing that why doesn't the Township use those funds to make the improvements that are necessary.

Mr. Catrambone stated that he appreciates her input and that will be part of the decision that Council will make.

Mr. O'Connell 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. Catrambone stated that many residents have reached out to him to ask why Delran did not participate in the cooperative purchase of electric with surrounding municipalities. The main reason we chose not to participate was because it was an opt-out only program. The only way to participate was to have everyone automatically switched over and the residents would have to opt-out. Council felt it was outside of their scope.

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