

**WORK SESSION  
MUNICIPAL BUILDING**

**August 10, 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 on July 29, 2011 and posted on the bulletin board on the same date.**

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

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

**BEST PRACTICES WORK SHEET**

Mr. Hatcher stated that this work sheet began last year. He stated that everyone received a copy of the work sheet with the responses. We have answered yes to enough questions to receive 100% of our aid from the state. Mr. Hatcher went over the checklist and the items that we had to answer no or not applicable. Mr. Hatcher stated that the checklist will be put on the website once it is submitted.

**REQUEST FOR REDUCTION IN TAXES**

Mr. Hatcher stated that we received a request from a resident, that their taxes be cancelled for the period of time that they were out of their home due to a fire. Mr. Hatcher stated that we have not done this is past unless there was a total loss. Council agreed that they would like additional information and they will discuss this further once all of Council is present.

**SUMMERHILL PARKING LOT**

Mr. Hatcher stated that there has been some discussion about extending the parking at Summerhill. He provided an estimate received from Jerry DeSanto.

Mr. Paris stated that now that we are not allowing parking on the grass people will be parking all over the place. The intent was to connect the current parking lot to the old basketball court.

Mrs. Reed asked how many spots the new lot would create, would it alleviate the double parking on Summerhill Drive, do we have the funds and can this wait until the 2012 budget.

Mr. Hatcher stated that we do not have the funds unless we use the open space fund. If we wanted to use the capital fund, we would have to wait until 2012. It was not a large number of spaces.

Mr. Paris stated that he thought it was forty and he does not know if it would eliminate the parking on Summerhill Drive.

Mr. Hatcher stated that it will help.

Mrs. Reed stated that, as she understands it, unless we bought this property with open space funds, we can not use those funds for the improvement.

Mr. Hatcher stated that he will have to review the ordinance.

Mr. Catrambone asked if we could use the millings from the road program to connect the two lots.

Mr. DeSanto stated that it is possible but he does not feel it would look right.

Mr. Morrow asked whether there is any way they can schedule these events so they are not overflowing with each other. This is a lot of money to spend for approximately twenty parking spots that will not solve the problem.

Mr. Hatcher stated that we can have the Engineer take a look at this and see if there is any additional space and come up with a plan.

Mr. Paris recommended that we meet with the AA.

Mr. Coluzzi stated that in his initial review of the open space referendum he does believe that we could use the open space funds.

### **REVENUE REPORT**

Mr. Hatcher stated that he is going to begin providing Council with a revenue report on a quarterly basis. As of now, all the revenues appear stable. There is one concern with the Municipal Court, which is down about \$5,000.

Mrs. Reed asked for a brief explanation on the levy cap.

Mr. Hatcher stated that we collect about ten million dollars from the residents. There is a 2% cap on that amount. There are also exceptions to the cap but they are limited. When we begin the budget, we will only be allowed to go up approximately \$200,000. If the revenues do not come up to last years revenues then that amount drops.

### **POLICE UNIFORM BID**

Mr. Hatcher stated that we received two bids for police uniforms. The low bidder does not comply with the bid because they are outside the thirty mile radius stated in the contract.

Mr. Coluzzi stated that we have the authority to reject the low bidder and move to the next lowest bid because they did not meet the requirements of the bid.

Mr. Hatcher stated that if Council agrees we will place this item on the public meeting agenda to award the bid to Oakwood Uniform. Council agreed.

## **BURLINGTON COUNTY JIF PARTICIPATION**

Mr. Hatcher stated everyone received information on the renewal in the BCJIF. The increase will be minimal, under 3%, and there will also be a dividend given. Our workers compensation claims have increased over the last two years, which are impacting us a little. Mr. Hatcher recommended that we adopt a resolution at the next meeting. Council agreed.

## **REPORTS**

**Mr. Hatcher** – Mr. Hatcher stated that the tax bills should be printed out in the next few days. There will be an insert in the tax bill explaining the bill. Mr. Hatcher stated that the explanation can be done either by total dollars or on the average assessment. Council agreed that they would like the explanation to be based on the average.

**Engineer** – Doug Rohmeyer, CME Associates, stated that the surface course was installed earlier this week and the speed bumps were installed yesterday on Yansick and Moreland Drive. The next step and biggest priority is to get them stripped for safety. The projected should be completed by the end of the week.

Doug stated that they need to request a meeting with the sub-committee to get some direction on the Myers Tract.

Doug stated that they combined the 2011 Road Program, driveway entrance to Holy Cross and storm drain replacement on Janeway Avenue into one bid. We are on track to get these roads completed by the end of this year.

Doug stated that the plan and specifications are completed for the intersection of Hartford and Conrow Road. He has a completed application and needs signatures from the Township and the resident.

Mr. Paris asked when we expect the permit from the Department of Environmental Protection.

Doug stated that the application will take about six months.

Doug stated that the permits have been submitted for the storm drain replacement on Westover Drive. We are again looking at about a six month time frame.

We have several projects that are on maintenance bond at this time.

The Department of Transportation grant applications are available. We have identified some projects for these applications. For the municipal aid grant we would like to apply for the final phase of Haines Mill Road, for the bikeways grant we would like to continue on Bridgeboro Road and for the safe routes to transit, we would apply for sidewalks on

Fairview Street. Council agreed to those projects. Prior to September 23<sup>rd</sup> Council will need to adopt resolutions regarding these projects.

Doug stated that they took a quick look at the solar project at the municipal building and the sewer plant. We came up with a concept plan and there are a lot of opportunities at the municipal building. We could generate about 94% of our energy at the municipal building if we implemented this plan but only 10% at the sewer plant. We are looking at about a \$50,000 - \$70,000 annual savings if we successfully implement the project. There is no capital expense to the Township to project. We would draft an RFP for a power purchase agreement. The company would own and operate the equipment and remove it at the end of the agreement. The next step would be to look at the roof of the municipal building to see if it needs to be upgraded. If the roof does need to be upgraded, we can include that in the RFP.

Mr. Catrambone stated that the appearance of the solar canopy is not very pleasing. The Planning Board is already asking Council to take a look at the residential panels being installed.

Mrs. Reed asked if anyone looked at wind energy.

Mr. Hatcher stated that it was examined when we did the energy audit and it was found that it would not be feasible.

Mr. Paris asked that they provide information for Council to review.

**Mr. DeSanto** – Mr. DeSanto asked if Council has discussed salaries for management. Council agreed that they will discuss this issue at the first work session in September.

**Mrs. Reed** – Mrs. Reed stated that at the last work session Mr. Long was going to report back on the Dickens Drive issue.

Mr. Coluzzi stated that the main point was the commercial vehicles with Pennsylvania tags. If the vehicle is not over the weight limit set by ordinance it can not be restricted. The other issue we need to look out is to determine whether the landlord is complying with all their requirements. The issue regarding possible illegal immigrant, Mr. Coluzzi does not recommend Council adopt an ordinance regarding this issue. If there are issues with the number of residents living in the property we need to look at whether they are violating any laws and we may also need proof.

Mr. Hatcher stated that the residents have been fined for the illegal dumping and the Chief is also monitoring the property for a period of sixty days, which has not expired. Officers have documented the findings at the property.

Mr. Morrow asked if it would help if the neighbor took pictures. Mr. Coluzzi stated that yes it would.

Mr. Hatcher stated that it was also stated in court today that the residents will be vacating the unit by the end of the month.

Mr. Coluzzi stated that we need to keep the pressure on the landlord. We may also want to look at the ordinances regarding rental units.

Mrs. Reed asked about the letter regarding the street opening on Waterford Drive.

Mr. Hatcher stated that it was just informational there is nothing we can do to stop the project. The new street opening ordinance is in place so the Engineer will perform the inspections.

Mrs. Reed stated that we received a letter from Riverside asking us to participate in a Memorial Day parade on September 11<sup>th</sup> if anyone is interested.

Mrs. Reed stated that at the July 13<sup>th</sup> work session an ordinance regarding zoning changes and she asked what the reason was for the changes.

Mr. Coluzzi stated that this is in regards to the Berk and Berk property. Currently this property is not designed for multi-family dwellings. We entered into an MOU with the property owner and they were going to give the Township one hundred and thirty-seven affordable unit credits on apartments that already exist in exchange for us changing the zoning on the property to allow multi-family dwellings. We also created bulk standards which were not in our ordinance.

Mrs. Reed asked why we are permitting new residential units.

Mr. Catrambone stated that the seventy-four that they want to build have already been approved.

Mr. Coluzzi stated that they did receive a use variance for the units and we are establishing bulk standards for the units.

Mr. Morrow stated that helps us comply with our affordable requirements.

**Mr. Catrambone** – Mr. Catrambone stated he would like to ask that we put a twenty-four hour requirement on items being added to the agenda. He would prefer not to find changes to the agenda once he gets to the meeting.

Mr. Catrambone stated that there was some confusion on the e-mails going out to the residents regarding updates to the website. He stated that there were no issues with the site. There were six sets of minutes posted, so six e-mails were sent.

Mr. Paris stated that it seems residents are getting a little annoyed and maybe we can have an option on the site for them to opt out of the e-mails.

Mr. Catrambone stated that we can certainly do that. The site is currently being moved to the new hosting site.

Mr. Catrambone reminded Council that we need to be very careful in responding to e-mails and making sure that they do not violate the sunshine law.

**Mr. Paris** – Mr. Paris stated that Amcor has been a big topic. Last week we were notified that they were shutting down their Delran plant. We reached out to them to see if there was anything we could do to try and keep them operating. They contacted us stating that there was a change in the company so they will not be continuing their operation in Delran and they did not wish to meet with us. He stated that Plastic News contacted him last week and they reach out to other companies that may be interested in the plant. They are looking into placing the employees in other facilities.

Mr. Morrow asked if they will continue to pay their taxes.

Mr. Hatcher stated that they will continue to pay the taxes but they may appeal and have them lowered. We will lose between \$38,000 and \$40,000 in sewer revenue.

**Mr. Morrow** – Mr. Morrow stated that he received a call regarding 125 Diane Avenue and the property issues.

Mr. DeSanto stated that the bank is taking care of the property.

Mr. Coluzzi stated that we need to make sure the property is as safe as possible.

Mr. Morrow stated that he asked a few weeks ago to bring in the old jetter truck to review the condition and asked for an update.

Mr. DeSanto stated that the truck is working and they use it as a back up. He reached out to see if there is a market for the truck and there is not.

Mr. Hatcher stated that it is more value to the Sewer Department.

Mr. Williams stated that we do not need three trucks but feels that if we do not put much money into the truck, we should keep it. If there are any major expenses we could junk the truck.

## **PUBLIC PORTION**

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

Elaine McCabe, Vice President of the Historical Society, discussed with Council the possibility of making a contribution to the Historical Society. She explained that in order

to obtain their non-profit status and get incorporated, it cost a lot of money and they just do not bring in that much in dues. They are asking for \$2500.00.

Mal Anderson stated that it benefits the Historical Society to receive their non-profit designation.

Mr. Catrambone stated that it will also allow them to be tax exempt on purchases.

Mr. Morrow stated that we will discuss this again at a future work session once all of Council is present.

Elaine asked where it stands with them having some space in the municipal building.

Mr. Paris stated that he has offered his office for a file cabinet and only they will have access. We do not have any space for larger items.

Mr. DeSanto recommended that they reach out to the storage businesses.

Next month the Historical Society will be having a presentation on Millside Farms with an ice cream social.

Elaine asked if they are covered by insurance when they meet in the municipal building.

Mr. Hatcher stated that once they are up and running they will be required to provide insurance when they use the building.

Mal Anderson stated that insurance is very expensive.

Elaine stated that there used to be a graveyard off of Fairview Street. In the information, it stated that a suitable monument was to be erected. She asked if Council would consider doing that. They were also thinking about historical markers throughout town.

Mr. Morrow stated that Council would be willing to discuss this.

Don McCabe, Faunce Street, suggested that we install pavers at Summerhill instead of asphalt. If the AA want these things they should help pay for them.

Mr. McCabe asked if we supply the police uniforms and if they are made in the USA.

Council stated that we do provide the uniforms and we will look into the whether they are made in the USA.

Mr. McCabe stated that there is a difference between Green Acres and Open Space. Open Space can not be developed, Green Acres you can.

Mr. McCabe stated that he would get cones out tomorrow morning on the speed bumps on Yansick and Moreland Drive.

Mayor Paris stated that we will have them out there first thing tomorrow morning.

Mr. McCabe asked why we needed the speed bumps. Why can't the police go out there when school lets out.

Mr. Paris stated that we receive numerous complaints about speeding in different areas.

Mr. Morrow stated that the residents came to us to have something done on that road.

Mr. McCabe stated that the road is not the problem, the kids are the problem.

Mr. Morrow stated that we asked the school to close that entrance. They did not want to force the kids onto the highway.

Mr. McCabe stated that he owns property on that street and he was never informed about what was being done.

Mr. Paris stated that all the residents on those two streets were notified.

Mr. McCabe stated that the police officers need to get out of their cars and on the streets.

Mr. McCabe asked if we ever tried to consolidate our PSE&G bills and ask for a lower rate.

Mr. Hatcher stated that we had an energy audit done on the building.

Mr. McCabe stated that we do not have to use solar and he is also against government rebates.

Mr. McCabe recommended that we put the jetter truck on ebay.

Council stated that they will look into this.

Mr. McCabe asked if there is anything new on the acquisition of 1207 Fairview.

Mr. Coluzzi stated that it had been filed with the court.

Mr. McCabe stated that a forensic audit of the Sewer Authority would only cost \$5,000 not \$50,000.

Mr. Catrambone stated that he received that amount from the Auditor. It can be as in depth as we want it to be.

Mr. McCabe stated that he feels for \$5,000 or \$10,000 dollars it is worth it to perform the forensic audit.

Mr. Hatcher recommended that he review the information on the Township website that will explain the reduction in surplus. Mr. Hatcher stated that if he would like to meet with him, he will explain the audits.

Mr. Catrambone stated that we have been assured by our professionals that the money has been spent and nothing was done illegally.

Mr. Paris stated that we do not wish to incur any more costs. Our professionals have looked at this at assured us that the money was spent. We will not get that money back.

Bill Pfeffer, Chester Avenue, stated that in reviewing the bills from the Sewer Authority, he noticed that an individual that has been retired is still receiving healthcare. He asked if we have any retired sewer employees receiving healthcare for life.

Mr. Hatcher stated that we have one employee who receives \$400 per month for ten years. The tenth year is about to run out.

Mr. Pfeffer asked if the Sewer Authority Board members were receiving healthcare.

Mr. Hatcher stated no.

Mr. Pfeffer asked if Mayor and Council receives healthcare.

Mr. Hatcher stated no.

Mr. Pfeffer asked how much money Mayor and Council makes a month.

Mr. Hatcher stated that Council makes \$2100 per year and the Mayor makes \$2500 per year.

Mr. Pfeffer stated that he believes the police uniforms are tailor made. At one point, we went to off the rack uniforms. Maybe that is something we can consider down the road, if the costs get out of hand.

Mr. Pfeffer stated that Mr. Hatcher mentioned that there may be a hang up with the grant for Roland Avenue.

Mr. Hatcher stated that we are waiting for approval from the Federal Government.

Mr. Pfeffer stated that there are also no sidewalks on River Road, if we would want to consider that for one of the state grants.

Mayor Paris stated that they will keep that in mind.

Mal Anderson shared with Council his knowledge on solar power. He feels it is a good thing for the community. He does not know much about wind power but this is not a high wind area. Mr. Anderson also discussed his concerns about the contractor not putting the right amount of base repair on the road when they are doing a project like the water main replacement on Waterford Drive.

Mrs. Reed made a motion to close the public portion of the meeting, seconded by Mr. Catrambone. All were in favor, motion approved.

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

Respectfully submitted,

Jamey Eggers, Township Clerk