

**WORK SESSION
MUNICIPAL BUILDING**

**October 14, 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. Morrow and Mr. Catrambone were present. Mr. Schwartz arrived at 7:10 PM.

ALSO PRESENT: Gregory Valesi, Township Engineer, Tim O'Donnell, Attorney, Mr. Hatcher, Administrator and Ms. Eggers, Township Clerk.

DELRAN HIGH SCHOOL PRESENTATION

Mr. Paris stated that apparently there was some confusion on whether they would be on the agenda tonight. The students will be having a fundraiser for a school in Africa to help build a Library. They will also be collecting school supplies. They have asked us to help get them a little more press on the event and also reach out to the businesses for donations. Mr. Paris stated that he has already reached out to Shop Rite and asked them if they would be willing to participate. The High School would also like to place a container in the lobby of the municipal building for donations.

Mr. Catrambone stated that they have converted a sea box into library that will be shipped to Uganda. The handprints of all the students will be on the outside. Mr. Catrambone asked if Council is okay with setting up a drop off location at the municipal building. Council agreed.

GREEN TEAM PRESENTATION

Mary Parento, Vice Chairman of the Green Team, introduced the members that were in attendance tonight. Mrs. Parento stated they put together a presentation explaining what the Green Team is about. Debbie Hammond will be going through the power point. Debbie Hammond explained Sustainable Jersey program and how it helps to make New Jersey a better place to live. They also help with grant funding for the participating municipalities. Debbie Hammond explained the roles of the Green Team and Township Council. Ms. Hammond also explained what the Green Team is doing to become certified through the program and some of the things that they would like to implement.

Mr. Curzie, Chairman of the Green Team, reported that aside from trying to receive certification, many members have been attending meetings and reaching out to other communities.

Mr. Catrambone stated that based on the presentation he would like Council's approval to add a link on our website to the Green Team website. He would also like Council's approval to have a shoe recycling drop center at the municipal garage. Council agreed.

Debbie Hammond stated that a member of the Green Team will be responsible for the collection.

Mrs. Parente stated that they would also like to have their meetings added to the calendar on the Township website. Council agreed.

Tony Egan, 108 Shelly Lane, stated that during the presentation, the Green Team mentioned that the Township has one Brownsfield area and asked which property they were referring to.

Mr. Catrambone stated that it is the old Abrasive Alloy property.

Mr. Catrambone asked that the Green Team pass everything through Mr. Hatcher and he will direct the Township Engineer.

Ron Taylor, 8 Notre Dame Drive, asked if the Bozarth property on the Fairview jug handle is a Brownsfield area.

Mr. Morrow stated that it is not, it is a privately owned property.

Mr. Catrambone stated that the last area that they mentioned in their presentation was regarding appointments. Mr. Catrambone asked that they keep the communication open and keep Council updated on the openings. Ms. Eggers will also make Council aware of the individuals whose term will be expiring.

Mrs. Parento asked if Council is okay with an Annual Report or if they would like a quarterly report.

Mr. Catrambone recommended that they attend a work session on the quarterly basis to keep Mayor and Council updated and issue a full report on an annual basis.

STARKE LANE

Jim Hand stated that he owns 10 & 12 Starke Lane and has a hardship problem and is unable to sell the property because of the septic system. To run sewer down the center of the road would cost \$83,000 and he does not have that amount of money. He would like Council's help to find a solution to connecting to the Township sewer system.

Mr. Catrambone stated that what they have proposed, is that we allow them to run sewer laterals down to the main.

Mr. Valesi, Township Engineer, stated that generally the proper way to handle this is to extend the sewer main. Sewer laterals should extend perpendicular into the roadway so if there are any issues, it is require minimal maintenance to the laterals. There are other homes that could be serviced if the main is extended. The Director of the Sewer Department agrees that it should be done this way. If not you end up with a number of laterals which makes it difficult to maintain. From an Engineering standpoint, we could not make any other recommendation other than extending the main. It amounts to having private sewer within a public right-of-way.

Mr. Morrow stated that generally when a lateral goes bad it is the responsibility of the homeowner.

Mr. Valesi stated that he is correct.

Mr. Morrow stated that if we allowed them to run the laterals to the main, the laterals would be very costly to repair.

Mr. Valesi stated that it is very difficult to document private sewer in a public right-of-way. That is why we normally only permit laterals to extend to the property edge of the property. We would allow them to extend the main in the shortest configuration possible.

John Stypinski, Johnnie Plumbing, stated that we are talking about five properties. He stated that on the plan shows running two gravity laterals down the shoulder of the road to the sewer main. The other option he has is to install pumping stations on each property and run that to the main which he would not need permission for. They are trying to do this by gravity to eliminate the maintenance on the pumps.

Mr. Valesi stated that even with the pumps on each property, they would still need a forced lateral and that is not something they would recommend. Even though Mr. Stypinski stated that he can do that without permission he cannot. You cannot access a public right-of-way without approval.

Mr. Hand stated that understands but he needs a solution that he can afford.

Mr. Catrambone stated that this Council is authorized that things are done correctly. Ultimately, these properties will be sold and the homeowners will be left with what is done.

Mr. Valesi stated that recommends that the other properties that could be serviced by the Township sewer be contacted because their values will be increased if they join with Mr. Hand to install the sewer main.

Mr. Stypinski stated that two are brand new homes with brand new septic and they are not interested.

Mr. Catrambone recommended that he continue to discuss this with the Township Engineer and Township Attorney to see if there are any other options.

Mr. Valesi stated that they only other option may be to see if there are any provisions in the Township ordinance that could allow for the Township recover some of the cost if other homeowners tied into the main.

Mr. Catrambone stated that his opinion is that Council will all agree that they want the eight inch main in the center of the road but they will continue to pursue option from the Township Attorney.

Mr. O'Donnell stated that he will research the ordinance and have an answer tomorrow.

Mrs. Gilbert asked when the Water's Edge was built how come residents nearby were not permitted to tie into the sewer system.

Mr. Morrow stated that it was up to the developer at the time.

Mr. Valesi stated that the decision on how far to extend that main was under the Sewer Authority. Generally the developer will only extend the main as far as needed for the development.

TELEPHONE SYSTEMS

Mr. Hatcher stated that we received three quotes for telephone systems, which was authorized two years ago through the capital budget. Mr. Hatcher stated that he is recommending that we approve the Avaya system, which is under state contract.

Mr. Catrambone stated that he agrees with Mr. Hatcher's recommendation. Council agreed.

Mr. Hatcher stated that the Resolution in the packet for approval tonight if Council wishes to move forward. Council agreed.

TOWNSHIP OF DELRAN RESOLUTION 2014-135

RESOLUTION AUTHORIZING THE PURCHASE OF TELECOMMUNICATION EQUIPMENT AND SERVICES UNDER STATE CONTRACT T-1316

WHEREAS, the Township of Delran desires to purchase items as follows through State Contract:

VENDOR: Avaya, Inc.
161 Cliveden Drive
Newtown, PA 18940

ITEMS: Telecommunication Equipment and Services

TOTAL COST: \$34,855.97 for System
\$309.48/month for maintenance starting after year one

WHEREAS, the Chief Financial Officer has certified in writing that the funds are available.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Delran does hereby authorize the purchase of the specified items under State Contract.

Mr. Schwartz made a motion to approve Resolution 2014-135, seconded by Mr. Morrow.

There being no question, the roll was called.

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

Ayes: 5
Nays: None

Motion Approved

SEWER BILLING NEW OWNERS

Mr. Hatcher stated that the Township sewer regulations state that new homeowners will be charged at the minimum residential rate. He would like Council to acknowledge that the adjustment has been made on the following properties.

207 Farmington Road
217 Dickens Drive
21 Ridgeview Road
13 Harper Blvd.

Mrs. Kolodi made a motion, seconded by Mr. Morrow to confirm the adjustments for new homeowners. All were in favor, motion approved.

STREET LIGHTING REIMBURSEMENT

Mr. Hatcher stated that this request is from the Summerhill Townhouse Association. Under the Condo Services Act, the Township is required to cover the cost of certain services and at their request we have reviewed the reimbursement for street lighting. Based on the review it has been determined that due to increased cost the lighting reimbursement should be increase from \$341.00 to \$356.25. We wanted Council to be aware of this increase.

The second item is that once a development reaches 50% occupancy the street lights would have been taken over by the Township. They did notify us back into 2009 asking that the Township take over the street lighting in the Millers Run section and we are not sure why this never happened. The total cost of the reimbursement would be \$5,483.28. Mr. Hatcher stated that he recommends that we provide that reimbursement. Moving forward we will cover the cost of the street lights.

Mr. Catrambone asked if Council needs to take any action.

Mr. Hatcher asked that Council make a motion acknowledging both the increase for \$341.00 to \$356.25 and the reimbursement of \$5,483.28.

Ms. Pangia made a motion, seconded by Mr. Schwartz to approve the request as stated by Mr. Hatcher.

There being no question, the roll was called.

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

Ayes: 5

Nays: None

Motion Approved

BEST PRACTICES WORKSHEET

Mr. Hatcher stated that each year the state provides us with the best practices worksheet. The worksheet is due by Friday and Council needs to acknowledge and review of the worksheet. We have enough yes answers to receive 100% of our state aid.

Ms. Pangia made a motion acknowledging receipt and review of the CY 2014 Best Practices Worksheet, seconded by Mrs. Kolodi. All were in favor, motion approved.

REPORTS

Mr. DeSanto – Mr. DeSanto stated that branch collection is now over and they have started with leaf collection.

Mr. Hatcher – Mr. Hatcher stated that we are going to look into establishing a policy for e-procurement cards. Mr. Hatcher provided Council with information and stated that we will discuss this at a future meeting.

Mr. Valesi – Mr. Valesi reported that we have sent a change order request to the Township to allow for the additional sidewalks along Fairview Street. If we want to get this project completed, we need to have a Resolution adopt as soon as possible.

RESOLUTION 2013-136 CHANGE ORDER #2 FAIRVIEW STREET SIDEWALK PROJECT

WHEREAS, it was necessary to make changes in the contract for the Fairview Street Sidewalk Project and

WHEREAS, the Change Order was developed to itemize and authorize those changes.

WHEREAS, certification has been received by the Treasurer/Finance Director that sufficient funds have been allocated for this Change Order;

NOW, THEREFORE, BE IT RESOLVED by the Township of Delran that the Change Order hereby authorized and approval is hereby granted to revise the amount from \$189,322.85 to \$226,288.85 (Increase of \$36,966.00)

Mr. Morrow made a motion, seconded by Mr. Schwartz to approve Resolution 2014-136. There being no question, the roll was called.

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

Ayes: 5

Nays: None

Motion Approved

Mr. Valesi stated that the DOT grant application for FY 2015 have been submitted. We also have a deadline of February 2015 to implement other grants we received from the DOT. It is essential that we award the Tenby Chase Drive project by February 2015.

Mr. Hatcher stated that the twenty days have expired and Council can authorize the work to begin on that project.

Mr. Valesi stated that the same applies for the Safe Streets to Transit Grant we received for Route 130 Sidewalks.

Mr. Hatcher stated that we will be adopting that ordinance at the next public meeting.

Mr. Valesi stated that they are currently preparing the project design for the Water Quality improvements to Westover Drive and the Tenby Chase Swim Club. We are looking for this to be spring time project. A portion of the work is within a PSE&G right-of-way and we are working with them to receive approval to do the work.

Mr. Valesi stated that we will finally begin to see some work of the Wastewater Treatment Plant upgrades.

Mr. Valesi stated with regards to the Fifth Street pump station and the Sand Filter improvements, they have submitted for NJEIT funding. The Township will need to adopt an ordinance to provide for the funding. The design will need to be completed in March 2015 in order to keep in line with the NJEIT deadlines.

Mr. Catrambone stated that did introduce an ordinance at the last meeting and it was passed. It will be up for public hearing and adoption at the next meeting. Mr. Catrambone asked that we received an updated capital plan for sewer improvements.

Mr. Morrow asked what pressure we need to get reimbursement from Green Acres on the Fairview Street property.

Mr. Valesi will look to see what has been done date and contact the program to see what still needs to be done.

Mr. Schwartz stated that he talked to Mr. Winckowski about looking into possible grants for the sewer plant that might be tied into the issues in the neighborhood. He asked that Mr. Valesi remind Mr. Winckowski about the issue.

Mr. Valesi stated that he will follow up with Mr. Winckowski.

Mr. O'Donnell – No report.

Ms. Eggers – No report.

Mr. Parento – Mr. Parento, Chairman of the RAC, stated that they met tonight and that the yard sale went off very well this year. The RAC will be in attendance for the Trunk-or-Treat.

Mrs. Parento asked when the Veterans appreciation day will be and where it is being held. The RAC will be providing the coffee and tea for the event.

Mrs. Kolodi stated that it will begin at 6:00 PM on November 12th in the lobby of the municipal building. Public Works will set up the tables and she will bring the table clothes.

Ms. Pangia – Ms. Pangia stated that this Monday they will be having another Trunk-or-Treat planning meeting at the municipal building at 7:00 PM.

Mr. Schwartz – No report.

Mr. Morrow – Mr. Morrow reported that he has provided Council with some traffic calming measures we could take on some of the roadways. He asked Mr. Valesi to remind Mr. Winckowski to provide us with some estimates on the different options.

Mrs. Kolodi – Mrs. Kolodi reported that Veterans Appreciation Day is scheduled for November 12th and she will be providing the forms to the VFW and other organization to start to get the word out.

Mr. Catrambone – Mr. Catrambone stated that he and Mrs. Kolodi went to an event for the Irish Pub Foundation and they have donated \$1,000.00 to help build Jake's Place Delran. They will also look into the possibility of future donations.

Mr. Paris – Mr. Paris reported that last week we received notification that we received another round of County Park Grant funding in the amount of \$250,000.00.

We also received notification that they will begin working on Anderson Farms. The plan is on the website.

PUBLIC PORTION

Mrs. Kolodi made a motion to open the meeting to the public for comments, seconded by Ms. Pangia. All were in favor, motion approved.

Bob Kennedy, 18 Silverwood Drive, stated that as the President of the AA he is asking that since we received the grant for \$250,000, Council could look into the restroom and concession facilities at Delran Community Park. Some items that are more important than lighting are the restrooms, concession, bleachers and dugout covers.

Mr. Catrambone stated that grant that we received last year has to be used for lighting and cannot be moved. . Mr. Catrambone asked if the new grant for \$250,000 will be included in next year's capital budget.

Mr. Hatcher stated that yes but they need to begin planning now.

Ms. Pangia stated that she believed that there was a designation for the \$250,000.

Mr. Hatcher stated that the grant application was submitted for the lighting of an additional field and also bleachers.

Mr. Paris stated that we agreed to the lights because we were worried that we would not receive the full funding and the Township would need to bond the rest. The County also wanted a completed project. Mr. Paris stated that he would like to know if the County would allow the Township to move the funding to construct the bathrooms.

Mr. Catrambone asked if Council wants to ask the County if we could use the \$250,000 for the bathrooms/concession facility, realizing that we need to commit to the remainder of the funding of approximately \$350,000 to \$450,000.

Mr. Paris stated that he also wants the AA and RAC to realize that it will mean that only one field will have lights for at least the first year.

Mr. Kennedy stated that his concern is that it will cost the AA a few thousand dollars a week to have port-a-pots for all four fields.

Council agreed to ask the County if we could move the funding.

Mr. Kennedy stated that the AA will donate gift certificates for the Trunk-or-Treat.

Bob Gilbert, 75 Stewart Avenue, asked if there is any update about the telephone pole on Fairview Street that is about ready to fall.

Mr. DeSanto stated that they have been notified twice.

Mr. Gilbert asked if there is any update with the drainage on Alden Avenue.

Mr. Schwartz stated that it was part of the Engineer's report and he should be issuing a report.

Mr. Gilbert asked if there is any update on the grant to stabilize the berm.

Mr. Valesi stated that the only update is that it has been moved up to higher authority in the DEP.

Mr. Gilbert stated that if we don't do something the sewer plant will end up in the Rancocas Creek.

Mr. Gilbert stated that Chester Avenue has been torn up for weeks near 602 and 604 and he has not seen any work being done.

Mr. Catrambone stated that the County is doing work on the storm sewer.

Mr. Gilbert asked if it would be okay for the Fire Department and VFW to advertise the Veterans Appreciation Day on their sign.

Mrs. Kolodi stated that it would be great.

Mr. Gilbert asked if when the Township took over the Sewerage Authority in 2010 there was any surplus.

Mr. Catrambone stated that we took it over with a negative of \$800.00.

Mr. Gilbert stated that at the public meeting, it was mentioned that we have a surplus of \$2,300,000 and we are bonding \$2,400,000 for improvements. He asked why we would need to bond if we have \$2,300,000.

Mr. Catrambone stated that the surplus is used for a variety of things and not for capital improvements. He asked Mr. Hatcher to explain what surplus can be used for.

Mr. Hatcher stated that one of the big item is for cash flow to pay bills. The collection rate is not as high as taxes so cash flow is not that great even at \$2,300,000.

Mr. Gilbert stated that he felt it was a great improvement it we took it over in 2010 with negative \$800.00 and we are now at \$2,300,000.

Mr. Hatcher stated that it is a great improvement but four or five years before we took it over it was at \$3,800,000.

Mr. Catrambone stated that unfortunately the way we that we got to the \$2,300,000 in surplus was to raise rates.

Mr. Gilbert asked how long the \$2,400,000 bond will take to pay off.

Mr. Hatcher stated that it is typically twenty years.

Mr. Catrambone stated that another big reason for the surplus is we no longer have the debt payments from the original plant which was approximately \$1,000,000 per year.

Mr. Gilbert stated if something happened to the plant, we would have to dip into the surplus.

Mr. Catrambone stated that we would temporarily and then we would bond.

Tony Egan, 108 Shelly Lane, asked who paid for the building at Summerhill baseball field and how much it cost.

Mr. Kennedy, President of the AA, stated that is was about \$50,000.

Mr. Egan asked how much is projected to be spent at Delran Community Park.

Mr. Catrambone stated that \$650,000 is the estimate.

Mr. Catrambone stated that at Summerhill, it is a concession downstairs and a press box upstairs. There is no plumbing or bathrooms.

Mr. Egan asked if there is a well on the property for irrigation and if it could be used for the bathroom/concession facility.

Mr. Catrambone stated that a well has already been installed for irrigation. The plan is to tie into the Township sewer and water.

Mr. Egan stated that it just seems like a lot of money.

Mr. Egan stated he talked to a few parents from the Delran Soccer Club and AA and there are bleachers at the soccer fields that are not being used. He asked if we could move them to the new park.

Mr. Catrambone stated that we did discuss the possibility of that at the last work session.

Mr. Egan asked if there is a feral cat program and who someone would contact.

Mr. Catrambone stated that we do and they can contact Mr. Hatcher.

Mr. Egan asked what the trucks are for that the Township authorized tonight.

Mr. DeSanto stated that they are one man leaf pickers. Right now it takes four employees to pick up leaves. They can also be used for salting and plowing.

Mr. Egan asked if the houses in the area of the property that the Township purchased on Fairview Street have been reassessed since the purchase.

Mr. Catrambone stated that we did a town wide reassessment about two years ago which was after the purchase of the property.

Larry O'Leary, 154 Oxford, stated that he received his answer that the water quality improvement to the Swim Club will be a spring project. The other issue is to remind Council that the club will be hosting Tri-County in 2016. Thirty-six clubs will be participating in the event. We will need a site survey and will be asking PSE&G if they could have tents on their easement. There will also be a need for shuttles from another location.

Mr. Schwartz made a motion to end the public portion of the meeting. The motion was seconded by Ms. Pangia. 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