

**WORK SESSION
MUNICIPAL BUILDING**

**November 25, 2014
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 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: Mr. Paris, Mayor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

KNIGHTS OF COLUMBUS SEWER ADJUSTMENT REQUEST

Mr. Catrambone stated that they had a leak repaired and the usage decreased following that repair. Although it is outside of our window to make an adjustment they are requesting the adjustment be made

Mr. Hatcher stated that prior to the leak their previous billing were in the \$195 to \$200 range and went up to \$575.20 as a result of the leak. Other billing periods were in the \$195 to \$215 range.

Mr. Lyons, Treasurer of the Knights of the Columbus, stated that we just took over on January. He was contacted by the Secretary to pay the sewer bill. At that time he believed something was wrong so he came to the Township and received the records from the Sewer Department for past year's billing. He also requested usage from NJAW, which he provided in the request. The previous Treasurer and the Financial Secretary were not residents and did not realize that the water usage affected the sewer billing and continued to pay the billing. We are asking that Council adjust the 2014 sewer billing based on the 2014 usage for January, February and March of 5,000 gallons per months. We apologize that this request is after the deadline for an appeal.

Mr. Schwartz asked when the request was submitted.

Mr. Catrambone stated that it was submitted on November 14th.

Ms. Pangia asked if they also paid the same amount for the 1st and 2nd quarter.

Mr. Hatcher stated that paid the same for all quarters and are paid through the 3rd quarter.

Mr. Schwartz made a motion that based on the nature of the organization, the request for relief is reasonable and therefore the adjustment for the 2014 should be based on 15,000 gallons. The motion was seconded by Mr. Morrow.

Ms. Pangia, Mrs. Kolodi, Mr. Schwartz, Mr. Morrow voted aye. Mr. Catrambone abstained. Motion approved.

Mr. Catrambone stated that this will be memorialized by a Resolution at the public meeting and the payments already made will be a credit to future billing.

PROJECTION SCREEN FOR COMMUNITY ROOM

Mal Anderson, President of the Delran Historical Society stated that they made a request some time ago for a projection screen in Community Room 3 which they use for their meetings. He feels this would help aid all organizations that use the rooms. He has not looked into pricing but would ask that it be a large enough screen to accommodate that room.

Mr. Catrambone asked if the screen that is currently in the Council Chambers would be big enough.

Mr. Anderson stated that either that size or maybe a foot bigger would work.

Mr. Catrambone stated that it may make more sense to move the screen since we have only used it once or twice since it was installed.

Mr. Hatcher stated that he has looked into the cost and the screens are between \$700 and \$900 but they are bigger than the one in this room.

Mrs. Kolodi recommended that we reach out to the High School because they removed the screens and went to promethean boards.

Mr. Catrambone stated that if we reach out the High School and they do not have any and we can look into finding the money to purchase one. It seems Council would agree to buy one.

Mr. Anderson stated that he also feels it makes sense for Council to look into having them for the smaller Community Rooms if the school has extra. If not maybe, we look at buying one a year.

Mr. Hatcher stated that he will come back to Council once he has those answers.

PROVIDENCE HOUSE ROOM REQUEST

The Providence House has requested use of the Community Room for their Holiday Party on December 8th from 4-9 PM. Mr. Hatcher stated that our criteria does not allow food so we have to bring this to Council for approval. We have approved this request from them in prior years.

Ms. Eggers stated that this date may change because there is a conflict with the date.

Mr. Catrambone asked if we had any issues in the past.

Mr. Hatcher stated that the only issue we was that they had another meeting with food and did not notify us. We contacted them and there have been no issue since then.

BURLINGTON COUNTY JOINT INSURANCE FUND DIVIDEND SELECTION

Mr. Hatcher stated that we received a dividend of \$50,776 and he is recommending that we use \$38,017 as a credit towards next year's assessment and that \$12,749 go into the Aggregate Excess Liability Fund.

Mr. Catrambone stated that this is a practice we have been following so unless anyone has any objections we will continue.

Mr. Hatcher stated that this puts us in a good position moving forward if there should be a big increase. We will have over \$92,000 in our Aggregate Excess Liability Fund.

Council agreed and we will place a Resolution on the agenda for the public meeting.

FEE FOR SUBSEQUENT REDEMPTION CALCULATION

Mr. Hatcher stated that the Tax Collector is requesting that we add a \$50.00 fee to the ordinance for the third lien redemption request on a property by the same individual within a twelve month period. This is the maximum allowed under the state statute. If Council agrees, we will introduce this ordinance at the first public meeting in January. Council agreed.

POLICE DEPARTMENT MORPHO TRAK LIVESCAN SYSTEM

Mr. Hatcher stated that this is essentially an electronic fingerprinting system that can also scan the palm and other areas. This system is now required for the department. The funding has been provided in the Capital and if Council agrees we will place a Resolution on the public meeting agenda for approval. Council agreed. The system will be purchased from state contract.

HOLIDAY HOUSE DECORATING CONTEST DISCUSSION

Mr. Catrambone stated that it was recommended that we use the House Decorating to honor a resident that has passed away. With the recent passing of Angela McGraw, who was second place last year in the competition, it would make sense that we take this opportunity to honor her.

Ms. Pangia stated that the other recommendation from the judges last year was to have one overall winner and then a winner for various categories.

Council agreed.

COMMUNITY PARK FUNDRAISING UPDATE

Mrs. Kolodi stated that she spoke with Mr. Winckowski and the two things that are most needed are dugout covers and bathrooms. The County has approved us to use the \$250,000 toward the bathroom facilities. Mrs. Kolodi stated that Council needs to determine if that is the direction we want to continue for future fundraising. We would start reaching out to local business for fundraising for those two projects. The dugout covers cost approximately \$2,500 each, the total for all fields should be \$20,000.

Mr. Paris recommended that we reach out to local contractors that may be willing to help with the dugout covers.

Mr. Catrambone stated that could install built by plagues for the covers that would be permanent and have additional advertising opportunity for the top of the covers.

Mr. Winckowski recommended that we not have different contractors come in and build different covers. The dugouts are already set up to have a certain design installed.

Mrs. Kolodi stated that she feels a dry concession would be the way to go that way the Board of Health would not need to get involved.

Mr. Paris stated that we will need to sit down and determine what we want for the concession.

Mrs. Kolodi stated that tonight she would like to know if Council wants to move with fundraising for the bathrooms/concession and dugout covers.

Ms. Pangia asked if the Delran AA fees dugout covers are more important than bathrooms.

Mrs. Kolodi stated yes, for the protection of the kids. It is not really up to the AA to determine but they feel it is important. This may be a project we can tackle fairly quickly and then move onto the bathrooms.

Mr. Catrambone stated that we have to make sure why these dugout covers are important. This field is unique because a fly ball can come from another field, which does not happen at the other fields.

Mrs. Kolodi asked what Council would like to see in the bathroom/concession facility.

Mr. Winckowski stated that we will most likely go with a pre-fab building. Council will need to determine whether they want a dry or wet concession. We will most likely have a men's, women's and family bathroom and the number of stalls will be designed accordingly. Most likely three stalls in the women's bathroom and two urinals and a stall in the men's bathrooms. All will be handicap accessible.

Mr. Paris stated that he wants to make sure that the bathrooms can handle the flow of people using the park.

Mr. Catrambone asked that Mr. Winckowski put together his recommendations and different options for the next work session. Council agreed that they all want a dry concession. Mr. Catrambone asked Mr. Hatcher to provide Council with information on bonding.

DECEMBER WORK SESSION

Mr. Catrambone stated that we have an issue with the scheduling of the December work session. The meeting is scheduled for December 9th and Senior Citizens Christmas Party is scheduled for the same date. Council agreed to move the work session to Monday, December 15th.

Ms. Pangia asked when Council would like to have the winners awarded for the Holiday House Decorating Contest.

After discussion, Council agreed to have the presentation at the January public meeting.

Mr. Catrambone stated that even though it is not on the agenda we need to discuss the date of the Reorganization. The Public Meeting for January is scheduled for January 6th. Council tentatively agreed to hold the Reorganization Meeting on either Sunday, January 4th or Tuesday, January 6th. Mr. Catrambone will circulate an email and they will make a decision at the December work session.

TELEPHONE SYSTEM DISCUSSION

Mr. Hatcher stated that we need to purchase five additional phones for the new phone system and we will also upgrade and add an additional module that would allow for a sixteen phone expansion. This will add an additional \$2287.00 to the contract. There is nothing Council needs to do at this time. The new system will most likely be installed in January.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher reported that we purchased pedometers and will run a program from December 8th through January 2nd. We wanted to ask Council if they would authorize an award for the employees who walks the furthest. We would like to purchase a \$50.00 gift card. Council agreed.

Mr. Hatcher asked if Mr. Winckowski will be setting up a meeting with Walton Farms.

Mr. Winckowski reported that the new developer should like to set up a meeting so he will reach out to them. It is always good to communicate with a new developer.

Mr. Winckowski – Mr. Winckowski reported that we have been fighting with Mathis Construction to finish up Delran Community Park and they have been unresponsive. Last week they reached out and they indicated that had the punch list and they would be working on the issues. By the work session of December 15th, the work will either need to be completed or we will be declaring them in default of their contract at that meeting. They have a two week deadline.

Mr. Winckowski reported the Bogey Construction has been out finishing up the ponding issue on Brown Street and we hope to close out the Road Program.

Mr. Catrambone asked we ever found out why PSE&G did those openings.

Mr. Winckowski stated that PSE&G claims that Bogey broke a gas main when they were finishing up punchlist work. There is the potential that the method Bogey used to fix the ponding at Fifth and Brown Street caused the broken gas main but we cannot prove it. Ultimately PSE&G will resurface the intersection. If they do not we have Bogey on standby.

Mr. Winckowski reported that we officially determined that Swedes Lake is not a dam. This will require a lot less work for what we want to do there. We can finally move forward with submitting our permit to the right department and get this project moving forward.

Mr. Winckowski reported that the contractor will be finishing the additional sidewalks on Fairview Street next week.

Mr. Winckowski reported that they are completing the design for the 2014 Road Program which includes Forge Road and the intersections. At the first work session in January he hopes to be able to get approval to advertise the 2014 Road Program, Tenby Chase Drive Improvement and the Route 130 Sidewalks. We received the coring samples back on Forge Road and we will be able to salvage a lot of the base so we will save money because we budgeted for a full reconstruction. With that savings, we should be able to complete all the intersections. The grant money will cover the cost for Tenby Chase Drive. We were also able to receive a lot of plans from the State for the Route 130 Sidewalk Project so we should save money on that project.

Mr. Winckowski reported that Delran Community Park – Phase 2, which includes lighting, is ready to be advertised and he asked for Council's approval to advertise.

Mr. Winckowski stated that we completed the survey for the Tenby Chase Swim and received good news from the NJDEP on the permitting for the debris reflector, so we should be able to move forward with that project.

Mr. Hatcher asked that Mr. Winckowski provide him with a plan for the debris reflector.

Mr. Winckowski reported that the NJ DOT grant applications have been submitted. On December 15th, he will need an agenda item for HGMP grant. We are not permitted to use the funding for the project on Conrow Road but we can move the money back to buyouts. He circulated a list to Mr. Hatcher, Mr. Catrambone and Mr. Paris with recommendation for potential properties. We hope to be able to have enough funding for two potential buyouts. We will discuss this on December 15th. In the next few weeks he will follow up with residents to determine if they are still interested, as this is a voluntary program.

Mr. Winckowski reported that we still have not heard back from the NJDEP on the Shoreline Protection Grant.

Mr. Winckowski stated that we are working with Green Acres on the TAR property. The appraisals are now in the right hands.

We are making progress on the Abrasive Alloys property and they are beginning to review our grant application.

Mr. Winckowski reported that they are still working on the Wastewater Treatment Plant Improvements. There were some payment issues with NJEIT but they are moving forward.

Mr. Hatcher stated that the process for reimbursement from NJEIT loans has been very cumbersome.

Mr. Winckowski stated that the Fifth Street Pump Station and the Sand Filter Improvements are still within the estoppel period and once that has past, we can move that forward.

Mr. Hatcher stated that we had a question come up about the Alden Avenue flapper value.

Mr. Winckowski stated that he reached out to two contractors to receive a quote because he believes it will be under the bid threshold. He cannot get a definitive answer on how much relief a new valve will provide. The approximate cost is \$10,000. He will follow up next week.

Mr. Paris asked if we heard anything from the County regarding the lining of the storm drains on Chester Avenue.

Mr. Winckowski reported that he believes the work is complete but he has not heard anything from the County.

Mr. Paris asked about the Hunter Drive Bridge.

Mr. Winckowski stated that he is going to look at the sinkhole that is happening. He believes water is getting underneath. The bridge is also deteriorating and can most likely be refurbished but we need a Structural Engineer to study the bridge. Mr. Winckowski recommended that we reach out to the County to negotiate whether they would consider taking the bridge over if we made the necessary improvements.

Mr. Hatcher stated that when they were looking at the water coming over the storm drain it was clean water. We are trying to get NJAW out to determine if there is a water main break.

Mr. Winckowski asked Council if it was okay to permit the Construction Office to issue Hyperion Tree Service a building permit even though they will most likely not receive sewer approval until December. There will be no sewer connection fee required we are just working on technical issues with the application. Council agreed. No Certificate of Occupancy will be issued without sewer approval.

Mr. O'Donnell – No report.

Mr. Williams – No report.

Ms. Pangia – Ms. Pangia asked if there was an accident on Hunter Drive.

Mr. Hatcher stated that there was and the car was believed to be stolen because it was abandoned.

Ms. Pangia stated that the telephone pole that was hit is leaning over and being held up with rope.

Ms. Pangia stated that she received a lot of information at the League of Municipalities Convention.

Mr. Morrow – No report.

Mr. Schwartz – Mr. Schwartz wished everyone a safe holiday.

Mrs. Kolodi – Mrs. Kolodi thanked Mr. Winckowski for meeting with her to discuss Delran Community Park. She thanked Mayor and Council for their help with the Veteran Appreciation Day.

Mrs. Kolodi wish everyone a Happy Thanksgiving.

Mr. Catrambone – Mr. Catrambone asked if we are pursuing the property on Tenby Chase Drive.

Mr. Hatcher stated that he believes Mr. DeSanto has a notice out on that property.

Mr. Catrambone asked Mr. Hatcher to thank the police for coming out at 3:30 AM Sunday morning to take care of an issue where individuals were putting fireworks inside pumpkins at the corner of his house.

Mr. Paris – Mr. Paris reported that there is a Christmas Tree vendor set up in the Target parking lot.

Mr. Hatcher stated that we will send Mr. McCurley out to notify them to come to the Township to receive a license.

Ms. Eggers stated that we still need to discuss adopting a fee to handle these types of vendors.

PUBLIC PORTION

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

Mal Anderson, Edgewater Park, reminded Council of the congestion on Echo Court.

Mr. Anderson stated that the Historical Society appreciates Council allowing them the use of the Community Room for their meeting.

Mr. Anderson stated that the individuals that go to the Fairview Street shopping center throw trash everywhere. He asked if there is a mandate that they use a sweeping service. He also stated that parking at the shopping center is terrible.

Mr. Morrow stated he agrees that there is trash everywhere. We should also get the police to patrol the parking lot.

Mr. Hatcher stated that he will look into the issues.

Mr. Anderson stated that the Historical Society discussed in the past placing historical markers throughout the community. We are to the point where we have the verbiage together for ten signs. He wanted to keep Council updated on the progress.

Mr. Schwartz asked if the Historical Society has a Historian to refer residents to.

Mr. Anderson stated that they do not if anyone has any questions, they can be referred to him.

Mr. Catrambone asked if Mr. Anderson could add to his list of projects to update the history of Delran, which can be found on the Township website.

Mrs. Kolodi made a motion to end the public portion of the meeting. The motion was seconded by Mr. Morrow. 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