

**WORK SESSION  
MUNICIPAL BUILDING**

**March 12, 2019  
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 January 4, 2019 and posted on the bulletin board on the same date.

**ROLL CALL:** Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell and Mr. Catrambone.

**ALSO PRESENT:** Mr. Arnautovic, Solicitor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

### **BOY'S STATE**

Mr. Catrambone stated that we typically support sending someone to Boy's State. The American Legion is asking the Township to support sending two individuals this year. The total cost to the sponsor two individuals is \$500.00.

Mr. Lyon made a motion to sponsor two individuals at a cost of \$500.00. The motion was seconded by Ms. Parejo. All were in favor, motion approved.

### **2019 TOWNSHIP CLEANUP DAYS**

Mr. Hatcher reported that every year the Township holds a clean communities day. This year the event will be held on Friday, April 26<sup>th</sup> from 7 am – 7 pm. and Saturday, April 27<sup>th</sup> from 7 am – 5 pm. We will advertise the event and post the information on the website. We use the Clean Communities Grant to support the event.

### **COOPERATIVE PRICING AGREEMENT**

Mr. Hatcher stated that cooperative pricing agreement is with the Educational Services of New Jersey. We had a vendor come in to look at several items we were looking to purchase and they asked if the Township was a part of the agreement. They indicated that the purchase would be significantly less if we were able to purchase through this agreement. The group has just about every School District in Burlington County, six municipalities and just about every County in the State. These agreements are supported and approved by the NJ Department of Community Affairs similar to state contract. We would like to add a Resolution approved to allow the Township to join the group.

Mr. Catrambone asked for a motion to adopt the following Resolution.

### **TOWNSHIP OF DELRAN RESOLUTION 2019-64**

### **A RESOLUTION AUTHORIZING THE TOWNSHIP OF DELRAN TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

Mr. Burrell made a motion, seconded by Mr. Mormando to adopt Resolution 2019-64.

There being no questions, the roll was called.

Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell and Mr. Catrambone voted aye.

Ayes: 5

Nays: None

Motion Approved

## **2019 BUDGET REVIEW**

Mr. Hatcher reported that in our form of government the Mayor presents a budget to the Township Council. The departmental budgets are provided in October of each year and they have approximately one month to submit their requested budget for the next year. The Mayor meets with each department head in December and January and makes any necessary changes. On February 26<sup>th</sup> the Mayor submitted the detailed budget sheets to Council for their review. The budget time tables have been extended for 2019. The schedule this year is to review the budget tonight and again on March 26<sup>th</sup>, introduction on April 2<sup>nd</sup> and adoption May 7<sup>th</sup>. If Council needs another meeting for review we have March 19<sup>th</sup> set for a special meeting. Mr. Hatcher reported that each penny of our tax rate is equal to \$141,585.00. This means in order to reduce the tax rate by one cent Council would have to cut \$141,585.00 from the proposed budget or offset that amount with revenues. The total valuation is \$1,415,853,283.00, with \$1,090,679,200 being residential and the remaining commercial/industrial. There are 5,161 residential properties in town not including apartments. If you divide that number by the total residential valuation, the average assessment is \$211,330.00. If penny added to the tax rate raises the property taxes \$21.13 based on the average assessment. The Township represents 21.9% of the property tax bill, the rest is the School, County and Fire District. Based on the average assessment and the 2018 tax rate, a property owner is paying \$1,631.00 to the Township. Since 2013 the tax rate went from .756 cents to .772, cents which represents a 1.6 cent increase and a total impact of \$33.80 based on the average assessment over five years. The budget presented to Council included a budget summary sheet showing that operations were very good for 2018. The fund balance at year end is \$9,285,157.00. Down the road we can discuss the amount of fund balance Council wishes to use to offset the budget impact. Mr. Hatcher reported that there are several adjustments that need to be made to the detailed budget sheets provided. In the Streets and Roads, Snow Removal Condos line should read \$50,000.00 not \$0.00. The Health Insurance line item should read \$880,000.00, not \$910,000.00. Mr. Hatcher stated that at this time, Council has typically reviewed the detailed budget sheets page by page and ask any questions.

Mr. Catrambone stated that at this point, we will review the line items as presented in the Municipal Budget and the Sewer Utility Budget. Council will have an opportunity to ask any questions as we move through the detailed budget sheets.

During review, Mr. Hatcher pointed out that the Police Emergency Equipment line item should read \$0.00 and Police Equipment should read \$10,000.00. Mr. Hatcher stated that there is a significant increase in the Police & Firemen's Retirement System. This is the most significant in the budget this year and we have no control over that number. Mr. Hatcher stated that we left a number in the line item for the Reserve for Uncollected Taxes that we feel comfortable with but it may change should there be a need.

Mr. Hatcher stated that before Council begins review of the Sewer Utility Budget, he wanted to make Council aware that we are looking at funding temporary capital items within the budget due to the amount of surplus in the fund. Mr. Hatcher stated that he is waiting on some information from the Auditor and will provide a plan to Council for the next meeting. Mr. Hatcher stated that he will provide new sheets to Council based on the errors he found.

Mr. Catrambone asked if there is funding in the budget for replacing the sign in front of the building.

Mr. Hatcher stated that there was funding to replace the sign with the similar sign but Mr. DeSanto is working on getting quotes for a digital sign and additional options. This item would likely be included in the capital budget.

Mr. Mormando asked if there is anything in the budget to address the condition of the soccer fields.

Mr. Hatcher stated that would be an item to discuss during the capital budget review. We normally discuss the capital budget plan during the second budget review session.

Mr. Catrambone stated that he doesn't feel we need to add the additional meeting on March 19<sup>th</sup>. Council agreed.

Mr. Hatcher stated that another item to be discussed during the capital budget is computer upgrades. After, January 2020, they will no longer be upgrading Windows 7 for free so we are looking to upgrade all the computers to Windows 10.

Mr. Burrell stated that he would also like to look into moving from Livestream to YouTube which is free.

Mr. Catrambone stated that Mr. Hatcher will provide additional information to discuss at the next meeting. He asked that Council review the departmental requests for the capital budget and reach out to Mr. Hatcher with any questions before the next meeting.

## **REPORTS**

**Ms. Eggers** – Ms. Eggers stated that she spoke with Joe Parento today and he mentioned that he attended the recent meeting of the Delran Seniors. They have requested the ability to post their events on the Township website. Council had no issue with this request.

**Mr. Hatcher** – Mr. Hatcher stated that we had a request from the Fire Company for the use of the Municipal Building parking lot this Saturday for their Bingo event. He ran this by Mr. Paris and Mr. Catrambone and they had no issue but he wanted to make the rest of Council aware.

**Mr. Arnautovic** – No report.

**Mr. Lyon** – No report.

**Mr. Burrell** – Mr. Burrell stated that we discussed a few ordinances that he feels we need to have the Attorney review. The first is the one regarding zoning appeals and the

recommendation that we repeal the ordinance. The other section of the code references that Council reorganizes in July and that needs to be changed to January.

Mr. Arnautovic stated that he will obtain the information from Mr. Hatcher for the review.

**Ms. Parejo** – No report.

**Mr. Mormando** – No report.

**Mr. Catrambone** – Mr. Catrambone stated that we have discussed the issue many times regarding the pot hole on the road behind Mancine Optical. We need to get the property owner to take care of this as soon as possible.

Mr. Catrambone thanked Home Depot for handling the issue brought to their attention from a resident in regarding to the trucks beeping early in the morning when backing up.

Mr. Catrambone stated that it was great to see the parking lot at Launch and Edge fitness almost completely filled up to Route 130.

### **PUBLIC PORTION**

Mr. Burrell made a motion to open the meeting to the public. The motion was seconded by Mr. Mormando. All were in favor, motion approved.

There were no public comments.

Mr. Mormando made a motion to close the meeting to the public, seconded by Mr. Burrell. All were in favor, the motion was approved.

Mr. Burrell made a motion, seconded by Ms. Parejo to enter into closed session for discussion on the following issues: Contract Negotiations – Police.

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

There was no action needed after closed session.

Mr. Burrell made a motion to adjourn the meeting, seconded by Mr. Lyon. All were in favor, the meeting was adjourned.

Respectfully submitted,

Jamey Eggers, Township Clerk