

**WORK SESSION  
MUNICIPAL BUILDING**

**March 26, 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.

### **HARDSHIP WAIVER – 119 NATALIE ROAD**

Mr. Catrambone stated that we typically receive these requests and have approved them in the past.

Mr. Hatcher stated that the property has been marketed for the appropriate amount of time and they found no qualified buyers; therefore, the Township has three options. We can purchase the unit, identify a qualified buyer or issue the hardship waiver. The seller can then sell the property to an individual that does not meet the income qualifications but the deed restriction remains on the unit and we will not lose the affordable housing credit.

Mr. Catrambone suggested that we post the information on the website to let people know they qualify for an affordable unit.

Mr. Hatcher stated that we have done that in the past. Most of the hardship waivers we have issued under low income limits. Mr. Hatcher stated that the Township owns three units. We may want to look into a different way to market them in the future.

Mr. Mormando made a motion to approve the hardship waiver for 119 Natalie Road, seconded by Mr. Burrell. All were in favor, motion approved.

### **MEMORIAL DAY PARADE**

Mr. Catrambone stated that we have typically participated in the Riverside Memorial Day Parade. In the past we have walked in the parade and provided a wreath for the memorial. Mr. Catrambone asked Ms. Eggers to notify the committee that they will be participating again this year.

### **APPOINTMENT OF COAH ATTORNEY/PLANNER**

Mr. Catrambone stated the Township received one submission, from CME Associates for the Township Planner position. Mr. Catrambone stated that CME Associates has served in that roll with the Planning Board and represented the Township through the Fair Share Housing settlement. Mr. Catrambone stated that unless anyone on Council objects, he recommends that CME Associates be appointed as Township Planner.

Mr. Catrambone stated that with the Township COAH Attorney, all proposals received meet the qualifications. Given that Grace, Marmero and Associates has represented the Township

previously in COAH matters and is up to speed on the litigation, it doesn't make sense to hire another firm that would have to get up to speed on the litigation.

Mr. Hatcher stated that we would be hiring Grace Marmero to essentially represent the Township through the May hearing. Mr. Hatcher stated that he has discussed transferring the COAH duties back to the Township Solicitor after that hearing. Mr. Hatcher stated that if Council has no issues, we would have Resolutions on the public meeting agenda for approval. Council agreed.

## **2019 BUDGET REVIEW**

Mr. Hatcher stated that there has not been any major changes since we last discussed the budget. We did update the budget sheets to address some items discussed at the last meeting which included moving a percentage of the salaries for various employees to the sewer utility budget since a portion of their duties include the utility. Mr. Hatcher stated that there is an \$800,000 bond anticipation note in the sewer utility budget that we are recommending to pay off with cash since we have the surplus. All other borrowing for sewer has been through the NJ Infrastructure Trust which has a very low interest rate. We are looking at increasing the R&R to cover the costs of items that come up during the year which does not impact the sewer rates. If we left the municipal budget as is with last year's revenues and this year's expenditures, we would be looking at the 3.8 cent increase. We had a decent year in terms of operations and the current fund balance is roughly \$9,200,000.00. Council will need to determine how much of that fund balance they want to use to offset the tax increase.

Mr. Catrambone stated that there was a request for a salary for the RAC Chairman. Mr. Catrambone stated that he has some concerns with this request because no other Board Chairman receives a stipend of any kind and it may set a bad precedence.

Mr. Hatcher stated that \$7,500 was recommended to cover the cost of the Summer Camp Director and all the helpers. Another \$7,500 was added for a potential salary for the RAC Chairman.

Mr. Catrambone stated that he wants to make it clear that the Chairman works hard but he doesn't feel we should set that precedence for a volunteer board.

Mr. Hatcher stated that the Mayor's reasoning was that the Chairman has the responsibility to schedule all the fields and has taken on additional responsibility with the added events.

Mr. Catrambone suggested that we add a \$1,000 over the budget amount from last year to make the line item \$8,500 to cover the minimum wage increase and then discuss the duties of the RAC Chairman moving forward.

Mr. Burrell asked about the request from the Public Works Superintendent for additional staff.

Mr. Hatcher stated that Mr. DeSanto put the request in writing but the issue was not discussed during his meeting with the Mayor and additional funds were not added.

Mr. Catrambone stated that Mr. Hatcher has explained in his memo where we currently stand and the potential increase.

Mr. Hatcher stated that we would be at a 3.8 cent increase if we used the same fund balance as

last year. Mr. Hatcher stated that he understands that might not be where we end up because we generated additional fund balance at year end but wanted to provide a frame of reference. Mr. Hatcher stated it is important to maintain the fund balance to keep the tax increase manageable.

Mr. Catrambone suggested that we use more of the fund balance to offset a portion of the tax increase. Mr. Catrambone asked what the impact would be if we increase the taxes by 2 cents.

Mr. Hatcher stated that it would be roughly \$42 for the average assessed home.

Mr. Catrambone asked how much additional surplus we would have to use to keep the increase at 2 cents.

Mr. Hatcher stated roughly \$280,000.

Mr. Catrambone stated that he feels a 2 cent increase is in the realm of stability and still maintains a sufficient surplus. Council agreed.

Mr. Hatcher stated that with a two cent increase we would still be in a strong financial position next year. This budget is a maintenance budget as there is not a new program in the budget. The biggest increase in the budget includes pensions and debt service.

After additional discussion, Council agreed to utilize the additional surplus and keep the tax increase at two cents.

Mr. Hatcher stated that introduction of the 2019 Municipal Budget will be on the April 2<sup>nd</sup> public meeting and the public hearing will be held on May 7<sup>th</sup>.

Mr. Catrambone thanked the Mayor for putting this budget together and thanked Mr. Hatcher and all the Department Heads for all the work they did to get us to this point. Mr. Catrambone also thanked Council for spending the countless hours reviewing this information.

Mr. Hatcher stated that the only additional aspect we have to touch on for the budget is the capital portion. Mr. Hatcher stated that the Capital Budget is a spending plan and does not provide any spending authority. The items should be outlined in the capital budget to summarize the items. The next step after the budget is adopted would be to adopt an ordinance to authorize those items. Mr. Hatcher stated that those items are outlined in the capital section of the budget books. Council agreed to add funding to the capital improvement fund to provide for all items requested. Mr. Hatcher stated that as soon as the full budget is available he will provide the document to Mayor and Council.

## **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – Mr. Hatcher reported that he will be meeting with the Consultant for the Emergency Squad tomorrow and he will report back.

Mr. Hatcher stated that last year the netting at Delran Community Park collapsed due to a snow storm. We are looking to get that equipment replaced with the provision that we will remove it before the winter. In order to move this forward, Mr. Hatcher recommended that we take the

funding from the Open Space fund and then reimburse the fund through the fund balance next year with the insurance reimbursement we received. The estimate is approximately \$50,000. Council agreed. Mr. Hatcher asked Council to authorize the Engineer to bid this project.

Mr. Catrambone stated that the fields are open without the netting and this is a safety concern.

Mr. Mormando made a motion, seconded by Mr. Burrell to authorize the advertisement of bids for the Community Park baseball netting. All were in favor, motion approved.

**Mr. Arnautovic** – No report.

**Mr. Lyon** – Mr. Lyon reported that he has been keeping on top of Walton Farms as they test the wells in Water's Edge. Mr. Lyon stated that he met to discuss the issue to connect Anderson Farms to sewer.

**Mr. Burrell** – No report.

**Ms. Parejo** – No report.

**Mr. Mormando** – Mr. Mormando stated that he received a call from a resident about Conrow Park. They indicated that it was open one day and closed the next.

Mr. Hatcher stated that the park was never open but someone tore the tape down. It should be open within the next week and a half.

Mr. Burrell asked that the information be posted on the website.

**Mr. Catrambone** – Mr. Catrambone thanked the members of Council for not responding to the email from a resident regarding a Planning Board application. Mr. Catrambone stated that as the Council's liaison to the Planning Board he responded to the questions that he could answer.

## **PUBLIC PORTION**

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

Mal Anderson, President of the Delran Historical Society, stated that he is here as an introduction for the new Council members. Mr. Anderson stated that the Historical Society is a very caring group and they are welcome to call him any time. They look forward to working with the Township. The meetings are held on the 3<sup>rd</sup> Tuesday of the month. Mr. Anderson stated that last month they had a presentation on Campbell Soup. This month they are having two residents attend and they are calling it the interview of the two Horaces. The individuals participating are Horace Anderson and Horace McCurdy.

Freeholder Dan O'Connell stated that last year the Historical Society was honored for the work they have done. He was on Council at the time and was lucky enough to attend the event. In the short time he served on Council he found that there is a great group of people that want no recognition and volunteer their time to make Delran a better town. Mr. O'Connell thanked Mal Anderson and the Delran Historical Society.

Mr. O'Connell stated that he listened to the discussion on the budget and it brought back a lot of memories. Tomorrow the Freeholders will be meeting to discuss the County budget. In his time on Council they were really fortunate to be able to control costs and provide the services to the

residents. We must be good stewards of the money whether at the municipal or county level. Mr. O'Connell thanked the individuals around this table and individuals that he served with who are no longer at this table that helped to educate him.

Mr. O'Connell congratulated Tyler Burrell, Vice President of Council who is being recognized by Rowan College at Burlington County as one of their fifty stories in fifty years in connection with their fiftieth anniversary. This young man is such a credit to this town for all the work he does and the energy he brings. We are fortunate to have him as a resident and a Councilman.

Mr. O'Connell stated that he never sought out the Freeholder job and they came to him. He had a concern that the resident might be concerned that ran for Council to represent the Township and now he is gone. Mr. O'Connell stated that he is not really gone; he is still a resident. In hearing Tom Lyon speak tonight and all the other conversations they have had, you can see he will be a great credit to this town. The residents are in good hands.

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

Mr. Mormando made a motion, seconded by Mr. Burrell to enter into closed session for discussion on the following issue: Personnel

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

There was no action needed after closed session.

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

Respectfully submitted,

Jamey Eggers, Township Clerk