

**REGULAR TOWNSHIP MEETING
MUNICIPAL BUILDING**

**October 1, 2019
DELRAN, NJ**

CALL TO ORDER

SALUTE TO THE FLAG

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, Mr. Catrambone

MINUTES FOR APPROVAL

Approval of the minutes for the July 23, 2019 Closed Session Meeting

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr. Catrambone

Ayes:
Nays:
Approved:

Approval of the minutes for the August 13, 2019 Public Meeting

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr. Catrambone

Ayes:
Nays:
Approved:

CONSENT AGENDA

RESOLUTION 2019-181 ADJUSTING THE 2018 and 2019 QUARTERLY SEWER BILLING BLOCK 80 LOT 24.02

RESOLUTION 2019-182 AUTHORIZING FUND BALANCE POLICY FOR THE TOWNSHIP OF DELRAN

RESOLUTION 2019-183 APPROVING RAFFLE LICENSE #571 AND BINGO LICENSE #2019-03 FOR THE CHURCH OF THE RESURRECTION

RESOLUTION 2019-184 APPROVING RAFFLE LICENSE #573 FOR THE DELRAN EDUCATION FOUNDATION

**RESOLUTION 2019-185 ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS
IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL
EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK
MANAGEMENT PLAN'S TIER ONE REQUIREMENTS**

**RESOLUTION 2019-186 AUTHORIZING GRASS CUTTING FOR 100 JACQUELINE
AVENUE**

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr.
Catrambone

Ayes:
Nays:
Approved:

MOTIONS

A motion accepting the report of the Tax Collector and Township Clerk

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr.
Catrambone

Ayes:
Nays:
Approved:

A motion accepting the report of the CFO including the September YTD Revenue Report, YTD
Budget Report and September Check Register.

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr.
Catrambone

Ayes:
Nays:
Approved:

A motion granting a mercantile license to:

1. Upper Rd. Motors, LLC, 207-29 Carriage Lane

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr. Catrambone

Ayes:
Nays:
Approved:

REPORTS

Clerk

Administrator

Solicitor

Fire Commissioners

Members of Council

Mayor

Public Portion of the meeting – Motion to open the meeting to the public

Motion to adjourn the meeting

MOVED BY _____ SECONDED BY _____

Roll Call: Mr. Lyon, Mr. Mormando, Ms. Parejo, Mr. Burrell, Mr. Catrambone

Ayes:
Nays:
Approved:

**TOWNSHIP OF DELRAN
RESOLUTION 2019-181**

**ADJUSTING THE 2018 and 2019 QUARTERLY SEWER BILLING
BLOCK 80 LOT 24.02**

WHEREAS, Block 80 lot 24 Sewer Account # 10543854-0 was subdivided in to two lots creating lots 24.01 and 24.02; and

WHEREAS, the sewer was capped at the main and the owner of lot 24.02 continued to pay sewer under the assumption the sewer was connected to their portion of the subdivided lot; and

WHEREAS, as determined by the township engineer the sewer connection is on lot 24.01; and

WHEREAS, the sewer for 2018 and 2019 should be canceled; and

WHEREAS, the owner for lot 24,02, Helio & Marcelia Guimaraes 201 N Forklanding Road, Cinnaminson, NJ 08077 should be refunded the amount paid totaling \$811.86.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Delran, the Tax Collector is hereby authorized to make the above adjustments and refund the homeowner.

Dated: October 1, 2019

**Jamey Eggers
Municipal Clerk**

**Gary Catrambone
Council President**

**TOWNSHIP OF DELRAN
RESOLUTION 2019-182**

**AUTHORIZING FUND BALANCE POLICY
FOR THE TOWNSHIP OF DELRAN**

WHEREAS, the annual appropriations act adopted by the State of New Jersey requires that the division of local government services determine the allocation of certain municipal aid based upon the best practices inventory; and

WHEREAS, the best practices inventory encourages municipalities to embrace practices that promote financial responsibilities, sound management and transparency; and

WHEREAS, the most recent best practices inventory issued by the State of New Jersey requires municipalities memorialize their fund balance allocation policies implemented by the municipality; and

WHEREAS, the Business Administrator and Chief Financial Officer have recommended that the Township Council formally recognize and adopt the attached fund balance utilization policy in effect for the Township of Delran.

NOW, THEREFORE BE IT RESOLVED that the Township Council, of the Township of Delran, County of Burlington the township does approve and authorize the implementation of the attached fund balance policy;

BE IT FURTHER RESOLVED that the attached fund balance policy shall remain in effect until further amended, revised or modified by the Township Council.

DATED: October 1, 2019

TOWNSHIP CLERK

**Gary Catrambone
President of Council**

**TOWNSHIP OF DELRAN
RESOLUTION 2019-183**

**APPROVING RAFFLE LICENSE # 571 AND BINGO LICENSE #2019-03
FOR THE CHURCH OF THE RESURRECTION**

BE IT RESOLVED that the application for raffle license pursuant to the Legalized Games of Chance Act of the State of New Jersey set forth below is hereby approved.

Raffle License 571
Bingo License 2019-03
Church of the Resurrection

Dated: October 1, 2019

**Jamey Eggers
Township Clerk**

**Gary Catrambone
President of Council**

**TOWNSHIP OF DELRAN
RESOLUTION 2019-184**

**APPROVING RAFFLE LICENSE # 573
FOR THE DELRAN EDUCATION FOUNDATION**

BE IT RESOLVED that the application for raffle license pursuant to the Legalized Games of Chance Act of the State of New Jersey set forth below is hereby approved.

Raffle License 573
Delran Education Foundation

Dated: October 1, 2019

**Jamey Eggers
Township Clerk**

**Gary Catrambone
President of Council**

**TOWNSHIP OF DELRAN
RESOLUTION 2019-185**

**A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN
COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE
REQUIREMENTS**

Whereas, the Township of Delran is a member of the *Burlington County Joint Insurance Fund* which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

Whereas, through its membership in the *Burlington County Joint Insurance Fund*, the Township of Delran enjoys cyber liability insurance coverage to protect the Township of Delran from the potential devastating costs associated with a cyber related claim; and

Whereas, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

Whereas, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Delran; and

Whereas, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Delran to claim a reimbursement of a paid insurance deductible in the event the member files a claim against *Delran Township's* cyber insurance policy, administered through *Burlington County Joint Insurance Fund* and the Municipal Excess Liability Joint Insurance Fund;

Now Therefore Be It Resolved, that the Township of Delran does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

- **System and data back-up**
- **Security and system patching**
- **Defensive software**
- **Security Awareness Training**
- **Incident Response Plan**

And, Be It Further Resolved that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

This Resolution was duly adopted by the Township Council of the Township of Delran at a public meeting held on October 1, 2019.

Dated: October 1, 2019

Jamey Eggers, Municipal Clerk

Gary Catrambone, Council President

**TOWNSHIP OF DELRAN
RESOLUTION 2019-186**

**RESOLUTION AUTHORIZING GRASS CUTTING FOR
100 JACQUELINE AVENUE**

WHEREAS, Chapter 89 of the Code of the Township of Delran provides that all properties shall be clear of weeds and high grass in order to provide better health protection; and

WHEREAS, when the property owners shall refuse or neglect to clear such high grass and weeds as required by 89-1 within ten days, the Township has determined to take action to declare this a “health hazard” and immediately authorize the Public Works Department to arrange for the cutting of the grass at these properties and to put a lien on taxes in the amounts listed below for the initial cleanup as well as the follow-up costs for providing grass cutting during the season to insure that the health hazard does not return during the course of the year.

<u>Address</u>	<u>Initial Cutting/Yard Cleanup</u>	<u>Follow-up Cutting</u>
100 Jacqueline Avenue	\$165.00	\$55.00

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Delran does authorize the Public Works Department to take the necessary action to provide for the cutting of the grass at the following properties as attached to this resolution and provide for this information to be forwarded to the Tax Office in order to put a lien on these properties until such time as they are maintained by the owners or responsible parties.

Dated: October 1, 2019

Jamey Eggers, Municipal Clerk

**Gary Catrambone
President of Council**