

**WORK SESSION  
MUNICIPAL BUILDING**

**September 24, 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 were present.

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

**BOND RATING REPORT**

Mr. Hatcher reported that due to the fact the Township is issuing a bond for outstanding debt in the amount of approximately \$11,000,000 we needed to get a bond rating. We went through the process with the financial/administrative staff through S&P Global and received a AA rating. They deemed our financial position to be superior and most was attributed to our budgetary performance and management of the surplus. They did indicate that they would have some negative comments with regards to the NJ pension system not being fully funded and also outstanding post employment benefits. The bond sale will take place on October 2<sup>nd</sup>.

**FUND BALANCE POLICY**

Mr. Hatcher reported that every year the state issues a best practices checklist, which changes every year. One of the items that they wanted to see was a written policy with respect to fund balance. Mr. Hatcher stated that he reviewed policies from other municipalities and created a policy that outlines what a fund balance is and gives guidelines to follow. The real guideline is that you aim to hit between 20% - 50% of the total appropriations and hopefully replenish the surplus each year. If Council is satisfied with the policy we would ask that a Resolution be adopted. Council agreed.

**PEDESTRIAN FLASHER – BRIDGEBORO/PANCOAST**

Mr. Catrambone stated that this issue was brought to Council by resident Lou Marino regarding a pedestrian crossing light at Bridgeboro Road and Pancoast Blvd having children that are visually impaired. He went to the County and County has presented a shared services agreement to the Township. Mr. Catrambone stated that this item is a capital item and would not be decided until next year's budget. In the shared services agreement the County has asked the Township to commit to half of the funding for the project held at a maximum of \$15,000, provide the cost of police officers free of charge during installation, provide the electricity for the device and hold them harmless. We would also be liable for any expenses should the device be removed or moved.

Mr. Hatcher stated that the provision regarding police officers extends to all traffic control devices in the Township. We would have to provide police officers free of charge for traffic control should there be an issue with any traffic control devices. The cost of providing police officer, electricity and telephone services would be outside the maximum of \$15,000.

Lou Marino, 6 Pancoast Blvd., stated that his son is deaf/blind and has a mobility specialist and she finds potential issues that on highways and byways. If the Commission for the blind cannot address the issues they will have a lawyer to work on the details. Right now they are also working on Route. Originally it was going to be crosswalk with a sign but then the mobility specialist felt that you cannot see the individual at the crosswalk coming from Pancoast and crossing over Bridgeboro. We went to the County and they stated that they had to get an agreement with Delran because it is located in Delran and that is why he is here now.

After additional discussion, Council agreed to set up a meeting with the County. The Township will also look at options in other municipalities.

### **HARTFORD/CONROW ROAD INTERSECTION**

Mr. Catrambone stated that we have received a proposal in March from the Township Engineer for a preliminary study on the intersection. Mr. Catrambone stated that we need to address some safety issues for the two homes that sit at the intersection. Mr. Catrambone asked the proposal be revisited to include those safety measures.

Mr. Winckowski stated that Council raised issues with this intersection months ago so they prepared an estimate to perform a traffic study of the intersection to determine where the right-of-ways, evaluate the traffic volumes, capacity of the intersection and traffic light warrant analysis. With all that information, we would prepare a conceptual plan and cost estimate for various improvement options. A resident had now sent a letter that they are having issues with vehicles going through the stop sign on Conrow Road and ending up on their front yard. Our evaluation will include accident history review as well as safety improvements.

Mr. Hatcher stated that the study for this project would have to be put in the operating budget. The funds can be placed in the temporary budget for 2020 but we need to make sure that we carry off enough to put it in the final budget. The cost for this study is almost the entire budgeted amount for general engineering for the year. There would be a significant increase in that line item for 2020.

Mr. Paris asked if we could find money in the budget this for the study.

Mr. Hatcher stated that we cannot make any transfers until November but we can look.

Mr. Paris asked if we can break out the stud and fund some this year and some next year.

Mr. Winckowski stated that there are different aspects to the study.

Mr. Hatcher asked that he break them out the items.

### **JANITORIAL CONTRACT**

Mr. Hatcher reported that the janitorial contract expires at the end of October and we would like authorization to advertise the bid notice.

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

**TOWNSHIP OF DELRAN  
RESOLUTION 2019-180**

**AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO  
AFTER THE BID FOR JANITORIAL CONTRACT**

**BE IT RESOLVED** that the Township Council of the Township of Delran hereby authorized Mr. Hatcher, Township Administrator to advertise the notice to bidders for the 2019-2020 janitorial services contract.

Mr. Mormando made a motion, seconded by Mr. Burrell to adopt Resolution 2019-180.

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 ROAD IMPROVEMENT PROGRAM**

Mr. Hatcher reported that we had the pre-construction meeting on September 12<sup>th</sup> and everyone was provided with the minutes from that meeting. The project start date is anticipated for October 7<sup>th</sup>.

Mr. Winckowski reported that they should have a more detailed schedule from Pioneer Pipe tomorrow and he will circulate the information. We are hoping to have all roads completed this year; however, River Drive may be an issue because of the County Trail project.

Mr. Paris asked that the residents on River Drive be notified that the project may not be completed this year.

**SUITS FOR SOLDIERS**

Mr. Catrambone stated that we have been asked again by Joe Chasca to place a donation bin in the municipal building for the Suits for Soldiers project. Mr. Catrambone asked if anyone had any questions or concern.

Mr. Lyon made a motion to approve the placement of a donation bin in the municipal building lobby for the Suits for Soldiers project. All were in favor, motion approved.

**DISCUSSION/CLARIFICATION ON ORDINANCES REGARDING BOATS/CARS PARKED OR STORED ON RESIDENTIAL PROPERTIES**

Mr. Catrambone stated that this issue was brought to Ms. Parejo by a resident. Mr. Catrambone stated that he was hoping the resident attended tonight so they could gather some information. This issue is in regards to boats and cars that are currently parked legally on the resident's driveway but hasn't been used in fifteen years and may or may not be registered. The neighbor is asking that we review the ordinances. Motor vehicle doesn't require that a

vehicle be registered if it isn't being used. It is strictly up to the Township if we wanted to change the ordinance to prohibit this issue.

Mr. Arnautovic stated that he would like to touch base with the code enforcement officer who has already issued an interpretation to see if it matches his. At that point he can issue a formal legal opinion that can spell out any options.

After discussion, Council agreed to gather additional information on this issue.

Ms. Parejo stated that the main issue is that the vehicle and boat is not registered.

## **REPORTS**

**Ms. Eggers** – No report.

**Mr. Hatcher** – Mr. Hatcher that there is a process we have to go through with the regarding cyber liability and developing policies to get lower deductibles and co-pays if there was a cyber event. We are nearly finished the review and we would like adopt a resolution that we are submitting our plan to the state for approval. It does require that the IT person sign of on the plan and it that takes place, we would like the Resolution on the public meeting agenda. Council agreed. Once it is approved, we will qualify for the lower deductibles and co-pays.

**Mr. Winckowski** – Mr. Winckowski stated that prior to the next work session, he will provide a detailed status report. The Burlington County park grant application will be submitted prior to next Wednesday. We should be hearing on the CDBG grant soon for ADA improvements. Hopefully, we hear soon on the Municipal Aid Grants.

**Mr. Arnautovic** – No report.

**Mr. Lyon** – No report.

**Mr. Burrell** – No report.

**Ms. Parejo** – No report.

**Mr. Mormando** – Mr. Mormando stated that he was over at Community Park and several residents asked why they were not using the score boards.

Mr. Hatcher stated that he will check on this issue.

Mr. Mormando stated that he also noticed that it was very dark in the parking lot.

Mr. Hatcher stated that the timing needs to be changed.

Mr. Mormando stated that the resident from Tenby Chase Drive that attended the meeting sent a follow up e-mail proposing that we make a parking lot out of the baseball field on Don Deutsch field

Mr. Hatcher stated that he asked Mr. Kennedy last year and he indicated that they were still using the field but he can inquire again.

**Mr. Catrambone** – Mr. Catrambone stated to please let Ms. Eggers know if you will be attending the League of Municipalities this year.

**Mr. Paris** – Mr. Paris brought up the parking lot at Heritage Square.

Mr. Hatcher stated that the owner has been cited and has a court date.

Mr. Paris stated at a resident mentioned the condition of the parking lot at the gas station at Tenby Chase & Route 130.

Mr. Paris stated that he will have someone take a look at the property.

Mr. Burrell stated that someone also mentioned that there are a lot of boats and parked cars that seem to stay around for a long period of time.

### **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.

Sharon Coryell, 7 Marsha Drive, discussed the construction vehicles that are traveling down Hartford Road. She stated that they are speeding excessively and she followed them from her home to Route 70 where they are doing the construction. They travel from Route 70 to Union Landing Road to pick up the asphalt. You cannot sleep with, especially when they hit the pot holes in front of the High School. Residents are complaining about cracks in their walls and foundations. She asked what can be done.

Mr. Hatcher stated that we can get the Police out for speeding and we can address the pot holes. We can also touch base with the contractor to see if there is another avenue but we do not have a weight restriction limit on Hartford Road.

Louis Coryell, 7 Marsha Drive, asked if there is a way to prohibit the use of jake brakes on Hartford Road. There is really no reason for them to be used.

Mr. Catrambone stated that if they weren't speeding they wouldn't need to use them. We will get the police on the speeding issue.

There were no additional comments.

Mr. Mormando made a motion to close the public portion, seconded by Ms. Parejo. All were in favor, the motion was approved.

Mr. Lyon made a motion, seconded by Mr. Burrell to enter into closed session for discussion on the following issue: Contract Discussion – Delran Emergency Squad

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

There was no action taken after executive session.

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

Respectfully submitted,

Jamey Eggers, Township Clerk