

**WORK SESSION
MUNICIPAL BUILDING**

**April 14, 2020
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 10, 2020 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. Riso, Solicitor, Mr. Hatcher, Administrator and Ms. Eggers, Municipal Clerk.

BUDGET DISCUSSIONS

Mr. Hatcher reported that the state budget deadline has been extended. We are looking at introducing the budget on May 5, 2020 and adopting on June 2, 2020. The budget calls for no tax increase and is also within both spending and levy cap. The appropriations are less than last year. As you know we have tried to manage the fund balance over the last few years and that puts us in a great position to handle the current issue with Covid-19. Mr. Hatcher stated that he does not believe it will be sufficient to offset the potential issues but we are in a far more envious position than most other communities. Mr. Hatcher stated that at the last budget work session, Council reviewed the line items and seemed to be in an agreement with most. Council needs to give final authorization on those line items and also the capital budget. The capital budget is a spending plan and does not authorize spending. A bond ordinance will be needed to authorize those expenditures. Because of the impacts of Covid-19 we sent out a memo concerning some actions we can take. Tonight, we authorized the transfer of \$40,000 in funds from the storm recovery trust to cover Covid-19 expenses. Another item allows you to anticipate 5% of the sewer operating budget into the municipal budget as a revenue. We are recommending that Council approve the revenue, which would account for approximately \$300,000.00. We are also recommending that we issue estimated tax bills. We will bring this as a formal request at a future meeting. The final item we will be recommending is the ability to use tax anticipation notes. We are currently reviewing the maximum amounts and we discuss this again at a future meeting. All of these items are needed as we anticipate a drop in revenue this year and those items will give us the cash flow needed.

Mr. Catrambone stated that from a financial perspective we don't know how bad it will be because it hasn't happened yet. He would recommend that we include all the recommendations. Mr. Catrambone stated that we will have the next work session for a final review on the line items. As for the capital budget it is better to include all proposed items to give us the ability to move forward with items and authorize the spending.

Mr. Burrell agreed that since this is a spending plan, he agrees that we should all items. He stated that the only thing we need to pin down is the Engineer's proposal for Tenby Chase Drive and Grande Blvd. traffic calming measures. He recommends that item be included in the plan.

Mr. Catrambone stated that we discuss the budget again at the next work session, with introduction on May 5th and adoption on June 2nd.

Ms. Eggers stated that the Public Meeting for June is currently scheduled for June 9th due to the primary election.

Mr. Catrambone asked Mr. Hatcher if it is okay to have the public hearing and adoption on June 9th.

Mr. Hatcher stated yes, the schedule states the next available meeting. Another question that keep coming up it whether the due date for taxes will be extended. At the current time the State has not issued an extension for May.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – No report.

Mr. Winckowski – Mr. Winckowski reported that the contractor for the 2019 Road Program is looking to pave Norman Avenue next week. At that point, the project will go on hiatus until the County determines their plan for River Road. The County cancelled their bid opening for the project, which means that it could sit for a while. We will continue to monitor this issue.

Mr. Winckowski reported that we will receive bids next week for the Fairview Blvd. Island removal project. We can discuss this at the next work session.

Mr. Hatcher asked that we make sure the contractor provides for trash collection on Norman Avenue during the paving.

Mr. Winckowski asked that he be provided with the direct continue for the trash company.

Mr. Hatcher stated that he will provide the information tomorrow.

Mr. Riso– Mr. Riso reported that he successfully representing the Township in a disciplinary appeal filed by an employee. The appeal went before an administrative law judge at Civil Service and judge upheld the termination of the employee. It is unknown whether the employee will file any further action with Civil Service. Mr. Riso reported that he has sent a letter to the Chief and Mr. Hatcher regarding the outcome.

Mr. Lyon – Mr. Lyon stated that he has notice that there are a lot of bulk items at the curb still and bulk pick up has been suspended.

Mr. Lyon stated that Mr. Hatcher presented a great plan on the budget and how we are going to deal with things as we move forward. A lot of folks have wanted us to use the surplus over the years and what we are facing is one of the reasons we have the surplus. Other towns are not in that positions and they are now be faced with layoffs and furloughs.

Mr. Lyon stated that we appreciate all the work of the Township employees and hopefully we can come out of this with minimal impact.

Mr. Hatcher stated that in regards to the bulk trash we will be putting out door hangers on the properties where bulk trash remains at the curb.

Mr. Burrell – No report.

Ms. Parejo – No report.

Mr. Mormando – Mr. Mormando expressed his thanks to Mr. Hatcher, Ms. Eggers, Police Department, Delran Emergency Squad and medial personnel in town for their continued efforts. Being outside it is great to see residents continue to social distance and hopefully everyone continues to stay safe.

Mr. Catrambone – Mr. Catrambone thanked all the Township staff for their continued efforts and we appreciate all that they are doing. We have made it a point to not use our employees as balancers for the budget and to make that a last resort. We will continue to do that and visit all other available options.

PUBLIC PORTION

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

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

Respectfully submitted,

Jamey Eggers, Township Clerk