

**WORK SESSION
MUNICIPAL BUILDING**

**October 13, 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. Strausser, Solicitor, Mr. Hatcher, Administrator and Ms. Eggers were present.

DELRAN COMMUNITY PARK KIOSK

Mr. Winckowski stated that in the agenda, he provided sample photos which are from the kiosk currently at Laurel Park and a construction detail. We received a grant for the kiosk and the payment/parking improvements in the amount of \$250,000. Mr. Winckowski stated that they will scale back the project to fit within the grant amount and provided a detail and cost estimate. At the November meeting, we will need a Resolution to authorize the engineering.

Mr. Paris reported that with the kiosk one side will be for posting items and will have a plexiglass cover. The other side of the kiosk will have a map of the site. There will also be two plaques, one to recognize the contribution from the Freeholders and the others will be for the founding Council members that purchased the property and continuing Council members.

Mr. Winckowski stated that the current project will include a base bid adding 60 additional parking spaces and paving the main parking lot. Addition A would be to pave the area where the additional spaces are added and Addition B would be paving the driveway entrance to the area where the new parking is added. Depending on the bid prices, we may not be able to get the entire project completed. Council agreed. Mr. Winckowski stated that they will leave in the area that is reserved for the future bleacher system at the multi-purpose field.

Mr. Burrell asked if additional handicap parking could be added closer to the baseball fields.

Mr. Winckowski stated that he will look at that issue.

BEST PRACTICES 2020

Mr. Hatcher stated that the completed Best Practices Worksheet was include in the agenda. For the last several years this has been required to be completed and our state aid is tied into the number of answers that meet the criteria. This year there were 60 questions with 20 core competencies, 9 best practices and 31 unscored questions. Each town has to score at least 16 and we were over 20. We are well above the number to be able to receive full state aid.

HARDSHIP WAIVER – 64 FOXGLOVE DRIVE

Mr. Hatcher reported that we have seen a number of these before. The owner has gone through the process of trying to sell the unit through NJHMFA and were not able to sell the property. The Township has three options, they can purchase the property, identify an income qualified purchaser or grant the hardship waiver. Usually, the Township takes no action and hardship

waiver is issued after thirty days. The Township maintains the credit as an affordable unit.

VACATION OF TEMPORARY CONSTRUCTION EASEMENT

Mr. Hatcher stated that when the turn lane was installed at Hartford and Conrow Road, a temporary construction easement was issued for Block 32, Lot 115. That easement is no longer needed and the owner is asking that the easement be released. Council agreed.

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

**TOWNSHIP OF DELRAN
RESOLUTION 2020-150**

**APPROVING AND AUTHORIZING VACATION OF TEMPORARY CONSTRUCTION
EASEMENT FOR CONSTRUCTION OF RIGHT-OF-WAY IMPROVEMENTS ON PORTION OF
LOT 115, BLOCK 32**

WHEREAS, in 2012, the owner of property known as a portion of Lot 115, Lot 32 (“Owner”) conveyed a temporary construction easement to the Township of Delran during the construction of a right-of-way expansion on the intersection of Conrow Road and Hartford Road; and

WHEREAS, the right-of-way improvements have been completed and the temporary construction easement has served its purpose and is no longer required; and

WHEREAS, the Owner has requested a discharge of the aforementioned temporary construction easement;

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Delran, County of Burlington and State of New Jersey as follows:

1. The Council President, Gary Catrambone, is hereby authorized to execute the Vacation of Temporary Construction Easement, referenced above, and attached hereto as Exhibit “A”.
5. This resolution shall take effect immediately.

Mr. Burrell made a motion, seconded by Mr. Mormando to adopt Resolution 2020-150.

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

ENGINEERING HARTFORD ROAD/FAIRVIEW BLVD.

Mr. Paris stated the County agreed to exchange Fairview Blvd. and Hartford Road for Chester Avenue and Bridgeboro Street. They approved the exchange by Resolution at the last meeting. This is something that we have been working on for a long time.

Mr. Catrambone stated that we were looking for an equitable swap between parties. The County will be taking Hartford Road between from Route 130 to the Moorestown border and Fairview Blvd from Route 130 to Hartford Road. The Township would take Chester Avenue to the train tracks and a portion Bridgeboro Street. The County has agreed to address the intersection of Hartford and Conrow and the timing of the lights at Hartford and Fairview Blvd. The Township is moving forward with the removal of the island along Fairview Blvd.

Mr. Hatcher stated that the Resolution from the County mentions an ordinance from the Township which we have to look into as we have not introduced an ordinance. Also, the Township Engineer prepared a cost estimate for surveying services that are needed prior to the swap. The total cost for those services is \$8,800. Currently there is a \$11,687.00 balance in the engineering operating expenses which only leaves \$2,887 remaining after those services.

Mr. Winckowski stated that there are a lot of mapping preparations needed to prepare the map that the County needs in order to take over the roads.

After discussion, Council agreed to adopt a Resolution at the next meeting authorizing the engineering.

BID REPORT CDBG

Mr. Winckowski reported that last Friday we received bids for ADA ramp improvements in the Cornell, Army and Navy area. This project is funded by the Community Development Block Grant in the amount of \$75,000. The low bid received was from Diamond Construction in the amount of \$62,274.80 which is within the bid amount. We have reviewed the bids and they appear to be in order. The Solicitor's office reviewed and agreed. We are recommending award to Diamond Construction. We hope to get the project completed this year.

Council agreed to adopt the following Resolution:

**TOWNSHIP OF DELRAN
RESOLUTION 2020-151**

**A RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR THE
SIDEWALK IMPROVEMENTS TO DIAMOND CONSTRUCTION
IN THE AMOUNT OF \$62,274.80**

WHEREAS, Delran Township held a public bid opening on October 9, 2020 for bids for Delran Sidewalk Improvement Project (the "Contract"); and

WHEREAS, Delran Township received four bids for the Contract as follows: and

		Base Bid	Base - Del 1	<u>Base- Del 2</u> + Del 1
1)	Diamond Construction	\$62,274.80	\$53,730.80	\$43,266.80
2)	Nava Construction	\$63,970.00	\$55,878.00	\$45,720.00
3)	Bialowas Concrete	\$65,580.00	\$58,116.50	\$48,629.00
4)	Seacoast Construction	\$67,180.00	\$58,584.00	\$48,055.00
5)	S. Batata Construction	\$74,460.00	\$66,633.00	\$56,803.00
6)	Baumgardner Site & Utility	\$115,187.00	\$98,844.00	\$77,208.00

WHEREAS, the Township Engineer has reviewed said bids, and a summary and recommendation dated October 9, 2020 is attached hereto and made part hereof as Exhibit "A"; and

WHEREAS, Diamond Construction was the lowest bidder for this Project; and

WHEREAS, the bid submitted Diamond Construction did not contain any irregularities which would deem their bid to be non-responsive; and

WHEREAS, as the Township has indicated no prior negative history between the Township and Diamond Construction.; therefore, Diamond Construction is to be considered a responsible bidder; and

WHEREAS, a certification of availability of funds has been provided by the Chief Financial Officer; and

WHEREAS, this contract is being awarded pursuant to N.J.S.A. 40A:11-1 et. seq.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Delran that the contract for this project shall be awarded to Diamond Construction, 35 Beaverson Blvd., Suite 12C, Brick, NJ 08723 for a total contract amount of \$62,274.80 with terms in accordance with the RFP.

BE IT FURTHER RESOLVED, the appropriate officials and appointees be and they are hereby authorized to prepare, review and/or execute any and all necessary documents relative to this contract authorization.

Mr. Burrell made a motion, seconded by Mr. Mormando to adopt Resolution 2020-151.

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

STEWART AVENUE STORMWATER IMPROVEMENTS

Mr. Winckowski reported that at the beginning of last week Public Works was notified of significant sink hole next to a drainage inlet on Stewart Avenue. A further investigation was completed and it was determined that a length of the storm sewer pipe along Stewart Avenue in corroded. The pipe is old and it has been on the radar for some time. The pipe needs to be replaced and they have provided a sketch of the project and a cost estimate of approximately \$60,000. Once we received some better cost estimates, he will work with Mr. Hatcher to determine how to move forward.

Mr. Hatcher stated that the Township has two options in terms of providing the funds to cover the cost of the project. The first is an emergency appropriation which would require us to appropriate the funds and then raise those funds in next year's budget. We also adopted Ordinance 2019-18 of storm water remains which is written generally enough to allow for stormwater improvements and outfall project in the area. We could use those funds now and then next year appropriate additional funds next year for the remaining improvements. The issue does not appear to be something we can wait to repair.

REPORTS

Ms. Eggers – No report.

Mr. Hatcher – Mr. Hatcher stated that we received a telephone call late this afternoon from the County Health Department asking is Delran would like to have their mobile COVID testing unit in the parking lot of the municipal building on October 26th from 1-4 P.M. Mayor and Council had no objections.

Mr. Catrambone asked that we advertise this on the website and social media.

Mr. Winckowski – Mr. Winckowski reported that work should begin next week on the Fairview Blvd Island removal project.

Mr. Winckowski stated that the County is in the process of awarding the contract for their trail project. Once we have the pre-construction meeting we will have more information as to when their project will be completed on River Drive in order to schedule final paving of the roadway.

Mr. Strausser– No report.

Ms. Parejo – Ms. Parejo stated that with COVID cases on the rise, please remember to practice social distancing, wear a mask, wash your hands and stay safe.

Mr. Lyon – No report.

Mr. Mormando – Mr. Mormando stated that he agrees with Ms. Parejo. The Township has had forty new cases this month so far and we are only at November 13th. Please continue to take care of each other. Keep your masks on when in public and be mindful of where you are and what you are doing. Take all the precautionary steps you were taking in the beginning when this started and try our best as a community to get the numbers back down.

Mr. Burrell – Mr. Burrell thanked Governor Phil Murphy's office for awarding 600 million dollars in local funds regarding COVID. The Township will be eligible for approximately \$190,000. COVID is still here so please be continue to practice social distancing and wear your mask.

Mr. Catrambone – No report.

Mr. Paris – Mr. Paris stated that the Township received money from the CARES Act which helps the Township. We appropriated a lot of money installing the new windows for the offices, PPE and the ultraviolet lighting.

Also, he was asked today by a resident regarding the time for trick-or-treating. Mr. Paris stated that we should look at setting a timeframe.

Mr. Catrambone asked Mr. Hatcher if the Township ever had a start time for trick-or-treating.

Mr. Hatcher stated that years ago he believes we had a suggested start time but we have not done a Resolution.

Ms. Eggers stated that we have not adopted a Resolution during her time.

After discussion, Council stated that at this time they do not want to set a start time. If this becomes something that we have to address, we can discuss the issue at the next work session.

PUBLIC PORTION

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

There were no comments from the public

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, seconded by Mr. Mormando to enter into closed session for discussion on the following issues: Attorney Client Privilege Matter, Personnel Issue

Mr. Burrell 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.

After discussion in executive session, Mr. Catrambone asked for a motion to adopt the following Resolution.

TOWNSHIP OF DELRAN RESOLUTION 2020-152

APPOINTING KAREEMAH PRESS AS CHIEF FINANCIAL OFFICER

WHEREAS, the Township of Delran is required to have a Chief Financial Officer: and

WHEREAS, the Section of the Code entitled 20:64 provides for the appointment of the Chief Financial Officer with such appointment being made by the Mayor with advice and consent of Council; and

WHEREAS, the Mayor has submitted for appointment the name of Kareemah Press to be hereby appointed as the Chief Financial Officer for the Township of Delran; and

NOW THEREFORE BE IT RESOLVED that the Township Council of the Township of Delran hereby provides its consent of the appointment of Kareemah Press as the Chief Financial Officer of the Township of Delran to carry out the duties as prescribed in the Township code and New Jersey State Statutes for an effective date of October 16, 2020 and a term to expire December 31, 2022.

Mr. Mormando made a motion, seconded by Mr. Burrell to adopt Resolution 2020-152.

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

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