

**WORK SESSION
MUNICIPAL BUILDING**

**February 15, 2012
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 December 23, 2011 and posted on the bulletin board on the same date.

ROLL CALL: Mrs. Kolodi, Mr. Schwartz., Ms. Pomeranz, Mr. Morrow and Mr. Catrambone were present.

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

DISPOSAL OF SURPLUS EQUIPMENT

Mr. Hatcher stated that Mr. DeSanto has provided a list of surplus equipment that he would like to have auctioned on GovDeals.com. We will set a minimum bid on all the equipment and if we do not get the minimum bid, we will not sell the items. GovDeals.com takes 7% of the sale cost and then we will receive the rest.

Mr. Morrow made a motion to approve the auction of surplus equipment on GovDeals.com, seconded by Mr. Schwartz. All were in favor, motion approved.

FEE FOR BLUE RECYCLING BUCKETS

Mr. Hatcher stated each recycling bucket cost us \$68.00 to purchase. We are having an issue when residents move out of town the bucket disappears and the new owners are left with no recycling bucket. We wanted to put a policy in place regarding how to handle the distribution of the buckets and whether we are going to charge for the issuance. We called around to other municipalities and most are not charging the resident for the buckets.

Mr. Paris asked how many buckets were lost last year and needed to be replaced.

Mr. DeSanto stated that there were about ten replaced.

Mr. Hatcher stated that when we move to single source recycling we will have an issue with residents needing additional recycling buckets.

Council agreed to continue to replace the recycling buckets at this time and we will continue to monitor the issuance of them.

Ms. Pomeranz suggested that if a home is vacant that we collect the recycling buckets.

Mr. Hatcher stated that he will report back to Council if there are any issues.

RENEWABLE ENERGY

Mr. Valesi stated that he has submitted to Council the draft Request for Proposal to enter into a Power Purchase Agreement with a Solar Provider. We have provided in the request the necessary information they will need to submit a proposal. At this point, Council will need to authorize the advertisement. Once the proposals are received and reviewed, they will be able to make a recommendation as to whether to move forward at this time. The request also includes the requirement the provider have an escrow in place to be able to review the condition of the roof and whether it can support the panels. The ultimate goal is to power the building at the lowest rate possible.

Mr. Catrambone asked what the potential savings are.

Mr. Valesi stated that in every case they are offering a better rate than PSE&G. It is questionable however; if there will be enough saving to lock into the agreement with the provider for fifteen years.

Mr. Morrow made a motion to authorize the advertisement for the request for proposal to enter into a Power Purchase Agreement. The motion was seconded by Ms. Pomeranz. All were in favor, motion approved.

RESOLUTION TO OPPOSE RATE INCREASE BY NJ AMERICAN WATER

Mr. Catrambone asked if anyone has any questions on the sample resolution.

Ms. Pomeranz asked what adopting this resolution will accomplish.

Mr. Catrambone stated that it is more of a public relations statement that we do not support the increase. He is not sure if it will have any affect.

Council agreed to adopt the resolution at the next public meeting.

REPORTS

Mr. Catrambone stated that he would like to have the reports before we go on to the discussion on the 2012 Budget.

Ms. Eggers – Ms. Eggers stated that we received one bid on the Towing Contract. The bid received was from Lenny's Towing and Recovery. The contract price was increased about 20% over the previous contract amount, but

the costs are not paid for by the Township. Council agreed to award the bid to Lenny's Towing and Recovery and a resolution will be placed on the agenda for the next public meeting.

Mr. Hatcher – Mr. Hatcher stated that we received one bid for Animal Control Services. The bid was from Independent Animal Control in the amount of \$18,000 per year for two years, which is the same amount as the current contract. If Council agrees, we will have a resolution on the public meeting agenda for approval. Council agreed.

Mr. Valesi – Mr. Valesi reported that he made recommendations in his report for the 2012 Road Program. He reminded Council that construction costs are still considerably low and he recommends we do as much as we can while that is still the case.

Mr. Valesi stated that they are finalizing the final plans for the Myers Tract Project and will be ready to show the final plans at the next work session.

Mr. Valesi reported that they are finalizing plans and specifications for the Hartford and Conrow, Westover Drive Drainage, and the CDBG Reconstruction of Roland Avenue Projects. They plan to advertise the projects together and get them ready for spring.

Mr. Catrambone recommended that we wait on the Hartford and Conrow Project until after school is out.

Mr. Valesi agreed that the project will wait until after school is out but we can continue to move forward with the bids.

Mr. Valesi stated that we have several grants pending with the Department of Transportation. They are, Safe Streets to School, Municipal Aid, Bikeways and Safe Streets to Transit. We have also applied to Green Acres for a Recreational Trails at the Myers Tract and also Bikeways along Coalition.

Mr. Valesi stated that the sump inlet improvements at Alden Avenue and Lake Street seem to be working well.

Mr. Hatcher stated that he did reach out to the resident to notify us if there are any problems.

Ms. Pomeranz asked if the roads listed on the memo are the roads Council intends to repave.

Mr. Valesi stated that we have tried to advise Council to reconstruct one road and then pick other roads that can be resurfaced. The memo listed roads that

himself and Mr. DeSanto evaluated last year. There are roads on the list that were completed in 2011.

Mr. Williams – Mr. Williams, Director of Sewer Operations, stated that there is a project that needs to be completed as soon as possible. One of the three pumps in the dry well is not usable because the check valve is not working. We reached out to the contractor that holds the maintenance contract and the cost to replace the isolation valve and bypass the pump is \$72,000.

Mr. Paris stated that this was one of the items that was brought up during the budget process as a capital project but we can not wait any longer.

Mr. Valesi stated that he recommended he authorize this repair under the current maintenance contract.

Mr. Williams stated that if we do not do this as a planned shutdown and something happens to the other pumps, this would end up being an emergency project that could cost \$200,000.

Mr. Morrow made a motion authorizing the repair in the amount of \$72,000 on the current sewer maintenance contract, seconded by Mrs. Kolodi. All were in favor, motion approved.

Mr. Parento – Mr. Parento, RAC Chairman, stated that they had the RAC meeting last week and realized that they do not have enough money to buy the extra supplies needed for the Easter Egg Hunt. They are looking for an extra \$500 to buy additional eggs and candy.

Mr. DeSanto recommended that we tie this into a clean community's project and they can use the funds for the Clean Communities Grant to buy the supplies. Council agreed.

Mr. Parento asked Mr. DeSanto what fields are being shut down this spring.

Mr. DeSanto stated that he is shutting down Vermes Field No. 1 and also Summerhill Football Field.

Mr. Parento stated that there was an issue brought up at the RAC meeting about the field permits not covering the use of the snack bars. They have some concerns over safety and the responsibility of the person running the snack bar.

Council agreed that they would like to add a section to the field that will require signature of the person or organization taking responsibility for the snack bar. We will also have rules and regulations for running the snack bar.

Mr. Schwartz asked if there are any health related issues with running the snack bar and the possibility of someone getting some type of food poisoning.

Mr. Coluzzi stated that the organization would be assuming the risk of the food preparation. The Township would not have any liability regarding the food preparation. Mr. Coluzzi stated that we could add this to the responsibilities of the organization requesting the permit.

Mr. Paris stated that Sandy McCaslin has resigned from the RAC and the recommendation of the RAC, is that Mary Tompkins be appointed to fill that position. Mary Tompkins is very involved with the RAC and she currently runs the two week summer camp program.

Mrs. Kolodi – Mrs. Kolodi stated that the Historical Society is looking at ways to raise money. She is working with them to look into running trips to historical locations such as New York or Washington D.C and other fund raising opportunities.

Mr. Schwartz – Mr. Schwartz stated that there was a fire over the weekend at Tenbytown Apartments and he had an opportunity to be out there while the Fire Department was fighting the fire. He wanted to say for the record that they did an excellent job.

Mr. Schwartz stated that he attended a service at the Abundant Light Church. There was a part of the service that was dedicated to the children and families that live the Delran.

Mr. Schwartz stated that he appreciates the work that Mr. Hatcher and Ms. Eggers have been doing for him to help with the new computer software. It has helped with his preparation time with the meetings.

Mr. Morrow – Mr. Morrow stated that Public Works did a great job with the clean-up at Faunce Street Park. The residents really appreciate the hard work.

Mr. Morrow reported that there is a ton of trash along Route 130 right before Walgreens on the southbound side. Also, coming off of that jughandle there is a dilapidated building that needs to come down. Mr. Morrow also reported that the parking lot at the shopping center on Fairview Street is in terrible condition. There are no lines at all in the parking lot. There is also a light burned out at the entrance to the lot.

Ms. Pomeranz – Ms. Pomeranz asked if we looked at the deed for Swedes Lake to determine if the residents own property into the water.

Mr. Hatcher stated that the deed she provided was not in the file.

Ms. Pomeranz asked what a hardship waiver is.

Mr. Coluzzi stated that the owner first has tried to sell the property to an income qualified individual. If they are not able to sell the property, they can ask the Township for a hardship waiver to try and sell the property on the open market and the Township does not lose the affordability credit. The other option is the Township can purchase the unit.

Mr. Catrambone – Mr. Catrambone stated that info@delrantownship.org has been sending out spam e-mails. Network Solutions has disabled that e-mail address. He and Mr. Hatcher will be working on getting the request together for the new website and look at moving hosting companies for the website.

Mr. Catrambone stated that we talked about putting the sign up on the property that we preserved with Open Space Funds on Fairview Street and asked if we are going to move forward.

Mr. Morrow stated that the resident has agreed to allow the sign.

Mr. Hatcher will work with Mr. DeSanto on the location of the sign.

Ms. Pomeranz does not wish to have her name on the sign.

Mr. Paris – Mr. Paris asked if we have heard from the manager at McDonalds regarding the grant to improve Leon Avenue Field.

Mr. Hatcher stated that he reached out to him and has not heard back. He will try again tomorrow.

Mr. Paris stated that the MUA in Cinnaminson is being investigated for misusing funds. He is happy that we dissolved the Sewer Authority.

PUBLIC PORTION

Mr. Schwartz made a motion to open the meeting to the public for comments, seconded by Mrs. Kolodi. All were in favor, motion approved.

Robert Hoffman, 41 Notre Dame Drive, stated that he does solar work full time and he understands that the Township is looking into a solar provider.

Mr. Valesi stated that the Township has authorized the advertisement for the power purchase agreement.

Mr. Hoffman stated that he read through the RFP and recommended that we add the meter locations and the meter usage to the RFP. Also, what the Township is going to allow for the roof. He believes it is great that the RFP is so flexible.

Mr. Valesi stated that they would provide any information that the bidder requests. They did try and make the RFP as flexible.

Mr. Hoffman recommended that they set a one day walk through.

Mr. Valesi stated that they were going to allow flexibility with the walk through.

Mr. Hatcher stated that he can reach out to NJ American Water Company but his understanding is that they would be working on the outside this spring.

Mr. Schwartz made a motion to end the public portion. The motion was seconded by Mrs. Kolodi. All were in favor, motion approved.

2012 BUDGET DISCUSSION

SEWER - Mr. Hatcher stated that the Auditor is not quite done the Financial Statement so we do not have revenue figures. He suggested that we add an additional meeting next Wednesday to discuss the budget and we should have revenue figures by then. Once we have the revenue side of the budget things will begin to make more sense. We will not be faced with any cap problems. Mr. Hatcher suggested that we begin to review the Sewer Budget tonight and also discuss the Capital Budget.

Mr. Hatcher reviewed the appropriations in the Sewer Budget with Council.

Mr. Hatcher stated that overtime is up for the prior year.

Mr. Hatcher stated the telephone line item is down a little because they have reduced the number of cell phones from six down to three.

Mr. Hatcher stated that we may need to adjust the maintenance line item but we can talk more about that next week. We may also need to look at sludge disposal next week to see if that line item needs to be increased.

The Emergency Repair line item was removed and we moved those funds to maintenance because we did not feel those line items need to be adjusted.

The line item for the agreement with Riverside will depend on the outcome of the closed session tonight but they are looking for a significant increase.

Legal, Engineering and Auditing line items were reduced slightly and most other line items remained the same as the previous year.

Mr. Hatcher stated that there is also an issue regarding personnel that we can discuss in closed session.

CAPITAL – Mr. Hatcher discussed the requested capital items from each department.

Sewer: Video System \$7,000
 Blockage Nozzel Replacement \$4,000
 Fifth Street Pump Station reline \$70,000
 Pipe Range Wheeled Transport \$22,000
 There are other items that we discussed last year and we can discuss those items next week

Township: Phone System
 Computer for Administrator's Secretary
 Computer and Scanner for Municipal Clerk
 Phone consolidation for Tax and Sewer Office

Police: 15 Tasers \$24,750

Public Works: 3 New Salt Spreaders and 3 New Snow Plows \$67,500
 Well at Notre Dame \$28,000
 Line Stripping on Township Roads between \$7,000 and \$24,000
 Refurbish Bathroom at Notre Dame Park \$12,000
 Don Deutsch Parking Lot \$86,000
 Municipal Building Roof – Preventative Maintenance \$20,000

Mr. Paris asked whether we could use Open Space Funds for the well, bathroom at Notre Dame and the parking lot at Don Deutsch.

Mr. Hatcher stated that he believes we can if that is the direction Council wishes to go.

Mr. Valesi stated that Council previously approved three capital projects for the Sewer Department. They were the sludge conveyor, grit facility and the head work screen.

Mr. Hatcher stated that he will reissue the memo for Council to review.

Mr. Hatcher stated the final decision Council will need to make is the amount they want to put in the Capital Budget for the road program.

Council agreed that they would like allocated funds for the remainder of Swedes Run Drive, Tenby Chase Drive from Aqua to Parry and Brown from Third to Fifth. In previous years, we budgeted \$500,000 to \$600,000, for roads. Council agreed that they would like to keep this year's budget in the same area.

Mr. Valesi stated that he will prepare the cost estimates on those roads.

Mr. Schwartz made a motion to enter into closed session for discussion on the agreement with Riverside Township to provide sewerage collection and treatment, seconded by Mrs. Kolodi. All were in favor, motion approved.

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

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

Respectfully submitted,

Jamey Eggers, Township Clerk