

**WORK SESSION  
MUNICIPAL BUILDING**

**April 24, 2018  
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 16, 2018 and posted on the bulletin board on the same date.

**ROLL CALL:** Mr. Burrell, Mrs. Kolodi, Mr. Schwartz, Mr. O'Connell and Mr. Catrambone.

1. Fairview Blvd. Island Removal
2. Sewer Bill Appeals
3. ShopRite Sign/Concession Stand
4. Food Vendor Fess for Township Events
5. Habitat for Humanity
6. Request to Waive Late Fee – TriState Vending
7. Little Free Library

# Memorandum

**MEMO TO:**           **MAYOR KENNETH H. PARIS**  
                          **TOWNSHIP COUNCIL**

**DATE:**               **April 19, 2018**

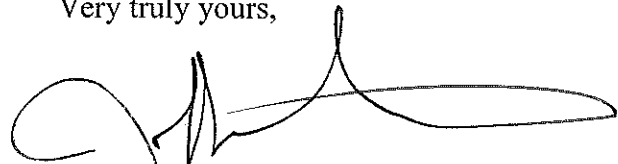
**FROM:**              **JEFFREY S. HATCHER**  
                          **TOWNSHIP ADMINISTRATOR**

**SUBJECT:**          **FAIRVIEW BLVD ISLAND REMOVAL**

Please find attached a copy of a letter from Jim Winkowski dated November 3, 2017 with respect to the island at Fairview Blvd that we have affectionately deemed Morrow Island. I was asked to put this on for discussion and as you can see the engineering would be \$15,000 and the estimate for the cost of removal would be approximately \$75,000.

This can discuss this at the next Council work session of April 24, 2018.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeffrey S. Hatcher', with a long horizontal flourish extending to the right.

Jeffrey S. Hatcher  
Township Administrator

JSH:jd



JOHN H. ALLGAIER, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME

TIMOTHY W. GILLEN, PE, PP, CME  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME

November 3, 2017

Jeffrey Hatcher, Business Administrator  
Delran Township  
900 Chester Avenue  
Delran, NJ 08075

**Re: *Fee Estimate for Engineering Services for:  
Fairview Boulevard – Curb Island Removal  
Delran Township, Burlington County, New Jersey***

Dear Mr. Hatcher:

In accordance with your request, please find below our estimate of fees for professional services for the above referenced project. It is our understanding the Township desires to remove the curb island on Fairview Boulevard for the purposes of improving traffic circulation at this intersection. The preliminary construction cost estimate for the improvements totals approximately \$75,000.00.

With this being said, our proposed scope of work is as follows:

**A. Survey and Base Map Preparation**

Work in this task will include field surveying existing features including utility locations, existing landscaping, curbing, sidewalk, structures, mailboxes, driveways, and other relevant physical features. Topographic information will be based on an assumed datum. This information will be incorporated into a topographic base map for use in preparation of the construction plans. Property lines will need to be established utilizing right-of-way and roadway mapping available through the NJDOT, existing site plan on-file with the Township, and property deed information.

**B. Design Phase Services**

The work in this phase will involve the preparation of the necessary plans and bid documents for the public bid process. Work in this phase will involve but not be limited to the following:

1. Perform site visits and collect existing site information.
2. Preparation of Construction Plans including:
  - i. Construction Plans
  - ii. Traffic Control Plan
  - iii. Construction Details

S:\Delran\Proposals\17-10-30 Fairview Boulevard.doc



Jeffrey Hatcher, Business Administrator  
Delran Township, Burlington County  
Re: Fairview Boulevard – Curb Island Removal

November 3, 2017  
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3. Preparation of Bid Specifications.
4. Final Construction Cost Estimate.

**C. Permit Phase Services**

A NJDOT Roadway Occupancy Permit will be required to complete the project. Our scope of work will include a necessary task to secure a Roadway Occupancy Permit from the NJDOT.

**D. Bid Phase Services**

This phase will include the following services to publicly bid the project in accordance with the Local Public Contracts Law:

1. Provide Bid Documents to Prospective Bidders, as needed.
2. Provide Addenda for Clarification of Project Specifications.
3. Attend Bid Opening.
4. Analyze Responsible Bids and Recommend Contract Award.
5. Coordinate with Township, as needed.

**E. Construction Phase Services**

This phase will include contract administration and inspection of the improvements completed by the contractor. Our tasks during will specifically include:

1. Attend preconstruction meeting (if required);
2. Provide assistance with interpretation of contract documents;
3. Review shop drawings and submittals for site-related items;
4. Provide inspection of improvements, prepare contractor punch lists, review and approve payment requests and prepare progress payment estimates; and,
5. Perform closeout services, including final punch list and closeout change order



Jeffrey Hatcher, Business Administrator  
Delran Township, Burlington County  
Re: Fairview Boulevard – Curb Island Removal

November 3, 2017  
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We will provide the necessary engineering services as described above based upon the cost breakdown as noted below:

A. Survey and Base Map Preparation.....	\$3,000.00
B. Design Phase Services .....	\$3,000.00
C. Permit Phase Service.....	\$2,000.00
D. Bid Phase Services .....	\$2,000.00
<u>E. Construction Phase Services .....</u>	<u>\$5,000.00</u>

**Total Estimated Fee for Services.....\$15,000.00**

**Exceptions**

- Any work not specified as listed in the above phases shall be considered additional services and will be invoiced at the time said work is authorized by the Township.
- While it does not appear same will be required, preparation of a formal Traffic Study and/or jurisdictional mapping is excluded from this estimate.

Should you accept our fee estimate, kindly provide a purchase order or professional services Resolution authorizing same.

We trust this is the information you require at this time. Should you have any questions or wish to discuss the above further, please do not hesitate to contact this office.

Very truly yours,  
CME Associates

James Winckowski, PE, CME  
Township Engineer's Office

JW/EFD

# Memorandum

**MEMO TO:** MAYOR KENNETH H. PARIS  
TOWNSHIP COUNCIL

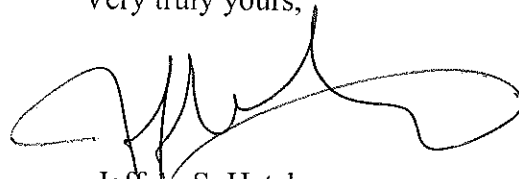
**DATE:** April 20, 2018

**FROM:** JEFFREY S. HATCHER  
TOWNSHIP ADMINISTRATOR

**SUBJECT:** SEWER BILL APPEAL

Please be advised that I received an appeal from Block: 118 Lot: 06 concerning their water consumption and its impact on their sewer bill. The water consumption during the months that we utilize for calculating the sewer bills displayed that they used 35,000 gallons of water in January, February and March of 2017. The property owner indicates they have a whole house humidifier that had a valve malfunction and water was flowing out of it like a faucet during the winter months. They provided a receipt that indicated they had purchased a new humidifier in 2018 and based upon their bills they are likely going to have the same appeal for next year because this occurred in winter of 2017 along with the winter of 2018 in which they used 36,000 gallons of water. Prior to that time they were using 13,000 during the winter of 2016 so it appears that the humidifier malfunctioned for two years. Based upon this appeal if Township Council feels that it is justified I would recommend adjusting this down to the 13,000 gallons that was utilized in 2016. We have reviewed the information on humidifiers and the water was not treated by the sewer plant as excess water would have been removed from the system at the house.

Very truly yours,



Jeffrey S. Hatcher  
Township Administrator

JSH:jd

# Memorandum

**MEMO TO:**           **MAYOR KENNETH H. PARIS**  
                          **TOWNSHIP COUNCIL**

**DATE:**               **April 12, 2018**

**FROM:**              **JEFFREY S. HATCHER**  
                          **TOWNSHIP ADMINISTRATOR**

**SUBJECT:**           **SEWER ADJUSTMENT**

This is for a sewer rate reduction for a property located at block: 91 lot: 38, the resident indicates that for the first four months of 2017 the bathroom faucet was leaking and the powder room toilet had a seal leak. The resident provided an invoice from a local plumber outlining the two repairs and indicated that as a result his water consumption has been reduced. The sewer consumption has been reduced not a significant amount but enough for a slight adjustment. Prior to the repair the resident was using approximately 17,000 gallons and is now in 2018 for the same period after the repair used 13,000 gallons. I would recommend that if Township Council sees it fit to make a reduction based upon 13,000 gallons.

Very truly yours,



Jeffrey S. Hatcher  
Township Administrator

JSH:jd

# Memorandum

**MEMO TO:**           **MAYOR KENNETH H. PARIS**  
                          **TOWNSHIP COUNCIL**

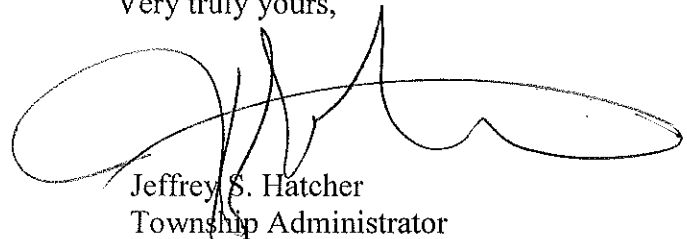
**DATE:**               **April 19, 2018**

**FROM:**              **JEFFREY S. HATCHER**  
                          **TOWNSHIP ADMINISTRATOR**

**SUBJECT:**          **SHOPRITE SIGN/CONCESSION STAND**

Please be advised that Shoprite provided a significant contribution and Shoprite still has not received a sign at Delran Community Park. I have been asked to present this artwork that would be put on the concession stand if Council approves. If you can provide me direction at the next Township Council work session of April 24, 2018.

Very truly yours,



Jeffrey S. Hatcher  
Township Administrator

JSH:jd





**ShopRite of Delran**

**Welcome**

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**ShopRite**

**ShopRite of Delran**

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**Delran  
Community  
Park**

**Welcome**

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**ShopRite**

**ShopRite of Delran**

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**Delran  
Community  
Park**

Jamey Eggers, Township Clerk  
Phone 856-461-7734 Extension 103  
Fax 856-764-7364  
[jeggers@delrantownship.com](mailto:jeggers@delrantownship.com)

Delran Township  
Office of the  
Township Clerk

# Memo

**MEMO TO:** Mayor and Township Council  
**FROM** Jamey Eggers, Township Clerk  
**DATE** April 20, 2018  
**RE** Request to waive late fee

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Please see attached notice e-mail from TriState Vending requesting Council to waive the late fee for renewal of their 2018 Vending License. We can discuss this issue at the work session on April 24<sup>th</sup>.

If you have any questions, please feel free to contact me.

Jamey Eggers  
Municipal Clerk

## Samantha Goodwin

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**From:** Mary Lamarra <Mary.Lamarra@tristatevending.com>  
**Sent:** Friday, April 20, 2018 11:22 AM  
**To:** Samantha Goodwin  
**Subject:** RE: TriState Vending: Vending Machine License 2018

Hello Samantha: Please forward this email to the Council. I appreciate your help.

RE: TriState Vending – Vending Machine License

To Delran Township Council:

Since March 12<sup>th</sup> we have had a major issue with Garda and our bank. We were not able to make deposits those last two weeks of March and therefore we were not able to mail out any payments. I apologize for the delay in our payment and I am hoping that you would be able to expunge the late fee this time. Thanks.

Sincerely,

*Mary LaMarra*  
TriState Vending  
19 Elbo Ln, Mt Laurel, NJ 08054  
856-235-1790 x 162  
[Mary.lamarra@tristatevending.com](mailto:Mary.lamarra@tristatevending.com)

**From:** Samantha Goodwin <sgoodwin@delrantownship.org>  
**Sent:** Friday, April 20, 2018 10:45 AM  
**To:** Mary Lamarra <Mary.Lamarra@tristatevending.com>  
**Subject:** RE: TriState Vending: Vending Machine License 2018; Attn: Peter

Good morning Mary,

I just spoke with the Clerk. We will need this approved by Council during our meeting April 24<sup>th</sup>. Please submit a request via email (to mine is fine) asking that the late fee be waived, also explaining that you were not able to make any deposits.

I will then give that request to my boss to add to the meeting and when she gives me an answer on Wednesday I will let you know if it was approved or not. Thanks!

Best,

**Samantha Y. Goodwin**  
*Licensing & Registration*  
p: (856) 461-7734 ext. 100 | f: (856) 764-7364  
[sgoodwin@delrantownship.org](mailto:sgoodwin@delrantownship.org) | [www.delrantownship.org](http://www.delrantownship.org)

**From:** Mary Lamarra [<mailto:Mary.Lamarra@tristatevending.com>]  
**Sent:** Thursday, April 19, 2018 1:22 PM  
**To:** [sgoodwin@delrantownship.org](mailto:sgoodwin@delrantownship.org)  
**Subject:** TriState Vending: Vending Machine License 2018; Attn: Peter

Hello Samantha: I probably should have put a cover letter in with our check. Since March 12<sup>th</sup> we have had a major issue with Garda and our bank. We were not able to make deposits those last two weeks of March and therefore we were not able to mail out any payments. I apologize for the delay in our payment and I am hoping that you would be able to expunge the last fee this time. Thanks.

Sincerely,

*Mary LaMarra*  
TriState Vending  
19 Elbo Ln, Mt Laurel, NJ 08054  
856-235-1790 x 162  
[Mary.lamarra@tristatevending.com](mailto:Mary.lamarra@tristatevending.com)

**From:** Customer Service  
**Sent:** Monday, April 16, 2018 11:12 AM  
**To:** Payables at TriState <[payables@tristatevending.com](mailto:payables@tristatevending.com)>  
**Subject:** FW: Vending Machine License 2018; Attn: Peter

**From:** Samantha Goodwin <[sgoodwin@delrantownship.org](mailto:sgoodwin@delrantownship.org)>  
**Sent:** Monday, April 16, 2018 11:01 AM  
**To:** Customer Service <[CustomerService@tristatevending.com](mailto:CustomerService@tristatevending.com)>  
**Subject:** Vending Machine License 2018; Attn: Peter

To Whom it May Concern:

We have received your check #35589 in the amount of \$100 for your 4 machines at Simon & Schuster. As of April 1, 2018, there is a \$50 late fee because it was due on March 31<sup>st</sup>. I will be sending back this check and ask that you send a new one in the amount of \$150.00 within ten days.

Please confirm receipt of this and I will mail it back to you right away. Have a great day.

Best,

**Samantha Y. Goodwin**

*Licensing & Registration*

p: (856) 461-7734 ext. 100 | f: (856) 764-7364

[sgoodwin@delrantownship.org](mailto:sgoodwin@delrantownship.org) | [www.delrantownship.org](http://www.delrantownship.org)

# Memorandum

**MEMO TO:**           **MAYOR KENNETH H. PARIS**  
                          **TOWNSHIP COUNCIL**

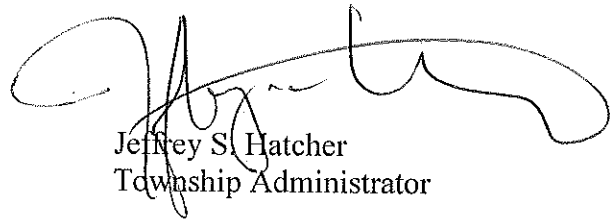
**DATE:**               **April 20, 2018**

**FROM:**              **JEFFREY S. HATCHER**  
                          **TOWNSHIP ADMINISTRATOR**

**SUBJECT:**           **LITTLE FREE LIBRARIES/GREEN TEAM**

Please find attached a request from the Green Team to install a "Little Free Library" box at Conrow Park. You can discuss this at the next Township Council work session of April 24, 2018 and advise whether or not Township Council is in agreement with this request.

Very truly yours,



Jeffrey S. Hatcher  
Township Administrator

JSH:jd



# Delran Green Team

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900 Chester Avenue  
Delran, New Jersey 08075  
[www.SustainableDelran.org](http://www.SustainableDelran.org)

There's a national movement to install "Little Free Libraries" where you can take a book and leave a book. There are over 60,000 libraries in 80 countries. Moorestown and Mount Laurel each have one and Cherry Hill has 13. We'd like to install a Little Free Library at Conrow Park. The library box is 12x20x28 inches. We are seeking approval to mount this library box on a 4x4 weather-proof post. We've been collecting books with a "Green" theme and have over 100 books for all ages. We think this will be a great addition to Conrow Park. If successful, we'd like to install a second library at Community Park.

