

## **TOWNSHIP COMMITTEE MEETING – DECEMBER 20, 2010**

7:30 PM MUNICIPAL BUILDING, 770 COOPERTOWN ROAD., DELANCO, NJ 08075

**ROLL CALL:** Hinkle, present; Jass, present; Lord, present; Templeton, present; Fitzpatrick, present

**Also Present:** Mr. Schwab, Twp. Administrator; Mrs. Lohr, Municipal Clerk; Ms. Zimmermann, Deputy Municipal Clerk; Mr. Sacalis, Police Chief.

### **FLAG SALUTE**

Mayor Fitzpatrick led the flag salute.

### **SUNSHINE STATEMENT:**

Please be advised that proper notice of this meeting has been given in compliance with the Open Public Meetings Act in the following manner: Written notice has been mailed to the Burlington County Times and Courier Post and published in the January 5, 2010 editions. Written notice has been posted on the official bulletin board of the Township of Delanco at least 48 hours prior to the meeting.

### **COMMENTS – TOWNSHIP ADMINISTRATOR – Mr. Richard Schwab**

- thanked the Township Committee members for having the resolution on the agenda to renew his contract for another year
- reported that he and Committeewoman Marlene Jass attended a shared services meeting in Willingboro (Jersey Professional Management) – they invited five or six nearby communities – focused on animal control and some public work services – Delanco is meeting again on January 12, 2011 to discuss the animal control issue further
- has received all the proposals from the departments and organizations for the 2011 budget and hopes to have a preliminary expenditure piece after the beginning of the year
- reported that everyone has copies of the letter from FEMA indicating that they have developed a revised flood plan map for the first time since 1970 – suggested that everyone take time to review the maps

A discussion ensued regarding who should review the maps. They decided to send copies to the Township Engineer, the Emergency Management Coordinator, and the Building Inspector. Mayor Fitzpatrick suggested having a work session after the first of the year with the Township Engineer to go over the maps.

- reported that he received a letter from Recycle Bank regarding the donations program – they thanked the Township for our letter and indicated that they re-examined their program and determined that management of the Township’s proposal was not possible – they did offer a program for the Library to use for anyone that registered with Recycle Bank that they would donate \$1.00 to the Delanco Library

Mayor Fitzpatrick indicated that she took the packet to the Board of Education so that they could review it and apply for the Green Schools program.

Mayor Fitzpatrick suggested informing residents that they can register for the Recycle Bank by putting notices in the Beverly Bee and the Positive Press and continuing to post it on the Township website. A discussion ensued. The Township Administrator will write a letter to Recycle Bank for clarification on the dates and procedure to make donations to the Delanco Library.

## **COMMENTS - DEPARTMENT HEADS**

### **Police Department – Chief George Sacalis**

- reported that the Holidays are here and Project Santa has limited funds available, but would like to know if anyone knows of a family in need
- announced that there is a scam on face book that has been on the Nixle Notification system where people are posing as military personnel asking for people to send funds to them so that they can come home for Christmas

### **Municipal Clerk – Mrs. Janice Lohr**

- reported that she attended a meeting last week at the County Emergency Management Building in Westampton – County received a Paris Grant (a records management grant) – includes the municipalities that signed up to participate from the beginning – County received funds for purging records in storage rooms – the Records Management Company will come to Delanco in the next few months to do the record purging for a couple of days.

## **COMMENTS - TOWNSHIP COMMITTEE**

### **Thom Lord –**

- attended a function on Saturday, the 11<sup>th</sup> at the Delanco Library for the staff and trustee members
- attended the Library meeting on Tuesday and they asked him if it was possible to have a couple stacks of the Beverly Bee delivered to them each month
- got a list of pay dates from Ron Naylor and he will give the information to Robert Hudnell – said that Mr. Hudnell will do direct deposit for the Library

### **Joan Hinkle –**

- attended the dedication ceremony at the Mansion and it was a nice ceremony – Peter Fritz gave a brief history of the Mansion – Mr. Cherkas invited the great niece of Mr. Zurbrugg – Mayor Fitzpatrick gave a speech also
- wished everyone a Merry Christmas and Happy Holiday

### **Marlene Jass –**

- reported that the History Committee met and they are working on different displays for the year and they are presently meeting in the Mansion – Committee is working on next years project; particularly the 100 year celebration of the Mansion – they are also considering a dedication for the Russ Farm sign

### **Mike Templeton -**

- stated that it has been a good year and he wanted to thank everybody for a good safe year and wished everyone the same for 2011 and wished everyone Happy Holidays

### **Mayor Fitzpatrick –**

- attended the dedication at the Mansion
- attended the wreath dedication on December 11, 2010 at Gateway Park at 8:00a.m. Wreaths were dedicated across America to fallen soldiers
- received a letter from FEMA regarding the grant from the Board of Public Utilities

Committeewoman Marlene Jass added that she and Thom Lord were at the Carriage rides and it was very successful. Mrs. Jass stated that they had over 266 people attend. Mrs. Jass thanked the boy scouts for putting the luminaries along the carriage routes.

- received a reply from Kevin Mears indicating that he sent the list provided by Chief Sacalis to the County Construction Department - stated that the change out will probably take place in the first quarter of the year – he made arrangements to meet with Mr. Fenimore – she will ask him to contact Mr. Templeton so he can get his questions answered

**CONSENT AGENDA ITEMS:**

(“Consent Agenda items are considered to be routine and will be enacted with a single motion. Any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in full in the minutes.”)

**CONSENT AGENDA: NEW BUSINESS**

**RESOLUTION 2010-144**

**2010 BUDGET APPROPRIATION TRANSFERS**

WHEREAS, there are certain 2010 budget appropriations of the Township of Delanco which are insufficient to meet the requirements of the Township affairs; and

WHEREAS, there are certain other budget appropriations where there are unexpended balances which will not be used for such; and

WHEREAS, N.J.S.40A:4-58 provides for the transfer from such accounts the unexpended balances to those accounts which are short.

NOW, THEREFORE, BE IT RESOLVED that the following transfers be made among the following accounts:

TO:

Operations within “CAPS”

Clerk’s office, SW	410.00
Financial Admin.- SW	320.00
Financial Admin.- OE	100.00
Tax Collection – SW	340.00
Assessment of Taxes - SW	255.00
Engineering Services OE	\$15,000.00
Joint Land Use Board – SW	460.00
Police – SW	20,000.00
Public Bldg & Grds – SW	145.00
Shade Tree – SW	15.00
Registrar of Vital Statistics	30.00

Total \$ 37,075.00

FROM:

Operations within “CAPS”

Planning Services - OE	\$ 15,000.00
Police Dept - OE	8,000.00
Landfill/Solid Waste Disposal	14,075.00

Total \$ 37,075.00

**RESOLUTION 2010-145**

**REFUND TAX OVERPAYMENT**

WHEREAS, the Tax Collector has determined that the following has overpaid taxes for 2010; and

WHEREAS, the following has requested that a refund be made.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delanco that the Treasurer be authorized to send a check in the following amount to:

GMAC Mortgage  
PO Box 961219  
Ft. Worth TX 76161

For: Block 1601 Lot 2  
729 Burlington Ave.  
Amount \$1,052.23

**RESOLUTION 2010-146  
RENEWING AGREEMENT WITH TOWNSHIP ADMINISTRATOR FOR THE  
TOWNSHIP OF DELANCO**

WHEREAS, Richard Schwab was appointed as Administrator by the Township Committee of the Township of Delanco effective March 1, 2010 pursuant to N.J.S.A. 40A:9-137; and

WHEREAS, the Township Committee of the Township of Delanco (“Township”) authorized an employment contract with Richard Schwab as the Township Administrator under Resolution 2010-46, effective March 1, 2010 through December 31, 2010; and

WHEREAS, the Township desires to renew the contract with Richard Schwab effective January 1, 2011 through December 31, 2011, to govern his part-time employment as Township Administrator supplemental to and consistent with N.J.S.A. 40A:9-136, et seq. ; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delanco hereby authorizes the Mayor and Township Clerk, as may be necessary, to execute the renewed Agreement with Richard Schwab as the Delanco Township Administrator for a term from January 1, 2011 through December 31, 2011 to perform the functions and duties of the Township Administrator as set forth in State Statute and Delanco Township Code, which may be amended from time to time, and to perform other legally permissible and proper duties and functions as the Committee shall from time to time assign. In the event this contract is not formally revisited prior to January 1, 2012, it shall continue until such time that the Committee formally revisits, revises or renews said contract. This contract is not intended to create a term to the position, as such would be contrary to N.J.S.A. 40A:9-137.

**RESOLUTION 2010-147  
AUTHORIZING CONTRACT WITH FIRST JERSEY MUNICIPAL ASSISTANCE, LLC**

WHEREAS, the Township Committee of the Township of Delanco (hereinafter “Township”), desires to contract for Management Consulting services, and;

WHEREAS, the Township Committee has previously retained the services of First Jersey Municipal Assistance, LLC (FJMA) and is fully satisfied with the services of the firm; and

WHEREAS, FJMA has proposed to provide for consulting services through partner George Haeuber who has over 38 years of experience in the field of municipal management; and

WHEREAS, the Township Committee wishes to retain the services of FJMA and Mr. Haeuber for management consulting services from January 1, 2011 to December 31, 2011, and;

WHEREAS, this individual will work as an independent contractor and not as an employee of the Township; and

WHEREAS, FJMA will be paid \$50.00 per hour for Mr. Haeuber’s services and the funds for this contract, not to exceed \$20,800, will be provided and budgeted sufficient to cover the cost of these services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delanco, County of Burlington, State of New Jersey that a contract is hereby awarded to First Jersey Municipal Assistance, LLC according to the attached proposal for the period of January 1, 2011 to December 31, 2011.

The Mayor and the Township Clerk are hereby authorized to execute said contract on behalf of the Township of Delanco.

**RESOLUTION 2010-148**

**RESOLUTION TO EXTEND COMPUTER/NETWORKING SERVICES AND SUPPORT CONTRACT WITH FITZGERALD & COMPANY**

**WHEREAS**, the Township Committee of the Township of Delanco had previously awarded a two-year service contract to Fitzgerald & Company for computer/networking services and support for the years 2009 & 2010; and

**WHEREAS**, said contract extension shall expire on December 31, 2010 in accordance with the terms of the Bid Specifications and N.J.A.C.7:26H-6 et seq.; and

**WHEREAS**, said contract provides an option to extend said contract on an annual basis of \$20,950 for each of the year three, year four and year five, and;

**WHEREAS**, it appears to be in the best interest of the Township to extend said contract on an annual basis for the third year in the contract base amount of \$20,950 as per the contract agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Delanco, assembled in public session this 20<sup>th</sup> day of December, 2010 that the Township Committee of the Township of Delanco does hereby approve and authorize the extension of said contract for Computer/Networking Support and Services for the third year of the contract in the amount of \$20,950.00 as per the contract agreement.

**BE IT FURTHER RESOLVED**, that the Mayor, Township Administrator and/or Clerk are hereby authorized to sign and execute any and all documents for the extension of said contract for a third-year option. This resolution and the above-mentioned contract will be on file and available for public inspection in the Office of the Clerk of the Township of Delanco.

**RESOLUTION 2010-149**

**APPROVING REQUEST FOR FINAL RELEASE OF MAINTENANCE GUARANTEE TRADITIONS AT NEWTONS LANDING SECTIONS 1, 2 AND 3, UPON CONDITIONS**

**WHEREAS**, the Township of Delanco has received a request for final release of the Maintenance Guarantees for Sections 1, 2 and 3 for the Traditions at Newton's Landing development from Pulte Homes; and

**WHEREAS**, the Project Engineer has inspected said development and has filed a written report, dated November 3, 2010; and the Township Planner has inspected said development and has filed a written report dated November 22, 2010; approving the release of the maintenance guarantees as to Sections 1, 2 and 3, upon certain conditions, which reports are attached hereto and made a part hereof; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Delanco that the Maintenance Guarantees for Phases 1, 2, and 3 at Traditions at Newton's Landing, are conditionally released:

**BE IT FURTHER RESOLVED** that this release is conditioned upon the payment of all outstanding property taxes and escrows, if any.

**BE IT FURTHER RESOLVED** that a copy of this Resolution, together with the attached Engineer's reports, shall be served on the party requesting release in accordance with N.J.S.A. 40:55D-53.

**RESOLUTION 2010-150**

**REDUCTION OF PERFORMANCE BOND FOR ABUNDANT LIFE/LIVING SPRINGS PHASE I, 100 UNIT RESIDENTIAL BUILDING (BLOCK 2200, LOTS 2.01 & 3)**

**WHEREAS**, Abundant Life/Living Springs was granted preliminary and final major subdivision approval for its Phase I development for Block 2200, Lots 2.01 & 3; and

**WHEREAS**, in accord with said approval procedures and the Municipal Land Use Law, N.J.S.A. 40:55D-53, et seq., Abundant Life/Living Springs posted a performance bond for the installation of certain on-tract and off-tract improvements; and

**WHEREAS**, Abundant Life/Living Springs obtained prior reductions to said performance bond by Resolution 2010-63; and

**WHEREAS**, Abundant Life/Living Springs has requested another reduction of its performance bond and by letter of December 2, 2010 (attached hereto), the Township Engineer reviewed the request for the reduction of the performance bond, and based upon inspection, recommended said reduction.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Delanco, County of Burlington and State of New Jersey that the performance bond posted by Abundant Life/Living Springs is hereby reduced in accord with the Township Engineer’s letter of December 2, 2010, subject to the following conditions: (1) posting of a new performance bond as calculated by the Township Engineer, which amount must be approved by the Township Engineer and the form of bond approved by the Township Attorney, and (2) posting of all escrows and property taxes.

**PAYMENT OF BILLS**

<u>ACCOUNT</u>	<u>AMOUNT</u>
GENERAL	\$ 174,466.89
PAYROLL	60,891.72
TRUST	5,697.50
CAPITAL	21,000.00
PUBLIC DEFENDER	183.00
ACCUMULATED ABSENCES	14,596.81

**GENERAL ACCOUNT – DECEMBER 20, 2010**

26638	ALL INDUSTRIAL SAFETY PRODUCTS	44.60
26639	SHERRYL ALLEN	98.00
26640	A-2-Z EMBLEMS	45.00
26641	BURLINGTON TIMES-CALKINS MEDIA	1,287.12
26642	CRYSTAL SPRINGS	94.92
26643	COLORCRAFT SIGN CO	101.10
26644	CONSOLIDATED ELECTRICAL	47.70
26645	CLC LOCKSMITHS	190.39
26646	CHERRY VALLEY TRACTOR SALES	111.60
26647	COMCAST	105.22
26648	COUNTYWIDE ANIMAL CARE &	800.00
26649	ROBERT CRABTREE	270.00
26650	DELANCO TWP OPEN SPACE ACCT	101,090.72
26651	EIC INSPECTION AGENCY CORP	249.20
26652	GALLS INC	545.57
26653	GMAC MORTGAGE CORP	1,052.23
26654	RUTH GLUNT	73.00
26655	HULSE & GERMANO ESQS LLC	972.00
26656	HOUSE OF 10000 PICTURE FRAMES	95.00
26657	HESS CORP	1,799.97
26658	LAWMEN SUPPLY CO OF NJ INC	780.00
26659	LOWTHERS SMALL ENGINE INC	32.87

26660	LAND ENGINEERING & SURVEYING	12,396.25
26661	LUCAS MOTOR CO	365.25
26662	MACRO EQUIPMENT CO	863.07
26663	MUNICIPAL CAPITAL CORP	300.00
26664	JOHN MILLER	1,277.50
26665	MICHELMAN & BRICKER PC	1,065.00
26666	OLD DOMINION BRUSH CO	427.30
26667	OCCUPATIONAL TRAINING CENTER	100.00
26668	PEDRONI FUEL CO	4,839.44
26669	PSE&G	5,771.93
26670	PARKER MCCAY-ATTORNEYS AT LAW	875.61
26671	RECYCLE REWARDS INC	1,062.60
26672	RAYMOND COLEMAN & HEINOLD LLP	8,562.00
26673	SAFETY AUTO REPAIR	996.26
26674	SOUTH JERSEY SANITATION	7,568.88
26675	LAWRENCE STEARNS	986.34
26676	ROBYN STEINER	200.00
26677	TERMINIX INTERNATIONAL	125.00
26678	TREASURER COUNTY OF BURLINGTON	10,947.49
26679	T M FITZGERALD & ASSOCIATES	1,525.00
26680	TREASURER STATE OF NJ	50.00
26681	TAYLOR DESIGN GROUP INC	1,329.75
26682	MICHAEL W THOMPSON	1,277.50
26683	THIS & THAT UNIFORMS	130.00
26684	V E RALPH & SON INC	374.16
26685	VERIZON WIRELESS	514.42
26686	DAVID VALIANTE	65.00
26687	W B MASON CO INC	584.93
<b>TOTAL</b>		<b>\$174,466.89</b>

**TRUST**

2204	CMI SUBSURFACE INVESTIGATIONS	500.00
2205	LAND ENGINEERING & SURVEYING	4,807.50
2206	HULSE & GERMANO ESQS LLC	236.25
2207	TAYLOR DESIGN GROUP INC	153.75
<b>TOTAL</b>		<b>\$5,697.50</b>

**ACCUM ABSENCES**

1014	PAYROLL ACCOUNT	13,169.21
2000	PAYROLL ACCOUNT	1,427.60
<b>TOTAL</b>		<b>\$14,596.81</b>

**CAPITAL**

1543	DELANCO TWP CURRENT FUND	21,000.00
<b>TOTAL</b>		<b>\$21,000.00</b>

**PUBLIC DEFENDER**

1099	PAYROLL ACCOUNT	183.00
<b>TOTAL</b>		<b>\$183.00</b>

**APPROVAL OF MINUTES**

11/8/2010, 11/15/2010 & 12/6/2010

**APPROVAL OF DEPARTMENT REPORTS**

Motion by Marlene Jass, seconded by Joan Hinkle to approve the consent agenda

**ROLL CALL:** Hinkle, yes; Jass, yes; Lord, yes; Templeton, yes; Fitzpatrick, yes

**OLD BUSINESS:**

Mayor Fitzpatrick asked if there was any old business to discuss. There wasn't anything to discuss.

**MEETING OPEN TO THE PUBLIC FOR COMMENTS AND QUESTIONS**

Mayor Fitzpatrick opened the meeting to the public.

• Martin Goldberg, 75 Pennington Court, commented that the faster they get the bonds released the better. Mr. Goldberg stated that he sent a letter to Pulte Homes' headquarters in Michigan regarding the driveways and sidewalks at Newton's Landing hoping that they will do something to fix all the problems. A discussion ensued regarding the issues at Newton's Landing.

**MEETING CLOSED TO THE PUBLIC**

Since there were no further comments or questions from the public, Mayor Fitzpatrick closed the meeting to the public.

**CORRESPONDENCE – Municipal Clerk – Mrs. Janice Lohr**

• Mrs. Lohr stated that she received a letter from Mrs. Mary J. Horton, the Girls State Chairperson requesting our continued support of Girl's State with a donation of \$215.00. Mrs. Lohr stated that if the Township Committee members were in agreement to continue this program that they authorize her to let the finance officer know to provide a check for the January 10<sup>th</sup> bill list. Mrs. Lohr stated that the Township also supports Boy's State and asked for approval on that.

Motion by Mayor Fitzpatrick, seconded by Marlene Jass to approve the donation of \$215.00 and also the Boy's State fee not to exceed \$215.00 and be put on the January 10, 2011 agenda.

**ROLL CALL:** Hinkle, yes; Jass, yes; Lord, yes; Templeton, yes; Fitzpatrick, yes

**DISCUSSION ITEMS:**

Deputy Mayor Joan Hinkle commented that there is a conference of Mayors and they put out a magazine. Mrs. Hinkle commented that in the magazine this month, there is a picture of Mayor Fitzpatrick because she had spoken at the Governor's conference.

**ADJOURNMENT**

Motion by Joan Hinkle, seconded by Thom Lord to adjourn the meeting.

**ROLL CALL:** Hinkle, yes; Jass, yes; Lord, yes; Templeton, yes; Fitzpatrick, yes

Janice M. Lohr, RMC  
Municipal Clerk  
December 20, 2010