

FLORENCE TOWNSHIP COUNCIL EXECUTIVE SESSION

May 14, 2014

8:00PM

CALL TO ORDER & FLAG SALUTE

Council President Lovenduski called the meeting to order and led the Salute to the Flag.

SUNSHINE STATEMENT

The Opening Statement was read by the Township Clerk: Notice was sent to the Register News for information; posted on the municipal bulletin board; placed on the web-site on January 9, 2014; and advertised in the Burlington Co. Times on January 12, 2014.

ROLL CALL

Present: Frank Baldorossi, Paul Ostrander, Jerry Sandusky, Ted Lovenduski

(David Woolston was absent due to a work commitment)

Also present: Richard A. Brook, Township Administrator; Thomas A. Sahol, Assistant Administrator; Kelly Grant, Esq., Township Solicitor; James Biegen, Township Engineer; Russell Trice, Water & Sewer Engineer; Joy M. Weiler, Township Clerk

PUBLIC COMMENTS

Council President Lovenduski opened the meeting to the public. No comments.

MOTION was made by Ostrander; seconded by Sandusky, to close the public comments. Roll call vote – all ayes.

BUSINESS

John Seitter, Roebing Museum

Mr. Seitter explained that he is the new Executive Director of the Roebing Museum. He has held the position for about six months. He wanted to make an informal request to Mayor and Council. The museum was offered the opportunity to build a replica of the Golden Gate Bridge on their property of 7.3 acres. People would be able to walk on it. They would like to create an area that would be more open to the residents of the township. There will be picnic tables and it will be a nice area for families. The gentleman who proposed the idea offered to do it free of charge except for the cost of materials. No money will be required from the town. The Museum hopes to use it as a major fundraiser. The main concern right now is the permits. At a future Council meeting a member of the Museum Board would attend to answer any questions.

Council President Lovenduski said the DEP would need to be contacted because the cap on the site would be broken.

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Mr. Seitter said the cap would not be broken; there will not be footings. The replica will sit on a pad. He said the DEP will be contacted to be sure that everyone is included.

Council Member Sandusky inquired about insurance. Administrator Brook said he was sure that the Museum would have any required insurance.

Mr. Seitter said the Roebling Museum would get any required insurance. The design is very safe. It was created with children in mind.

Administrator Brook believes Mayor and Council will be very impressed with the design. It fits in with the outdoor sculptures that are already on the grounds. It will provide added value to the property. Mr. Seitter has been working with Clerk Weiler on different events being held at the Museum. The Museum will be used with more frequency for events. It is good for the Museum and for the community.

Mr. Seitter said recently there was a baby shower at the Museum for a Roebling resident. There were about 60 people at the event. There is also going to be a wine tasting event at the Museum. He has been working closely with the Township Administration and Police Department and appreciates their support. Rutgers University has expressed interest in using the facility. He stressed that the Museum wants to be accessible to anyone. The Museum wants to be a good partner with the Township of Florence.

Township Water and Sewer Engineer

Cedar Lane Water Tower – Payment Request

Township Water and Sewer Engineer, Russell Trice said there is a Current Estimate No. 1 on a subsequent agenda. He recommends payment of about \$80,000 of approximately \$179,000. It is about forty-five percent. The contractor has completed more than ninety percent of the work. They are basically done except for some touch up painting and painting the logo on the tank. There is a subcontractor that will paint the logo.

Administrator Brook said David Lebak, the Director of Water and Sewer, has physically been inside the tower. He thinks that in five to ten years there will need to be work done on the inside of the tower. Structurally the tower is in good shape. The maintenance being done will save the town thousands of dollars now versus letting the tank deteriorate.

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Assistant Administrator Sahol said there will be some change orders for the job. There were some safety issues regarding the landing plates for the ladders and some rings on the inside of the tower where there is venting needed to be sealed.

Two sides of the tower will have lettering. They will say "Florence Township". One will be seen from the turnpike. It is a marketing tool for the town.

Administrator Brook said it is a very good project. The spring was a good time to do it. The summer months make it difficult.

Water Allocation Analysis – Update

Administrator Brook said every twelve to twenty four months there is discussion regarding water allocation and sewer capacity. He referred to a chart provided to Mayor and Council. Without water and sewer there is no economic development. Water allocation is one of the key parameters that the township needs to look at and monitor on a regular basis.

Engineer Trice said when the DEP looks at water allocation they look at three different areas, the daily monthly and yearly demands. There is a specific allocation for each one. Depending on the allocation, the DEP provides for each one; one could be more limiting than the others. The daily demand is how much pumping capability the town has. There are a certain number of wells and booster pumps. The DEP makes you take the largest well out of the equation and what is left is the town's capacity.

He referred to a chart that has all of the development currently taking place in the township, including: The Haines Center, Destination Maternity, The Estates at Oak Mill, NFI, Burlington Coat Factory, and a couple developments in The Haines Center. Within a year's time all of those projects will be finished and they will be on line. Once they are on line, a certification is sent to DEP letting them know the projects are connected. The DEP will then remove those developments from the permits that were listed as outstanding. They know that these would then be included in the township's actual usage. They will net out at zero at some point and then all there will be is actual demand and future development.

The second table shows the calculated firm capacity, monthly allocation and yearly allocation after all of the known developments are connected. He reviewed the remaining capacities. There is a huge amount of allocation available to the township. He has no concern about water for the foreseeable future.

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Mayor Wilkie asked for clarification on some of the allocations. Engineer Trice said the DEP projections are much higher than what the actual demand is.

Administrator Brook said the DEP estimates are used when you begin, so it inflates the numbers. When the project is done and the documentation is sent to the state, it actually increases the firm capacity.

Engineer Trice does not see a need to submit an allocation application at this time.

Administrator Brook explained that the township always tries to look ahead and keep itself in the position of being able to go to the State of NJ well in advance if the need should arise.

Mayor Wilkie said there is plenty of room for expansion, if necessary. He noted the good work Engineer Trice did.

Mayor Wilkie said the resident from Hamilton Avenue who had **flooding issues** last August was in attendance. June Wyatt-Krause, **717 Hamilton Avenue**, asked how the town will move forward and how the problem will be addressed.

Mayor Wilkie confirmed there has not been an issue since the storm in August and the township did clean debris from the area. He said the township will be monitoring the situation to see if any additional action needs to be taken.

Mrs. Wyatt-Krause said her property sits low and the water drains onto it if the drains are full or clogged.

Mayor Wilkie said the township will keep the lines clean and monitor the situation. He does not want to dig up anyone's property if it is not necessary.

Township Engineer

Roof and Skylight Proposal

Engineer Biegen introduced Steve Becica of Becica Associates. The two worked together to prepare proposals for Mayor and Council to review.

Assistant Administrator Sahol addressed the information pertaining to the skylights at the Municipal Building. The most cost effective option is an opaque panel that lets light through but is not see through. There is less heat gained or lost depending on the season because of the nature of the glass.

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Mr. Becica said the panel is from Kalwall. It is a composite panel that is sandwiched like a structural panel. There is the benefit of two skins with an intermediate T-bar system that it is bonded to. The Kalwall incorporates concerns of fall and structure protection into one piece. One trade is the visual light. It is not clear glass, but there is less glare. He described how the units mount. There is a question regarding how the old lights are mounted to the building. He spoke to an architect from when the building was originally built. He is hoping to get the drawings to see what the design was.

There is a quicker turn around for finishing the project with the Kalwall product. He believes if it started right away, it would be done by close to the end of the year.

Assistant Administrator Sahol said he recommends this project. He thanked Council Vice President Ostrander for his help.

Administrator Brook asked if there was a potential that something could be uncovered that might make the price go higher? Mr. Becica said the estimate included attaching structurally to the steel frame. There has been some contingency allotted. Administrator Brook said the township always bonds more. Also during the project there will be some energy efficiency upgrades made to the lighting that will save money in the future.

Mayor Wilkie said at his job at the Burlington City School District, the skylights were removed because they leak. This type of skylight is made and installed differently. Mr. Becica is an architect for many schools. He agreed the old style skylights leak.

Council Member Sandusky supported the program. All of Council in agreement.

Library Roof

Assistant Administrator Sahol said the roof proposal is for a suspended ceiling that will be built up and insulated. It will stop the water damage that is happening with the flat roof.

Mr. Becica said an analysis of the structure was done and there were some weaknesses discovered in some load bearing masonry walls. There is a wood frame and the roof is wood framed. There is no pitch to the roof at all and water is just lying there. He discussed an over-framing system. He has done them before on several buildings. It impacts the mechanical systems. There are two roof top units that are ducted into the library. A mechanical alteration project gets pricey. Also, the structural modifications needed to strengthen the walls would add to the cost. A low slope re-roof requires looking at the structure but there are not the same concerns as with the over-framing system. It is a re-roof in kind. The code will allow it. He discussed the insulation of the project and the drainage of the roof. There won't be a concentrated flow of drainage in one particular area; it would drain around the entire perimeter of the building.

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If there are sensitive areas, he will work with the engineer for storm drainage collection such as a rain garden to take a green approach rather than installing pipes.

He did note some items that Mayor and Council may want to address. The entranceway into the library is a 16' high masonry wall. There are no control joints in the wall and the masonry has moved. It moved at its weakest point, along the jam of one of the doorways going in. It is not a major concern but perhaps should be addressed. He discussed making sure the roof is secure to the building and the blocks for the wall are secure. He discussed other projects he had done that were the result of problems with anchoring.

The roof will not look that much different. There are warranties on the different systems that can be used. Warranties can run from 20 to 25 years. Some are even longer. The technology in roofing today is astounding. It can be made of plastic, PVC, and other materials, depending on what the budget of the project is. The life expectancy is increasing for the newer technology. During inspection of the library roof it was observed that there were holes. The roof is twenty years old. If there was slope to it, it could have lasted longer. There was discussion regarding the access to the roof.

The system the proposal outlines comes with a 25 year warranty. The contractor warranty will be for about two years and will cover weather tightness and labor. The warranties from a manufacturer will have some limitations.

Administrator Brook said this is a project Florence Township and Council have wanted to do for a very long time.

Assistant Administrator Sahol said the municipal building roof will need to be done in about five to ten years. The leaks in the municipal building were discussed. Some are attributable to the skylights but at least one, in the court office, is not.

Council was in agreement to move ahead with the projects.

Administrator Brook said the ordinance would be combined because it more economical to only prepare one bond ordinance. They would be bid in one bid package.

Assistant Administrator Sahol will reach out to the Library Board to discuss the project. It is anticipated they will be pleased.

2015 Road Program – Preliminary Discussion

Engineer Biegen referred to a cost estimate that was created before the project went out to bid. The estimate was for about \$461,000. The contract being awarded is for \$378,872. The next sheet showed what is left from the original list and the cost projections. It also included design and inspection costs. It totaled \$1,171,427 for the 2013-2014 and 2014-2015 road program.

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Mayor Wilkie said the earliest road program was 1997. At that time Grove Street was repaired. The most recent road program was in 2009. He requested that the Council try to agree on what roads to include in the 2015 road program. He would like to see the area near Woodlawn Avenue, including the 1000 block of West Third Street and the 1000 block of West Fourth Street. He asked if it should be put off until the 2016 road program? Another option is to take something of the next round and put these streets instead. What is proposed for the upcoming program is the maximum amount of funds available for now. If something is found to be worse than these, then something would need to be bumped off the current list. Nothing can be added at this time. There are sections of Broad Street that are in need of repair also. Certain streets were discussed. Mayor Wilkie asked that Council look at streets in the community and be ready to discuss their findings at the next meeting.

Assistant Administrator Sahol said there are some areas that will be repaired soon. He noted the area where Hornberger Avenue and Delaware Avenue meet. Council Member Lovenduski noted the area on Route 130 near the Town Liquor store that runs up to Hamilton Avenue. More people are using that street because Hornberger Avenue is not accessible from Route 130. Council Member Sandusky asked if there was some way the State of NJ could do repairs at the site when they come in to pave Route 130 near Hornberger Avenue. Assistant Administrator Sahol said there are discussions taking place about areas the State will address. Engineer Biegen reminded everyone that sidewalks need to be repaired also. Assistant Administrator Sahol said the sidewalks could be included in the Community Development Block Grant for handicapped access.

Administrator Brook noted that the debt service will be dropping off significantly in 2016. There is no reason that the road program can't move forward. The key is to be careful to not tackle too much now and really focus on the roads with the biggest need right now. The township needs to prepare now for future road work. Water and sewer lines can be addressed now to be ready for future road work. Once the roads are selected the project can get moving. The final total for the bond will be more than the estimate provided by the engineer. There are contingencies that occur. All agreed to discuss specific roads at the next meeting.

Bikeway – Cedar Lane

Engineer Biegen said the path has been reconfigured that runs through the park. Comments from Burlington County are being addressed. The information is also being sent to the Department of Transportation. He estimated it will be put out to bid in late summer and construction should begin late fall.

Mayor Wilkie said there are some sidewalk grants that could be used to install sidewalks from the Tall Timber development to the high school. Assistant Administrator Sahol will work on the grant applications.

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Safety Surface – Tot Lots

Mayor Wilkie reviewed which tot lots still need the safety surface. The parks are Marter, Railroad Avenue, RD Wood and the FAAD Park. Assistant Administrator Sahol reviewed the work that needs to be done. The township has also been trying to improve the tot lot at Riverbank Drive. Mayor Wilkie said the repairs are possible through a grant that was developed by Freeholder Bruce Garganio. Many municipalities in the county have benefitted from the grant. It is usually in the range of \$250,000 to \$275,000 if Florence Township can demonstrate sustainability.

Council Member Sandusky inquired about the fence at Wilkie Park. It is in disrepair. The trees are old and uprooted. He suggested moving the fence back and installing a sidewalk. Mayor Wilkie said that would be a future project when more funds are available.

Boulevard – Phase II

Engineer Biegen said the current work needs to be reviewed by the DOT. Hopefully it will start moving forward. Work is also set to begin on the Veteran's Park field. Assistant Administrator Sahol said the sidewalk work on Hamilton Avenue will begin next week.

Administrator Brook said there are two developments on Florence-Columbus Road, **The Estates at Crossroads** and the **Manors at Crossroads**. One has an entrance sign and one does not. The residents and the homeowner's association have requested a sign several times. There was a meeting this evening regarding a sign. Engineer Biegen will prepare a general survey. The HOA would have to pay for the sign. They are receptive to it. There would be a clause that if the property is ever developed, the sign would need to be relocated. Engineer Biegen has been extremely helpful to the residents. There is a possibility that there will need to be a sign ordinance in the future.

Review: Renewals of ABC Licenses

Clerk Weiler said she reached out to the Code Enforcement Office, the Police Department and the Fire Officials and asked them if there were any concerns. There were no issues raised. There will be the same conditions in place that are currently on the ABC licenses. She reviewed what establishments are subject to conditions. The inactive licenses are trying to sell. She noted some of them might have potential buyers. The renewals will be on the agenda for June 4.

Assistant Municipal Administrator

Construction Code Fee Amendment

Assistant Administrator Sahol said he is reporting for Thomas Layou, the Construction Code Official. Post Hurricane Sandy the DCA requirements for generators changed. He reviewed the new permits and inspections that are now required. Because of all the new permits that are required, the cost has gone up. Our Construction Office has decided to set the permit fees for residential at \$250.00. Another problem was that some people lost electrical service from the storm. The Construction Official suggested the fee for replacement of service inspections should be \$75.00.

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Hose stations for large fire suppression systems would also have set rates based on the number of hoses in each station. Council was in agreement.

Assistant Administrator Sahol said the **American Legion** is holding a **car show** this weekend. He provided a map prepared by Captain Brian Boldizar showing where streets would be closed. There are volunteers working. The Police and Public Works Departments met with representatives. There will be no impact on the Police.

Council Member Sandusky noted the car show is on the same day as **free yard sale day**. He suggested if it is successful, perhaps the two events could be incorporated in the future.

Assistant Administrator Sahol referred to a sign the Recreation Department had prepared to post in the recreation buildings. The signs were prepared because there have been some problems with buildings being unsecure and lights and equipment being left on. The restrooms are also being left in horrible condition. It is unfortunate that it is necessary to post the signs. He noted the problem seems to be limited to the baseball program. Mayor Wilkie suggested there be a cover letter prepared and sent with the notice to the recreation programs and the Recreation Committee members.

Assistant Administrator provided an update on preparations for the **Patriotic Celebration**. The invitations were sent out and responses are starting to come in. The fireworks are ordered. The JIFF has approved the fireworks. Vendors have been registering. There is a pipe band from Trenton booked and the Florence Township Memorial High School band will be marching. There is a chance there will be two banks sponsoring a band each. There are some bands being pursued for the evening entertainment. It is a short parade. There will be a flag raising at Oak and Fifth Streets. The parade will go onto Front Street then left onto Broad Street.

Water and Sewer Rates

Administrator Brook said it has been a couple years since the rates were adjusted. There is no increase for the senior rate and no increase for those that use only the minimum of 12,000 gallons. He gave examples of the new rates at different gallon amounts. The Water and Sewer debt service will not be dropping off. The increases are very reasonable and will take effect during the November billing. It really deals primarily with excess usage. There are some users that are huge. The budget was structured in such a way that Florence Township did not have to incur debt service. In other areas the township will need to do bond ordinances for certain types of equipment that is very old and needs to be replaced. The rate should not really cause much of change this year but it might be a little more noticeable next year. There is no impact on seniors and those that do not have excessive usage.

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The most important part of a water and sewer utility is the infrastructure. Florence Township tries to keep everything current. There are ordinances coming for things like upgrading the Wallace Avenue Pump Station. There is going to be some redevelopment of the township's three wells. It will be phased in over a two to three year period so as not to create a financial burden. Economic development in the municipality won't happen without improvements to the water and sewer infrastructure.

Mayor Wilkie said Ready Pac makes up 25 percent of the Water and Sewer budget. The town works with them for a special schedule; we want them to stay. It is a major part. Ready Pac took the Roebing Steel Mill's place as being one quarter of the budget when the mill closed.

Mayor Wilkie said the ground breaking for the **Duffy School** project will be at 4:00 or 5:00pm to accommodate those that work during the day. One of the dates being proposed is Tuesday, June 3. All in agreement for 5:00pm on Tuesday, June 3rd.

Also, NFI has offered a walk-through of the **Express Scripts** facility. It is tentatively scheduled for Tuesday, May 27, at 6:00pm. Administrator Brook said he will confirm the date and time for the Council Members.

Mayor Wilkie said June 6th at noon, **NFI** is hosting a reception in Edison. He inquired if anyone was interested. Administrator Brook and Mayor Wilkie are both planning to attend. Council President Lovenduski said he would like to try and attend also.

Administrator Brook said there were some concerns expressed from some residents that the alley behind Duffy School was going to be permanently closed. He explained it is being closed temporarily because of safety issues during construction but it will be reopened as soon as possible. He said the information was put on Florence Township's website.

Administrator Brook said the budget is approved so the town can begin moving forward. There will be many resolutions for vehicles and to approve preparing bids. There was discussion regarding the vehicles that will be replaced. Some vehicles will be moved to other departments to get more life from them. Water and Sewer is in need of a pick-up truck. There is a vehicle that is in very bad shape and needs to be retired.

Administrator Brook said Assistant Administrator Sahol is preparing a resolution to approve applying for the **Safe Streets to School Grant**.

Administrator Brook said information regarding the request of **LB Solar** regarding the Alpacas that are on the site was forwarded to the Township Attorney. It is unusual and out of the ordinary and he would like to get a legal opinion before moving forward. He explained that this is the site where a fence was installed without permits or approvals. Without the fence, there would be no Alpacas.

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PUBLIC COMMENT

Seeing no one wishing to be heard, it was the MOTION of Baldorossi, seconded by Sandusky to close the public comments. Roll call vote - All ayes.

10:06 PM MOTION by Sandusky; seconded by Baldorossi to adjourn. Roll call vote – all ayes. Motion carried.

ADJOURNMENT

10:06 PM: Meeting adjourned.

Respectfully submitted,

Joy M. Weiler, RMC/MMC
Township Clerk
/aek