

## **FLORENCE TOWNSHIP COUNCIL EXECUTIVE SESSION**

**March 14, 2012**

**8:00PM**

### **CALL TO ORDER & FLAG SALUTE**

Council President Sandusky 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 on 1-5-12; posted on the municipal bulletin board on 1-5-12 & placed on the web-site; sent on 12-21-11 to the Burlington Co. Times for publication on 1-8-12, but due to the newspaper's error, the notice was not published until 1-11-12

### **ROLL CALL**

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

Also present: Mayor Craig H. Wilkie; Richard A. Brook, Township Administrator; Thomas A. Sahol, Assistant Administrator; Anthony H. Ogozalek, Jr., Township Solicitor; Joy M. Weiler, Township Clerk

### **PUBLIC COMMENTS**

Council President Sandusky opened the meeting to the public. No comments at this time. A motion was made by Baldorossi; seconded by Lovenduski to close the public comments. Roll call vote - all ayes. Motion carried.

### **BUSINESS**

#### **Florence Sports Complex: Sidewalks**

Mr. Mark Dimon was present at the meeting to discuss the sidewalk requirements for the solar panel project and the Florence Sports Complex proposal on his property on Florence-Columbus Road near his current establishment, the Liquor Barn.

Administrator Brook explained that Mr. Dimon, like all land development applicants, was required to install sidewalk as part of his solar project. Administrator Brook passed out the estimate provided by Engineer Dante Guzzi, P.E., C.M.E. for the amount of the contribution.

Mr. Dimon said he is trying to come to an understanding with the sidewalk contribution so he can get the permits he needs to start the project. He said the footage given for the front of the property includes the overpass that is on the property. He believes that the overpass should not be included in the estimate for sidewalk.

Administrator Brook explained that the engineer came to the figure because the property is all part of one lot. He believes that the estimate was made using a tax map. He said an end point for the sidewalk does need to be determined.

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Mr. Dimon inquired about the sidewalk requirements for a recent project at the Fountain of Life Center. He stated that project is much bigger than his and his footage requirement seems much higher.

Administrator Brook said he will meet with Engineer Dan Guzzi about taking the overpass footage out of the amount. Administrator Brook said he thinks it would not be a problem to issue permits for the project as long as everything else is in order. The sidewalk issue will need to be cleared up as a requirement for a Certificate of Approval for the project. He said once the final number is determined, it will be decided if the money will be put in a trust fund for sidewalks in other areas of the community or if there will be sidewalk installed on the site.

Mr. Dimon was amenable to placing the funds in a trust account for sidewalks.

The Township Administrator said he will let Mr. Dimon know the determination. As long as the bonds are in order, the plans are in order and there are no outstanding issues, there should be no problem issuing permits to begin the project.

**Water & Sewer Engineer:** Nothing at this time

**Township Engineer**

Mike Sassman Construction Company – Request for Performance Bond Reduction,  
1303 Hornberger Avenue

Administrator Brook explained that there is frustration about the progress of Michael Sassman's project. There were claims that he was held up by Township Engineers, but Administrator Brook explained that he is only held up by himself. His escrow account is satisfactory, there is no reason to not reduce the bond because he has done enough work to warrant a reduction.

A motion was made by Lovenduski, seconded by Woolston to approve the preparation of the resolution for a reduction of the Performance Bond for 1303 Hornberger Avenue. All ayes – motion carried.

Mayor Wilkie said that at some point the property needs to be finished, and the site needs to be cleaned up and look a little more attractive.

Administrator Brook said he will meet with the Township Solicitor to discuss a way to compel Mr. Sassman to complete the site improvements, even if there are no tenants yet.

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James Hoey, Sub-Code Official, was present at the meeting and said he will look into the requirements for the permits to see if they are still valid.

Council President Sandusky said he has two questions. The first is directed to Mr. Hoey. Council President Sandusky inquired about railings on the building. There are none on any of the stairs outside of the building.

Mr. Hoey assured him there will be railings and guard rails.

Council President Sandusky asked the Township Solicitor if Mr. Sassman is responsible for the sidewalks?

Assistant Administrator Sahol said he believes it falls under township responsibility.

Mayor Wilkie would like to see the site cleaned up as soon as possible.

Administrator Brook said he would check the timeline to see if there is time to talk with Mr. Sassman about Mayor and Council's concerns before the bond is reduced.

### **Wilbur Henry Drive Basin Renovations – Payment Recommended**

Assistant Administrator Sahol explained that the work on the basin has been inspected and it is acceptable. It was inspected by Engineer Dan Guzzi and the Director of Public Works, Richard Pendle, along with Assistant Administrator Sahol and all agree there are no problems.

A motion was made by Ostrander; seconded by Lovenduski to approve preparation of the resolution to approve payment to Giberson Excavating for work on the Wilbur Henry Drive basin. All ayes – motion carried.

### **2012 Park Improvement Project – Review Bids Received on March 3, 2012**

Assistant Administrator Sahol reported that the lowest responsible bidder was Gowers, Inc. He said the base bid along with the first alternate is in line with the funds available, and it will leave some extra for change orders, if they come up.

Mayor Wilkie questioned the work at Veteran's Park Baseball Field. Assistant Administrator Sahol explained that it will move the field slightly and slide it back and flip it around.

Council President Sandusky questioned the new placement of the fields. It was agreed that the contract can be awarded and the projects can be discussed in greater detail at a later date.

A resolution will be prepared for the next meeting to award the 2012 Park Improvement Project to Gowers, Inc.

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### **Township Solicitor**

#### **Pay to Play Presentation**

Township Solicitor Ogozalek said that the township is in compliance with the State Pay to Play regulations. He said there seemed to be confusion over what Pay to Play is about. He said the state definition is that professional services do not have to be bid, but the municipality is required to adopt a fair and open process. If a contract is going to be over \$17,500, requests for proposals must be advertised ten days in advance; requests for qualifications must be included. Any political contributions over \$300 be disclosed. Other towns are more stringent and include local professionals and businesses that contribute to election funds, committees, parties and the like. A sample of Evesham's Ordinance was provided as an example of a more strict policy.

Administrator Brook explained that this is part of the State Budget Checklist. A question stated, "Do you have a Pay to Play Ordinance?" The Township does have a resolution but not an ordinance. If the township is able to say, "Yes, there is an ordinance", there are more yes answers on the Budget Checklist and it could positively affect the township's State Aid.

An ordinance will be prepared. Mayor and Council agreed to craft the new Ordinance from the Resolution currently in place.

A motion was made by Ostrander, seconded by Woolston to authorize Solicitor Ogozalek to prepare an Ordinance for the first meeting in April 2012. All ayes – motion carried.

### **Assistant Administrator**

#### **Boat Ramp Fees**

Mayor Wilkie said that the boat ramp was installed in 1990. He explained that the fees have never been changed. He also suggested making an arrangement with the Florence Yacht Club to issue boat ramp permits when the municipal window is closed. He suggested a fee of \$40 for a resident. An in-state non-resident would be charged \$80.

Administrator Brook said he felt the fees were very reasonable for this day in age. The new rates would be effective January 1, 2013 if everyone is in agreement to move forward.

Councilman Ostrander questioned using an automated system. There was discussion regarding cash being handled outside the municipal building.

Council President Sandusky suggested having the Yacht Club pay ahead for permits to sell so the permit is paid for before it leaves the building.

Bill Bott, 64 Riverbank Drive, talked about the convenience of the automated parking in Philadelphia.

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### **Water & Sewer Fees: Ordinance**

Mayor Wilkie explained that if a user goes over the minimum usage, the fee would be increased for the excess usage. The goal is also conservation. Council was in support of the idea.

Assistant Administrator Sahol explained that there is an opportunity for the Water and Sewer Plant to take in commercial septic waste and process it. Director of Water and Sewer David Lebak has taken some loads to test and there were no problems. Assistant Administrator Sahol thinks this is an untapped resource that could benefit the township. He would like to consult with the Township Solicitor and Director Lebak to start working on the regulations.

Township Solicitor Ogozalek inquired about getting information from other Municipal Utility Authorities that have a program to get an idea of what needs to be in place.

### **Construction Permit Fees: Ordinance**

Building Code Official Thomas Layou was not able to attend the meeting due to illness. James Hoey, the Building Sub-Code Official, was on hand to review the fees and inspection process with Mayor and Council.

Assistant Administrator Sahol said that the township's rates are low. The increases will really only affect new projects. He said the fee schedule needed to be ready for projects such as solar panel farms.

He explained the process and fee breakdown. He presented a chart that showed the current costs and the proposed increases. He said the township also looked at some fees that do not have a minimum permit fee. Some of the fees were too low to cover the cost of the work involved, such as plan reviews and inspections. He suggested a \$75 minimum permit fee across the board for all the sub-codes.

Assistant Administrator Sahol explained that fees for new construction were low and did not cover inspection costs.

Mr. Hoey explained that there are many inspections for a new house. He said he may go inspect footings eight or nine times, and there are many inspections after that first one. This is the case for any construction/addition/renovation for both residential and commercial.

Assistant Administrator Sahol explained that the increases in fees are slight but are necessary to cover costs for professional services and inspections.

He also explained that pools take up a great deal of time for inspections for barriers. Also, there is an ordinance in place that regulates inflatable pools. Mr. Hoey explained the ordinance. It requires an inspection, and a Certificate of Approval is given. The inflatable pool needs to be inspected each year. The goal is to make sure the structures are safe and properly secured for safety.

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Councilman Ostrander said he thought the fees coming in should balance with the costs.

Administrator Brook said the inspectors are very thorough. He said he gets calls from roofers asking if he knew the inspector was up on the roof checking the work. Administrator Brook said in many towns they drive by and look at the work and don't really inspect.

Mayor and Council thanked Assistant Administrator Sahol and Mr. Hoey for the thorough work.

### Auction of Municipal Surplus Equipment

Assistant Administrator Sahol said there are two vehicles to be auctioned and various items from several departments that are no longer needed. A resolution will be prepared for the next meeting.

### Mayor

#### Street Names

In Oak Mill Estates, Winter Street loops around and connects with West Fifth Street twice. This section of Winter Street needs to be renamed, but all of the veteran's names are used. One was designated to a development on Bustleton Road that has not come to fruition. He would like to use the name Seaman from the Bustleton Road development for Oak Mill since Oak Mill is building now. If the development on Bustleton does end up being built at a later time, perhaps there will be another distinguished resident whose name can be used there. He asked that Council rename the section of Winter Street to Seaman Drive.

Councilman Baldorossi requested the Township Clerk contact former Council Member John Hofflinger about the name change. He was instrumental with getting the streets named for veterans. The Township Clerk will contact Mr. Hofflinger.

Mayor Wilkie would also like brief histories of the veterans placed somewhere near the street signs so people can know a little bit about the individuals the streets were named for who gave the ultimate sacrifice fighting for freedom.

Council in agreement to rename the section of the street.

Mayor Wilkie noted that there is a small section in Oak Mill across from Well #2. It is designated as Piggott Lane. No houses front on this street. There is also a Piggott Drive in the development.

### Council President

Council President Sandusky commended everyone on a good job preparing for and during Governor Christie's visit.

He also said this past Sunday the Iraq Veteran, Austin Chase, returned from deployment. Mayor Wilkie presented him with a proclamation and he said it was a very nice occasion.

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Mayor Wilkie thanked Councilman Ostrander and Councilman Lovenduski for presentations to two Eagle Scouts recently.

Township Administrator Brook asked if Council still wanted to have a meeting on June 6<sup>th</sup>? All agreed to cancel the meeting since the Administrator will be at a conference and the Mayor will be unavailable. The Township Clerk will advertise the cancellation.

Administrator Brook explained the Township is in litigation with Lennar. There are places in Greenbriar Horizon where the sidewalk has lifted so that it is now a safety hazard and there have been some falls. He said the Township is going to be proactive and fix some of the areas to avoid major problems in the future while the litigation is pending.

A Motion was made by Ostrander; seconded by Woolston, to adjourn. Roll call vote - all ayes. Motion carried.

**ADJOURNMENT**

9:24 PM: Meeting adjourned.

Respectfully submitted,

JOY M. WEILER, RMC/MMC  
Township Clerk

/aek