

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
SPECIAL CLOSE-OUT MEETING
DECEMBER 30, 2013**

The meeting was called to order at 6:01 p.m. by Deputy Mayor Alex Elefante who made the following statement:

The December 30, 2013 Special Close-Out Meeting for the Year 2013 is being called to order. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act.

Roll Call: Armano: PRESENT Descano: ABSENT Fein: PRESENT
Elefante: PRESENT Maccarone: ABSENT

Also present on the dais were Matt Blake, Director of Community Development and Jane DiBella, Administrator/Clerk.

Those present saluted the American Flag.

Motion was made by Committeeman Armano and seconded by Committeeman Fein to open the meeting to public comment. All were in favor.

Hearing none, the public portion closed upon a motion by Committeeman Fein, seconded by Committeeman Armano and unanimously passed.

Deputy Mayor Elefante read the following resolutions by title only for the Committee's consideration:

R-2013-277 Resolution Authorizing Budget Appropriation Transfers During the Last Two Months of Fiscal Year for the Township of Woolwich, County of Gloucester, State of New Jersey Motion: Armano
Second: Fein All in favor

R-2013-278 Resolution of the Township of Woolwich Authorizing Change Order to Contract with J. Timothy Kernan for TDR Five Year Review Motion: Fein Second: Armano All in favor

R-2013-279 Resolution Accepting Special Ruling by the New Jersey Division of Alcoholic Beverage Control for Plenary Retail Consumption License #0824-33-003-001 and Authorizing the Issuance of Said License for the Year 2013-2014 Motion: Armano Second: Fein Committeeman Armano requested specificity as to the time frame of the special ruling. Mrs. DiBella explained that the ruling covers the permitted years 2013-2014 and 2014-2015, but that the license is annual and will cover the 2013-2014 permit year. All were in favor.

R-2013-280 Resolution Authorizing the Issuance of Street Opening Permit to South Jersey Gas Company for Garwin Road Motion: Fein Second: Armano Committeeman Fein asked if there would be any conflicts with road repairs recently conducted on Garwin. The Administrator/Clerk replied there would not be. All were in favor.

R-2013-281 Resolution of the Township of Woolwich, County of Gloucester, Authorizing the Execution of a Commodity Resale Agreement with the County of Gloucester Motion: Armano Second: Fein
All in favor

R-2013-282 Resolution Authorizing Reduction of Performance Bonds Held on Behalf of Waverly Realty for Waverly Meadows Phases #1 and #2 Motion: Fein Second: Armano All in favor

R-2013-283 Resolution Authorizing Release of Maintenance Bond #5038281M Held for The Oaks
Motion: Armano Second: Fein All were in favor

There was no old business.

The Director of Community Development provided the following report:

Preliminary environmental investigative report has been received from GEI as to the Casella site. GEI is confident that site will be feasible for future package plant, but further studies are needed for which GEI has submitted a proposal in the amount of \$6,500.00. It was explained that these charges would be incurred anyway and that it will ensure that the township is going in a way that NJDEP will support.

In order to commence with an update to the Open Space/Recreation Plan, it is important to conduct delineation of wetland boundaries and setbacks. WET will be conducting this work to look at several properties along High Hill Road and Locke Avenue.

WET has also partnered with GEI for environmental contamination study and invoice has been received and processed in the amount of \$1,040.18.

Mr. Blake noted the importance of having survey work completed in tandem with wetland delineation work. A proposal from Sickles Associates for survey work was reviewed and discussed. \$16,780.00 quote would encompass all subject matters under tasks 1a and 1b as proposed.

Committeeman Armano asked what the end product of this work will be.

Mr. Blake explained that there are about one dozen properties between High Hill Road and Locke Avenue where the Township anticipates future park infrastructure. This triggers an update to the Open Space/Recreation Plan to provide conceptual layout of potential uses. This will then allow the creation of RFP's for site plans and development.

Committeeman Armano asked if there would be further costs involved. Mr. Blake replied that these costs would be incurred in 2013 to lay the groundwork for the Open Space Plan. Some areas may trigger state review. It is hoped that this work will avoid the potential for conducting Letter's of Interpretation through NJDEP which would be costly.

Committeeman Armano stated that it might be helpful to visually see what course the township is on. Mr. Blake replied that the overwhelming voice of the voters was to see recreational development, and that this is one of the first steps towards that goal.

Committeeman Fein stated that Committeeman Armano is trying to understand the process in order to explain as to what the final goal will be.

Deputy Mayor Elefante noted that these are all pieces of the final plan. He asked if future park development contractors will accept the delineations. Mr. Blake explained that they would be certified and would give the contractor's true blueprints to work from.

Mr. Blake then noted receipt of a letter from DEP Fish, Game and Wildlife supporting a potential future land swap for the parcel adjacent to Locke Avenue and High Hill Parks.

The Administrator/Clerk noted the need to recertify the municipal building lightening rods and presented a proposal in this regard.

Motion was made by Committeeman Fein and seconded by Committeeman Armano to authorize the Administrator/Clerk to move forward with lightening rod recertification. All were in favor.

Motion was made by Committeeman Fein and seconded by Committeeman Armano to authorize the Director of Community Development to move forward with the proposal submitted by GEI in the amount of \$6,500.00 for geotech work. All were in favor.

Motion was made by Committeeman Fein and seconded by Committeeman Armano to approve the wetland delineation work per the proposal submitted from WET in the amount of \$15,877.20. All were in favor.

Committeeman Fein moved to authorize the Township to pay WET \$1,040.18 for work already completed. Committeeman Armano seconded. All were in favor.

Motion was made by Committeeman Fein and seconded by Committeeman Armano to authorize the Director of Community Development to move forward on the survey work as presented via a proposal from Sickles and Associates in the amount of \$16,780.00. All were in favor.

Motion was made by Committeeman Armano and seconded by Committeeman Fein to approve the minutes of December 16, 2013, regular and closed session. All were in favor.

Motion was made by Committeeman Armano and seconded by Committeeman Fein to approve the bills and purchase orders as submitted by the finance officer. All were in favor.

With no further business, motion was made by Committeeman Armano and seconded by Committeeman Fein to adjourn the meeting. All were in favor.

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file