

**MINUTES  
WOOLWICH TOWNSHIP COMMITTEE  
WORK SESSION MEETING  
MARCH 3, 2014**

The meeting was called to order at 7:02 p.m. by Mayor Samuel Maccarone Jr. with the following statement:

The March 3, 2014 work session meeting of the Woolwich Township Committee 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       Cavallaro: PRESENT       Fein: PRESENT  
Elefante: PRESENT       Maccarone: PRESENT

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

Those present saluted the American Flag.

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

Bill Rode of 19 Paulsboro Road asked if there has been any further movement with the county on the increased truck traffic on Paulsboro Road.

Mr. Blake informed Mr. Rode that the county study was initiated and that he will follow up and get back to Mr. Rode.

Mr. Rode noted that on Sunday the trucks were running until 6:00 p.m. He added that the trucks include propane tankers which create safety concerns specifically with the road and weather conditions.

Mr. Blake advised Mr. Rode that he has also spoken with a neighbor regarding the same concerns, and that she has seen increased patrol cars.

With no further public comment, motion was made by Committeeman Armano and seconded by Committeeman Fein to close the public portion. All were in favor.

Mayor Maccarone read the following Ordinance by title only upon first reading:

**2014-01 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank Pursuant to (NJSA 40A:4-45.14)**

Motion to introduce: Elefante   Second: Armano

**Roll Call: Armano: YES, Cavallaro: YES, Fein: YES, Elefante: YES, Maccarone: YES**

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

**R-2014-67 Resolution Authorizing the Proposal of Wetlands and Environmental Technology for Permitting Stream Crossings, Block 5, lots 5 and 6.02** Motion: Elefante Second: Fein  
All in favor

**R-2014-68 Resolution Authorizing the Proposal of Wetlands and Environmental Technology for Wetlands Delineation and LOI Application** Motion: Fein Second: Armano All in favor

**R-2014-69 Resolution Authorizing the Proposal of Sickles and Associates-Survey, Wetlands and Limited Topography Block 5, Lots 5 and 6.02** Motion: Armano Second: Fein All in favor

**R-2014-70 Resolution Authorizing the Issuance of a Peddlers License** Motion: Elefante  
Second: Cavallaro All in favor

**R-2014-71 Resolution Accepting the Findings and Conclusions Report of the Woolwich Zoning Board of Adjustments Portion of the JLUB for the Year 2013** Motion: Fein Second: Armano  
This matter was discussed and the Solicitor explained the statutory requirements of annual Zoning Board reports. Further discussion was held regarding the zoning board's recommendation that the Township Committee consider revisions to its sign ordinance.

The Solicitor further noted that he has spoken with the JLUB Chairman and the signage ordinance is a big issue. Mayor Maccarone replied that it seems to be a matter of enforcement at issue.

Deputy Mayor Elefante asked if the Zoning Official, as enforcement, should be involved in discussions. The Solicitor replied that he can and should. The Deputy Mayor then asked if this matter could be discussed at the next meeting of code enforcement, and was told yes.

All were in favor of the resolution.

**R-2014-72 Resolution Authorizing Bid for Farm Lease-Block 5, Lot 4** Motion: Armano Second: Fein  
All were in favor.

**R-2014-73 Resolution Authorizing Issuance of Plenary Retail Consumption Liquor License and Providing for Sale of said License by Public Bid** Motion: Elefante Second: Fein  
Brief discussion was held as to the minimum bid. All were in agreement to leave the minimum at \$500,000. All were in favor.

**R-2014-74 Resolution Authorizing Renewal of One Year Interim Appointment for the Position of Court Administrator** Motion: Elefante Second: Cavallaro All in favor

**R-2014-75 Resolution of the Township of Woolwich Authorizing the Entering into of an Agreement Between the Township of Woolwich and Princeton Hydro LLC for Storm Water Basin Maintenance**  
Motion: Fein Second: Armano All in favor

**R-2014-76 A Resolution to Affirm the Township of Woolwich's Civil Rights Policy with Respect to all Officials, Appointee's, Employee's Prospective Employee's, Volunteer's, Independent Contractors, and Member s of the Public that Come Into Contact with Municipal Employee's, Officials and Volunteers**  
Motion: Fein Second: Cavallaro All in favor

**R-2014-77 Resolution Authorizing Cancellation of Various Improvement Authorization Balances**

Motion: Elefante      Second: Fein      All in favor

**R-2014-78 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes**

Motion: Cavallaro      Second: Armano      All were in favor

The Administrator/Clerk presented her report. Discussion was held as to next steps towards moving forward with Green Acres as to property diversion for the public works building. The Administrator/Clerk will reach out to the Borough of Swedesboro in this regard.

The Director of Community Development presented his report on the following matters:

- Moving forward with DVRPC initiative grant which for which applications are due on May 30<sup>th</sup>. Township officials will attend a pre-application meeting on March 18<sup>th</sup>. Urban Planners will also attend to answer questions regarding the center.
- Trying to make sense of expenditures by developer towards TDR land. Meeting held with JP Orleans the previous week proved interest by the developer in the TDR Plan in context with residential development within the center.
- Conceptual landscaping plan for Kingsway Campus has been received and was forward to the District for approval. Scope of work has been tailored for the creation of an RFP. Hoping to have in place for Earth day celebration.

Committeeman Fein thanked Mr. Blake for his work on this plan for which the Shade Tree Commission is excited, saying the end result will be educational and environmentally sensible. He added that once the district and Shade Tree Commission have approved the plan, an RFP will be authorized.

Under discussion items, discussion ensued regarding legal proposals for TDR work.

Mayor Maccarone exited the court room due to conflict with subject matter.

Mr. Blake then discussed complex issues with distressed landowners, and stated that the township needs legal advice from someone versed in TDR matters to assist with questions and getting the program going. He advised of proposals received from Dennis Scardilli and the firm of Genova Burns (William Harrison) in this regard.

Deputy Mayor Elefante noted that he has had the opportunity to review both proposals and noted that he had held a phone conference with Mr. Harrison and Mr. Blake, and that it is his feeling that Mr. Harrison has a huge history with and knowledge of TDR. It was also noted that Mr. Harrison helped to craft the TDR Act.

Committeeman Armano questioned the need for this service, asking if the rules have changed. Mr. Blake replied that the TDR issues are so complex, that the Township requires guidance as to establishing its own TDR Bank, setting a fair market value for credits and other matters that will assist in bringing TDR to implementation.

Committeeman Fein stated that he sees the questions as just aligning who the expert will be.

Committeeman Armano replied that he sees the potential for a lot of work.

Mr. Blake stated that this will assist in the Master Plan process, and simplify the process of implementation.

Discussion ensued regarding both proposals, with Mr. Scardelli having submitted a maximum fee of \$17,000, and Mr. Harrison basing his quote on blended hourly rate.

The Solicitor suggested that if the Township wished to entertain Mr. Harrison's proposal, it could discuss rates, and ask that travel time be flagged.

The Director of Community Development reminded that the Township is about to make a huge investment in Master Plan Re-Examination.

The Deputy Mayor suggested that this be brought back under new business.

Mayor Maccarone re-entered the meeting.

The Administrator/Clerk advised of proposals received under the RFP for Financial Advisor. It was suggested that the Township consider the proposal of Phoenix Advisors under new business.

The Administrator/Clerk also noted the bids received for Locke Avenue Park Concession services. The Solicitor explained that it was the intent to re-bid the service as opposed to extending the lease, because the park was under the scrutiny of Green Acres compliance. He advised the Committee that they could accept the higher of the two bids or to reject all bids and re-bid.

Mrs. DiBella then presented a draft Emergency Management Plan as created by the Police Department with her advice and guidance. She suggested that the Committee review the plan and make any comments or suggest any changes prior to potential adoption at the ensuing meeting.

Mrs. DiBella also explained that a redlined version of the Township Personnel Policy and Procedures Manual was sent to the Committee via e-mail, bringing it current with legislative changes. She also suggested that this be reviewed and approved per the MEL Employment Personnel Liability of the JIF.

Deputy Mayor Elefante and Mayor Maccarone advised of a meeting held to conduct EIRC Strategic Planning, noting that a meeting was held with the Kingsway Superintendent and Mr. Ivory of EIRC. It was explained that the process would involve the public over three sessions, and result in a long range plan and recommendations for the municipality to take into the future.

Mayor Maccarone recommended that this process could commence in late summer or early fall if the Committee was in agreement.

Committeewoman Cavallaro asked if any action was necessary. It was suggested that Mr. Ivory be invited to an upcoming meeting of the Township Committee to make a presentation on the process.

There was no old business.

The following action was taken under new business:

Committeeman Fein noted a concern regarding the concession stand bid. He added that after speaking with the Solicitor, it is prudent to table any potential award to investigate bid compliance issues. Committeeman Fein then moved to table the matter. Deputy Mayor Elefante seconded. All were in favor.

Motion was made by Committeeman Fein to authorize the Mayor, Administrator and/or CFO to accept the proposal of Phoenix Advisors for Financial Advisory Services. All were in favor.

Motion was made by Committeeman Mayor Fein and seconded by Committeewoman Cavallaro to accept and implement the Safety and Security Plan. All were in favor.

Mayor Maccarone exited the court room once again due to conflict with subject matter.

Motion was made by Committeeman Fein and seconded by Committeewoman Cavallaro to accept the proposal of William Harrison of Genova Burns for legal TDR work pending final agreement as to terms and to grant the DOCD the authority to negotiate on the submitted proposal. All were in favor.

Mayor Maccarone re-entered the meeting.

Motion was made by Committeeman Fein and seconded by Committeeman Armano to accept the bills and purchase orders as presented by the finance office pending the Mayor's final review. All were in favor.

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

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

Jane DiBella  
Administrator/Clerk

Minutes not verbatim  
Audio Recording on file