

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
REGULAR MEETING
JULY 20, 2015**

The meeting was called to order by Mayor Samuel Maccarone Jr. with the following statement:

The July 20, 2015 regular 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: Cavallaro: ABSENT Fein: ABSENT* Rizzi: PRESENT
Schwager: PRESENT Maccarone: PRESENT

*Committeeman Fein entered the meeting at 7:43 p.m.

Also present were Mike Aimino, Conflict Attorney in place of Solicitor Shoemaker, Matt Blake, Director of Community Development and Jane DiBella, Administrator/Clerk.

Those present saluted the American Flag.

Mayor Maccarone delivered the oath of office to SLEO II John Skinner.

At the conclusion of the Oath, motion was made by Deputy Mayor Schwager and seconded by Committeeman Rizzi to take a brief recess. All were in favor.

The meeting resumed at 7:06 p.m. at which time motion was made by Committeeman Rizzi and seconded by Deputy Mayor Schwager to open the meeting to public comment. All were in favor.

Lisa and Larry Murdock of 1109 Russell Mill Road approached the Committee to discuss drainage issues at Woodstown and Russell Mill Roads, noting that the road is starting to disintegrate, dangerous conditions and the potential for more serious accidents exist. They said they would like to understand what is happening and why it's getting worse, and asked if the engineer's assessment has been completed.

Mr. Blake addressed the resident's questions and noted that the engineer has been in contact with Salem County regarding a failing box at the Railroad culvert.

Further discussion was held regarding potential causes of the flooding and direction of flow.

The Committee advised the Murdock's that they will continue to look for resolve, and keep in touch with them.

Motion was then made by Deputy Mayor Schwager and seconded by Committeeman Rizzi to close the public portion. All were in favor.

Motion was made by Committeeman Rizzi and seconded by Deputy Mayor Schwager and unanimously passed to approve the following reports as presented for the month of June.

Tax Collector: \$238,568.76 remitted
Municipal Court: \$14,437.49/Woolwich \$0/Swedesboro

Police: Monthly Activity
Park Director: Monthly Activity

Mayor Maccarone read the following Ordinances by title only upon first reading for the Committee's consideration:

2015-10 Ordinance of the Township of Woolwich Amending Chapter 135 of the Woolwich Township Code Entitled "Parks and Recreation" to Add an Article Entitled "Vehicles and Traffic Within Township Parks" Motion: Rizzi Second: Schwager
Roll Call: Rizzi: YES, Schwager, Maccarone: YES

2015-11 Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey Establishing No Stopping or Standing Zone Motion: Rizzi Second: Schwager
Roll Call: Rizzi: YES, Schwager, Maccarone: YES

2015-12 Ordinance to Amend the 2015 Salary Ordinance of the Township of Woolwich
Motion: Rizzi Second: Schwager
Roll Call: Rizzi: YES, Schwager, Maccarone: YES

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

R-2015-151 Resolution Authorizing the Tax Collector to Extend the Due Date for 3rd Quarter Taxes
Motion: Schwager Second: Rizzi All in favor

R-2015-152 Resolution Authorizing Renewal of Plenary Retail Consumption License # 0824-33-003-001 to PRP Woolwich LLC Motion: Rizzi Second: Schwager All in favor

R-2015-153 Resolution Authorizing Renewal of Plenary Retail Distribution Liquor License # 08-24-44-004-002 to Bhullar Jeeta Singh and Singh Parminder Motion: Schwager Second: Rizzi All in favor

R-2015-154 Resolution Excusing Employee from Participation in Direct Deposit
Motion: Rizzi Second: Schwager All in favor

R-2015-155 Resolution of the Township of Woolwich Authorizing Renewal of a Shared Service Agreement with the Kingsway Regional High School District for IT Service
Motion: Schwager Second: Rizzi All in favor

R-2015-156 Resolution in Support of the Gloucester County Minority Recruitment Advisory Committee to Increase the Diversity of Law Enforcement Agencies in Gloucester County
Motion: Rizzi Second: Schwager All in favor

R-2015-157 Resolution Authorizing Placement of Municipal Liens on Various Properties within the Township of Woolwich Motion: Schwager Second: Rizzi

The Deputy Mayor prompted discussion regarding the Scotts Glen basin, noting that actual ownership is still undetermined and questioning the placement of a maintenance lien by the Township and whether or not the township would have the ability to rescind a lien. Mr. Aimino stated that the lien could be rescinded by resolution of the Committee. All were in favor.

R-2015-158 Resolution Authorizing the Issuance of a Peddlers License

Motion: Rizzi Second: Schwager All in favor

R-2015-159 Resolution Authorizing Township Engineer to Prepare Bid Specifications and Conduct Oversight of 9-11 Memorial

Motion: Schwager Second: Rizzi All in favor

R-2015-160 Resolution Authorizing Disposal of Certain Township Owned Equipment and Personal Property from the Fixed Asset List of the Township of Woolwich

Motion: Rizzi Second: Schwager All in favor

R-2015-161 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes

Motion: Rizzi Second: Schwager All in favor

R-2015-162 Resolution Authorizing Purchase of Vehicle under State Contract for the Woolwich Township UCC Department

Motion: Rizzi Second: Schwager All in favor

R-2015-163 Resolution of the Township of Woolwich Making Elevations Within the Woolwich Township Police Department

Motion: Schwager Second: Rizzi All in favor

R-2015-164 Resolution Authorizing an Interlocal Service Agreement Between the Township of Woolwich and the Kingsway Regional High School District for School Resource Officer for the Year 2015-2016

Motion: Schwager Second: Rizzi All in favor

The Administrator/Clerk presented her report, noting the following:

- 2014 Audit completed. Township Committee should review thoroughly
- State Aid # received \$420,748.00
- 3rd Q Tax Bills have been mailed. Tax rate set at 3.549.
- Bid thresholds have been increased to \$40,000 for those municipalities with a QPA. Quote threshold is \$6,000.
- Meeting held with FEMA reps regarding June storm damage.

Mr. Blake presented the DOCD report:

- Center branding marketing brochure is underway. Waiting for trademark quote.
- Conference call held with SADC at which time a consensus was reached regarding the framework for reversed auction and deed restriction language. Will request a meeting with State Bank Board.
- NJDOT Circulation Plan meeting to be scheduled. Waiting for county engineer regarding round-a-bout and tie in to shared use path.
- Waiting for Solicitor's input regarding foreclosure on land adjacent to Locke Ave. Park.
- County Land Preservation is moving forward with preservation of Daybreak Farms property. Received a nice note for the County Open Space Director Ken Atkinson regarding the township's open space initiatives and thanks for county recognition in the township newsletter.
- Quote received for beaver removal at storm water management basin in the amount of \$750.00.

Committeeman Rizzi questioned the time frame that Mr. Blake has been waiting for foreclosure information from the Solicitor. Mr. Blake replied that Mr. Shoemaker was given direction last August.

Committeeman Rizzi also asked if there has been any contact from the County regarding the stop intersection at Oldmans Creek and Auburn Roads. The Administrator/Clerk that there has not been.

Mrs. DiBella also noted that bidding for the township's 2015 road improvement project is being delayed due to lack of a response from county engineering review.

Deputy Mayor Schwager noted that there has been no response from the County on many issues. Mayor Maccarone thoroughly agreed. County Fire Marshall Ed Johnson was in the audience and made note of the discussion to forward comments to the County.

The Township Engineer's monthly report was reviewed and questions were directed to the Administrator/Clerk. Deputy Mayor Schwager questioned C.O. deficiency letter at 104 Cedar Court as noted within the report, and stated that the house is occupied. Mrs. DiBella said she would look into that.

The following liaison reports were given:

Committeeman Rizzi: Finance; Noted receipt of the 2014 audit and two comments and recommendations. Library System; No report. Open Space/Ag: No report

Committeewoman Cavallaro: The Administrator/Clerk read Committeewoman Cavallaro's report into the record in her absence.

Municipal Court; Caseload numbers. Tickets are down 1,000 from last year. S/W School District; Met With new Superintendent Dr. O'Neil. Parks and Rec: Activities continue through the summer. Need to discuss and address park staffing and tournament fees.

Deputy Mayor Schwager: Construction and Zoning Code Enforcement; 32 zoning permits in the month and 8 construction permits issued. Beazer Homes has twelve homes left and will be gone. Fire Code Official will retire at the end of October. Need to look for replacement and discuss retirement recognition. Code meeting held and many topics covered. Property maintenance issues were discussed. Environmental Commission; Kayaking event was held and was very successful.

Trash/Recycling; Tree cleanup continues post storm. TDR Task Force: TDR issues continue to be held back by the State Agriculture Development Commission (SADC). Need to draw a line in the sand regarding TDR.

Mayor Maccarone: Police, Fire and EMS; Noted new Class II Officer sworn in. KRHS School District; No report. Parade: Meeting to be held the next evening.

Committeeman Fein entered the meeting and provided the following reports:

Streets and Roads, Buildings and Grounds; Clean up continues from June storm. Have been investigating flooding problem at Woodstown and Russell Mill Road. Construction continues at park storage building. AA Duckett is investigating climate control HVAC issues at the municipal building. Business Development Advisory Committee; Will meet on the 22nd. Shade Tree Commission; No report. JLUB: Met and approved the application of Center for Family Services for affordable housing complex.

Deputy Mayor Schwager noted a large pot hole at Back Creek and Kings Hwy. was repaired with hot mix.

There was no old business.

Under new business, Mr. Aimino reported on the Township's vacation of Ogden Road. He revealed that since the adjoin property is in another municipality, there is authority that says Woolwich does not have to give a road to another town. He said the Township can vacate it and give it to Grasso Foods. He added that Mr. Shoemaker is looking for authority to prepare the deed and any supporting documents to allow vacation of the street and transfer of the property. So moved Deputy Mayor Schwager. Committeeman Rizzi seconded. All were in favor.

Mr. Blake again noted that the Township has looked into removal of beavers at a township owned storm water basin. He has inquired with the County and a letter sent to NJDEP to secure a permit. A quote has been received in the amount of \$750.00 and recommendation was made to authorize the quote for the protection of health and safety.

Discussion continued regarding potential numbers of beavers and whether the quote would suffice for removal of all.

Motion was then made by Committeeman Fein and seconded by Deputy Mayor Schwager to move forward for the removal of beavers pending the DOCD's review. All were in favor.

The Committee reviewed a request to conduct a block party on Windsor Drive. Moved was made to approve said request by Committeeman Fein and seconded by Committeeman Rizzi. All were in favor.

Discussion ensued with Natalie Matthias, Park Director, regarding tournament fees and a request to hire an additional part time park employee.

Mrs. Matthias explained that she has changed the wording and fee schedule to include a breakdown of costs for extra's to be provided by the Township during tournaments, defining service and levels of service.

Additionally, she noted that another PT janitor is needed for full coverage, at 12-14 hours per week, for spring and summer seasonal weeks of 13 each.

Deputy Mayor Schwager noted that proper procedures must be in place to protect public infrastructure. He added that the Township needs to fill immediate needs, but should also work towards having a presence at the park full time.

It was noted that costs for this employee would be born through usage fees.

Committeeman Fein moved to authorize an additional part time employee for the seasons identified on an as-needed basis at 14 hours per week for 13 weeks each season for which payment comes through fees.

Committeeman Rizzi suggested not limiting the time to the 13 week seasonal, as needs may exist in July and August at times.

Committeeman Fein then amended his motion to authorize the park director to hire up to two employees as she sees fit. Deputy Mayor Schwager seconded. All were in favor.

A lengthy discussion then ensued regarding tournament fee structure. Deputy Mayor Schwager questioned "grey areas" as to what is provided for the \$25/team fee currently required. He further questioned payment by host teams, which the Park Director said has never been defined.

The Deputy Mayor added that the teams need to know what they are getting for their fee, and see if the total fees generated covers the Township's costs.

Committeeman Rizzi suggested figuring out what costs are and back into the fee, which he feels will simplify the process.

The Park Director replied that all costs are already incorporated into the per team fee, and that the additional fees for tournaments is for additional work generated by the tournaments.

Committeeman Fein suggested taking the entire park operational budget and dividing it by weeks/days to arrive at a flat fee based on those costs.

Mrs. Matthias replied that the fees need to define additional services provided. The Deputy Mayor asked how many teams usually participate in tournaments. The Park Director replied between 25-30 for baseball and 20-25 for LaCrosse.

The Deputy Mayor stated that he does and also does not like a flat fee. He added that the Park Director conducted a survey of other municipalities fees and they are all over the place.

Mrs. Matthias suggested that she re-work the numbers. She noted that for the closest tournament, the team has agreed to pay overtime out of their own budget. She added that a decision will have to be made for the two later tournaments.

Committeeman Rizzi agreed that something should be in place by the September tournament. Deputy Mayor Schwager asked the Park Director to re-work the numbers and report back in thirty days.

A brief discussion ensued regarding the status of chipping storm debris. The Committee was told that chipping should be complete by weeks end, and authority was given by the Committee to go back and take care of any homes that may have been missed prior to returning the chipper.

Motion was made by Deputy Mayor Schwager and seconded by Committeeman Rizzi to approve the following minutes:

June 15, 2015 Regular Meeting

June 23, 2015 Special Meeting

July 13, 2015 Special Meeting

All were in favor. Committeeman Fein abstained from the minutes of June 23rd and July 13th.

Motion was made by Deputy Mayor Schwager and seconded by Committeeman Fein to approve the bills and ZP.O.'s as presented by the finance officer subject to final review by the Mayor. All were in favor.

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

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file