

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
WORK SESSION MEETING
NOVEMBER 7, 2016**

The meeting was called to order at 5:00 p.m. by Mayor Schwager with the following statement:

The November 7, 2016 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: Carleton: PRESENT Lavender: ABSENT* Schlump: PRESENT
Rizzi: PRESENT Schwager: PRESENT

*Committeeman Lavender entered the meeting at 5:03 p.m.

Also present on the dais were Solicitor Mark Shoemaker and Administrator/Clerk Jane Dibella.

Those present saluted the American Flag.

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to approve resolution **R-2016-228 Resolution of the Township of Woolwich Making Elevations within the Woolwich Township Police Department**. All were in favor.

Mayor Schwager delivered the Oath of office to Patrolmen Michael Kemp

Patrolman Kemp thanked all and stated that he is grateful to have reached his goal of working in his hometown.

Mayor Schwager then delivered the Oath of Office to Patrolman Anthony Boatright.

Patrolman Boatright also gave thanks for being given this opportunity.

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

Hearing no comment, Deputy Mayor Rizzi moved to close the public portion. Committeeman Carleton seconded. All were in favor.

Mayor Schwager noted that the following Ordinances would remain tabled:

2016-11 An Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey Implementing Zoning Changes Necessary to Comply with the Duly Amended Master Plan

2016-12 An Ordinance Amending Chapter 177 of the Code of the Township of Woolwich Entitled "Trees"

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

2016-17 An Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey, Superceding and Replacing Chapter 117 of the Woolwich Township Code

Motion to introduce: Carleton Second: Lavender

Roll Call: Carleton: YES, Lavender: YES, Schlump: YES, Rizzi: YES, Schwager: YES

Mayor Schwager suggested the Committee entertain a consent agenda for the following resolutions with the exception of resolution R-2016-237.

Deputy Mayor Rizzi moved to authorize a consent agenda for the following resolutions with the exception of resolution R-2016-237. Committeeman Carleton seconded.

Roll Call: Carleton: YES, Lavender: YES, Schlump: YES, Rizzi: YES, Schwager: YES

Motion was then made by Committeeman Lavender and seconded by Committeeman Carleton to adopt the following resolutions with the exception of resolution R-2016-237.

Roll Call: Carleton: YES, Lavender: YES, Schlump: YES, Rizzi: YES, Schwager: YES

R-2016-229 Resolution of the Township of Woolwich Declaring November 17th “World Pancreatic Cancer Day” in the Township of Woolwich

R-2016-230 Resolution of the Township Committee of the Township of Woolwich, County of Gloucester, State of New Jersey Accepting the Best Practices Inventory Report for CY2016

R-2016-231 Resolution Authorizing Closure/Refund of Certain Escrow Accounts

R-2016-232 Resolution Authorizing Release of Escrow-Pondview at Westbrook LLC

R-2016-233 Resolution Authorizing Permit Refunds-UCC Department

R-2016-234 Resolution Authorizing Disposal of Certain Township Owned Equipment and Personal Property From the Fixed Asset List of the Township of Woolwich

R-2016-235 Resolution Endorsing the Findings and Determination Statement and Authorizing the Clerk to Submit a Raffle Application on Behalf of Kingsway Elite Recreational Cheerleading

R-2016-236 Resolution Authorizing the Issuance of Street Opening Permits to S. Jersey Gas-55 Kings Court and 126 Tara Run

R-2016-237 Resolution of the Township of Woolwich Authorizing a Maintenance Management and Fleet Lease Agreement Between the Township of Woolwich and Enterprise Fleet Management, Inc.

R-2016-238 Resolution Authorizing Purchase of Heavy Duty Pickup Truck

R-2016-239 Resolution Authorizing Budget Appropriation Transfers During the Last two Months of the Fiscal Year for the Township of Woolwich, County of Gloucester, State of New

R-2016-240 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes

Motion was made by Committeeman Lavender and seconded by Committeeman Carleton to approve resolution **R-2016-237 Resolution of the Township of Woolwich Authorizing a Maintenance Management and Fleet Lease Agreement Between the Township of Woolwich and Enterprise Fleet Management, Inc.**

Mayor Schwager called on the CFO who was in the audience, to explain the terms of said lease and maintenance agreements.

CFO Will Pine advised that the agreements allow for the lease payments as opposed to outright purchase, which cannot be capitalized. Other benefits provided under the agreement are that lease payments are spread over time, and vehicle maintenance is included. Additionally, Enterprise offers a buy back for residual value.

Deputy Mayor Rizzi asked what type of maintenance is provided and told preventative maintenance issues such as blades, tires, brakes and normal wear and tear.

Deputy Mayor Rizzi asked if there are more enhancements with a lease. Mr. Pine replied that interest rates are about the same, but the township does not have to own the vehicle at the end of the lease, and the township is left with better options for selling.

All were in favor.

The Administrator/Clerk presented her report as self explanatory.

Deputy Mayor Rizzi questioned the status of Scotts Glen bonds. The Solicitor replied that he has sent a thirty day notice to the bond company and exchanged e-mails with the surety representative. The surety will want to get a local contractor to quote the punch list and do the work themselves, which is better for the township. The Solicitor has also spoken with the developer's atty. who feels that the developer is in no position to complete the work himself.

Mayor Schwager noted that the gentry Drive Road Project is almost complete. Committeeman Schlump added that topsoil repair is currently being done.

The Committee then reviewed a quote of Jim Farro in the amount of \$26,741.00 for the installation of the restroom facility at High Hill Park.

Deputy Mayor Rizzi confirmed that the code official is in agreement with the specifications. The Township's options are to return the unit including shipping and restocking fees, or constructing the unit.

Mayor Schwager said that if he had to do it all over again, the Committee may not have made the decision to purchase the unit. However, now that it is purchase, and a portion of the cost was through a grant, he was in agreement to have the unit installed.

The Deputy Mayor added that the community has been aware of the project and so the township should do something. The CFO confirmed that the installation will not cost taxpayer dollars.

Committeeman Schlump noted that phase 2 wall construction is not included in the spec and also the door frames. He further questioned how much it will cost to have the unit pumped. Mr. Pine said that the unit is composted and pumped quarterly.

Motion was then made by Deputy Mayor Rizzi and seconded by Committeeman Lavender to accept the bid of Jim Farro for completion of the restroom project at High Hill Park. All were in favor.

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to approve resolution **R-2016-241 Resolution Authorizing a Closed Session of the Township of Woolwich**. All were in favor.

The Committee entered closed session at 5:25 p.m. for the purpose of discussing the following matters:

Contractual Matters: Waverly Meadows Agreement

Contracted Police Service

Litigation: Update Stebbins v WT

The regular meeting reopened at 6:11 p.m.

The Committee accepted the resignation of Natalie Matthias from her position as park director. Committeeman Schlump asked the plan for transition. Mrs. DiBella replied that after the election, she would be discussing this with the Mayor and Deputy Mayor.

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Lavender to approve resolution **R-2016-242 Resolution Authorizing Release of Maintenance Bond #480944S and #480943S-Waverly Meadows**. All were in favor.

Motion was made by Committeeman Carleton and seconded by Deputy Mayor Rizzi to approve the bills and purchase orders pending the Mayor's approval. All were in favor.

Having no further business, motion was made by Deputy Mayor Rizzi and seconded by Committeeman Lavender to adjourn the meeting. All were in favor.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim.
Audio recording on file.