

**MINUTES  
WOOLWICH TOWNSHIP COMMITTEE  
WORK SESSION MEETING  
AUGUST 7, 2017**

The meeting was called to order by Mayor Alan Schwager at 7:00 p.m. Mayor Schwager made the following statement:

The August 7, 2017 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: Battisti: PRESENT Carleton: PRESENT Schlump: PRESENT  
Rizzi: PRESENT Schwager: 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 Rizzi and seconded by Committeeman Battisti to approve resolution **R-2017-196 Resolution Making an Elevation to the Position of Corporal within the Woolwich Township Police Department**. All were in favor.

Mayor Schwager administered the Oath of Office to CPL. Kevin Agresta.

Cpl. Agresta said a few words of thanks to his family, the Department, Chief Jaramillo and the Township Committee for their support.

Chief Jaramillo then thanked the Mayor and Committee for their support in allowing the department to grow. He further thanked his officers for their hard work and dedication to the Township.

Mayor Schwager called a two minute recess.

Upon reopening, motion was made by Committeeman Battisti and seconded by Committeeman Carleton to open the meeting to public comment. All were in favor.

Hearing none, motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to close the public portion. All were in favor.

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to table Ordinance **2017-15 An Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey Establishing a Parks and Recreation Committee**. All were in favor.

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to introduce Ordinance **2017-16 An Ordinance Appropriating the Sum of \$193,000 to be Used for Various Roadway and Drainage Improvements Within the Township of Woolwich, County of Gloucester, State of New Jersey**.

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

Motion was made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to approve a consent agenda for resolutions R-2017-197 through R-2017-209. Mayor Schwager asked that Resolution R-2017-202 be removed from the consent agenda.

Deputy Mayor Rizzi then amended his motion to remove resolution R-2017-202 from the consent agenda.

Motion was then made by Committeeman Carleton and seconded by Committeeman Battisti to adopt resolutions R-2017-197 through R-2017-209 with the exception of resolution R-2017-202. All were in favor.

**R-2017-197 Resolution Approving Acquisition of Farmland Preservation Development Easements on Lands**

**R-2017-198 Resolution of the Township of Woolwich Awarding Bid of Think Paver's for 2015 Municipal Aid Grant Program Project High Hill Road Shared Use Path-Phase 1**

**R-2017-199 Resolution Authorizing the Execution of a Contract Renewing Membership in the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund**

**R-2017-200 Resolution Authorizing Placement of Municipal Liens on Various Properties within the Township of Woolwich**

**R-2017-201 Resolution Authorizing Payment to Four Seasons at Woolwich HOA for Reimbursements under the Municipal Services Act**

**R-2017-203 Resolution Authorizing the Proposal of the Township Engineer to Provide Engineering Services Towards the NJDOT 2017 Municipal Aid Program for Improvements to Russell Mill Road**

**R-2017-204 Resolution of the Township of Woolwich Approving the Corrective Action Plan for the 2016 Municipal Audit**

**R-2017-205 Resolution Authorizing the Tax Collector to Refund or Transfer Overpayment of Taxes**

**R-2017-206 Resolution Making an Appointment to the Woolwich Township Business and Economic Development Committee**

**R-2017-207 Resolution of the Township of Woolwich Authorizing the Purchase of a Single Axle Heavy Duty Dump Body Truck to be Used for Maintenance of Roads and Municipally Owned Property**

**R-2017-208 Resolution Authorizing Emergency Appropriations to be Added to the 2017 Municipal Budget of the Township of Woolwich in the County of Gloucester-NJSA 40A:4-48**

**R-2017-209 Resolution Authorizing Refund of Dog License Fees**

Mayor Schwager then prompted discussion regarding the Shared Service Agreement for EMT and accompanying lease of township owned property for EMT purposes as proposed by the County of Gloucester.

Mayor Schwager, while saying that he fully supports the Shared Service Agreement and EMT services provided by the County, he noted that embedded in the agreement is a ten year lease of township owned property on Woodstown Road. The lease requires county use of two bays in the building, and the Mayor noted that it is difficult for the Township to authorize two bays for that length of time knowing what is going on in the township from a growth standpoint. He suggested a shorter term lease or a more relaxed severability clause. He noted that the agreement does not expire until the end of September, and therefore, the Township has enough time to discuss this with the County.

Solicitor Shoemaker noted that the original agreement was silent as to the number of bays, and that he does believe the county has only been using one bay. Mayor Schwager then stated that he believes that each bay is deep and can hold up to two vehicles.

It was then suggested that the Township Solicitor work with the County Counsel to draft language addressing these issues that will be agreeable to both parties.

Committeeman Schlump asked how the bays are currently used, noting the potential need to house snow equipment in the bays at times.

Deputy Mayor Rizzi questioned a lease provision wherein the Township would be responsible for paying the county back in a prorated amount if the county were to make improvements to the building and leave the premises or terminate the lease. He suggested language stating that as long as the improvements are needed or warranted for its own benefit. He added that he feels the agreement is not ready to be approved.

Motion was then made by Deputy Mayor Rizzi to table resolution **R-2017-202 Resolution Authorizing the Execution of a Shared Services Agreement and Lease Agreement Between the Township of Woolwich and the County of Gloucester for Emergency Medical Services** and authorize the Solicitor to review and discuss the concerns with county counsel. Committeeman Battisti seconded. All were in favor.

The Committee then reviewed and discussed a request by the Boy Scouts of America to conduct a Camporee on parkland owned by the Township in April, 2018.

Mr. Ed Johnson, who was in the audience explained that a Camporee was previously held at the same location, and that the campers will earn merit badges for safety and emergencies. He added that local EMS, Paramedics and fire departments will be assisting with the event, and that all arrangements and maintenance of the property will be handled by the District.

Mr. Johnson stated that the District requires official approval from the Township to use the premises. Deputy Mayor Rizzi then moved to approve the event to be held on municipal property and to authorize the Mayor to craft a letter issuing said approval. Committeeman Battisti seconded. All were in favor.

Deputy Mayor Rizzi then asked Mr. Johnson to ensure that a Certificate of Insurance is supplied to the Township.

Under new business, the Committee reviewed and discussed a request from developer Summit Ventures to waive bonding on improvements to Village Green and Balsam Drives. Mayor Schwager explained that plans require the developer to pave Village Green and connector to Balsam which will then exit onto Auburn Road. The Township had asked Summit Ventures to push up the timing of the roadway improvements, and Summit agreed, then asked that bonding requirements be waived. The Mayor further explained that the developer has approval for townhomes on Hazel Blvd. (Section 6) and also plans for Tenby Chase. Summit would like to move forward with section 6, but are not yet ready to move forward with Tenby Chase.

Committeeman Battisti asked what happens if the developer does not bond and then fails to finish the roadway. Deputy Mayor Rizzi asked if there is still enough building left under the GDP and was told that 1500 homes remain. Committeeman Schlump asked if this is for base coat only-and further asked who will be responsible for snow removal. Mayor Schwager replied that the developer is responsible for snow removal until the road is deeded to the Township.

Solicitor Shoemaker suggested that the Township can authorize waiving the bond requirements and memorialize the action via resolution at the next meeting. So moved Battisti. Seconded by Committeeman Carleton. All were in favor.

Brief discussion was held regarding the CFO/CPA request to authorize bids for police and public works vehicles.

The Administrator/Clerk explained the township's options other than public bid, being lease agreements, state contract purchase and/or purchase through the County Co-op.

The Solicitor suggested that it might benefit the township if the CFO/QPA researches the various options and propose to the Committee the option that he feels to be in the best interest of the Township.

Motion was then made by Deputy Mayor Rizzi and seconded by Committeeman Carleton to authorize Will Pine as QPA to investigate purchase and lease options for police and public works vehicles and report his findings back to the Committee. All were in favor.

Motion was made by Committeeman Carleton and seconded by Dep. Mayor Rizzi to approve the bills and purchase orders as submitted by the finance office for approval. All were in favor.

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

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

Jane DiBella, Administrator/Clerk

Minutes not verbatim  
Audio recording on file