

**MINUTES  
WOOLWICH TOWNSHIP COMMITTEE  
WORK SESSION MEETING  
DECEMBER 4, 2017**

The meeting was called to order by Mayor Alan Schwager at 7:02 p.m. Mayor Schwager made the following statement:

The December 4, 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 Jane DiBella, Administrator/Clerk.

Those present saluted the American Flag.

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

Gina Marie Santore, residing at 501 Lexington Mews, in referencing Bond Ordinance 2017-19 as listed on the agenda, noted that she had submitted an OPRA Request to include documents relative to plans for Rt. 322 sewer infrastructure, and while certain documents referred to a budget page, none was ever supplied. She questioned how there could be a cost now. Mayor Schwager said that OPRA requests are not under his purview.

Ms. Santore asked if the \$15,400,000 would be borne by taxpayers or developers. Mayor Schwager replied that by introducing the Ordinance, the Committee will be allowed to bond the money at a later date if necessary. He added that a requirement of NJEIT is to have bonding in place in the event that the NJEIT loan cannot be re-paid.

Ms. Santore asked if the developer will be responsible for any repayment costs. Mayor Schwager replied that connection fees will repay the NJEIT loan.

With no further comment, the public portion closed upon a motion by Deputy Mayor Rizzi, seconded by Committeeman Battisti and unanimously passed.

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

**2017-17 Ordinance of the Township of Woolwich Amending Chapter 135 Article II of the Code of the Township of Woolwich** Motion: Rizzi Second: Battisti

Deputy Mayor Rizzi noted that Category 5 handles fees for clinics and tournaments, and that amendments to the fee schedule adopted prior included required fees for field maintenance. He asked if that is still included.

Park Director Michelle VanDiehl was in the audience and responded that every form has attached fees to cover maintenance. Solicitor Shoemaker noted that he would like to see an additional line within the ordinance that sets the field maintenance fee.

Ms. VanDiehl replied that the fee is specific to tournaments and only when needed, to which Mr. Shoemaker asked under whose authority, and that allocation has to be based upon law. He added that a number cannot just be placed on a form, but must be based on authority.

Discussion then commenced regarding Category 4 which allows for clinics and camps. The Park Director feels that if a group does not charge a fee to participants, then there would be no use fee. The Solicitor then said that there is a line that encompasses "regardless of residency." He noted that out of town users should be in a different category.

Ms. VanDiehl replied that she does not disagree about residency, but in general, she is attempting to create community spirit, and that she fully supports initiatives that give back to the community.

Mayor Schwager stated that he agrees with her sentiment, but would like that to be written within the Ordinance, and allow the township to use its discretion.

The Mayor then asked the Park Director to explain "independent organizations having used fields for the same purpose in prior year shall have use priorities." The Park Director explained that at her field use meetings, more and more teams are being added into the mix with larger volumes of players, while Little League enrollment remains the same. She said that she would like to prevent the possibility of a travel team out seating Little League.

Committeeman Battisti questioned enforcement and was advised that a permit would be issued. Committeeman Battisti then asked what would happen if Kingsway wanted to use field space but include more than S/W residents. The Park Director replied that deference would be to residency.

Mayor Schwager noted that it seems there is more to be worked out, and advised that there would not be enough time to make the changes and adopt before year end. He suggested the Ordinance be tabled and worked out in 2018.

Motion was then made by Committeeman Schlump and seconded by Committeeman Carleton to table Ordinance 2017-17.

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

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

**2017-19 Bond Ordinance Providing for Various Sewer Improvements, by and in the Township of Woolwich, in the County of Gloucester, State of New Jersey, Appropriating \$15,400,000 Therefor and Authorizing the Issuance of \$15,400,000 Bonds or Notes to Finance the Cost Thereof**

Motion to introduce: Rizzi           Second: Battisti

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

Deputy Mayor Rizzi moved for a consent agenda for resolutions R-2017-277 through and including R-2017-282. Committeeman Carleton seconded. All were in favor.

Motion was made by Committeeman Battisti and seconded by Committeeman Carleton to adopt resolutions R-2017-277 through and including R-2017-282. All were in favor.

**R-2017-277 Resolution of the Township of Woolwich Authorizing Entering into a Pilot Program Agreement Between the Township and Curb My Clutter LLC**

**R-2017-278 Resolution Authorizing Totally Disabled Veteran Deduction**

**R-2017-279 Resolution Authorizing Cancellation of Tax Overpayments or Delinquent Amounts of Less than \$5.00**

**R-2017-280 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes**

**R-2017-281 Resolution Authorizing Proposal of the Woolwich Township Solicitor in Regards to the Sewer Conveyance Infrastructure Project and NJEIT Loan Process**

**R-2017-282 Resolution Authorizing the Insertion of a Special Item of Revenue and Appropriation in the 2017 Municipal Budget of the Township of Woolwich**

The Administrator's report was presented. There were no questions from the Committee.

The Committee then reviewed and discussed a concept plan for park expansion.

Matt Blake presented the concept that has been developed over the past several months, which includes the expansion of Locke Avenue Park, including some reconfigurations, development of the Daybreak Farm property, and retrofit of High Hill West into a more family oriented space. He asked if the Park Director had anything to add.

Ms. VanDiehl replied that a lot of hard has gone into planning, and that she likes where the township is in the planning process.

Deputy Mayor Rizzi agreed that the township has come a long way in this planning exercise with the result being a very good plan.

Mr. Blake added that next steps would be fine tuning and planning out phasing as well as a financially feasible plan.

Committeeman Schlump said he likes the plan, but is concerned about redundancy. He asked if there have been plans put into place to utilize school recreational space?

Deputy Mayor Rizzi said that was a good point and asked the Park Director to expound. She then explained that she has met with S/W School administration regarding creating a public/public partnership, but that it will not happen overnight.

Mayor Schwager said that a lot of hard work was undertaken by the Park Director, Director of Community Development, Administrator, Deputy Mayor and Committeeman Carleton, and noted the next steps that will follow in the ensuing year.

Motion was made by Committeeman Schlump, seconded by Committeeman Battisti and unanimously passed to approve resolution **R-2017-283 Resolution for Closed Session.**

The Committee entered closed session at 7:47 p.m. for the purpose of discussing contractual matters: UST Removal at Woolwich Fire Station. It was noted for the record that Committeeman Elect Vernon Marino and Committeewoman Elect Gina Marie Santore were invited to attend the closed session meeting.

The regular meeting resumed at 8:19 p.m.

Under new business, Motion was made by Deputy Mayor Rizzi to authorize the proposal #10501 of Cemco Environmental dated April 2017-bid job 10501. Committeeman Carleton seconded. All were in favor.

Deputy Mayor Rizzi moved to authorize the Solicitor to send a letter to Swedesboro Council and their Solicitor as discussed in closed session. Committeeman Battisti seconded. All were in favor.

Motion was made by Committeeman Battisti and seconded by Committeeman Carleton to approve the bills and purchase orders pending the Mayor's final review. All were in favor.

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

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jane DiBella  
Administrator/Clerk

Minutes not verbatim  
Audio recording on file