

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
REGULAR MEETING
FEBRUARY 20, 2018**

The meeting was called to order at 7:06 p.m. by Mayor Schlump who made the following statement:

The February 20, 2018 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: Battisti: PRESENT Marino: PRESENT Santore: PRESENT Carleton: PRESENT
Schlump: PRESENT

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

Those present saluted the American Flag.

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

Angela Napoliello of 3 Brockton Court questioned resolutions on that evenings agenda:

R-2017-54- She asked why a Letter of Interpretation (LOI) was needed for the Daybreak Farm Property and where the property is located. Mr. Blake responded that the property is on High Hill Road and was deed restricted and acquired by the Township with county funding. He noted that an LOI is a two part process and is required prior to development of the property for park use.

R-2018-55-She asked why the Township would refund taxes paid. The Administrator/Clerk responded that it is due to overpayments of tax dollars owed, and that the Tax Collector is required to obtain a resolution prior to submitting refunds or transfer of funds to the next quarter.

R-2018-56-How will sewer benefit the Township-Mayor Schlump responded that sewer is needed to develop the Rt. 322 corridor. He added that the \$40,000 escrow being authorized by the resolution will allow for a study of LTMUA Pump Station #1 to prove that it will suffice for buildout.

R-2018-57-Questioned the time frame for property remediation and resident notification process when issuing a street opening permit. Mayor Schlump said that he would take her comments under consideration.

R-2018-59-Questioned the determination of developer bond amounts and process for approving bond reductions. Ms. DiBella responded that the engineer develops a cost estimate for improvements on which the bond amount is calculated. As improvements are installed and approved by the Engineer, the developer can request reductions in the bond amount up to 30%.

Ms. Napoliello then asked how long the Committee would be in closed session as she is interested in hearing the Committee's thoughts on amendments to the township noise ordinance as a follow up to

the previous meeting. Mayor Schlump responded that the agenda items under new business would be moved up and be conducted prior to closed session.

Damon Suriani of 122 Laurel Trail stated that he would be open to renewal of his lease of the Locke Avenue Park concession stand as opposed to placing the lease out to bid.

Committeeman Marino asked if the Committee wished to move the discussion item up in the agenda so that Mr. Suriani could participate. Mr. Suriani stated that he had to leave the meeting.

The Park Director advised the Committee that Little League Opening Day is scheduled for April 7th.

Hearing no further public comments, the public portion closed upon a motion by Deputy Mayor Carleton, seconded by Committeeman Battisti and unanimously passed.

The following reports were accepted as presented for the month of January, upon a motion by Committeeman Battisti, seconded by Deputy Mayor Carleton and unanimously passed.

Tax Collector:	\$3,438,709.94 remitted and End of Year Report
Municipal Court:	\$13,893.34/Woolwich \$0/Swedeseboro
Police:	Monthly Activity
Woolwich Fire Company:	Monthly Report
Township Engineer:	Monthly Report
DOCD Report:	Monthly Report
Park Report:	Monthly Report
Administrator's Report:	Monthly Report

The Administrator/Clerk added that notification was received that day from the 3rd Legislative District of NJDOT Municipal Aid Grant award in the amount of \$270,000 for improvements to Rainey and Viereck Roads.

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

2018-01 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-45.14) Motion to introduce: Battisti Second: Carleton
Roll Call: Battisti: YES, Marino: YES, Santore: YES, Carleton: YES, Schlump: YES 5/0

Mayor Schlump read the following Resolutions by title only for the Committee's consideration:

R-2018-54 Resolution of the Township of Woolwich Authorizing Alaimo Group Engineering Proposal #MH-18-001 for Daybreak Farm LOI in the Amount of \$15,300.00 Motion: Carleton Second: Battisti
Committeewoman Santore thanked the Mayor for having the captions and resolution titles expanded.
All were in favor. 5/0

R-2018-55 Resolution Authorizing the Tax Collector to Refund or Transfer Overpayment of Taxes
Motion: Carleton Second: Marino All in favor 5/0

R-2018-56 Resolution of the Township of Woolwich Authorizing the Establishment of a \$40,000 Escrow Account for Detailed Evaluation of Logan Township Municipal Utility Authority Pumping Station #1 Motion: Battisti Second: Carleton All in favor 5/0

R-2018-57 Resolution Authorizing the Issuance of a Street Opening Permit to S. Jersey Gas-125 Tara Run Motion: Carleton Second: Santore All in favor 5/0

R-2018-58 Resolution Authorizing Taxes to be Cancelled on Parcels Belonging to the Township of Woolwich, County of Gloucester Motion: Carleton Second: Battisti All in favor 5/0

R-2018-59 Resolution of the Township of Woolwich Authorizing Reduction of Performance Guarantees for Villages at Weatherby-Section 2.5B to the Amount of \$438,997.20 and 2.5B Basin to the Amount of \$75,445.65 Motion: Battisti Second: Marino All in favor 5/0

Noted that Solicitor Mark Shoemaker entered the meeting and took his place on the dais.

The following liaison reports were provided:

Committeeman Battisti: Finance; Have conducted finance meetings with the CFO. 2018 Budget should be ready within the next few weeks. KRHS District (Co-Liaison); Met with District to discuss placing the School Resource Officer back in the high school. Municipal Court; 475 tickets processed in the month of January. Police; Nothing outstanding. Municipal Alliance; Membership Roster should be finalized by the next meeting.

Committeeman Marino: Buildings and Grounds; Park fields being readied for spring season. Work being undertaken on HVAC units in the municipal building. Leaky hot water tank in the police station was repaired. Fire suppression equipment was tested. Well reports were turned in and accepted. Open Space/Ag; Working with Matt on open space. Parks and Recreation; Father/Daughter Dance was a huge success. 120 people attended the Feb, 16th pool party. Egg Hunt is scheduled for March 24th. Health and Wellness Fair is scheduled for the 21st. Fun Day will be held on June 9th. Committee is looking into the cost of fireworks for July 4th. The Park Director explained training that she will be attending in early March. Committeeman Marino added that this training will assist in liability and thanked the park director for her hard work. Team practice schedule has been distributed. Work continues on park planning with the next meeting to be held on the 26th. P/W attended many training sessions in January. Streets and Roads: Public Works used 57 tons of salt and 3.5 tons of asphalt/month of January.

Committeewoman Santore: Shade Tree Commission; There has been some activity in tree removal and enforcement efforts. S/W School District; Communications are ongoing with Dr. O'Neil. Trash/Recycling: Recycling numbers are marginally better. Efforts should be made to increase the numbers. Meeting will be held on 2-21 regarding the "Curb My Clutter" Program at which time a more detailed program timeline will be provided.

Advertisement of the program will be through door hangers and should be uploaded to the township website. Recycle Coach is being explored. Four shredding programs are scheduled for 2018 in conjunction with the Borough of Swedesboro. One shredding event has been scheduled during evening hours. The Gloucester County Special Waste Program has been scheduled and advertised. Trash/Recycling information was provided and additional information is on the website. Committeewoman Santore said that she is waiting to review the 2018 Waste Management Contract and is interested in seeing it due to the large increase in contract cost.

Dep. Mayor Carleton: BDAC: Met and discussed 2018 initiatives. Hoping to make strides in the Shop Local Program and working on the website. Hoping to roll out a "Business of the month" spotlight. Another Business Owner event will be held in the fall. Christmas Parade; Nothing as yet. Fire/EMS; Congratulations to Deputy Chief Bill Ross and Lt. Tuttle of the Woolwich Fire Company. Due to their efforts, a Logan Township home was saved from total destruction on January 27th. A good meeting was held with the Fire Company regarding their 2018 budget. JLUB; No meetings were held. KRHS (Co-Liaison): SRO position to be discussed in closed session.

Committeewoman Santore asked the Deputy Mayor to clarify the BDAC Website and was told that the BDAC has had its own website, but is hoping to have a greater presence on the new Township website and to play a part in the "Business of the Month" endeavor. Committeewoman Santore noted that parameters must be set to be fair to all businesses when that program begins.

Mayor Schlump: Construction and Zoning Code Enforcement; Six new homes in the month of January. Village Green Drive has been extended to reach the Villages apartments. Noted upcoming retirement in the code office. Mark Fruits will be filling in. Environmental Commission; Planning is underway for 2018 events and projects. Green Team; The Team is working hard towards Silver Certification in the Sustainable Jersey Program. They are looking to small grant programs, and policies and regulations. TDR Task Force: No report

Under old business, Committeewoman Santore asked the Mayor if there has been an answer regarding the County Liaison. Mayor Schlump replied that he has not received an answer from the County Administrator.

Mayor Schlump wished to discuss items under new business prior to entering closed session.

The Committee then discussed the Locke Avenue Park Concession Stand Service, specifically whether to renew the 2017 lease or to place the lease for public bid.

Mayor Schlump stated that he would like to see the lease renewed.

Committeeman Battisti asked the number of renewals that could be exercised and was told it could be renewed for 2018 and 2019.

Committeewoman Santore stated that the concessionaire may have issues that he would wish to discuss, and that he was asked to put those concerns in writing. Committeeman Marino added that he was aware that the concessionaire had concerns, and he was asked to put those concerns in writing to the Committee. He then recommended the Committee extend the lease since nothing has been received in writing.

Motion was made by Committeeman Marino and seconded by Committeeman Battisti to extend the lease. All were in favor.

The Committee then reviewed and discussed proposed amendments to the township's Noise Ordinance.

Mayor Schlump noted that based upon a residents concern brought to the Committee at the 2-5 meeting, review of other municipal noise ordinances was conducted which provided the opportunity to adjust the township's ordinance accordingly.

Committeeman Marino stated that at the 2-5 meeting of committee, the resident made an unfair statement that he called the police department to file a noise complaint to no resolve. Committeeman Marino noted that in fact, the matter was brought to closure through the Municipal Court process.

Mayor Schlump added that it was his understanding that a mediation was conducted and the resident dropped the charge.

It was noted that the Administrator/Clerk suggested amendments to the Ordinance which may serve the township well. A draft of said ordinance will be presented for introduction at the next meeting.

Also under new business, the Committee reviewed and discussed proposed fees for park use. Explanation was provided that teams could be given the option of paying a \$300 fee for field maintenance, and if the field is found to be in the same condition, the fee would be refunded.

The Solicitor then noted that all issues seem to have been resolved with the exception of fees for camps and clinics. He noted that the way it is proposed, if a camp or clinic is to charge a fee, 5% of said fee is due to the township. If no fee is charged to participants, then use is free. He noted his concern with out-of-town groups using the facilities at no charge, and the lack of monetary relief for field wear and tear.

Discussion then ensued with the participation of the Park Director.

The Solicitor was asked to draft language to protect the Township, and to provide the Ordinance for introduction at the next meeting.

The Director of Community Development brought several issues with the current Tree Protection Ordinance to the attention of the Committee. He noted that there have been issues with selective logging in the Township, some of which was conducted on environmentally constrained lands. He added that the Ordinance should provide the opportunity to restrict those types of areas from logging activities.

The Solicitor asked if there is a suggestion to increase fines and penalties. Committeewoman Santore said that there has been discussion regarding increasing fines.

Mr. Blake suggested working with the Solicitor and Shade Tree Committee to decide proposed amendment language.

Committeewoman Santore said that the logging permit process is exhaustive, and asked that the language drafted clearly designate the process in order to streamline it.

The Committee then discussed planning for a dog park. Committeewoman Santore noted that a meeting was held to discuss the project and the parameters of what that process would entail, with an agreement reached to move forward. She added that the proposed footprint has been settled to be located on the grounds of the Municipal Building between the Community Garden and the solar field. She then noted that several ideas for pet friendly programming are under discussion.

Mr. Blake stated that the municipal building infrastructure would allow the development of a dog park, and suggested the area be a bit over one acre. He added that consideration would have to be given as to fencing, surface material, water and safety. He suggested working with the Township Engineer to develop concepts for review by the Committee.

Committeewoman Santore noted that funds are available for park development through the Open Space fund and dog licensing account. She noted that the process should move quickly, and should not be a multi-year plan.

Committeeman Marino stated that discussion could be held with the Township Engineer at a February 26th meeting regarding park development, with the engineer being asked to provide draft concept drawings at that time.

Additional discussions were conducted regarding potential sponsorships.

Committeeman Battisti questioned liability. The Solicitor replied that there is minimal exposure, and that the Joint Insurance Fund should have model language.

Motion was made by Committeeman Battisti and seconded by Committeeman Marino to approve resolution **R-2018-60 Resolution for Closed Session**. All were in favor.

The Committee entered closed session at 8:34 p.m. for the purpose of discussing contractual matters regarding the provision of a Police Resource Officer to the Kingsway School District.

Noted that the Director of Community Development left the meeting.

The meeting resumed at 9:24 p.m.

Motion was made by Deputy Mayor Carleton to authorize himself, along with Committeeman Battisti and Chief Jaramillo to meet with Kingsway Superintendent Jim Lavender and Board President Jim Mueller to further discuss the SRO position pursuant to discussion held in closed session. Committeeman Marino seconded. All were in favor.

Motion was made by Committeeman Battisti to approve the minutes of the following meetings:
January 16, 2018 Regular Meeting and Closed Session

February 5, 2018 Work Session Meeting and Closed Session

Committeewoman Santore noted a change to the minutes of the 2-5 meeting wherein she stated that she is fine with the Mayor handling resident matters when he is in the building. The Clerk noted such change.

The motion was then seconded by Deputy Mayor Carleton. All were in favor.

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

Committeeman Marino questioned how and when the Committee should receive notification from the Police and Fire Chiefs regarding major incidents.

Committeeman Battisti said that he has discussed this issue with the Police Chief and Mayor, at which time the Police Chief recommended that he reach out to the Mayor and Police Liaison immediately, with the information being relayed to the remaining members of Committee by them.

Chief Jaramillo was in the audience and recommended streamlined contact. He further expressed concern about abuse of privilege.

Deputy Mayor Carleton suggested that communication be provided to the Police Liaison who would then disseminate the information back to the Committee.

Committeeman Marino stated that all five members of Committee should be informed as a matter of protocol.

Mayor Schlump suggested that the Chief reached out to other Chief's to discuss their process and decide what works and what he is comfortable with.

Committeeman Marino asked who the Appropriate Authority is and was told that the Committee as a whole is the Appropriate Authority. He then stated that the liaison is only one fifth of the Appropriate Authority. He added that he is not looking for the Chief to provide the information immediately, but to allow the courtesy of knowing that a major incident has occurred.

Deputy Mayor Carleton said that he agrees the Committee should receive some type of notification during major incidents, but asked if the suggested process would defeat the purpose of a liaison.

Committeewoman Santore said that she does not want to learn of major incidents on FaceBook. She noted that this discussion took place on January 8th and has still not been resolved. She added that notification be provided when practical once the situation is clear.

Deputy Mayor Carleton said that the Committee should know what's going on, but asked if the notification has to come directly from the Chief.

Mayor Schlump said that he hopes the Chief and Committee liaison are allowed to discuss the matter further.

Committeewoman Santore said that a system should be put in place, and that the Committee is only looking for notification, not two way conversations, and only asking for notification of incidents occurring outside of the normal course of operation.

Chief Jaramillo asked that he be allowed discretion and that he will do a better job of communicating.

With no further business, motion was made by Deputy Mayor Carleton, seconded by Committeeman Marino and unanimously passed to adjourn the meeting.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file