

**MINUTES  
WOOLWICH TOWNSHIP COMMITTEE  
WORK SESSION MEETING  
MARCH 5, 2018**

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

The March 5, 2018 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 Marino: PRESENT Santore: PRESENT  
Carleton: PRESENT Schlump: 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 Committeeman Battisti and seconded by Deputy Mayor Carleton to open the meeting to public comment. All were in favor.

Angela Napoliello of 3 Brockton Court questioned the following resolutions on the agenda:

R-2018-67 Purpose of the temporary budget. It was explained that additional funds are needed in the temporary budget until such time as the Municipal Budget is adopted. Mayor Schlump noted that the Municipal Budget will be ready for introduction at the March 19<sup>th</sup> meeting.

R-2018-16 Questioned why the transfer from Police Salary and Wages to the Woolwich Fire Company is needed. Mrs. DiBella replied that the Fire Company required a truck repair that was quoted at \$1,000 and actually came to over \$3,500.00 and excess funds were available in Police S/W which would cover said cost.

R-2018-65 Questioned the purpose of the grant and what the Sustainable Jersey is. Mr. Blake explained the Township's participation in the Sustainable Jersey program which is a non-profit, form which funds are available in their small grant program for sustainable endeavors.

R-2018-63 Asked if all County Municipalities were named as "Point of Distribution Sites". Mrs. DiBella replied that inspections of various county buildings took place and the Woolwich Municipal Building was chosen as a POD site due to location, size and other various factors.

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

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

**2018-02 Ordinance of the Township of Woolwich Amending Chapter 135 Article II of the Code of the Township of Woolwich Establishing Fees, Forms and Procedures for the Use of Township Owned Park Facilities** Motion: Battisti Second: Marino  
**Roll Call: Battisti: YES, Marino: YES, Santore: YES, Carleton: YES, Schlump: YES**

**2018-03 An Ordinance of the Township of Woolwich Amending Chapter 138 of the Code of the Township of Woolwich Entitled "Peace and Good Order" Regarding Noise**  
Motion: Carleton Second: Marino  
**Roll Call: Battisti: YES, Marino: YES, Santore: YES, Carleton: YES, Schlump: YES**

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

**R-2018-60 Resolution Accepting the Findings and Determination Statement and Authorizing the Clerk to Submit an Application for a Bingo License on the Behalf of Four Seasons at Weatherby Games Association** Motion: Carleton Second: Battisti All in favor Schlump: Abstain 4-0-1

**R-2018-61 Resolution Authorizing the Renewal of a Lease Agreement for the Locke Avenue Park Concession Stand to D & J Catering in the Amount of \$375.00/Month**  
Motion: Marino Second: Battisti  
Committeeman Marino noted that the concerns of the lease have been addressed regarding hours of operation and team schedules. All were in favor. 5-0

**R-2018-62 Resolution of the Township of Woolwich Elevating Patrolman Eric Petroski to the Position of 6<sup>th</sup> Class Patrolman within the Woolwich Township Police Department**  
Motion: Battisti Second: Carleton All in favor 5-0

**R-2018-63 Resolution of the Township of Woolwich Authorizing Entering into a Facility Use Agreement with the County of Gloucester for Use of the Woolwich Township Municipal Building as a Point of Dispensing Site in the Event of a Public Health Emergency**  
Solicitor Shoemaker recommended that this resolution be moved to table. He noted that upon his review of the Agreement, he found that the Township was to provide proper insurance to the County. He spoke with County Counsel, and recommended that the Agreement be amended to require that the County provide insurance to the Township naming it as additional insured. Since he awaits an amended agreement, he felt it best to wait.

Deputy Mayor Carleton moved to table resolution R-2018-63. Committeeman Marino seconded. All were in favor. 5-0

**R-2018-64 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes**  
Motion: Carleton Second: Battisti All in favor 5-0

**R-2018-65 Resolution of the Township of Woolwich Supporting and Authorizing the Submission of a Grant Application to the Sustainable New Jersey Program**  
Motion: Carleton Second: Battisti All in favor 5-0

Motion was made by Committeewoman Santore to approve a consent agenda for the remaining Resolutions. Committeeman Battisti seconded. All were in favor.

Motion was then made by Committeewoman Santore and seconded by Committeeman Battisti to approve the following resolutions:

**R-2018-66 Resolution Authorizing Release of Escrow for Fence Variance-David and Danielle Glanfield**

**R-2018-67 Township of Woolwich, County of Gloucester, Authorizing 2018 Emergency Temporary Budget**

**R-2018-68 Resolution Authorizing Budget Appropriation Transfers in the Amount of \$3,247.92 During the First Three Months of the Succeeding Year for the Township of Woolwich, County of Gloucester, State of New Jersey**

All were in favor. 5-0

There were no discussion items or old business.

Under new business, Mayor Schlump noted the need to advertise for a Full Time Police Officer. Committeewoman Santore then moved to authorize the advertisement. Committeeman Battisti seconded. All were in favor.

Deputy Mayor Carleton stated that he had a conversation with the Woolwich Fire Chief at which time the Chief mentioned that the Fire Company would like to conduct a wine event fundraiser at the park facility either the during the last week of July or first week of August. He noted concern with setting a precedence, but asked the Committee's thoughts.

Discussion was held wherein permission could be granted for these types of events in special situations.

Mayor Schlump noted that it is easier to hold such events in High Hill West as there is better control.

Committeeman Marino asked who would cover the cost of police. Deputy Mayor Carleton said he would look into that.

Committeeman Battisti inquired as to liability and was told that the Joint Insurance Fund would be put on notice and any requirements of the Fund would be met.

Committeewoman Santore noted that the Park Director should be advised of the planning efforts.

On another matter, the Deputy Mayor noted that the Park Director suggested a "Welcome to Woolwich" event at Center Square Tavern on March 21<sup>st</sup> from 8-10 p.m. and wished to have the event advertised via social media.

Committeewoman Santore asked why this event would be held by Parks and Rec and not the Business and Economic Development Advisory Committee. Deputy Mayor Carleton said he was not sure, but that was the way the idea was presented to him. He also noted that the BDAC is planning to hold their March meeting there.

Committeewoman Santore asked if the BDAC provides anything to new business, and the Deputy Mayor advised her of plans to promote local businesses through a "Spotlight of the Month" program.

Committeewoman Santore then suggested that the matter be transferred to the BDAC who can discuss how best to conduct such an event, and to make it measured and not selective.

Mayor Schlump asked the Solicitor if there were any concerns. He noted that it may be considered passive advertisement. Committeewoman Santore suggested that Center Square Tavern be asked to provide the advertisement and the Township can put it out via e-mail blasts and social media.

Committeeman Marino asked if BDAC has a site that lists all businesses, and again, discussion was held as to the business spotlight.

Mayor Schlump said that he would recommend that the business create the ad, and the BDAC can put it out through social media.

Deputy Mayor Carleton said that he told the Park Director he would get back to her, and asked what the final determination is.

The Solicitor suggested that the Administrator be authorized to post the advertisement of the event and pending the Mayor's review, to post on social media and e-mail blast.

Committeewoman Santore moved to authorize the Administrator to contact the business owner, ask them to provide the advertisement, and it will be posted on social media and via blast. Committeeman Marino seconded. All were in favor.

Discussion then ensued by Committeeman Marino regarding the locking and unlocking of the park restroom facilities as a means to prevent vandalism. He proposed that the Administrator advise both the Police Chief and Director of Public Works to make arrangements for the bathrooms to be locked at 11:00 p.m. and unlocked at 7:00 a.m. He then placed that action in the form of a motion which was then seconded by Committeeman Battisti and unanimously passed.

Motion was made by Committeewoman Santore and seconded by Deputy Mayor Carleton to approve resolution **R-2018-69 Resolution for Closed Session**. All were in favor.

The Committee entered closed session at 7:37 p.m. for the purpose of discussing the following items:

Contractual Matters-Woolwich Adult Settlement  
Litigation-Daniels v. Woolwich Twp.  
Potential Litigation-Hearing  
Acquisition of Property-High Hill Road Easements

The regular meeting reopened at 9:26 p.m. upon a motion by Committeewoman Santore, seconded by Committeeman Battisti and unanimously passed.

Deputy Mayor Carleton moved to authorize the services of Robert A. Verry as a Hearing Officer in a disciplinary matter as discussed in closed session. Committeeman Marino seconded. All were in favor.

Motion was made by Committeewoman Santore to authorize the engineer to provide legal descriptions for easements on High Hill Road properties. Deputy Mayor Carleton seconded. All were in favor.

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

With no further business, motion was made by Committeeman Marino, seconded by Committeeman Battisti and unanimously to adjourn the meeting.

The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Jane DiBella  
Administrator/Clerk

Minutes not verbatim  
Audio recording on file