

**AGENDA  
WOOLWICH TOWNSHIP COMMITTEE  
REGULAR MEETING  
FEBRUARY 19, 2019**

Call to order:

The February 19, 2019 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:

Flag Salute:

**Public Portion/Agenda Items:** The public is reminded to please stand and state their name and address for the record prior to addressing the Committee.

**Ordinances:**

**2019-02 An Ordinance of the Township of Woolwich, County of Gloucester and State of New Jersey Establishing the Department of Municipal Services, the Position of Director of Municipal Services and the Position of Public Works Superintendent** Second Reading/Public Hearing

**2019-03 An Ordinance of the Township of Woolwich Amending Chapter 135 Entitled "Parks and Recreation", Amending Chapter 31 Entitled "Parks and Recreation Committee" and Amending Chapter 40 Entitled "Retirement" of the Code of the Township of Woolwich** Second Reading/Public Hearing

**2019-04 An Ordinance of the Township of Woolwich Amending Article XII Entitled "Park Director" of Chapter 29 Entitled "Officers and Employees" of the Code of the Township of Woolwich** Second Reading/Public Hearing

**2019-05 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A:4-45.14)** Second Reading/Public Hearing

**Resolutions:**

**R-2019-57 Resolution Authorizing the Issuance of a Street Opening Permit to South Jersey Gas Company-190 Rainey Road**

**R-2019-58 Resolution Making an Appointment to the Woolwich Township Business and Economic Development Advisory Committee-Don Melchiorre**

**R-2019-59 Resolution Authorizing the Execution of a Contract for the Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund Retrospective Program**

**R-2019-60 Resolution of the Township of Woolwich Adopting Amended Applications for Use of Recreational Facilities**

**R-2019-61 Resolution Appointing Anthony Bertino to the Position of Director of Municipal Services and Brian Hughes to the Position of Superintendent of Public Works**

**R-2019-62 Resolution Authorizing Hiring Kathleen Dell for Part Time Temporary Assistance within the Woolwich Township Joint Municipal Court**

**R-2019-63 Resolution Authorizing the Renewal of a Lease Agreement for the Locke Avenue Park Concession Stand to D & J Catering in the Amount of \$375/Month**

**R-2019-64 Resolution Authorizing Budget Appropriation Transfers During the First Three Months of the Succeeding Year for the Township of Woolwich, County of Gloucester, State of New Jersey**

**R-2019-65 Resolution of the Township of Woolwich Authorizing the Lease of a Vehicle via a Nationally Recognized Co-Op with Sourcewell from Enterprise Fleet Management**

**Reports:** Month of January  
Tax Collector: \$3,806,803.96 remitted

Woolwich Fire Company: Monthly Report

Police Chief Report: Monthly Report

Township Engineer: Monthly Report

DOCD Report: Monthly Report

Administrator's Report: Monthly Report

**Liaison Reports:**

Committeeman Battisti: Buildings/Grounds; Code Enforcement; Municipal Alliance: Municipal Court

Committeeman Frederick: Construction and Zoning: Open Space/Ag; Shade Tree; SW BOE

Committeewoman Santore: BDAC; Env. Commission; Green Team; Trash/Recycling

Dep. Mayor Matthias: KRHS BOE; Parks and Rec; P/W Streets and Roads; TDR Task Force

Mayor Marino: Finance; JLUB; Public Safety

**Old Business:** TNVR Ordinance

**New Business:** Electric Charging Stations

**Public Portion:** The public is reminded to please stand and state their name and address for the record prior to addressing the Committee.

**R-2019-66 Resolution for Closed Session**

Contractual Matters-

Shared Service Agreement/Trash/Recycling

Shared Service Agreement/S. Harrison/Dir. Of  
P/W and T&R Coordinator

Water/Sewer Agreements

Public Property/Nike Base

**Approval of Minutes:** January 22, 2019 and Closed Session  
February 4, 2019 and Closed Session

**Approval of Bills and P.O.'s:**

**Adjournment:**

**NOTICE PURSUANT TO N.J.S.A. 10:4-8(d)**

The items listed on the tentative agenda of the Mayor and Township Committee of the township of Woolwich constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

**RESOLUTION AUTHORIZING THE ISSUANCE OF A STREET OPENING PERMIT  
TO SOUTH JERSEY GAS- 190 RAINEY ROAD  
R-2019-57**

**WHEREAS,** A Street Opening Permit application has been filed by South Jersey Gas Company for a street opening permit to install gas service to the property address of 190 Rainey Road per the attached application; and

**WHEREAS,** the Township Engineer has reviewed the application and accompanying documentation and has issued a response as attached hereto which authorizes the issuance of said permit with certain conditions; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich as follows:

1. That the Woolwich Township Committee hereby authorizes the issuance of a street opening permit to South Jersey Gas Company, per said application filed and in accordance with the Engineer's comments for the installation of gas service to 190 Rainey Road subject to the following conditions:
  - Applicant shall provide 48 hour notice to the Township Engineer.
  - All asphalt paving openings must be restored with the following specifications:
    - Two inch (2") thick. Hot Mixed Asphalt (HMA) 9.5M64, which replaces the Marshall mix design, top course. All top course paving must be completed 48 hours after installing stabilized base paving.
    - Six inch (6") thick HMA 19M64 stabilized base course.
    - 20:1 sand/cement subbase.
    - Provide tack coat on all surfaces before paving.
  - All non-asphalt pavement restorations (ie: lawns, etc.) shall be completed within 30 days. All lawns should be restored per code. The Township Engineer shall approve all other restorations.
  - Inspection escrow must be posted with the Township prior to the start of construction.
  - The applicant shall provide all outside agency approvals, as required.
  - Contractor will notify all residents along proposed pipeline path prior to construction start. Along with this notification, homeowners will be asked to notify the contractor of any items of concern that relate to their property (underground private structures (such as sprinklers), property markers, septic and wells etc. along with landscaped areas).
  - Contractors shall attempt to meet with residents during the construction project to address concerns they might have.
  - Contractor will videotape area where pipeline is to be installed prior to construction start for documentation purposes.
  - Proposed pipeline will be installed by a combination of bore, plow and open-cut methods. Bore and plow are the preferred means of construction, but when open

cutting of trenches occurs during construction project, the contractor will make every effort to keep disturbance to a minimum.

- Contractor will restore all areas disturbed to same conditions and all non-vegetated areas must be re-seeded.
- South Jersey Gas contractor must use the bore method of installation at all Township roads and paved driveways unless approved by the Township Engineer.

Adopted this 19<sup>th</sup> day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

#### CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

### **RESOLUTION MAKING AN APPOINTMENT TO THE WOOLWICH TOWNSHIP BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

#### **R-2019-58**

**WHEREAS**, vacancies exist on the Woolwich Township Business Development Advisory Commission; and

**WHEREAS**, said positions are a Mayoral appointment; and

**WHEREAS**, the Woolwich Township Mayor wishes to appoint the below named to said Committee;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich as follows:

1. That Don Melchiorre be and is hereby appointed as a member of the Woolwich Township Business Development Advisory Committee to fill a vacant term expiring on December 31, 2021.

Adopted this 19th day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

#### CERTIFICATION

The foregoing Resolution was duly adopted by the Township Committee of the Township of Woolwich at a Reorganization meeting held on the 19th day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

### **RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR GLOUCESTER SALEM AND CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND RETROSPECTIVE PROGRAM R-2019-59**

**WHEREAS**, the Township of Woolwich (hereinafter the "MUNICIPALITY") is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (hereinafter the "FUND"); and

**WHEREAS**, the MUNICIPALITY has had a negative impact on the Fund's surplus during the last six (6) years and are therefore considered to be under assessed based on the Actuarial Rating by more than 15%; and

**WHEREAS**, the FUND has adopted a "Retrospective Program" which will afford the MUNICIPALITY the opportunity, through improved performance, to control its future assessments in accordance with the formula's set forth in the Policy Endorsement as well as a Contract for the 2019 Retrospective Program, a copy of which is attached hereto and incorporated within the body of this Resolution by reference; and

**WHEREAS**, the MUNICIPALITY fully understands its participation and commitment under the Fund Year 2019 Retrospective Program; and

**WHEREAS**, the MUNICIPALITY agrees to enter into said Contract as attached hereto;

**NOW THEREFORE**, be it resolved by the governing body of the MUNICIPALITY as follows:

1. The MUNICIPALITY agrees to enter into a Contract for the 2019 Retrospective Program with the Gloucester Salem Cumberland Counties Municipal Joint Insurance Fund per terms of said Contract as attached hereto and incorporated within the body of this resolution by reference.
2. The Mayor and Clerk of the MUNICIPALITY shall be and hereby are authorized to execute the "Contract to Renew Membership" annexed hereto and made a part hereof.

This Resolution agreed to this 19th of February, 2019 by a vote of:

\_\_\_\_\_ Affirmative      \_\_\_\_\_ Negative      \_\_\_\_\_ Abstentions

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH ADOPTING AMENDED APPLICATIONS FOR  
USE OF FACILITIES**

**R-2019-60**

**WHEREAS**, certain actions have been taken by the Woolwich Township Committee regarding the use of facilities and the position of Park Director as contained with adopted Ordinances 2019-03 and 2019-04; and

**WHEREAS**, these actions require amendments to the application forms utilized for request and approval to utilize park and sports field facilities;

**NOW THEREFORE BE IT RESOLVED** by the township Committee of the Township of Woolwich as follows:

That the following amended Applications be and are hereby approved for use by the Director of Municipal Services for approval and scheduling purposes, effective as of March 1, 2019:

1. Parks and Recreation Usage Application
2. Parks and Recreation Tournament Application
3. Parks and Recreation Pavilion Use Application

Adopted this 19<sup>th</sup> day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

**RESOLUTION APPOINTING ANTHONY BERTINO TO THE POSITION OF DIRECTOR OF MUNICIPAL SERVICES AND BRIAN HUGHES TO THE POSITION OF SUPERINTENDENT OF PUBLIC WORKS  
R-2019-61**

**WHEREAS**, through the adoption of Ordinance 2019-02, the Woolwich Township Committee created the position of Director of Municipal Services and the position of Supervisor of Public Works; and

**WHEREAS**, the responsibilities and duties of said positions are set forth in said Ordinance; and

**WHEREAS**, the positions were advertised in-house among current township employees as allowed by Woolwich Township Policies and Procedures, and subsequent interviews were held with interested employees; and

**WHEREAS**, based upon the results of said interviews, the Woolwich Township Committee hereby makes the following appointments:

**THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich as follows:

1. That Anthony Bertino, be and is hereby appointed to the position of Director of Municipal Services, effective retroactive to February 1, 2019.



2. That Brian Hughes be and is hereby appointed to the position of Supervisor of Public Works, effective retroactive to February 1, 2019.
3. That salaries for said positions shall be in accordance with the 2019 Salary Ordinance of the Township of Woolwich when adopted.

Adopted this 19<sup>th</sup> day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

#### CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

### **RESOLUTION AUTHORIZING HIRING KATHLEEN DELL FOR PART TIME TEMPORARY ASSISTANCE WITHIN THE WOOLWICH TOWNSHIP JOINT MUNICIPAL COURT**

#### **R-2019-62**

**WHEREAS**, the Woolwich Township Deputy Court Administrator is anticipated to take a leave of absence, therefore requiring additional help within the Woolwich Township Joint Municipal Court office; and

**WHEREAS**, Kathleen Dell currently works part time in the Logan Township Municipal Court Office; and

**WHEREAS**, the Court Administrators of both Woolwich Township and Logan Township have agreed to share Kathleen Dell on a part-time temporary basis; and

**WHEREAS**, the Administrative Offices of the Court (AOC) have approved said agreement;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich as follows:

1. That Kathleen Dell be and is hereby authorized to work for the Woolwich Joint Municipal Court Office on a part-time temporary basis beginning as of February 22, 2019 and until the Woolwich Township Deputy Court Administrator returns to her full time position.

2. That Kathleen Dell shall work on Tuesday and Friday between the hours of 8:30 a.m.-4:30 p.m. and during set summer hour schedule of 8:00 a.m.-5:00 p.m. on Tuesday and 8:00 a.m.-12:00 p.m. on Friday.
  3. That payment shall be set at \$12.50/hr.
  4. That any extension of employment beyond the return of the Deputy Court Administrator must be approved by the Woolwich Township Committee.
- Adopted this 19<sup>th</sup> day of February, 2019 TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

**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**

**R-2019-63**

**WHEREAS**, the Township of Woolwich owns the Locke Avenue Park facility which is utilized for recreational and sporting activities, which includes a concession stand; and

**WHEREAS**, the Township of Woolwich authorized a lease agreement for said concession stand on March 6, 2017 subsequent to a bidding process in accordance with N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, said lease was awarded to D & J Catering in the amount of \$375.00 per month; and

**WHEREAS**, the bid specification allows for the Township of Woolwich to extend said lease for the second and/or third years, pursuant to the approval of the Woolwich Township Committee; and

**WHEREAS**, the Woolwich Township Committee desires to exercise its right to extend the lease for the year 2019 pursuant to the terms and conditions of the prior lease;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich as follows:

1. That the lease for concession services between the Township of Woolwich and D & J Catering as awarded on March 6, 2017 be and is hereby authorized for renewal for the year 2019 under the same

terms and conditions previously awarded. Hours of operation shall be maintained in accordance with the bid specifications.

2. That payment for such services as bid in the amount of \$375.00 per month shall be paid directly to the Township of Woolwich in accordance with the bid specifications, due and payable by the 5<sup>th</sup> day of the month preceding.

Adopted this 19th day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jane DiBella, Clerk

**RESOLUTION AUTHORIZING BUDGET APPROPRIATION TRANSFERS  
DURING THE FIRST THREE MONTHS OF THE SUCCEEDING YEAR FOR THE  
TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER,  
STATE OF NEW JERSEY**

**R-2019-64**

**WHEREAS**, the provisions of N.J.S.A. 40A:4-59, permit the transfer of appropriations during the first three months of a succeeding fiscal year and

**WHEREAS**, from time to time it becomes necessary to transfer funds for various reasons in order to operate the Township on a sound financial basis

**NOW THEREFORE BE IT RESOLVED**, that the Township Governing Body agrees to said transfer of budget appropriations below:

Line Item	Account #	From	To
Treasurer - Misc	8-01-20-130-299	\$ 3,500.00	
Legal - Other Professional	8-01-20-155-028	\$15,000.00	
Engineering - Misc	8-01-20-165-299	\$ 7,500.00	
Police Regular S&W	8-01-25-240-011	\$19,000.00	

Snow Removal	8-01-26-290-014		\$45,000.00
Totaling		\$45,000.00	\$45,000.00

This resolution will become effective immediately

Adopted at a meeting of the Township of Woolwich Committee held on February 19, 2019.

\_\_\_\_\_  
Vernon Marino, Mayor

Attest:

\_\_\_\_\_  
Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH AUTHORIZING THE LEASE OF A VEHICLE  
VIA A NATIONALLY RECOGNIZED CO-OP WITH SOURCEWELL FROM ENTERPRISE FLEET  
MANAGEMENT  
R-2019-65**

**WHEREAS**, the Township of Woolwich desires to lease a Chevrolet Tahoe;

**WHEREAS**, the Township wishes for that lease to include vehicle maintenance for the life of the lease;

**WHEREAS**, a national and state recognized co-op through Sourcewell has awarded a contract via a public bidding process for the same with a number of 060618-EFM to Enterprise Fleet Management;

**WHEREAS**, the Township of Woolwich is a member of the Sourcewell Co-Op with ID number 29928;

**WHEREAS**, a Certification of Funds has been executed by the Woolwich Township Chief Financial Officer in the amount of \$6,690.40;

**WHEREAS**, the Township Committee of the Township of Woolwich wishes to award the lease to Enterprise Fleet Management via the aforementioned co-op;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Woolwich as follows;

1. That Enterprise Fleet Management via the extended co-op of Sourcewell, be and is hereby awarded the contract to lease a Chevrolet Tahoe, in the annual amount of \$6,690.40 with a five (5) year term.

Adopted this 19<sup>th</sup> day of February, 2019

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vernon Marino, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 19<sup>th</sup> day of February, 2019.

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Jane DiBella, Clerk

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WOOLWICH; CONTRACTUAL MATTERS; PROPOSED INTERLOCAL SERVICE AGREEMENT/TRASH/RECYCLING; S. HARRISON DIRECTOR OF PUBLIC WORKS AND T&R COORDINATOR SS, WATER/SEWER; PUBLIC PROPERTY/NIKE BASE  
R-2019-66**

**WHEREAS**, the Township Committee of the Township of Woolwich is subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act of the State of New Jersey generally requires that all meetings of public bodies be open to the public; and

**WHEREAS**, the Open Public Meetings Act further provides that a public body may exclude the public from a portion of a meeting at which the public body discusses items enumerated in the Open Public Meetings Act at N.J.S.A. 10:4-12b, which items are recognized as requiring confidentiality; and

**WHEREAS**, it is necessary and appropriate for the Woolwich Township Committee to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12b;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich that:

1. The Woolwich Township Committee shall hold a closed meeting from which the public shall be excluded on **February 19, 2019**.
2. The general nature of the subject to be discussed at said closed meeting shall be;

Contractual Matters-

Shared Service Agreement/Trash/Recycling

Shared Service Agreement/S. Harrison/Dir. Of P/W and T&R Coordinator

Water/Sewer Agreements

Public Property/Nike Base

The minutes of said closed meeting shall be available for disclosure to the public consistent with N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and a reason for confidentiality no longer exists.

Adopted on the 19th day of February, 2019.

ATTEST:

TOWNSHIP OF WOOLWICH

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Jane DiBella, Clerk

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Vernon Marino, Mayor