

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
APRIL 1, 2019**

The meeting was called to order by Mayor Marino at 7:03 p.m. Mayor Marino made the following statement:

The April 1, 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: Battisti: PRESENT Frederick: PRESENT Santore: PRESENT
Matthias: PRESENT Marino: PRESENT

Also present on the dais were Solicitor Alice and Administrator/Clerk DiBella.

Those present saluted the American Flag.

Mayor Marino called for a moment of silence in memory of Mrs. Catherine Garozzo, S/W Teacher Steven Kreps and former resident and special officer Sam Casella.

Committeewoman Santore moved to open the meeting to public comment for agenda items. Committeeman Battisti seconded. All were in favor.

Jordan Schlump, 10 Wilshire Blvd. said that categorizing the committee liaison positions as proposed under R-2019-94 is a good idea, but asked why consideration had not been given to the impact on the Director of Municipal Services. Mayor Marino responded that the appointments made were his decision.

Mr. Schlump then asked what the rationale is behind consideration of holding one meeting per month. Mayor Marino replied that it will be more efficient. Mr. Schlump asked if the employees will have to do more work and Mayor Marino replied that they would have to do less work. The Mayor added that many local governments and counties hold one meeting per month. Mr. Schlump asked if any salaries would be affected going to one meeting per month. The Mayor replied that department heads would only be coming to one meeting. He added that a special meeting can be scheduled if needed.

Mr. Schlump then asked what duties the recreation coordinator will have that weren't previously being done. Mayor Marino replied that the recreation coordinator will take care of events, while field maintenance and scheduling have been taken on by the Director of Municipal Services. Mr. Schlump asked how the recreation coordinators hours will be tracked and Mayor Marino advised that it will be worked out by the Administrator.

Thomas Dalton, representing The Enclave at Stone Meeting House HOA provided a history of the development and current list of bonded items that have not been satisfied by the developer. He noted that the Township has been in touch with the bond company and was in the process of working through an agreement in 2018. He said that he is trying to move the process along now that the township has new professionals. Mayor Marino assured Mr. Dalton that the Township Solicitor and Engineer have been provided the history and prior draft agreements, and will work to bring the matter to a close.

Hearing no further public comment, Deputy Mayor Matthias moved to close the public portion. Committeeman Battisti seconded. All were in favor.

Committeeman Battisti moved to approve a consent agenda for resolutions R-2019-94 through and including R-2019-107 with the exception of R-2019-104. Committeeman Frederick seconded. All were in favor.

Motion was made by Committeeman Battisti and seconded by Committeeman Frederick to adopt R-2019-94 through R-2019-107 with the exception of R-2019-104.

Roll Call: Battisti: YES, Frederick: YES, Santore: YES, Matthias: YES, Marino: YES Motion Carried

R-2019-94 Resolution Amending Committee Liaison Appointments

R-2019-95 Resolution Authorizing the Woolwich Township Tax Collector to Transfer or Refund Overpayment of Taxes

R-2019-96 Resolution Endorsing the Findings and Determination Statement and Authorizing the Clerk to Submit an Application for an On-Site Raffle License and 50/50 License on Behalf of Ryan's 41319 Foundation

R-2019-97 Resolution Authorizing the Proposal of Remington and Vernick Engineers for Back Creek Road Contract Administration and Inspection in the Not to Exceed Amount of \$15,600.00

R-2019-98 Resolution Authorizing the Hiring of Victor Rodriguez as Part Time Seasonal Janitorial Staff-Locke Avenue Park

R-2019-99 Resolution Authorizing the Hiring of Doug Widener as Seasonal Employee/Summer Help within the Woolwich Township Department of Public Works

R-2019-100 Resolution of the Township of Woolwich Authorizing the Appointment of Henry Stanley to the Position of Electrical SubCode Official/Inspector

R-2019-101 Resolution of the Township of Woolwich Authorizing the Proposal of Eaise Design and Landscaping, Inc. for Various Landscaping Activities

R-2019-102 Resolution Authorizing the Proposal of Johnson Fun Factory Amusements to Provide Amusements During Fun Day in the Package Price of \$12,600.00

R-2019-103 Resolution Authorizing the Proposal of Celebration Fireworks to Provide Fireworks Display During Fun Day in the Amount of \$5,000 and Authorizing the Execution of Said Contract

R-2019-105 Resolution for Public Fireworks Display

R-2019-106 Resolution of the Township of Woolwich Authorizing the Endorsement of "Statement of Consent" Form-Tenby Chase at Weatherby

R-2019-107 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964"

Committeewoman Santore moved to adopt resolution **R-2019-104 Resolution Authorizing Proposal of SLK Partners for Branding Development and Communications/Marketing Audit in the Not to Exceed Amount of \$9,800.00**. Deputy Mayor Matthias seconded.

Committeeman Battisti stated that he is confused as to what the project entails and that no specifics have been provided to the Township.

Committeewoman Santore replied that RFP's were sought for marketing services because it is important that the township get on a path towards attracting economic development as well as community outreach.

Committeeman Battisti questioned the process that SLK will conduct. Committeewoman Santore responded that the firm will perform an audit of township practices and provide guidance and suggestions as to their findings. She added that SLK will meet with Committee prior to begin discussions.

Committeeman Battisti asked what they will do that hasn't already been done. He further asked if they will need approval if going above the cost presented. He was told that it will require committee approval to exceed the proposal.

Committeeman Frederick asked if the township logo will be replaced. Committeewoman Santore said that we do not currently have a logo, but rather a seal. She added that the firm will put together a logo and tagline with the goal to become marketable.

Deputy Mayor Matthias said that another important thing is outreach to the residents, and that a communications/consolidation plan is needed as to the means of communication.

Committeeman Frederick asked if step 2 is contingent upon the completion of step one as outlined in the proposal.

Committeeman Battisti asked if reports will be provided. Committeewoman Santore said that she would welcome Committeeman Battisti to be on the communications committee. Committeewoman Santore further noted that out of 13,000 residents, only 1300 are following township social media, and that there is a need to find ways to engage the residents to maximize what is being done on a township level.

Committeeman Frederick asked if he could move to amend the proposal separating step one from step two. Solicitor Alice responded that the resolution is memorializing approval through voice vote at the last meeting, and therefore cannot be amended.

Mayor Marino requested a roll call on R-2019-104.

Roll Call: Battisti: NO, Frederick: NO, Santore: YES, Matthias: YES, Marino: YES Motion Carried

There was no old business.

Under new business, the Committee considered hiring for the position of Recreation Coordinator.

Motion was made by Deputy Mayor Matthias and seconded by Committeeman Craig to adopt **R-2019-108 Resolution Appointing Shannon Kilpatrick to the Position of Recreation Coordinator.**

Roll Call: Battisti: YES, Frederick: YES, Santore: YES, Matthias: YES, Marino: YES Motion Carried

Ms. Kilpatrick was introduced to the Committee and noted that she is excited and honored to have the position.

Mayor Marino suggested that resolution **R-2019-109 Resolution Authorizing Hiring of Shawn Allen within the Woolwich Township Department of Public Works** be tabled.

The Committee reviewed the bid results for the project Improvements to Back Creek Road.

Motion was made by Committeeman Battisti and seconded by Committeewoman Santore to adopt resolution **R-2019-110 Resolution of the Township of Woolwich Authorizing Award of Public Bid to Arthur R. Henry, Inc. in the Amount of \$149,675.05 for the Project Known as Back Creek Road Improvements.**

Deputy Mayor Matthias asked if there is a project schedule. The Township Engineer responded that a preconstruction meeting will be scheduled the week of 4-8-19. Committeeman Frederick asked if project status will be provided in future engineering reports and was told that they will be provided.

Roll Call: Battisti: YES, Frederick: YES, Santore: YES, Matthias: YES, Marino: YES Motion Carried

2019 Municipal Budget Introduction

Motion was made by Committeeman Battisti and seconded by Committeewoman Santore to adopt resolution **R-2019-111 2019 Municipal Budget Introduction Resolution.**

The Deputy Mayor, Committeeman Frederick and Committeewoman Santore thanked the auditor and CFO for answering all of their budget questions.

Mayor Marino stated that this is the budget introduction only. A public hearing and adoption of the budget will be held at the May 6, 2019 meeting at which time public questions will be heard.

Roll Call: Battisti: YES, Frederick: YES, Santore: YES, Matthias: YES, Marino: YES Motion Carried

Mayor Marino led discussion on the monthly meeting schedule. He advised that beginning in May, all reports will be considered at the first monthly meeting as opposed to the second meeting, and that in July, August, September and October, there will be a trial period to conduct one meeting per month. That process will be discussed in November at which time a decision will be reached going forward. Those meetings will include a workshop meeting beginning at 6:00 p.m. to be followed by the regular meeting at 7:00 p.m.

Committeewoman Santore asked if a motion was required to move in this direction. Mayor Marino responded that this is only for discussion purposes.

Committeeman Frederick asked where work session meetings would be held and was told in the large conference room. Discussion was also held as to public meeting notice.

Committeeman Battisti asked what happens if the 6:00 p.m. workshop meeting takes longer than one hour and Mayor Marino responded that one hour should be sufficient. Committeeman Battisti also questioned whether special meetings would be needed in the interim between monthly meetings and was told that special meetings could be held provided a quorum is available.

Further discussion ensued between the Mayor and Committeeman Battisti, with Committeeman Battisti voicing concern.

Motion was made by Deputy Mayor Matthias and seconded by Committeeman Frederick to open the meeting to public comment. All were in favor.

Hearing no public comment, the public portion closed upon a motion by Committeewoman Santore, seconded by Deputy Mayor Matthias and unanimously passed.

Committeewoman Santore moved to approve the bills and purchase orders. Committeeman Battisti seconded. All were in favor. Committeeman Frederick abstained from Verizon bills.

With no further business, Committeeman Battisti moved to adjourn the meeting. Deputy Mayor Matthias seconded. All were in favor.

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file