

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
AUGUST 5, 2019
CAUCUS-6:00 P.M.**

The Caucus meeting was called to order at 6:00 p.m. by Mayor Marino who made the following statement:

The August 5, 2019 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 Frederick: PRESENT Santore: PRESENT
Matthias: PRESENT Marino: PRESENT

Also present were Administrator/Clerk DiBella, Solicitor Alice, Director of Community Development Blake, CFO Pine and Chief Jaramillo.

Those present saluted the American Flag.

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

Hearing no comment, motion was made by Committeewoman Santore and seconded by Committeeman Battisti to close the public portion. All were in favor.

The Mayor opened the meeting to committee discussion of agenda items.

Committeeman Frederick questioned resolutions on the Committee agenda authorizing the purchase of various items. Specifically, he asked if the dump truck for public works would be for new equipment of replacement of old. The CFO responded that these items were included in last year's capital and advised that the dump truck is for new equipment.

Committeeman Frederick inquired as to the purchase of a mower stating that \$26,000 is a lot for a mower and was told that it is for a tractor-mower, not a 0 turn mower and will be an addition to the fleet and capable of doing high angle cutting.

Committeewoman Santore noted that public works equipment has heavy use.

Deputy Mayor Matthias asked if purchases are based on need or equipment life cycle. The CFO replied that it is more based on need. He added that police vehicle purchases are more based on life span. Mayor Marino added that federal standards for police vehicles is 85,000 miles.

Committeeman Frederick then questioned the shared service agreement with the county for the rental of a stage unit for the fire company wine tasting event saying that he is surprised the township has to do this, and noted that since this is a fund raiser for the fire company, why the township is bearing cost. Deputy Mayor Matthias replied that it is imperative that the application be submitted for scheduling purposes, and that further discussion can take place in regards to cost.

Committeeman Frederick then inquired if the resolution authorizing payment of bills is for recurring bills only. Mayor Marino replied that it is. Suggestion was made that the resolution be amended to state that.

Committeeman Frederick also asked if the police weapon being provided to retiring Captain Lewis as noted in resolution R-2019-192 will be removed from inventory and was told that it will once it leaves the township's possession.

Mayor Marino asked if the transfer of the weapon will cause a shortage in the department. Chief Jaramillo replied that there will be one in excess. The Deputy Mayor noted that transfer to the retiring Captain is a small gesture for many years of service.

Committeeman Frederick then inquired as to the locations of the areas included in the redevelopment area resolution R-2019-194. Mr. Blake noted the various locations. Mayor Marino added that the addition of said parcels allows for a more unified plan.

Committeewoman Santore advised the Committee of planning efforts for the BDAC "Taste of Woolwich" event scheduled for September 13th. Cost of postcard invitations was discussed along with other costs and how to fit within the \$1,000 BDAC budget line item. Discussion was also held regarding outreach to businesses, media advertisement of the event, insurance requirements and participants. Committeeman Frederick noted sporting event conflicts on the same date of the event, saying that may impact attendance.

Committeeman Frederick inquired as to an update from SLK regarding branding etc. Committeeman Santore stated that SLK may participate with a booth at the Taste of Woolwich event for public input.

Deputy Mayor Matthias noted Ordinance 2019-13 and inquired as to the plan for instituting the reduced speed limit on Back Creek Road. Mayor Marino advised that signage is order and ready to be placed. He also noted that Harrison Township will be acting on a like Ordinance to reduce their speed limit which will result in a 35 mph limit for the entire length.

Deputy Mayor Matthias inquired as to whether or not reference should be included in resolution R-2019-183 as to the mistake by the former township engineer that resulted in the needed change order to the Back Creek Road contract.

Mayor Marino thanked the current engineer for catching this mistake per the project specifications and explained that the project bid prepared by Alaimo Group included incorrect guide rail end caps. He added that the Township Solicitor will be seeking to notify the Alaimo Group and seek payment for removal and replacement costs from them.

Committeeman Battisti asked why it took so long to realize the mistake. Travis Grieman, of Remington and Vernick responded that his firm only took over the project subsequent to the bid.

Mayor Marino provided an update on the Garwin Road Emergency drainage project, noting that final pave should be conducted on August 12.

Committeeman Frederik asked the engineer as to the status of the grant for park improvements.

Mr. Greiman advised that notification has not been received from NJDEP. He added that the project may break ground in spring of 2020.

Discussion then ensued regarding bids received for High Hill Park Shared Use Path, Phase 2, and whether to award the bid alternates.

Mr. Greiman explained that the project was split into three phases to ensure that there would be a piece under budget, and asked if the Committee wished to fund more than the base bid.

Mr. Blake advised that the township stands to receive an approximate \$300,000 reimbursement from Green Acres from the Palladino open space project and that those funds could be used towards this project.

Committeeman Frederick then advised the Committee of a \$697.00 quote to fix a problem with the temporary fence on Locke Ave, Field A.

Motion was made by Committeeman Battisti and seconded by Committeewoman Santore to adjourn the caucus meeting. All were in favor.

The caucus meeting adjourned at 6:55 p.m.

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
AUGUST 5, 2019
REGULAR MEETING**

The meeting was called to order by Mayor Vernon Marino at 7:04 p.m.

Mayor Marino made the following statement:

The August 5, 2019 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: Roll Call: Battisti: PRESENT Frederick: PRESENT Santore: PRESENT
Matthias: PRESENT Marino: PRESENT

Also present were Administrator/Clerk DiBella, Solicitor Alice, Director of Community Development Blake, CFO Pine and Chief Jaramillo.

Those present saluted the American Flag.

Mayor Marino asked for a moment of silence in regards to the two tragedies that occurred on August 3rd in both El Paso Texas and Dayton Ohio.

A Proclamation was presented to retiring Police Captain Sheldon Lewis.

Captain Lewis thanked the Committee and noted that he had a wonderful career in Woolwich Township

The Committee thanked the Captain for his service. Committeeman Battisti noted that Captain Lewis was the first School Resource Officer. Deputy Mayor Matthias thanked the Captain for his dedication to the township and everyone in general.

Chief Jaramillo then presented a Service Plaque to Captain Lewis.

Motion was made by Committeeman Frederick and seconded by Committeeman Battisti to approve resolution R-2019-178 Resolution of the Township of Woolwich Appointing Rodney Sawyer to the Position of Class II Officer Within the Woolwich Township Police Department

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

The Oath of Office was administered to Class II Officer Rodney Sawyer by Mayor Marino.

Mayor Marino administered the Oath of office to Class III Officers Kenny Gabriel and Mike LaRosa.

Motion was made by Committeeman Battisti and seconded by Committeeman Frederick to open the meeting to public comment on agenda items only. All were in favor.

Jordan Schlump, 10 Wilshire Blvd. noted that the agenda says that the Committee will be discussing police shared service agreements in executive session. He said that he hopes the Committee has a handle on all police related costs to represent a real number and provided his opinion that the past agreements with the Borough of Swedesboro were in Swedesboro's favor. He stated that as a taxpayer, he hopes that all parties would share equally in increases or decreases.

Mayor Marino responded that the agreement represents fair share in accordance with Title 40.

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

Mayor Marino read the following Ordinances by title only upon second reading:

2019-11 Bond Ordinance Providing for Emergency Road and Drainage Repairs to Garwin Road in and by the Township of Woolwich, in the County of Gloucester, New Jersey, Appropriating \$265,000 Therefor and Authorizing the Issuance of \$251,750 Bonds or Notes of the Township to Finance Part of the Cost Thereof

Motion to open the public hearing: Battisti Second: Matthias All in favor

There was no public comment

Motion to close the public hearing: Santore Second: Frederick All in favor

Motion to adopt: Battisti Second: Matthias

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

2019-12 Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey, Amending Chapter 203 of the Code of the Township of Woolwich Entitled "Zoning"

Motion to open the public hearing: Battisti Second: Santore All in favor

There was no public comment

Motion to close the public hearing: Santore Second: Matthias All in favor

Motion to table the Ordinance: Frederick Second: Santore

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

2019-13 An Ordinance of the Township of Woolwich Amending Chapter 182-6 of the Woolwich Township Code Entitled "Vehicles and Traffic" to Amend the Speed Limit on Back Creek Road

Motion to open the public hearing: Battisti Second: Frederick All in favor

There was no public comment

Motion to close the public hearing: Santore Second: Battisti All in favor

Motion to adopt the Ordinance: Battisti Second: Frederick

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

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

2019-14 Bond Ordinance Providing for the Acquisition of Trash Carts in and by the Township of Woolwich, in the County of Gloucester, New Jersey, Appropriating \$600,000 Therefor and Authorizing the Issuance of \$570,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof

Motion to introduce: Santore Second: Battisti

Mayor Marino advised the public that the Bond Ordinance is to pay for the acquisition of containers as the Township moves forward with a shared service agreement with Logan Township in January 2020 for trash/recycle collection. He added that this service will represent \$60,000 annually for the first five years and once the carts are paid, it will represent \$100,000/year.

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

Motion was made by Committeeman Battisti and seconded by Committeewoman Santore to approve a consent agenda for resolutions R-2019-179 through and including R-2019-194 with the exception of R-2019-191. All were in favor.

Resolutions of Consent Agenda:

R-2019-179 Resolution Authorizing the Execution of an Escrow Agreement Between the Township of Woolwich and Russo Acquisitions, LLC

R-2019-180 Resolution Authorizing the Execution of an Escrow Agreement Between the Township of Woolwich and Liberty Property Trust

R-2019-181 Resolution of the Township of Woolwich, County of Gloucester, Authorizing the Execution of an Agreement Between the Township of Woolwich and the Swedesboro-Woolwich Board of Education for the Purchase of Gasoline

R-2019-182 Resolution of the Township of Woolwich Authorizing a Quote of Eric M. Krise in the Amount of \$2,805.00 for the Repair of Parking Lot Lighting at the Woolwich Township Municipal Building

R-2019-183 Resolution Authorizing Change Order #1 in the Amount of \$19,420.00 to the Contract Between the Township of Woolwich and Arthur R. Henry, Inc. for Repairs to Back Creek Road

R-2019-184 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes

R-2019-185 Resolution of the Township of Woolwich Authorizing the Purchase of a Single Axle Heavy

**Duty Dump Body Truck to be used for Maintenance of Roads and Municipally Owned Properties-
\$149,900.00**

R-2019-186 Resolution of the Township of Woolwich Authorizing the Purchase of a Tractor/Mower Via a Nationally Recognized Co-Op with Sourcewell from Ventrac Tractor for Use Within Public Works Department-\$25,662.75

R-2019-187 Resolution Authorizing the Issuance of Street Opening Permits to S. Jersey Gas-233 Rainey Road, 157 Tara Run and 142 Moravian Church Road

R-2019-188 Resolution of the Township of Woolwich Authorizing the Lease of a Vehicle Via a Nationally Recognized Co-Op with Sourcewell from Enterprise Fleet Management-\$7,219.08

R-2019-189 Resolution of the Township of Woolwich Authorizing the Lease of Two Vehicles Via a Nationally Recognized Co-Op with Sourcewell from Enterprise Fleet Management-\$14,607.84

R-2019-190 Resolution of the Township of Woolwich Authorizing a Shared Service Agreement Between the Township of Woolwich and the County of Gloucester Regarding the Use of Certain Stage Units for Special Events

R-2019-192 Resolution of the Township of Woolwich Authorizing a Hold Harmless Agreement with Retired Captain Sheldon Lewis for the Release of His Township Issued Service Firearm and Requirements for Subsequent Registration and Responsibilities

R-2019-193 Resolution Authorizing the Release of Performance Bond #K08926384 as Posted for the Development Known as Villages at Weatherby-The Courts, Phase 4.1

R-2019-194 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey Adopting a Redevelopment Area Preliminary Investigation Report Pursuant to N.J.S.A. 40A:12A-1 et seq.

Motion was made by Committeewoman Santore and seconded by Committeeman Battisti to adopt Resolutions R-2019-179 through and including R-2019-194 with the exception of R-2019-191.

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

Motion was made by Committeewoman Santore and seconded by Deputy Mayor Matthias to approve resolution **R-2019-191 Resolution Providing for the Procedure to Process Bill Payments Through the Months of August, September and October.**

Committeeman Frederick asked if the resolution can be amended to include reference to "all recurring Bills."

The Committee was in agreement.

Motion was made by Committeeman Frederick and seconded by Committeewoman Santore to adopt resolution R-2019-191 as amended.

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

Travis Greiman, R&V Engineers, advised that he provided the bulk of the engineers report earlier and asked if there were further questions. Mayor Marino thanked Mr. Greiman for his assistance.

The following liaison reports were offered:

Committeeman Battisti advised that the Municipal Alliance will be holding a booth at the Taste of Woolwich Event.

Committeeman Frederick had no reports.

Committeewoman Santore: BDAC: Noted that the BDAC Taste of Woolwich Event has been discussed and she requested participation and assistance from other committees. Trash/Recycling: Excited to be moving forward with the purchase of trash carts and preparation for the January 1st Shared Service with Logan Township.

Deputy Mayor Matthias: Schools: The district rejected bids for the track project and will re-bid. The S/W District is planning activities and hiring personnel

Mayor Marino: JLUB: No meetings were held. TDR: Task Force is holding meetings and attempting to reach consensus regarding the program and zoning. Public Safety: Noted the recent national tragedies and thanked the police department for all that they do.

Chief Valichka, Woolwich Fire Chief advised that it was a busy month. Two volunteers are attending the fire academy. The Department is planning an October fund raiser to be conducted at Locke Avenue Park.

Committeewoman Santore asked Chief Valichka if vehicles are paying attention to the Auburn Road "box". The Chief responded that they are not.

Under new business, Mayor Marino advised that police department hiring will be discussed in closed session.

Mayor Marino advised that Garwin Road is re-opened and is scheduled for paving on August 12th.

Director of Community Development Matt Blake advised that the TDR Task Force will meet on Aug. 6th.

The Administrator/Clerk advised that the Public Works Department has the need to advertise for hiring two employees. She added that the positions were budgeted and due to the loss of one employee, salary should not be an issue.

Mayor Marino noted that the Committee sometimes pays little attention to the Public Works Department and their needs, and they do a great job with few employees.

Motion was made by Committeeman Battisti and seconded by Committeeman Frederick to approve the advertisement of hiring.

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

Motion Carried

The Committee discussed the \$40,450.00 proposal of Remington and Vernick to prepare and oversee the 2019 NJDOT Grant project for Swedesboro Avenue-from Mill to Asbury Station Road.

Mr. Greiman noted that the township applied for funding of four roads and was awarded \$200,000 for Swedesboro Avenue only.

Committeeman Battisti inquired as to the conditions of the other roads and was told that they are to be included in the 2020 grant cycle.

Mayor Marino stated that conducting an audit of township roads and preparing a pavement maintenance program is a good idea.

No action was necessary on the paving maintenance program. Mayor Marino advised that further budgetary information is needed from the CFO as to award of the engineer's proposal.

Discussion was then held regarding the re-bid of the High Hill Road Shared Use Path Project.

The Committee reviewed and discussed the base bid in the amount of \$387,910. And alternate #1 in the amount of \$70,600.00 and Alt. #2 in the amount of 189,921.00 for a total of \$648,431.00.

Committeeman Frederick questioned cost and project timing.

Discussion then ensued regarding safety issues present without including the alternates. The Committee was reminded that it stands to lose the grant funding if not awarded at this time. It was noted that funding over and above the grant amount is available in the open space fund.

Deputy Mayor Matthias moved to approve resolution **R-2019-195 Resolution of the Township of Woolwich Awarding Bid of Paving Plus LLC Municipal Aid Program Project High Hill Road Shared Use Path Phase II** including the base bid and both alternates. Committeeman Frederick seconded contingent upon certification of funds which the CFO said was available.

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

Committeeman Fredrick discussed the need to purchase additional fencing for Locke Avenue Park Field A in the amount of \$697.00.

Deputy Mayor Matthias asked if this is a want or a need. Brief discussion ensued.

Committeeman Frederik moved to authorize the purchase. Committeewoman Santore seconded.

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

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

Jordan Schlump, 10 Wilshire Blvd. questioned tree removal at Locke Avenue entrance to the park complex.

Mayor Marino replied that the tree removal is due to interference with power lines that affected the irrigation pump electricity.

Mr. Schlump warned of erosion of the road slope and the fact that debris has been left behind. Deputy Mayor Matthias said that she will follow up.

With no further public comment, motion was made by Committeewoman Santore and seconded by Committeeman Battisti to close the public portion. All were in favor.

Committeewoman Santore moved to approve resolution **R-2019-196 Resolution for Closed Session**. Committeeman Battisti seconded. All were in favor.

The Committee entered closed session at 8:13 p.m. for the purpose of discussing the following:

Personnel-Police Matters
Contractual Matters-Sewer/LTMUA
Contractual Matters-Enclave at Stone Meeting House
Contractual Matters-S. Harrison Twp. Police Agreement
Contractual Matters-Swedesboro Police Agreement Renewal
Litigation-Woolwich Adult Mediation
Potential Litigation-JLUB Matter

The regular meeting reconvened at 9:35 p.m. upon a motion by Committeeman Battisti, seconded by Committeewoman Santore and unanimously passed.

Committeewoman Santore moved to authorize Chief Jaramillo to take the steps necessary to advertise for two positions in the department. Committeeman Battisti seconded. All were in favor.

Motion was made by Deputy Mayor Matthias and seconded by Committeeman Battisti to approve the minutes of July 15, 2019, regular and closed session. All were in favor. Committeewoman Santore abstained as she was not present.

Motion was made by Committeeman Battisti and seconded by Deputy Mayor Matthias to approve the bills and purchase orders presented by the finance officer. All were in favor. Committeeman Frederick abstained on Verizon bills.

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

The meeting adjourned at 9:37 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim.
Audio recording on file.