

**AGENDA  
WOOLWICH TOWNSHIP COMMITTEE  
FEBRUARY 3, 2020**

Call to order:

The February 3, 2020 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:

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

**Ordinances:**

**2020-01 An Ordinance of the Township of Woolwich Amending Chapter 143 of the Code of the Township of Woolwich Entitled "Property Maintenance"      First Reading/Introduction**

**R-2020-47 Resolution of the Township of Woolwich to be a Participant in the Local Efficiency Achievement Program (LEAP)      Previously Tabled**

**Resolutions of Consent Agenda:**

**R-2020-50 Resolution of the Township of Woolwich Appointing William Franklin to the Position of Class III Officer within the Woolwich Township Police Department**

**R-2020-51 Resolution Authorizing the Proposal of Remington and Vernick Engineers for Bid Services and Inspections for Improvements Within The Enclave at Stone Meeting House**

**R-2020-52 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey Authorizing the Entering Into and the Execution of a "Municipal Comprehensive Farmland Preservation Plan Grant Agreement"**

**R-2020-53 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-2020-54 Resolution Authorizing Release and Closure of Escrow Account**

**R-2020-55 Resolution Making a Professional Services Appointment for the Position of COAH Special Counsel**

**R-2020-56 Resolution Making a Professional Services Appointment for the Position of Public Defender**

**R-2020-57 Resolution Making a Professional Services Appointment for the Position of Fire Restoration Service**

**R-2020-58 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes**

**R-2020-59 Resolution Authorizing Totally Disabled Veteran Exemption**

**R-2020-60 Resolution Appointing a Class II Member to the Woolwich Township Joint Land Use Board**

**Reports:** Month of Dec.  
Tax Collector: \$520,117.98

Woolwich Fire Company: Monthly Report

Police Chief: Monthly Report

Township Engineer: Monthly Report

DOCD Report: Monthly Report

Administrator's Report: Monthly Report

Municipal Services: Monthly Report

**Liaison Reports:**

Committeeman Frederick: Municipal Services; (Blds./Grounds/Code/UCC/Zoning/Public Works); Environmental Commission

Committeeman Nocentino: Municipal Alliance

Committeewoman Santore: BDAC; Trash/Recycling

Dep. Mayor Matthias: Educational Partners; (KRHS and SWSD); Recreation

Mayor Marino: Administration: (Finance; Court; JLUB, TDR Task Force); Public Safety

Old Business:

New Business: NJTA Parcel Conveyance

Accept Resignation of Officer Sean Weston

Accept Resignation of Director of Community Development Matt Blake

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

**R-2020-61 Resolution for Closed Session:**

**Personnel: Police Structure**

**Approval of Bills and Purchase Orders:**

**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.

**RULES AND REGULATIONS OF THE WOOLWICH TOWNSHIP COMMITTEE:** These procedures are designed to ensure an orderly conduct of business and to allow the tape recording of the proceedings to record all comments made with accuracy.

Township Committee welcomes public comment on any governmental issue that a member of the public feels may be of concern to the resident of the municipality. There will be two (2) portions, up to thirty (30) minutes in duration or as determined by the Mayor or Deputy Mayor, set aside for such comment at every monthly meeting of the Committee. There will be no other public comment accepted unless directed by the Mayor or Deputy Mayor or by an approved motion of the Committee, such as a public hearing.

Comments relating to specific items that are scheduled for a public hearing can only be made at the time of the public hearing on the issue. In taking action on these items, the Township Committee will consider the comments presented at public hearing and any member of the committee can request the Mayor or Deputy Mayor designee for permission to question or address Township Committee.

Each person who wishes to speak shall raise his or her hand to be recognized before speaking. When recognized, the speaker must state their name, address and purpose of their comments. A second opportunity for the same individual to speak will only be allowed after all others have had their opportunity.

Individuals' comments will be limited to a maximum of five (5) minutes to allow as many residents to speak as possible. Other members of the Committee, municipal employees or Township professionals will respond only when requested by the Mayor or his/her designee.

No intra-audience dialogue is permitted during the open session of any meeting. Such behavior is disruptive and will not be permitted.

Speakers on both sides shall treat each other with courtesy and respect in both action and utterance. No personal attacks or "poisonous" rhetoric will be permitted. The Mayor or Deputy Mayor will give one warning of improper behavior or rhetoric to a speaker. On the next offense the speaker will be asked to relinquish the floor to another speaker.

Closed sessions of the Township Committee will normally be held at the end of the normal business part of any meeting. Exceptions to this may be made due to professional commitments or anticipated outcomes deemed of significant public interest.

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH AMENDING CHAPTER 143 OF THE CODE OF THE  
TOWNSHIP OF WOOLWICH ENTITLED PROPERTY MAINTENANCE**

**2020-01**

**WHEREAS**, Chapter 143 of the Code of the Township of Woolwich entitled "Property Maintenance" was adopted by the Township of Woolwich to address abandoned, vacant and foreclosed properties; and

**WHEREAS**, Section 15 of Chapter 143 entitled "Re-occupancy and/or Sale of Property" addresses the means through which a Certificate of Occupancy shall be issued for abandoned, vacant and foreclosed properties; and

**WHEREAS**, financial institutions, in particular, have acquired titled to certain properties and are often unwilling to fund the updates and repairs necessary to obtain a Certificate of Occupancy due to the fact that the market value of certain properties is less than the loan balance applicable to the Institution's recorded mortgage; and

**WHEREAS**, in certain instances, Sellers list their properties for sale in "as is" conditions; and

**WHEREAS**, the Township of Woolwich is aware of Buyers who desire to purchase properties with the intent to perform necessary repairs either to reside at the property or to resell the properties in an improved condition; and

**WHEREAS**, the requirement currently in the Code that a Certificate of Occupancy must be issued prior to sale has proven to discourage or eliminate part of the real estate marketplace consisting of such purchasers and/or investors; and

**WHEREAS**, removing the language from the Code requiring the issuance of a Certificate of Occupancy prior to transfer of title would encourage the sale of properties in "as is" condition that currently constitute a nuisance and potential health hazard both on the property itself as well as adjoining properties; and

**WHEREAS**, the Township, by and through its Construction Code Department, has an interest in performing a detailed inspection prior to the transfer of title and further to ensure that any work conducted on said property was permitted and inspected during prior ownership; and

**WHEREAS**, the Township Committee of the Township of Woolwich finds that removing the Certificate of Occupancy condition and replacing it with an obligation to obtain a Municipal Inspection will encourage transfer of title and subsequent upgrades and repairs to the betterment of the overall community while protecting the Township and its residents; and

**WHEREAS**, it is necessary to adopt an Ordinance to make the desired change;

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Woolwich, County of Gloucester, State of New Jersey that Section 15 of Chapter 143 is hereby repealed in its entirety and replaced with the following:

**143-15 Re-occupancy and/or Sale of Property**

A vacant building or structure on abandoned or foreclosed property shall not be occupied until all violations have been corrected in accordance with the violation or correction notices issued and a

Certificate of Occupancy has been issued by the Woolwich Township Construction Code Office. All mechanical, electrical, plumbing and structural systems shall be certified by a licensed contractor as being in good repair, the provisions of the International Property Maintenance Code or its successor, complied with and all blight removed. Further, work conducted on said property that was not permitted and approved by the Woolwich Township Construction Code Office shall be permitted, inspected and approved. In addition, a Certificate of Occupancy shall not be issued until all outstanding costs, assessments and/or liens owed to the Township have been paid in full.

Prior to transferring title to such a property, the Buyer or Seller shall obtain a Housing Code Inspection from the Municipality, and all deficiencies noted in the resulting Inspection Report shall be addressed to the satisfaction of the inspector prior to the issuance of a Certificate of Occupancy. Transfer of title may occur after the Report is issued but before a Certificate of Occupancy is issued.

**Inconsistency:**

All Ordinances or parts of Ordinances that are inconsistent with the terms of this Ordinance are hereby repealed to the extent of their inconsistency.

**Effective Date:**

This Ordinance shall take effect immediately upon proper passage, publication in accordance with law and after final adoption as provided by law.

TOWNSHIP OF WOOLWICH

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

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

NOTICE

Notice is hereby given that the foregoing ordinance was introduced and passed on first reading at a meeting of the Township Committee of the Township of Woolwich, held on the 3rd day of February, 2020 and will be considered for final passage at a meeting of the Township Committee of the Township of Woolwich, to be held on the 18<sup>th</sup> day of February, 2020 at 6:00 p.m. at which time and place any interested party will be given the opportunity to be heard.

Jane DiBella, Township Clerk

CERTIFICATION OF ADOPTION

The foregoing Ordinance was adopted by the Township Committee of the Township of Woolwich upon second reading and subsequent to a public hearing conducted on said Ordinance at a meeting of the Woolwich Township Committee held on February 18, 2020.

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Jane DiBella, Clerk



# WOOLWICH TOWNSHIP

120 Village Green Drive

Woolwich Township, New Jersey 08085  
Main: 856.467.2666 Fax: 856.467.3545

**Vernon R. Marino**  
Mayor

**Jane DiBella**  
Administrator

Date:

Re: (Property Address)  
Woolwich Township, Block \_\_\_\_\_, Lot \_\_\_\_\_

To Whom it may concern;

I am the Construction Code Official for the Township of Woolwich. Pursuant to Township Code 143-15. I have performed a Housing Code Inspection for the subject property and have generated a report of those items that need to be addressed before the issuance of a Certificate of Occupancy. The Housing Code Inspection satisfies the Township's requirements for transfer of title.

Please contact my office at 856-467-2666 x 3102 if I may be of further assistance.

---

James A. Sabetta, Construction Code Official

## **CURRENT CODE**

143-15 Re-occupancy and/or sale of property

A vacant building or structure on abandoned or foreclosed property shall not be occupied until all violations have been corrected in accordance with the violation or correction notices issued and a certificate of occupancy has been issued by the Township Construction Office. All mechanical, electrical, plumbing and structural systems shall be certified by a licensed contractor as being in good repair, the provisions of the International Property Maintenance Code, or its successor, complied with and all blight removed. In addition, a certificate of occupancy shall not be issued until all outstanding cost, assessments and/or liens owed to the Township have been paid in full.

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH TO BE A PARTICIPANT IN THE  
LOCAL EFFICIENCY ACHIEVEMENT PROGRAM (LEAP)  
R-2020-47**

**WHEREAS**, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

**WHEREAS**, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

**WHEREAS**, the Kingsway Regional High School District (Lead Entity) and the Township of Woolwich (Participating Local Unit) propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

**WHEREAS**, the purpose of this shared services agreement is to study school district regionalization which will benefit the residents of all participating local units; and

**WHEREAS**, the Kingsway Regional High School District has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Woolwich, that the Township of Woolwich does hereby join with the Kingsway Regional High School District in applying for a LEAP Implementation Grant in the amount of \$150,000.00 to support implementation of this shared service.

Adopted this 21<sup>st</sup> day of January, 2020

TOWNSHIP OF WOOLWICH

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

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

**CERTIFICATION**

I, Jane DiBella, Clerk of the Township of Woolwich in the County of Gloucester, in the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Township of Woolwich at its meeting of January 1, 2020.

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

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH APPOINTING  
WILLIAM FRANKLIN TO THE POSITION OF CLASS III OFFICER WITHIN  
THE WOOLWICH TOWNSHIP POLICE DEPARTMENT  
R-2020-50**

**WHEREAS**, the Woolwich Township Chief of Police has made recommendation to the Woolwich Township Committee as to the hiring of Class III Special Law Enforcement Officer(s); and

**WHEREAS**, said position(s) have been advertised and interviews conducted; and

**WHEREAS**, the Woolwich Township Chief of Police has recommended the hiring of William "Bill" Franklin as a Class III Officer effective on or about February 3, 2020; and

**WHEREAS**, these positions are considered part time and said officers are to work within the Kingsway Regional and/or Swedesboro/Woolwich School Districts;

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

1. That William "Bill" Franklin be and is hereby appointed to the position of Class III Officer within the Woolwich Township Police Department effective on or about February 3, 2020.
2. In accordance with Section 7 of P.L.1985, c.439 (C.40A:14-146.14), the term of appointment shall expire on August 31, 2020.
3. That this position shall be considered part time, that said officer shall not fall under the effective bargaining agreement between the Township of Woolwich and PBA Local #122, and that said officer shall not be eligible for benefits.
4. That Class III Officers shall receive compensation in the amount of \$30.00/hr.

Adopted this 3<sup>rd</sup> day of February, 2020

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 3<sup>rd</sup> day of February, 2020.

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

**RESOLUTION AUTHORIZING THE PROPOSAL OF REMINGTON AND VERNICK ENGINEERS FOR  
BID SERVICES AND INSPECTIONS FOR IMPROVEMENTS WITHIN THE ENCLAVE AT STONE  
MEETING HOUSE  
R-2020-51**

**WHEREAS**, the Township of Woolwich took action against the bond posted on the development known as The Enclave at Stone Meeting House; and

**WHEREAS**, the township has received said funds in the amount of \$287,215.00 which will allow the Township to undertake certain final improvements within The Enclave that would otherwise have been the responsibility of the developer bonded entity; and

**WHEREAS**, the Township of Woolwich received a proposal dated January 22, 2020 from Remington and Vernick Engineers to conduct a scope of service which includes Construction Plans and Specifications, Contract Administration and Construction Inspection in the "Not to Exceed" amount of \$30,000.00 in this regard, as more fully set forth in said proposal attached hereto; and

**WHEREAS**, this project is necessary to ensure the residents of The Enclave at Stone Meeting House that their development contains the improvements and safety measures called out in the approved development plans for which the developer has defaulted; and

**WHEREAS**, the Woolwich Township CFO has issued a Certification of Funds in this regard;

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

1. That Remington and Vernick Engineers be and are hereby authorized and directed to conduct construction plans and specifications, contract administration and construction inspection services for the project known as The Enclave at Stone Meeting House per their proposal dated January 22, 2020 in the "Not to Exceed" amount of \$30,000.00.

Adopted this 3<sup>rd</sup> day of February, 2020

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 3<sup>rd</sup> day of February, 2020.

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

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY  
AUTHORIZING THE ENTERING INTO AND THE EXECUTION OF A "MUNICIPAL COMPREHENSIVE  
FARMLAND PRESERVATION PLAN GRANT AGREEMENT"**

**R-2020-52**

**WHEREAS**, the Township of Woolwich applied to the State Agriculture Development Committee (SADC) for a grant to aid in the creation of an amended Comprehensive Farmland Preservation Plan; and

**WHEREAS**, proposed amendments to the Municipal Planning Incentive Grant (PIG) regulation found at N.J.A.C. 2:76-17A.4(c) require municipalities to reexamine and update their Comprehensive Farmland Preservation Plan at least every ten (10) years; and

**WHEREAS**, the SADC has authorized a 50% cost share not to exceed a maximum amount of \$20,000 for certain tasks, staff, consultants and certain material costs necessary to update the Township's Comprehensive Farmland Preservation Plan, the terms of which are contained within a "Municipal Comprehensive Farmland Preservation Plan Grant Agreement" attached hereto and incorporated within the body of this resolution by reference; and

**WHEREAS**, the Township Committee of the Township of Woolwich feels it to be in the best interest of the Township to move forward towards updating its Comprehensive Farmland Preservation Plan, and further feels it to be in the best fiscal interest of the Township to enter into said Grant Agreement;

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

1. That the Woolwich Township Committee hereby agrees to enter into a "Municipal Comprehensive Farmland Preservation Plan Grant Agreement" between the Township of Woolwich and the State of New Jersey Agriculture Development Committee as attached hereto, and agrees to the terms contained therein.

Adopted this 3<sup>rd</sup> day of February, 2020

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 3<sup>rd</sup> day of February, 2020.

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

State of New Jersey  
State Agriculture Development Committee

**Municipal Comprehensive Farmland Preservation Plan  
Grant  
AGREEMENT**

Between:

**Grantor or “State Agriculture  
Development Committee”:** State of New Jersey,  
State Agriculture Development Committee

Address: P.O. Box 330  
Health & Agriculture Building  
John Fitch Plaza  
Trenton, New Jersey 08625

and

**Grantee or “Municipality”:**

Address: \_\_\_\_\_,  
\_\_\_\_\_, New Jersey

**Grant Amount:** Up to 50% of eligible costs not to exceed a maximum grant of \$ 20,000.

**WHEREAS**, Grantee applied to the State Agriculture Development Committee (also referred to as “Committee” or “Grantor”) for a grant to aid in the creation or amendment of a Comprehensive Farmland Preservation Plan; and

**WHEREAS**, a Municipal Comprehensive Farmland Preservation Plan is required for participation in the Municipal Planning Incentive Grant (PIG) program under N.J.S.A. 4:1C-43.1; and

**WHEREAS**, N.J.A.C. 2:76-17A.4(a) and (b) sets forth the minimum required components for a Municipal Comprehensive Farmland Preservation Plan; and

**WHEREAS**, on July 25, 2019, the State Agriculture Development Committee approved revised guidelines which supplement N.J.A.C. 2:76-17A.4(a) and (b) and provide uniform standards for the development of Municipal Comprehensive Farmland Preservation Plans; and

**WHEREAS**, proposed amendments to the Municipal PIG regulations at N.J.A.C. 2:76-17A.4(c) require municipalities to reexamine and update the Comprehensive Farmland Preservation Plan at least every ten (10) years.

**THEREFORE**, in consideration of the mutual obligations and benefits to each party, Grantor and Grantee hereby agree to the following:

1. Grantor has authorized a 50% cost share, not to exceed a maximum grant amount of \$20,000, for the following eligible costs.
  - a. Municipal staff or consultant services shall be eligible provided:
    - i. A log of hours spent by each person in developing specific components is provided.
    - ii. Costs will be eligible for reimbursement for Plans adopted after July 25, 2019 and before December 31, 2029.
  - b. Material costs shall be eligible provided they are limited to the cost of production of the Comprehensive Farmland Preservation Plan and do not include the purchase of equipment or materials which may be employed for uses beyond the scope of Plan production.
2. Grantor and Grantee shall conduct an initial consultation meeting to discuss component task responsibilities and deadlines and construct an approved work program for Plan creation. An interim progress report will be required as per approved work program.
3. Grantee shall conduct at least two public meetings related to the draft Comprehensive Farmland Preservation Plan prior to submission to the Committee. Grantee shall provide advanced notice of such meetings to all municipalities containing targeted farms at least ten (10) working days in advance.
4. Grantee shall submit the draft Comprehensive Farmland Preservation Plan for SADC staff review and comment prior to adoption.
5. Grantor shall disburse payment as a lump sum following:
  - a. Agricultural Advisory Committee adoption of Comprehensive Farmland Preservation Plan.
  - b. Municipal Planning Board adoption of the Comprehensive Farmland Preservation Plan.
  - c. State Agriculture Development Committee approval of the Comprehensive Farmland Preservation Plan will be based on standards set forth in N.J.A.C. 2:76-17A.4 (a) and (b) and this Agreement.
6. Grantee shall submit the documents set forth within 2 years of the signing of this grant agreement. Failure to submit these documents within this time period may result in the forfeiture of the remaining grant amount. Grantee may petition the Committee for extension of this period if done so prior to its termination.
7. The Committee retains the right to disallow any of the costs set forth in the statement submitted pursuant to 1(a) & 1(b) above. In the event that a cost is disallowed, an equitable adjustment in the grant payment shall be made to the

Grantee to reflect a grant payment of up to 50% of the eligible costs incurred.

8. The Committee retains the right to recover funding or halt future payment if it determines that Planning Incentive Grant funding exceeds 50% of eligible costs incurred to prepare the Comprehensive Farmland Preservation Plan.
9. The Committee retains the right to reproduce and use in its publications or presentations any printed or graphic products developed under this grant. This right shall be expressly stated within any agreement between the municipality and its contracted consultants. Each deliverable shall contain the following statement on its cover: "Prepared through funding from the New Jersey State Agriculture Development Committee".
10. The Committee retains the right to terminate this Agreement in whole, or in part, upon thirty (30) days written notice, if it determines that the Grantee has failed to comply with any terms or conditions of this agreement. If the Committee terminates this Agreement, the Committee may demand the Grantee refund all the monies received by Grantee under this Agreement.
11. This Agreement may be amended at any time only by mutual agreement of the parties in writing.
12. The Grantee shall not assign this Agreement, or any responsibilities, benefits or payments due hereunder, without the written consent of the Committee.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan E. Payne, Executive Director  
State Agriculture Development Committee

\_\_\_\_\_  
Date

**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-2020-53**

**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:

Department	Account Number	To	From
Legal Service - Other Professional	9-01-20-155-028	\$ 13,000.00	
Planning Board Legal Fees	9-01-21-180-027	\$ 5,500.00	
Planning Board Professional Fees	9-01-21-180-028	\$ 19,000.00	
Police Education and Training	9-01-25-240-042	\$ 2,000.00	
Treasurer Salary and Wage	9-01-20-130-011		\$ 4,000.00
Medical Surgical Insurance	9-01-23-220-000		\$ 4,000.00
Police Regular Salary and Wage	9-01-25-240-011		\$ 4,000.00
Streets and Roads - Stone Patch	9-01-26-290-064		\$ 5,000.00
Buildings and Grounds - Maintenance	9-01-26-310-024		\$ 7,500.00
Vehicle Maintenance - Public Works	9-01-26-315-025		\$ 2,500.00
Telephone	9-01-31-440-000		\$ 2,000.00
Fire Hydrant Service	9-01-31-445-000		\$ 1,000.00
Heating	9-01-31-447-000		\$ 2,000.00
Gasoline	9-01-31-460-001		\$ 5,000.00
Municipal Court - Printing	9-01-43-490-042		\$ 2,500.00
<b>Totals</b>		<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>

This resolution will become effective immediately

Adopted at a meeting of the Township of Woolwich Committee held on February 3<sup>rd</sup>, 2020.

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Vernon Marino, Mayor

Attest:

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Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting conducted on the 3<sup>rd</sup> day of February, 2020.

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Jane DiBella, Clerk

**RESOLUTION AUTHORIZING RELEASE AND CLOSURE OF ESCROW ACCOUNTS  
R-2020-54**

**WHEREAS**, the Township of Woolwich is in receipt of certain escrow accounts which are no longer active; and

**WHEREAS**, a request has been received for the closure of the following escrow account upon which a remaining balance is due and owing;

Account	Developer	Amount
2007-001 – Natures Walk	Tindall Homes	\$1,833.83

**WHEREAS**, based upon the request of the applicant and with the approval of the CFO and upon the disclosure to Township Professionals of such request and their communication to the Township that no further invoices are due and owing, the Woolwich Township Committee wishes to authorize the closure of the above account as noted;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Woolwich that the following escrow account is hereby authorized for closure and the Woolwich Township CFO is hereby authorized and directed to refund the remaining balances:

Account	Developer	Amount
2007-001 – Natures Walk	Tindall Homes	\$1,833.83

Adopted this 3<sup>rd</sup> day of February, 2020

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 3<sup>rd</sup> day of February, 2020.

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

**RESOLUTION MAKING A PROFESSIONAL SERVICES APPOINTMENT-COAH  
SPECIAL COUNSEL  
R-2020-55**

**WHEREAS**, there exists a need for COAH Special Counsel for the Township of Woolwich for the year 2020; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be publicly advertised; and

**WHEREAS**, this appointment is further being made under a "Fair and Open Process" in accordance with the provisions of Ordinance 2005-38 of the Township of Woolwich;

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

1. That Michael Jedziniak, of the firm Carluccio, Leone, Dimon, Doyle & Sacks, be and is hereby appointed as COAH Special Counsel within the Township of Woolwich commencing February 1, 2020 nunc pro tunc through December 31, 2020 and that the Mayor and Township Clerk are hereby authorized and directed to execute an Agreement in this regard.
2. This Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid service encompasses Professional Services recognized, licensed, and regulated by Law, and are of a nature where it is not possible to obtain competitive bids.
3. A copy of this Resolution or a summary thereof shall be published by the Township Clerk as required by Law.
4. A copy of this Resolution and the referenced Agreement are on file and are available for public inspection in the Office of the Clerk of the Township of Woolwich.

**WOOLWICH TOWNSHIP**

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

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

**RESOLUTION MAKING A PROFESSIONAL SERVICES APPOINTMENT-PUBLIC  
DEFENDER  
R-2020-56**

**WHEREAS**, there exists a need for a Public Defender for the Township of Woolwich for the year 2020; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be publicly advertised; and

**WHEREAS**, this appointment is further being made under a "Fair and Open Process" in accordance with the provisions of Ordinance 2005-38 of the Township of Woolwich;

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

1. That Lawrence L. Hubert, LLC, be and is hereby appointed as the Public Defender within the Township of Woolwich commencing February 1, 2020 nunc pro tunc through December 31, 2020 and that the Mayor and Township Clerk are hereby authorized and directed to execute an Agreement in this regard.
2. This Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid service encompasses Professional Services recognized, licensed, and regulated by Law, and are of a nature where it is not possible to obtain competitive bids.
3. A copy of this Resolution or a summary thereof shall be published by the Township Clerk as required by Law.
4. A copy of this Resolution and the referenced Agreement are on file and are available for public inspection in the Office of the Clerk of the Township of Woolwich.

**WOOLWICH TOWNSHIP**

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

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

**RESOLUTION MAKING A PROFESSIONAL SERVICES APPOINTMENT-FIRE  
RESTORATION SERVICES  
R-2020-57**

**WHEREAS**, there exists a need for Fire Restoration Services for the Township of Woolwich for the year 2020; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be publicly advertised; and

**WHEREAS**, this appointment is further being made under a "Fair and Open Process" in accordance with the provisions of Ordinance 2005-38 of the Township of Woolwich;

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

1. That National Restoration & Facilities Service, be and is hereby appointed as Fire Restoration Service within the Township of Woolwich commencing February 1, 2020 nunc pro tunc through December 31, 2020 and that the Mayor and Township Clerk are hereby authorized and directed to execute an Agreement in this regard.
2. This Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid service encompasses Professional Services recognized, licensed, and regulated by Law, and are of a nature where it is not possible to obtain competitive bids.
3. A copy of this Resolution or a summary thereof shall be published by the Township Clerk as required by Law.
4. A copy of this Resolution and the referenced Agreement are on file and are available for public inspection in the Office of the Clerk of the Township of Woolwich.

**WOOLWICH TOWNSHIP**

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

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

**RESOLUTION AUTHORIZING THE TAX COLLECTOR TO TRANSFER OR REFUND OVERPAYMENT OF TAXES**

**R-2020-58**

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Woolwich, County of Gloucester, and State of New Jersey, that it hereby authorizes the Woolwich Tax Collector to process the following transfer/refund as noted:

Block 28.34	Lot 7	Lereta/Voci	\$2,258.30 refund
-------------	-------	-------------	-------------------

Adopted this 3rd day of February, 2020

TOWNSHIP OF WOOLWICH

\_\_\_\_\_  
Vern 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 3rd day of February 2020.

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

**RESOLUTION AUTHORIZING TOTALLY DISABLED VETERAN EXEMPTION  
R-2020-59**

**WHEREAS**, certain disabled veterans are entitled to an exemption from payment of real estate taxes otherwise due pursuant to N.J.S.A. 54:4-3.30 et seq.; and

**WHEREAS**, the Gloucester County Tax Assessor has made a determination that Dana L. Scott qualifies for said exemption;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Woolwich, County of Gloucester, State of New Jersey, that it hereby authorizes the Woolwich Township Tax Collector to refund and /or cancel taxes as set forth below. The previous owner is responsible for the first 17 days of the 3<sup>rd</sup> quarter.

Block 14	Lot 19.20	Wells Fargo	\$ 3,244.80 2019 3 <sup>rd</sup> qtr. refund and cancel
			3,980.29 2019 4 <sup>th</sup> qtr. Refund and cancel
			3,964.46 2020 1 <sup>st</sup> qtr. Cancel
			3,964.46 2020 2 <sup>nd</sup> qtr. Cancel

**TDV was approved on July 18, 2019**

Adopted this 3<sup>rd</sup> day of February, 2020

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 3<sup>rd</sup> day of February 2020.

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

**RESOLUTION APPOINTING A MEMBER TO THE  
WOOLWICH TOWNSHIP JOINT LAND USE BOARD  
R-2020-60**

**WHEREAS**, The Mayor of the Township of Woolwich is required to make appointments to the Woolwich Township Joint Land Use Board pursuant to N.J.S.A. 40:55D-23; and

**WHEREAS**, there is a vacancy in the position of Class II Member;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Woolwich that the following appointment is hereby made by the Woolwich Township Mayor in accordance with NJSA 40:55D-23 as follows:

1. That Richard Jaramillo, Woolwich Township Chief of Police be and is hereby appointed as a Class II member of the Woolwich Township Joint Land Use Board for a term effective this date and ending December 31, 2020. This appointment affirms the appointment of the Mayor pursuant to N.J.S.A. 40:55D-23.

Adopted this 3<sup>rd</sup> day of February, 2020

TOWNSHIP OF WOOLWICH

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

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

CERTIFICATION

The foregoing Resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 3<sup>rd</sup> day of February, 2020.

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



# New Jersey Turnpike Authority

1 TURNPIKE PLAZA - P.O. BOX 5042 - WOODBRIDGE, NEW JERSEY 07095  
TELEPHONE (732) 750-5300

PHILIP D. MURPHY  
GOVERNOR

SHEILA Y. OLIVER  
LIEUTENANT GOVERNOR

DIANE GUTIERREZ-SCACCETTI, Chair  
ULISES E. DIAZ, Vice Chair  
MICHAEL R. DUPONT, Treasurer  
RAYMOND M. POCINO, Commissioner  
RONALD GRAVINO, Commissioner  
JOHN D. MINELLA, Commissioner  
RAPHAEL SALERMO, Commissioner  
JOHN M. KELLER, Executive Director

January 27, 2020

Ms. Kaitlyn Vitt  
Aqua New Jersey Inc.  
10 Black Forest Road  
Hamilton, New Jersey 08691

RE: LTC No. T900 - Installation of 955 LF of 15" Sanitary Sewer Main  
LTC No. T904 - Installation of 910 LF of 16" Water Main  
New Jersey Turnpike Milepost 13.40  
Fourth & Design Waiver Review - T900  
Third & Design Waiver Review - T904

Dear Ms. Vitt:

The New Jersey Turnpike Authority ("Authority") has reviewed the License to Cross documents and plans provided by Consulting Engineer Services ("CES") in a letter dated December 30, 2019 for the above referenced projects and offers the following comment:

## Engineering Department

### Right-of-Way:

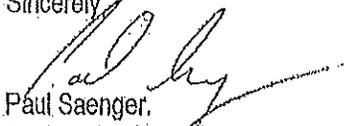
- The Authority will require written confirmation from Woolwich Township that they will accept the conveyance of parcels 261AX, 261BX & 261XC.

## Stantec Consulting Services Inc.

- Please see the attached letter dated January 23, 2020 for comments for LTC No. T900.
- Please see the attached letter dated January 23, 2020 for comments for LTC No. T904.

Please provide a comment response letter, revised drawings, and documents for above reference License to Cross. Should you have any questions, please contact the undersigned at (732) 750-5300, extension 8245.

Sincerely,

  
Paul Saenger,  
Engineering Technician, Planning

PS/km

Attachments

cc: Robert J. Fischer, P.E.  
J. Lawrence Williams, P.E.  
Lisa K. Navarro, P.E.  
File, w/att.

## Hannah Sewekow

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**From:** Hannah Sewekow  
**Sent:** Wednesday, December 04, 2019 3:54 PM  
**To:** Blake, Matthew  
**Cc:** Rodgers, Norman; Marino, Vernon; Matthias, Natalie; DiBella, Jane  
**Subject:** RE: NJTA Land Conveyance to Woolwich

Good Afternoon Matt,

Thank you the information. CES will proceed with providing a survey to NJTA to convey the property.

Best,

Hannah Sewekow

Consulting Engineer Services

645 Berlin Cross Keys Road, Suite 1, Sicklerville, NJ 08081

Phone: 856-228-2200 x247

Fax: 856-232-2346

[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)

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**From:** Blake, Matthew <MBlake@woolwichtwp.org>  
**Sent:** Wednesday, December 04, 2019 8:26 AM  
**To:** Hannah Sewekow <hsewekow@ces-1.com>  
**Cc:** Rodgers, Norman <nrodgers@ces-1.com>; Marino, Vernon <VMarino@woolwichtwp.org>; Matthias, Natalie <NMatthias@woolwichtwp.org>; DiBella, Jane <JDiBella@woolwichtwp.org>  
**Subject:** Re: NJTA Land Conveyance to Woolwich

Hannah,

Thank you for providing this helpful information and tracking down the appropriate contact for us.

I now understand that the Township is already responsible for maintaining the basin and lot.

Thanks again.

-Matt

Matthew Blake, AICP, PP

Director of Community Development

120 Village Green Drive  
Township of Woolwich, NJ 08085  
Ph: 856.467.2666 ex 3134  
Fx: 856.467.9775

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From: Hannah Sewekow <[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)>  
Sent: Tuesday, December 3, 2019 1:53 PM  
To: Blake, Matthew  
Cc: Rodgers, Norman; Marino, Vernon; Matthias, Natalie; DiBella, Jane  
Subject: [EXTERNAL] RE: NJTA Land Conveyance to Woolwich

Matt,

The contact we have been given is Paul Saenger in the License to Cross Department. However, Paul advised me this morning he was directed to request the survey by another department and will provide a contact for the conveyance.

Based on the NJTA mark-up, the area to be conveyed to Woolwich is approximately 65,757 SF (1.51 AC), the remainder of the NJTA parcel is approximately 153,070 SF (3.51 AC) and the total area is 218,827 SF (5.02 AC). In addition, we reviewed the basin west of the park and ride and it does not appear that runoff from the gas station/Dunkin Donut site utilizes this basin.

I will forward the NJTA contact and any additional information regarding the conveyance.

Thank you,

Hannah Sewekow

Consulting Engineer Services

645 Berlin Cross Keys Road, Suite 1, Sicklerville, NJ 08081

Phone: 856-228-2200 x247

Fax: 856-232-2346

[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)

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From: Blake, Matthew <[MBlake@woolwichtwp.org](mailto:MBlake@woolwichtwp.org)>

Sent: Tuesday, December 03, 2019 10:56 AM

To: Hannah Sewekow <[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)>

Cc: Rodgers, Norman <[nrodgers@ces-1.com](mailto:nrodgers@ces-1.com)>; Marino, Vernon <[VMarino@woolwichtwp.org](mailto:VMarino@woolwichtwp.org)>; Matthias, Natalie <[NMatthias@woolwichtwp.org](mailto:NMatthias@woolwichtwp.org)>; DiBella, Jane <[JDIBella@woolwichtwp.org](mailto:JDIBella@woolwichtwp.org)>

Subject: Re: NJTA Land Conveyance to Woolwich

Hannah,

Thank you for forwarding this information and attached map. I am copying the Mayor, Deputy Mayor and Administrator as they should be kept in loop on this topic. Norm had recently mentioned that a potential conveyance was being considered by the TPK in concept, but this is first I've seen of proposed area. They haven't reached out to us to my knowledge. Some questions come to mind:

What is impetus beyond having the Township assume perpetual responsibility and upkeep for the Park & Ride and associated basin? There doesn't appear to be any usable acreage unless they'll entertain conveying entirety of property to the Twp. What is the acreage of entire parcel and portion they wish to convey? It doesn't show up on the tax map. Is the storm basin also utilized by the gas station property? Can you tell me who is best contact with the TPK Authority to discuss?

Thanks for help.

Matt

Matthew Blake, AICP, PP

Director of Community Development

120 Village Green Drive  
Township of Woolwich, NJ 08085  
Ph: 856.467.2666 ex 3134  
Fx: 856.467.9775

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From: Sewekow, Hannah <[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)>  
Sent: Tuesday, December 3, 2019 9:21 AM  
To: Blake, Matthew  
Cc: Rodgers, Norman  
Subject: [EXTERNAL] NJTA Land Conveyance to Woolwich

Good Morning Matt,

I hope you had an enjoyable Thanksgiving! CES is working on a project for Desai Development in Woolwich Township near the intersection of Pancoast Road and Route 322. The proposed work is for extending the sanitary sewer main and potable water main through New Jersey Turnpike Authority (NJTA) property to service their site. We submitted an application to the NJTA, on behalf of Desai, for the work. During the review process the Authority requested we provide a survey depicting land to be conveyed to Woolwich Township. I attached a mark-up we received from the Authority for reference. As part of our approval for NJTA, CES will provide NJTA the requested survey. CES has corresponded with NJTA regarding the land conveyance, but has not received thorough direction. I wanted to send you a note regarding the land conveyance to Woolwich Township to ensure you are aware.

Please feel free to call the office with any questions or comments.

Thank you,

Hannah Sewekow

Consulting Engineer Services

645 Berlin Cross Keys Road, Suite 1, Sicklerville, NJ 08081

Phone: 856-228-2200 x247

Fax: 856-232-2346

[hsewekow@ces-1.com](mailto:hsewekow@ces-1.com)

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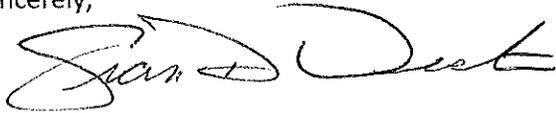
Chief Jaramillo, Mayor Marino and Woolwich Township Committee:

Effective February 1, 2020, I am retiring from my position as Patrolman of the Woolwich Township Police Department.

As the Township Committee is aware, I suffered a serious injury at my residence which requires a lengthy recovery period. It is for this reason that I have elected to retire.

I want to express my gratitude to the Woolwich Township Committee and the Woolwich Township Police Department who graciously welcomed me into the fold as an Officer in the township. It has truly been an honor and a privilege to be a part of this distinguished organization that exemplifies the elite in law enforcement. I have nothing but deep admiration for each and every member of the police department, who without hesitation were always eager to offer me guidance.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean D. Weston". The signature is written in a cursive style with a large, stylized initial "S".

Officer Sean D. Weston

MATTHEW C. BLAKE, PP, AICP



616 Vassar Avenue, Pitman, NJ 08071  
(609) 617-2574  
MattBlake616@gmail.com

January 31, 2020

Via Email Only JDIBella@woolwichtwp.org  
Jane DiBella, Administrator  
120 Village Green Drive  
Woolwich Township, NJ 08085

Dear Jane:

Please accept this letter as formal notice that I am resigning from the position of Director of Community Development. I have accepted a new opportunity with the State of New Jersey. My last day of employment will be February 18<sup>th</sup>, which provides you with the minimum of two weeks' notice, as provided for in the employee policy manual.

I would like to thank you and the members of the Township Committee, both past and present, for their support and the incredible opportunities that have been provided to me over the course of the last seven years. It has been a tremendous experience for which I am greatly thankful. This was not an easy decision to make and I will miss everyone, particularly you and my fellow employees who always made coming to work something to look forward to. I have learned so much from everyone and am sad that I will soon be saying goodbye. Woolwich Township is a wonderful community that is well-served by the people who have been elected to represent it. I leave with the confidence of knowing that it is in good hands and that its decision-makers will continue to work in the public interest to the best of their ability. It has been an honor and one of the greatest experiences of my life to have had the opportunity to serve its residents. I have nothing but fond memories and appreciation for everything you have all given me.

Sincerely,

  
MATTHEW C. BLAKE

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP  
COMMITTEE OF THE TOWNSHIP OF WOOLWICH;  
PERSONNEL; POLICE DEPARTMENT STRUCTURE  
R-2020-61**

**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 3, 2020**.
2. The general nature of the subject to be discussed at said closed meeting shall be;

Personnel: Police Department Structure

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 3<sup>rd</sup> day of February, 2020

ATTEST:

TOWNSHIP OF WOOLWICH

---

Jane DiBella, Clerk

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Vernon Marino, Mayor