

PLEASE NOTE:

THE MEETING FORMAT HAS BEEN CHANGED FROM IN-PERSON ATTENDANCE AT THE MUNICIPAL BUILDING TO TELECONFERENCE DUE TO COVID-19 RESTRICTIONS.

IN LIEU OF IN-PERSON ATTENDANCE, THE PUBLIC MAY ATTEND THIS MEETING VIA TELECONFERENCING AND COMMENT DURING THE DESIGNATED PUBLIC COMMENT PORTION IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT.

Note: There will only be one public comment period at the beginning of the meeting.

**TO JOIN THE MEETING FROM A LANDLINE OR MOBILE PHONE:
DIAL TELEPHONE # 1-206-279-9591
THEN ENTER ACCESS CODE: 212514**

**AGENDA
WOOLWICH TOWNSHIP COMMITTEE
JUNE 1, 2020**

Call to order:

The June 1, 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: The public is reminded to please state their name and address for the record prior to addressing the Committee. This is the only public comment period contained in this agenda.

Ordinances:

2020-11 Ordinance of the Township of Woolwich Amending Chapter 39 of the Code of the Township of Woolwich Entitled "Access to Public Records First Reading/Introduction

2020-12 Public Right of Way First Reading/Introduction

Resolutions of Consent Agenda:

R-2020-115 Resolution of the Township of Woolwich Elevating Officers Andre Ouellette and Matthew Boyko to the Position of 2nd Class Officers within the Woolwich Township Police Department

R-2020-116 Resolution Authorizing the Proposal of Remington and Vernick Engineers for the Preparation of the New Jersey Department of Transportation FY2021 State Aid Program Application in the Amount of \$3,500.00 (Two Applications)

**R-2020-117 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey
Recognizing June 2020 as Pride Month in the Township of Woolwich**

R-2020-118 Resolution Authorizing Release and Closure of Escrow Accounts

R-2020-119 Resolution Authorizing Placement of Municipal Liens-Property Maintenance

**R-2020-120 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey
Authorizing the Execution of a Government Aggregation Agreement Between the Township of
Woolwich and Commercial Utility Consultants and Concord Energy Services**

**R-2020-121 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey
Authorizing the Execution of an Electric Distribution Company Aggregation Agreement Between the
Township of Woolwich and Commercial Utility Consultants and Concord Energy Services to establish
an Energy Aggregation Program**

Old Business: Approval for barrier glass purchase up to \$8,800 P.O. included in bill list

R-2020-122 Resolution for Closed Session

Litigation: Woolwich Adult Update

New Business:

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.

**ORDINANCE OF THE TOWNSHIP OF WOOLWICH AMENDING CHAPTER 39 OF THE CODE OF THE
TOWNSHIP OF WOOLWICH ENTITLED "ACCESS TO PUBLIC RECORDS"
2020-11**

WHEREAS, Article I OF Chapter 39 Entitled "Access to Public Records" of the Code of the Township of Woolwich establishes regulations concerning the means through which the public may obtain records and copies of documents pursuant to the Open Public Records Act (NJSA 47:1A-1 et seq.); and

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Woolwich that the following amendments to Article I of Chapter 39 of the Code of the Township of Woolwich be and is hereby amended as follows:

SECTION I. AMENDMENTS

Article 1 of Chapter 39 entitled "Access to Public Records" of the Code of the Township of Woolwich amended as follows:

39-3 FEES

B. (1.) Rates

Delete and replace with the following:

The duplication of any copies or normal governmental documents shall be charged at the statutory rate pursuant to N.J.S.A. 47:1A1 et seq.

B.(2.)

Amend to add the following Document Type and Fee

Police Accident Reports	\$5.00
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SECTION II. 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.

SECTION III> 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

ATTEST: _____
Jane DiBella, Clerk

Vernon Marino, Mayor

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 1st day of June 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 15th day of June 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 at a meeting held on the 15th day of June, 2020.

Jane DiBella, Clerk

Questions about eCode360? Municipal users Join us daily between 12pm and 1pm EDT to get

[HISTORY: Adopted by the Township Committee of the Township of Woolwich as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Subdivision of land — See Ch. 163.

Zoning — See Ch. 203.

Article I Access to Public Records

[Adopted 8-5-2002 by Ord. No. 02-08]

§ 39-1 Public records request form.

- A. The Township Committee of the Township of Woolwich hereby adopts the Public Records Request Form, a copy of which is attached hereto and made a part of this article by reference herein,^[1] and that such Public Request Form shall be completed in its entirety and submitted in writing by any member of the general public requesting such government records as described within P.L. 2001, Chapter 404 N.J.S.A. 47:1A-1 et seq.
- [1] *Editor's Note: Said form is on file in the Township offices.*
- B. The Township Committee of the Township of Woolwich hereby adopts the Police Department Request for Public Records, a copy of which is attached hereto and made a part of this article by reference herein,^[2] for use by the Police Department, specifically the Police Chief who has been designated as the Deputy Custodian of Records by Resolution R-02-126 adopted on July 1, 2002, for matters involving requests for police-related information and documents.
- [2] *Editor's Note: Said form is on file in the Township offices.*
- C. All distributed public request forms shall include the attachment as included herein, advising the public of their rights under the Open Public Records Law.^[3] In addition, in accordance with said law, such public notification of the rights of the public to appeal a denial of, or failure to provide requested information, shall be prominently posted within the Municipal Building.
- [3] *Editor's Note: See N.J.S.A. 47:1A-1 et seq.*

§ 39-2 Procedures for requests.

- A. These forms must be completed and remitted to the proper custodian of records at which time such custodian shall determine the validity of such request, when such information shall be ready and the estimated cost for copies of such documents. In addition, the requestor may be responsible for providing a deposit of 1/2 of the estimated cost of such documents at the time such request is made. The requestor shall be provided a copy of the completed Public Record Request Form at the time such request is received, reviewed and completed by the proper custodian of records.
- B. If received by someone other than the official custodian of records, all public record request forms shall be initialed by the person receiving such request, stamped with the date received and the time of such receipt also noted on the form, and remitted to the proper custodian of records at the earliest possible time. The custodian of records shall also note the date and time received by him/her. In accordance with such law, access to or denial of access to a government record shall be determined and made available within seven business days after receipt of such request by the proper custodian of records.

§ 39-3 Fees.

- A. Whenever the nature, format, matter of collation or volume of a government record embodied in the form of printed matter to be inspected, examined or copied pursuant to the Open Public Records Law is such that the record cannot be reproduced by ordinary document-copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy or copies or service as well as reasonable administrative fees. Such fees shall be determined prior to providing such copy or copies and the requestor shall have the opportunity to review and object to the charge prior to it being incurred.
- B. Rates.

(1) The duplication of any copies of normal governmental documents shall be charged at the statutory rate as follows:

Pages	Fee (each)
1 to 10	\$0.75
11 to 20	\$0.50
21 and over	\$0.25

(2) The following exceptions to the above shall apply in terms of cost:
[Amended 8-2-2004 by Ord. No. 2004-13]

Document Type	Fee (per copy)
List of property owners within 200 feet	\$10.00
Municipal and tax lien searches	\$10.00
<i>Accident Reports</i>	<i>\$5.00</i>

C. Under special circumstances, all other provisions relative to costs and fees not detailed within this article shall be administered as detailed within N.J.S.A. 47:1A-1 et seq.

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH ELEVATING OFFICERS
ANDRE OUELLETTE AND MATTHEW BOYKO TO THE POSITION OF 2nd
CLASS OFFICERS WITHIN THE WOOLWICH TOWNSHIP POLICE
DEPARTMENT
R-2020-115**

WHEREAS, Patrolman Andre Ouellette and Patrolman Matthew Boyko were hired as 8th Class Patrolmen within the Township of Woolwich effective as of June 2, 2014; and

WHEREAS, the effective agreement between the Township of Woolwich and PBA Local #122 calls for the elevation in class on an annual basis upon the anniversary of hire; and

WHEREAS, the Woolwich Township Committee agrees to elevate said Officers to the position of 2nd Class Patrolmen effective as of June 2, 2020;

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

1. That Andre Oullette, be and is hereby elevated to the position of 2nd Class Patrolman for the Township of Woolwich effective as of June 2, 2020.
2. That Matthew Boyko, be and is hereby elevated to the position of 2nd Class Patrolman for the Township of Woolwich effective as of June 2, 2020.
3. That in accordance with the Agreement between the Township of Woolwich and PBA Local #122, the salary for both Patrolmen as 2nd Class Officers shall be \$ 84,551.78 prorated for the remainder of 2020.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING THE PROPOSAL OF REMINGTON AND VERNICK ENGINEERS FOR
THE PREPARATION OF APPLICATION(S) FOR THE NEW JERSEY DEPARTMENT OF
TRANSPORTATION FY2021 STATE AID PROGRAM IN THE AMOUNT OF \$3,500.00
R-2020-116**

WHEREAS, NJDOT has announced that applications will be available under its FY2021 state aid grant program; and

WHEREAS, the Township of Woolwich received a proposal dated May 22, 2020 from Remington and Vernick Engineers to conduct the preparation of two (2) applications in the amount of \$3,500.00; and

WHEREAS, by motion, second and duly passed, the Woolwich Township Committee authorized the proposal at their meeting conducted on May 18, 2020; and

WHEREAS, it is the intent of this resolution to memorialize such action previously taken; 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 the preparation of applications under the NJDOT FY2021 State Aid Program per their proposal dated May 22, 2020 in the "Not to Exceed" amount of \$3,500.00.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER, STATE OF NEW
JERSEY RECOGNIZING JUNE 2020 AS PRIDE MONTH IN THE TOWNSHIP OF WOOLWICH
R-2020-117**

WHEREAS, the Township of Woolwich is made up of over 12000 residents where all people are made welcome; and

WHEREAS, the Township of Woolwich is and will continue to be a Township that exemplifies values of respect and acceptance; and

WHEREAS, the Township Committee of the Township of Woolwich agrees that when we are educated about our differences we become more knowledgeable and accepting of our diversity as a community; and

WHEREAS, the Township Committee of the Township of Woolwich believes that discrimination on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, or sex continues to occur; and

WHEREAS, the Township of Woolwich has zero tolerance for those with an agenda of hate; and

WHEREAS, the township Committee of the Township of Woolwich does hereby affirm its strong commitment to maintaining a community culture that values and celebrates the similarities as well as the differences among our neighbors.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich, in the County of Gloucester, State of New Jersey, that discrimination in any form is intolerable; and

BE IT FURTHER RESOLVED that June 2020 is officially recognized as Pride Month in the Township of Woolwich.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING RELEASE AND CLOSURE OF ESCROW ACCOUNTS
R-2020-118**

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 accounts upon which a remaining balance is due and owing;

Account	Developer	Amount
2000-012 – Maple Hill Grading/Insp	Beazer Homes	\$152.17
2000-029-1 – Auburn Chase 2.1	Beazer Homes	\$86.16

WHEREAS, based upon the request of the applicants and their letter of assurance described above, 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 accounts as noted;

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

Account	Developer	Amount
2000-012 – Maple Hill Grading/Insp	Beazer Homes	\$152.17
2000-029-1 – Auburn Chase 2.1	Beazer Homes	\$86.16

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING PLACEMENT OF MUNICIPAL LIENS-PROPERTY
MAINTENANCE**

R-2020-119

WHEREAS, various properties within the Township of Woolwich are vacant and/or neglected, thereby creating a violation of the Township Property Maintenance Code; and

WHEREAS, the owners of property located at 13 Bradford Lane and 525 Russell Mill Road failed to comply with a "Notice of Violation" issued by the Woolwich Township Director of Municipal Services; and

WHEREAS, the Woolwich Township Public Works Department thereafter conducted lawn maintenance at said properties for which the cost to the Township is \$300.00 per property; and

WHEREAS, the Township wishes to re-coup such costs by placing municipal liens as reflected below:

Block Lot	Address	Owner(s)
40/5.02	13 Bradford Lane	Juanita and Anthony Brothers
46/12	525 Russell Mill Road	Didi Chen

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

1. That the Woolwich Township Tax Collector be and is hereby authorized to place municipal liens on the Blocks/Lots as referenced above in the amount of \$300.00 per property.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY
AUTHORIZING THE EXECUTION OF A GOVERNMENT AGGREGATION AGREEMENT BETWEEN THE
TOWNSHIP OF WOOLWICH AND COMMERCIAL UTILITY CONSULTANTS AND CONCORD ENERGY
SERVICES
R-2020-120**

WHEREAS, the County of Gloucester has instituted a Community Energy Aggregation Program; and

WHEREAS, the Township Committee of the Township of Woolwich agreed to participate in said Program and previously adopted an Ordinance and Resolution of participation at the County's request; and

WHEREAS, the County of Gloucester most recently approved Commercial Utility Consultants and Concord Energy Services as Consultants in this endeavor; and

WHEREAS, The Companies have presented the Township with an Agreement that in effect assigns a Lead Agency to implement the Program; and

WHEREAS, said Agreement is attached hereto and incorporated within the body of this Resolution by reference; and

WHEREAS, it is the intent of this Resolution to authorize the execution of said Agreement for which the Woolwich Township Governing Body favors;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich that it does hereby agree to execute the attached "Agreement by and Between the Woolwich Township, Commercial Utility Consultants, Inc., and Concord Energy Services and further authorizes its Mayor and Clerk to sign said Agreement on the behalf of the Township of Woolwich.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY
AUTHORIZING THE EXECUTION OF AN ELECTRIC DISTRIBUTION COMPANY AGGREGATION AGREEMENT
BETWEEN THE TOWNSHIP OF WOOLWICH AND COMMERCIAL UTILITY CONSULTANTS AND CONCORD
ENERGY SERVICES TO ESTABLISH AN ENERGY AGGREGATION PROGRAM
R-2020-121**

WHEREAS, the County of Gloucester has instituted a Community Energy Aggregation Program; and

WHEREAS, the Township Committee of the Township of Woolwich agreed to participate in said Program and previously adopted an Ordinance and Resolution of participation at the County's request; and

WHEREAS, the County of Gloucester most recently approved Commercial Utility Consultants and Concord Energy Services as Consultants in this endeavor; and

WHEREAS, The Companies have presented the Township with an Agreement that in effect establishes a Community Energy Aggregation Program; and

WHEREAS, said Agreement is attached hereto and incorporated within the body of this Resolution by reference; and

WHEREAS, it is the intent of this Resolution to authorize the execution of said Agreement for which the Woolwich Township Governing Body favors;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich that it does hereby agree to execute the attached "Electric Distribution Company Aggregation Agreement" by and Between the Woolwich Township, Commercial Utility Consultants, Inc., and Concord Energy Services and further authorizes its Mayor and Clerk to sign said Agreement on the behalf of the Township of Woolwich.

Adopted this 1st day of June, 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 1st day of June, 2020.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP
COMMITTEE OF THE TOWNSHIP OF WOOLWICH;
LITIGATION: WOOLWICH ADULT
R-2020-122**

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 **June 1, 2020**.
2. The general nature of the subject to be discussed at said closed meeting shall be;

Litigation: Woolwich Adult

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 1st day of June, 2020

ATTEST:

TOWNSHIP OF WOOLWICH

Jane DiBella, Clerk

Vernon Marino, Mayor