

**AGENDA
WOOLWICH TOWNSHIP COMMITTEE
MAY 16, 2022**

Call to order:

The May 16, 2022 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:

Presentation of Proclamation-Jim Sabetta upon his retirement and award of the New Jersey 2022 Building Inspector of the Year Award

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

Ordinance(s):

2022-04 An Ordinance Making Salary Ranges for Certain Officials and Employees of the Township of Woolwich in the County of Gloucester for the Year 2022 First Reading/Introduction

Resolutions:

R-2022-102 A Resolution of the Township Committee of the Township of Woolwich Authorizing the Adoption of the 2022 Gloucester County New Jersey Hazard Mitigation Plan Update
Previously Tabled/4-4-22

R-2022-130 Resolution of the Township of Woolwich Elevating Officers Brian Collins and Bay Kasten to the Position of 5th Class Officers within the Woolwich Township Police Department

R-2022-131 Resolution of the Township of Woolwich to Appoint a Part-Time UCC Technical Secretary

R-2022-132 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-2022-133 Resolution Authorizing the Renewal of Plenary Retail Distribution License #0824-44-004-003 to JSSB, LLC

R-2022-134 Township of Woolwich, County of Gloucester, 2022 Emergency Temporary Budget

R-2022-135 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey Authorizing Change Order #2 in the Amount of \$283,632.28 on the Project Known as Pump Station and Force Main Project

Month of April:
Tax Collector: \$\$3,423,660.67 remitted

Woolwich Fire Company: Monthly Report

Police: Monthly Report

Township Engineer: Monthly Report

Precision Land: Monthly Sewer Project Update

Administrator's Report: Monthly Report

Municipal Services: Monthly Report

Liaison Reports:

Committeeman Marino: Solid Waste/Recycling; JLUB

Committeewoman Minhas: Municipal Alliance; Recreation

Committeeman Nocentino: Municipal Services; Env. Commission;

Deputy Mayor Callahan: BDAC; Educational Partners (SWSD/KRSD)

Mayor Frederick: Administration; Public Safety

Old Business:

Video at Park

Request for Relief from Construction Working
Hours-(Blk. 6, Lot 6)

Park Security (Update)

Vehicle Repair Facility (Quotes)

New Business:

NJDOT 2023 Municipal Aid Project

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-2022-136 Resolution for Closed Session Potential Litigation-Soil Removal

Approval of Minutes:

April 18, 2022 and Closed Session
May 2, 2022 and Executive Session

Approval of Bills and P.O.'s:

Adjournment:

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

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

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 MAKING SALARY RANGES FOR CERTAIN OFFICIALS AND
EMPLOYEES OF THE TOWNSHIP OF WOOLWICH IN THE COUNTY OF
GLOUCESTER FOR THE YEAR 2022
2022-04**

BE IT ORDAINED by the Township Committee of the Township of Woolwich that the salaries and compensation of officials and employees of the Township of Woolwich shall be fixed at the base salary ranges and/or base hourly ranges as indicated herein below:

SECTION 1. As of January 1, 2022, the annual salaries and compensation of the hereinafter named officers and employees shall be as follows, and shall be payable in either yearly, monthly, or bi-weekly installments:

	<u>(Range)</u>
Member of Township Committee	\$ 5,500.00-\$7,500.00
Administrator	\$ 20,000.00
Municipal Clerk	\$ 50,000.00-\$95,000.00
Deputy Clerk	\$ 35,000.00-\$47,500.00
CFO	\$ 75/Hour
Deputy CFO	\$70,000.00-80,000.00
Treasurer	\$ 35,000.00-\$55,000.00
Tax Collector	\$ 50,000.00-\$70,000.00
Qualified Purchasing Agent	\$ 5,000
Municipal Court Judge	\$ 20,000.00-\$30,000.00
Prosecutor	\$ 10,000.00-\$25,000.00
Court Administrator	\$ 45,000.00-\$60,000.00
Dep. Court Clerk/Dep. Admin./Violations Clerk	\$ 31,200.00-\$40,000.00
Deputy and Special Dep. Court Admin./Part Time	\$ 13.00-\$15.00/hr.
Clerical	\$ 13.00-\$18.00/hr.
Court Call Out	\$20.00/Occurrence

Interpreter	\$ 150.00-\$225.00/Session
Court Recorder	\$ 70.00/Session
Public Defender	\$ 250.00-\$500.00/Session
Police Chief	\$ 122,500.00-\$155,000.00
Police Deputy Chief	\$ 120,000.00 - \$130,000.00
Police Captain	\$ 120,000.00-\$125,000.00
Police Lieutenant	\$115,000.00-\$120,000.00
Police Secretary	\$40,000.00-\$50,000.00
Part Time Police Officers	\$13.00-\$15.00/Hour
Special Police Officer (Class I)	\$13.00-\$15.00/Hour
Special Police Officer (Class II)	\$13.00-\$15.00/Hour
Special Police Officer (Class III)	\$22.00-\$35.00
Emergency Management Coordinator	\$3,500.00-\$7,500.00
Crossing Guard	\$30.00 - \$33.00/Hour
Land Use Secretary	\$10,000.00-\$35,000.00
Meeting Attendance (Land Use Sec./Dep. Clerk)	\$ 65.00/Meeting
Public Health Services/Registrar of Vital Statistics	\$ 1,500.00-\$8,500.00
Public Health Services/Dep. Registrar of Vital Statistics	\$1,500.00-\$4,000.00
Recreation Coordinator	\$10,000.00-\$15,000.00
Records Manager	\$13.00-\$15.00/hr.
Park Ranger/Janitorial	\$13.00-\$15.00/hr.
Public Works Superintendent	\$55,000.00-\$76,000.00
Public Works Heavy Equipment Operator	\$25.00-\$32.50/hr.

Public Works Laborer 1	\$15.50-\$20.50/hr.
Public Works Laborer 2	\$17.50-\$25.00/hr.
Public Works Laborer 3	\$19.50-\$28.00/hr.
Public Works/Building Maintenance	\$15.00-\$21.00/hr.
Public Works/Maintenance/Mechanic	\$20.00-\$30.00/hr.
Per Diem Snow Removal	\$20.00-\$40.00/hr.
Director of Municipal Services	\$80,000.00-\$95,000.00
Construction Official/ Building Sub-Code Official	\$92,000.00-\$145,000.00
Building Inspector	\$15,000.00-\$55,000.00
Construction Code Secretary	\$35,000.00-\$42,000.00
Secretarial Support	\$15,000.00-\$20,000.00
Fire Sub-Code Official/Fire Inspector	\$10,000.00-\$25,000.00
Plumbing Sub-Code Official/Plumbing Inspector	\$14,000.00-\$50,000.00
Electrical Sub-Code Official/Electrical Inspector	\$20,000.00-\$95,000.00
Seasonal Employees	\$13.00-\$15.00/hr.

SECTION 2.

This Ordinance further ordains the rates of salary for Officers within the Woolwich Township Police Department for the Year 2022 as set forth within the current and effective Agreement between Woolwich Township and the Policeman's Benevolent Association Local #122.

SECTION 3.

The purpose of this ordinance is to establish classification titles, salary ranges and compensation for all personnel employed by the Township of Woolwich. The actual compensation to be paid to each employee within the salary ranges established by this ordinance, together with other benefits to be paid to each employee and the method for such payment(s) are more fully set forth within the Woolwich Township Policy and Procedures Manual, and contractual agreements executed between the Township of Woolwich and recognized public employee unions in accordance with the Public Employees Relations Commission. Said documents are incorporated herein by reference and are on file in the office of the Township Clerk of the Township of

Woolwich. The provisions of said documents will not be repeated in this Ordinance verbatim because of their length.

SECTION 4.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion of this Ordinance shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

This Ordinance shall take effect immediately upon final passage and publication as required by Law and is retroactive until January 1, 2022.

TOWNSHIP OF WOOLWICH

Craig Frederick, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a meeting held on the 16th day of May, 2022. It will further be considered for final adoption upon second reading and subsequent to a public hearing to be held on such Ordinance, at the next regular meeting of the Township Committee at which time any interested person(s) may be heard. Said meeting to be conducted on the 6th day of June, 2022 at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Twp., beginning at 6:30 p.m.

Jane DiBella, Clerk

CERTIFICATION OF ADOPTION

The foregoing Ordinance was adopted upon second reading and subsequent to a public hearing held on same, at a meeting of the Woolwich Township Committee held on the 6th day of June, 2022.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH ELEVATING OFFICERS
BRIAN COLLINS AND BAY KASTEN TO THE POSITION OF 5TH CLASS
OFFICERS WITHIN THE WOOLWICH TOWNSHIP POLICE DEPARTMENT
R-2022-130**

WHEREAS, Patrolman Brian Collins and Patrolman Bay Kasten were hired as 9th Class Patrolmen within the Township of Woolwich effective as of May 21, 2018; and

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

WHEREAS, the Woolwich Township Committee agrees to elevate said Officers to the position of 5th Class Patrolmen effective as of May 21, 2022;

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

1. That Brian Collins be and is hereby elevated to the position of 5th Class Patrolman for the Township of Woolwich effective as of May 21, 2022.
2. That Bay Kasten be and is hereby elevated to the position of 5th Class Patrolman for the Township of Woolwich effective as of May 21, 2022.
3. That in accordance with the Agreement between the Township of Woolwich and PBA Local #122, the salary for both Patrolmen as 6th Class Officers shall be \$69,859.12 prorated for the remainder of 2022.

Adopted this 16th day of May, 2022

TOWNSHIP OF WOOLWICH

Craig Frederick, 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 16th day of May, 2022.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH TO APPOINT A PART-TIME UCC TECHNICAL
SECRETARY
R-2022-131**

WHEREAS, a vacancy will be created in the Woolwich Township Uniform Construction Code office due to retirement; and

WHEREAS, in accordance with policy, notification was provided to all employee's in regards to the job opening; and

WHEREAS, Britni Beecken applied for said position and has further received her certification as a UCC Technical Assistant; and

WHEREAS, Britni Beecken holds the position of Treasurer within the Township of Woolwich; and

WHEREAS, it has been determined that Britni Beecken can hold both positions, if taking on the position in part-time capacity;

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

1. That Britni Beecken be and is hereby appointed to the position of UCC Technical Assistant within the Woolwich Township UCC Department in a part-time capacity effective as of May 31, 2022.
2. That Britni Beecken will be compensated \$15,000 for her work in the UCC Department, prorated for the remainder of 2022.

Adopted this 16th day of May, 2022

TOWNSHIP OF WOOLWICH

Craig Frederick, 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 16th day of May, 2022.

Jane DiBella, Clerk

**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-2022-132

Be it resolved by the Mayor and Township Committee of the Township of Woolwich, that:

WHEREAS, the Township of Woolwich may from time to time require the use of staging units for community events; and

WHEREAS, The County of Gloucester Improvement Authority (GCIA) owns and maintains two (2) mobile stage units which they offer for rental through a Shared Services Agreement; and

WHEREAS, the Township of Woolwich and the County of Gloucester desire to enter into an agreement for this purpose, said Agreement describing the nature of such service to be provided and the relationship in this context of the parties, consistent with the terms and provisions of N.J.S.A. 40A:65-1 et seq., which specifically authorizes local government units, including counties and municipalities to enter into shared service agreements; and

WHEREAS, the Township of Woolwich would be willing to make payment to the GCIA for the use of such stage(s) per the terms of such Agreement attached hereto and included within the body of this resolution by reference;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Woolwich, that the Township of Woolwich does authorize entering into a shared services agreement with the County of Gloucester Improvement Authority for the use of mobile stage units per the terms of said Agreement attached hereto and incorporated within the body of this resolution by reference.

Adopted May 16, 2022

TOWNSHIP OF WOOLWICH

Craig Frederick, Mayor

ATTEST: _____
Jane DiBella, Clerk

Certification

I, Jane DiBella, Municipal Clerk of Woolwich Township, do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Committee at its meeting of May 16, 2022.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING RENEWAL OF PLENARY RETAIL DISTRIBUTION
LIQUOR LICENCE #0824-44-004-003 TO JSSB, LLC.**

R-2022-133

WHEREAS, JSSB, LLC. is the current owner of Plenary Retail Distribution Liquor License #0824-44-004-003; and

WHEREAS, said licensee has made application for renewal of said license; and

WHEREAS, the application has been reviewed by the Township Clerk and found it to be in order; and

WHEREAS, the Township Clerk has further determined that all fees due and owing the Township of Woolwich and the State of New Jersey have been paid by the applicant; and

WHEREAS, the Township Committee of the Township of Woolwich wishes to renew this license in accordance with N.J.S.A. 33:1-1 et seq. to the same extent that it has been granted in the past;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich, in the County of Gloucester and State of New Jersey as follows:

1. That the applicant made by JSSB, LLC for the renewal of Plenary Retail Distribution Liquor License #0824-44-004-003 be and is hereby granted for a term beginning July 1, 2022 and expiring on June 30, 2023.
2. That the Woolwich Township Clerk is authorized and directed to take all steps necessary to affect the renewal of this license.

Adopted this 16th day of May, 2022

TOWNSHIP OF WOOLWICH

ATTEST: _____
Jane DiBella, Clerk

Craig Frederick, Mayor

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 16th day of May, 2022.

Jane DiBella, Clerk

**TOWNSHIP OF WOOLWICH
COUNTY OF GLOUCESTER
2022 EMERGENCY TEMPORARY BUDGET NJSA 40A:4-20**

R-2022-134

WHEREAS, an emergency condition has arisen with respect to the need to provide budgetary funds for 2022; and

WHEREAS, the cause of the emergency is due to the fact that the Township is unable to adopt the 2022 annual budget with state approval; and

WHEREAS, it is considered necessary for the health and welfare of the community to continue to provide the necessary services;

NOW THEREFORE BE IT RESOLVED THAT (not less than two thirds of all the members thereof affirmatively concurring) that in accordance with NJSA 40A:4-20;

Emergency temporary appropriations are the same and are hereby made as described below:

Account Number	Account Description	Temp Budget
2-01-26-310-030	Buildings & Grounds-Municipal Building	\$35,000.00
2-01-31-460-002	Gasoline-Admin	\$25,000.00
2-01-31-460-006	Gasoling-Public Works	\$25,000.00
2-01-31-447-000	Heating	\$10,000.00

Adopted this 16th day of May 2022.

Craig Frederick, Mayor

Attest:

Jane DiBella, Township Clerk

Certification

The foregoing resolution was duly adopted by the Committee of the Township of Woolwich at a meeting held on 16th day of May 2022.

Jane DiBella, Township Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY
AUTHORIZING CHANGE ORDER #2 IN THE AMOUNT OF \$283,632.28 ON THE PROJECT KOWN AS PUMP
STATION AND FORCE MAIN PROJECT
R-2022-135**

WHEREAS, the Township pf Woolwich authorized the construction of a Pump Station and Force Main Project in regards to sewer system installation; and

WHEREAS, Change Order #2 on the contract has been recommended by Remington and Vernick Engineers to account for a PVC surcharge, existing conditions encountered in the field and design bid document adjustments for permit approval; and

WHEREAS, said change orders are more fully set forth in a letter from Remington and Vernick Engineers dated May 5, 2022; and

WHEREAS, computation of the entire contract and change order follows:

Amended Contract Amount CO #1	\$12,100,593.00
This Change Order #2	\$283,632.28
Amended Contract Amount:	\$12,384,225.78

WHEREAS, said change order has been reviewed by the Township Engineer as submitted by the Contractor; and

WHEREAS, said change order document is attached hereto; and

WHEREAS, the Woolwich Township QPA has issued a Certification of Funds in this regard; and

WHEREAS, the Woolwich Township Committee deems it to be in the best interest of the Township to authorize said Change Order; and

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

1. That change order #2 to the contract between the Township of Woolwich and Precision Land Development for the project known as Pump Station and Force Main Project be and is hereby authorized.
2. That Change Order #2 is in the amount of \$283,632.28.
3. That the Woolwich Township Mayor and Clerk be and are hereby authorized and directed to execute said Change Order on the behalf of the Township of Woolwich.

Adopted this 16th day of May, 2022

TOWNSHIP OF WOOLWICH

Craig Frederick, 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 16th day of May, 2022.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP
COMMITTEE OF THE TOWNSHIP OF WOOLWICH
POTENTIAL LITIGATION-SOIL REMOVAL
R-2022-136**

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 **May 16, 2022**
2. The general nature of the subject to be discussed at said closed meeting shall be;

Potential Litigation-Soil Removal

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 16th day of May, 2022

ATTEST:

TOWNSHIP OF WOOLWICH

Jane DiBella, Clerk

Craig Frederick, Mayor