

**AGENDA
WOOLWICH TOWNSHIP COMMITTEE
JANUARY 17, 2023**

Call to order:

The January 17, 2023 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:

R-2023-34 Resolution of the Township of Woolwich Making an Appointment within the Woolwich Township Police Department

Oath of Office administered to Officer DePasquale

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.

Ordinances:

2023-01 An Ordinance of the Township of Woolwich Amending the 2022 Salary Ordinance of the Township of Woolwich First Reading/Introduction

2023-02 An Ordinance of the Township of Woolwich Deleting and Replacing Chapter 8 of the Code of the Township of Woolwich Entitled "Claims Approval" First Reading/Introduction

Resolutions:

R-2023-35 Resolution Authorizing Petty Cash Fund for Use by the Parks and Recreation Department

R-2023-36 Resolution of the Township of Woolwich Making an Elevation within the Woolwich Township Police Department

R-2023-37 Resolution Authorizing Street Opening Permit to South Jersey Gas-200 Moravian Church Road

R-2023-38 Resolution of the Township of Woolwich Authorizing the Acceptance of Filing of Performance Letter of Credit #22-11 Filed on the Behalf of Weatherby Equities 2.4 LLC

R-2023-39 Resolution of the Township of Woolwich Accepting the Donation of a 2017 Ford Explorer VIN#1FM5K8AR0HGE25874 by Spirit Chrysler to the Woolwich Township Police Department

R-2022-40 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-2023-41 Resolution Authorizing Acceptance of a Cash Bond as Maintenance for Perimeter Landscaping-Liberty Commodore North

Reports-Month of December:

Tax Collector: \$484,526.27 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; Special Projects

Committeewoman Minhas: Municipal Alliance; Recreation

Committeeman Nocentino: Municipal Services; Env. Commission; Social Media/IT

Deputy Mayor Callahan: Educational Partners (SWSD/KRSD); Resident Communications; Park Utilization

Mayor Frederick: Administration; Public Safety

Old Business:

New Business: 5g Mini Cell Installation
Authorize Repeat RFP's-Fire Restoration and COAH
Administrative Agent

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-2023-42 Resolution for Closed Session Potential Litigation: Oldmans Creek Holdings

Approval of Minutes: December 28, 2022 Close Out
January 3, 2023 Reorganization

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.

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH MAKING AN APPOINTMENT WITHIN
THE WOOLWICH TOWNSHIP POLICE DEPARTMENT
R-2023-34**

WHEREAS, the Woolwich Township Chief of Police has made recommendation to the Woolwich Township Committee as to the hiring of officers within the Woolwich Township Police Department; and

WHEREAS, said positions have been advertised and interviews were conducted with qualified candidates; and

WHEREAS, the Woolwich Township Committee (as Appropriate Authority) interviewed candidates at their meeting conducted on December 5, 2022; and

WHEREAS, the Woolwich Township Chief of Police and Township Committee recommended the hiring of Mark Anthony DePasquale as full time Patrolman; and

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

1. That Mark Anthony DePasquale be and is hereby appointed to the position of 9th Class Patrolman within the Woolwich Township Police Department effective retroactive to January 2, 2023.
2. That in accordance with the Agreement between the Township of Woolwich and PBA Local #122, the salary for 9th Class Officer shall be \$42,901.74 and that he shall be offered employee benefits per the policy of the Township of Woolwich and the effective bargaining agreement between the Township of Woolwich and PBA Local #122.

Adopted this 17th day of January 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH REPEALING AND REPLACING CHAPTER 8 OF THE
CODE OF THE TOWNSHIP OF WOOLWICH ENTITLED "CLAIMS APPROVAL"**

2023-02

WHEREAS, Chapter 8 of the Code of the Township of Woolwich entitled "Claims Approval" was adopted by Ordinance 92-1 in February of 1992; and

WHEREAS, the Township of Woolwich intends to delete said Chapter and replace with the following, which better reflects statutory compliance with purchasing requirements;

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

SECTION 1.

That Chapter 8 of the Code of the Township of Woolwich entitled "Claims Approval" be and is hereby deleted in its entirety and shall be replaced with the following:

Chapter 8 Claims Approval:

A.

A purchase requisition shall be prepared and computer generated by the department head (or designee). The purchase requisition shall be forwarded to the Purchasing Agent.

B.

State bid threshold.

(1)

The Township will maintain three levels of approval to ensure proper internal controls and accountability for all purchases under the state bid threshold (set by N.J.S.A. 40A:11-1 et seq.). Level One will be approval by the department head; second approval will be by the Chief Financial Officer (CFO) or Purchasing Agent to ensure compliance with the Local Public Contracts Law (N.J.S.A. 40A:111 et seq.), ensure sufficient funds are available and all other applicable Township policies and procedures are met. The third and final approval for all purchases below the state bid threshold shall be the Township Administrator (or his/her designee). Upon receiving (third) approval, the Purchasing Agent will prepare a purchase order, encumber the funds and deduct same from the available balance of the appropriate item.

(2)

All purchases above the state bid threshold shall be approved by the governing body by resolution.

C.

The Purchasing Agent shall sign the purchase order and return it to the department head for distribution as follows. A copy will be forwarded to the vendor which shall be signed and returned by the vendor with an invoice requesting payment from the Township.

D.

At the time an order is received, the department head or his or her designated representative shall sign the receiver certification section of the purchase order (copy one) to indicate that the quantity and quality of the commodity received complies with the specifications and/or scope of work. The department head shall then return the purchase order (copy one) to the Chief Financial Officer with the invoice and request for purchase which will constitute the payment request.

E.

On the first and third Monday of each month, a bill list shall be presented to the Township Committee for final approval. The Chief Financial Officer shall issue payment in the form of a check, which requires two signatures: the Mayor, Chief Financial Officer or Administrator/Clerk.

F.

Only the Purchasing Agent, Township Administrator, or Chief Financial Officer shall have the authority to expend Township funds via the above procedure. No other employee of the Township shall incur any liability on the part of the Township absent proper authorization as set forth in this chapter. Any liability incurred by an employee without proper authorization in accordance with the terms set forth herein will become the personal liability of that employee and not the Township's.

§ 8-2 Emergency purchase orders.

An emergency purchase shall be authorized only when circumstances require the immediate purchase or delivery of goods and services to meet an actual emergency. An emergency is defined by statute as "affecting the public health, safety or welfare that requires immediate delivery of the article or the performance of the services." See N.J.S.A. 40A:11-6. The department requesting the emergency purchase shall contact the Purchasing Agent (in the absence of the Purchasing Agent, the Chief Financial Officer or Township Administrator) to request approval. No emergency purchase shall be made without the approval of the Purchasing Agent or the Chief Financial Officer or the Township Administrator. On the next working day following the emergency request the department head shall submit a written request to the Purchasing Agent (or Chief Financial Officer) and Township Committee describing the emergency. The Purchasing Agent will then initiate the appropriate purchase order.

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

Craig Frederick, 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 17th day of January, 2023 and will be considered for final passage at a meeting of the Township Committee of the Township of Woolwich, to be held on the 6th day of February, 2023 at 6:30 p.m. at which time and place any interested party will be given the opportunity to be heard.

Jane DiBella, Township Clerk

**RESOLUTION AUTHORIZING PETTY CASH FUND FOR USE BY THE PARKS AND
RECREATION DEPARTMENT
R-2023-35**

BE IT RESOLVED that a petty cash fund in the amount of \$100.00 each be established for the use of the Woolwich Township Parks and Recreation Department, during the year 2023 to permit such expenditures to be charged to the accounts of Parks and Recreation (O/E).

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 17th day of January, 2023.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH MAKING AN
ELEVATION WITHIN THE WOOLWICH TOWNSHIP POLICE
DEPARTMENT
R-2023-36**

WHEREAS, Patrolman Curtis Rucker was hired as an 8th Class Patrolman within the Township of Woolwich effective as of February 1, 2016; and

WHEREAS, the effective agreement between the Township of Woolwich and PBA Local #122 calls for the elevation in class after one year; and

WHEREAS, the Woolwich Township Committee, as the Appropriate Authority agrees to elevate said Officer to the position of 1st Class Patrolmen effective as of February 1, 2023;

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

1. That Officer Curtis Rucker, be and is hereby elevated to the position of 1st Class Patrolman for the Township of Woolwich effective as of February 1, 2023.
2. That in accordance with the Agreement between the Township of Woolwich and PBA Local #122, the salary for 1st Class Officers shall be \$101,972.39 prorated for the remainder of 2023.

Adopted this 17th day of January, 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING STREET OPENING PERMIT TO SOUTH JERSEY
GAS-200 MORAVIAN CHURCH ROAD
R-2023-37**

WHEREAS, a Street Opening Permit application has been filed by South Jersey Gas Company for a street opening permit to install gas service at 200 Moravian Church Road; and

WHEREAS, the Township Engineer has reviewed the application and accompanying documentation and has issued a response as attached hereto which authorizes the issuance of said permit with certain conditions; and

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

1. That the Woolwich Township Committee hereby authorizes the issuance of a street opening permit to South Jersey Gas Company, per said application filed and in accordance with the Engineer's comments for the installation of gas service at **200 Moravian Church Road** subject to the following conditions:
 - Applicant shall provide 48 hour notice to the Township Engineer.
 - All asphalt paving openings must be restored with the following specifications:
 - Two inch (2") thick. Hot Mixed Asphalt (HMA) 9.5M64, which replaces the Marshall mix design, top course. All top course paving must be completed 48 hours after installing stabilized base paving.
 - Six inch (6") thick HMA 19M64 stabilized base course.
 - 20:1 sand/cement subbase.
 - Provide tack coat on all surfaces before paving.
 - All non-asphalt pavement restorations (ie: lawns, etc.) shall be completed within 30 days as weather allows. All lawns should be restored with sod. The Township Engineer shall approve all other restorations.
 - Inspection escrow must be posted with the Township prior to the start of construction.
 - The applicant shall provide all outside agency approvals, as required.
 - Contractor will notify all residents along proposed pipeline path prior to construction start. Along with this notification, homeowners will be asked to notify the contractor of any items of concern that relate to their property (underground private structures (such as sprinklers), property markers, septic and wells etc. along with landscaped areas).
 - Contractors shall attempt to meet with residents during the construction project to address concerns they might have.
 - Contractor will videotape area where pipeline is to be installed prior to construction start for documentation purposes.
 - Proposed pipeline will be installed by a combination of bore, plow and open-cut methods. Bore and plow are the preferred means of construction, but when open cutting of trenches occurs during construction project, the contractor will make every effort to keep disturbance to a minimum.

- Contractor will restore all areas disturbed to same conditions and all non-vegetated areas must be re-seeded.
- South Jersey Gas contractor must use the bore method of installation at all Township roads and paved driveways unless approved by the Township Engineer.

Adopted this 17th day of January, 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

RESOLUTION OF THE TOWNSHIP OF WOOLWICH AUTHORIZING THE ACCEPTANCE AND FILING OF PERFORMANCE LETTER OF CREDIT #22-11 FILED ON THE BEHALF OF WEATHERBY EQUITIES 2.4 LLC

R-2023-38

WHEREAS, development improvements are approved for the construction of Villages II at Weatherby, Section 2.4; and

WHEREAS, the Woolwich Township Engineer has provided cost estimates for said proposed improvements; and

WHEREAS, accordingly, the Township has received the following Letter of Credit #22-11 in the amount of \$43,396.80 as Performance Surety Bond for private Improvements; and

WHEREAS, the Township previously received Letter of Credit 22-08 in the amount of \$1,051,434.00 for public improvements; and

WHEREAS, said Performance Bonds are approved as to form and content; and

WHEREAS, the developer has further filed escrow in the amount of \$23,321.95; and

WHEREAS, the Woolwich Township Clerk is directed to maintain said original LOC's on file until authorized for reduction or release;

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

1. That the Woolwich Township Clerk be and is hereby authorized and directed to accept and file Letter of Credit #22-11 in the amount of \$43,396.80 issued by Parke Bank as described above as posted for Villages II, Section 2.4 on the behalf of Weatherby Equities 2.4 LLC for private improvements until such time as direction for reduction and/or release is issued.

Adopted this 17th day of January, 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH ACCEPTING THE DONATION OF A 2017 FORD
EXPLORER VIN #1FM5K8AROHGE25874 BY SPIRIT CHRYSLER TO THE WOOLWICH TOWNSHIP POLICE
DEPARTMENT
R-2023-39**

WHEREAS, Sprit Chrysler, Dodge, Jeep, Ram located in the Borough of Swedesboro has donated a 2017 Ford Explorer, Vin #1FM5K8AROHGE25874 to the Woolwich Township Police Department; and

WHEREAS, by motion, second and duly passed, the Woolwich Township Committee approved the grateful receipt of said vehicle at a meeting held on December 28, 2022; and

WHEREAS, it is the purpose of this resolution to memorialize such action for insurance purposes and other;

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

1. That the Township of Woolwich hereby gratefully accepts the donation of a 2017 Ford Explorer Vin #1FM5K8AROHGE25874 from Sprit Chrysler, Dodge, Jeep, Ram located in the Borough of Swedesboro for use by the Woolwich Township Police Department from
2. That the Woolwich Township Administrator/Clerk be and is hereby directed to add said vehicle to the fleet and to submit for necessary insurance coverage.

Adopted this 17th day of January, 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

**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**

RESOLUTION R-2023-40

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
Medical Surgical Ins	2-01-23-220-000		\$120,000.00
Fire Hydrant Service	2-01-31-445-000	\$ 25,200.00	
Electric	2-01-31-430-000	\$ 13,000.00	
Legal Services	2-01-20-155-027	\$ 28,000.00	
Engineering Misc	2-01-20-165-299	\$ 3,800.00	
Snow Removal	2-01-26-290-014	\$ 50,000.00	
Totals		\$ 120,000.00	\$ 120,000.00

This resolution will become effective immediately.

Adopted at a meeting of the Township of Woolwich Committee held on January 17, 2023.

Craig Frederick, Mayor

Attest:

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A CASH BOND AS MAINTENANCE FOR PERIMETER
LANDSCAPING-LIBERTY COMMODORE NORTH
R-2023-41**

WHEREAS, the Commodore North warehouse project located on Block 11, Lots 20 & 21 has received a Certificate of Completion; and

WHEREAS, said guarantee is to be in the amount of 15% of the cost of installation (\$31,526.25); and

WHEREAS, Prologis Logistic Services Inc. has issued check #20566 in the amount of \$31,526.25 for such purpose which shall be deposited and maintained as a maintenance guarantee which will go into effect upon release of the performance guarantee for landscaping and safety and stabilization and remain in effect for a period of two (2) years after such release; and

WHEREAS, the Township Committee of the Township of Woolwich authorizes the acceptance of the cash maintenance bond;

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

1. That it does hereby authorize and acceptance the check issued by Prologis Logistics in the amount of \$31,526.25 and further authorizes and directs the Woolwich Township CFO to maintain said funds until authorized for release.

Adopted this 17th day of January, 2023

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 17th day of January, 2023.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP
COMMITTEE OF THE TOWNSHIP OF WOOLWICH
POTENTIAL LITIGATION/OLDMANS CREEK HOLDINGS
R-2023-42**

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 **January 17, 2023**.
2. The general nature of the subject to be discussed at said closed meeting shall be;

Potential Litigation: Oldmans Creek Holdings

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 17th day of January, 2023

ATTEST:

TOWNSHIP OF WOOLWICH

Jane DiBella, Clerk

Craig Frederick, Mayor