

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
JANUARY 16, 2024**

The meeting was called to order by Mayor Matthias at 6:30 p.m. with the following statement:

The January 16, 2024 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: Frederick: PRESENT McGovern: PRESENT Minhas: ABSENT
Nocentino: PRESENT Matthias: PRESENT

Also present on the dais were Solicitor Alice and Administrator/Clerk DiBella.

Those present saluted the American Flag.

Deputy Mayor Nocentino moved to open the meeting to public comment. Committeeman Frederick seconded. All were in favor.

Hearing no public comment, the public portion closed upon a motion by Deputy Mayor Nocentino and seconded by Committeeman McGovern. All were in favor.

Mayor Matthias read the following Ordinances by title only upon first reading:

2024-01 An Ordinance of the Township of Woolwich Amending the Code of the Township of Woolwich to Amend Chapter 192 of the Woolwich Township Code Entitled "Wedding and Civil Union Ceremonies" Motion to introduce: Nocentino Second: McGovern

Mayor Matthias advised that the Ordinance is to amend the fees for Certified Copies of vital records.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

2024-02 An Ordinance of the Township of Woolwich Amending the Code of the Township of Woolwich to Amend Chapter 59 of the Woolwich Township Code Entitled "Animals"

Motion to introduce: McGovern Second: Nocentino

Committeeman Frederick questioned license fees within the Ordinance. The Administrator/Clerk advised that there is a portion due to the state. He suggested that the Ordinance contain the total fee due for dog licensing to an even amount. Committeeman McGovern also noted a typo in the Ordinance. Committeeman Frederick moved to amend 2024-02 accordingly. Committeeman McGovern second.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Mayor Matthias moved to approve a consent agenda for resolutions **R-2024-34** through and including **R-2024-44**. So moved Nocentino. McGovern seconded.

R-2024-34 Resolution of the Township of Woolwich Making an Elevation within the Woolwich Township Police Department

R-2024-35 Resolution of the Township of Woolwich Amending Resolution 2024-14 to Add and/or Remove Building Inspectors

R-2024-36 Resolution Amending Resolution 2034-252 to Correct Name of Homeowner on Tax Refund

R-2024-37 Resolution Authorizing Totally Disabled Veteran Deduction

R-2024-38 Resolution Authorizing Totally Disabled Veteran Deduction

R-2024-39 Resolution Accepting Performance Bond on Behalf of Woolwich Housing Partners Towards the Issuance of a TCO for Property Located on Block 2.09, Lot 1.03

R-2024-40 Resolution of the Township of Woolwich Authorizing the Acceptance and Filing of Performance Bond #800129799 on the Behalf of DP1F3 NJ8 2057 Woolwich, LLC

R-2024-41 Resolution of the Township of Woolwich Authorizing the Acceptance and Filing of Letters of Credit that will Replace Current Cash Bonds for Private Improvements and Acceptance and Filing of Letters of Credit Posted for Public Improvements for the Residential Development Known as Villages II at Weatherby, Sections 1.5 and 1.6

R-2024-42 Resolution of the Township of Woolwich Amending Resolution R-2024-21 Naming the 2024 Conflict Engineer

R-2024-43 Resolution of the Township of Woolwich Authorizing the Disposal of Certain Vehicles and Removal From Vehicle Fleet

R-2024-44 Resolution of the Township of Woolwich Authorizing the Endorsement of a "Statement of Consent" Form- Kings Meadow Residential

Deputy Mayor Nocentino moved to adopt resolutions **R-2024-34** through and including **R-2024-44**. Committeeman McGovern seconded.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to approve resolution **R-2024-45 Resolution of the Township of Woolwich Rescinding Resolution R-2023-272 Appointing and Hiring with Woolwich Township's Administrator's Office.**

Committeeman Frederick asked why the process is being restarted noting the timeline of the Administrators retirement.

Mayor Matthias responded that it is to ensure the procedure is handled as accurately as possible and making sure that they are looking at the most qualified applicants.

Committeeman Frederick asked if Mayor Matthias thinks the prior process was not correct. The Mayor replied that she would like to look at the widest pool of candidates.

Committeeman Frederick asked if the position will be advertised for full time or part time. The Mayor replied that they will look at all options available, including shared services which would save tax dollars.

Committeeman Frederick asked if the role will include economic development and was told that the Community Development position was rolled into the Administrator duties by combining the roles via Ordinance in 2023.

Committeeman Frederick commented that the hiring was conducted off of documented procedures and general selection process at which time it was determined that Vernon Marino was the best candidate for the position. He also noted that Vernon Marino is a registered Democrat, and no affiliation was tied to the position. Committeeman Frederick added that based on the interviews conducted for the position, no one was near close to a second candidate.

Roll Call on R-2024-45:

Roll Call: Frederick: NO, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

R-2024-46 Resolution Authorizing the Tax Collector to Waive Interest

Motion McGovern Second: Nocentino

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

R-2024-47 Resolution Authorizing Budget Appropriations Transfers During the First Three Months of the Succeeding Year for the Township of Woolwich, County of Gloucester, State of New Jersey

Motion McGovern Second: Nocentino

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

R-2024-48 Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a

Motion McGovern Second: Nocentino

Committeeman Frederick noted that wording be amended and a Certification of Funds be provided and moved to amend the resolution accordingly. Committeeman McGovern seconded.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Motion was made by Committeeman McGovern and seconded by Committeeman Frederick to adopt R-2024-48 as amended.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

R-2024-49 Resolution Fixing the Salaries for Certain Officers and Employees of the Township of Woolwich in the County of Gloucester

Motion: McGovern Second: Nocentino

Committeeman Frederick stated that he would like to see a comparison of salary from 2023 to 2024 to ensure flow from year to year and rational for certain positions.

Mayor Matthias advised that she spoke with the CFO, and that the salaries presented in the resolution includes step increases as well as a 4% increase. She suggested the resolution be tabled for further clarification.

Committeeman Frederick said that he would like to see a spreadsheet with net % and 2023-2024 net overall increases.

Committeeman Frederick then moved to table resolution R-2024-49. Deputy Mayor Nocentino seconded.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

The following reports were submitted for the month of December:

Administrator's Report: Monthly Report-Presented an abbreviated report due to first of year work. There were no questions.

Tax Collector: \$365,717.37 remitted
The Administrator/Clerk noted the highest tax collection rate in history.

Woolwich Fire Company: Monthly Report
Chief Valichka said that he will provide year end statistics at the February Meeting. He noted that in December, the Company responded to 77 calls and had an average response time of 6.56. He noted that the ladder truck is currently out for repairs and further repairs are needed. The Company will coordinate a meeting with both municipalities to discuss costs. Working with FEMA and looking into options for continuing the paid shift.

Committeeman Frederick asked if the year-end report will include a 3-5 year capital plan. Chief Valichka said that it will be included, and both towns will discuss.

Mayor Matthias noted that the ladder truck is 22 years old. She asked if the company has any older equipment and was told that the tender is 33 years old.

Police: Monthly Report
Chief Morgan announced Officer Dolgos as "Officer of the Quarter" and Officer Grubb as "Officer of the Year." Mayor Matthias suggested bringing them in to a future meeting for recognition.

Township Engineer: Monthly Report
Timothy Staszewski of Remington and Vernick Engineers introduced himself and stated that he and Samantha Boonstra will be acting on the behalf of the Township. An engineering transition meeting was cancelled that morning due to snow but is rescheduled for the 18th.

Municipal Services: Monthly Report

The following Committee liaison reports were presented:

Committeeman Frederick:
Special Projects, TDR responses were sent to the state with clarification provided as to 5A deed Restrictions and a statement that the \$5 million provided by the state for the TDR Auction was used for the purpose accomplished to preserve land. Municipal Services: (Buildings & Grounds, Code, UCC, Zoning, Public Works: 11 zoning permits were issued and many extra trash pickups in month of December. New soccer shed has been delivered to the park. Public Works completed repairs to dugouts A, B and C. Public Works did a tremendous job with both storms over the past week.

Committeeman McGovern:

Public Information (Social Media & OEM), Working on a social media communications plan. More to come. Police; Commended Officer Boyko and Fred Lock for their work through recent storms through the Office of Emergency Management. Their notifications were timely and accurate. Parks and Recreation; Planning a Sixers game on the 22nd, and upcoming Camp Connection and Daddy-Daughter Dance.

Deputy Mayor Nocentino:

SWEC: reported members are needed. Education Partners (SWSD & KRSD): Delayed opening on 1-16-24 and 1-17-24 announced for inclement weather. Received S/W and KRD Board Meeting schedule.

Mayor Matthias:

Administration (Finance, JLUB, Fire, Courts); JLUB reorganized on 1/4/24. Municipal Court entertained 2,245 cases as of 12/21/23.

Under old business, Mayor Matthias advised as to quotes provided which are not “apples to apples”. Some quotes are for a basic rebuild while others include various plug in features and other services. The Mayor requested that the Committee review the proposals, and noted that this project is a Q1 goal.

Under new business, motion was made by Committeeman McGovern and seconded by Deputy Mayor Nocentino to advertise for the position of Administrator.

Committeeman Frederick advised that the last time the Township advertised the position, many applicants did not understand the role of a municipal administrator. He advised that creating a job summary in the ad may be beneficial.

Roll Call authorizing the advertisement for Administrator position:

Roll Call: Frederick: No, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Deputy Mayor Nocentino moved to open the meeting to public comment. Committeeman Frederick seconded. All were in favor.

Dawn Fenza, 714 Lois Drive, Williamstown provided the Committee with pamphlets regarding the trap/neuter/release program for cats.

Committeeman McGovern asked for a census estimation as to the population of feral cats. Ms. Fenza said that new numbers should be coming out soon.

Hearing no further comment, the public position closed upon a motion by Deputy Mayor Nocentino, seconded by Committeeman Frederick and unanimously passed to adjourn the public portion.

Committeeman McGovern moved to approve resolution **R-2024-50 Resolution for Closed Session**. Committeeman Frederik seconded. All were in favor.

The Committee entered closed session at 7:16 p.m. for the purpose of discussing the following matters:
Personnel: Police Interviews Contractual: Rt. 322 Development

The regular meeting reconvened at 8:21 p.m. upon a motion by Committeeman Frederick, seconded by

Deputy Mayor Nocentino and unanimously passed.

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to authorize hiring Joseph Muller as an 8th Class Patrolman pending results of psyche evaluation.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to authorize hiring Ryan Mihlebach as a 9th Class Patrolman pending results of psyche evaluation.

Roll Call: Frederick: YES, McGovern: YES, Nocentino: YES, Matthias: YES Motion carried

Motion was made by Committeeman Frederick and seconded by Mayor Matthias to approve the minutes of the December 27, 2023 Close Out Meeting.

Roll Call: Frederick: YES, McGovern: Abstain, Nocentino: Abstain, Matthias: YES

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to approve the bills and purchase orders.

Roll Call: Frederick: YES (Abstain from Verizon), McGovern: Abstain, Nocentino: Abstain, Matthias: YES

With no further business, motion was made by Committeeman McGovern and seconded by Deputy Mayor Nocentino to adjourn the meeting. All were in favor.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file