

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
APRIL 15, 2024**

Mayor Matthias called the meeting to order at 6:30 p.m.

Mayor Matthias made the following statement:

The April 15, 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 Minhas: PRESENT McGovern: PRESENT
Nocentino: PRESENT Matthias: PRESENT

Also present on the dais were Solicitor Alice, Clerk Mignogna and Administrator Watson.

Those present saluted the American Flag.

Presentation: Introduction to the 2024 Budget

Lois Yarrington, CFO, went over the 2024 budget highlights. The budget includes hiring of two (2) additional police officers, all capital expenses including the new line item for the Fire Company equipment and increased funding for environmental commission. Ms. Yarrington then went through the revenues and highlighted the Municipal tax stays flat. The average home value in Woolwich is \$350,000, average homeowners will see a decrease in their Municipal tax of \$2.64.

Mayor Matthias questioned the timeline of the budget. Ms. Yarrington stated that the budget will be posted on the Township's website for public review by May 8th and the public hearing/adoption will be on May 20th.

Committeeman Frederick question what roads are included in the road improvement fund. Ms. Yarrington replied, Russell Mill Road, Back Creek Road and Oak Terrance. Some of the money is grant monies towards Russell Mill and Back Creek and added on more to cover Oak Terrance.

Committeeman Frederick question the capital on the Fire Company equipment, he wanted to see the status of the Fire Company's five (5) year budget plan. Mayor Matthias replied, the Fire Chief will answer this question during his monthly review.

No further questions from the committee.

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to open the meeting to the public. All were in favor.

Robin Womble, 14 Overlook Drive, came on behalf of her neighbors in her neighborhood. She was questioning when the streets in Valley Glen would get the final coat of paving.

Deputy Mayor Nocentino questioned the committee if anyone investigated the bonds? Mayor Matthias commented that a Maintenance Bond should have been placed for the final paving and the committee should investigate this.

Ms. Womble asked the committee who her contact person would be to follow up on this. Administrator Watson gave her his contact information.

Motion was made by Committeeman McGovern and seconded by Deputy Mayor Nocentino to close the meeting to public. All were in favor.

Mayor Matthias moved to approve a consent agenda for resolutions R-2024-116 through R-2024-126. Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern to approve a consent agenda for resolutions R-2024-116 through R-2024-126. Committeeman Frederick asked to remove resolution R-2024-125 from the consent agenda. All in favor.

Motion was made by Committeeman McGovern, seconded by Deputy Mayor Nocentino to adopt resolutions R-2024-116 through R-2024-126 with the exception of R-2024-125.

Roll call: Frederick: YES Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 5/0

R-2024-116 Resolution Designating Conflict Public Defender for the Township of Woolwich

R-2024-117 Resolution Endorsing the Findings and Determination Statement and Authorizing the Clerk to Submit Application for an On-Site Raffle License and 50/50 License on Behalf of the Ryan's 41319 Foundation

R-2024-118 Resolution Authorizing Cancellation of Municipal Certificate of Sale

R-2024-119 Resolution of the Township of Woolwich to Reintroduce the Township Newsletter using Hometown Press

R-2024-120 Resolution Authorizing the Acceptance of Performance Surety Bond # SU1197875 for Site Improvement Bond Filed on Behalf of Somerset-Woolwich Urban Renewal LLC -Shop Rite of Center Square Plaza, Phase I (Basin D)- Block 4, Lot 4

R-2024-121 Resolution Contact Person for the Employment Practices Liability Attorney Consultant Service Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

R-2024-122 Resolution Authorizing Totally Disabled Veteran Deduction

R-2024-123 Resolution Authorizing Totally Disabled Veteran Deduction

R-2024-124 Resolution Authorizing Release of Performance Bond #SU 1182873 Posted on Behalf of Somerset-Woolwich Urban Renewal LLC- Shoprite of Center Square Plaza, Phase I- Block 4, Lot 4

R-2024-126 2024 Municipal Budget Introduction Resolution

Mayor Matthias read the following resolution by title:

R-2024-125 Resolution of the Township of Woolwich Regarding Submission Review and Substantial Conformance with Redevelopment Plan and Redevelopment Agreement for Redevelopment NP Woolwich Industrial, LLC for Property Known as Block 61, Lots 1,2,3,4, 4.01 and 7 on the Tax Map of the Township of Woolwich and Block 48, Lot 3 on the Tax Map of the Township of Harrison

Mayor Matthias gave a summary of the resolution. Adopting the resolution, the language in the resolution says the Township Planner (RVE) had time to review to check for consistency with the redevelopment agreement. Committeeman Frederick mentioned the resolution is missing some language. Under the section Now therefore, it lists seven (7) exceptions and then has the effective date shall take effect immediately upon adoption. He believes there should be another line item that says the

Township Committee agrees to move forward and attach the back-and-forth recent correspondence made by the Township’s Planner and the developer’s attorney with the resolution. Mayor Matthias agreed with him.

Frederick motioned to amend resolution R-2024-125 by adding another therefore statement noting on record the further review and correspondence between the developer’s attorney and our Township Planner (RVE)has been reviewed and will be attached to this resolution. Mayor Matthias seconded the motion to amend.

Roll call to amend the resolution: Frederick: YES Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 5/0

Motion was made by Deputy Mayor Nocentino, seconded by Mayor Matthias to adopt resolution R-2024-125.

Roll call: Frederick: YES Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 5/0

Administrator’s Report: Monthly Report

Jim Watson gave the committee a few highlights on his report. Conducted one on one meeting with all the department heads in his first week. Last week, held the first led leadership meeting with all the department heads which he plans to continue on a monthly basis. This Wednesday, he will be heading to a meeting in Trenton for TDR.

Tax Collector: \$280,885.34 remitted

Woolwich Fire Company: Monthly Report

Chief Valichka read his monthly report. He gave the dates for the upcoming fundraising events; chicken barbeque April 27th and hoagie sale May 11th. Lastly, he wanted to answer the five (5) year budget plan that Committeeman Frederick mention earlier in the meeting. The Chief wants to bump up the five (5) year plan to a seven (7) year plan. He mentioned that there are grants out there that can help with the purchasing of equipment and is looking to apply for them. Lastly, he is looking to have a full-time career staff by the year 2030.

Swedesboro Fire Bureau Monthly Report

Fred Lock read his monthly report to the committee. He is starting to see more inspections done, especially with the food trucks. He added to his staff a fire inspector and a fire investigator. Mayor Matthias questioned how these new hires will be paid. Mr. Locke replied that the new hires are paid out of fees collected and not from taxpayers.

Police: Monthly Report

The Police Chief was unable to make tonight’s meeting. The report is self-explanatory, and questions reach out directly to the Chief.

Township Engineer: Monthly Report

Samantha Boonstra read her status report for the month of March. She noted that her office is still waiting for two (2) supporting resolutions for the municipal truck route. The Locke Avenue Park improvements application was resubmitted on April 10th and will follow up on process. A draft proposal has been submitted for both Garwin Road municipal aid and High Hill Trail phase III.

Committeeman Frederick questioned the resubmission of the Locke Ave Park. He wanted to know if it is the same ninety (90) day window. Ms. Boonstra office is verifying that the same person who has been

reviewing the application for the project is still assigned to the resubmission, because a new assigned person timeline will take longer for review.

Committeeman Frederick asked for a residential update on 196 Colony Place. Ms. Boonstra is in coordination with the homeowner and engineer for final soil testing, and discussion for reforestation of the area. Committeeman Frederick requested that her office to start pushing to get this resolved quicker.

Lastly, Committeeman Frederick wanted a clarification about 201 Oak Grove Road TCO punch list. Ms. Boonstra responded that the punch list reinspection was done by Alaimo and everything on that punch list has been satisfied. Committeeman Frederick requested her office to notify our finance office on when any TCO's are issued, because there has been lack of communication.

Zoning Officer: Monthly Report

The report is self-explanatory, and questions reach out to the zoning officer.

Trash and Recycling: Monthly Report

Due to transition, the monthly report is still working on a layout and what information is needed.

The following Committee liaison reports were provided:

Committeeman Frederick:

Municipal Services: If you have any questions, reach out to the zoning officer. Special Projects: Mural is still waiting on feedback from legal and once there is updated information hoping to get it moving forward within the next thirty (30) days. Pickleball courts are almost completed. More information will be talked about under new business.

Committeeman McGovern:

Parks and Recreation: attended the meeting on April 3rd and received updated information on upcoming events. The daddy/daughter dance and the mother/son mixer were both a great success. Family Fun Day is approaching, and volunteers are needed for May 18 at Locke Ave Park. Upcoming events is a corn hole tournament and a bus trip to Willis Pennsylvania. Lastly, an update on the concession stand at Locke Ave Park. Little League has done a lot of prep work in such little time to prepare for opening weekend. So far, the stand has been open every night and has been making a profit. Committeeman Frederick had a question about the vandalism over the weekend and if the newly installed cameras able to pick up what occurred. Committeeman McGovern was hoping to ask this question tonight for Chief Morgan. He will follow up.

Committeewoman Minhas:

Solid Waste and Recycling: 48 extra cardboard collections, 90 metal collections and 226 bulk trash collections.

Deputy Mayor Nocentino:

SWEC: Meeting was held last Thursday and sworn in a new member. The community garden is ready in Woolwich, but Swedesboro's community garden still needs some work. Education Partners (SWSD & KRSD): working with the school to get their reports earlier.

Mayor Matthias:

Administration (Finance, JLUB, Fire, Courts): 2024 Budget was just introduced tonight. JLUB had no meeting.

Under old business, Mayor Matthias had the new Administrator provide an updated spreadsheet showing the breakdown of each company that could provide the Township with a new website design. After reviewing the spreadsheet two (2) companies were narrowed down and this past week a meeting was held with these two (2) companies to discuss and answer any questions. Jim Watson will be contacting KRSD to discuss with them possibly redesigning the website. Hoping to have the final information of all three (3) by next month for final discussion and hopefully to move forward with a decision.

Under new business is a discussion about having the Township Engineer put together a quote package for the emergency washout road on Moravian Church. Ms. Boonstra put together an estimated quote package using the worst-case scenario. The rough estimate quote is thirty-two thousand eight hundred eighty-eight dollars (\$32,880) with an additional forty-eight hundred dollars (\$4,800) to cover oversite cost.

Motion was made by Deputy Mayor Nocentino and seconded by Mayor Matthias to approve Remington and Vernick to put together a quote bid package for Moravian Church Road not to exceed \$38,000. Committeeman Frederick wanted confirmation from the CFO if this is covered under the new budget. Ms. Yarrington said it is covered under misc. street and roads.

Roll call: Frederick: YES Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 5/0

Under new business the Township Building Maintenance, Bob Walker received quotes for a new HVAC maintenance company.

Motion was made by Mayor Matthias, seconded by Committeeman McGovern to accept the recommendation of Modern Control's HVAC maintenance quote.

Committeeman Frederick questioned what the scope of the work that needs to be done and if there was more than one (1) quote received. Mayor Matthias replied that the minimum quotes needed is at least three (3) and Modern Control is being recommended by the building maintenance employee.

Roll call: Frederick: ABSTAIN Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 4/1

Under new business the Township Committee wanted to discuss the set-up process for the newly constructed Pickleball Courts. Committeeman Frederick described two (2) apps that can help with scheduling games for both beginners and advance players. This scheduling will only apply to four (4) of the eight (8) courts. The other four (4) courts will be available to residents on a first come first served basis. The app is used for scheduling will have a rating system on the user so they will be matched up with same skilled set player(s). Setting up either one of the apps will cost twelve hundred dollars (\$1,200) this covers setting up the app, creating the scheduling and setting up the rating system. This fee will also help set up a sponsor form or proposal to help offset this fee in the future. Mayor Matthias questioned how much of this is a need versus a want. Committeeman Frederick responded that what is happening at other municipalities, there is a need for a structure for scheduling. It will keep the "peace" when it comes down to who was here first. Committeeman McGovern wanted more information about the app scheduling process. He wanted to know if this would stop someone who will monopolizing and continually scheduling by always booking the same time each day or weekly. Committeeman Frederick responded that the Township Committee will have full control and can set limits on scheduling. Mayor Matthias questioned after the initial set up what type of maintenance or upkeep the Township is responsible for. Committeeman Frederick responded that after the scheduling is established, then the employee who does the park and field scheduling will take it over. Mayor Matthias wanted the

Committee to have thoughts on how to proceed. Committeeman McGovern wanted more time to see the process of how the scheduling. Committeeman Frederick mentioned that he will quickly show in the app that he uses prior to the start of closed session.

Motion was made by Committeeman McGovern and seconded by Committeeman Frederick to open the meeting to the public. All were in favor.

Jordan Schlump, 10 Wilshire Blvd., questioned how to reserve a court for pickleball and how handles the maintenance of these courts. Mayor Matthias replied there is a form to fill out. The app is for players who want to match play with others. Maintenance is the responsibility of Public Works department.

Motion was made by Committeeman McGovern and seconded by Committeeman Frederick to close the meeting to the public. All were in favor.

Mayor Matthias read the following Resolution by title:

R-2024-127 Closed Session Contractual Matters; PILOT Ferber; IT KRSD
Motion to adopt: Nocentino Second: McGovern All in favor
The Township Committee entered executive session at 8:07 p.m.

Motion to come out of executive session: Nocentino Second: McGovern All in favor
The Township Committee resumed at 8:26 pm

Mayor Matthias wanted to summary the conversation on pickleball. Have a possibility of hiring someone on a limit basis not to exceed \$1,200 to help set up the app, scheduling of courts, help get future sponsorships and rating of players. The future sponsorships will cover in the future the maintenance of the app. Motion was made by Committeeman Frederick and second by Mayor Matthias to hire Doug Horton to help set up the app, game play and rating of players on a limited basis not to exceed \$1,200.00.

Committeeman McGovern questioned if the Township must advertise for such services. Mayor Matthias replied it is under a certain amount, so the Township does not have to advertise.

Roll call: Frederick: YES Minhas: YES McGovern: YES Nocentino: ABSTAIN Matthias: YES 4/1

Motion was made by Deputy Mayor Nocentino and seconded by Committeeman McGovern with the approval of minutes for regular meetings held on March 18, 2024, and April 1, 2024. All were in favor.

Roll call: Frederick: YES Minhas: YES McGovern: YES Nocentino: YES and April 1: ABSTAIN Matthias: YES 4/1

Motion was made by Committeeman McGovern and seconded by Committeeman Frederick to approve the bills and purchase orders.

Roll Call: Frederick: YES (Abstain from Verizon) YES Minhas: YES McGovern: YES Nocentino: YES Matthias: YES 5/0

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

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Jessica Mignogna

Jessica Mignogna
Municipal Clerk

Minutes not verbatim.
Audio recording on file.