

**MINUTES
WOOLWICH TOWNSHIP COMMITTEE
WORK SESSION MEETING
OCTOBER 3, 2016**

The meeting was called to order by Mayor Alan Schwager at 7:01 p.m. with the following statement:

The October 3, 2016 work session 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: Carleton: PRESENT Lavender: PRESENT Schlump: PRESENT
Rizzi: PRESENT

Also present on the dais were Mike Aimino for Solicitor Mark Shoemaker, Director of Community Development Matt Blake and Administrator/Clerk Jane DiBella.

Those present lasted the American Flag.

Motion was made by Committeeman Schlump and seconded by Committeeman Carleton to approve the following resolution:

R-2016-206 Resolution of the Township of Woolwich Approving the Volunteer Classification and Job Description for the Position of Police Chaplain and Making Appointments to Same

All were in favor.

Mayor Schwager administered the Oath of Office to Reverend Michael Bill.

Mayor Schwager administered the Oath of Office to Reverend Phil Ginyard.

Chief Jaramillo thanked the Committee and congratulated the newly sworn Police Chaplains. He stated that that there has been a great need to rebuild the Chaplain program, and said that they will be a great addition to the Department.

Mayor Schwager noted that ordinance 2016-17 as listed on the agenda would be removed.

Motion was made by Committeeman Lavender and seconded by Committeeman Carleton to open the meeting to public comment. All were in favor.

Darren Blough, representing Advoserve, offered his sincere appreciation to emergency responders and police personnel and presented a check for the police department as a donation from Advoserve to purchase equipment.

Chief Jaramillo accepted the donation on the behalf of the Township and thanked Advoserve.

The Committee offered their appreciation also.

With no further comment, the public portion closed upon a motion by Deputy Mayor Rizzi, seconded by Committeeman Carleton and unanimously approved.

Mayor Schwager noted that the following ordinances would remain tabled:

2016-11 An Ordinance of the Township of Woolwich, County of Gloucester, State of New Jersey Implementing Zoning Changes Necessary to Comply with the Duly Amended Master Plan

2016-12 An Ordinance Amending Chapter 177 of the Code of the Township of Woolwich Entitled "Trees"

Mayor Schwager read the following ordinance by title only upon first reading:

2016-16 An Ordinance of the Township of Woolwich Amending Article XIII of the Code of the Township of Woolwich Entitled "Engine Compression Brakes" Motion: Schlump Second: Carleton
Roll Call: Carleton: YES, Lavender: YES, Schlump: YES, Rizzi: YES, Schwager: YES

The following resolutions were read by title only for the Committee's consideration:

R-2016-207 Resolution Authorizing Quote for Preparation and Submission of TA Grant to Fralinger Engineering Motion: Rizzi Second: Carleton All in favor

R-2016-208 Resolution Authorizing Quote of Eaise Design and Landscaping, Inc. for Tree Replacement
Motion: Rizzi Second: Carleton

Committeeman Schlump asked if the tree could be located elsewhere so as not to disturb the existing tree. Deputy Mayor Rizzi replied that the winter festival is geared towards that tree and the location works best as far as utilities are concerned and that for aesthetics purposes as well as balancing the landscaping plan, the location chosen works best. All were in favor.

R-2016-209 Resolution Authorizing the Issuance of Street Opening Permit to South Jersey Gas-209 Inverness Drive Motion: Carleton Second: Schlump All in favor

R-2016-210 Resolution Approving Performance Bonds-Villages at Weatherby Section 2.5B
Motion: Lavender Second: Rizzi All in favor

R-2016-211 Resolution Authorizing Purchase of Police Weapons Motion: Rizzi Second: Carleton
All in favor

R-2016-212 Resolution Authorizing Placement of Municipal Liens on Various Properties within the Township of Woolwich Motion: Carleton Second: Schlump All in favor

R-2016-213 Resolution of the Township of Woolwich Authorizing an Agreement Between the Township and Active World LLC for Online Event Registration and Management System
Motion: Rizzi Second: Carleton

Deputy Mayor Rizzi noted that he has been asked if this program will maintain e-mail addresses for purposes of communication with the public and said that the software does have that capability, and can be used throughout all departments. Committeeman Lavender asked if what the fees are and was

told there is no fee other than a small annual fee which has been waived for the first year. All were in favor.

R-2016-214 Resolution Authorizing Purchase of Floor Scrubber Motion: Schlump Second: Carleton
All were in favor

R-2016-215 Resolution of the Township of Woolwich, County of Gloucester, State of New Jersey Supporting the Submission of an Application for New Jersey Department of Transportation 2016 Transportation Alternatives Program (TAP) Motion: Carleton Second: Schlump

Deputy Mayor Rizzi moved to amend the resolution to extend the scope as set forth in the first paragraph to include parks and the High Hill Road Shared Use Path. Committeeman Schlump seconded. Committeeman Carleton then moved to approve the resolution as amended. Committeeman Lavender seconded. All were in favor.

The Administrator presented her report and highlighted the following:

- **132 Holly Drive:** Engineer is gathering additional quotes using HDPE pipe as opposed to resetting the existing concrete.
- **2015 Municipal Audit:** Audit report should be presented at the next meeting.
- **Swedesboro hydrant billing error:** Borough has agreed to reimburse the Township.
- **Enclave at Stone Meeting House:** Papparone has constructed a berm which should be monitored to ensure flooding issues do not continue onto property at 269 Stone Meeting House Road.
- **ICS Training:** Advisement by Gloucester County Emergency response that ICS training will be required for all elected officials, with training dates and times to follow.
- **Kuddo's:** Letter received from resident of 234 Second Street-Swedesboro with gratitude to the professionalism and assistance of the police department and code official.

Mayor Schwager noted that he observed the berm at the Enclave during a rain event and did not notice any standing water on the adjacent property.

The Mayor also questioned the status of the bathroom facility. The Administrator/Clerk suggested that the Township reach out to Jim Farro again. If there is no response, she suggested the unit should be returned as there is no way to have it installed.

The Director of Community development presented his report, noting the following:

- Farmer has executed a contract with USDA enrolling 18 acres into the program. Pollinator Habitat will be created.
- Advised the Governing Body of the current status of Open Space and Farmland Preservation funds.
- Advised that he has been in contact with Ernest Risha regarding the BROS Superfund Site. Additional data was received and will be under review and discussion with NJDEP.
- Recognized two Eagle Scout Projects recently completed on the grounds of the municipal complex.

The Committee discussed whether to renew its contract with Waste Management for solid waste and recycling collection and disposal for the last renewal year, or to rebid and see how the numbers come in.

It was decided to renew at the increase of .05 for year 2017, upon a motion by Deputy Mayor Rizzi, seconded by Committeeman Carleton and unanimously passed.

Likewise, the Committee agreed to renew the Interlocal Agreement with Kingsway Regional High School for the collection and disposal of solid waste and recycling material at the same increase. So moved Deputy Mayor Rizzi. Committeeman Schlump seconded. All were in favor. Lavender abstained.

Mayor Schwager prompted discussion on the school funding issue, noting that information was forwarded from the Borough of Newfield with a sample petition to address school funding. The Mayor further noted that that the Committee passed a resolution in 2011 appealing to the state legislators to address the issue. The Mayor asked if the Committee wished to renew its 2011 resolution, act on the petition or both. Discussion ensued.

Committeeman Lavender suggested the Committee look at the petition more closely. He added that the 2011 resolution is outdated. He acknowledged that what is being done in Trenton is unfair to the taxpayer, but the township may want to be wise and investigate the issue further.

Mayor Schwager then suggested the Committee look at the 2011 resolution and reach out with any questions. He further suggested a new resolution with updated numbers cited. Committeeman Lavender agreed that current data is needed.

Discussion then ensued along with review of quotes for environmental assessment of Block 2, Lots 8 and 7. Mr. Blake noted that the quotes were received for both properties together as well as reduced number of samples taken. Based on those changes in scope, the quotes came in much lower than anticipated with the lowest quote being received from Brinkerhoff in the amount of \$4,690.00.

Mayor Schwager stated that the prior estimates from GEI were placed much higher. He added that doubling cost was a concern. He added that looking at the new numbers make him question why GEI's numbers were so far off. He added that having relied on GEI for accurate information as the Township's professional, it may be in the township's best interest to reevaluate its relationship with the firm.

Deputy Mayor Lavender asked if the township has any past history with Brinkerhoff. Mr. Blake replied that they did a county open space project, and that the county was happy with their work. Mayor Schwager added that the firm is well qualified.

Motion was then made by Deputy Mayor Rizzi and seconded by Committeeman Lavender to approve Brinkerhoff as the environmental firm to conduct samplings and preliminary assessment. All were in favor.

Motion was made by Committeeman Lavender and seconded by Committeeman Carleton to approve resolution **R-2016-216 Resolution Authorizing a Closed Session of the Township of Woolwich**. All were in favor.

The Committee entered closed session 7:48 p.m. for the purpose of discussing the following:

Personnel: Police

Potential Litigation: Woolwich Adult Mediation Update

The regular meeting resumed at 8:25 p.m. at which time the Committee considered a request to hold a

block party on the Yorktown Road Cul-De-Sac on Oct. 22nd. Motion to approve the request was made by Committeeman Carleton, seconded by Committeeman Schlump and unanimously approved.

Motion was made by Deputy Mayor Rizzi to authorize Maser to conduct review of maps and cost estimates for sewer installation and to assist in preparation and submission of an application for New Jersey Environmental Infrastructure Trust funding. Committeeman Lavender seconded. All were in favor.

The Administrator/Clerk reviewed the bid results for the trailhead parking area as received and opened on September 29th:

Gerald A. Barrett, Inc.	\$82,243.11
Ricky Slade Construction Company	\$83,174.00
Paving Plus LLC	\$136,918.00
Krissana Construction, Inc.	\$148,245.00

Deputy Mayor Rizzi then moved to approve the bid of Gerald Barrett contingent upon the Solicitors review of the bid and receipt of a Certification of Funds from the CFO. Committeeman Carleton seconded. All were in favor.

The Administrator/Clerk reviewed the bid results for the 2016 Gentry Drive road project as received and opened on September 29th:

Gentry Drive 2016 Road Improvement Project Bids Received

	Base	Alt A	Alt B	Total
Arawak	\$164,900.	\$35,400.	\$29,700.	\$230,000.
American Asphalt	\$168,385.	\$37,162.	\$30,128.	\$235,675.
South State	\$174,738.	\$37,050.	\$31,685.	\$243,473.
A.E. Stone	\$175,000.	\$40,000.	\$38,000.	\$253,000.
G.A. Barrett	\$223,253.01	\$46,199.03	\$36,780.03	\$306,232.07

She noted that the engineer's estimate was \$276,456.00.

Deputy Mayor Rizzi then moved to approve the bid of Arawak contingent upon the Solicitors review of the bid and receipt of a Certification of Funds from the CFO. Committeeman Lavender seconded. All were in favor.

Motion was made by Committeeman Carleton and seconded by Committeeman Lavender to approve the bills and purchase orders as presented by the finance officer pending the final review of the Mayor. All were in favor.

Having no further business, motion was made by Committeeman Rizzi and seconded by Committeeman Carleton to adjourn the meeting. All were in favor.

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Jane DiBella
Administrator/Clerk

Minutes not verbatim
Audio recording on file