

**Township of Washington
Gloucester County
Council Meeting Minutes
December 14, 2016
7:00 P.M.**

Council President Sean Longfellow called the meeting to order at 7:05 P.M. in the Council Room located at 523 Egg Harbor Road, Sewell, New Jersey. Mr. Longfellow delivered the Sunshine notice and the safety awareness notices. The flag salute followed.

Township Clerk Jill McCrea took a roll call vote. Councilmembers Newman, Fazzio, Martin, Donato, and Longfellow were present. Township Attorney Joe Alacqua and Business Administrator Bob Smith were also present. Mayor Barbara Wallace was absent.

APPROVAL OF BILL LIST:

Ms. Donato motioned to approve the December 14, 2016 bill list and addendum. Mrs. Martin seconded the motion. All other bills were unanimously approved, with the exception of Mr. Fazzio on Fazzio bills and Mrs. Martin on Capehart & Scatchard.

APPROVAL OF MINUTES:

Mrs. Martin moved the November 22, 2016. Mr. Fazzio seconded the motion, which was unanimously approved.

ORDINANCES:

O28: ORDINANCE AUTHORIZING AN AGREEMENT FOR TAX ABATEMENT WITH GREEN MEADOWS-SEWELL, LLC, LANDLORD FOR D & W DIESEL, INC. FOR A PROJECT ON THE PROPERTY LOCATED AT 157 DELSEA DRIVE AND IDENTIFIED AS BLOCK 15, LOT 14

Attorney Bob Mintz explained the site is on Delsea Drive within an existing facility that the owners would like to expand. It had been zoned highway commercial, but was rezoned redevelopment. As a result, their use was not permitted in a redevelopment zone. The applicant applied for a use variance for a warehouse facility. The variance and subsequent expansion application were both approved by the Zoning Board. Additionally, Council had amended the tax abatement ordinance when the redevelopment zone was created. Mr. Mintz stated he had recently met with the Advisory Board of Economic Development and that they recommended abatement. He thanked Council for their consideration. Mrs. Martin moved Ordinance 28 – 2016 for first reading. Mr. Fazzio seconded the motion, which was unanimously approved.

O26: ORDINANCE ADOPTING AN AMENDED AND REFORMATTED EMPLOYEE POLICIES AND PROCEDURES MANUAL FOR THE TOWNSHIP OF WASHINGTON

Mrs. Martin motioned to open the public hearing for Ordinance 26 – 2016. Mr. Fazzio seconded the motion. Ms. Donato motioned to close the public hearing. Ms. Donato asked if this should be tabled because there will be a new Council and Mayor in a few weeks. Mr. Alacqua told Ms. Donato that it is an option, but the process would have to start over. Ms. Martin asked Mr. Smith if there are any important changes. Mr. Smith explained that there was a change in the sick buy back policy in 2014. The revision would allow employees to sell back unused time. He believed it was better to pay now at current wages rather than higher wages at time of separation. Mr. Longfellow suggested moving Ordinance 26 -2016 to the end of the meeting. The other councilmembers agreed.

O27: ORDINANCE AMENDING CHAPTER 260 SECTIONS 25 AND 27 OF THE CODE OF THE TOWNSHIP OF WASHINGTON IN ORDER TO DESIGNATE STOP INTERSECTIONS AND YIELD INTERSECTIONS IN THE RESIDENTIAL DEVELOPMENT COMMONLY REFERRED TO AS TALL OAKS

Mr. Fazio motioned to open the public hearing for Ordinance 27 – 2016. Mrs. Martin seconded the motion. Ms. Donato motioned to close the public hearing. Mr. Fazio seconded the motion. Mr. Newman moved Ordinance 27 – 2016. Mr. Longfellow seconded the motion, which was unanimously approved.

RESOLUTIONS:

R175: RESOLUTION AUTHORIZING A PERSON – TO – PERSON TRANSFER OF LONE STAR STEAK HOUSE & SALOON OF NEW JERSEY RETAIL CONSUMPTION LICENSE #0818-13-006-007 TO WASHINGTON SQUARE LIQUOR, LLC

Mrs. Martin moved Resolution 175 – 2016. Mr. Newman seconded the motion, which was unanimously approved.

R176: RESOLUTION DIRECTING THE DISTRIBUTION OF THE TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY NET RETURNED SURPLUS FUNDS HELD IN TRUST BY THE GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND

Mrs. Martin moved Resolution 176 – 2016. Ms. Donato seconded the motion, which was unanimously approved.

R177: RESOLUTION RELEASING THE PERFORMANCE BOND FOR PJ WHELIHAN'S

R178: RESOLUTION RELEASING THE PERFORMANCE BOND FOR PAG AUDI TURNERSVILLE

Mr. Newman moved Resolutions 177 & 178 – 2016. Mr. Fazio seconded the motion, which was unanimously approved.

R179: A RESOLUTION AUTHORIZING THE CANCELLATION OF GRASS CUTTING CHARGES FOR BLOCK 85.12 LOT 41 AND AUTHORIZING A REFUND IN THE AMOUNT OF \$208.72 TO THE PROPERTY OWNER

R180: A RESOLUTION AUTHORIZING THE TOWNSHIP TAX COLLECTOR TO CANCEL ANY TAX REFUNDS OR DELINQUENCIES OF LESS THAN TEN (\$10.00) DOLLARS FOR THE CALENDAR YEAR 2016 IN ACCORDANCE WITH N.J.S.A. 40A:5-17.1

R181: RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS

R182: RESOLUTION CANCELLING TAXES FOR PATRICIA JACOBSON, A WIDOW OF A TOTALLY DISABLED VETERAN, BLOCK 85.09 LOT 23, 46 APPLETREE LANE., EFFECTIVE DECEMBER 2, 2016

Mr. Newman moved Resolutions 179 thru 182 – 2016. Mr. Fazio seconded the motion, which was unanimously approved.

R183: A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY (2013)

R184: A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY (2014)

R185: A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY (2015)

Mr. Longfellow moved Resolutions 183 thru 185 – 2016. Mr. Fazio seconded the motion, which was unanimously approved.

R186: RESOLUTION AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS

Ms. Donato moved Resolution 186 – 2016. Mrs. Martin seconded the motion, which was unanimously approved.

R187: RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE COUNTY OF GLOUCESTER TO UTILIZE COMMUNITY DEVELOPMENT BLOCK GRANT CD-16-MP7 FOR HVAC AND MISCELLANEOUS SAFETY IMPROVEMENTS TO TOWNSHIP SENIOR CENTER

Ms. Donato moved Resolution 187 – 2016. Mr. Newman seconded the motion, which was unanimously approved.

R188: RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE COUNTY OF GLOUCESTER TO UTILIZE COMMUNITY DEVELOPMENT BLOCK GRANT CD-16-MP8 FOR ROAD IMPROVEMENTS INCLUDING ADA COMPLIANT RAMPS ALONG LANTERN LANE

Mr. Newman moved Resolution 188 – 2016. Mrs. Martin seconded the motion, which was unanimously approved.

R189: RESOLUTION AUTHORIZING A LIST OF APPROVED VEHICLE TOWERS FOR THE TOWNSHIP OF WASHINGTON

Ms. Donato moved Resolution 189 – 2016. Mrs. Martin seconded the motion, which was unanimously approved.

Mr. Longfellow stated Resolutions 190 & 191 – 2016 would be moved until the end of the meeting.

OLD BUSINESS /NEW BUSINESS/REPORTS:

All members of Council wished the public a happy holiday season.

PUBLIC PARTICIPATION:

Mr. Newman motioned to open the meeting for public participation. Mrs. Martin seconded the motion, which was unanimously approved. Mrs. Martin motioned to close the public portion. Mr. Newman seconded the motion, which was unanimously approved.

R191: RESOLUTION AUTHORIZING THE TOWNSHIP COUNCIL TO ENTER INTO CLOSED SESSION

Mr. Longfellow announced the closed session was need because the discussion involves the employment, appointment, termination of employment, evaluation, promotion or discipline of any special prospective public body and the individual employee or appointees have not requested in writing that such matters be discussed at a public meeting.

Mrs. Martin moved Resolution 191– 2016. Mr. Fazzio seconded the motion, which was unanimously approved. The Council left the dais at 7:26 P.M. and reconvened at 7:49 P.M. after a motion from Mrs. Martin and a second from Ms. Donato. All councilmembers were in favor.

O26: ORDINANCE ADOPTING AN AMENDED AND REFORMATTED EMPLOYEE POLICIES AND PROCEDURES MANUAL FOR THE TOWNSHIP OF WASHINGTON

Mr. Longfellow said there had already been a motion and a second. He asked for comments. Mr. Alacqua advised the Township insurance premiums could be adversely impacted if the some of the changes in the updated manual were not included.

R190: RESOLUTION APPROVING THE AGREEMENT BETWEEN THE TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY AND MUNICIPAL SERVICES SUPERVISORS AND COORDINATORS

Mrs. Martin moved Resolution 189 – 2016. Mr. Newman seconded the motion, which was unanimously approved.

Mr. Longfellow said there wished to discuss Municipal Clerk position that had been advertised at the direction of Mr. Fazzio. Mr. Longfellow presented a new job posting that he wanted the entire Council to consider. He felt the positon should be more open to everyone and less restrictive. He added it should be open to the public as there are a lot of people who may be eligible and may make a good clerk. Mr. Smith asked Mr. Longfellow to summarize the differences. Mr. Longfellow said a Bachelor's Degree was required in the current posting. His proposal did not require one. Further, three (3) years experience as a Registered Municipal Clerk will eliminate a large number of candidates for the Council to choose from.

Mr. Fazzio said he set the bar high for because the Council has the responsibility to find the best people available to hire. He said he would like that Bachelor's degree to stay in the job posting, with the language "required" be change to "preferred". He felt experience was important because of the size of the Township. Mr. Smith agreed with Mr. Fazzio. Mr. Newman said the posting should ask for a certified clerk because the Township shouldn't pay thousands of dollars educating someone if it doesn't don't to. Mr. Alacqua cautioned against hiring someone who does not have specific qualifications the advertisement asks for. Mr. Newman and Mr. Smith both agreed a Bachelor's degree should be preferred, not required. Mr. Smith added that a certification should be preferred along with experience. Mrs. Martin said that anyone can be appointed but she would like it advertised to be fair and transparent. Mr. Fazzio asked the ad has preferred for Bachelor's and certification. Mr. Longfellow read the job posting as he proposed:

MUNICIPAL CLERK - WASHINGTON TOWNSHIP, Gloucester County. The Township of Washington is accepting resumes for the position of Township Clerk. The candidate must be able to complete the New Jersey Registered Municipal Clerk (RMC) and New Jersey Certified Municipal Registrar (CMR) certification course. Bachelor Degree is preferred. Candidate must possess solid management and supervisory experience as well as excellent written and verbal communication skills; must be able to perform all statutory duties of the municipal clerk while acting as the department manager; and have the ability to work cooperatively with public officials, department heads, employees, and members of the public. Computer proficiency, including Microsoft Office Suite, website management, and Edmunds financial software is recommended. Residency preferred, but is open to all qualified candidates. Email resume and cover letter, to Council President Sean Longfellow at slongfellow@twp.washington.nj.us before December 29, 2016.

After a brief discussion with Mr. Smith and Mr. Fazzio, Mr. Longfellow moved to have the job posting advertised as he stated on the record. Ms. Donato seconded the motion, which carried with three (3) yes votes. Mr. Newman and Mr. Fazzio voted no.

Ms. Donato motioned to adjourn. Mr. Newman seconded the motion, which was unanimously approved. The meeting adjourned at 8:06 P.M.

Respectfully submitted,



Jill S. McCrea
Township Clerk