

**TOWNSHIP OF WEST DEPTFORD COMMITTEE MEETING MINUTES**  
**400 CROWN POINT ROAD, WEST DEPTFORD, NJ 08086**  
**December 19, 2018 7:00 P.M.**

**1. A.** The December 19, 2018 West Deptford Township Committee Meeting was called to order by Lee Ann DeHart, RMC.

Adequate notice of this meeting has been given by notifying the South Jersey Times and the Courier Post, posting the meeting date on the official bulletin board of the Township, and filing written notice with the Township Clerk on January 04, 2018 and September 24, 2018.

**B. PLEDGE OF ALLEGIANCE AND PRAYER** were recited.

**C. ROLL CALL:** Ms. Kerr, Deputy Mayor Mehaffey, Mr. Reid, Mr. Robinson and Mayor DiCarlo were in attendance for this meeting.

**2. A. TOWNSHIP CLERK CORRESPONDENCE:**

No Correspondence was presented.

**B. APPROVAL OF PREVIOUS WEST DEPTFORD TOWNSHIP COMMITTEE MEETING MINUTES:**

Motion to approve the November 26, 2018 Township Committee minutes and the November 26<sup>th</sup> Closed Session minutes made by Deputy Mayor Mehaffey seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Abstain
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**3. OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion to open the meeting to the public for agenda items only made by Deputy Mayor Mehaffey, Mr. Reid seconded his motion and the motion was approved by the entire Committee. As no one chose to address the Committee, Deputy Mayor Mehaffey motioned to close the meeting to the public, Mr. Reid seconded and his motion carried unanimously.

**4. SPECIAL PRESENTATIONS AND REPORTS:**

**A. Proclamations –** No Proclamations presented.

**B. ENGINEER'S REPORT:** Mr. Edwin Steck submitted the December 12, 2018 Engineer's report.

**C. SOLICITOR'S REPORT:** Mr. Timothy Scaffidi, No Comment

**D. ADMINISTRATOR'S REPORT:** Ms. Lee Ann DeHart, Acting Township Administrator, No Comment

**E. TREASURER'S REPORT:** Mr. Mike Kwasizur, CMFO, submitted the October 31, 2018 Treasurer's Report.

**5. COMMITTEE REPORTS:**

**A. Mayor DiCarlo - Administration/Finance,** financial reports were submitted for review, Mr. Kwasizur has started to work on 2019 Budget. Mayor DiCarlo also noted the new "FAST" budget submission process.

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**B. Deputy Mayor Mehaffey - Public Safety**, thanked Chief DiSimone for his outstanding service to the Township and welcomed Deputy Chief McKenna and noted the Deputy Chief's accomplishments.  
Deputy Chief McKenna, No Comment

**C. Committeewoman Kerr - Buildings, Grounds & Recreation** – wished everyone a happy holiday season.  
Tyler Rost, Events and Communications Coordinator, No Comment

**D. Committeeman Reid – Utilities** – forwarded the November Water/Sewer report to the Committee.  
Keith Lamb, Acting Water Sewer Superintendent, No Comment

**E. Committeeman Robinson - Public Works** – update on leaf collections and new dump truck.  
Keith Lamb, Acting Public Works Manager, No Comment

**6. Ordinances**

Deputy Mayor Mehaffey motioned to open the meeting for the public hearing on Ordinance 2018-17 amending Chapter 82, seconded by Mr. Reid and approved unanimously. Mr. Ed Komczyk asked about the purpose of the Ordinance, Deputy Chief McKenna explained the purpose. Mr. Reid added to the conversation. As no one else chose to address the Committee, Deputy Mayor Mehaffey motioned to close the public hearing, seconded by Mr. Reid and approved by the entire Committee. Deputy Mayor Mehaffey motioned to adopt Ordinance 2018-17, Mr. Reid seconded and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-17 AN ORDINANCE AMENDING CHAPTER 82 OF CODE OF THE TOWNSHIP OF WEST DEPTFORD (DOGS AND OTHER ANIMALS)**

Mr. Komczyk asked for clarification on the Deputy Chief's position. Mayor DiCarlo responded.

**7. Resolutions**

**A. ADMINISTRATION/FINANCE:**

Mr. Robinson motioned to authorize the budget appropriation transfers for the General Account, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-308 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING BUDGET APPROPRIATION TRANSFERS DURING THE LAST TWO MONTHS OF THE FISCAL YEAR FOR THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

Mr. Reid motioned to authorize budget appropriation transfers for Water/Sewer Account, seconded by Mr. Robinson and the vote was as follows:

Ms. Kerr	Y
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Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-309 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING BUDGET APPROPRIATION TRANSFERS DURING THE LAST TWO MONTHS OF THE FISCAL YEAR FOR THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY**

Mr. Robinson motioned to authorize the Bill List for December 19<sup>th</sup>, 2018, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y, Abstention for items pertaining to Comcast as an employee

**#2018-310 BILL LIST**

Mr. Robinson motioned to establishing the 2019 Holiday Schedule, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-311 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD ESTABLISHING YEAR 2019 HOLIDAY SCHEDULE**

Mr. Robinson motioned to establishing the 2019 Annual Reorganization Meeting date and time, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-312 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD ESTABLISHING THE YEAR 2019 ANNUAL RE-ORGANIZATION MEETING DATE AND TIME OF THE TOWNSHIP COMMITTEE OF WEST DEPTFORD**

Mr. Robinson motioned appointing Tyler Rost to the GCMEDC, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-313 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD APPOINTING TYLER ROST TO THE GLOUCESTER COUNTY MUNICIPAL ECONOMIC DEVELOPMENT COUNCIL**

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Mr. Robinson motioned to authorize Performance Guarantee Estimate for 2000 Nolte Drive, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-314 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD APPROVING AND AUTHORIZING PERFORMANCE GUARANTEE ESTIMATE IN THE AMOUNT OF \$10,052.40 AND THE ESTABLISHMENT OF AN INSPECTION ESCROW ACCOUNT IN THE AMOUNT OF \$28,434.79 (2000 NOLTE DRIVE - BLOCK 350.02/LOT 1)**

Mr. Robinson motioned to authorize the cancellation of outstanding checks for the Recreation Trust Account, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-315 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING CANCELLATION OF OUTSTANDING CHECKS FOR THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER STATE OF NEW JERSEY**

Mr. Robinson motioned to authorize the cancellation of outstanding checks from the Payroll Account, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-316 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING CANCELLATION OF OUTSTANDING CHECKS FOR THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER STATE OF NEW JERSEY**

Mr. Robinson motioned to authorize Closed Session for Matters relating to Personnel, seconded by Mr. Reid and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-317 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AUTHORIZING A CLOSED SESSION – MATTERS RELATING TO EMPLOYMENT RELATIONSHIP**

**B. PUBLIC SAFETY:**

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Deputy Mayor Mehaffey motioned to amend adopted Budget, Chapter 159 Drunk Driver Enforcement Fund, seconded by Ms. Kerr and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-318 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD TO AMEND ADOPTED BUDGET (CHAPTER 159) FOR SPECIAL ITEMS OF REVENUE AND APPROPRIATION N.J.S.A 40A:4-87**

**C. BUILDINGS, GROUNDS & RECREATION:**

Ms. Kerr motioned to authorize award contract for RiverWinds underdrain pipe cleaning and video inspection to Root 24 Hours, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-319 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AWARDED A CONTRACT FOR THE RIVERWINDS COMMUNITY CENTER SITE UNDERDRAIN PIPE CLEANING, VIDEO INSPECTION AND GUTTER AND DOWNSPOUT CLEANING (ROOT 24 HOURS, INC.)**

Ms. Kerr motioned to authorize the refund of various fees, seconded by Deputy Mayor Mehaffey and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-320 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE REFUND OF VARIOUS FEES FOR RIVERWINDS COMMUNITY CENTER**

**D. UTILITIES:**

Mr. Reid motioned to authorize the removal of water charges for White Swan, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-321 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE REMOVAL OF WATER CHARGES REPRESENTING DEDUCTIONS FOR QUALIFYING SENIOR CITIZENS AND DISABLED PERSONS AT WHITE SWAN MANUFACTURED HOUSING COMMUNITY**

Mr. Reid motioned to authorize the removal of water charges for Willow Woods, seconded by Mr. Robinson. The vote was as follows:

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Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-322 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE REMOVAL OF WATER CHARGES REPRESENTING DEDUCTIONS FOR QUALIFYING SENIOR CITIZENS AND DISABLED PERSONS AT WILLOW WOODS MANUFACTURED HOUSING COMMUNITY**

Mr. Reid motioned to authorize the removal of water and sewer charges, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-323 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR THE REMOVAL OF WATER AND SEWER CHARGES**

Mr. Reid motioned to authorize site access agreement, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-324 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING EXECUTION OF SITE ACCESS AGREEMENT TO ALLOW THE TOWNSHIP ENGINEER AND/OR CONTRACTORS TO ACCESS PROPERTIES WITHIN THE TOWNSHIP OF WEST DEPTFORD WITH POTABLE WELLS FOR THE PURPOSE OF CONNECTING THOSE PROPERTIES TO THE PUBLIC WATER SYSTEM AND SEALING THE POTABLE WELLS(S) (296 OGDEN STATION ROAD)**

Mr. Reid motioned to authorize site access agreement, seconded by Mr. Robinson. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-325 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING EXECUTION OF SITE ACCESS AGREEMENT TO ALLOW THE TOWNSHIP ENGINEER AND/OR CONTRACTORS TO ACCESS PROPERTIES WITHIN THE TOWNSHIP OF WEST DEPTFORD WITH POTABLE WELLS FOR THE PURPOSE OF CONNECTING THOSE PROPERTIES TO THE PUBLIC WATER SYSTEM AND SEALING THE POTABLE WELLS(S)(631 MANTUA GROVE ROAD)**

**E. PUBLIC WORKS:**

Mr. Robinson motioned to authorize Shared Services Agreement with National Park for the Acceptance and disposal of leaves and brush, seconded by Mr. Reid. Mr. Robinson explained the purpose of the agreement and

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noted he had some concerns regarding the language in the agreement. Mr. Robinson rescinded his original motion and motion to approve the resolution pending changes in the language from the Solicitor, Mr. Reid seconded and the vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-326 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING AND APPROVING THE EXECUTION OF THE SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF WEST DEPTFORD AND THE BOROUGH OF NATIONAL PARK FOR THE ACCEPTANCE AND DISPOSAL OF LEAVES AND BRUSH NUN PRO TUNC**

Mr. Robinson motioned to authorize a shared service with Mantua Township Fire District for Fire Equipment maintenance, seconded by Mr. Reid. Deputy Mayor Mehaffey explained the purpose of the agreement and noted the ESCC is in support of this agreement. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-327 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF WEST DEPTFORD AND THE MANTUA TOWNSHIP FIRE DISTRICT NO. 1 FOR MAINTENANCE OF FIRE VEHICLES OWNED AND OPERATED BY THE TOWNSHIP OF WEST DEPTFORD**

Mr. Robinson motioned to submit a grant application and execute a grant contract with NJDOT, Imperial Way Reconstruction Project, seconded by Mr. Reid. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-328 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPERIAL WAY RECONSTRUCTION PROJECT**

Mr. Robinson motioned to submit a grant application and execute a grant contract with NJDOT, Mid-Atlantic Parkway Reconstruction Project, seconded by Mr. Reid. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**#2018-329 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD FOR APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE MID-ATLANTIC PARKWAY RECONSTRUCTION PROJECT**

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**8. OLD BUSINESS: None**

**9. NEW BUSINESS: None**

Mayor DiCarlo wished everyone a Merry Christmas.

**10. OPEN MEETING TO THE PUBLIC** - Deputy Mayor Mehaffey motioned to open the meeting to the public, Mr. Reid seconded his motion and was approved by the entire Committee.

As no one chose to address the Committee, Deputy Mayor Mehaffey motioned to close the meeting to the public, Mr. Reid seconded, and his motion carried unanimously.

The Mayor and Committee went into Closed Session at 7:37pm and noted action may or may not be taken

The Committee returned to Open Session at 9:49pm.

Mr. Scaffidi noted that while in Closed Session the Township Committee held interviews for Acting Public Works Manager and has two additional Resolutions:

Motion to approve the removal of the current Acting Public Works Manager made by Mr. Reid, seconded by Deputy Mayor Mehaffey. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**2018-330 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD TO REMOVE THE CURRENT ACTING PUBLIC WORKS MANAGER**

Motion to approve appointment Acting Public Works Manager made by Deputy Mayor Mehaffey, seconded by Mr. Reid. The vote was as follows:

Ms. Kerr	Y
Deputy Mayor Mehaffey	Y
Mr. Reid	Y
Mr. Robinson	Y
Mayor DiCarlo	Y

**2018-331 RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD TO APPOINT WILLIAM GIGLIOTTI ACTING PUBLIC WORKS MANAGER**

**11. ADJOURNMENT:**

Deputy Mayor Mehaffey motioned to adjourn, Mr. Reid seconded, and the motion carried unanimously.

Respectfully Submitted,

Lee Ann DeHart, RMC