

**GREENWICH TOWNSHIP  
MINUTES OF REGULAR MEETING  
DECEMBER 13, 2016  
7:30 p.m.**

Mayor Reinhart called the meeting to order stating, “Adequate notice of this meeting was provided in compliance with the Open Public Meeting Act by notifying the South Jersey Times on January 6, 2016.

Those present were Mayor Reinhart, Deputy Mayor Orr and Committeeman Werley. Also present were: Mary Jane Lake, CFO; Kim Fleetwood, Treasurer; John Carr, Township Solicitor and Lisa Garrison, Township Clerk.

Flag Salute - Mayor Reinhart

Treasurer’s Report/Payment of Bills - After review and discussion on motion of Mayor Reinhart, seconded by Deputy Mayor Orr to approve payment of the bills in the amount of \$25,620.37, unanimously carried.

Approval of Minutes - On motion of Mayor Reinhart, seconded by Deputy Mayor Orr to approve and adopt the minutes of November 22, 2016 amended to include Deputy Mayor Orr’s comments that he had requested the State’s recommendation to the tax map, unanimously carried.

Resolutions:

**RESOLUTION NO. 10-40-2016**

**A RESOLUTION OF THE TOWNSHIP OF GREENWICH ADOPTING THE  
MITIGATION PLAN FOR FOUR NEW JERSEY COUNTIES**

**WHEREAS**, the Township Committee recognizes the threat that natural hazards pose to people and property within Greenwich Township; and

**WHEREAS**, Greenwich Township has participated in the preparation of the Mitigation Plan for Four New Jersey Counties, a multi-jurisdictional, multi-hazard mitigation plan in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Mitigation Plan for Four New Jersey Counties includes:

- The *Regional Hazard Mitigation Plan and Annexes* that include summary information common to all participating jurisdictions in the four county region, and
- The Greenwich Township Appendix that identifies mitigation goals, strategies, and measures specifically for Greenwich Township to reduce or eliminate long-term risk to people and property from the impacts of future hazard events and disasters; and

**WHEREAS**, adoption by the Township Committee demonstrates commitment to hazard mitigation and achieving the goals outlined in the Mitigation Plan for Four New Jersey Counties;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Greenwich, County of Cumberland and State of New Jersey that:

The Township Committee adopts the Mitigation plan for Four New Jersey Counties and the Township of Greenwich Appendix including authorizing the formation and duties of the Township of Greenwich Hazard Mitigation Working Group (Working Group) as follows:

1. The Working Group shall be convened by the Greenwich Township Emergency Management Coordinator and will include representatives of the following departments, agencies, and organizations which representatives shall be appointed annually by the Greenwich Township Committee in the context of reorganization for the coming year. The following represents the groups which the Township Committee shall aspire to have represented on the Working Group:
  - Greenwich Township OEM Coordinator
  - Committeeperson or Committeepersons
  - Township Construction Officer
  - Joint Land Use Board Member or Members
  - Greenwich Township Environmental Commission Chairperson or Representative of the Environmental Commission
  - Greenwich Township Dike Committee Member
  - Greenwich Township Historical Society Trustee
  - Township Resident Unaffiliated with Elected Office or other Appointed Position
  - Member of the American Littoral Society with Roots in Greenwich Township
  - Greenwich Marina, Inc. Owner/Operator or Representative
  - Greenwich Township Zoning Officer/Flood Plain Administrator
2. The Working Group shall convene to conduct plan implementation and maintenance activities as identified in the Regional Hazard Mitigation Plan and Greenwich Township Appendix including monitoring, evaluation, and updating the Appendix and providing annual reports to the Township of Greenwich Township Committee and the Cumberland County Office of Emergency Management.

On motion of Deputy Mayor Orr, seconded by Committeeman Werley to approve and adopt the foregoing resolution, unanimously carried.

On motion of Committeeman Werley, seconded by Deputy Mayor Orr to table the following resolution in order to refine the definition of employee, unanimously carried. Deputy Mayor Orr and Mr. Carr will work on the manual and the resolution will be acted upon at the reorganization meeting.

**RESOLUTION NO. 12-42-2016**

**RESOLUTION OF THE GREENWICH TOWNSHIP COMMITTEE ADOPTING  
PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, it is the policy of Greenwich Township to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standard Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act), (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters), the New Jersey Workers' Compensation Act, the Federal Consolidated Omnibus budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and,

**WHEREAS**, the Township Committee has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Greenwich, County of Cumberland and State of New Jersey that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED**, that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED**, that this manual is intended to provide guidelines covering public service by Township employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.

**BE IT FURTHER RESOLVED**, that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED**, that the Township Administrator is hereby charged with the obligation to advise the Township in personnel matters.

**BE IT FURTHER RESOLVED**, that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Mayor and the Township Administrator shall assist the Township Committee in the implementation of the policies and procedures in this manual.

**RESOLUTION NO. 12-43-2016**

**AUTHORIZING AGREEMENT BETWEEN COUNTY OF CUMBERLAND  
AND TOWNSHIP OF GREENWICH REGARDING  
THE ALLIANCE FOR SUBSTANCE ABUSE PREVENTION**

**WHEREAS**, the Township of Upper Deerfield has acted as a financial administrator on behalf of the Township of Greenwich and the six other participating municipalities in the operation of Alliance to Prevent Alcoholism and Drug Abuse Program; and

**WHEREAS**, the Township of Greenwich is a participating member of the consortium of communities participating in the Alliance for Substance Abuse Prevention Program which will be approved to receive a Municipal Alliance grant for the July 1,2017 through June 30, 2018 grant term; and

**WHEREAS**, the County of Cumberland has offered grant funds from the Governor's Council on Alcoholism and Drug Abuse to the Township of Greenwich and the participating consortium of other municipalities for their use in connection with the Alliance for Substance Abuse Prevention (ASAP) in the amount of \$34,996 for the July 1,2017 through June 30, 2018 grant term; and

**WHEREAS**, the County of Cumberland and Township of Greenwich have been requested to enter into a letter agreement concerning the administration of funds; and

**WHEREAS**, as agreement between County of Cumberland and Township of Greenwich is exempt from the public bidding requirements of N.J.S.A. 40A:11-1, et seq.;

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Greenwich that a Letter of Agreement between the County of Cumberland and the Township of Greenwich, on behalf of the participating consortium of municipalities for the administration of grant funds in the amount of \$34,996.00 for the term of July 1, 2017 through June 30, 2018; may be entered into between the Township of Greenwich and the County of Cumberland; and

**BE IT FURTHER RESOLVED** that the Township Committee on behalf of the consortium of communities participating in the Program does hereby authorize the submission of the grant extension for the Alliance for Substance Abuse Prevention in the amount of:

DEDR - \$34,996.00  
Cash Match - \$ 8,749.00  
In-Kind - \$26,247.00

**BE IT FURTHER RESOLVED** by the Township Committee of the Township of Greenwich the terms and conditions for administering the that Municipal Alliance Grant and the Mayor and Township Clerk be and are hereby authorized to execute the Letter of Agreement

with the County of Cumberland, a copy of which shall remain on file for public inspection in the Clerk's Office of the Township of Greenwich.

On motion of Deputy Mayor Orr, seconded by Mayor Reinhart to approve and adopt the foregoing resolution, unanimously carried.

On motion of Committeeman Werley, seconded by Deputy Mayor Orr to approve and adopt the following resolution, unanimously carried.

**RESOLUTION NO. 12-44-2016**

**RESOLUTION SUPPORTING MUNICIPAL POLICY OF NOTIFICATION BY ASSESSOR TO CHIEF FINANCIAL OFFICER AND THE GOVERNING BODY OF ALL TAX APPEALS UPON FILING BUT NO LATER THAN JUNE 1 OF EACH YEAR**

**WHEREAS**, the Greenwich Township Committee is charged with fiscal management and planning on behalf of Greenwich Township; and

**WHEREAS**, the Greenwich Township Committee finds it desirable and necessary to know as much as possible about any anticipated fluctuations in tax revenue to be received and therefore finds it desirous to have a written policy regarding such codifying the traditional circulation methods implemented by the Municipal Assessor; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Greenwich, County of Cumberland and State of New Jersey that the Greenwich Township Tax Assessor is directed to circulate to the CFO, Clerk and governing body all tax appeals filed upon their filing but no later than June 1 of each year.

On motion of Mayor Reinhart, seconded by Deputy Mayor Orr to approve and adopt the following resolution, unanimously carried.

**RESOLUTION NO. 12-45-2016**

**RESOLUTION AUTHORIZING AGREEMENT FOR EMS SHARED SERVICES WITH THE CITY OF BRIDGETON**

**WHEREAS**, the Township of Greenwich is desirous of entering into an agreement with the City of Bridgeton for ambulance and emergency medical services; and

**WHEREAS**, the Agreement for said services has been approved by the City Council of the City of Bridgeton.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Greenwich that the Mayor and the Township Clerk are authorized to sign the attached Shared Services Agreement with the City of Bridgeton for ambulance and emergency medical services.

Unfinished Business –

Land Sale - Mr. Carr indicated he has a signed agreement from Andrew Veale for the sale of Block 8 Lots 14 and 11 for the amount of \$1,250.00. Said parcels will be consolidated with Mr. Veale's property. Mr. Carr indicated Marvin Morris had also made an offer for Block 4 Lots 32 and 33 however there is a disparity between the contract and Mr. Morris' offer. He recommended not to act on the offers and once the disparity is cleared he will present a resolution encompassing both sales for the next meeting.

New Business:

Business Listings on Township Website - Ms. Garrison indicated there has been interest from a local business to post on the Township website. Ms. Garrison indicated there currently is another business already on the website. After review and discussion the Committee concurred to allow the placement of businesses on the website. Ms. Garrison indicated she will contact Mr. Shapiro to review his requirements for the creation of the page on the website. Mr. Carr recommended a posting be placed advising local business of the opportunity to have their business posted on the website.

Committeeman Werley questioned the late posting of agendas to the website and was advised by Ms. Garrison the delay was on her part not Mr. Shapiro. She indicated that she will make every effort to send to Mr. Shapiro more timely.

Solicitor Report:

Mr. Carr reviewed his written report in regards to the following:

- Roads Terminating at Bay- It was determined the Township Engineer will be contacted to review the road warning indications at the four (4) roads terminating at the bay which include the two (2) roads at Bayside, Ragged Island Road and Wheaton Road.
- Coded Systems/Codification Report - As an "FYI", Mr. Carr distributed a copy of the codification report that needs to be reviewed and acted upon prior to adoption.
- Elmer Door/Fire House - Mr. Carr indicated the door has been built and the next phase is installation.
- Cell Tower - Mr. Carr advised as of December 1, 2016 permits have been issued.
- Insurance Policy - Mr. Carr indicated the primary snow plow contractor's insurance has been received and will be reviewed.

Committee Comments:

Prior to the Committee's comments Ms. Lake indicated the codification needs to be encumbered for 2016. Mayor Reinhart questioned the status of the Records Retention Project and was advised that Ms. Garrison will be meeting with the individual after Christmas. Mr. Carr will call the contractor in regards to the fuel tank status for the OEM building.

Committeeman Werley indicated Mr. Niles gave a presentation in regards to the Mill Creek Dike to the Planning/Zoning Board. He indicated there were resignations on the Dike Committee which will be discussed at the Township reorganization meeting.

Deputy Mayor Orr indicated there remained hard brush on Bayside that still needed to be removed. Discussion ensued with Ms. Fleetwood indicating if it was the Committee's desire there were funds remaining in Buildings and Grounds. On motion of Committeeman Werley, seconded by Deputy Mayor Orr to issue a work order to David L. Construction not to exceed \$3,000 to complete any additional work through the Township, unanimously carried.

Mayor Reinhart reported there were six (6) fire calls for the month of November and two (2) EMS calls for a year to date total of one hundred twenty-six (126) which exceeds last year's total. Mayor Reinhart indicated Scenic Byway signs had been placed throughout Greenwich which on Springtown and Bacon Neck Roads are blocking stop signs. Mr. Carr will review.

At this time, Ms. Lake indicated she would be resigning at the end of 2017 and that Ms. Fleetwood will be taking the Finance Officer's exam and will be able to take the position once certified.

Committeeman Werley indicated he had received a request to rent the Fire Hall. The Committee discussed various issues in regards to security deposits, rental fees and insurance requirements. Mr. Carr will further review and contact the Committee. The issue will be discussed at the next meeting.

Public Comment: On motion of Mayor Reinhart, seconded by Deputy Mayor Orr to open the public comment, unanimously carried. Mr. Carluzzo questioned the status of the cell tower and was advised that as of December 1, 2016 permits have been issued. Committeeman Werley indicated the contractor was waiting on a construction meeting to be held. Mr. Mazzeo advised the Committee that tires have been dumped along Sheppards Mill Road. Mr. Veale indicated at a previous job he had investigated such incidents. Committeeman Werley stated he could contract the County to have them removed. There being no further comment forthcoming on motion of Mayor Reinhart, seconded by Deputy Mayor Orr to close the public comment, unanimously carried.

Adjournment - On motion of Mayor Reinhart, seconded by Deputy Mayor Orr to adjourn, unanimously carried.

Respectfully submitted,

Lisa Garrison  
Township Clerk

Minutes of Regular Meeting  
April 8, 2014



Minutes of Regular Meeting  
April 8, 2014

