

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**A.) OPENING CEREMONIES & ROLL CALL**

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Marvin G. Dilks, Jr.** at approximately 7:00 PM in the Conference Room on the first floor of the Municipal Complex, located at 125 Virginia Avenue, Williamstown, New Jersey.

This meeting was advertised pursuant to the New Jersey Open Public Meetings Act (*NJSA 10:4-6 thru 10:4-21*). Notices were placed in the official publications for Monroe Township (i.e.: Gloucester County Times, Courier Post and the Sentinel of Gloucester County). A copy of that notice has been posted on the bulletin board at the Municipal Complex.

**SALUTE TO OUR FLAG** – Cncl. Ronald Garbowski led the Assembly in the Salute to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Walter Bryson	Present	
Cncl. Frank Caligiuri	Present	
Cncl. Rich DiLucia	Present	
Cncl. Ronald Garbowski	Present	
Cncl. William Sebastian	Present	
Cncl. Daniel Teefy	Present	(Arrived 7:25PM)
Cncl. Pres., Marvin G. Dilks, Jr.	Present	
Mayor, Michael Gabbianelli	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Eng., Chris Rehmann	Present	
Dir. of Finance, Jeff Coles		Excused
Dir. of Public Safety, Jim Smart	Present	(Arrived 7:25PM)
Dir. of Code Enforcement, George Reitz	Present	
Dir. of Community Affairs, Sandy Dilks		Excused
Twp Clerk, Susan McCormick	Present	

**B.) MATTERS FOR DISCUSSION**

• **Parks and Recreation – Semi Annual Report**

**Parks & Rec Department Head, Jim Bonder** was present to speak with council members on his semi-annual report. Copies of the report were distributed to council and mayor prior to the meeting for their review. Mr. Bonder then extended his thanks to mayor and council for all their support in everything the department does. He added that he feels confident that the department continues to improve, not only the facilities, but the working conditions, and the enjoyment of the people who utilize the facilities. We are continually looking for feedback, we don't shy away from it and we always respond to it. Mr. Bonder

MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011

**B.) MATTERS FOR DISCUSSION**

continued and spoke of Owens Park and how it continues to be a great park and how ways to upgrade the facility are always being looked at. Mr. Bonder touched upon each of the following issues that were addressed in his written report:

- **Passive Recreation**

Mr. Bonder noted his biggest challenge at Owens is "passive recreation" because on a typical night twenty to thirty kids want to utilize the fields for football and they could destroy a field within one evening. He explained the majority of the facility is permitted out throughout the course of a year and he has very strict rules for the use of the fields, baseball fields are utilized for baseball and football fields are utilized for football, as that is the only way to provide quality fields. He noted he has contacted ARH (*Dave Cella*) for their assistance in determining areas that could possibly be cleared for passive recreation. The JV field is being utilized right now because it takes a beating during football season when every square inch of it is used seven nights a week. For that reason it is difficult to get it to the quality field we would like it to be.

- **Skate Park**

Mr. Bonder reported no incidents have taken place in the Skate Park since it reopened. The park was closed because he felt it had gotten out of hand when some gang related events took place there. When the gates were locked letters were sent to parents explaining what was happening at the Skate Park and they all supported the township's actions. Before reopening the Skate Park a plan was put together for data to be collected and pictures taken of everyone utilizing the park so if anything happens, we know who was there. He noted he has polled the kids using the park and approximately half are from town. The reason the others come to our park is because it is challenging and we do not have the amount of rules other Skate Parks have. Some have restricted time periods, or they may require helmets, knee and elbow pads or may restrict bikes to certain time periods. Our park is user friendly and the kids know there is zero tolerance or else it may be closed permanently. **Cncl. Pres., Dilks** questioned how the maintenance that was done on equipment is holding up. Mr. Bonder advised it has held up very well because additional bracing, a better backer board and pressure treated wood was installed. Bike racks and shelves for backpacks were installed and the kids seem to be respecting the facility much more.

- **Tennis Court**

Mr. Bonder reported quotes in excess of \$12,000.00 were received to repair the large crack in the tennis court. He noted if there is no additional damage to the tennis court after this winter he is going to see if the patching and re-coloring could be done in-house instead of spending \$12,000.00 to make the repairs.

- **Owens Park Snack Stand**

Mr. Bonder noted he hoped to reopen the snack stand sometime in April because he does not want to take revenue away from the hockey organization, who is utilizing it now or

MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011

**B.) MATTERS FOR DISCUSSION (cont'd)**

football which utilizes it from August 1<sup>st</sup> through almost December 1<sup>st</sup>. He noted utilizing the snack stand will give the township the opportunity to bring in revenue that could help pay for some park repairs and it may also allow us to employ some kids from town. Mr. Bonder reported four truck loads of debris have been removed from the area near the softball fields and now that area can be used for children to play or for picnicking. He also reported park attendants are needed, as their presence prevents problems from occurring. Once winter is over an Eagle Scout will be putting in a brick walkway that will enhance the area from the bridge to the snack stand and hopefully, in the future, an irrigation system could be added so the area can be made into a nice sitting area.

▪ **Duffy Park**

Mr. Bonder noted nothing has really changed at the Duffy Park since his previous reports. Duffy Park has been a great backup facility utilized for softball and baseball all spring and summer and then in the fall it transitions to soccer. The fencing removed when the Duffy fields were redone will be reinstalled on Field 4, which is used for travel baseball. Most of the fence will be six foot fence but there will be a section with a twelve foot fence. The fence installation will be done in-house. We are continuing to get donations to repair the farm house, the septic system has been installed and once the weather breaks, Neri will remove his fencing and re-grade the area. The restrooms need to be up and running by April 1<sup>st</sup> so we can stop renting facilities at a cost of \$1,200.00 each month. **Cncl. Garbowski** questioned whether Mr. Bonder was looking for donations of labor or materials for the farm house. Mr. Bonder noted we have the windows, doors and stairs and another company is willing to donate siding or other material for the inside of the building. **Mayor Gabbianelli** noted the first concern is to get the bathrooms functioning and then the building will be repaired from the top down. Little League is not utilizing the kitchen facilities at Duffy but if they want to they may be able to install the ranges or whatever else they need. **Cncl. Garbowski** questioned whether there was a plan for the inside of the farm house. Mr. Bonder noted two rooms upstairs will be utilized for offices and a large conference room and the downstairs will have a concession area and another meeting room. **Cncl. Garbowski** noted he could donate office furniture and he suggested Mr. Bonder provide a list of what is needed. Mr. Bonder indicated he would be happy to do that. **Cncl. Frank Caligiuri** referred to the area that was excavated by Neri and questioned whether that area was previously irrigated and whether it would be re-graded, reseeded and the irrigation system put back. Mr. Bonder replied yes, Mr. Neri is aware of all he needs to do.

▪ **Church Street Fields**

Mr. Bonder reported the lighting project at the Church Street field is half complete and the field now has modern state of the art lighting. He noted if he can get six poles donated the old lights could be installed outside the wetlands area at Duffy Park for the soccer field, as that would double the recreation capacity and add more passive recreation areas. **Mayor Gabbianelli** noted the owner of the old driving range will donate their light poles. Mr. Bonder reported the new lights on Church Street will allow us to host State tournaments. **Cncl. Pres., Dilks** questioned the status of that project. Mr. Bonder reported

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**B.) MATTERS FOR DISCUSSION (cont'd)**

the poles are up and five of the old poles have been taken down but a larger truck needs to be brought in to complete that work. Hopefully that will be done the latter part of the week and then it is just a matter of installing the undergrounds. Atlantic City Electric was contacted to see if the transformer, which is an eyesore, should be moved, as it located on an old pole and if that fell it would cause liability issues. There is also a bar coming down from the pole that is a tripping hazard. **Cncl. Sebastian** questioned if there was a plan in place or equipment to change the bulbs when necessary. He noted in the past a ladder was placed in the bucket of the ladder truck for a township employee to climb up to change the bulbs. Mayor Gabbianelli explained high reaching equipment will be rented for a month from Norris Supply and that will be utilized to change poles and lights. Light poles will also be installed behind the library to light up the parking area for safety purposes. **Cncl. Pres., Dilks** questioned whether the Church Street lighting system has lifetime bulbs or whether the lights can be cranked down to change the bulbs. **Mr. Bonder** noted the lights have a certain number of hours that last either 20 or 25 years. He noted we did not go with the GE System that had the crank down lights but that system is something that should be considered as we go forward.

- **Banner Program**

**Mr. Bonder** reported the Banner Program poles have been installed. The Banner Program is for two years and approximately sixty banners will be sold at \$500.00 each. The program will gross approximately \$30,000.00 in revenue and will have a net profit of about \$18,000.00. The Banner Program will enhance the appearance of the parking lot both from the baseball and football areas and should be completed by Little League opening day. **Mr. Bonder** noted at the end of the month an Eagle Scout will begin work on his project, which is a 20 x 20 foot picnic pavilion, which will enhance the park and provide a shaded area for people to sit. The pavilion should also be completed by opening day.

- **Baseball Tournaments**

Little League will be hosting a State Baseball Tournament that goes directly to the Regional's and then onto the Little League World Series that is shown on ABC Wide World of Sports. Several meetings have been held with the district delegates and they advised the township should be prepared for between 1500 and 4,000 people to attend the tournament for 11 and 12 year olds. **Mr. Bonder** noted this is a great experience for the kids, a great honor for us to host and so far the district responded very well from the walk through that took place.

- **Warrior Snack Stand**

**Mr. Bonder** reported the Warrior Organization recently re-sided their snack stand and installed a new roof, gutters and down spouts.

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**B.) MATTERS FOR DISCUSSION (cont'd)**

▪ **Wagner Field**

Mr. Bonder noted nothing has changed at Wagner Field from his previous report. That park is the toughest challenge to market, utilize, service and maintain due to people not forgetting that a resident lit a light bulb under the high tension wires. He spoke of the Mayor receiving complaints that we were being disrespectful to the Wagner family by not maintaining that facility. He noted he is respectful, wants to support that park and is always open to suggestions. Some suggestions have been to hold flea markets there, open a dog park or to name/dedicate another facility after Mr. Wagner. He spoke of how difficult it is to oversee that facility and how heartbreaking it is when ATVs destroy, in one day the hours of labor his department spent making repairs to that park. Cncl. Bryson noted if another facility was dedicated to the Wagner family could that property be sold. Mayor Gabbianelli explained it was purchased through Green Acre Funds and the township needs to do something with it or we may need to reimburse Green Acres. The Mayor noted throughout the country most schools are located near high tension wires but when the Gloucester County Times put an article about the light bulb incident on the front page that facility was ruined for life. Mr. Bonder noted static can be heard coming from those wires and he felt there will be a cost to whatever we do down there. He indicated he is trying to get as much information as possible about flea markets and how dog parks are handled in other towns and once that information is received he will get it to Council.

▪ **Lacrosse League**

Mr. Bonder spoke of how hard the volunteers of the sporting organizations work to make them a success and noted a new lacrosse league is starting up this spring and will be utilizing two dedicated areas at Duffy Park. Lacrosse is the fastest growing sport in the country and it is expected the other seasonal sport organizations will lose about 20% of their participants to lacrosse within the first two years.

▪ **Summer Camp**

Summer camp was a great success in 2010, the on-line system was a big help for the department as it allowed us to comply with the accounting rules and regulations. Only a few hundred dollars in cash was accepted where in past years 90% of the revenue was cash and checks. Mr. Bonder spoke of communicating weekly with parents of children attending Camp Squankum to let them know what took place during the week as well as the upcoming events. He explained this significantly improved communications as well as addressed safety issues. Mr. Bonder noted he is waiting for the final numbers for his budget and whatever that is he will stay within it and make it work.

▪ **Gloucester County Probation Program**

Mr. Bonder spoke of supporting the Gloucester County Probation Program 100%, as it provides laborers that have assisted with projects at Owens. He noted he goes through a safety program with the participants to make sure they understand what our procedures are and what we expect from them.

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

- Rotary Sign

Mr. Bonder reported the sign donated by the Rotary Breakfast Club is completed and will be installed sometime in April. He noted he would like everyone in attendance for the installation so pictures can be taken for marketing and newspaper coverage.

- Projects being worked on:

Mr. Bonder noted the Rotary Club will be donating their gaming license during our music festival, as that will allow us to hold a 50/50 raffle to raise the revenue to pay for a nice night of entertainment and fun for our residents. He noted he will be meeting with the Clerk to make sure he is complying with all the raffle rules and regulations. Mr. Bonder also reported co-ed recreational leagues will be offered at Owens Park and that the bike path connection is almost completed, which will enhance the overall area of the park. Mr. Bonder noted hopefully, in the future, an irrigation system will be installed at Owens Park through grant funds and possibly a stage can be built where concerts and movies can be held. He noted one of our biggest needs is a bucket truck. He explained we have a good relationship with Washington Township and Paulson and they have helped change lights but he tries not to abuse that relationship. Mr. Bonder commended his staff for building, out of scrap materials, free standing racks to hold all the Christmas decorations. These racks, which are stored in the Dinovi Building, will improve the longevity of the decorations and allow the department to be more time efficient when installing them next year. **Mayor Gabbianelli** noted he has asked people not to use the Dinovi Building due to its structural condition so the Veteran's Office, which is located there, will be moving at the end of the month into the Rennebaum house that was purchased by American Legion Post 252.

- Main Street Music Festival

Mr. Bonder noted our departments and volunteers put a lot of time and energy into the Main Street Festival but over the years only about 1,000 people attended and in a town of 30,000 people that means less than 3% are coming out and they are usually the same people each year. After meeting with the Mayor and the Parks and Rec Commission a decision was made to turn the Main Street Craft Festival into an evening Main Street Music Festival. The county will provide a stage, the "Don't Call Me Francis Band" has been hired, there will be a nice food court area, amusements for the kids, a 50/50 raffle, indoor bingo, crafters, a car show and depending upon the revenue brought in, there is a possibility of awarding four or five \$250.00 or \$500.00 college scholarships to high school seniors. The event will kick off at about 5:00 PM with a 5K run through the town and will be marketed, as there will be something for everyone to enjoy. Cncl. Caligiuri requested Mr. Bonder give him some idea of ways revenue could be brought in through resources in his department. Cncl. Pres., Dilks extended his appreciation to Mr. Bonder presenting his ideas and what is going on in the Parks and Rec Department. He noted he would like to see Mr. Bonder promote the Parks and Rec events during the televised Council meetings, as that may help get people out. Mr. Bonder expressed his appreciation to Council for the last few years, noting he looks forward to many more and that he is available to meet with them at anytime.

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**B.) MATTERS FOR DISCUSSION (cont'd)**

- **Ordinance** – Authorizing Execution of a Redeveloper's Agreement with Williamstown Square Urban Renewal, LLC – Block 3601, Lots 11-18 Inclusive and Lots 43-46 Inclusive
- **Ordinance** – Approve Long Term Tax Exemption Amended and Restated Financial Agreement Between Williamstown Square Urban Renewal, LLC and Issuance of Redevelopment Area Bond
- **Resolution** - Approving Application for Long Term Tax Exemption by Williamstown Square Urban Renewal, LLC

**Solicitor Fiore** advised the Ordinances and Resolution were forwarded to him the end of last week and are effectively the same ordinances that were approved for First Reading in the fall of 2010. Charles Liebling, the attorney for Williamstown Square contacted him requesting that the ordinances, which have minor changes as well as date changes, be brought forward this evening for First Reading. The next step in the process is it goes before the Local Finance Board in Trenton on February 9<sup>th</sup> for approval of the financing as well as the redevelopment terms. **Cncl. Pres., Dilks** noted the ordinances and resolution were e-mailed to Council for review and he questioned whether there were any questions for Mr. Fiore. **Cncl. Frank Caligiuri** noted "for the record" that he did not receive the e-mail but that was not a problem since he is familiar with the ordinances. **Cncl. Sebastian** requested "for the record" that Mr. Fiore explain the bonding. Mr. Fiore explained the first redevelopment agreement references in the fourth whereas of Item II, part of the process is not the usual bonding the township would do; it is part of the Redevelopment Area Bond Financing Law. The bonds that are issued are issued to the municipality based upon the body of law and the nature of the bonding process. The redeveloper is going to be responsible for it and the township is the one who issues the bonds under the Redevelopment Law and under the Tax Abatement Program that is being set up here. The bond will be a separate document that will go for first reading at the next Council meeting, it is not part of these ordinances. **Cncl. Bryson** referred to the 30 year tax exemption and questioned whether the rate they are being charged, \$2.70 per foot for the developed area and 50¢ for the non-developed area, will be the same for the full 30 years. Solicitor Fiore replied yes and that hopefully the entire site will be built out. **Cncl. Bryson** questioned what happens and who is responsible, if the MMUA will not waive the fees. **Cncl. Sebastian** noted the redeveloper will be responsible, as that is already included in the contract. **Cncl. Bryson** noted with this agreement the developer has no responsibility for the COAH portion of this development so if the State comes back and says there is a COAH responsibility would that fall back on the township. Solicitor Fiore replied, yes that is part of the negotiations. **Cncl. Frank Caligiuri** explained right now commercial development does not trigger COAH. **Mayor Gabbianelli** added that according to an article in today's newspaper developers will not be required to provide COAH. He added our COAH numbers have decreased but not enough compared to other municipalities. **Engineer Chris Rehmann** referred to Item 7-3 Tax Exemption and explained the annual service rates (\$2.70 and 50¢) will increase in accordance to the consumer price index for the preceding year once a certain date is reached (*twenty years*

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**B.) MATTERS FOR DISCUSSION (cont'd)**

out). Cncl. Sebastian noted in the future if the legislature makes commercial generate a COAH requirement it cannot be retroactive therefore this project will never generate a COAH requirement. **Cncl. Pres., Dilks** polled Council and all were in favor of moving the ordinances and resolution forward for First Reading at the Regular Council Meeting.

The Clerk noted (*for the record*) the ordinance authorizing the execution of the redeveloper's agreement would be numbered O:04-2011, the ordinance approving the long term tax exemption would be numbered O:05-2011 and the resolution would be numbered R:31-2011.

**C.) PUBLIC PORTION**

**Cncl. Frank Caligiuri** made a motion to open the Public Portion. The motion was seconded by **Cncl. William Sebastian** and unanimously approved by all members of Council.

**Director of Public Safety, Jim Smart** referred to a discussion that took place at the Ordinance Committee Meeting regarding one of the emergency services organizations not completing paperwork. He reported having a very lengthy conversation with that organization, which has an entirely new regime and noted they are already on top of it and know how far behind they are. Mr. Smart told them not to concentrate too much on the past but to catch up on what has happened this year and proceed forward. Nine personnel are running out of that facility and hopefully things will turnaround. Mr. Smart noted he would keep Council updated on this matter.

With no one else wishing to speak **Cncl. Ronald Garbowski** made a motion to close the Public Portion. The motion was seconded by **Cncl. Rich DiLucia** and unanimously approved by all members of Council.

**D.) NEW BUSINESS**

**Mayor Michael Gabbianelli** reported after the last snowstorm he met with the MMUA regarding sharing services and they will be plowing Newbury Farms and Forest Hills and our trucks will be plowing some MMUA properties. The Mayor also spoke of meeting with representatives from the school district and noted they will be doing some salting and plowing of roads while traveling between the schools. The Mayor noted our guys did a great job but there are more roads and we have less people so the extra help will be better for the residents. **Cncl. Pres., Dilks** added we have 96 courts to plow with only three loaders, which makes it almost impossible to keep up with. The Mayor explained **Ralph Manfredi** is getting his backhoe out early to clear the Forest Hills courts and that will free up some of our guys who previously cleared those courts. The Mayor noted the township has an old shared services agreement with the MMUA but for insurance purposes the Solicitor will be preparing a new one that will spell out snow plowing. **Business Administrator, Kevin Heydel** noted in 2005 Council adopted a resolution for shared



**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011**

**D.) NEW BUSINESS (cont'd)**

services but there was actually no contract behind that. A Local Services Agreement will be prepared for the MMUA, the Monroe Township School District and probably one with Washington Township as well because we share equipment with them. Mayor Gabbianelli noted we share services as much as we can but it is difficult because we are such a large municipality.

**Cncl. Frank Caligiuri** requested the Redevelopment Committee be kept abreast of anything happening in the Redevelopment Zones. He noted the committee has not received copies of any correspondence and it is hard to believe that nothing has happened in any of the Redevelopment Zones since July of 2010. **Mayor Gabbianelli** indicated nothing has been going on except with the Williamstown Square Project. Trevon Houser is doing research on the landfill so that is now out of the Redevelopment Zone and we need to keep it out, until we find out what our implications are going to be. Cncl. Caligiuri noted something must be done with RD Management and the last he heard was that the Mayor was going to contact them because he (*Cncl. Caligiuri*) did not have any of RD's contact information. Mayor Gabbianelli noted he thought Cncl. Caligiuri was going to meet with RD and he apologized, as he was not aware that Cncl. Caligiuri did not have the contact information. He noted he would have his secretary get that information to Cncl. Caligiuri.

**Cncl. Frank Caligiuri** referred to a letter included in Council's packets dated January 3<sup>rd</sup> regarding an overpayment concerning Rt. 322 LLC in the amount of \$12,000.00 and he questioned whether the Business Administrator could tell him how that is possible. **Business Administrator, Kevin Heydel** explained the bill was addressed and assigned to the township and because he was not aware of the agreement in place, the bill was paid. Mr. Heydel noted there were a couple of different bills, some we were responsible to pay and some we were not responsible for. This bill was paid in error and we are getting reimbursed but they need a copy of the invoice. Cncl. Caligiuri questioned whether it was authorized by anyone or did it just go in for payment. Mr. Heydel indicated he signed off because he thought it was part of the work they were doing for us; but it was not, it was outside that scope.

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS**

**Cncl. Frank Caligiuri** requested from the Business Administrator a preliminary copy of the budget with the revenue side included so the Budget Committee could get started on the township budget.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - 1/11/11 - None**


MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 11, 2011

H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - 1/11/11 - None

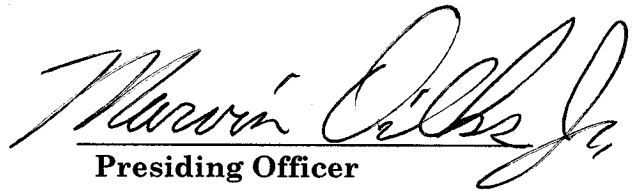
I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Ronald Garbowski** made a motion to adjourn the Council Work Session of January 11, 2011. The motion was seconded by **Cncl. Frank Caligiuri** and was unanimously approved by all members of Council.

Respectfully submitted,



Susan McCormick, RMC  
Municipal Clerk



Presiding Officer

*These minutes were prepared from the tape-recorded proceedings and the hand written notes of the Council Work Session of January 11, 2011 and serves only as a synopsis of the proceedings. Portions of the official tape may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.*

Approved as submitted AmJ Date 1/25/11  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_