

# TOWNSHIP OF MONROE

## Clerk's Information Booklet 2013



**Susan McCormick, RMC**  
**Monroe Township Clerk**  
**Gloucester County**

[WWW.MONROETOWNSHIPNJ.ORG](http://WWW.MONROETOWNSHIPNJ.ORG)

*Prepared by:  
Clerk's Office Personnel*



125 Virginia Avenue  
Williamstown, NJ 08094

**MUNICIPAL DEPARTMENTS**

**(856) 728-9800**

**Mayor**

Suite #1 Ext. 202

**Human Resources / Personnel**

Suite #1 Ext. 205

**Municipal Clerk / Council**

Suite #4 Exts. 214-217

**Construction**

Suite #5 Exts. 219-222

**Planning Board**

Suite #5A Exts. 271, 289

**Tax Collector**

Suite #6 Exts. 282-287

**Municipal Court / Violations**

Ext. 500

**Business Administrator**

Suite #1 Ext. 202

**Finance**

Suite #2 Exts. 251-254

**Board of Health / Vital Statistics**

Suite #4A Exts. 213

**Fire Prevention**

Ext. 256

**Zoning / Housing**

Suite #5B Exts. 294-295

**Emergency Management**

Suite #13 Exts. 249-250

**Police Department**

**(Non-Emergency Numbers)**

(856) 728-9800 (Municipal Building / Police Station)

(856) 728-0800 (Gloucester County Police Dispatchers)

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**(Emergency Number)**

911

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**Community Affairs**

301 Blue Bell Road

(856) 728-9840/9841

**Parks & Recreation**

301 Blue Bell Road

(856) 728-1372

**Public Library**

713 Marsha Avenue

(856) 629-1212

**Public Works Complex**

1040 Glassboro Road

(856) 629-4444

**M.U.A. (Water & Sewer)**

372 S. Main Street

(856) 629-1444

**Veterans Affairs**

301 Blue Bell Road

(856) 875-2207

# MONROE TOWNSHIP FACT SHEET

**SETTING:** Monroe Township is situated strategically between the Philadelphia and Atlantic City Urban Areas in Southern New Jersey, in the heart of the Northeast Urban Megalopolis, within two (2) short hours of over forty million (40,000,000) people. Incorporated in 1859.

**Land Area:** 47.17 Square miles.

**HIGHWAY ACCESSIBILITY:** Considered to be excellent.

Black Horse Pike: A four lane, arterial highway which traverses the entire Township NW-SE and provides direct access to downtown Philadelphia (30 Minutes) and direct access to Atlantic City (35 Minutes).

U.S. Route 322: A two lane arterial highway which traverses the Township east to west and provides access to the New Jersey Turnpike, north and south (30 Minutes), which access to the Commodore Barry and Delaware Memorial Bridges to Interstate 95 (40 Minutes).

Atlantic City Expressway: A four lane, limited access highway which parallels the Black Horse Pike and provides direct access to downtown Atlantic City (30 Minutes) and access to Garden State Parkway, north and south.

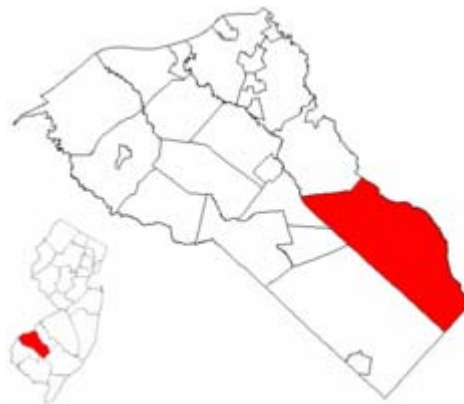
County Feeder Road System: Over 33 miles of well maintained county highways traverse the Township and provide easy access to the Arterial Highway System.

## Population

1990 – 26,703

2000 – 28,967

2010 – 36,129



Monroe Township highlighted in Gloucester County.  
Inset map: Gloucester County highlighted in the State of New Jersey.

# MONROE TOWNSHIP SCHOOLS



## PUBLIC SCHOOLS

### **Maple Grove Administration Building**

75 E. Academy Street  
Williamstown, NJ 08094  
**Telephone: (856) 629-6400**  
1st Floor Fax: (856) 875-9786  
2nd Floor Fax: (856) 262-2499

### **Williamstown Middle School**

561 Clayton Road  
Williamstown, NJ 08094  
**Telephone: (856) 629-7444**  
Fax (5/6 Bldg.): (856) 629-4036  
Fax (7/8 Bldg.): (856) 740-2504

### **Oak Knoll Elementary School**

23 Bodine Avenue  
Williamstown, NJ 08094  
**Telephone: (856) 728-3944**  
Fax: (856) 728-6791

### **Whitehall Elementary School**

161 Whitehall Road  
Williamstown, NJ 08094  
**Telephone: (856) 728-8782**  
Fax: (856) 262-7923

### **Williamstown High School**

700 N. Tuckahoe Road  
Williamstown, NJ 08094  
**Telephone: (856) 262-8200**  
Fax: (856) 262-0869

### **Holly Glen Elementary School**

900 N. Main Street  
Williamstown, NJ 08094  
**Telephone: (856) 728-8706**  
Fax: (856) 262-4732

### **Radix Elementary School**

363 Radix Road  
Williamstown, NJ 08094  
**Telephone: (856) 728-8650**  
Fax: (856) 262-7491

**Emergency Closing Number: 811**

### **Monroe Township Public Schools**

Website: [www.monroetwp.k12.nj.us](http://www.monroetwp.k12.nj.us)

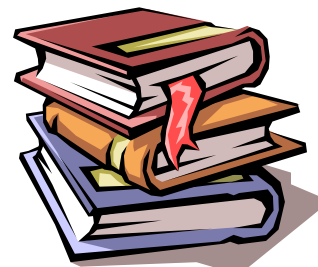
## PRIVATE SCHOOLS

### **Saint Mary's Parochial School**

32 Carrol Avenue  
Williamstown, NJ 08094  
**Telephone: (856) 629-6190**  
Fax: (856) 728-1437

### **The Arc Gloucester Camp Sun 'N Fun**

1036 N. Tuckahoe Road  
Williamstown, NJ 08094  
**Telephone: (856) 629-4502**



## DAY CARE CENTERS/NURSERY SCHOOLS

<b>ABC Me Grow</b> 3747 S. Black Horse Pike	(856) 740-4769
<b>ABC Me Grow L2</b> 533 Sicklerville Road	(856) 629-2290
<b>A-Plus Academy</b> 2353 S. Black Horse Pike	(856) 318-1266
<b>The Children's Garden</b> 1636 N. Main Street	(856) 728-4535
<b>Country Acres Private Pre-School</b> 1880 Glassboro Road	(856) 881-0400
<b>Kid Academy</b> 12 South Main Street	(856) 875-1333
<b>Kids of Destiny Learning Center</b> 1117 N. Black Horse Pike – Suite A	(856) 728-0057
<b>Kidspace</b> 333 S. Black Horse Pike	(856) 740-0064
<b>Little Munchkins</b> 1035 N. Black Horse Pike	(856) 875-6976
<b>St. Mary Pre-School</b> 32A Carrol Avenue	(856) 629-6190
<b>Tri-County Williamstown Head Start</b> 245 Glassboro Road	(856) 262-9438



## CHURCHES



<b>Allen A.M.E. Church</b> 130 Oak Street		(856) 728-1885
<b>Amazing Grace Community Church</b> 1041 Glassboro Road Suite C3	Pastor Donnie Davis	(856) 318-1036
<b>Calvary Assembly of God</b> 1509 N. Main Street	Pastor Jamie Morgan	(856) 629-4680
<b>Cecil Deliverance Tabernacle Church</b> 1110 Coles Mill Road	Pastor Willie Joe Fletcher	(856) 629-9818
<b>Community Bible Fellowship Church</b> 462 Broadlane Road	Pastor Gordon R. Parks	(856) 629-7226
<b>Cornerstone Pentecostal Assembly</b> 422 Corkery Lane		(856) 629-9155
<b>Cross Keys United Methodist Church</b> 1648 N. Main Street	Pastor Jeffrey W. Tilden	(856) 728-3342
<b>Downer United Methodist Church</b> 2212 Fries Mill Road		(856) 881-9420
<b>Evangelical Presbyterian of Star Cross</b> 1875 Janvier Road	Pastor James R. Chestnutt	(856) 629-5990
<b>Faith Temple Baptist Church</b> 367 Blue Bell Road	Pastor James H. Allen	(856) 262-0759
<b>First Presbyterian Church</b> 430 South Main Street		(856) 629-4634
<b>First United Methodist Church of Williamstown</b> 159 S. Main Street	Pastor Douglas Spencer	(856) 629-6459
<b>The Greater Promise of Holiness Church</b> 1480 N. Tuckahoe Road	Pastor Connie Smith	(856) 629-4646
<b>New Brooklyn United Methodist Church</b> 1336 E. Malaga Road	Pastor Robert Ralph	(856) 629-8353
<b>Open Bible Baptist Church</b> 1073 New Brooklyn Road	Dr. George W. Riddell	(856) 629-3800

## CHURCHES *(continued)*

<b>Our Lady of Peace Church</b> 32 Carroll Avenue	Rev. Cadmus D. Mazzearella	(856) 629-6142
<b>Shiloh Apostolic Temple</b> 1735 Winslow Road		(856) 629-5884
<b>South Jersey Community Church</b> P.O. Box 1305 900 N. Main Street (meets at Holly Glen Elementary School)	Pastor Felix Annise	(856) 728-1690
<b>St. John's Lutheran Church</b> 970 S. Main Street	Pastor Sara Lilja	(856) 875-8742
<b>St. Mark's at the Crossing Episcopal Church</b> 131 W. Malaga Road	Rev. Justin Falciani	(856) 629-8762
<b>St. Matthew's Baptist Church</b> 245 Glassboro Road	Dr. Raymond M. Gordon	(856) 629-4614
<b>Williamstown Assembly of God</b> 214 E. Malaga Road	Pastor Mike Schneck	(856) 728-5700
<b>Williamstown Congregation of Jehovah's Witnesses</b> 1222 Clayton Road		(856) 629-4393
<b>Williamstown Seventh Day Adventist</b> 946 N. Main Street	Pastor Caesar Sprianu	(856) 629-1141
<b>The Word Church</b> P.O. Box 384 561 Clayton Road (meets at Williamstown Middle School)	Rev. Buz Offenbacher	(856) 629-8545
<b>Youth Fellowship Center, Inc.</b> 1520 N. Black Horse Pike	Rev. Robert Blithe	(856) 629-4200



## OFFICE OF THE MAYOR



The function of the Mayor is to enforce the township charter and ordinances of the municipality. The Mayor is equivalent to the Chief Executive Officer in a major business that directs the organization and makes recommendations to council that is deemed to be in the best interest of the general public. As the sole hiring authority, the Mayor oversees all township departments and employees. The Mayor's office acts as a clearinghouse for the dissemination of information to the public at large.

For information, or to speak with the Mayor, please contact his assistant at (856) 728-9800 Ext. 202.

## DEPARTMENT OF ADMINISTRATION

The Department of Administration is headed up by the Business Administrator, who also holds the title of Director of Administration.

The function of the Business Administrator is to serve the Township as Chief Operating Officer, as in a major business. He reports to the Mayor on all aspects of the Township's business and departmental issues. By state statute, he has full authority of the Mayor in the Mayor's absence and as further designated by the Mayor. He also has the responsibility to manage and control the township's liability insurance program, oversee purchasing decisions and Human Resources functions of the Township.

For information, or to speak with the Business Administrator, please contact his assistant at (856) 728-9800 Ext. 202.

## DIVISION OF HUMAN RESOURCES

The Human Resources Division of The Township of Monroe is responsible for coordinating all personnel issues relating to our current township employees and volunteers along with those seeking employment with the township.

The department administers programs for employee health, dental, prescription and life insurance, coordinates workers compensation insurance claims for employees and emergency service volunteers and manages all general liability and property damage claims.

For information, please contact Human Resources at (856) 728-9800 Ext. 205.



# TOWNSHIP COUNCIL

**Marvin G. Dilks, Jr.**

Ward 1 (Districts 7, 17, 20, 22, 23 & 24)

1466 N. Main Street  
Williamstown, NJ 08094  
Home: (856) 629-7358  
Office: (856) 728-9800 Ext. 233  
[mdilks@monroetownshipnj.org](mailto:mdilks@monroetownshipnj.org)

**Richard DiLucia**

Ward 2 (Districts 1, 3, 9, 10, 13, 14 & 16)

337 Trinidad Blvd.  
Williamstown, NJ 08094  
Home: (856) 262-8586  
Office: (856) 728-9800 Ext. 231  
[rdilucia@monroetownshipnj.org](mailto:rdilucia@monroetownshipnj.org)

**Walter G. Bryson**

Ward 3 (Districts 2, 6, 12, 18, 19 & 26)

113 Concord Drive  
Williamstown, NJ 08094  
Home: (856) 629-2807  
Office: (856) 728-9800 Ext. 232  
[wbryson@monroetownshipnj.org](mailto:wbryson@monroetownshipnj.org)

**Frank J. Caligiuri**

Ward 4 (Districts 4, 5, 8, 11, 15, 21 & 25)

1204 Tulip Avenue  
Williamstown, NJ 08094  
Home: (856) 875-9638  
Office: (856) 728-9800 Ext. 230  
[fcalagiuri@monroetownshipnj.org](mailto:fcalagiuri@monroetownshipnj.org)

**Ronald T. Garbowski, Vice-President**

Council At Large

1505 Constitution Way  
Williamstown, NJ 08094  
Home: (856) 728-5805  
Office: (856) 728-9800 Ext. 228  
[rgarbowski@monroetownshipnj.org](mailto:rgarbowski@monroetownshipnj.org)

**William G. Sebastian, Jr.**

Council At Large

543 Wright Loop  
Williamstown, NJ 08094  
Home: (856) 728-2866  
Office: (856) 728-9800 Ext. 229  
[wsebastian@monroetownshipnj.org](mailto:wsebastian@monroetownshipnj.org)

**Daniel P. Teefy, President**

Council At Large

351 N. Main Street  
Williamstown, NJ 08094  
Home: (856) 875-7687  
Office: (856) 728-9800 Ext. 227  
[dteefy@monroetownshipnj.org](mailto:dteefy@monroetownshipnj.org)



## COUNCIL SCHEDULE OF MEETINGS

Pursuant to *N.J.S.A. 10:4-18* the Township Council of the Township of Monroe plans to conduct the following Work Sessions, Regular Council Meetings and Ordinance Committee Meetings in the Municipal Building located at 125 Virginia Avenue, Williamstown, New Jersey. The Township Council may conduct a Closed Executive Session at any scheduled Council Meeting, provided advance notice of intent to conduct such Session is deemed necessary.

<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>TYPE OF MEETING</u>
January 8, 2013	7:00PM	Tuesday	Reorganization Meeting
January 14, 2013	7:00 PM	Monday	Work Session/Regular Council Meeting
January 28, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
February 6, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
February 11, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
February 25, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
March 6, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
March 11, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
March 25, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
April 3, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
April 8, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
April 22, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
May 1, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
May 13, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
May 28, 2013	7:00 PM/8:00 PM	Tuesday	Work Session/Regular Council Meeting
June 6, 2013	7:00 PM	Thursday	Ordinance Committee Meeting
June 24, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
July 3, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
July 22, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
August 7, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
August 26, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
September 4, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
September 9, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
September 23, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
October 2, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
October 14, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
October 28, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
November 7, 2013	7:00 PM	Thursday	Ordinance Committee Meeting
November 11, 2013	<i>No Meeting Scheduled</i>	<i>Veteran's Day</i>	
November 25, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
December 4, 2013	7:00 PM	Wednesday	Ordinance Committee Meeting
December 9, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
December 23, 2013	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting

**NOTE: ONLY ONE (1) WORK SESSION MEETING AND ONE (1) REGULAR COUNCIL MEETING WILL BE HELD DURING THE MONTHS OF JUNE, JULY AND AUGUST 2013.**

# OFFICE OF THE MUNICIPAL CLERK

The Municipal Clerk's office works closely with Council members to provide our residents with various information and services.

For information, or to speak with the Clerk, contact the office at (856) 728-9800 Ext. 217.

1. Secretary to Governing Body
2. Secretary of the Municipal Corporation
3. Administrative Official
4. Election Official

## **SECRETARY TO THE GOVERNING BODY – DUTIES ARE AS FOLLOWS:**

1. Records official minutes of the governing body
2. Handles municipal correspondence, incoming and outgoing
3. Prepares meeting agenda
4. Processes records, files and advertises ordinances, resolutions, municipal budget
5. Records, files and advertises bids for municipal equipment and supplies
6. Liaison between residents and council
7. Administers and records oath of office for appointments on boards, etc.
8. Custody of all official records, not designated by other departments



## **SECRETARY TO MUNICIPAL CORPORATION – DUTIES ARE AS FOLLOWS:**

1. Custody of the Municipal Seal
2. Signs most of the official documents and attests signatures of municipal officers and officials

## **ADMINISTRATION OFFICIAL – DUTIES ARE AS FOLLOWS:**

1. Issues licenses such as: Dog, Cat, Liquor (Title 33), Bingo, Raffle (Title 13), Junkyard, Amusement, Arcade, Alarm, Taxicabs, Limousines, etc. (Title 40 & 40A)
2. Municipal Assessment Searches
3. Handles all types of complaints
4. Files bonds and insurance policies
5. Corresponds with various municipal departments
6. Provides for record management
7. Conducts various types of business with other municipalities and departments as directed by Council



## OFFICE OF THE MUNICIPAL CLERK *(continued)*

### ELECTION OFFICIAL – DUTIES ARE AS FOLLOWS:

1. Chief Administrator Officer of all elections held in the municipality
2. Registers voters
3. Certifies vacancies of local level
4. Maintains receipts of nomination petitions and give certification to the county clerk
5. Has quasi-judicial authority in determining the validity of the petition
6. Conducts the drawing for position of candidates on local ballot
7. Selects polling places
8. Furnishes supplies for voting
9. Maintains receipt of election results
10. Certifies to the county clerk the committee officers in each district
11. Certifies the election of candidates for local office in both primary and general elections
12. Chief Registrar of Voters in the municipality
13. Conducts training sessions for Board Workers

The following is the official list of polling locations and the districts designated for each location:

### POLLING PLACES:

**Holly Glen School**  
900 N. Main Street

Districts 10, 14, 17, 20 & 24

**Radix Road School**  
363 Radix Road

Districts 1, 3, 13, 15 & 21

**Whitehall School**  
161 Whitehall Road

Districts 4, 5, 8 & 11

**Williamstown Middle School**  
561 Clayton Road

Districts 6, 7, 22, 23 & 26

**Oak Knoll School**  
23 Bodine Avenue

Districts 2, 12, 16, 18 & 19

**Holiday City**  
600 Caribbean Way

District 9

**Friendly Village**  
255 Village Parkway

District 25



Gloucester County Clerk - James Hogan - (856) 853-3237

Gloucester County Board of Elections - (856) 384-4500

550 Grove Road

Thorofare, NJ 08086

## **OFFICE OF THE MUNICIPAL CLERK** *(continued)*

### **MISCELLANEOUS DUTIES OF THE CLERK'S OFFICE:**

1. Daily Mail
2. Directory of Employees, Boards and Commissions
3. Scheduling of Meeting Rooms in the Municipal Complex

### **OTHER LAWS TO BE FOLLOWED:**

Local Public Contract Law (*N.J.S.A. 40A:11-1 et seq.*)

Open Public Meeting Law (*N.J.S.A. 10:4-1 et seq.*)

Open Public Records Act (*N.J.S.A. 47:1A-1 et seq.*)

Local Budget Laws (*N.J.S.A. 40A:4-1 et seq.*)

### **PUBLIC INFORMATION:**

Minutes of all Council Meetings and Work Sessions

Resolutions

Ordinances

Licenses

Ledger Book of monies collected in office

## PUBLIC INFORMATION

Monroe Township form of government is under the Faulkner Act.

Mayor/Council/Administrator

7 Members – Council Board – 3 At Large  
4-Ward Council

On staggered 4-year terms – Election every 2 years  
Mayor and Council at Large  
4-Ward Council

Monroe Township consists of the following departments:

- Mayor
- Business Administrator
- Human Resources
- Township Clerk
- Finance
- Tax Collector
- Board of Health/Vital Statistics
- Planning Board/Board of Adjustment
- Zoning/Housing
- Construction Code/Inspections/Building/Electrical/Fire/Plumbing
- Fire Prevention
- Municipal Court
- Public Safety/Emergency Management/Ambulance/Fire
- Police
- Public Works
- Community Affairs
- Parks and Recreation
- Buildings and Grounds
- Monroe Township Public Library

Autonomous Bodies of the Township:

- Monroe Municipal Utilities Authority

Volunteer Organizations:

- Williamstown Fire Company
- Monroe Ambulance & Rescue
- Cecil Fire and Ambulance

## THE REGISTRAR OF VITAL STATISTICS

### BIRTH CERTIFICATES:

Birth certificates can only be issued to persons born in Monroe Township. It is very unusual for us to issue a birth certificate because there is no hospital located in the Township. Basic issuance is for children born at home.

*Birth Certificate Fee: \$10.00*

### MARRIAGE APPLICATIONS:

The marriage or civil union license must be obtained from the registrar in the New Jersey municipality in which either applicant resides, if one or both is a resident of New Jersey. If both parties are not residents of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony is to be performed and is ***only*** good for use in that municipality.

There is a 72 hour waiting period. The license is valid for 30 days from the issue date.

Current valid identification and birth certificates are required ID for the bride and groom. You must bring one witness over the age of 18 that know both parties for the application process.

You may purchase a certified copy of marriage from the Registrar of the Municipality where the marriage was performed. A certified copy is required to make legal name changes on driver's license, social security, bank accounts, etc.

*Marriage License Fee: \$28.00*

### DEATH CERTIFICATES:

The Township can only issue a Death Certificate the first time to the local funeral director. Afterwards, they must be issued from the Township where the person died. Death reports are sent to the Board of Elections. This is the source to keep Election Books updated.

*Death Certificate Fee: \$10.00*

For more information, please contact the Registrar at (856) 728-9800 Ext. 213.

## BOARD OF HEALTH

The Board of Health consists of seven (7) Board Members. The board meets once a month on the 2nd Wednesday of each month at 7:00 PM (No Meetings in July and August).

The Health Department takes complaints from residents regarding rats, dogs running at large, trash, debris, high grass and weeds, nuisances, etc.

The Health Department is responsible for Kennel Licenses, Retail Food Licenses, Swine Licenses, Campground Licenses, Rabies Clinic, Animal Violations, Dog Canvassing and Mobile Home Parks.



## TAX COLLECTOR'S OFFICE

The Tax Collector's Department is responsible for the billing, collection, reporting and enforcing of all property taxes assessed in the Township.

Within these responsibilities is the maintenance of all computer files related to each property as to the billing and the receipt of payments, interest or any charges.

In addition, all Tax Sales and Foreclosures are initiated through the Tax Collector's Office.

Taxes are due February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> and may be paid up to the 10<sup>th</sup> of each month due without any interest charges. After the 10<sup>th</sup> of the month taxes are due, interest will be rolled back to the first of the month.

## TAX ASSESSOR'S OFFICE

The County of Gloucester has assumed the duties of the Monroe Township Tax Assessor's Office as well as all the assessing duties for the other 23 Gloucester County Municipalities.

The County Assessing Department's contact information is as follows:

**Gloucester County Assessor's Office**  
**Clayton Complex**  
**1200 N. Delsea Drive**  
**Clayton, NJ 08312**  
**(856) 307-6445 (phone)**  
**(856) 307-6447 (fax)**





## FINANCE DEPARTMENT

The function of the Finance Department is to facilitate interaction between all Township departments and the divisions within the Finance Department that relate to financial matters of the township. The Chief Financial Officer supervises all financial functions of the Township, as well as many other support services, including Accounting, Accounts Payable, Budgeting, Banking, Payroll, Purchasing, and Bonding issues. The Finance Department deals with the public regarding utility bills, accounts payable, and municipal bonds. It is also primarily responsible for the administration of the Township's defined contribution pension plans.



## MANAGEMENT INFORMATION SERVICES

The goals of the Management Information Services (MIS) Division are to improve the cost effectiveness and quality of the Township services and operations through the use of technology.

The primary responsibility of the MIS Division is to provide an effective environment to support the needs of the Township of Monroe which includes:

- Service and support – Support the technology needs of all township processes and functions.
- Integration – Develop systems and processes that provide cost efficiency to the township with department needs fulfilled.
- Working with all departments to expand and maintain data integrity.

In fulfilling these needs, the MIS Division develops intellectual curiosity, applies critical thinking and provides well-organized, effective, and advance technology support to the employees of the Township of Monroe.

## ECONOMIC DEVELOPMENT COMMISSION

The overall objective of the EDC is to develop, foster, and improve the atmosphere and environment for economic growth with the overall goal of reducing the tax burden of the Monroe Township residents.

Specific duties of the EDC include preparing a commercial use survey and inventory to assist and attract businesses; developing and maintaining a perpetual inventory of available commercial properties; coordinating efforts with any other economic development agency including the county and state; assisting the Township in preparation of any grants or funding; coordinating with the Small Business Administration and any other agencies that promote business; encouraging expansion of existing business and industry; preparing, developing, and distributing advertising material and data listing the advantages, opportunities, and availability of real estate in Monroe Township; conferring with the Township and other municipal agencies concerning land use issues, ordinances and resolutions.

# STATE UNIFORM CONSTRUCTION CODE

## PERMITS:

### I. Intent and Purpose:

- A.) To encourage innovation and economy in construction and to provide requirements for construction materials consistent with nationally recognized standards.
- B.) To permit to the fullest extent feasible the use of modern technical methods, devices and improvements, including pre-manufactured systems, consistent with reasonable requirements for the health, safety, and welfare of occupants or users of buildings and structures.
- C.) To eliminate restrictive, obsolete, conflicting and unnecessary construction regulations that tend to unnecessarily increase construction costs or retard the use of new materials, products or methods of construction, or provide preferential treatment to types of classes of materials or products or methods of construction.
- D.) To insure adequate maintenance of buildings and structures throughout the State and to adequately protect the health, safety and welfare of the people.
- E.) To eliminate unnecessary duplication of effort and fees in the review of construction plans and the inspection of construction.
- F.) To enforce rules relating to the construction, alteration, renovation, rehabilitation, maintenance, occupancy and use of buildings and structures; to provide for Statewide approval of pre-manufactured systems; to provide for the administration and enforcement of the act; and to establish remedies and fix penalties for violation of the act. 52.27D

### II. The guidelines for achieving the intent and purpose are described in the Uniform Construction Code (5:23) adopted by the State of New Jersey

- A.) This code provides for the establishment of an Enforcing Agency consisting of a Construction Code Official, Building, Plumbing, Electrical and Fire Sub-code Officials who are licensed by the State of New Jersey. These Officials review plans to insure compliance with the National Codes adopted by the State of New Jersey. These inspectors also perform inspections during various stages of construction to insure compliance with the reviewed plans and appropriate sub codes.
- B.) The Uniform Construction Code also provides for the establishment of a Central Permit Office. The function of this office is to provide and process all permit applications pertaining to all items mentioned in I. (F).



# STATE UNIFORM CONSTRUCTION CODE

(continued)

Permit Fees are established by ordinance in the Code of the Township of Monroe. The normal processing time for a completed application (containing all prior approvals) is approximately 5 to 10 working days. The State of New Jersey allows up to 20 working days for applications to be processed.

Inspection requests must be received in the Construction Office ((856) 728-9800 Ext. 220) by 3:00PM and every effort will be made to schedule the inspection for the following work day. The State of New Jersey allows up to 72 hours to perform requested inspections. A request for a Certificate of Occupancy must be submitted by the Applicant when a project is complete. The Permit Office will issue a Certificate of Approval or a Certificate of Occupancy upon the successful completion of all necessary inspections and the receipt of all required agency approvals. No occupancy or use shall occur until the appropriate certificates are issued.

All Businesses and Non-Residential Use Groups must obtain either a Certificate of Occupancy for change of use, Continued Certificate of Occupancy, or a Monroe Township Certificate of Occupancy for change of occupancy with an existing use group. The appropriate required certificate must be applied for and issued by the Construction Office prior to opening and operating, or when making a change in ownership, use or location. Contact the Construction Office for guidance and instructions.

The hours of operation are Monday thru Friday 7:00AM to 4:30PM. A schedule of the Inspector's hours and informational hand-outs are available in the Construction Office located at 125 Virginia Avenue, 2<sup>nd</sup> Floor, Suite 5.

## Call the Construction Office and Ask:

(856) 728-9800

\*\*\*\*\*

Monday thru Friday 7:00AM – 8:30AM

Construction Official	Ext. 221
Building Inspector	Ext. 299
Electrical Inspector	Ext. 221
Plumbing Inspector	Ext. 502
Fire Inspector	Ext. 299

\*\*\*\*\*

Monday thru Friday 8:00AM – 4:30PM



Technical Assistant	Ext. 219
Sr. Permit Clerk	Ext. 222
Inspection Line	Ext. 220



# DEPARTMENT OF PUBLIC WORKS

## Road Department

The Road Department is responsible for grading and paving of streets, repair of potholes, snow removal, leaf removal, cleaning of storm sewers, outlets and retention basins, and mowing of shoulders along roads and retention basins. The Road Department is also responsible for street signs and traffic control signs, assists in the construction of ball fields, debris removal after storms, collections of Christmas trees and chipping of these trees. The Road Department is also responsible for street sweeping of township roads and back filling shoulders and installing drainage. The Road Department consists of 12 men including 1 supervisor.



## Sanitation Department

The Sanitation Department consists of 12 men responsible for collection and disposal of all household waste, along with furniture and metal, in the municipality, with 12,000 stops per week.

The Recycling Department consists of 9 men including 1 supervisor responsible for collection of all curbside recyclables and disposing at a certified recycling facility for processing, with 12,000 stops per week.



## Maintenance Department

The Maintenance Department consists of a 5-man shop including supervisor for maintaining all 230 municipal vehicles/equipment (cars, trucks, community transportation, ambulances, fire trucks and equipment, construction equipment, police cars, etc.) along with 20 pieces of grass cutting equipment. Additional vehicle maintenance shop work includes: welding of metal/aluminum, fabrication, maintenance of all vehicle records, fuel tanks and fuel management system records, as well as maintenance of 5 emergency standby generators.

## **DEPARTMENT OF PUBLIC SAFETY DIVISION OF POLICE**



Preserve the public peace, protect life and property, prevent crime, detect and arrest offenders who violate the penal law and ordinances effective within the municipality, suppress riots, mobs and insurrections, disperse unlawful or dangerous assemblages and preserve order at all elections and public meetings and assemblages.

Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian traffic, including recommendation and supervision, if necessary, of the marking of roads to protect the safety and facilitate the convenience of motorists and pedestrians, and make and enforce rules and regulations not inconsistent with the charter and ordinances for such purposed.

Remove all nuisances in public places, inspect and observe all places of public amusement or assemblage and all places of business requiring any State or Municipal license or permit and report thereon to the appropriate department.

Provide proper police attendance and protection at fires.

Provide for the attendance of its members and appointment of court constables in the municipal court as necessary for the prosecution and trial of persons charged with crimes and offenses and cooperate fully with the law enforcement and prosecuting authorities of Federal, State, County and Local Governments.

Operate a training program to maintain and improve the police efficiency of the members of the division.

Report inadequacies in the street lighting system and any unsafe street conditions.

Other duties as required and directed by the Director of Public Safety.

## **MUNICIPAL COURT**



The Municipal Court's main function is to schedule all pending cases before the court in a timely fashion. It is the Court's responsibility to ensure all interested parties are notified and present in Court on the specified date and time. The staff of the Municipal Court is also responsible for the collection and proper disbursement of all fines and costs collected after sentencing. The Municipal Court, in many cases, is the average person's only contact with the Judicial System, therefore the image presented must be one of professionalism and accuracy.

## DEPARTMENT OF COMMUNITY AFFAIRS

The Department of Community Affairs is located at the Pfeiffer Community Center located at Main Street & Blue Bell Road and is responsible for scheduling community events at various locations, Community Transportation Services, Social Concerns and other senior activities. For any information, please call (856) 728-9840 or (856) 728-9841.

The DCA schedules the activities of 102 organizations in the Pfeiffer Community Center and the George Ruch Building. These activities include regular meetings, teen dances, graduations, talent shows, plays and many other events. The center also hosts the Gloucester County Nutrition Program which serves a hot lunch to the seniors Monday through Friday. Another program for seniors that Virtua Health sponsors, “Healthy Bones Exercise Class” on Thursday from 10:00AM – 11:30AM, is available at no cost. We are wheelchair accessible and provide transportation.

## SOCIAL CONCERNS

A division of Community Affairs offers a “Food Pantry Program” to Monroe Township residents. The food pantry program is designed to provide a person or family with temporary food source until they are able to receive other public assistance. The food pantry is open on Fridays during the hours of 9:30AM – 11:30AM and 1:00PM – 4:00PM. Proper ID and paperwork of your circumstances must be provided (contact our office at (856) 728-9840 or (856) 728-9841 for details).

## COMMUNITY TRANSPORTATION SERVICE

A division of Community Affairs is responsible for the Township Shuttle Bus, which covers the entire Township five (5) days a week to take local residents to area stores, JFK Hospital, Social Security Office, Wal-Mart (Williamstown store, only), K-Mart, Kohl's, Burlington Coat Factory, local Post Office, ShopRite, Amish Market, etc.

This division provides bus services to the Gloucester County Nutritional Lunch Program at the Pfeiffer Community Center for residents of Williamstown and Franklinville area. We also provide transport to local doctors, pharmacies, laboratories and Meadowview Nursing Home.



## VETERAN'S AFFAIRS OFFICE

The Veteran's Affairs office is located in the Pfeiffer Community Center and is another division of the Community Affairs Department. The Veteran's Affairs office is open every Monday, Wednesday and Friday from 10:00AM – 12:00Noon. They are trained volunteers that provide a wide service to area veterans. The Veteran's Affairs office also sponsors the annual Memorial and Veteran's Day parade and the POW/MIA Memorial event. For any information, please call (856) 875-2207.

## SENIORS COMMISSION



The Senior Citizen Commission consists of nine members (eight senior members and a Council Liaison). The Commission elects a chairperson, vice-chairperson and secretary each year and is overseen by the Director of Community Affairs.

The Commission has trips and other activities. They also work to promote activities and education of Township Seniors.

All Township Seniors are welcome to attend and be a part of the meetings and activities. New ideas are always welcome.

## HISTORICAL SOCIETY

Formed in 1974 by approval of Mayor Winnie Sharp, the Monroe Township Historical Society was formed to preserve and protect the History of Squankum, Williamstown, and Monroe Township. Williamstown has 3 historic sites: The Reading Room (first Library) 1878, Hall Street Little School 1887, both of which are on the Federal and State Registers of Historic Places and the Ireland Hofer House Museum (original house circa 1800). This volunteer organization is administered by a Board of 8 Trustees with officers elected every January. Current membership is approximately 700. Volunteer re-enactors strive to educate children and adults through school tours, open house tours, and re-enactments in order to pass the torch to new generations so that our town's rich history interwoven with the history of our great country is not forgotten. Current events can be accessed on our Facebook page. Anyone interested in becoming a volunteer can contact the Museum at 856-875-2943.

## MUNICIPAL ALLIANCE COMMISSION

As part of a comprehensive, coordinated statewide effort to reduce the abuse of alcohol, tobacco and other drugs, Monroe Township created a Municipal Alliance Commission in 1989 under the auspices of the Governor's Council on Alcoholism and Drug Abuse.

The Mission of the Alliance is to develop, fund, and implement effective programs designed to reduce alcoholism, tobacco, and other drugs throughout the community, targeting all age levels. The Alliance is also charged with the responsibility of coordinating and supporting the efforts of the schools, law enforcement, businesses, and civic organizations in reducing alcoholism and drug abuse.

# PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission, administered under the auspices of a Municipal Department Head, organizes Township programs and events such as craft fairs, parades (Halloween Parade, etc.), fireworks, plays, trips, Easter Bunny and Easter Egg Hunt, Oktoberfest, the Holiday Tree Lighting Ceremony, etc. The Parks and Recreation Commission meets the 2<sup>nd</sup> Wednesday of the month. Volunteers are welcome.

## MONROE TOWNSHIP YOUTH SPORTS/ACTIVITIES

All youth groups are private organizations. You must call the contact person on the following list for information.

### **Monroe Twp. Youth Soccer**

Lou Scaravaglione – (609) 381-9760

[www.mtys.org](http://www.mtys.org)

### **Monroe Twp. Youth Street Hockey**

Steve Stefanelli – (856) 582-7170

[www.mtyh.org](http://www.mtyh.org)

### **Monroe Twp. Braves Youth Football & Cheerleading**

Greg Wolfe – (609) 381-8200

Kim Booth – (856) 889-8219

[www.mtbraves.com](http://www.mtbraves.com)

### **Monroe Twp. Junior Wrestling**

Barry Cobb – (856) 364-3640

Bob Smith – (609) 381-2151

[www.eteamz.com/BravesJuniorwrestling](http://www.eteamz.com/BravesJuniorwrestling)

### **Monroe Braves Lacrosse**

Steve McKinney – (856) 304-7384

[www.braveslax.org](http://www.braveslax.org)

### **Monroe Twp. Youth Basketball**

Scott Whyte – (856) 466-1777

Kim Booth – (856) 881-0702

[www.mtyb.net](http://www.mtyb.net)

### **Monroe Twp. Boys Travel Basketball**

Rob Ridarelli – (609) 502-3665

### **Monroe Twp. Summer Camp**

#### **“Camp Squankum”**

(856) 728-1372

[www.mtprnj.org](http://www.mtprnj.org)



### **Monroe Twp. Little League**

Nick Fortunato – (856) 728-2683

[www.mtlittleleague.com](http://www.mtlittleleague.com)

### **SJ Braves Travel Baseball**

Fred McCoy – (609) 381-4283

[www.leaguelineup.com/sjbraves](http://www.leaguelineup.com/sjbraves)

### **South Jersey Rage Girls Softball**

Mike Grim – (856) 728-6840

### **Monroe Twp. Cub Scouts Pak #70**

Lisa McKeown – (856) 875-4713

Anthony Karcher – (856) 881-5110

### **Monroe Twp. Boy Scouts of America Pak #34**

Rick DiGirolamo – (856) 728-1979

### **Monroe Twp. Boy Scouts of America Troop #161**

Dr. Peter Gaidis – (856) 629-4145

### **Monroe Twp. Boy Scouts of America Troop #234**

Robert Festoff – (856) 728-1457

### **Girls Scouts of Central & Southern NJ**

Leah O'Connor – (856) 697-3900



# PLANNING BOARD

## **Duties:**

The Planning Board has a wide range of responsibilities, among which is the responsibility of making many important decisions. Planning Boards are directly responsible for generating and updating a Municipality's Master Plan, and are involved in developing and effectuating broad land use policies for guiding the growth of a municipality. An integral part of a municipality's decision making process in the Master Plan. Without the land use element of the Master Plan, a Municipality cannot have a valid Zoning Ordinance.

The Planning Board has specific authorities over subdivision control and site plan review, the Official Map, Zoning Ordinances and the Capital Improvements Program. Moreover, it has been vested with quasi-judicial power in that when reviewing subdivision and site plan applications, it can decide "C" Variances and establish procedures for the review of such applications.

The Planning Board may also become involved in the review of other State or Federal programs or plans, assemble data for planning purposes and perform other advisory duties as assigned to it by the Governing Body, to aid them in planning process.

## **UNITS UNDER CONSTRUCTION:**

1. **Amberleigh at the Arbours** (DeLuca Homes) – 140 Townhouses/140 Condos; Blue Bell Road
2. **Willowoods** (Richmond American Homes) – 290 Single Family; Tuckahoe Road
3. **Carriage Glen** (Paparone Homes) – 202 Single Family; Malaga Road
4. **Patriot Homes** (Federal Hill) – 51 Single Family Homes; Glassboro Road
5. **Summerfields West Partners** – 145 Active Adult Community Mobile Home Park; Black Horse Pike

## **APPLICATIONS WITH FINAL APPROVAL:**

1. **HRTJ, LLC** (Spring Ridge) – 37 Single Family; Winslow Road
2. **Steven Smith** (Smithfield Estates) – 173 Single Family; Glassboro-Cross Keys Road
3. **Morgan Development Group** (Morgan Landing) – 83 Single Family Homes; Morgan Road

## **PLANNING BOARD** *(continued)*

### **APPLICATIONS WITH PRELIMINARY APPROVAL:**

1. **Total Holdings, LLC** (Equestrian Farms) – 38 Single Family; Winslow Road
2. **Thomas Duffy** – 10 Single Family; Sunnyhill Avenue
3. **110 Whitehall, LLC** – 192 Single Family; Whitehall Road
4. **Morgan Development Group** (Pin Oak Estates) – 89 Single Family; Tuckahoe Road
5. **Lawrence A. Pray, Inc.** – 28 Single Family; Locust Lane (Forest Hills)
6. **Comfort Development Group, LLC (Hamilton Greene)** – 207 Townhouses; Tuckahoe Road and Main Street

### **APPLICATION UNDER PRELIMINARY REVIEW:**

1. **Philadelphia Suburban Development** – 101 Single Family; Winslow & Malaga Roads
2. **RJP Homes, LLC** – 39 Townhouses; Tuckahoe Road

## ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment, as its name implies, is responsible for “Adjustments” in specific cases, whereby an applicant’s proposal does not and cannot meet the requirements of the Municipality’s Zoning Ordinance. This Municipal Body will hear and decide appeals, where it is alleged by an applicant that there is an error in any order, requirement, decision or refusal made by an administrative officer, based upon or made in the enforcement of the Zoning Ordinance. Another responsibility of this body is the interpretation of the Zoning Map or Ordinance.

The “Adjustments” or variances granted by this body are based upon the review of the application or appeal relating to a specific property, when strict application of the regulations will impose difficulties or hardship to the applicant, through no fault of his own. No variance or other relief may be granted unless it can be so done without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and Zoning Ordinance.

### **BOARD OF ADJUSTMENT:**

1. **Stirling Glen, LLC** – 195 Active Adult Single Family; Fries Mill Road
2. **Stirling Glen, LLC (Phase II)** – 117 Active Adult Single Family; Fries Mill Road
3. **Cross Keys Monroe, LLC** – 204 Apartments; Berlin-Cross Keys Road

## ZONING/HOUSING CODE ENFORCEMENT

Make housing inspections and issue certificate of occupancy on all rentals and re-sales; responsible for state inspections on all hotels and multiple dwellings; keep track and make requests on affordable housing; review plans and issue Zoning Permits; investigate complaints from the public and take enforcement action when necessary. Issue summons for violations to be settled in court; give general information on zoning and guide the public as to the proper procedure to obtain necessary approvals for the construction and or use desired; make necessary inspections on automobile dealerships before receiving Township approvals; work closely with the following departments in the enforcement of the Township codes, Police, Emergency Management, Construction Official, Board of Health and Sanitation Department.



## THE FREE PUBLIC LIBRARY OF MONROE TOWNSHIP

The Library building is Monroe Township's newest addition. It is located at 713 Marsha Avenue, behind the Stoltzfus' Amish Market on the Black Horse Pike. Founded in 1878, the Library collection now consists of more than 80,000 items, including: books, magazines, newspapers, DVDs, ebooks, videos, music on compact disk and cassette, and books on audio cassette and CD.

The Monroe Township Library was the first in Gloucester County to introduce computers, not only for staff functions but also for patron use. The Library is now fully automated with more than three dozen computers available to the public to access and search the Internet as well as the Library catalog.

In 1992, the Monroe Township Library first offered access to the Internet to our patrons. Now thousands of residents use Library computers annually for Internet research, resume writing, business purposes and special projects for schools. Thanks to grants over the years, most notably from the Bill and Melinda Gates Foundation, the Library was able to increase the number of public computers.

The Monroe Township Library was also one of the first in New Jersey to have its own website, launched in 1992. Though major changes have been incorporated over the years, the Library website underwent a major facelift in 2012. It now offers important links to business, education and government website, access to our online newsletter and remote access to search our catalog from home in order to place reserves!

The website is dynamic, changing to incorporate new information, sites and announcing new activities for patrons, young and old. Library users can stay in touch with us on Facebook, too!

In 2009 the Library joined a consortium of the twenty public libraries in Gloucester County called LOGIN. Our membership permits all Monroe residents who have valid Library cards to use – free of charge – the collections of all those LOGIN member libraries, as well as the collections of Gloucester County Institute of Technology, Gloucester County College Library, Gloucester County Library and Salem Community College Library. In 2012, we also welcomed Cumberland County Library, Cumberland County College Library and the Pennsville and Salem Free Public Libraries into the LOGIN fold.

The Library is also a wireless 'hot spot' with study tables (with electric power) available for patrons to plug-in laptops!

Another important place in the new Library is the Technology Lab (with 18 computers) where classes are offered on the use of computers for everything from searching the Internet to creating resumes to establishing email addresses and sending messages.

New exhibits (including an Art Wall) and interesting events and programs are frequently presented. The Library's two reading clubs: the Bookmarks and the Bookworms, meet monthly. There is a Film Screening Club that also meets on a monthly basis. All are welcome to attend. Children's programming includes story hours, summer reading activities and special holiday events. Teen also have their own space and special programs.

The Library also hosts the Red Cross monthly blood drive and the AARP Tax Assistance program.

Photocopy machines and a fax machine are also available to patrons. Furthermore a certified librarian is always on site to assist with reference and research.

Visitors can view an online copy of our newsletter, Library Lines, or pick one up at the Main Circulation Desk. Our children's newsletter, The Radical Reader, is also available.

We are very pleased to offer our patrons a quiet, modern and comfortable environment in which to read and do research. The new building not only has spacious meeting rooms and a small café vending area. It also offers a cozy fireplace area for winter reading AND a beautiful outdoor garden for relaxing reading in the warmer months.

The hours of the Library are: Monday through Thursday from 11:00 A.M. to 9:00 P.M. and Friday and Saturday from 12 Noon to 5:00 P.M. (closed Saturdays in July and August). The Telephone number is (856) 629-1212 and the Fax number is (856) 875-0191. The Library website is: [www.monroetownshiplib.org](http://www.monroetownshiplib.org)

Welcome to Monroe Township and to your Library! Stop in and visit!

# EMERGENCY MANAGEMENT

To ensure the complete and efficient utilization of all of the Township's facilities to combat disaster resulting from emergencies, natural or man-made or nuclear disaster or enemy attack.

To protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use.

To provide for actions to be taken to mitigate, prepare for, respond to and recover from an emergency.

To provide training with all departments for use in designing future improvements, preventing and concluding possible disaster, potential harm and litigation.

To establish laws, ordinances, resolutions and procedures, which will provide safety and promote immediate response to emergency situations.

To coordinate within the township employees and volunteers that will be available at moment's notice to carryout emergency operations.

To hold a regular meeting of the Local Emergency Planning Committee.

To coordinate, plot and maintain all address changes within the Township.

To coordinate the JIF Employee Safety Program.

To record and investigate hazardous material spills.

To act as a link in the chain of command between the Administration and Volunteer Emergency Responder's Organizations.

To administer the Clean Communities Grant from the State of New Jersey.

## **Williamstown Fire Station**

555 S. Main Street  
Williamstown, NJ 08094  
(856) 629-4414 (*non-emergency*)

## **Monroe Ambulance & Rescue**

700 Corkery Lane  
Williamstown, NJ 08094  
(856) 629-3301 (*non-emergency*)

## **Williamstown Fire Sub Station**

1200 Glassboro Road  
Williamstown, NJ 08094  
(856) 629-4414 (*non-emergency*)

## **Cecil Fire Station**

295 Whitehall Road  
Williamstown, NJ 08094  
(856) 629-6477 (*non-emergency*)

FOR EMERGENCIES, DIAL: **9-1-1**



## **FIRE PREVENTION**

Department of Public Safety, Bureau of Fire Prevention's main mission is for the protection of life and property.

We inspect all buildings that are used by the public and are located within the boundaries of the Township of Monroe and assure that they meet the requirements of the New Jersey State Fire Code 5:70.

We issue fire safety permits to groups that use our schools and places of public assembly for dance recitals, plays, musicals, fireworks, etc. We inspect and make sure that they comply with State fire code regulations before the event can begin.

We investigate or work along with the County Fire Marshal Office for fires that occur within the Township of Monroe.

We review building plans for the locations of fire hydrants and water main sizes for new buildings and housing developments that are planning to build within the Township.

We work along with the following departments to enforce the related ordinances in the Codes of the Township of Monroe: Williamstown and Cecil Fire Departments, Construction Department, Zoning, Planning Board Department, Emergency Management and Department of Community Affairs.

Campfire permits are now issued by the New Jersey Forest Fire Service in Mays Landing, NJ.

## **OPEN SPACE ADVISORY COMMITTEE**

The Open Space Advisory Committee is established consisting of volunteers appointed by either the Township Mayor or Council with the purpose of reviewing and recommending parcels of land to be included for acquisition and preservation within the Township of Monroe.

The Committee prepares and submits to the Township Council an open space plan for the Township of Monroe consisting of identification of undeveloped, private land parcels. The services of the Township Engineer and Solicitor, the engagement of appraisers and other resources as it may deem necessary, may be utilized to assist the Committee in gathering information and potential outside support, subject to budget appropriations and/or Council approval by resolution.

The Committee makes every attempt to include lands that connect to existing public lands that include environmentally sensitive areas, streams, wetlands, floodplains, steep slopes and aquifer recharge areas, provide recreational use, preserve scenic vistas, and are eligible for acquisition through the Open Space/Recreation Trust Account.

## ENVIRONMENTAL COMMISSION

To conduct and research the use of open land areas. Study and make recommendations concerning open space preservation, water resource management, air pollution control, solid waste management, soil and landscape protection and environmental appearance.



## BUILDINGS AND GROUNDS

Buildings and Grounds, a Division of the Department of Public Works, is responsible for all public properties:

### **Building Maintenance**

The Division of Building Maintenance consists of staffing necessary to inspect and control all municipal buildings and keep them in good repair. The department is responsible for the following properties: Municipal Complex, Williamstown Fire Station, Cecil Fire Station, Cecil Park Building, Monroe Township Ambulance Building, Senior Building, Pfeiffer Community Center, Library, Historical Reading Room Building (on Library Street), Hall Street Little School, Ireland Hofer House, Owens Concession Stand, all Public Works Buildings and all Parks buildings.

### **Custodial**

The Custodial Division consists of staffing necessary to plan and complete all major as well as day-to-day cleaning of all Township facilities.

### **Division of Grounds Keeping**

The Division of Grounds Keeping consists of staffing necessary to maintain all grounds in a safe and clean manner. Buildings and Grounds is responsible for the Township's grassed areas, flower and shrub beds, trees and general policing of grounds for litter, as well as sidewalks on Township property.

The Department of Buildings and Grounds working hours are Monday through Friday, 7:00AM to 3:00PM with the Maintenance Staff on call 24 hours a day.

## MONROE TOWNSHIP OWNED PARKS

**Earling Owens Memorial Park** – Rte. 555 – Tot Lot, Baseball Fields, Tennis Courts, Hockey Court, Volleyball Court, 2 Beach Volleyball Courts, Basketball Court, Football Field, Skate Park, Softball Field, 2 Picnic Gazebos, Nature Trail and a Snack Stand

**Marvin C. Wagner Memorial Park** – Black Horse Pike – Hockey Practice Court and 2 All Purpose Playing Fields

**Cecil Athletic Field** – Highland Avenue, Victory Lakes – All Purpose Playing Field

**Mary Mazza Duffy Memorial Park** – Corkery Lane and Franklinville-Williamstown Road – 5 Baseball Fields/Softball Fields, 2 Tee Ball Fields, 7 Soccer/All-Purpose Fields, Picnic Pavilion

### **TOT LOTS**

~Chelsea Farms  
Mink Lane

~Kimberly West  
Kilburn Avenue

~East Woods  
Fryers Lane

~Newbury Farms  
Avery Drive

~Forest Hills  
Laurel Lane/Silver Birch Road

~Green Meadows  
Ward Lane

~Pfeiffer Community Center  
Main Street



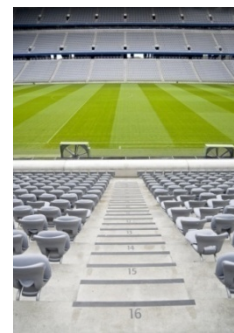
## MONROE TWP. SCHOOL BOARD ATHLETIC FIELDS

**Church Street** – Church Street – Baseball Fields, Softball Field, Football Fields and Basketball Courts

**Radix School** – Radix Road – Baseball Field

**Whitehall School** – Whitehall Road – Baseball Field

**Williamstown High School** – Clayton Road – Baseball Fields



## PRIVATELY OWNED RECREATIONAL FACILITIES

**Monroe Township Youth Soccer Complex** – Corkery Lane

**Tall Pines Day Camp and Picnics** – 1349 Sykesville Road – (856) 262-3900



# MONROE TOWNSHIP APARTMENT COMPLEXES

## **Monroe Towne I, II, East**

*(Seniors)*

~Monroe Towne I & II

800 N. Main Street

Williamstown, NJ 08094

~Monroe Towne East

175 Walnut Street

Williamstown, NJ 08094

**Contact:** Fran

Lower County Property Management

439 Church Road

Sicklerville, NJ 08081

Telephone: (856) 728-8244

.....  
**Carino Park**

100 Chestnut Street

Williamstown, NJ 08094

Telephone: (856) 728-4156

**Contact:** Burnett Lacy, Building Supervisor

.....  
**Laurelton Village**

601 N. Black Horse Pike

Williamstown, NJ 08094

Telephone: (856) 629-4311

**Contact:** Joann, Leasing Specialist or Karen, Property Manager

.....  
**Jefferson Village**

401 N. Main Street

Williamstown, NJ 08094

Telephone: (856) 629-0200

**Contact:** Sue or Ed

.....  
**Madison Court**

1056 S. Black Horse Pike

Williamstown, NJ 08094

Telephone: (856) 629-1700

**Contact:** Shannie

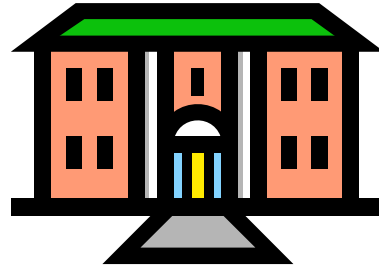
.....  
**Justin Commons**

1201 Justin Way

Williamstown, NJ 08094

Telephone: (856) 442-6209

**Contact:** Mr. Gia Nguyen



## MONROE TOWNSHIP BOARDS & COMMISSIONS MEETINGS

**Board of Education** – Meets Thursdays (please call B.O.E. at 629-6400 for list of 2013 Meeting Dates) @ 7:30PM – Williamstown High School Lecture Hall, 700 N. Tuckahoe Road

**Board of Health** – Meets the 2<sup>nd</sup> Wednesday of the month @ 7:00PM – 2<sup>nd</sup> Floor Caucus Room of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Economic Development Commission** – Meets the 3<sup>rd</sup> Monday of the month @ 7:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Environmental Commission** – Meets the 3<sup>rd</sup> Monday of the month @ 7:00PM – 2<sup>nd</sup> Floor Caucus Room of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Historical Society** – Meets the 1<sup>st</sup> Thursday of the month @ 7:30PM – Ireland Hofer House, 313 S. Main Street

**Library Board** – Meets the 3<sup>rd</sup> Wednesday of the month @ 7:30PM – Conference Room, Monroe Township Public Library, 713 Marsha Avenue

**Municipal Alliance Commission** – Meets the 1<sup>st</sup> Monday of the month @ 7:00PM – 2<sup>nd</sup> Floor Caucus Room of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Monroe Municipal Utilities Authority Board** – Meets the 3<sup>rd</sup> Wednesday of the month @ 7:00PM – M.M.U.A., 372 S. Main Street

**Open Space Advisory Committee** – Meets the 1<sup>st</sup> Monday of the month @ 7:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Parks & Recreation Commission** – Meets the 2<sup>nd</sup> Wednesday of the month @ 7:00PM; May Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays – Pfeiffer Community Building, 301 Blue Bell Road (*NO MEETING IN JULY*)

**Planning Board** – Meets the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month @ 7:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Seniors Commission** – Meets the 1<sup>st</sup> Thursday of the month @ 7:00PM – 2<sup>nd</sup> Floor Caucus Room of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Zoning Board of Adjustment** – Meets the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month @ 7:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue



# RECYCLING GUIDE AT A GLANCE – 2013

*Paper, Cardboard, Glass Bottles & Jars, Tin & Aluminum Cans and Plastic Bottles are collected **Weekly!!***

RECYCLABLES	HOW TO PREPARE	YES	NO! NO!
<b>PAPER/ CARDBOARD</b>	*place in paper bags or tie w/ string in bundles*place paper inside cardboard boxes *consolidate as much as possible <b>*never put papers in plastic bags, even when raining</b> <b>*never tie w/wire or tape</b>	*newspaper *magazines *computer paper *paper bags *office/school papers *junk mail *shredded paper *envelopes *corrugated cardboard *cereal boxes *tissue boxes, macaroni boxes, paper towel rolls	*soiled/food contaminated paper or cardboard *plastic or wax coated *boxes containing Styrofoam
<b>GLASS BOTTLES &amp; JARS</b>	*rinse clean *do not break glass	*rinsed glass bottles & jars only *green, brown & clear bottles & jars	*window glass *ceramics *mirrors *TV tubes *Pyrex light bulbs *dishes
<b>ALUMINUM &amp; STEEL FOOD CANS</b>	*rinse thoroughly	*rinsed food *beverage *cookie tins	*aluminum foil *oil & paint cans
<b>PLASTIC BOTTLES ONLY</b>	* <b>bottles only</b> *rinse thoroughly	*it must be a bottle *the bottles must have a #1 or 2 on the bottom	*no non-bottles items such as #3, 4, 5, 6, 7 *microwave trays *motor oil/pesticides

## TRASH & RECYCLING IS TO BE PLACED CURBSIDE NO LATER THAN 6:30 AM ON YOUR DESIGNATED PICK-UP DAY

\*Automated garbage and recycling containers should have a four (4) foot clearance all the way around \*Glass, cans, plastic bottles, paper and cardboard may be commingled in one container *\*ALL CARDBOARD SHOULD BE BROKEN DOWN TO SAVE SPACE IN THE AUTOMATED RECYCLING CONTAINER Large cardboard boxes may be flattened & placed on top of the automated recycling container under the lid. **\*DO NOT PUT RECYCLABLES IN PLASTIC BAGS!!\****

Residents may drop off household recyclables, as well as, Motor Oil, Batteries, Appliances, Lite Iron, TV's and Computers/Monitors/Electronics at the Public Works Dept. located at 1040 Glassboro Rd., between the hours of 7 a.m. - 3 p.m., Monday through Friday.

*BETWEEN THE MEMORIAL DAY AND LABOR DAY HOLIDAY, HOURS OF OPERATION WILL BE  
6:30 A.M. - 2:30 P.M.*

### 2013 HOLIDAY SCHEDULE

WHEN A HOLIDAY FALLS ON A MONDAY THROUGH THURSDAY - TRASH & RECYCLABLES WILL BE PICKED-UP ONE DAY LATE. **EXCEPTION: THANKSGIVING - WHICH FALLS ON A THURSDAY WILL BE PICKED-UP THE DAY AFTER WHICH IS FRIDAY.**

THE FOLLOWING IS A LIST OF ALL TOWNSHIP SCHEDULED HOLIDAYS:

**New Years Day (observed)** – Tues., January 1, 2013  
**Martin Luther King** – Mon., January 21, 2013  
**President's Day** – Mon., February 18, 2013  
**Good Friday** – Fri., March 29, 2013  
**Easter Monday** – Mon., April 1, 2013  
**Memorial Day** – Mon., May 27, 2013  
**Fourth of July** – Thurs., July 4, 2013

**Labor Day** – Mon., September 2, 2013  
**Election Day** – Tues., November 5, 2013  
**Veteran's Day (observed)** – Mon., November 11, 2013  
**Thanksgiving** – Thurs., November 28, 2013  
**Friday after Thanksgiving** – Fri., November 29, 2013  
**Christmas** – Wed., December 25, 2013

## HOUSEHOLD TRASH/GARBAGE

Household trash/garbage will be accepted at the Public Works facility on a specific day and time. Please contact us at 856-629-4444 or 856-740-0241 for disposal information.

## PLACEMENT OF GARBAGE/RECYCLING RECEPTACLES & ODD STOPS

When placed curbside, all automated receptacles shall be placed with the handle/wheels facing your home to ensure proper collection of your containers.

*Chapter 239-3* – All receptacles/containers shall have a minimum of four feet of clearance surrounding the receptacles/container.

*Chapter 239-6* – Receptacles or other items to be disposed of shall be placed outside at the designated area after 6 p.m. of the day immediately preceding the day of collection. After collection, any empty containers shall be removed from the curbside promptly, but not later than 8 p.m. the day of collection.

## BULK PICKUP/ODD STOP COLLECTION

Please schedule all bulk pickup/odd stop collections for removal by contacting the Public Works Department at 856-629-4444 or email [dpwinfo@monroetownshipnj.org](mailto:dpwinfo@monroetownshipnj.org).

If your regular garbage collection is Monday or Thursday your bulk pickup/odd stop will be scheduled for removal on the 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month.

If your regular garbage collection is Tuesday or Wednesday your bulk pickup/odd stop will be scheduled for removal on the 2<sup>nd</sup> & 4<sup>th</sup> Friday of the month.

If there is a township holiday closing during your designated bulk pickup/odd stop collection week your items will be scheduled for removal on *Saturday instead of Friday*.

## ELECTRONIC WASTE (E-WASTE)

Per the NJDEP Electronic Waste Management Act all televisions, personal and portable computers – including desktops, notebooks and laptops as well as, computer monitors must be recycled. Residents may dispose of these items at the Public Works Department Monday – Friday between 7 a.m.–3 p.m. There will be **NO** curbside collection of TV's and electronics.

## HOUSEHOLD BATTERY RECYCLING

Per the NJ Dry Cell Battery Management Act & the Federal Mercury Containing & Rechargeable Battery Management Act, household battery manufacturers have begun manufacturing alkaline batteries with no added mercury & have reduced the amount of mercury added to other batteries.

Alkaline batteries (A, C, D & E) now fall below Federal & State hazardous waste standards & can be disposed of in the *regular trash*. ALL rechargeable batteries may be recycled at the Department of Public Works.

## CURBSIDE LEAF COLLECTION

The DPW collects & recycles leaves raked curbside during the months of April, May, November & December. As per NJPDES Municipal Stormwater Regulations and Chapter 285C-3 of the Monroe Township Code non-containerized yard waste is only permitted along the street 7 days prior to a scheduled collection and shall not be placed closer than 10 feet from any storm drain inlet.

CONSTRUCTION/REMODELING/DEMOLITION DEBRIS – *Debris that is generated by a contractor or occupant; solid waste Type 13C (consisting of nonrecycled construction & demolition materials: doors, windows, wallboard, paneling, etc.) This debris **WILL NOT** be collected by the Sanitation Dept. & will require a dumpster on site during all phases of construction or demolition.*

## 2013 GLOUCESTER COUNTY HOUSEHOLD SPECIAL WASTE COLLECTIONS

Residents may dispose of oil based paints, household chemicals, fluorescent tubes, etc. at the following locations.

*Gloucester County Solid Waste Complex – 8 a.m. – 2 p.m.  
April 20, 2013  
September 21, 2013*

*Gloucester County Road Department – 8 a.m. – 2 p.m.  
May 18, 2013  
October 19, 2013*

***\*Please Note – If A Homeowner's Garbage Is Found To Be Mixed With Recyclables It Will Be THE HOMEOWNER'S RESPONSIBILITY To Separate Such Items. Monroe Township WILL NOT Collect & Dispose of Garbage That is Contaminated With Recyclables.***

YOU CAN MAKE A WORLD OF DIFFERENCE!!  
REDUCE – REUSE – RECYCLE

Michael F. Gabbianelli  
Mayor

Richard DeSantis  
Supervisor of Recycling



## LOCAL UTILITY COMPANIES SERVING MONROE TOWNSHIP

### **Atlantic City Electric**

Corporate Office  
P.O. Box 231  
Wilmington, DE 19899-0231

1-800-642-3780



### **South Jersey Gas Company**

Corporate Office  
1 South Jersey Plaza  
Folsom, NJ 08037

1-888-766-9900



### **Verizon**

Corporate Office  
1 Verizon Way  
Basking Ridge, NJ 07920-1025

1-800-VERIZON



### **Comcast**

(local service center)  
3501 Route 42  
Turnersville, NJ 08012

1-800-COMCAST  
(856) 740-4197



### **Monroe Municipal Utilities Authority** (Water/Sewer)

372 South Main Street  
Williamstown, NJ 08094

(856) 629-1444



### **Monroe Township Public Works** (Garbage Pick-Up)

1040 Glassboro Road  
Williamstown, NJ 08094

(856) 629-4444

