

**MINUTES  
ORDINANCE COMMITTEE MEETING  
TOWNSHIP OF MONROE  
JUNE 5, 2014**

**A.) CALL TO ORDER & ROLL CALL**

The Ordinance Committee Meeting of the Township of Monroe was called to order at 7:00 PM by **Ordinance Committee Chairman, Cncl. William Sebastian** in the Joe Pace Meeting Room of the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

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

**SALUTE TO THE FLAG**

**Cncl. Pres., Ronald Garbowski** led the assembly in the Pledge of Allegiance to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Walter Bryson	Present (Arrived 7:02 PM)
Cncl. Frank Caligiuri	Present
Cncl. Marvin Dilks	Present
Cncl. Rich DiLucia	Present
Cncl. Ronald Garbowski	Present
Cncl. Daniel Teefy	Present
Ord. Chairman, William Sebastian	Present
Business Administrator, Kevin Heydel	Present
Solicitor, Charles Fiore	Present
Solicitor's Assistant, Barbara Dumadag	Present
Chief John McKeown	Present
Deputy Chief Howard Wiemer	Present
Deputy Clerk, Sharon Wright	Present

**B.) APPROVAL OF MINUTES**

**Cncl. Pres., Garbowski** made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of May 7, 2014. The motion was seconded by **Cncl. Dilks** and approved by all members of Council in attendance with the exception of **Cncl. Caligiuri** who **Abstained**. (*Cncl. Bryson had not yet arrived when this vote was taken*)

**C.) PUBLIC PORTION**

**Cncl. Caligiuri** made a motion to open the Public Portion. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of Council in attendance. With no one from the public wishing to speak **Cncl. Pres., Garbowski** made a motion to close the Public Portion. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council in attendance. (*Cncl. Bryson had not yet arrived when this vote was taken*)

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D.) ORDINANCES FOR REVIEW

- Salary Ordinance - Prosecutor/Public Defender

**Business Administrator Kevin Heydel** spoke of receiving an email from the Municipal Court Administrator regarding the Public Defender's contract, which has had a salary in the amount of \$8,000.00 since 2003. That salary was based upon the Public Defender attending court once a month but over the years his court attendance has increased to two and now regularly three times a month and the problem is, if we don't increase his time the cases cannot be adjudicated within a 60 day period. Mr. Heydel noted he was asked to increase the salary to \$12,000.00 but instead created a salary range of \$8,000.00 to \$13,000.00. He also reviewed the Municipal Prosecutor's salary, as that has been the same since 2003 while the number of court cases have doubled from that time. The Prosecutor's salary is \$18,000.00 so a range of \$18,000.00 to \$22,000.00 was created. Council questioned the number of times the prosecutor attends court. Mr. Heydel advised weekly and sometimes court is held more than once a week. **Solicitor Fiore** noted "for the record" he would be finishing out the year as prosecutor at the current \$18,000.00 salary; he would not be asking for an increase but suggested next year the salary be increased for his successor due to greater demands on that position. **Cncl. Sebastian** explained Mr. Fiore may not be asking for the increase but the Mayor has the discretion to increase it between \$18,000.00 and \$22,000.00. **Cncl. DiLucia** questioned why the percentage increase in the range for the Prosecutor was a much smaller percentage than that of the Public Defender. Mr. Heydel explained he did not create the range based upon percentages he looked at the salary of the Glassboro Prosecutor, which is \$25,000.00 to \$30,000.00 and brought the salary down just below that. He added no increases will be given at this time and if any changes are to be made that can be done next year when the salary ordinance is done. Mr. Fiore noted the Glassboro salary is about \$35,000.00 and Deptford is \$30,000.00 but they pay benefits. **Cncl. DiLucia** felt there should be some relativity between the two positions as one percentage is 9/11<sup>th</sup> and the other is 8/13<sup>th</sup> so it is a higher percentage and with the hour differential those salaries should be in line with each other. Mr. Heydel noted in all honesty the Prosecutor salary should be much higher because he puts in many more hours than the Public Defender does. **Cncl. DiLucia** requested the percentages of the two positions be equalized; adding he didn't care if Mr. Heydel brought the salaries up or down as long as the percentage was equalized. Mr. Heydel calculated the percentages and advised to be equitable he would have to bring the Prosecutor's salary up to \$29,000.00. **Cncl. Sebastian** polled Council and all were in favor of increasing the percentage for the Prosecutor's salary and moving the ordinances forward for First Reading at the Special Council Meeting scheduled immediately following this meeting. It was noted the ordinance would be numbered O:13-2014.

- **Chapter 69 Police**

Mr. Heydel explained in 2012 Council amended Chapter 69 when the Police Department changed to twelve hour shifts. Since then the department structure has changed and the department is going through the accreditation process and will be tested on June 22<sup>nd</sup>. The ordinance currently allows eleven lieutenants but due to litigation within the Civil Service Department sergeants have not been able to be promoted for a couple of years so the Chief has

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come up with a new management structure that he believes works for his evolving department. He spoke of reviewing the organizational chart prepared by Chief McKeown with Cncl. Sebastian who had a few questions regarding the sergeant positions. Cncl. Sebastian noted after his conversation with Mr. Heydel he met with the Chief to confirm what was in the ordinance. **Chief McKeown** then proceeded to explain how the structure of the Police Department must be able to evolve and he is requesting the ordinance be amended to allow him to staff the positions as the needs change. The ordinance currently allows a Chief, a Deputy, two Captains, ten Lieutenants, and seven Sergeants. Civil Service has been involved in a Federal lawsuit since 2010 trying to get a sergeant's test approved that will meet federal court standards. That litigation has been bogging down the whole system to the point where people cannot be tested in a timely fashion to get beyond a sergeant's level to fill the lieutenant positions. Having only five lieutenants and thirteen sergeants will not only allow us to work under the current Civil Service process but it will allow us to put our supervisors closer to the officers on the street. A sergeant's job is to be out on the street facilitating public contact, seeing problems before they arise and working to reduce the liability on the street rather than just investigating later in an administrative capacity from within the police station. Through accreditation we have had to analyze every major structure of the Police Department and the process that we operate under. It is not only dealing with situations on the street in a timely fashion it deals with things such as having a training unit, an accreditation unit, keeping policies fresh/current, keeping our officers well trained in the current standards and having a well-staffed traffic unit to solve all the complaints received by the department. He noted he is glad to be able to resolve some of the complaints but needs the supervision out there because he cannot keep the same ratio of officer to supervisor due to the specialization involved in traffic, detective, training and accreditation. The problems they are handling on the street are routine but when dealing with a fatal crash or a homicide investigation supervisors need to have expertise to be able to deal with it. **Cncl. Sebastian** noted the total number of officers has not changed, this is just reassigning people by rank and he requested the Chief to explain why there is only one Corporal. Chief McKeown explained we originally had eleven Corporals and the plan is to eliminate the Corporal title through attrition but we are not there yet. Due to some issues that came up a few years ago there has been more strict discipline within the agency, which made some people ineligible for promotions. **Business Administrator, Kevin Heydel** spoke of how the Police Department was decimated going from nearly seventy officers to sixty during the recession and of how during the last contract negotiations they tried to get rid of Corporals to move more towards the supervisory structure, which is better for policing and supervision. Cncl. Sebastian added monetarily it is almost a wash because the lower salary rank is being increased but the higher salary ranks are being reduced. **Cncl. Bryson** noted Council had anticipated adding about five new officers next year and he questioned whether there would still be enough money in the budget to do that if these promotions are given. Mr. Heydel explained he anticipated changes in the Police Department so during the budget process he built this in to ensure there would be enough money this year but he could not say what next year will bring since he doesn't know what the revenue numbers will be. That issue will be addressed in January and February after the financial statement is prepared and we see what our final revenue numbers are. Cncl. Bryson questioned whether the Sergeant's pay would be going up to that of a Lieutenant or would they just stay at the Sergeant rate. Mr. Heydel explained when we did the contracts and were eliminating corporals we took the police officer

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**D.) ORDINANCES FOR REVIEW (cont'd)**

salary up and integrated it into the corporal salary. The officers kept the title of police officer and they still have their upward mobility. The salary for new police officers was drastically reduced to offset that cost and due to such a difference in pay from Corporal to Sergeant a two tier system was established. Sergeants in years one and two are on tier one and in years three and four they go to tier two and that produced a savings for us in the Sergeant title as well. Mr. Heydel indicated he was comfortable hiring at least one more police officer but he never heard about hiring four or five officers for next year as that would cost around \$300,000.00 with benefits. Cncl. Sebastian noted under Title 40 it is the responsibility of the Chief of Police to handle the everyday workings of the Police Department and if he says he needs this it is up to the Administration to find out if the money is available to hire, fire and increase the ranks. Council just deals with the range of officers that are allowed by ordinance. Mr. Heydel added Council is just giving the Chief the tools to operate the department. Chief McKeown noted he found documents from Chief Berwick from 2001 showing there were sixty-three officers one more than there is today. At that time there was the Chief, Deputy Chief, three Captains, nine Lieutenants and eleven Sergeants so there was more officers, more command staff and more supervision in 2001 than what is currently being proposed. He noted the department grew for a while but during the tough economic times our belt was tightened and we did with what we could. Changing to the twelve-hour shifts allowed us to reduce some of the Lieutenants but because the shifts grew in size more Sergeants were needed. Initially all the Sergeants were in Patrol, they were not in the specialty positions and that is what we are trying to address. Cncl. Sebastian polled Council and all were in favor of moving the proposed amendments to Chapter 69 forward for First Reading at the Special Council.

**E.) MATTERS FOR DISCUSSION**

Cncl. Sebastian noted the Towing Committee was going to meet on Thursday to discuss the ordinance, which has been somewhat tweaked but that date has to be rescheduled. He requested the Committee and Mr. Fiore advise him of the days they would be available to meet and once a meeting is scheduled he will advise the towers of the date.

**F.) NEW BUSINESS - None**

**G.) OLD BUSINESS**

Dan Kozak referred to the South Beecham house that was discussed at the last Ordinance Committee Meeting and noted with the approval and guidance from the Mayor that property has been cleaned up. The boards on the windows have been painted to match the color of the house and he requested Council to take a look at that to see if they think that's worth the extra effort. Everything is done except the dumpster needs to be removed. Cncl. Pres., Garbowski questioned what was done with the fence. Mr. Kozak explained the section that was on the ground was put up but a new fence will not be purchased and the siding on the back of the house

