

**MINUTES
MUNICIPAL ALLIANCE COMMISSION
TOWNSHIP OF MONROE
APRIL 7, 2014**

The Regular Meeting of the Monroe Township Municipal Alliance Commission was called to order by Chairperson Cody Miller at 7:05pm in the 2nd Floor Meeting Room of the Municipal Complex. Notice of this meeting was given as required by the annual notice of meetings.

Chairperson Cody Miller led the Commission in the salute to our flag.

ROLL CALL

Present: Patricia Covington, Cody Miller, Jeanette Remsen, Michele Schreffler-Perez, Jared Valdez, Cncl. Dan Teefy

Excused: Shawn Gassler, Colleen Reitz, Ptl. Ryan Borkowski

APPROVAL OF MINUTES

Jeanette Remsen made a motion to approve the minutes as submitted of the Municipal Alliance Commission Meeting of March 10, 2014. The motion was seconded by Patricia Covington and approved by all members of the Commission in attendance; abstain by Cncl. Dan Teefy, who was not in attendance of the March meeting.

CORRESPONDENCE, REPORTS AND OTHER MATTERS

Chairperson Cody Miller noted that a memo was received from the Secretary in reference to disposal of meeting audio. Aileen is currently in possession of Monroe Township Municipal Alliance Commission meeting audio recordings (cassette tapes) dating the years 2008 to 2009 and audio recordings (digital files) dating 2012. Per the New Jersey Division of Archives & Records Management, "Recordings of Public Meetings – Public Officials – Audio/Video (Analog and Digital)" need only be retained for a period of 80 days. Jeanette Remsen made a motion to dispose of the meeting audio. The motion was seconded by Patricia Covington and approved by all members of the Commission in attendance. Aileen will process a Request and Authorization for Records Disposal form with NJDARM for the disposal of meeting audio dating from 2008, 2009 and 2012.

Cody presented to the members a new logo for the Monroe Township Municipal Alliance Commission that was created by Michele Perez. The members reviewed it and gave their opinions on it. Jeanette felt it's too large. Patricia felt that it gives more of a Big Brothers/Big Sisters feel with an adult and child standing on an open hand and needs to reflect more of what the Alliance does, like maybe a picture of a community for a drug-free community; that's what she would like to see the logo reflect. Cody and Jeanette agreed it needs a sort of community background picture on the logo. Jared would like to see different fonts for the words. Cncl. Teefy likes the other parts of the picture and wording. All the members agreed that picture of the adult and child should be changed. Michele will revise the logo and Cody will email the members different options of the logo and ask for opinions, so that the new logo can be voted upon at the next meeting.

CORRESPONDENCE, REPORTS AND OTHER MATTERS (cont'd)

Cody told the members that Michele set up a Narcan training that's to be held at the Monroe Township Public Library on April 16th and 24th. EMTs have a special state training to go through. This training session is open to the public to use the kit that will be given out after training for use on loved ones who is experiencing an accidental overdose on heroin/opioids. This training is being advertised as the Monroe Township Municipal Alliance Commission being the host of this event. A flier was provided to the members for the advertisement of it. Jeanette asked if this flier was the flier that's going out to be used. Michele said she made this flier and used it before this night of the meeting, booked the training dates, and is now asking the Alliance members if it's OK to do. Cody said that next time the Alliance's name is used as a host for an event, it will be brought up before the members for approval first. The Alliance is not providing training or expensing any monies, only hosting it. Jared asked if there are any risks with using these injections; he is concerned with the Alliance's name promoting the kit to be provided. Cody said that the Alliance is not handing out this kit or giving the training. Michele said that there is certain procedure, paperwork to be filled and training; the Alliance is just providing the location. Cody said that with future bookings, next time it will be run by the Commission and it will be voted upon amongst all the members; Jeanette agreed that's what should have been done, even if it was a simple email about it.

Cody talked about Prescription Drug Lock Boxes. He spoke with the Police Chief John McKeown and Deputy Chief Howard Wiemer in reference to these. These boxes need to be under 24/7 security surveillance. A police officer would have to take these medications from the box and drop them off at the facility. Cody said that a meeting will need to be set up; Michele said that a meeting was scheduled for the following day at 10:00am. Jeanette asked who the meeting is with. Michele said it's with Chief McKeown, Deputy Chief Wiemer and herself; she asked if any other members want to attend the scheduled meeting the next morning. Cody will try to make the meeting for a short time. There is only one lock box in Gloucester County; it's in Mantua. National Prescription Drug Take-Back Day is April 26th; a drop-off box will be located at the Police Department for Monroe Township. The members agreed that fliers need to be posted to advertise and let residents know. The Police Department is responsible for the advertising of this event. Jeanette feels that the biggest part of the township that needs to know is the Holiday City community. Cody said they'll suggest to the Police Department some advertising such as the digital road traffic sign, Channel 9, Facebook and the hand-painted signs. Jared asked if the D.A. is paying for the cost of the lock box and personalized banner; Michele said the D.A. is paying for it all and the township just needs to have the box securely mounted to the ground.

Jeanette gave the Treasurer's Report:

Cody mentioned the previous discussion of the misunderstanding on how the budget is now working. They are correct that only half of the funds will be disbursed, cash match is money that they can spend, but the first 6 months of this budget year process, they will only be able to spend half of their funds and then when they spend, they have to spend 75% of half of those funds and 25% of all of their cash match money to be able to receive the other funds, the other 50%. The increase in the budget for 2014 is \$3,000.00. Jeanette said that now that the budget has been approved, she is waiting to find out the amounts to be put in the line items by Kevin Heydel and the Finance Department. The only item that needs to be paid at this time is for the Middle School. Cody needs to contact St. Mary's School about monies that will not be available to them this year per the County for funding; he will draft a letter to them in reference to the alternating of funds between St. Mary's School and Williamstown Middle School. Jeanette and Cody reiterated that candy will not be bought for the Haunted High School, that glow in the dark bracelets will once again be purchased with message of being drug-free. Jeanette asked the members to think about what they're going to do at National Night Out this year and what they're

CORRESPONDENCE, REPORTS AND OTHER MATTERS (cont'd)

going to do for Senior Awareness Luncheon. She said the luncheon will once again be combined between the Seniors Commission and Municipal Alliance Commission. Cody said they need to come up with an idea for drug/alcohol awareness for the seniors, instead of a drug drop-off like they had last year. Aileen suggested having a canned-food drop-off at National Night Out for the food pantry there at the Pfeiffer Community Center; Cody said that can be done. Jeanette mentioned that Monroe Township has been picking the first Thursday of August for the past several years, but doesn't have to be that day; Cody said they will come up with a date for National Night Out. Jeanette said that the Alliance spent too much money on this event in 2013. Cody said that he would like a subcommittee for this event and asked Jeanette if she would chair it; Jeanette will chair it. Cody asked if anyone else would like to be on it; he will be on it and Patricia will help run the contest again to have the children give their say on what they think matters most with drug elimination in the community. Cody said they'll speak more about National Night Out at the next meeting.

Cody asked if any members had anything to discuss. Michele said she wanted an idea of everything the Commission is planning on doing for a list of Community Awareness/Events. Cody said for Project Graduation, they only provide funding, it's not an event; Seniors Luncheon and National Night Out is a few months away and the dates aren't set until close to the time of the event. The events the Alliance sponsors don't have yearly set dates due to funding, matters that come up, school assembly dates are set by the schools; Cody said the Alliance does not have a set calendar of events, that a date for an event gets chosen a few months before it happens. Michele said she wanted to talk about RED Night Out at the high school. The members had never heard of this event. Cody reminded the members that he wanted the Alliance to do a new event this year for the community for parents to attend. He said that Mary Beth Monroe said there hasn't been a lot of success with the other things they've done, but Cody would still like to try it because they did allocate more funding this year for community gathering to be able to pull an event off like this. Michele explained the event; they have special speakers, treatment informational booths and refreshments. The Alliance needs approval to use the high school. Michele would be the event chairperson; she and Cody has been discussing this event together. Jeanette suggested first contacting Mr. Charles Earling, School Superintendent before the Board of Education; Michele said this matter is already set to be brought up at the next Board of Education meeting by her husband's friend. Jeanette asked if this is an event that's being presented from the Alliance; she thinks it's should be brought up that the Monroe Township Municipal Alliance Commission is running the event. The Alliance would use Community Gathering events monies for this. Jeanette brought up the matter of the new process of spending of the budget.

Cody noted that in the second half of the year, the major awareness events are the National Night Out, Seniors Luncheon and Red Ribbon Week; there is also the Haunted High School that the Alliance will be using funds for. Cncl. Teefy asked questions on the Alliance's budget and how it works. The amount of the budget approved by Council was discussed; Cody and Jeanette are not aware of this amount. Jeanette will speak with Kevin Heydel about the budget.

ADJOURNMENT

With no further business to discuss, Chairperson Cody Miller asked for a motion to adjourn. Jared Valdez made a motion to adjourn the Monroe Township Municipal Alliance Commission Meeting of April 7, 2014. The motion was seconded by Michele Perez; all in favor. Meeting adjourned at 8:25pm.

Respectfully submitted,

Aileen Wojciechowski, Secretary

The next scheduled Monroe Township Municipal Alliance Commission meeting is Monday, May 5, 2014 at 7:00pm.

These minutes were prepared from excerpts of the tape-recorded proceedings of the Regular Municipal Alliance Commission Meeting of April 7, 2014 and serve as only a synopsis of the proceedings.

Approved as submitted _____ Date _____
Approved as corrected _____ Date _____