

**MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
MARCH 9, 2015**

A.) OPENING CEREMONIES & ROLL CALL

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

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

SALUTE TO OUR FLAG – Cncl. Miller led the Assembly in the Salute to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Walter Bryson	Present	
Cncl. Marvin Dilks	Present	
Cncl. Rich DiLucia	Present	
Cncl. Bob Heffner	Present	
Cncl. Bart McIlvaine	Present	
Cncl. Cody Miller	Present	
Cncl. Pres., Frank Caligiuri	Present	
Mayor, Daniel Teefy	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Engineer, Dave Cella, ARH	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Code Enforcement, George Reitz	Present	
Dir. of Public Works, Bob Avis		Excused
Municipal Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION

- **Employee Assistance Service (*Apple Counseling*)**

Warren Wallace, Apple Counseling was in attendance to present to council members a brief outline of the services that this Employee Assistance Program had to offer. He explained that most entities now place mental health just as important as physical health and they can now offer assistance and refer people to a number of services. With the EAP you have a few options, you can make a formal referral an informal referral or a person can voluntarily make use of the program, knowing this is available and very confidential. Mr. Wallace noted that employers/employees who use some type of EAP make improvements to the company and some figures dealing with this (*national data*) are a 66% Improved Productivity, 67% Improved Work and Social Relationships, 29% Improved Health, 80% Improved Attendance. He added it was crucial to have a program in place. Mr. Wallace

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B.) MATTERS FOR DISCUSSION (cont'd)

advised that we (*Apple Counseling Services, Inc.*) provide an EAP exclusively to Gloucester County and currently we are providing services to approximately 15 to 20 entities. Many people who deal with mental health issues struggle in silence because they do not know what their options are and they do not know where to go for assistance. Because we are doing this in volume we are able to provide EAP services at a very low cost. We employ approximately 40 people (*full and part time*) mostly licensed therapists through the State of New Jersey. This service is done at a very low cost and is very inexpensive. The average cost today for a private therapist would be in the area of \$100.00 - \$110.00 per hour. Mr. Wallace stressed we are providing this program to municipalities for a cost of \$5.00 per person, per month. This is a very inexpensive program, a very valuable program and again there are several entities throughout Gloucester County that are currently enrolled in our EAP services such as: Borough of Glassboro, Glassboro Police Department, Woolwich Township/Police Department, Mantua Township MUA, Gloucester County Chamber of Commerce, County of Gloucester, Gloucester County College, Special Services and Vocational School, etc. We feel it is essential that entities participate in a program such as this, stressing that we guarantee confidentiality. Mr. Wallace then had both information and brochures to be distributed, he urged everyone to take a look at them and noted he was available at any time to answer questions, concerns.

Mayor Teefy then questioned the costs and requested clarification, was the fee per visit or per all the employees. Mr. Wallace advised the cost was per employee, per month. This is the charge if you use the service or not. Mayor Teefy questioned if an orientation process for the different departments so they know about the service was part of the package. Mr. Wallace responded that they would be more than happy to offer that. Actually, with the county we conducted four orientation sessions in their package. So we will do the orientation and we will do consultations and you will get priority in terms of scheduling because we have so many employees with different areas of expertise. We have a dichotomy of professionals who specialize in different areas. Mr. Wallace reassured all that if there is a problem, you will have my cell phone number and if you feel there is a concern or you feel we are not moving fast enough you can contact me directly.

Business Administrator, Kevin Heydel questioned what differentiates your EAP program from that of Princeton Health Systems or Cooper Health Systems. Mr. Wallace noted he could not comment on other programs but he did know that some of these programs for example, Princeton is this located within our county? Where will you have to go? Some of these programs like the University of Pennsylvania subcontract and we are a subcontractor for them, if you do a Penn Program you might end up with us. A lot of these large organizations that are out of the area subcontract to local companies, such as us (*Apple Counseling*) to actually provide the service. **Mr. Heydel** questioned if the township would be provided with a written proposal. Mr. Wallace responded, we could do that it would be no problem. Mr. Heydel noted the reason he was asking this was because both myself and the Chief of Police began investigating this back in 2014 and in August we met with other EAP program managers and quite frankly we were ready to submit a proposal to the mayor once he was seated and then bring it forward to the council for the award of the contract. This was until an email was received from Frank Caligiuri stating that you wanted to come in

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B.) MATTERS FOR DISCUSSION (cont'd)

with a presentation. Mr. Wallace noted, again we are exclusive to Gloucester County, we don't go outside of the county and you will see by a list that will be given to you (*Apple Counseling EAP Service Recipients*) that we have many entities throughout the county. He welcomed anyone to call these organizations to ascertain their satisfaction with the program/services. Mr. Wallace advised that the offices are located on Delsea Drive in Washington Township (*right outside of Glassboro*) and accessible via public transportation.

Cncl. Pres., Caligiuri questioned if this was an Employee Benefits Program and does the township pay for it and provide this as an added benefit to our employees. Mr. Wallace responded, yes. He then noted some entities have requested that we come in and have a seminar with all the supervisors which we would be willing to do, going into specifics of the program. There is virtually no kind of program that we can't address.

Chief of Police, John McKeown posed a question with regard to the program itself and if it was just for employees or if the coverage was for family/household members also. Mr. Wallace noted, it can be both it depends on what you desire, we have done it both ways. **Cncl. Pres., Caligiuri** questioned if there was an additional cost to cover the entire family. Mr. Wallace responded, no. **Mayor Teefy** then questioned if they provided workshops to be proactive with the supervisors on how to train them to deal with employees. Mr. Wallace indicated if you had a need in that area we would not have a problem with that. The mayor noted he was looking at it in a sense that they (*supervisors*) could recognize an issue prior to it becoming a problem. Mr. Wallace advised we actually talk about those types of situations in the orientation, things you should look out for, what your limitations are, when you should refer and who you should call. He explained the process used for Gloucester County employees. **Cncl. Dilks** posed a question with regard to any services offered relating to drug and alcohol problems. Mr. Wallace advised that we actually have two licensed alcohol and drug people/therapists on staff, however you must remember that EAP is short term and what we normally do is see someone for three to five sessions and then they would be referred out to another entity and that is what most EAP programs do. He then noted but we have the ability to keep someone because the majority of our therapists are also board certified by the insurance companies so we have the ability to keep you and utilize your private insurance, you go off of EAP and your insurance would kick in and you would stay with the same therapists for the most part.

Jill Morales, EAP representative advised that as part of some private insurance policies there is a mental health benefit however sometimes people do not know how to access that but with EAP that part is totally taken away as they actually help the people with getting that benefit initiated and aides them with the services available.

Chief McKeown spoke of critical incident stress decrease for emergency services and questioned if Apple Counseling conducted this and if there were personnel on call. Mr. Wallace advised that we have a twenty-four hour hotline that can be accessed. However, we do not have this service but that could be part of the contract, we can discuss this. Personally I have been involved with disaster relief efforts, I was a volunteer for 911, I did disaster training and he is a former volunteer fire fighter. We have a broad base of experiences that

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

we bring to the program. He added the demand for these services has been great and we are even looking into expanding our facility.

C.) PUBLIC PORTION

Cncl. Miller made a motion to open the Public Portion. The motion was seconded by **Cncl. Heffner** and unanimously approved by all members of Council in attendance. With no one wishing to address council **Cncl. Miller** made a motion to close the Public Portion. The motion was seconded by **Cncl. Heffner** and unanimously approved by all members of Council in attendance.

D.) NEW BUSINESS - *None*

E.) OLD BUSINESS

Cncl. Bryson wished to publicly thank Pete Mercanti, Gloucester County for his efforts regarding the intersection at Corkery Lane and Clayton Road and the placement of some larger signs that will be a great help there. The four-way sign placement is something that must be investigated.

Cncl. Miller spoke on the utilization of the drop box for delivery of council packets, at this time we are not going this way we are staying with the old method for now.

F.) COMMITTEE REPORTS

Cncl. McIlvaine reported that the Public Safety Committee (*McIlvaine, Dilks, Heffner*) met with the Williamstown Fire Company last week in regards to some issues dealing with an addition at the fire company. They walked us through the facility noting what they were looking to have done and they also explained the "needs assessment" that was done by an architect and how it was totally out of the realm with what they are looking for. That is why they never came to the actual presentation because they were just blown away at what they were proposing because it was nothing they are looking for. Basically what the fire company is looking for is a second story on the meeting room (*area closest to Virginia Avenue*). Then an "A" roof coming off of the existing "A" roof from the engine bay. Also, taking out the concrete floors in the engine bay and making them level. The committee advised they would come back before council as well as the mayor. **Cncl. McIlvaine** noted his question now is, where would you like us to go from here? **Cncl. Pres., Caligiuri** noted we had an architect go in and do a cost evaluation and a complete analysis, should we maybe get the same architect or a different architect back in to maybe assess the need as it is. **Mayor Teefy** noted the gentleman that came in was quite high on both Cecil and Williamstown and that kind of money is not in the coffers. He felt perhaps we could take a look at another architect coming in but prior to that he felt the need for him (*mayor*) to sit

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F.) COMMITTEE REPORTS (cont'd)

down with the Public Safety Committee and Kevin for a review realizing we know both facilities need work. We need to determine what dollar figure we would like to come in at. He felt it was good that Williamstown Fire is looking at something more scaled down, as they are saying give us the shell and over time with their fund raising they could put some of the walls up needed for the upstairs. The mayor noted as far as Cecil, is there room for expansion or do you start to look at another site and build something similar to what Star Cross did. **Cncl. Dilks** questioned if we have a report on the footings that are at the fire company now and if so will it handle a second floor. **Cncl. McIlvaine** indicated the he reviewed the presentation made by the one architectural firm and they did not stipulate whether it could or it could not. They did not go into any detail whether that building or the existing footings could handle a second story. He felt that was something, if we pick a different architect, we definitely need to have looked at. **Cncl. McIlvaine** advised the fire company does have the original plans from 1974/75 for review. **Cncl. Bryson** noted that (*prior presentation/report*) was basically a wish list from both fire companies because there were suggestions taken from fireman from each fire house. He felt what the mayor just said relative to Cecil is a very good idea, if anyone has not seen Star Cross Fire House he urged them to take a ride out there as it is very nice. It is a steel building but it does the job. **Cncl. McIlvaine** then noted that the WFC stated they would be willing to do this in stages as they want to try and work with the township because they realize it is a big expense and the building has not really been touched, except for the "A" roof over the engine bays since 1975. Very little has been done and the only reason the "A" roof was installed was due to a snow storm in 1988 when the roof was collapsing. **Cncl. Bryson** spoke of a priority that came up last year relative to Cecil and because it is in such bad condition whatever we do as a town and as a governing body we should take a look at doing Cecil first (*priority*). **Cncl. McIlvaine** added that he would certainly go for that as well. I spoke with the Chief today and as a matter of fact they are still having problems with a leaking roof that has really never been taken care of. We all realize that we have to do something with that building and in his opinion he personally thinks that the best move is just to move away from there, period. Because we could never do anything as a result of the Pinelands as evidenced with what is going on with the county and the tower. **Cncl. McIlvaine** added that you are never going to get away from having a fire company in that section of town because Monroe Township is so big. Even if in ten years we go to a paid department we still need apparatus down that end of town. It is not like if we decided that building is no longer good for us and we have to move it and put up a different facility somewhere else that it is going to go to waste. He emphasized you are always going to have fire services in Monroe Township whether it be paid or volunteer and you are always going to have to have a fire house in that section of town. **Cncl. Bryson** questioned if any ideas were proposed as to where a location would be. Many people spoke at once however **Cncl. Miller** noted that you really can't expand the current location and with the apparatus trying to maneuver around there along with the parking situation it wouldn't be possible. **Business Administrator, Kevin Heydel** spoke on the remediation to take out the black top because that was never approved (*Pinelands*). The tower is back far enough and the building footprint that was approved by the Pinelands is probably twenty foot bigger on the

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F.) COMMITTEE REPORTS (cont'd)

left side of the building then what is actually built. The problem is that maybe you can't drive around the back but nothing stops you from backing into the bay. He was sure there are fire houses all over the state where they are actually backing into the bay instead of having the convenience of going around the back and pulling in. Mr. Heydel noted you could expand down there, the question being is it worthwhile to expand that location because of the fact you can't put down the service. He noted the bay does not leak, it leaks on the other side, and if you were to do it you could cut off right from the bay and redo the whole other side.

G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED

Cncl. McIlvaine questioned Resolution R:61-2015 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Transfer Of Title Of A 1963 Chevy Wagon From The Township Of Monroe To The Monroe Township Ambulance & Rescue Association Within The Township Of Monroe*. He wanted to make sure that everyone was familiar with what this vehicle is, it is not a 1963 antique that you would find close to being in the junkyard. He explained this vehicle has been refurbished and off the top of his head it is probably worth a minimum of \$25,000.00. He questioned, why they are asking us to turn this vehicle over to them. **Business Administrator, Kevin Heydel** advised that they are putting it out of service and are placing antique plates on it and it will only be used in parades. **Cncl. McIlvaine** noted they can do that with MG plates, correct? He continued, here is my problem with this, sooner or later we are going to run into an issue where we are not going to have volunteers anymore, then what is going to become of that rescue truck. **Mr. Heydel** explained that will be up to the rescue association, that vehicle was legally theirs and it was turned over to the township so that it could go on our (*township*) insurance. **Cncl. McIlvaine** noted you mean we didn't buy that '63? Because we bought one for Cecil and we bought one for Monroe Township. Again his only concern was what happens down the road if that association is no longer around what happens to that truck. **Mr. Heydel** indicated that vehicle belongs to the association. **Cncl. McIlvaine** questioned who paid for the restoration? Mr. Heydel responded, they did. **Cncl. McIlvaine** questioned out of their own money? Mr. Heydel responded, yes. **Cncl. McIlvaine** questioned, no budget money? Mr. Heydel responded, no.

Cncl. Bryson noted speaking of insurance if that vehicle is transferred out of the Monroe Township insurance and it is insured as an antique the insurance for that would probably be much less expensive. **Cncl. McIlvaine** indicated the way he understands our insurance it falls not per vehicle but in blocks of vehicles. So because we remove one vehicle does not mean our insurance goes down. Mr. Heydel noted we won't be maintaining any insurance, the association will maintain their own insurance and it does make a difference. Our insurance is more based upon our claims ratios than anything else.

H.) QUESTIONS REGARDING ORDINANCE SCHEULED - None

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At this time Mayor Teefy noted he would like to compliment and send out a "thank you" to the Chief of Police and his staff (*Traffic Division*) along with Mike Calvello, Supervisor of Roads and his crew who worked well together in repairing pot holes throughout the township on Sunday. The mayor felt that communication between the departments was excellent and they did a great job.

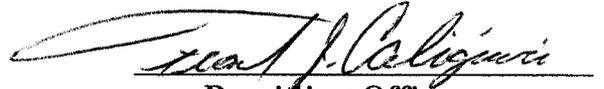
I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the Council Work Session of March 9, 2015. The motion was seconded by **Cncl. Dilks** and was unanimously approved by all members of Council in attendance.

Respectfully submitted,



**Susan McCormick, RMC
Municipal Clerk**



Presiding Officer

These minutes were prepared from the tape-recorded proceedings and the hand written notes of the Council Work Session of March 9, 2015 and serves only as a synopsis of the proceedings. Portions of the official tape may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.

Approved as submitted Am
Approved as corrected _____

Date 3/23/15
Date _____