

MINUTES  
COUNCIL WORK SESSION  
TOWNSHIP OF MONROE  
MAY 23, 2016

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

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council Vice-President Bart McIlvaine** at approximately **7:02 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. Heffner led the Assembly in the Salute to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Walter Bryson	Present	
Cncl. Frank Caligiuri	Present	
Cncl. Marvin Dilks	Present	
Cncl. Rich DiLucia	Present	
Cncl. Bob Heffner	Present	
Cncl. Bart McIlvaine	Present	
Cncl. Pres., Cody D. Miller		Excused
Mayor, Daniel Teefy	Present	
Business Admin., Kevin Heydel	Present	(Arrived 7:30PM)
Solicitor, Charles Fiore	Present	
Engineer, Kathryn Cornforth, ARH	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Code Enforcement, George Reitz	Present	
Dir. of Public Works, Mike Calvello	Present	
Dir. of Comm. Dev., Rosemary Flaherty	Present	
Deputy Mayor, Andy Potopchuk	Present	
Municipal Clerk, Susan McCormick	Present	

**PRESENTATION**

**Ernie Carbone, Economic Development Commission/Chairman Main Street Committee** was in attendance to give a short presentation on a major project that we have in motion here in town. He explained that during the last two quarters of 2015, the EDC voted to implement an initiative to work with a professional communications agency. This decision will stimulate attention and awareness of the Economic Development plans in Williamstown, Monroe Township. The agency, known as Suasion Communications are professionals that have packaged our Township and its Assets with a primary focus to address our target audience "**Developers**". This initiative will create a positive impact on the increased Economic Development happening in our Township.

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Suasion Communications represents and partners with the following municipalities: Haddonfield; Somers Point; Woolwich Township; The Greater Wildwoods Tourism; and The Borough of Keansburg in Monmouth County. Mr. Carbone continued and noted the design of the program consists of two parts, Phase I and Phase II.

**Phase I** - this process being developed by Suasion, will ensure a difference in the perception of our Township in the following ways:

It will define the brand of Williamstown, Monroe Township

It will develop a special and unique Economic Development website, with ease of navigation. The website will be created containing detailed information on the Township's Economic potential. Information available on this site will be current and wide in scope. It will also contain readily identifiable Links to all other Township electronic media. It will include examples such as: About and Why Williamstown; Available Property listings; Incentives; News; Contacts; etc.

**Phase II** - in this partnership, will develop the following programs to follow through with our initial efforts:

Marketing Analysis and Needs Assessment for identifying target businesses  
A Marketing and Public Relations Campaign  
Creative Design of Electronic Ads  
Advertising Space Allocation  
Distinct and unique direction for utilization of Social media

**Mr. Carbone** then noted that Phase II will be implemented progressively during the four quarters of 2016 due to budget constraints. The proposal is listed in line item format, to provide ease of selection for each recommendation in this Phase. Completion of the entire program will be re-evaluated periodically and, if approved by the EDC, will be started in 2016 and completed in 2017.

In conclusion, the EDC membership is certain, that once this process moves forward; it will ensure that the Economic Development initiatives of Williamstown, Monroe Township are not only attained, but greatly exceeded!

**B.) MATTERS FOR DISCUSSION**

• **South Shore Drive - Petition**

**Cncl. Vice-Pres., McIlvaine** noted a petition dated May 19, 2016 to re-construct South Shore Drive was submitted by the residents, the petition noted the deplorable condition and safety concerns with regard to the road and requested immediate action. **Kathryn Cornforth, ARH** explained that South Shore Drive is a road that we are currently evaluating and we have it listed as a "total re-construct". The plan we are putting together is a five year capital plan and this would be part of the plan. We can, as we get closer to identifying the roads what we like to do is spread them throughout the township so that everyone gets benefit of the road program. If it becomes a priority we can move it ahead. This road is a little over a mile long and will have to be re-constructed, she then explained

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

the re-construction process. **Cncl. Vice Pres., McIlvaine** questioned if there was a timeframe associated with the *Assessment Report* of the roads. Ms. Cornforth explained this is done in conjunction with a DVRPC project we are now doing and that is actually due next month so we will have it out next month. **Cncl. Dilks** questioned if that road has sanitary and water service or just sanitary. **Ed Haaf, Superintendent of the MMUA** responded that it has city sewer (*most of the way*). **Cncl. Dilks** then noted, before we go and reconstruct this road you may want to take a look at that. **Ms. Cornforth** advised before we would do anything we would reach out to all of the utilities, including the MUA, especially when dealing with an older infrastructure. Mr. Haaf indicated there is no funding currently in place and we tried working with the DEP to no avail. **Cncl. Caligiuri** advised that Mayor Duffy had sewer brought down there and water was brought down there through a grant because there were some wells believed to have contained mercury. There were 95 connections and only 95 connections were allowed. We can't expand it, the MUA would have to choose to expand it but they had 95 connections identified within a radius of where this concentration of mercury was found. **Ms. Cornforth** noted, as an idea, if the township and the MUA would like to work together oftentimes the NJEIT (New Jersey Environmental Infrastructure Trust) is where you may be able to get assistance with upgrading water and sewer infrastructure. When we use it in other municipalities and when you get it to replace the sanitary sewer they will fund the curb to curb pavement on it. Usually with the water they only fund a 4 foot trench but they assume sewer is steeper so you need to renew the road. **Cncl. Dilks** then questioned how many houses are back there without water (*South Shore Drive*). **Cncl. Caligiuri** responded, probably another 200, he then clarified this number would be for both North Shore and South Shore, the number associated with just South Shore would be in the area of another (*inaudible*). He noted South Shore ends and there are some additional courts. There continued to be some discussion on the total number of homes along South Shore without water (*with many people speaking at once hard to discern the entire discussion*). **Cncl. Caligiuri** then noted he believed that the MUA did stub-out the courts in that area but not all the way down. **Cncl. Bryson** then noted you can't open the streets for five years once they are done. His question was when you are doing this will you be following the edict of the state as earlier in the year we passed either a resolution or ordinance to follow the state's rules in relation to curbing, sidewalks. We were able to subrogate that on the Corkery Lane job, questioning if this could be done for South Shore Drive. **Kathryn Cornforth, ARH** advised anytime we design a road we always follow, as much as practical, the ASTRO standards sometimes with the older roads we try our best to meet the standards with regard to adding curbs and sidewalk but it is not necessarily a requirement. I understand if people are walking it does make it safer and something we could look at it to do but if it is not practical, whether from a money standpoint or a right-of-way issue you are not required to put them in. **Cncl. Heffner** questioned Ms. Cornforth, as you are doing the assessment on the roads that have to be done, we will have some that need a total re-construction and we also have some that we can prolong their life just be milling and repaving. Ms. Cornforth explained we will give you categories that are a total re-construct, some with a straight-mill to pave and some of them could be more of a wedge-mill. Also included in the report will be just overlays and roads that will be listed as maintained by public works (*just monitoring for now*). As part of that we can put in the report the roads that we would recommend for the county cooperative program (*just done along Blue Bell*

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

Road) and that can only be done on the roads with straight overlays or straight mill and overlay because in the County's contract there is no room for finesse they just don't have that ability. **Cncl. Heffner** questioned the time-frame with which this report would be completed. Ms. Cornforth responded it should be out sometime next month.

**Mayor Teefy** advised that his office would reach out in response to the petitioners, in regards to the South Shore Drive conditions, explaining the *Assessment Report* will be out next month and we will certainly keep them at the high end of the chain. He understands this has been a problem down there for years.

• **Waiver of Permit Fees – 4H Nature Preserve**

*R:118-2016 Resolution Of The Township Council Of The Township Of Monroe Authoring The Waiver Of Electrical Permit Fees And Or Building Permit Fees Associated With The Rehabilitation Of Their Facility Gloucester County 4-H Nature Preserve*

**Cncl. Vice-Pres., McIlvaine** advised a walk-on resolution was received with regard to the above. All council members received a copy of the proposed resolution and he questioned if there was any input on this or any issues concerning the request. **Cncl. Bryson** questioned if this was needed due to people raiding the facility and taking wiring, etc. **Cncl. Caligiuri** noted that was part of it adding there is some grant money available and they have to use the grant money before it becomes unavailable. **Cncl. Vice-Pres., McIlvaine** stressed this request was strictly to waive the permit fees through the township it has nothing to do with the grant money. **Cncl. Bryson** questioned the amount of the grant and what it is being used for because if we are waiving the permit fees and there is grant money there why are we waiving the permit fees. **Cncl. Caligiuri** noted we usually do that for non-profits. **Cncl. Bryson** noted this is just a question because there is a grant and there is money there and we don't do it for every non-profit, questioning what the grant was for. **Cncl. Caligiuri** noted he believed it was a general grant for the development of recreation, in general. Part of the unused money is going to be used to bring electric in there for bringing in bathrooms and pumps and things of that nature. They do not have nearly enough in the grant to finish the project, they're trying to find how much of the grant they can use to finish a segment so they can say that the grant money has been used for a completed segment. He thought it was like a \$25,000.00 grant, part of it has been used already and there is some money left over that they wanted to use. **Mayor Teefy** spoke on the waivers and noted previously some of these came through administration and were waived, based upon the state law that veterans and certain organizations can do that. The Clerk advised that has been done in the past however if the request comes to council normally the waiver would be codified by resolution. **Mayor Teefy** then noted if the request comes to administration/mayor's office I could work with the construction office authorizing the waiver with a letter. **Cncl. Dilks** noted that this property (*4H Nature Preserve*) was actually donated and purchased for \$1.00 so why turn around and charge the permitting fees. **Cncl. Bryson** noted he was not aware there was already a grant and thought that the grant would cover everything fees, installations, etc. If not, then he agreed to go ahead and do it (*waiver*). **Cncl. Caligiuri** noted he would be happy to pay the permit fees out of his pocket. **Cncl. DiLucia** noted what

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

he hears is that the grant is limited, it's not enough to cover the work, it is a non-profit so I feel we should just waive the permit fee.

**Cncl. DiLucia** made a motion to grant the permit fee waiver as referenced in Resolution R:118-2016 and to move this forward to the Regular Council Meeting agenda for approval. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of council in attendance with the exception of **Cncl. Caligiuri** who **Abstained**.

**C.) PUBLIC PORTION**

**Cncl. Bryson** 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. Bryson** made a motion to close the Public Portion. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of council in attendance.

**D.) NEW BUSINESS**

**Township Clerk, Susan McCormick** advised that for the months of June, July, and August there is only one (1) Regular Council Meeting scheduled. The meeting dates scheduled are June 13<sup>th</sup>, July 11<sup>th</sup> and August 8<sup>th</sup>.

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS**

**Cncl. Vice-Pres., McILvaine** reported that the Public Safety Committee attempted to meet on the Towing ordinance however there was some confusion as to the date and time. The meeting has now been re-scheduled for **Tuesday, June 14<sup>th</sup>**. He also noted that we met with a resident from Canterbury Place and we are trying to get together with both the mayor and solicitor on this to try and have some type of mediation in an attempt to get these people to work together and have some quality of life for all concerned.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Mayor Teefy** advised that a meeting was held with the Redevelopment Attorney, we met and went over all the redevelopment properties. He then referred to Resolution **R:117-2016** (*Resolution Referring A Proposed Rehabilitation Area Designation Of Block 11701, Lots 16 & 17, 229-231 South Main Street, And Lot 19, The Adjacent Municipal Lot, In The Township Of Monroe, County Of Gloucester To The Township Of Monroe Planning Board*) adding this is a rehabilitation zone that we requested be moved forwarded and approved at the regular council meeting.

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This would allow for Dr. Briller's area (*S. Main Street*) to have some flexibility and also give the township the ability to increase his lot at that location. The mayor explained the building affected is the white building next to Dr. Briller's office and also a lot located at the Pfeiffer Center is to be included.

**H.) QUESTIONS REGARDING ORDINANCES SCHEDULED**

**Cncl. Heffner, Ordinance Committee Chairman** noted that Ordinance **O:18-2016** *An Ordinance Of The Township Council Of The Township Of Monroe To Amend Chapter 104 Entitled "Buildings" (Certified Contractors List for Emergency Construction Work)* scheduled for First Reading at the regular council meeting was being removed from the agenda and scheduled for further review at the June 1<sup>st</sup> ordinance committee meeting. **Mayor Teefy** then noted that he did agree with getting this done correctly however, as you know, calls are coming in on these properties (*conditions, high grass, etc.*) so hopefully we can move this forward at the next ordinance meeting so that we can be more pro-active in this situation as this is needed in this town. **Zoning Officer/Director of Community Development, Rosemary Flaherty** noted we wanted to take one more look at this in regard to the lien process to make sure it was absolutely tight, so there is no wiggle room for the banks to get out of it.

**Mayor Teefy** thanked the Chief of Police and his department for their work in regard to squatters in the Forest Hills development. They did an excellent job and the detectives did due diligence in catching the person involved. **Chief of Police, John McKeown** noted it is a work still in progress, once we identified the individual as not being a squatter nor a victim but a potential criminal there are also many cases coming from Camden County that inter-relate with this person or a similar scam. It looks like in our area there are two (2) separate groups of people conducting very similar scams. There is a lot more to do on this and we are keeping at it. Chief McKeown explained only the property owner can evict and to start the eviction process they must contact the county as this is where the eviction process begins and the sheriff's office would then serve a notice of eviction, if a judge grants it. However, our problem with most of these vacant houses is identifying an actual owner. Chief McKeown then went on to explain some examples and different scenarios that occur. He then noted that we do have an avenue that we are looking into if we do identify unlawful squatters and can show they do not belong. He added we will be putting some pressure on the banks as sometimes it is cheaper for the banks to let someone live there and maintain the properties themselves then hire an outside company to maintain the property.

**Cncl. Bryson** then questioned when a house is rented doesn't it have to be inspected and a CO issued? And if a CO is not issued on a property do we have any other legal right to do something about whomever the squatter is? The Chief responded, we work with zoning to verify if a CO has/has not been issued. The property owner in these cases didn't want someone to rent there, they were a victim but at some point we do need to get a collective effort to work together however we can. There was continued discussion and questions posed with regard to this scam that is taking place.

**Mayor Teefy** then questioned, when a house gets foreclosed on and the people move out, is the water turned off? Ed Haaf, Superintendent of MUA replied if it is delinquent or if they call and ask to have it shut off, we don't know if someone sells the house.

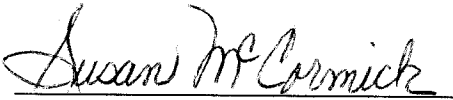
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If it is foreclosed on and the water bill becomes delinquent we go out and we shut them off. If a particular property is off for a super long time we go back and re-check. Discussion continued on how best to coordinate efforts between the MMUA and the township's vacant housing registry.

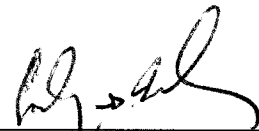
**I.) ADJOURNMENT**

With nothing further for discussion, **Cncl. Caligiuri** made a motion to adjourn the Council Work Session of May 23, 2016. 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 May 23, 2016 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 6/13/16  
Date \_\_\_\_\_