

**MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016**

A.) OPENING CEREMONIES & ROLL CALL

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Cody D. Miller** at approximately **7:04 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. Caligiuri led the Assembly in the Salute to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Frank Caligiuri	Present	
Cncl. Marvin Dilks	Present	
Cncl. Rich DiLucia	Present	
Cncl. Bob Heffner	Present	
Cncl. Bart McIlvaine		Excused
Cncl. Pres., Cody D. Miller	Present	
Mayor, Daniel Teefy	Present	
Business Admin., Kevin Heydel	Present	(Arrived 7:10PM)
Solicitor, Charles Fiore	Present	
Engineer, Chris Rehmann, 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 Community Dev., Rosemary Flaherty	Present	
Deputy Mayor, Andy Potopchuk	Present	
Chief of Police, John McKeown	Present	(Arrived 7:30PM)
Municipal Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION

• **Williamstown Fire Company – Presentation**

Joe Kurz, President Williamstown Fire Company along with members of the Building Committee were in attendance to present a *“Building Refurbishment Committee Report”*. **Jim Ebersberger of Rodier Ebersberger Architects** was also in attendance for this matter. Mr. Kurz advised that a power point presentation was prepared and went on to speak on the *“Key Points”* presented which included the following: History, Building Deficiencies, Recommended Solutions and Future Considerations. He then noted that council had already approved an Architect to perform a study and what was shown were his results along with the building committee’s results of the study that was conducted.

**MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016**

B.) MATTERS FOR DISCUSSION (cont'd)

Mike Jacobi, former Fire Chief spoke on additional deficiencies obviously the windows, they have never been touched, replaced and are original. He spoke of major energy issues and issues relating to ADA compliance as rules have changed throughout the years as far as egress. He noted that he has walked most of the council members through the building within the last five years and we have talked about these issues previously. The biggest problem is where the flat roof lies in the operational area, every time there is a storm there are problems. The ceiling in the main meeting room is falling down. More and more issues are popping up where there weren't any before. He then proceeded to elaborate on the problems in the engine bay with one of the biggest problems being the space between the trucks. **Joe Kurz** then went on to speak on some recommended solutions and referred to the diagrams of the proposed first and second floors (*contained in report*). There was also discussion on purchasing the adjacent (*foreclosed*) property located on Main Street. **Joe Kurz** then indicated that we have been working on this project for some three years now and what we are looking for is that everyone look at the report, digest the information and get back to us in a short period of time whether we are moving with this or if we are wasting our time.

Cncl. Caligiuri questioned the solicitor, if we purchase foreclosed property wouldn't we have to bid on it. **Solicitor Fiore** responded you could go through the condemnation process to obtain the property, the same way you would as a private property owner. Mr. Fiore then noted in the event that you acquire the adjacent property why not consider, since you would gut it completely, building the administrative offices on the other side where the adjacent lot is. **Jim Ebersberger** advised that was certainly one of the considerations and that can be looked at. One of things to remember as this is located in the Pinelands one of the tasks at hand was looking to get the most out of the building that you have on its current footprint so that you don't have to go Pinelands for approvals. Through the course of the study and working with the building committee there was discussion about the adjacent property (*next door*) it certainly is something that could offer other avenues to approach the project in the future. **Cncl. Pres., Miller** posed a question with regard to the cost estimate of the project in comparison to one that was previously done that was high in cost. Mr. Ebersberger noted we put together a rough construction estimate, the plans are adjacency plans, basically what the square footage for each area would require and the space they would be adjacent to. We took that and based on the square footage and put some rough numbers together. He added it is important to remember that the costs can change based on the construction climate. We have a rough total of below \$2 million and that is based on doing the work that is laid out in the report. **Joe Kurz** spoke of the three (3) different options previously brought forward by Rob Conley, totaling \$2.4, \$3.2 and \$3.6 million. At this time, there were questions posed back and forth addressing areas such as: rough estimates, doing work in phases, doing it as one contract, plans for the fire company while under construction, mechanicals, structural needs, etc.

Business Administrator, Kevin Heydel questioned if the \$2 million figure included architectural design and construction management costs. The response was no. Mr. Heydel then questioned based upon the size of the building what would those costs be? Mr. Ebersberger noted he would have to put that together and give you a number what was

**MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016**

B.) MATTERS FOR DISCUSSION (cont'd)

put before us was to take a look at the building that is there now, take all the wants and needs of the fire department and see if we could make it fit on that property and what we would need to do to that building to bring it up to today's code. There was continued discussion on the possibilities of having an operations side and an administrative side as well as questioning the need for record storage, etc. **Mayor Teefy** then spoke on the possibility of acquiring the adjacent property, he felt it was an interesting option as he had not thought of this until it was brought up, however you don't want to slow down the process of what has already been put together for tonight. He then spoke of the cost of approximately \$2 million, with 10% to 20% for administrative costs you probably are looking in the area of \$2.5 million. The mayor then noted we just acquired property for the Cecil Fire location and perhaps we should look at funding both projects together. **Cncl. Caligiuri** questioned, if we were to bond for the entire project we could technically award it with the understanding there is three (3) phases, three different building periods as well. **Solicitor Fiore** advised that you could, but from the construction standpoint it may not make any (*inaudible*). Again, much discussion on the construction aspect, costs and phases of construction. **Mike Jacoby** then noted he understood about the money however we have got to come up with a plan, you have an idea in front of you and something must be done. He added that building owes you nothing, it is 41 years old and you haven't put a dime into it. **Joe Kurz** then noted from the last architectural design to the one just presented we did away with a lot of things and now we are down to the needs, not wants. We must move forward because the longer it goes the worse the building gets. Mr. Kurz requested that mayor and council review all the information submitted and get back to us with a decision whether we are moving forward or if we are just wasting our time. He offered to supply any additional information that was requested.

• **Council Vacancy – Ward 3**

Cncl. Pres., Miller advised that all council members received paperwork from the Monroe Township Democratic Executive Committee and they have put forward the name of Ron Garbowski to fill the vacancy created when Cncl. Bryson resigned. The next step in the process is for council to move this name forward.

Cncl. DiLucia made a motion to comply with the committee's request to nominate Ron Garbowski for the vacant position. The motion was seconded by **Cncl. Dilks** and unanimously approved by the members of council in attendance (*McIlvaine – Absent*).

Cncl. Pres., Miller then noted a formal vote to appoint Ron Garbowksi to fill the unexpired term of Council – Ward 3 would be taken at the Regular Council Meeting.

C.) PUBLIC PORTION

Cncl. Heffner 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.

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016

C.) PUBLIC PORTION (cont'd)

Jack Simmermon - A-Jack's Towing approached council noting at the beginning of the year he asked the Traffic Unit along with Chuck Fiore to help him concerning title work on some 25 vehicles at his facility. They sent a few letters out to some people and we did receive a few titles from the customers but after that we had no help. I had to hire Rich DeMarco to get title work done for 25 vehicles, I gave that paperwork to Chuck about three (3) weeks ago to sign off on it and I still have not received it. He requested an update on the matter. **Solicitor Fiore** then noted, first of all I do not have the authority to sign off on these and I did speak with Jack about two (2) weeks ago to advise him I would be meeting with the Chief and Mark Burton and to date we have met. I did speak with Mark Burton and he would like to sit down with the Chief because he is looking at other towns to see what their process is in processing the titles. Mr. Simmermon indicated he spoke about having Mr. DeMarco come in, free of charge, to sit down and explain how this process goes so we can process our own vehicles, in house. Mr. Fiore noted if both the Chief, Mark Burton and the town wants Mr. DeMarco to come in and explain this matter, certainly that would be helpful however he (*Fiore*) did not have the authority to approve this. Mr. Simmermon then indicated the title work cost him approximately \$3,279.00 and he would like to be reimbursed for that. Also, there is a statute that states he is entitled to \$400.00 per vehicle and he also requested that dollar figure, this is for every vehicle towed by the township and not picked up. Mr. Fiore suggested that Mr. Simmermon put that request in writing indicating what he believed the legal authority is for the reimbursement. You must be mindful of the fact and probably my response is going to be, even though we have conversed about it, I did not have the authority to tell you to go out and get the work done, to be quite honest with you. We will take a look at it, I am not saying you are not entitled to it but we will take a look at it. Mr. Simmermon then noted I have another issue, as you know I am in the process of putting up another building and these vehicles are taking up space that I need in order to put the new building up. I need to do something, either they are going to be removed or maybe I can park them at the township yard. Mr. Fiore then added, I will sit down with the Chief and Mark Burton and we will muddle through it and figure out what is going on. Mr. Simmermon then spoke of another issue where he picked up two (2) vehicles in the last two (2) weeks and the paperwork says "unknown" at the top. Now, the township doesn't know where these vehicles came from or who owns them. So, now I have to call my guy and ask him to run the VIN numbers and within five (5) minutes I got a fax of who owns these vehicles. Why can't the township do this? Are you telling me I have more resources than the police department? **Chief of Police, John McKeown** indicated if the vehicles were registered in the NJDMV we should be able to get that information. Mr. Simmermon then questioned if so then why are we getting stuff that says "unknown"? The chief noted you shouldn't be as long as the vehicle is in the NJDMV. The solicitor suggested that Mr. Simmermon pass this information on to the chief so that he can direct this to the officer who was on the street to put a note on there, this is how we can address this issue. **Mr. Simmermon** noted he dispatched two trucks and two guys to Cains Mill and Jackson Road to winch a vehicle out of the woods. The police department requested he bring it back to their yard and we will call you when we are ready for you to pick it up. This didn't happen and I am out 2 trucks, 2 guys, the mileage, the fuel, everything and the car is on its way somewhere else and Jack got paid nothing. We have addressed this several times here about what goes on there. Everyone else gets paid when they go to work and I feel we should be able to get paid also.

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016

C.) PUBLIC PORTION (cont'd)

Mr. Fiore questioned if there were some underlying circumstances as to why the vehicle was taken to the yard, such as a criminal matter. Mr. Simmermon replied it was noted as a criminal investigation and impound. So I am sending trucks to the farthest part of this town and I am not getting paid for anything. **Mr. Heydel** posed a question with regard to the tow and if it was an out of the ordinary tow and suggested as to why you are not getting paid, why don't you submit an invoice. Mr. Simmermon then questioned, why should the township pay for it when this vehicle is probably covered with insurance and the insurance company should be paying? Discussion continued back and forth on the payment issue and several issues dealing with impounding the vehicle. At this point, several people were speaking at once and hard to discern what was being said. **Solicitor Fiore** noted that Mr. Simmermon was very diligent at what he does and we have many conversations however you must put your concerns in writing so that way there is a timeline for people to respond, you have to hold us accountable by putting it in writing as many of these issues have been going on for some time. Mr. Simmermon then went on to list several calls that had been taken. **Cncl. Pres., Miller** suggested again that he compile a list of all the instances and send a letter or email to the respective department and I am sure the police department will get it handled.

Cncl. Heffner 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.

D.) NEW BUSINESS

Cncl. Pres., Miller advised the December 12th meeting will be televised as this is the only scheduled meeting for December. Also, Tuesday, January 13, 2017 has been confirmed for the Reorganization Meeting, this will also be televised.

Cncl. Heffner noted a job posting for an assistant OEM, questioning how this position gets paid. **Mr. Heydel** explained it is an hourly position and only when they are called out. The current rate of pay is \$17.10 per hour.

E.) OLD BUSINESS

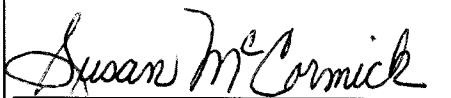
Cncl. Pres., Miller noted he had received an email with respect to the parking situation in the Amberleigh development and from what he is hearing the parking problems are getting bad again. It is to a point where the people are parking vehicles over sidewalks and parking on both sides of the street and utilizing handicapped parking spaces. **Chief of Police, John McKeown** advised they received a complaint about two (2) weeks ago and we had our traffic unit go out and do a combination of warnings and enforcements. Prior to this we had not received any complaints regarding parking over the sidewalks. **Director of Public Safety, Jim Smart** advised approximately five (5) weeks ago he spoke with the Chief and he sent an email on the concerns with vehicles on the street again and we went in and addressed that. He spoke of concerns with the parking areas stressing the back section is brutal and we are out of suggestions, other than they have to get more creative or less vehicles. It is an issue and that falls back to the design of the area in the beginning. **Mayor Teefy** requested that a list of tickets issued be sent to him.

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
NOVEMBER 28, 2016

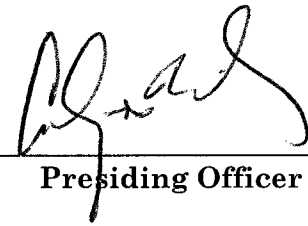
- F.) COMMITTEE REPORTS - None
- G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - None
- H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - None
- I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Heffner** made a motion to adjourn the Council Work Session of November 28, 2016. The motion was seconded by **Cncl. Caligiuri** 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 November 28, 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 AmJ
Approved as corrected _____

Date 12/12/16
Date _____