

**MINUTES  
COUNCIL WORK SESSION  
TOWNSHIP OF MONROE  
FEBRUARY 27, 2017**

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

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council 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. Marino** led the Assembly in the Salute to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Marvin Dilks	Present	
Cncl. Rich DiLucia	Present	
Cncl. Ron Garbowski	Present	
Cncl. Bob Heffner	Present	
Cncl. Joe Marino	Present	
Cncl. Cody Miller	Present	
Cncl. Pres., Bart McIlvaine	Present	
Mayor, Daniel Teefy	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Engineer, Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Code Enforcement, George Reitz		Excused
Dir. of Public Works, Mike Calvello	Present	
Dir. of Community Dev., Rosemary Flaherty	Present	
Deputy Mayor, Andy Potopchuk		Excused
Chief of Police, John McKeown	Present	
Municipal Clerk, Susan McCormick	Present	

**B.) MATTERS FOR DISCUSSION**

• **Monroe Township Ambulance Association**

**Cncl. Pres., McIlvaine** advised at the last council meeting Captain Mills from the Monroe Township Ambulance & Rescue Association posed some questions for Mayor Teefy. Unfortunately, the mayor was unable to attend that meeting due to an illness. Therefore, I allotted some time for Mr. Mills this evening so that he could have his questions answered by the mayor.

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

**Matt Mills, Monroe Township Ambulance & Rescue Association** posed a few questions with regard to the rescue vehicle being moved to the WFC. He referred to a meeting that took place with the mayor and noted after that we went over the numbers and it seemed like there wasn't really too big of a discrepancy after we reviewed them in detail from what the county provided us. He asked if there was another issue or some other problem. Also, in the interest of public safety, none of the trained people from our department that spent time going through training and also gaining experience through various tasks associated with the rescue are now not allowed to perform rescue duties for the township. This kind of effectively cuts the amount of people who are trained, he then went on to offer some examples.

**Mayor Teefy** then noted this is a public safety concern as we have had some issues, especially the call in early November which certainly bothered him having a twenty-five (25) minute response time that day. One thing that wasn't brought up was a couple of years ago there was a problem with who is on the box, who is off the box. At that time Williamstown Fire Company was taken off and the reason they were put back on was because? Mr. Mills noted the official reason why (*they were given*) was because the rescue truck does not carry water, that the fire department is added to any call with patient entrapment for fire suppression. The mayor then added and more so because we knew we were getting the fire department out also and could support if the rescue squad couldn't get out, we wanted to make sure we had good response. Since the change there has been a very good response, averaging some eighteen (18) people per call. For the people that were trained at the Monroe Township Rescue they are certainly welcome to join the WFC and become part of their rescue team and we will always be open to that. Mr. Mills noted the only issue with that is people, myself included, that have five, seven, ten even fifteen years into a certain department, they accrue time, they train there, they work with other people. They also get older in age and it is difficult to say they would leave their department and start over fresh with another department to do the same exact thing, with additional requirements. Again, he questioned why it (*rescue vehicle*) was moved and the way it was moved and why no one would be able to participate and why that was the conclusion that everyone reached rather than something more beneficial that involves all the people that are trained and experienced to do that type of thing. **Mayor Teefy** noted that he certainly understood what he was saying but here is how it works. I have conferences and talk to a lot of people when there are decisions to make and then I make the decision. I have made this decision and I am moving on and we all need to move on. The rescue is staying with WFC as he felt this would work best. I think if your members would like to come over and have a conversation with the chief to see what it would take to work with them, they would be open to that conversation.

**Mr. Mills** posed a question unrelated to the rescue but on the EMS side of things. We were curious what the future of our volunteer agency is as far as supplying EMS services to this town. Through an OPRA request we did receive an email dated August 30, 2016 discussing county EMS coming into Monroe Township. The county did mention that they were unable to take over our town until this year, and we were curious what the situation was with that. **Mayor Teefy** then responded, we evaluate that almost every year to see where the performance is and lately you guys have done very well. Which is good as we want to keep the volunteers going and we want you to prosper. He felt the move of the rescue truck

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

will help them prosper. Mr. Mills questioned if something might be done to help the moral at the station as noted through some emails we are constantly under the microscope of the township. It is difficult to get volunteers to give their time for one or two twelve hour shifts a week. A lot of people are nervous and it is difficult to have people join and keep the morale up when we never know if the doors will be locked someday as we are looking for a more concrete backing from the township. **Mayor Teefy** then suggested he meet with the EMS next Tuesday night also inviting members of the Public Safety Committee to attend. We will come out and discuss this matter and give all some reassurance. Mr. Mills again spoke on the removal of the rescue truck, the process involved, emails back and forth and everything associated with it. **Mayor Teefy** noted he thought this was the right decision for the town.

• **RFP – Redevelopment Professionals**

**Cncl. Miller, Chairman of the Redevelopment Committee** advised the committee met to review the RFP's submitted and advised of the four positions Redevelopment Planner (4), Redevelopment Special Counsel (3), Affordable Housing Administrator (3), Master Plan Re-Examination Planner (2) and how they went about their review (*cost analysis, experience, breakdowns, etc*). He noted the committee was under the impression that it would make sense to go with one firm for the Redevelopment Planner and Master Plan Re-exam rather than having multiple agencies represent the municipality. The committee was ready to present two (2) RFP for each position with the exception of the Affordable Housing Administrator. **Cncl. Miller** then went on to advise of the recommendations made by the committee:

**Redevelopment Planner** – Maser Consulting, P.A. & Bach Associates

**Redevelopment Special Counsel** – Maley & Associates & Florio, Perrucci & Steinhardt

**Affordable Housing Administrator** – Maser Consulting, P.A.

**Master Plan Re-Examination Planner** – Maser Consulting, P.A. & Bach Associates

**Cncl. Miller** then noted the next step would be for a consensus from council on the recommendations made. Then to reach out to the entity that had a majority of support and approve (*contracts*) at the next council meeting. **Solicitor, Charles Fiore** indicated that was correct but then went on to explain the breakdowns and the functions of the Redevelopment Planner and the Redevelopment Special Counsel who fall under the direction of the Redevelopment Committee who would give a recommendation, then the entire Council would vote on who that would be. With respect to the Master Plan Re-Examination Planner, it should be segregated because you are dealing with a function of the Planning Board. His recommendation was that the Planning Board would approve the position. Statutorily the Planner would help develop the Master Plan for the Planning Board. Council could certainly make a recommendation as to the Master Plan Planner however it is ultimately going to be a decision by the Planning Board. These positions would be for a one year term.

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

Cncl. Pres., **McIlvaine** requested a poll of council members on the following:

**Redevelopment Planner** - Maser Consulting, P.A. – *Miller, Heffner, Dilks, McIlvaine*  
Bach & Associates – *Marino, Garbowski, DiLucia*

**Redevelopment Special Counsel** – Maley & Associates – *Miller*  
Florio, Perrucci & Steinhardt – *Marino, Heffner, Garbowksi, DiLucia, Dilks, McIlvaine*

**Affordable Housing Administrator** – Maser Consulting, P.A.

The Solicitor will prepare the resolutions and contracts for the next meeting.

**Cncl. DiLucia** noted he respected Cncl. Miller's report but it was his understanding the recommendation of the committee by a 2 to 1 consensus not to bring two professionals forward. He felt the way this was presented it appears as if the recommendation by the committee was for two people for each position. He then noted, let the record indicate the majority of the committee came with one (1) recommendation for each position and I understand it was Bach, Florio, Maser & Bach. He hoped no one was misled.

Council members then made their recommendations to be forwarded to the Planning Board for the position of **Master Plan Re-Examination Planner**  
Maser Consulting, P.A. – *Miller, Marino, Heffner, Dilks, McIlvaine*  
Bach & Associates – *Garbowski, DiLucia*

The Clerk will forward copies of the RFPs submitted along with the recommendation from Council to the Planning Board.

- **Sidewalks – Church Street**

**Mayor Teefy** noted a correspondence received from an elderly resident concerning sidewalks that were in need of repair along Church Street (*200 Church Street*). He added there are several locations throughout the town where this is a problem. We have a sidewalk fund which is to provide sidewalks for access to schools, shopping districts, etc. He spoke of the sidewalk construction fund that was established back in 2004 as well as the code where it notes *these funds shall be utilized for the installation of sidewalks in such locations as deemed most beneficial to the residents of the Township by Township Council*. Mr. Heydel spoke on the figures involved. The mayor noted in this particular case it includes sidewalks with access to the park (*Church Street field*) and to the school (*Oak Knoll*) and he felt this would be beneficial to the town as there is approximately \$85,000 left in the fund. **Cncl. Pres., McIlvaine** noted he knew the gentleman that lives at this address adding he is a great man, great veteran/POW however his concern is that 2 houses down there are sidewalks in much worse shape. If we do this, we will be opening up a can of worms. Believe me I would love to help out the veteran but then someone else comes along and says I need sidewalks replaced and if I am not mistaken this is actually the homeowner's responsibility. **Solicitor Fiore** noted he would like to review the minutes from when that

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

sidewalk fund was first established. Was the intent to put sidewalks in areas where there were none or was it to replace. His recollection was that it was for those areas where there were no sidewalks. He will review those minutes and report back to council. He also noted there needs to be some objective criteria established. Discussion continued.

**Business Administrator, Kevin Heydel** questioned the solicitor on what would happen if the township decided to replace a homeowner's sidewalk under the criteria of hardship or whatever. Because you will be able to make that case in so many areas of town that you would be unable to do others as you would for example, this one. Another factor to consider is what happens if someone trips and falls on another piece of property that has the same condition, this may create a litigation situation that puts the township on the hook. The solicitor noted that is a possibility and that is a concern he has. Mr. Heydel noted with trips and falls we are covered under the ordinance and once we take this on it could possibly hurt us. There was no consensus from council on this until the solicitor reports back on the matter.

• **Budget Committee Report**

**Cncl. DiLucia, Chairman of the Municipal Budget Committee** advised they met last week and he extended his thanks to Mr. Heydel for doing what he felt was a very good job in preparing the budget. The budget as presented and if adopted would represent a zero tax increase for the municipality. He felt it was a solid budget. It was the recommendation of the budget committee to adopt this budget without any cuts in any areas as they exist in the recommended budget. **Cncl. DiLucia** also noted that Mr. Heydel met with each department independently and they were satisfied. He felt this was sustainable from the standpoint of taxpayers paying and the ability of the town to run efficiently. Another discussion involved the six (6) year capital plan that we put together which included two (2) caveats, one being it was impossible to determine just yet as to the cost of the fire houses. We agree there is a need for alterations/improvements, etc. but what the financial limitations are, we don't know yet. What we did was to allocate \$200,000 in the year 2017 to compile data we need to go forward with the two (2) fire house projects. He then spoke on the bonding which would be in the neighborhood of \$14 million spread over a choice of 10, 12 or 15 years. It was the feeling of the committee along with the business administrator that we go out for the longest period of time allotted and recommend the fifteen (15) year bond. He then noted the largest part of the bond would be the approximate \$7 million for the road program spread over six (6) years and an approximate amount of somewhere around \$5 million for the fire houses but we don't know exactly how much until we get the architect and the plans on that.

**Cncl. Pres., McIlvaine** reported the Public Safety Committee met to review the capital improvement budgets of both fire companies as well as Monroe volunteer and paid ambulance and the police department. The chiefs of all the companies did a fantastic job in thinking of not only their particular department but the taxpayers as well. He noted Mr. Heydel did a fantastic job on this as well. **Mr. Heydel** then noted we didn't come to a conclusion on the submission from Parks & Rec which was \$60,000 for a lawn cutter (*cutting fields*) and also a dump truck (*2 or 3 yard*) which was requested last year and denied.

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

He hasn't gotten a firm answer on this and if council wished he could have Mr. Bonder attend the next work session to answer any questions on this. We are pretty much set on everything else except for these two items in the capital plan. Mr. Heydel advised we are under now more than we initially thought we would be and went on to speak on the numbers. **Cncl. Pres., McIlvaine** noted he would speak on behalf of Mr. Bonder as we did meet with him last year on the dump truck which did get postponed and he believed the gentleman actually needs the equipment and I would like to see him get this equipment (*both pieces*). **Cncl. Heffner** then noted he did raise some questions with regard to the equipment requested by Parks & Rec and I have since spoke to Mr. Bonder with his concerns. I have no problem giving them the equipment but it will be monitored along with what is being done out there. **Cncl. DiLucia** noted he was under the impression that the committee had agreed to include the equipment. The consensus was to move forward with the recommendation from the Municipal Budget Committee on the 2017 municipal budget and to include the equipment (*as noted above*).

**Mayor Teefy** noted that Mr. Heydel does a great job of communicating with me as he and I go back and forth throughout the year on the budget. He extended his appreciation to him for all the extra time he puts in as he lays everything out and does a very good job of giving you the trends of what is going on. He advised this budget will satisfy our residents and plus keep providing services that are needed.

**Cncl. DiLucia** spoke on the gas tax being raised \$.22 per gallon in New Jersey, adding that every penny of that is supposed to go toward infrastructure and he hoped we can get some money for the internal roads as he knew much if it is going toward state and county roads. If there is any money out there for the neighborhood roads, we ought to get it because we will be spending \$7 million in the next six (6) years and that's not even going to scratch the surface. **Engineer, Kathryn Cornforth** responded their office has heard (*not sure if official yet*) that sometime in June is probably when they (*DOT, DVRPC*) may be putting out some application-type things to go after funding.

• **Open Space Committee - Update**

**Len Fritz, Chairman of Open Committee** was in attendance to give a brief update on their recommendations for 2017. He has been pursuing those recommendations on the land acquisition aspect of it and met last week with the county (*land acquisition office*) and Green Acres. As a result of those discussions it was noted there are funds out there that a kind of hard to come by now but there is funding. There are two parcels on our list that are prime in their eyes, one being the land in front of the high school (*already approved subdivision*). The other parcels recommended were to expand the Scotland Run Park up towards the bike path, in order to get a bike trail through there and he went on to speak on the zoning in that area.

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C.) PUBLIC PORTION

**Cncl. Miller** made a motion to open the Public Portion. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council.

**Sandy Keen** was in attendance to speak on the Environmental Commission and the grant they have been pursuing for the last year and a half to update our Environmental Resource Inventory (*ERI*). Grants have not been available since 2005 when Mr. Kernan wrote the original ERI. She added an ERI is only good for some ten (10) years. With all the new development coming in we need to protect our green infrastructure, we need to look at our ordinances (*tree, well head protection, etc.*) and really blend them to our Master Plan. She spoke on some webinars she took advantage of and noted that yes there is a grant for the ERI. In doing this, it not only protects the community it educates our students. She spoke on various issues, for example, tree clearing, new development, green infrastructure, re-planting, storm water management, etc. She advised the commission is in favor of going forward with this, although not unanimously. This is really important and she hoped everyone would consider the environmental commission move forward with applying for this grant. **Cncl. Pres., McIlvaine** questioned if he was correct in understanding that there is a conflict between your group and Sustainable Monroe in applying for this grant. Patrick McDevitt, Sustainable Monroe had requested that the resolution scheduled on the February 13<sup>th</sup> council meeting agenda be removed. Ms. Keen responded they did not know of any conflict except for at the meeting when we brought it up and we asked Patrick did he have anything on the table. We had the grant already going forward and moving along as we thought Patrick did not have anything on the table, then all of a sudden we find out that he has a grant. She then went on to speak on how things should be done as a team. **Cncl. Pres., McIlvaine** questioned if the Mayor had any input into this conflict. **Mayor Teefy** then noted he has reviewed both grant applications and they are both done very well and we seem to have gotten ourselves in pickle here. He explained how he thought Sustainable Monroe was a sub set of the Environmental Commission but it is not, it is its own subsidiary. Even though Patrick and some of the same people work on both. The mayor advised that he wished we could submit two grant applications but from what he reads, we can not, we must choose one or the other. **Cncl. Pres., McIlvaine** questioned if this was time sensitive. The mayor indicated the application is due tomorrow at midnight. He questioned the mayor on how he would like to proceed with this. **Mayor Teefy** noted in looking at both the one from the Environmental Commission for the ERI and the one from Sustainable Monroe for a garden grant he felt it would be more advantageous to get the garden grant where they will hopefully get the full \$20,000 award. Where the ERI may be a little tougher but he felt if you had this along with a Master Plan grant it may work.

**Patrick McDevitt** approached council and advised there had been some mis-statements tonight and certainly just like we say at all meetings, our meetings are publicized and open to the public. Everyone was invited and aware of our meetings through emails. We have been here since June of last year talking about the garden, we received our certification from Sustainable Jersey in October. We were also awarded to be the Rookie of the Year, so we have our name recognition and we are basically on a roll. We had our ground breaking yesterday and we have a project team of six (6) people including professional engineers and **architects** that contributed to the plan. Most importantly, the benefit is for the involvement

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**C.) PUBLIC PORTION (cont'd)**

of the community so this we see as a great community base that will touch all aspects of our community. Our goal is to do community outreach, involve the public. Mr. McDevitt noted that he is no arguing the need for the ERI update, I support that fully. Again, this is a grant cycle they come out every year through Sustainable Jersey and every board and commission should be aware of it. We feel that we submitted a really good application and we stand on our merits.

**Cncl. Miller** made a motion to move forward with the Sustainable Jersey Grant application for the Community Garden Grant on behalf of Sustainable Monroe. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of council.

This resolution (*as amended*) will be numbered Resolution R:97-2017 and moved for approval at the Regular Council Meeting.

**Cncl. Miller** made a motion to close the Public Portion. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council.

**D.) NEW BUSINESS - None**

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS - None**

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - None**

**H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - None**

**I.) ADJOURNMENT**

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the Council Work Session of February 27, 2017. The motion was seconded by **Cncl. Garbowski** 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 February 27, 2017 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 Sm  
Approved as corrected \_\_\_\_\_

Date 3/13/17  
Date \_\_\_\_\_