

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
JULY 24, 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 7:00 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.: Gloucester County 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. Garbowski** led the Assembly in the Salute to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks		Excused
Cncl. Rich DiLucia	Present	
Cncl. Ronald Garbowski	Present	
Cncl. Bob Heffner	Present	
Cncl. Joe Marino	Present	
Cncl. Cody Miller	Present	
Cncl. Pres., Bart McIlvaine	Present	
Mayor, Daniel P. Teefy	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Eng., Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Public Works, Mike Calvello	Present	
Dir. of Comm. Dev/Code Enf, Rosemary Flaherty	Present	
Dir. of Parks & Rec, Jim Bonder	Present	
Deputy Mayor, Andy Potopchuk		Excused
Chief of Police, John McKeown	Present	
Twp. Clerk, Susan McCormick	Present	

Cncl. Pres., McIlvaine noted that three (3) Resolutions had just been submitted as walk-on resolutions they are to be numbered Resolution R:196-2017, R:197-2017 and R:198-2017.

R:196-2017 Resolution Of The Township Council Of The Township Of Monroe Awarding A Contract For A Consultant To Conduct A Study Of The Gloucester County Radio System Coverage In The Municipal Building, Williamstown High School And Williamstown Middle School Within The Township Of Monroe

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R:197-2017 Resolution Of The Township Council Of The Township Of Monroe Rejecting The Request To Release The Performance Bond For "Walmart Retail Site", For Site Plan #416-BSP, Block 3901, Lots 1, 38, 38.02, 39, 40 And Part Of 1.01 For Certain Offsite Improvements

R:198-2017 Resolution Authorizing An Extension Of The Period Of Time For Payment Of Real Estate Taxes For The Third Quarter Of 2017 For The Township Of Monroe

Cncl. Miller made a motion to move the above referenced resolutions forward for approval and to be added to the agenda for the Regular Council Meeting. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of council in attendance.

B.) MATTERS FOR DISCUSSION

- **Block 4301, Lot 3** – Malaga Road/Poteat Lane
- **Block 4101, Lot 1** – Black Horse Pike
- **Block 15401, Lot 22** – 1800 Glassboro Road

Cncl. Pres., McIlvaine advised that the above referenced parcels are those of people interested in purchasing the individual Blocks and Lots. **Solicitor Fiore** indicated that an actual report on the properties has not been received from the **Director of Real Estate** as to the values. He will follow up on this and reach out to the director. This matter will be rescheduled for a future work session. **Mayor Teefy** did advise that he has no interest in the property along the Black Horse Pike and in regard to the property on Glassboro Road he felt we need to come up with some more money.

- **2017 Road Program**

Business Administrator, Kevin Heydel spoke with regard to the financial review on the road program, copies of which were distributed. He noted the last time we spoke on the road program was when we came before council with regard to the design work for all phases of South Shore Drive and Forest Drive. He explained this review has to do with what we are looking to do in Phase I, the changes to Phase I and how they impact the dollars that we budgeted. Mr. Heydel then referred to the spread sheet and explained what we were looking to do in Phase I included Ridge Drive however Mr. Calvello and myself went over there and determined this road was not bad, that we could hold off on doing that particular road. We would like to instead mill & overlay the entire length of Janvier Road as we have \$204,000 from the county and in order to help supplement that we can use \$80,000 left over from the 2016 road program. If you take a look at how it reconciles, I have the estimated construction cost plus the 20% professional service cost it falls right in line with what we had budgeted for the first year of this road program, emphasizing all figures are estimates. He presented to this council for their approval on substituting Janvier Road for Ridge Drive. **Cncl. Marino** questioned the real difference in the costs from before as the figures didn't move much. Mr. Heydel explained what we are doing is staying within the confines of what we budgeted for in the first year. **Cncl. Heffner** posed a question regarding Ridge Drive and if it was a mill & overlay and if we were doing that through the county co-op. Mr. Heydel explained Kirkwall, Ridge and Forest Drive-Phase I are just mill & overlay but what is

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B.) MATTERS FOR DISCUSSION (cont'd)

boosting those costs is what we have to do with the ADA curbing. All council members present were good with the details brought forward by Mr. Heydel, consensus was to move on with the road program as presented.

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 in attendance.

Gennaro Ciccarelli – 1406 Exposition Drive (Amberleigh) was in attendance to speak on the parking situation in the development. He explained there is a problem in that they need 67% of people in good standing to approve the things they would like to do in order to remedy some of the parking problems. Many of the homeowners have left and the homes are now being rented. He explained an “abstain” from voting automatically becomes a NO and if you want to change something you need 67% of the people who are paying their dues, that don’t have fines, that don’t have any problems to say “yes” and that is never going to happen. Therefore, we are never going to have our parking solved. Mr. Ciccarelli continued and advised a committee has been formed to try to find a solution as the streets are too small at 26 feet and there is not enough parking. He questioned if there was a way to get parking along one side as opposed to a one way street and spoke of problems with trash pick-up and mail delivery. Mr. Ciccarelli felt the one solution that everyone seems to be, almost happy with, is parking on one side of the street through the entire development. He then gave some background on parking situation when they first moved in when there was parking on both sides and we all know that did not work. Now, we have to figure out how to get some parking back and still keep it safe. He requested that perhaps the township re-think this “no parking” through the community to see how we can get some parking spaces back without a major cost to the community. Mr. Ciccarelli noted that hopefully mayor and council hears his concerns and there is a viable solution to the problem. **Mayor Teefy** questioned **Director of Public Safety, Jim Smart** if we could re-measure again to see if it is feasible for parking on one side. **Mr. Smart** advised what we decided was the only way you could do one side parking would be to change to a one-way street. That is the only option because, even now, when you drive through there some of the people are still a little bull-headed about parking so they will park facing the wrong way underneath of the no parking sign. The police department went through there numerous times just to keep that in check. He explained that 26 feet does not allow for two-way traffic and parking, it just doesn’t happen. He then questioned the solicitor on if all the deeds would need to re-done. **Solicitor Fiore** advised it is actually a part of the “Resolution of Approval”, it is not part of an individual deed; it is part of the overall approved project. The streets were developed according to the RSIS standards which allows for a 26 foot cart way. Again, it would require a vote of the association and have 67% of the eligible voters to vote upon this in the affirmative. **Mr. Smart** then noted, the problem is all the way in the back section. He then went on to speak of the opposition to this relative to the people living in the front section. Where now they only have the traffic that comes into their general area they would see all of the traffic going toward the back coming through there. He noted this is a troublesome spot, we brainstormed this numerous times to try to come up with a reasonable solution. Discussion continued.

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C.) PUBLIC PORTION (cont'd)

Mr. Ciccarelli then spoke on the one-way situation and how people are talking about the trash cans and if recyclables could be picked up one day and trash on another day. Everyone is saying if cars are on one side then where will everyone put their trash containers that are picked up now from both sides of the street. We went to the board and questioned what they would need from the township and they responded, can we, at least, get separate days for pick-up. Perhaps if we could move toward that then maybe we could get people to be in favor of the one-way street. **Kathryn Cornforth, ARH** noted all of the mailboxes would have to be moved to one side of the street if it became a one-way. Mr. Ciccarelli advised the current mailboxes are all falling apart so they are being replaced and are being put where they need to be in the event the street is changed to one way. **Mayor Teefy** noted if the association gets the 67% to agree the township will work with them for a Tuesday/Thursday pickup because we want to alleviate the parking issues as well. Mr. Ciccarelli thanked the Mayor and Council for their help.

Len Fritz, of the Open Space Committee spoke of discussions over the years about what to do with township owned parks and basins to help cut down on maintenance costs and to bring them up to more modern guidelines. He explained there are different design requirements for basins and solutions that make them biodiverse, which can cut down on weekly mowing throughout the summer but he does not know who to speak to about this. He questioned whether Council would like to have someone come to the Open Space Meeting to discuss this and also our ideas for playgrounds. **Cncl. Pres., McIlvaine** recommended Mr. Fritz speak to the Director of Public Works, Mike Calvello regarding the basins and advised in the near future a meeting will be held regarding the tot lots and he will let Mr. Fritz know so he can attend. **Mayor Teefy** spoke of the 90% drop in monarch butterflies and how the Sustainable Green Team has asked him to pledge his help with a project that would help bring them back. The Green Team is looking into planting milkweed in the basin at the Pfeiffer Center to draw the monarch butterflies and he is considering planting it in more of the basins. Signs could be installed in the basin to let the neighbors know it is a monarch butterfly project and Public Works will need to be educated on what areas cannot be cut. Mr. Fritz noted biodiversity puts in plants indigenous to the area as they create a habitat cycle and bring back animals chased away by development. The County has created a biodiverse area at the Route 322 bypass that attracts wild birds and butterflies. The County and State have grants available to help with conversions and he is willing to help get grants for these types of projects so the money does not come from taxpayers.

Director of Community Affairs, Jim Bonder noted most groups and organizations are autonomous (*baseball, basketball, football, Boy Scouts, Girl Scouts, etc.*) so the Parks and Recreation Department is careful when implementing other programs because we do not want to step on anyone's toes. With that in mind the Parks and Rec Department would like to implement Zumba in the Park during the month of August when the fall sport practices start. Separate classes will be held for parents and children but parents will need to be involved in a class if they want their child to participate because we are not there to babysit. The program will begin on Thursday, August 3rd and classes will be held on Tuesdays and Thursdays from 6:30 PM to 7:30 PM. The first class is free and then there will be a \$5.00 donation to recoup the cost of the instructors.

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C.) PUBLIC PORTION (cont'd)

Mr. Bonder noted people who go to Zumba classes pay up to \$10.00 per class and we are not trying to take away from local businesses we are trying to promote business because once people participate in this program they may want to go to more. If this program is a big hit we may consider doing it next year during the months of July and August and this year we may even extend it into September for the parents waiting for their kids at practice. He noted he has discussed this with the Mayor, who has supported it and with Kevin regarding funding the program, as there will be two instructors, one for adults and one for kids. Notice has been placed on social media and flyers will be put throughout the town. **Cncl. Marino** questioned what Zumba is and if the people who have not exercised in a long period of time should be monitored. Mr. Bonder explained Zumba is a high energy dance and instructors are all CPR certified. The people participating in the classes will be under their own insurance plans and will sign a hold harmless agreement/waiver with the township. The program will start out with the Zumba Gold, which is a low impact, low energy program that includes a lot of dance moves. He noted he has taken the class two times and they give water breaks almost every ninety seconds. **Mayor Teefy** noted he is in favor of the program as it promotes wellness in the community. Mr. Bonder noted he would like to announce the program at the Regular Council Meeting when he makes his report.

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

D.) NEW BUSINESS

Cncl. Marino spoke of how the Sicklerville/Radix Road traffic signal turning lights go off even when no vehicles are turning and he asked Chief McKeown whether anything was being done about that. **Chief McKeown** explained for about two years we have been trying to get this resolved with the County, as it is their traffic signal. For whatever reason during certain times of the day the sensors did not pick up cars so the light was not changing. The system is being recalled by the manufacturer as it is defective so currently the light has been manually set to a certain time rotation. The light was not picking up cars mostly on Radix but there were times when it did not pick up Kent Road. The light was not turning green so there ended up being a line of traffic that was forced to either run the red light to get through or make a k-turn within the intersection. The County has no solution within the hardware system of the light and after being called for over a year to repair the light the recall is their solution. **Director Jim Smart** added he asked the County engineer if they could just kill the sensors during a certain time of day and they would not do that. He added we would love to have the sensors back on but not as before unless the hardware is changed because it was usually around 4:00 PM every day when the sun blinded the cameras so the lights never switched over. **Cncl. Marino** questioned since it was caused by the sun would it be better if canopies were put over them. **Director Smart** noted we need to get the County back out again to reevaluate the lights and see if something new has come out. **Chief McKeown** noted given the current technology being used by the County this is the best solution that we have. **Mayor Teefy** questioned whether the light was working properly five years ago. **Chief McKeown** explained the old technology was to cut holes in the road for magnetic weight sensors but the County does not do that anymore.

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D.) NEW BUSINESS (cont'd)

Director Smart noted the weights are still there but the County does not use them anymore they use the overhead, which backed up that intersection since the day they were put in. Mayor Teefy expressed his displeasure that it has taken over a year to fix. He noted he will be contacting the County as this is one of the busiest roads in town so it needs to be fixed. Director Smart noted the County was contacted because cars were backed up on Radix past Gordon Avenue and were trying to turn around while cars were turning onto Radix from Sicklerville Road. The County engineer said there was nothing they could do other than go back to the timing routine and for the safety of the people driving on that road that was the decision made. We have not revisited that decision mainly because it has been working but it is a nuisance especially when no cars are turning. Chief McKeown noted we went as far as we could with the traffic engineers and this is the best that intersection will be. Mayor Teefy noted he will contact the County tomorrow and give it a shot.

The Township Clerk requested the Cross Keys United Methodist Church annual chicken barbeque event permit and a junkyard license transfer be added to the Regular Council Meeting Agenda under Correspondence. She explained the issues are timely and she and Mrs. Flaherty worked feverishly to get these items on the agenda this evening. All paperwork is in order and all fees have been paid if applicable.

Cncl. Miller made a motion to add these issues to the Regular Council Meeting Agenda under Correspondence. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of Council in attendance.

Cncl. Pres., McIlvaine noted he was approached by Sgt. DeHart of OEM and Officer of the Williamstown Fire Company regarding the Knox Box key system for the municipal building. He explained the offices have many different keys and to change the key system over it would be very costly but this is a serious problem because if there was a fire in the building the firemen would need to bust through the doors. He spoke of how businesses in town are required to abide by the ordinance requiring a Knox Box when we are not abiding by it here. He felt no matter what the cost every door in the municipal building should be operated by a key scan system as this is a serious problem that needs to be acted upon quickly. **Mayor Teefy** agreed. **Business Administrator, Kevin Heydel** suggested there be a master key that opens all offices. **Public Works Director, Mike Calvello** explained to have one master key each tumbler in each door would need to be changed. The issues are certain offices handle cash and others may handle important documents and they do not want everyone with a master key having access to their offices. Mr. Heydel noted anyone with cash has a safe and there are no documents held in any of the offices that are secret other than personnel records. Mayor Teefy noted this is 2017 so we need to get a price on the key fob system. **Cncl. Pres., McIlvaine** noted the fire house has the key fob system and each fireman's fob is numbered so the Fire Chief knows when each member of the fire company goes in and out of that building. The key fob system will be very expensive but we need to maintain our buildings and we need to come up to today's standards with respect to technology. Chief McKeown noted there are two systems one for town hall, which OEM has access to and one for the Police Department, which is kept on that side of the building.

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D.) NEW BUSINESS (cont'd)

The Police Department's system is the older of the two systems but it was upgraded to meet the security standards for accreditation. Depending upon the type added some can cost \$1,000.00 per door and it must also be tied into the fire alarm system in the event of a fire. He added the police side is not done yet so if there was a township wide system being done he would be concerned for security because areas in the police department have guns, drugs and other things that we need to control. **Director Smart** noted a few years ago the two fire houses and the ambulance hall were put on the same AGT and his fob that gives him access to those buildings also gives him access to the municipal building so if we could stay within that same system we are three quarters of the way there. Mr. Heydel noted the building is attached to the fire suppression system so as long as we do not need to attach each office into that system it would be fine. Mr. Smart explained one master would be put in the Knox Box and that would give the firemen access to the offices. Mayor Teefy noted we will get an estimate on the cost and bring it back to Council.

E.) OLD BUSINESS

Cncl. Pres., McIlvaine questioned the status of the demolition of the building next to the firehouse. Mr. Heydel noted we have to prepare bid specs for the demolition and go out to bid on that and in speaking with Mrs. Cornforth we have to file with the Pinelands. **Cncl. Pres., McIlvaine** noted he would like to get moving on that.

Cncl. Pres., McIlvaine noted the Cecil Fire Department roof is still leaking and needs to be repaired since it will be a couple of years before a new facility is built. The firemen volunteer their time and the least we can do is provide them with quality equipment and materials to do their job for us. If this were a paid department the roof would have been fixed a long time ago or the union and perhaps OSHA would have been involved or contacted. **Cncl. Marino** noted he spoke to the Fire Chief last week and the leaks are in three different areas and their thought is to repair the roof until we figure out what we are doing. **Director Calvello** noted as of last week Cal's Hot Roofing and two other roofers were going to try to locate the leaks and he is waiting for them to give estimates to repair it. They will try to hot mop over the spots that are leaking. **Cncl. Heffner** noted the roof is so bad that you can stick your fingers through it so if they walk on it to tar they will only create more leaks so they will have to tar the whole thing not just piece meal it. **Cncl. Marino** explained a base sheet could be put down and they could silver coat the whole thing if we wanted to get six months or a year out of it until we can replace the whole thing. **Cncl. Pres., McIlvaine** noted this has been an issue since he has been on council and he wants to make sure these volunteers have what they need.

F.) COMMITTEE REPORTS - None

G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - None

H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - None

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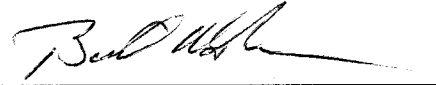
I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the Council Work Session of July 24, 2017. The motion was seconded by **Cncl. Heffner** and was unanimously approved by all members of Council present.

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 July 24, 2017 and serves as only 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 8/28/17
Date _____