

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 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 7:00 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. Marino 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		Excused
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	
Eng., Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Public Works, Mike Calvello		Excused
Dir. of Comm. Dev/Code Enf. Rosemary Flaherty	Present	
Dir. of Parks & Rec, Jim Bonder	Present	(Arrived 7:25PM)
Deputy Mayor, Andy Potopchuk		Excused
Chief of Police, John McKeown	Present	
Twp. Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION

• **Community Forestry Management Plan**

Sandy Keen, Chairperson Environmental Protection Commission was in attendance to discuss the *Community Forestry Management Plan* prepared for The Monroe Township Environmental Commission by Arbor Care Resources (*copies were distributed to Mayor and Council*). Ms. Keen stressed to council members the importance of having such a plan in place. She urged everyone to review the plan then introduced Mickey Riggan, Arborist for Arbor Care Resources. Mr. Riggan explained how the plan was a detailed, strategic plan for a five (5) year overview of the community forests and the trees within the

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

B.) MATTERS FOR DISCUSSION (cont'd)

township. He noted this plan is little more detailed than prior plans as this is both strategic and proactive. He continued to outline some of the features included in the plan such as: available funding, time lines, sidewalk plan, storm water management, the involvement of Public Works and Parks & Rec in the plan, wild fire protection, etc. Mr. Riggin explained most of the plan has been developed, most of the projects are those discussed with different departments over time. We attempted to make this a realistic plan. The things to consider with respect to this plan are twofold. One, by having this plan approved it gives a certain level of indemnity under the Tort Claims Act and the other being availability of funding, awarding of grants which ranges from \$7,000 to \$25,000, with larger grants available. Mr. Riggin explained that we did try to include projects within the plan that are real possibilities. He then continued to explain certain aspects of the plan and those areas/sections still needed or which require a review. The two areas involved where more information is essential are the sidewalk maintenance program and the storm water management program. We need to get a clearer perspective on the Parks & Rec Commission pertaining to the Community Forest and a clearer understanding of the Public Works Department and we must gather some information on wild fire protection. The goal on this is to have this completed by the end of the year, the funding for the new programs will probably be released sometime in January. **Sandy Keen** advised this plan has been on-going for many years. We started with it in 2010 and we are just following up on the second half of it. The current Environmental Commission continued on from 2013 and she then highlighted some areas of concern with respect to trees dying. Mr. Riggin then noted there are several diseases within our area with the possibility of losing over 25% of the Red Oak population over the next ten years as well as other diseases and insects moving into the area. The idea is to develop a strategic plan to keep a constant assessment of those problems and maintain a long range plan. Most of the strategic planning contained in here for risk assessment, tree inventory or tree maintenance focused more on training volunteers and doing things in house rather than trying to do large scale tree inventories. The more long term, practical approach is funding to train municipal employees and volunteers to do risk assessment, etc. Keeping it at a local level rather than doing big funding projects. He added the storm water retention program is under both public education awareness and storm water planning to do a proactive public education sort of thing on the benefits of the ecosystem within a retention basin. So, if that program were to be implemented it could be funded under two (2) different aspects of the plan. Mr. Riggin noted, it would be most beneficial if we can get input from various departments targeted to the right people with the right understanding or authority to make corrections to make sure the plan is in line.

Mayor Teefy questioned if the plan before them was the latest update. Mr. Riggin advised, yes. The mayor requested an electronic version of the plan so that he could get this to the appropriate individuals for input. **Business Administrator, Kevin Heydel** advised that he could calculate the figures as to the leaf collection as this is the bulk of dollars that we spend. Going from November 1st to the end of the year we are putting out four (4) trucks per day with two people, also working overtime every day. When it comes to tree cutting, as an example, we go through a yearly exercise at Owens Park where we go in and cut down dead trees, questioning if those costs would be calculated as well. Mr. Riggin responded, yes and normally what most communities do is to break out leaf collection separately as it is such

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

B.) MATTERS FOR DISCUSSION (cont'd)

a large cost and then however much they can determine is spent on trees (*chipping, etc.*) Discussion continued on the costs associated with tree service/maintenance, etc. Mr. Heydel referenced six (6) dead trees in the area of the Pfeiffer Center and questioned if removal of the trees would be covered under a grant. Mr. Riggan noted that is one of the things they are funding, you can get funding for tree maintenance and hazard reduction which carries a high priority for funding. He spoke of a tree maintenance assessment where Public Works or municipal employees could go in and do an assessment that would then be the services in kind as there is always a matching services in kind and most of this is included in the plan. Sandy Keen again stressed the need to get this plan in place as it is really important. This is something done statewide. Mr. Riggan stressed any responses would be greatly appreciated as we would like to have another plan by the end of the year for final approval.

- **Circuit Trails**

Patrick McDevitt – Sustainable Monroe Township advised we are currently working with the Bicycle Coalition of Greater Philadelphia who are responsible for the circuit trails for a nine county area including Philadelphia, Bucks, Montgomery, Chester, Delaware, Mercer, Burlington, Camden and Gloucester Counties. Their goal being by the year 2040 to have 750 to 900 miles of continuous trails around our region (*Pennsylvania, New Jersey*) with their current goal being 500 miles by 2025. Our bike path is part of that circuit and there have been no resolutions of support from any Gloucester County municipality. He requested that Monroe Township be the first community from Gloucester County to submit a resolution of support and we are also looking to have the County do a similar resolution of support. Mr. McDevitt explained this would be a non-bonding resolution with no commitment to do anything. Adding that an over-whelming majority of the public are in favor of these trails. A resolution will be drafted for approval at the December 11, 2017 council meeting.

- **Pedestrian Safety – Friends of Victory Lakes**

Cncl. Marino referred to a correspondence received from the Friends of Victory Lakes Association with regard to pedestrian safety. Included in the correspondence was a proposed plan which included items such as: 3 way stop signs intersections, 4 way stop sign intersections, roadway markings and safety signs. **Chief of Police, John McKeown** spoke on the police response to this as Sgt. Burton did meet with a representative from the association. He indicated that if there is not a current safety problem warranted by crash data or speed data we do not use stop signs as traffic calming devices. The association then asked what the process would be to move forward and they were advised to contact council members. He then advised he reviewed the request and pulled data (*2012 was the most recent study that was done in that area*) but there is no crash data or speed data to support any of these items (*as referenced above*). If council desires you could have the road department paint lines as a traffic calming mechanism which is pretty costly. Some other concerns relative to the area were discussed. **Kathryn Cornforth, ARH** noted she read through the correspondence this morning and spoke on if the township wanted to add stripping to the roads. Sunset Road we are pretty sure is wide enough to stripe and we applied last year for

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

B.) MATTERS FOR DISCUSSION (cont'd)

an NJDOT tap application to do a bike path through there that would eventually connect Blue Bell Road and up to the existing path near Virginia Avenue and unfortunately this was not funded. On some of the other roads (*Lakeside and Magnolia*) we are not 100% sure in their current condition that stripping would actually work because it may not be wide for the double yellow and the plot lines. She advised if council did wish to add stripping you must update your ordinance for no passing zones and there are also warrants for placing a double yellow along a road. **Cncl. Marino** posed a question with regard to rumble strips in the area of the club house as residents are concerned with speeding in that area, questioning if rumble strips were viable as opposed to speed humps. Mrs. Cornforth noted that obviously this would be at the township's discretion but if in the area of the playground/club house you would like to explore this option the only thing she would caution against is if you were going to put the rumble strips down perhaps trying to do it underneath the double yellow line so it is just not a random rumble strip. You would have to make sure that the road warrants that definitive split and or paint. There was discussion on exactly where the rumble strips could possibly be placed and how the installation could be done and the specific process involved. Mrs. Cornforth advised she can work with Mr. Calvello on this and get some pricing on this from the stripping vendors. **Cncl. Marino** felt he would in favor of at least looking into this option (*rumble strips*) but only along roads that the township will be paving. **Cncl. Heffner** questioned Mrs. Cornforth, in her professional opinion, as most of the roads in this area have nothing for a base if I cut into this road with rumble strips is it going to freeze and break up even worse. Mrs. Cornforth advised it would depend upon exactly how the installation was done, if it is a specialty type paint that goes over top of it you won't necessarily be worried about the integrity of the road. If it is something you have to dig to install, which is your traditional rumble strip, depending upon how thick the asphalt is you may have problems depending upon the condition of the center line and this I would caution you on. However, the white lines you see as you go through toll plazas I believe is done with some type of specialty paint. Discussion continued with Cncl. Heffner noting he would be fine doing this along Sunset Drive, questionable on others. **Cncl. DiLucia** noted he had no problem with what was being discussed but he felt this a problem that doesn't stop here. How many times have we sat here on council and heard people make compelling arguments on problems with speeding, reckless driving, etc. We have been talking about deterrents and how do we stop this and one way was with enforcement. He understood there was limitations on how much you can enforce because of the ability to place police all around. He felt enforcement was the first thing to look at. He also felt we should request ARH to come back with what they think would be useable in all instances and at a reasonable cost. Cncl. DiLucia felt if this is done we should do it systematically. **Cncl. Marino** was looking at this so when we upgrade a road, we upgrade to include this (*rumble strips, etc.*) as well. Discussion took place on other options being used as traffic calming devices and the costs associated with putting something in place to alleviate the problems of speeding, etc. on a township wide basis.

Cncl. Pres., McIlvaine reminded all that there was one council meeting scheduled for the remainder of this year, that being the December 11th meeting.

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

C.) PUBLIC PORTION

Cncl. Miller made a motion to open the Public Portion. The motion was seconded by **Cncl. Marino** and unanimously approved by all members of Council. With no one wishing to speak **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

Township Clerk, Susan McCormick referred to the RFQ that was advertised for Professional Services indicating that a question was posed regarding the Redevelopment Planner position that was removed from the list of offices. At the last work session there was discussion to make a few changes in the RFQ that was to be advertised one being striking the Redevelopment Planner from the list as well as the Master Plan Re-examination Planner and changing the title of the Affordable Housing Administrator to Affordable Housing Administrative Agent. Mrs. McCormick questioned if the position (*Redevelopment Planner*) should remain off the list or if authorization would be given to re-advertise for that position. **Mayor Teefy** noted what we looking at is the Planning Board Planner can handle the Redevelopment work. **Cncl. Miller** noted it is all under one umbrella and most towns have your Master Planner and they do everything, they do not break it up into multiple factions as this just makes the entire process confusing. It was determined that the RFQ notice was correct as it was advertised no need to re-advertise for any position.

E.) OLD BUSINESS

Cncl. Pres., McIlvaine advised Mr. Calvello would not be in attendance this evening however in response to **Cncl. DiLucia's** question on the cost to remove playground equipment he did advise there would be zero cost to remove the playground equipment as we are already paying/utilizing township employees. **Cncl. DiLucia** noted there would be a cost associated with this because if they are doing that, they are not doing their normal jobs/responsibilities. To disassemble that equipment and take it down I just want to know would the cost be enough to offset why we would not be refurbishing the tot lots. There was discussion and Mr. Heydel advised he would work with Mr. Calvello to get an estimate of costs for each one of the tot lots.

Director of Parks & Rec, Jim Bonder noted we just partnered with the Rotary installing the park at Duffy Field. He advised that he has requested the engineer that sold them the equipment to come out and give an analysis and an estimate to remove park pieces and to build the Owens Park much larger, as this is our center hub where a lot of activity takes place.

Cncl. Marino questioned if a survey had been completed to notify the public with regard to the tot lots. Mayor Teefy advised he would put something together to go out on social media.

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

E.) OLD BUSINESS (cont'd)

Kathryn Cornforth reported on the Owens Field expansion noting we are currently under design and making sure the drainage is going to work. We don't just handle the drainage on-site for Owens and explained what this entails. Once this work gets done we will be close to submitting for permits. **Cncl. Pres., McIlvaine** questioned a time line as to when we would be going out to bid for this project. Mrs. Cornforth noted ideally, if we can get the permits approved in a relatively quick fashion we would like to be out to bid next year so we can have shovels in the ground sometime before the weather turns. Our goal would be to go out in the summer but that will be dependent upon permits being issued.

Cncl. Pres., McIlvaine questioned the status of the tax card program. Mayor Teefy advised he would be meeting with the EDC on December 18th where there will be discussion on this and he would more of an update the beginning of the year.

Cncl. Pres., McIlvaine questioned the demo of the house on Main Street, next to Williamstown Fire Company. **Mrs. Cornforth** advised that Mr. Heydel is working on the purchase orders for the asbestos removal and a notice to proceed was sent to the contractor. They are looking at a two week window in order to complete the project. The contractor will be contacting Mr. Heydel for access to the house.

Cncl. Marino questioned if there was any progress on the generators, the plans were finalized with some revisions being made. He questioned if there were any funds allocated this year. Mr. Heydel advised that we allocated \$100,000 in last year's capital. We have the money we are just waiting for the electrical plan.

Cncl. Heffner questioned the status on the installation of heaters in town hall. Mr. Heydel advised this will still be another few weeks. He also questioned certain items contained on the bill list. One being, medical waste disposal and Mr. Heydel advised this was medical waste from the ambulance. He referred to another line item for the ambulance, and the purchase of 23 pairs of boots this month. He then looked back on this line item and counted 80 pairs of boots since July of 2016. Is this something we are doing every month or every six months, how are we purchasing the boots. **Mr. Heydel** noted usually they get them roughly once a year or so, perhaps twice as it depends because those things get soiled with blood, bacteria, etc. **Cncl. Heffner** noted he was not questioning the price, he was counting the number. Mr. Heydel noted they can get up to two pair each. **Cncl. Heffner** then spoke on the Library noting we don't see a budget and as a council member I see nothing as to what they do with their money. When there is a problem with the building then it is a township problem but we have no control over their money/finances and I don't have a clue what anyone makes over there or what their benefits are, do I have to OPRA request that information because town hall does not have that information. **Mr. Heydel** noted we do maintain the building however we do not do their payroll, we pay their health benefits and they give us their share of the cost for the library every year. I worked with staff members there and put together a whole basis because we must report this to the DCA. **Karyn Paccione, CFO** noted she does receive a report from the library that must be sent to the state and she will forward this information to council.

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
NOVEMBER 27, 2017**

F.) COMMITTEE REPORTS - None

G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - 11/27/17

Cncl. Pres., McIlvaine noted Resolutions R:263-2017, R:264-2017 and R:265-2017 were being removed from the formal agenda. These resolutions were dealing with Stirling Glen and the original documents (*developer's agreement/bonding*) were not received within the required time to action this evening.

H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - 11/27/17 - None

I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Marino** made a motion to adjourn the Council Work Session of November 27, 2017. The motion was seconded by **Cncl. Miller** 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 November 27, 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 *SM*
Approved as corrected

Date 12/11/17
Date