

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JANUARY 22, 2018**

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

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

**ROLL CALL OF PUBLIC OFFICIALS**

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

**B.) MATTERS FOR DISCUSSION**

• **Tot Lots - Notification Update**

Cncl. Pres., DiLucia noted discussion on this took place at the last work session and the way it was left there was to be a notice posted at each tot lot to give people the opportunity to come and voice their objections, support, etc. He felt this matter should be scheduled for discussion at the work session (*February 12<sup>th</sup>*) to give our personnel ample time to address this matter.

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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 in attendance. With no one wishing to address council, **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 in attendance.

**D.) NEW BUSINESS**

**Mayor Teefy** advised there have been some police officers who recently retired as well as one officer that was dismissed and another that will not be coming back to duty. Currently, we are at sixty-two (62) officers and we are in the process of doing background checks to have our list readily available to go into the interview process. Mayor Teefy advised that he was looking to hire four (4) new police officers that will keep us in the same budget range we had. He felt it was key to keep the number of police officers at the sixty-six (66) number range. The mayor requested Council's support in going into the interviews to hire four (4) new officers. There were a few questions posed with regard to staffing. **Business Administrator, Kevin Heydel** noted the one officer who will not be coming back to duty is currently on Workmen's Comp and will be going in for another surgery, we are 99% sure he will not be coming back and is going forward with filing for accidental permanent disability with the pension system. Mr. Heydel advised the class for the new recruits starts in March and this lasts until sometime in September. **Cncl. Miller** questioned the mayor if four (4) new officers would be a sufficient number in looking at all the other factors in terms of who would be eligible for retirement in 2018-2019. In planning for the future needs as we know how long it takes for an officer to become fully operational has that been projected in the forecast where you feel that four would be enough. **Mayor Teefy** then indicated that four is enough, for now. He felt going into the end of this year, seeing which police officers may retire, I think we should be ok. **Cncl. Marino** posed a question with regard to the dismissal/discipline. **Mr. Heydel** noted one was a discipline that we let go. **Cncl. Marino** then questioned if the appeal process was done. Mr. Heydel advised there was an indictment on that one. **Cncl. Pres., DiLucia** questioned if there was a grievance filed. Mr. Heydel advised, the officer is not on the books, we terminated the individual and no grievance has been filed. Discussion continued. **Cncl. Pres., DiLucia** then questioned, hypothetically, what would happen if the officer were to be reinstated. Mr. Heydel responded that we would have an extra body going from 66 to 67. **Cncl. Pres., DiLucia** then questioned if that was the case would you have to layoff personnel. Mayor Teefy noted, no we would not lay off, we would absorb it. **Cncl. Pres., DiLucia** noted, so you would eat it in the budget. It was the consensus of council members present to support the Mayor in the hiring of four (4) police officers.

**E.) OLD BUSINESS**

**Lt. Jim DeHart** was in attendance to report on the progress with regard to the Municipal Building Master Key System Project. In doing some research the consensus was to go back to a master key system. He reported that all the locks are done with a few exceptions as there were

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**E.) OLD BUSINESS (cont'd)**

some issues involved with certain areas as there have been some stumbling blocks along the way. He explained how the system is set up and how it will bring us into compliance with our ordinance. He also cautioned that once this system is in place if changes were to be made, it must be done correctly and in compliance with the master key system. **Cncl. Heffner** suggested a letter be generated and sent to all department heads advising them there will be no changes in the locks without the expressed permission through administration. Mayor Teefy advised that could be done.

**Cncl. Heffner** referred to a correspondence from Gloucester County with respect to payment for certain services. He reached out to the gentleman and was advised this was strictly a county ordinance and they were making the municipalities aware that we could charge for some of our services when going out of town. It was brought to our attention that our ordinance reads just as the other municipalities but is somewhat different than the county ordinance. **Cncl. Heffner** indicated it was best to do nothing at this time unless another municipality would try to bill us.

**Cncl. Heffner** questioned if the asbestos has been removed from the residence along Main Street, next to the fire company. It was noted that the asbestos has been removed and Mr. Heydel indicated the need for quotes for the demolition as the price will be under \$17,500 (*bid threshold*) there is no need to go out to bid. **Cncl. Heffner** questioned when this work would begin. Mr. Heydel explained we can do this at any time, however we are giving the fire department time to do training in there and we also have to remove the two heating systems.

**Cncl. Marino** advised there is a meeting scheduled for Wednesday, February 7<sup>th</sup> at 6:00PM with the committee (*Marino, Garbowski, Heffner*) along with Mr. Cappelli regarding the RFP being prepared for the fire house.

**Cncl. Pres., DiLucia** referred to the air quality inspections that were being conducted on the township buildings and questioned if a report on the findings was received. **Mr. Heydel** noted he received a report and the police department was given their report. We worked on some of the issues that were identified in the report and there are still some issues we need to address. **Cncl. Pres., DiLucia** questioned if there were any major issues identified in those reports. **Mr. Heydel** explained there were issues to be addressed right away, are they huge issues such as those with the school system? No, nowhere near that. Most of the issues identified are coming from a maintenance standpoint. There is an issue with the fire house due to the roof leaking along with some other concerns that he spoke of. He explained all the efforts the township is taking to address the issues involved with certain areas. Again, he stressed much of this is more of maintenance issues than anything. One thing we must address is a new roof is needed on the Pfeiffer Center. We have identified a few places where there are leaks and we will have to either put another layer of shingles or replace the entire roof. **Mr. Heydel** advised he is working in conjunction with Mike Calvello and Pokie Ward to address all those issues found in the report. A report will be forthcoming from **Mr. Heydel** upon completion of all items noted in the report. **Mr. Heydel** added the report is very detailed but there is nothing that really appears in the red nor are there any readings/levels that are highly

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E.) OLD BUSINESS *(cont'd)*

elevated. Mr. Heydel again explained there were things identified for us to address sooner rather than later and the rest of the reports for each individual building just comes down to maintenance.

**Cncl. Pres., DiLucia** referenced the correspondence received with regard to the revaluation of all property in the township and that the first phase has been completed. He did not know the magnitude of this however he did know there has been a number of reassessments and from the numbers he has seen it looks like they ran in the area of about 15% increases. He felt the question, most people have, is will the penny factor change or is the old factor going to be what the calculation is based upon. **Business Administrator, Kevin Heydel** advised the penny factor will clearly change, the value of the penny changes. I will not be able to figure out the calculation until they cut the tax rate. What he could advise (*referring to letter that was sent from the Gloucester County Office of Assessment*) was this revaluation of all property will have to be done in three (3) phases. The county expected to have this completed sometime in November however the response rate (*allowing access to house*) in Monroe Township was horrible. The average runs about 10%-15% they doesn't allow access, in Monroe the average was up around 35% (*refusing access*). That is the reason for the three (3) phases with the first phase being done, the letters went out giving residents ten (10) days to respond. If they don't respond then they will have to file an appeal. The first phase was sent out on January 17<sup>th</sup>, with the second phase due out on January 29<sup>th</sup> and shortly thereafter the third phase will be going out. **Cncl. Pres., DiLucia** noted in the letter he read, it did not go into whether there was access to the property or not, what it did was to list the 2017 assessed value and what the new proposed assessed value was. Then there was a provision to schedule an informal meeting to discuss the proposed assessed value but that no decision could be made at the time of the meeting. **Cncl. Pres., DiLucia** noted what he thought they did was to go and take sales and tried to compare apples to apples as much as they could. **Mr. Heydel** noted it is a combination of sales and actual access to see what is actually in the home. What they are looking at when having access to a home are things such as: additional living space, installation of a new bathroom, finished basement, etc. The actual assessment itself is dependent upon that but also dependent upon the sales within a particular area, within the town. **Cncl. Marino** noted it was his understanding that if you do not let the assessor in they will assume you have a finished basement. If our percentage of people not giving access is that high, when they get their tax bill then we will have a lot of people who are not so happy. Mr. Heydel noted there is a great misconception on part of the residents as to what they are looking for when accessing your house. What they are not looking for are items such as upgraded counter tops or upgraded light fixtures, etc. **Cncl. Marino** noted if a permit is pulled you would get assessed when that permit closes out so what they look for is adding stuff where a permit was not pulled. Mr. Heydel noted that notifications were left if people were not at home and the follow up was good. It was noted that the township has received very few calls on this. **Cncl. Pres., DiLucia** indicated he has received several calls and the average he is seeing is approximately a \$17,000 - \$20,000 increase in assessed value.

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**F.) COMMITTEE REPORTS**

**Cncl. Marino** referred to the need for a roof at the Pfeiffer Center and advised that we do not roof over anything or any type of shingle.

**Cncl. Miller** spoke with regard to Resolution R:47-2018 *Resolution Authorizing The Township Of Monroe To Enter Into A Contract With Special Counsel For Redevelopment Of The Township Of Monroe For The Year 2018* scheduled on the agenda for approval. He added it is the recommendation of the Redevelopment Committee that we move forward on this and enter into a professional services contract with Campbell, Rocco Law. There were two (2) RFQ's received and based on the experience of Campbell Rocco and the fact that one of the other applicants is now our township solicitor we felt that with this firm's knowledge, experience coupled with Mr. Cappelli's experience with redevelopment this would be a good thing for the township. **Cncl. Miller** then noted we are recommending Campbell Rocco Law for the professional services contract.

**Cncl. Miller** spoke with regard to Resolution R:41-2018 *Resolution Of The Township Of Monroe, County Of Gloucester Delineating A Rehabilitation Area Pursuant To N.J.S.A. 40A12-14*. He explained this resolution is dealing with both Timber and Victory Lakes in addition to the Whitehall Road development (*for discussion at a future meeting*). A meeting was held with both Timber and Victory Lakes and we just wanted to move forward with the rehabilitation designation because we feel there is an added benefit with adding rehabilitation for both lake areas due to there being a lot of vacant and abandoned properties. Part of the rehabilitation incentives are if an individual makes improvements to the structure of their home or the house itself or they increase the square footage they would be eligible for tax incentives to offset the cost of whatever improvement. Based on the fact we have seen a lot of vacant and abandoned properties we are hoping this will spur private development for someone to come in and start acquiring the properties and start rehabilitating them. **Cncl. Miller** added both organizations were on board and our general consensus was we move forward with this because it is going to be a benefit. The conversation about the age-restricted housing is a topic for discussion at another time. **Cncl. Pres., DiLucia** noted approval of this resolution is separate and distinct from the age-restricted housing as this deals with residential. **Cncl. Miller** advised it would include that area but if we were to give Papparone a tax abatement that would have to go through the entire council, so we haven't moved forward with that just yet.

**Cncl. Miller** then noted the Redevelopment Committee will be developing a budget designating three (3) priority areas for this year. We are currently going over the numbers with our Planner and this will be something brought up to the budget committee. We will be trying to get a separate line item for this because basically all the money is pulled from the Planning budget and we have seen in years past there has been times where we have exhausted monies. Our committee will be requesting to have a budget solely for redevelopment this year.

**Cncl. Miller** then noted two (2) applications for tax abatement have been received with one being Walgreens and this paperwork is in order and based on the improvements they did make we were informed by our legal counsel that they would be eligible for an abatement.

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**F.) COMMITTEE REPORTS (cont'd)**

He did request this be placed on the agenda for next meeting. The other being South Jersey Storage and we (*Law/Tax Abatement Committee - Garbowski, Miller, Marino*) are working on this application to make sure all the proper paperwork has been submitted and is in order.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Cncl. Pres., DiLucia** referred to the resolutions noted below, indicating they were not scheduled on the regular council meeting agenda as they were just received and are walk-on resolutions to be discussed by council.

*R:48-2018 Resolution Of The Township Council Of The Township Of Monroe, Authorizing The Township Of Monroe Pursuant To NJSA 52:34-6.2(B0 (3) To Become A Member Of The PEPPM Technology Bidding And Purchasing Cooperative Purchase Program.* **Cncl. Pres., DiLucia** explained this was dealing strictly with the co-op. Mr. Heydel noted this was council's authorization for him to utilize this co-op in the event we were to purchase something.

*R:49-2018 Resolution Authorizing Closed Executive Session Of The Township Council Of The Township Of Monroe To Discuss A Personnel Matter - Extension Of Disability (Chapter 65-17)*

**Cncl. Dilks** made a motion to move the above noted resolutions forward for approval on the regular council meeting agenda. The motion was seconded by **Cncl. Garbowski** and unanimously approved by the members of Council in attendance.

**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 January 22, 2018. The motion was seconded by **Cncl. Garbowski** and was unanimously approved by all members of Council present.

At this time, **Cncl. Pres., DiLucia** reconvened the meeting as Mayor Teefy indicated he inadvertently missed speaking with regard to R:44-2018 and R:45-2018 scheduled on the regular council meeting agenda for approval and the possible need for a traffic study to be conducted at the Rt. 322 and Stanger Avenue intersection.

*R:44-2018 Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute A Developer's Agreement With St. Matthews Baptist Church Day Care, Site Plan #405A-SP, Block 15101, Lot 14*

*R:45-2018 Resolution Of The Township Council Of The Township Of Monroe Authorizing The Acceptance Of A Letter Of Credit In The Amount Of \$470,948.00 For St. Matthews Baptist Church Day Care, Site Plan #405A-SP, Block 15403, Lot 3.02 For Certain Site Improvements*

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**Mayor Teefy** then advised at the last Planning Board meeting there was discussion with regard to having a traffic study conducted at this location, adding there has been a traffic count done. He then referred to a letter dated in 2007 where it read that the Planning Board had a right to go back and ask for more studies, if needed. The Mayor added it has been ten (10) years since this project was approved and we would like to request holding off on the resolutions as referenced above until we know if we will be doing a traffic study or not. We have no confirmation back from the church. **Kathryn Cornforth, ARH** advised that Joe Rocco had sent an email at the end of the day and indicated he spoke with the attorney for the church and they are agreeable to doing a small traffic assessment, it is just a matter of timing and getting it to the Planning Board to be reviewed. It was the consensus of council members in attendance to remove the above referenced resolutions from the regular council meeting agenda until such time as a traffic assessment/study can be done. **Mayor Teefy** advised this should be received by the next council meeting on February 12<sup>th</sup>.

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the reconvened portion of the Council Work Session of January 22, 2018. The motion was seconded by **Cncl. Garbowski** 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 January 22, 2018 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     *Am*    

Approved as corrected \_\_\_\_\_

Date     2/12/18    

Date \_\_\_\_\_