

**MINUTES  
ORDINANCE COMMITTEE MEETING  
TOWNSHIP OF MONROE  
FEBRUARY 7, 2018**

**A.) OPENING CEREMONIES**

**CALL TO ORDER**

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 7:00 PM by **Ordinance Chairman, Cncl. Joe Marino** in the First Floor Meeting Room 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 (*N.J.S.A. 10:4-6 thru 10:4-21*). Notices were placed in the official publications for the Township of Monroe (i.e.: South Jersey Times, Courier Post and The Sentinel of Gloucester County). A copy of that notice is posted on the bulletin board at the Municipal Complex and also on the Monroe Township website.

**SALUTE TO THE FLAG**

**Cncl. Bob Heffner** led the Assembly in the Pledge of Allegiance to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Marvin Dilks		Excused
Cncl. Rich DiLucia	Present	
Cncl. Ron Garbowski	Present	
Cncl. Bob Heffner	Present	
Cncl. Bart McIlvaine		Excused
Cncl. Cody Miller		Excused
Ord. Chairman, Cncl. Joe Marino	Present	
Mayor Daniel Teefy	Present	
Solicitor, Louis Cappelli, Jr.	Present	
Business Administrator, Kevin Heydel	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Comm. Dev./Code Enf., Rosemary Flaherty	Present	
Police Chief John McKeown	Present	
Municipal Clerk, Susan McCormick	Present	
Deputy Municipal Clerk, Aileen Chiselko	Present	

**B.) APPROVAL OF MINUTES**

**Cncl. Garbowski** made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of December 6, 2017. The motion was seconded by **Cncl. Pres., DiLucia** and unanimously approved by all members of Council in attendance.

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**C.) PUBLIC PORTION**

**Cncl. Heffner** 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 speak, **Cncl. Pres., DiLucia** 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.) ORDINANCES FOR REVIEW**

- **Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank**

**Cncl. Pres. DiLucia** clarified that this Ordinance is adopted annually, that it is a recommendation of Chief Financial Officer in the event of the need to use it and that it is the same as the previous year, with no changes. **Dir. of Finance, Karyn Paccione** agreed and explained that in the event the Township has to have additional appropriations, the inside Cap can give a buffer in the event that it needs to go up to the 3.5%. **Cncl. Garbowski** made a motion to move the ordinance forward for First Reading at the February 12, 2018 Council Meeting. The motion was seconded by **Cncl. Pres. DiLucia** and unanimously approved by members of Council in attendance.

- **Chapter 73 “Records, Public Access To” and Chapter 74-13 “Fees” – Copies of Documents**

**Cncl. Marino** noted that the information provided was from the previous Solicitor, Charles Fiore. **Township Clerk, Susan McCormick** explained that this was provided by the Solicitor because of the concerns of the OPRA requests. The Township could not charge a Special Service Fee because it was never included in the Fee Ordinance for OPRA requests that go above and beyond, such as requests for email searches and other requests of the same nature. **Cncl. Pres. DiLucia** asked for ideas of how this charge could be applied and what kind of fees would be charged. The Township Clerk explained that it would be applied under a Special Extraordinary circumstance such as an OPRA request that requests emails from personnel in the township. For example, when a search is done, Business Administrator, Kevin Heydel is the person who has the authority to do it, along with herself, so they would be the only two personnel in the township who could conduct the search and have authorization to go into the email system that was purchased to review and tag emails, because it is very confidential and depending on the amount of records, it could be thousands or tens of thousands of emails, so with this fee in place, the township can charge the hourly rate of the lowest level employee capable of fulfilling the request. **Cncl. Pres. DiLucia** asked if the charge would be at the time spent doing the search and the Township Clerk confirmed saying it would be at the hourly rate. He also asked if the requestor would know up front what the range of the cost would be, or would it be a surprise cost they would find out in the end. Mrs. McCormick said that most of the

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**D.) ORDINANCES FOR REVIEW (cont'd)**

time, when people think the OPRA request is going to incur a special charge, the requestor will ask for an approximate estimate of the cost and the Municipal Clerk could give somewhat of an idea of hours and hourly rates of an employee or professional to fulfill the request. She mentioned that there is no fee for records requested electronically, so only the search could be charged for. Cncl. Pres. DiLucia clarified that the requestor would be notified in writing of the approximate cost prior to the completion of the request. **Solicitor Cappelli** noted that the sheer volume of OPRA requests that he has seen so far in this township, he feels that this ordinance is necessary, because the employees are spending a lot of time in response to OPRA requests at the public's expense, but the public has the right to request. Cncl. Pres. DiLucia asked if they're well within the law to put this fee in place and Mr. Cappelli confirmed that they are and other townships do have this language. He explained that the draft ordinance for Chapter 73 goes along with the draft ordinance for Chapter 74, because Chapter 73 refers to Chapter 74, noting the changes in Chapter 74-13 Paragraph 6. **Cncl. Heffner** said that he agrees with the premise, but thinks it is open to interpretation and has a lot of gray in it, such as where is the cut-off, how much time is spent on the request before it is considered extensive. Solicitor Cappelli noted that anything that is not ordinarily and readily available, it can be charged an extra fee, such as searching for 10 years of construction permits in storage boxes, rather than going into a file to pull records out. He agreed that it is somewhat gray, but if someone gets told upfront that it will cost approximately \$300, they will make an informed decision. Cncl. Marino asked Mr. Cappelli if there is a certain amount of time that would set a mechanism to start charging the fee, like if it is more than an hour; Mr. Cappelli and Mrs. McCormick replied there is not. **Mayor Teefy** asked the Township Clerk if when there is an OPRA request submitted for emails, is that when a conversation is made in reference to the charge; she said it is, unless they are very specific with dates, a specific subject, etc. He said that because there will be an extensive amount of time that an employee will have to search for those emails, he asked if at this time, does she tell the requestor there is a possible charge for this. Mrs. McCormick stated that she has not yet because the township does not have the mechanism to charge it and explained sometimes the request is only asking for a month's period of emails, that she can tell from the request and it is not an extensive search for the emails. If not, they would be asked for a specific date range, narrowing it down. The Mayor asked if it is done in writing and the Township Clerk said she contacts them about the date range and they will explain what time period they want it for and re-do the OPRA form. She said if it is voluminous, when this ordinance is in place, she would then have to contact them and inform them of the cost, and that some attorneys' offices will write on the form to contact them with an estimate before processing the request. **Business Administrator, Kevin Heydel** explained that when there is a request for emails between two people, it is easier than when they request subject matter in the body of an email that requires time that you have to individually go through and pull out that information; it's easy to pick up "to and from", but the subject matter is the variable that takes the time. Cncl. Marino asked Mr. Heydel if he has a handle on it now on how long it takes for an email search and Mr. Heydel confirmed he does; whenever he does an email search for an OPRA request, he documents how many hours it took to search and how many records. Cncl. Pres. DiLucia said to Mrs. McCormick that when an email search request is submitted, as the Mayor also said, that she responds in writing that she estimates a certain amount of hours at a certain hourly rate and a total, so there is no

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**D.) ORDINANCES FOR REVIEW (cont'd)**

miscommunication of the information received and he would request this sort of wording also be put into the ordinance. **Cncl. Heffner** asked if a request is deemed extensive, does the township require a deposit. He is concerned that a requestor could request information, it would take 8 to 10 hours to fulfill and then the requestor changes their mind and says they no longer want the information or doesn't come back to pick up the information. Mrs. McCormick confirmed that it has happened in the past. **Dir. of Finance, Karyn Paccione** informed that they do deposits on OPRA requests in Glassboro. Cncl. Marino asked if this would be a problem legally if the township did it. Mayor Teefy asked if the deposit would be refundable or non-refundable; Mrs. McCormick replied that it would be non-refundable. Cncl. Pres. DiLucia asked Mrs. Paccione what percentage Glassboro requires for a deposit; she said she wasn't sure, but will check with the Municipal Clerk of Glassboro. Solicitor Cappelli said that he could check Glassboro's ordinance. Mrs. McCormick asked Council if they want the type of language included in the ordinance so it would be ready for first reading. Cncl. Marino said they could table this ordinance, Solicitor Cappelli agreed and Mrs. McCormick confirmed that the draft ordinance can be prepared for the next Ordinance meeting and review it at that time. Cncl. Marino asked Council if they agreed with doing that and Council members in attendance were in agreement.

- **Chapter 175-55 "Land Management" – Developer's Agreement/Site Plan Waivers**

**Planning Board Solicitor Joe Rocco** said that there were a couple of changes made to the Site Plan Ordinance that was being proposed, with the request of the prior Solicitor, the Planning Board in connection with a waiver of site plan hearing have the option of conditioning the approval on the applicant entering into a Developer's Agreement. He spoke of one change as being a favorable option of the Board. He also noted that there are two other changes that he made at no one's request, but there is a lawsuit going on with the Planning Board that he is defending and one of the things they are challenging is the validity of the ordinance and that it is not specific enough, etc. Mr. Rocco said that in being proactive and trying to address that, it won't hurt the case at all as the ordinance is old. He said that if they were to take a look at this matter as a whole, there is probably a lot of things that we would do, but now that it's right in front of him, he is dealing with the issue and trying to get ahead of it. Mr. Rocco continued saying where the two changes that were made that the ordinance says that the site plan review is required when there is a change of use. The applicant who is suing the Board, says that it is not specific enough to mean that it is a way a business changes, that it would be change of use. His thought is to clarify it so that it is clear when a new business comes to a particular property and it changes from one type of business to another type of business, that it would be a change of use, because it is a change of the business. Mr. Rocco said that another thing that was also pointed out, was the ordinance technically does not say if they apply for a waiver of site plan and they get denied, that they then can reapply for site plan approval. He said he understands their argument, so he added a paragraph that says basically if they get denied at the waiver of the site plan hearing, they can then proceed to apply again for a full-blown site plan review. **Cncl. Marino** asked Council if they had any questions on it; they didn't and **Cncl. Heffner** asked **Dir. of Comm. Dev./Code Enf., Rosemary Flaherty** if she did and she didn't. Mr. Rocco further

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**D.) ORDINANCES FOR REVIEW (cont'd)**

explained that a Developer's Agreement is not mandatory, that the theory is that everyone coming before the Board for a waiver site plan is not similarly situated, such as a nail salon, you wouldn't go into a Developer's Agreement with, but then there are some businesses that would fall into that category for it being appropriate to go for a waiver site plan that is a little bit more intense of a use, so they would want to have that option. Cncl. Marino asked Solicitor Cappelli if he had any comments or questions, which he replied that he did not. **Cncl. Garbowski** made a motion to move the ordinance forward for First Reading at the February 12, 2018 Council Meeting. The motion was seconded by **Cncl. Pres. DiLucia** and unanimously approved by members of Council in attendance.

- **Private Land Sale – Block 5301, Lot 3; Block 4301, Lot 3; Block 3901, Lot 25**

**Cncl. Marino** addressed **Dir. of Comm. Dev./Code Enf., Rosemary Flaherty** in reference to this draft ordinance. She said that she wanted to update Council and the Solicitor on Block 4301 Lot 3, saying that she went back into the files and seen that there were two properties that were subdivided into four properties. She said that Lot 3 is behind Lot 4 and Lot 1, which has an access driveway 20 feet on each side that go back to Lot 3, so if we were going to do a private land sale, the two people that would have the most interest in getting the property would be the ones that have the access to the driveway going back to Lot 3. She said that it should be limited to those two properties if we were going to do a land sale, because there is already an existing easement that is on both Lot 1 and Lot 4, so they would be the most affected by whoever goes back there and purchases that property, so it would make sense to limit the land sale to those two properties, Lot 1 and Lot 4. She also mentioned that the easement is not noted on our tax maps. **Cncl. Marino** asked who owns the easement. Mrs. Flaherty said that Lot 1 and Lot 4 own 20 feet on each side that goes back to Lot 3. **Cncl. Heffner** asked Mrs. Flaherty if she is asking to restrict the sale to those two individuals. She replied that it should only be those two individuals. **Cncl. Heffner** asked if they can legally do that in which **Solicitor Cappelli** replied that he was not sure that they could do that and would have to look into that and **Cncl. Heffner** said that if we are going to have a land sale, how are you going to say that nobody else could bid on it. Mrs. Flaherty said that it is a private land sale, so they would be the most affected by it, she does not think that it actually touches anybody else's lot. **Cncl. Marino** stated that this property is land-locked, which Mrs. Flaherty clarified that it is, by Lot 1 and Lot 4. There was a brief discussion on the correct property to be included on the land sale and the consensus was the public notice prepared was properly drafted. **Mayor Teefy** noted that a letter was received in reference to Block 4301 Lot 3 requesting to buy from the Township, a private land sale to that person, not to someone else, just to that one person. He asked if they get the easement. Mr. Cappelli said that the easement runs in perpetuity, that it is always there. Mayor Teefy clarified that the easement stays and Lot 4 can use that easement, which Mr. Cappelli confirmed it does and Cncl. Marino noted also Lot 1 can. **Cncl. Heffner** made a motion to move the ordinance forward for First Reading at the February 12, 2018 Council Meeting. The motion was seconded by **Cncl. Pres. DiLucia** and unanimously approved by members of Council in attendance, with the exception of **Cncl. Garbowski** who Abstained.

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**D.) ORDINANCES FOR REVIEW (cont'd)**

- **Chapter 29-2 “Emergency Management Council” – Establishment; Membership**

**Police Chief McKeown** spoke in reference to the Local Emergency Management Council. The ordinance states that the Local Emergency Management Council shall be composed of not more than 15 members. He said that for practical purposes they have had other people sit-in for expertise in certain areas of emergency management or might have invested in an interest because they are a part of their annexes. He said that their concern was that they did not want to limit themselves, noting that they are all non-paid volunteer positions, most already being township employees and they do not want to be limited from including more people who could assist with the Council. **Cncl. Pres. DiLucia** clarified and **Chief McKeown** confirmed that the appointment would still be made and approved by the Mayor. **Cncl. Marino** asked how long the appointment of a member is for. The ordinance states that the member shall hold office at the will and pleasure of the appointing authority. **Cncl. Garbowski** made a motion to move the ordinance forward for First Reading at the February 12, 2018 Council Meeting. The motion was seconded by **Cncl. Pres. DiLucia** and unanimously approved by members of Council in attendance.

**E.) MATTERS FOR DISCUSSION**

- **Chapter 65 Personnel Policies – “Sick Leave”, “Vacation”, “Personal Leave”**

**Business Administrator, Kevin Heydel** stated that the ordinance currently reflects a specific minimum amount of time that an employee has to take in order to take sick, vacation or personal leave. He stated that currently, the ordinance reflects that an employee has to take a minimum of an hour for personal leave, a minimum of an hour for sick leave, and a minimum of 4 hours for vacation leave. Mr. Heydel said these passages in the ordinance date back to over 25 years when they used to record time on paper time sheets, explaining that the township has had a time and labor management system since 2004 and the ordinance is not reality to what is actually happening now. He explained that employees clock in and out and the system rounds to the nearest quarter of an hour, so if an employee clocked in at 8:07am, the system rounds up to 8:00am and if they clocked in at 8:08am, the system rounds up to 8:15am. Mr. Heydel said that employees have been using less than what the ordinance states they should be using, it is the reality of how people work, so he wants to change the language of the ordinance so that there isn't any confusion to how employees utilize their time. **Cncl. Pres. DiLucia** said that he doesn't have a problem with it, because it's a win-win situation that an employee can take time in fractional portions and the employer can minimize overtime exposure. Though, he agrees with the interpretation of the Solicitor that the township has an obligation because it is a practice that the township bargaining unit representatives are sent a letter saying that the Business Administrator proposes the change of the provisions, they have 10 days to dispute and if they don't, it goes into effect. He said the reasoning for doing that is what is called compulsory bargaining, explaining that even though it's a policy and the contract is silent, if it's been a practice you have to negotiate the change of that practice. He also explained that there is a meet

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

and discuss requirement, explaining what that encompassed and the collective bargaining representative has a right to discuss it. He did not think a union would say no, because it's more liberal for their employees, but he thinks that the township needs to be on record so nobody files a grievance or an unfair labor practice so that we bypassed our obligation under PERC. **Solicitor Cappelli** explained that when he first sent out his interpretation, he had no real knowledge of the system that's in place as far as record keeping, which is outstanding. He noted he was not concerned with that, but wasn't sure what the township's relationship were with the collective bargaining units. Mr. Heydel said that he has already had a conversation with Local 1360, alerted them of this, and he told them that during negotiations if they want to put this into the contract, we can do that, but the union representative is aware of the changes. Mr. Heydel will write letters and get confirmations back from the bargaining units. **Cncl. Pres. DiLucia** reminded Mr. Heydel to send a letter to the Police bargaining unit; Mr. Heydel said that it doesn't affect the Police because they are under a separate SOP. **Chief McKeown** said that historically, vacation in particular, hasn't been taken in less than half day increments, which would be 5 or 6 hours depending on their schedule. **Cncl. Pres. DiLucia** asked if their contracts say this, which Chief McKeown and Mr. Heydel replied that it does not. Mr. Heydel reminded him that there is past practice, so that can be utilized and we've been doing this, but he's giving them the courtesy. Chief McKeown said that he thinks it is a great idea, but he thinks to address Mr. Heydel's concerns, that the Police need to be included in the discussion because their practice has been to follow the ordinance. He said when this first came out, he ran a history of what the police officers have done for the past couple of years and almost all of them take whole days; occasionally, if they have an odd number of hours left because of their schedule, there might be one or two people who take partial or half days, but for the most part, almost all take whole days. He said that changing it to allow hours, even though it is an allowance, Mr. Heydel would probably want to notify them. Mr. Heydel said that what might help in addition to changing the language to using time in increments of a quarter of an hour, include a blurb so that it coordinates with the time and labor management system, because the Police don't use the same time and labor system and do not clock in and out, and this can be qualified in the ordinance by saying in order that works with the time and labor management system. **Cncl. Pres. DiLucia** asked for an example if an employee asks for half a day off which would be four hours, and for some reason such as the employer needs an employee to stay an extra hour, why do we need to pay them four hours because the time and labor management system does it, shouldn't we then to avoid overtime manually put the time in. He said that the way he read Mr. Heydel's reply to the Solicitor's response, they have no control over it. Mr. Heydel said that there are occurrences where people put that time in, but before payroll is run, he reviews the times in the system. Mr. Heydel said that he can flag the times and he changes it. He said that if he doesn't get to look at it for a specific payroll period, it may not get caught. **Cncl. Pres. DiLucia** asked if he could just merely put a memo out to the supervisors in that event that they are supposed to report it in the system manually. Mr. Heydel said that he put out a memo on January 8<sup>th</sup> and marked specific issues that they find in Payroll and in Administration that certain things happen when people are putting time in, which was a reminder of things that they have to be aware of going forward in 2018. Mr. Heydel reiterated that the ordinance needs to match practice. **Cncl. Heffner** and **Cncl. Pres. DiLucia** clarified with Mr. Heydel that he wants to remove the language in reference

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

to the four hours in the vacation leave to replace with a quarter of an hour. Cncl. Heffner asked how it would be dealt with for employees who work on the crews in the Road Department, how would work get scheduled with it being two or three people on a crew and one person wants to take a half hour of vacation leave, so someone has to drive this person back to the yard. Mr. Heydel said that even if they schedule off four hours, someone is still going to have to drive that person back. Cncl. Heffner said that theoretically, under the new language of this ordinance, an employee can take an hour vacation every day, starting at 9:00am instead of 8:00am. Cncl. Pres. DiLucia and Mr. Heydel said it would have to be approved to that. Cncl. Heffner asked what would happen if it was turned down in which Mr. Heydel said nothing would happen. Cncl. Heffner does not agree with the change of language for this ordinance. **Cncl. Marino** requested to table this matter have a draft ordinance be done first, which will also give the council members not in attendance this evening a chance to review and can be placed on the agenda for the Ordinance Meeting of March 7<sup>th</sup> for further review.

- **Fee for Seasonal Vendors**

**Cncl. Heffner** said that this matter is in reference to pop-up vendors who are selling products such as Christmas trees, but are also selling food, explaining that they are not zoned to sell agriculture and are selling food. **Dir. of Comm. Dev./Code Enf. Rosemary Flaherty** explained that the township has ultimately allowed businesses at the seasonal time to come in to get a permit for \$75 and sell Christmas trees at their locations. She said that the issue was raised by other organizations in town that they hurt sales for non-profit and possibly would not allow them to do this, so it's up to Council whether they want to allow them to continue to do this or if they want to raise the fees for people who are not non-profit or ban it all together. This matter also is in reference to other seasonal products such as Easter flowers, Valentine's Day roses, etc. Cncl. Heffner said these vendors affect garden center businesses. He asked that if a person up the street who sells crabs is allowed to sale Christmas trees with a \$75 permit, is he allowed to put out a cart and sale hot dogs. He doesn't think that it's fair to the guy paying taxes on a property and somebody else puts up a stand for \$75. He mentioned the guy selling Eagles t-shirts on the corner of the Black Horse Pike, asking if anyone saw a permit for him; if there was a Modell's in town selling Eagles t-shirts, they would be upset. He clarified that businesses who pay taxes and sell these products all year long are being affected by people buying a \$75 permit for a pop-up selling area and selling the same products. **Mayor Teefy** asked if the Township already has this ordinance. **Township Clerk, Susan McCormick** said that there's an ordinance in reference to the sale of Christmas greenery. Mrs. Flaherty mentioned that there's a permit for peddling and soliciting that costs \$600 for a year or a permit can be obtained for a month. **Cncl. Marino** asked how other towns address this matter. **Solicitor Cappelli** replied that most towns permit it and address it in their fees, that maybe to discourage, a cost of more than \$75 could be charged for the permit. He asked if he could take some time to look at the current ordinance and make some recommendations. Mayor Teefy asked if we are getting the \$75. Mrs. Flaherty replied that we didn't before, but we do now. He asked if this permit allows someone to open up a BBQ place. Mrs. Flaherty said that it does not and that the BBQ and hot dog stands are permitted under a

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

Peddling and Soliciting License, which is \$600 for a year, per worker. Cncl. Marino asked if there is more of an issue than this. Mrs. Flaherty said there is more, because she thinks that there are more times during the year where we could benefit by allowing more solicitors in the township, especially in the downtown area. She would like to take a look at the whole ordinance and make some recommendations to Council, because she thinks \$600 per person is steep; for example, a Veteran who has a hot dog cart and their co-worker is not a Veteran, they still have to pay \$600 and do a background check. She said that Downtown Main Street, when she came here, said that what to do is encourage small entrepreneurs to go in front of vacant buildings and open these kind of places, so that they can make enough revenue to get the word out that people can try their stuff and they can actually be in a unit. She explained that not everybody has enough money to start up a business, so this is a method of getting growth as far as economic development. She also felt that the flower shops and greenery nurseries in town that want to get more exposure if they have the opportunity to go to multiple locations and sell their products, the township would allow them to grow their business to get more exposure. Mrs. Flaherty said that she thinks the peddling and soliciting ordinance is outdated, that it needs to be reviewed and revamped since it hasn't been updated since 1998. Mayor Teefy commented that the township wants to encourage to people to come in. Mrs. Flaherty said that it costs \$25 for a permit to participate in a township event and reiterated that it costs \$600 for everyone else. She explained that we don't want businesses operating in violation in which they are pushed away from a location because they are not properly permitted for each worker, but also don't want transient people going door to door selling products, that we may want to have something different for those people because we wouldn't want people walking around throughout a residential neighborhood. She gave the example of local florists, not wanting to see them not being able to setup a little stand on Mother's Day or Easter to sell a bouquet of flowers, because it would help their business and help stimulate our downtown area. **Chief McKeown** mentioned that the process currently requires a background check. He said that there isn't many and it is going well, but he wouldn't want to see the township go from permitting, for example, six people a year to 100-200 people a year because it's going to be a lot more workload on the staff of both offices. He suggested that if the fees are going to be reviewed, that the process also get reviewed and see how it is going to work and what impact it might have on workload on the offices. **Cncl. Garbowski** suggested having the Solicitor and Mrs. Flaherty review the ordinance and bring the matter back to the Committee in March. **Cncl. Marino** noted that the matter will be discussed again at the March 7<sup>th</sup> Ordinance Committee Meeting.

**F.) NEW BUSINESS**

No one in attendance had any new business to discuss.

**G.) OLD BUSINESS**

**Cncl. Marino** reported that a letter was received from the Pinelands in reference to the ordinance for Wireless Telecommunications. He said the letter noted that they want one small matter updated on their end, which doesn't have anything to do with us, but everything else

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

seemed like it went through this time. He noted that the Wireless Telecommunications Committee will meet before the next Council meeting.

**Cncl. Marino** asked **Business Administrator, Kevin Heydel** if he had any update on the Hammonton LED lighting. Mr. Heydel responded that he did not. Cncl. Marino asked if he has communicated with Mr. Barbieri and Mr. Heydel responded that he did not.

**Police Chief McKeown** mentioned that rough estimate of costs were received for the juvenile holding facility, which is currently out of compliance and has been since last March, per the State. He said it was put out to bid, but no bids were received and they need a scope. He reiterated that they are still out of compliance and some structural changes are needed to their headquarters. He said that he realizes it costs money, but wants to make sure that they are moving forward with this matter. He suggested the township engineer or a contractor to give the township written specs, due to them being out of compliance is a liability. **Cncl. Marino** said that he ran some preliminary and that maybe between Adams, Rehmann & Heggan they could put a bid scope together and maybe it would help get some responses on it. He also noted that there was a police radio issue the year before in the lower level and that maybe the Budget Committee can also address that also. Mr. Heydel said that these are all issues that will be discussed when they start having budget meetings, which should be within the next couple of weeks. **Mayor Teefy** asked what the ballpark cost of it is and Mr. Heydel said that it was originally \$33,000.00 and was dropped down to \$28,000.00. Cncl. Marino said that they got the best price they could from the most qualified and responsible bidder.

**H.) ADJOURNMENT**

With nothing further to discuss **Cncl. Garbowski** made a motion to adjourn the Ordinance Committee Meeting of February 7, 2018. The motion was seconded by **Cncl. Pres. DiLucia** and unanimously approved by all members of Council in attendance.

Respectfully submitted,

  
\_\_\_\_\_  
Deputy Municipal Clerk Aileen Chiselko

  
\_\_\_\_\_  
Presiding Officer

*These minutes were prepared from excerpts of the recorded proceedings and hand written notes taken during the Ordinance Committee Meeting of February 7, 2018 and serve only as a synopsis of the proceedings. The official recording may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.*

Approved as submitted  \_\_\_\_\_ Date 3/14/18  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_