

**MINUTES  
MUNICIPAL ALLIANCE COMMISSION  
TOWNSHIP OF MONROE  
MAY 7, 2012**

The Regular Meeting of the Monroe Township Municipal Alliance Commission was called to order by Chairperson Cody Miller at 7:09pm in the 2<sup>nd</sup> Floor Meeting Room of the Municipal Complex. Notice of this meeting was given as required by the annual notice of meetings.

Chairperson Cody Miller led the Commission in the salute to our flag.

**ROLL CALL**

Present: Kelly Fleming, Cody Miller, Colleen Reitz, Jeanette Remsen, Ptl. Ryan Borkowski, Cncl. Walter Bryson

Excused: Patricia Adams, Mary Brown

**APPROVAL OF MINUTES**

Jeanette Remsen made a motion to approve the minutes as submitted of the Municipal Alliance Commission Meeting of April 2, 2012. The motion was seconded by Colleen Reitz and approved by all remaining members of the Commission in attendance.

**CORRESPONDENCE, REPORTS AND OTHER MATTERS**

Monroe Township Business Administrator Kevin Heydel was in attendance. Mr. Heydel was in attendance for questions and concerns from members in reference to the Alliance 2012 budget. He explained that every year, around July/August, the township applies for grant monies. In this application, the township is required to provide a breakdown of programs the Alliance is interested in funding. Mr. Heydel explained that the Alliance can also help sponsor a community event, such as the Music Festival or Oktoberfest, but need to make these decisions before the application process; once the Alliance's budget line items are approved, that's how it is to be expended. For 2012, \$23,460.00 was received and the township matched \$5,865.00. If the Alliance wants different programs to be sponsored in 2013, Mr. Heydel must be notified by August. Cncl. Bryson asked about the budget line items entitled "Promotional Items" and "Newsletter/Mailings" that did not contain monies. Monies can be requested for those line items for printing mailers and newsletters to be provided at Alliance events and also postage for such. The Alliance is interested in requesting funds for those line items for 2013. Mr. Heydel told the members that the school programs the Alliance promotes are good programs and should be kept up. Jeanette Remsen explained Red Ribbon Week to Mr. Heydel, informing him of Mary Brown's idea of providing a ticket to students who wore red and randomly choosing a ticket to win a basket that would contain items related to alcohol/tobacco/drug prevention, such as games and books. Cncl. Bryson asked if the budget could be increased and/or if a new program could be added. Mr. Heydel said the budget of programs can be increased or decreased, but the Alliance must fulfill the requirements for the dollar value of the grant. Cncl. Bryson asked what programs other municipalities sponsor. Mr. Heydel provided the members his copy of the 2012 Gloucester County Municipal Alliance Plan to review the programs that other municipalities sponsor; the Secretary will make a copy for each member.

**CORRESPONDENCE, REPORTS AND OTHER MATTERS (cont'd)**

Ptl. Ryan Borkowski provided the D.A.R.E. Report:

Ptl. Borkowski noted that the D.A.R.E. program is no longer a 17-week program; it is now a 10-week program. 19 classes had been provided with this program this year, reaching out to an estimated 500 students: 2 classes at St. Mary's School and 17 classes at Williamstown Middle School. Jeanette mentioned that D.A.R.E.'s budget is spent and controlled by the D.A.R.E. Department. Jeanette reminded Ptl. Borkowski that all backup for spending of funds is necessary.

Cncl. Bryson asked Mr. Heydel if the Alliance can accept donations. Mr. Heydel will check with the CFO in reference to that matter.

Chairperson Cody Miller advised the Alliance of notice from the Secretary that per New Jersey Division of Archives & Records Management, "Recordings of Public Meetings – Public Officials – Audio/Visual (Analog and Digital)" need only be retained for a period of 80 days. The Secretary would like to process a Request and Authorization for Records Disposal form with NJDARM to dispose of all old audio and retain 80 days of meeting recordings of the Monroe Township Municipal Alliance Commission. The Secretary is currently in possession of audio recordings dating back to January 2010. Chairperson Cody Miller asked for a motion to approve the disposition of audio recordings of meetings of the Monroe Township Municipal Alliance Commission dated January 2010 to December 2011. Jeanette Remsen made a motion, seconded by Kelly Fleming; all in favor.

Cody presented the members with a brochure he created for the Alliance, which explains the mission of the Alliance, to be given to residents at community events. He asked that the members review the brochures and suggest any changes to be made. Ptl. Borkowski would like to have these brochures available at the D.A.R.E. graduation for May 24<sup>th</sup> to give to parents. Cody will print 125 copies and give to Ptl. Borkowski. Mr. Heydel suggested listing the programs on the brochure. It was also suggested that meeting dates be listed on the brochure.

Cody spoke in reference to the Community Garden. Cassandra (Sandy) Dilk's daughter will be sponsoring the sign for the garden.

Jeanette Remsen provided the Treasurer's Report:

Jeanette told the members that she and the Secretary had invited Mary Beth Monroe, of the Gloucester County Municipal Alliance, to the meeting as discussed at the previous meeting, but due to a conflict in work schedule and Monday meeting nights, she is not able to attend. Mary Beth told Jeanette that if members had any questions and needed to contact her that she could be reached by email; Jeanette provided the members with her email address.

Project Graduation – a \$2,500.00 check has been provided by the Alliance. Jeanette read aloud a Thank You note from the Williamstown Project Graduation.

Haunted High School – spoke to the person who is head of the project; information/backup cannot be provided to Jeanette until possibly after September, so monies will remain in the account until all proper paperwork is received to cut the check.

**CORRESPONDENCE, REPORTS AND OTHER MATTERS (cont'd)**

Jeanette said that Mary Brown approached St. Mary's School in reference to the Anti-Bullying program. The school said that they probably will not be spending monies for it until the summer; Mary let them know that the Alliance would need information by September. Jeanette said that when she receives information from the Middle School and St. Mary's School, monies in the Anti-Bullying line will be spent.

Jeanette spoke in reference to National Night Out; it will be held Thursday, August 2, 2012 at the Pfeiffer Community Center. Jeanette asked the members in attendance who would like to chair this event. Kelly asked what it entailed to chair the event; Jeanette said the person is to be responsible for everything that goes on before the event, during the event and after the event – contact all County and Township guests, all entertainment (DJ, pony rides, etc.), all food providers (water ice, soft pretzels, etc.) and other responsibilities. Colleen volunteered to help if someone else could also help; Jeanette suggested that this position needed to be one person solely. Jeanette said that she will chair this event. Cody asked if she would like a co-chair. Jeanette said she could split the list of people who need to be called for the event guests. Cody may know someone who could DJ the event; he will contact this person. Colleen volunteered to take pictures at the event. Jeanette spoke with Mary Beth Monroe and asked about purchasing T-shirts for the members to wear to identify them as event workers. The T-shirts can be purchased from the National Night Out monies, one for each member/volunteer. Cody will contact Monograms and More to purchase 17 T-shirts with the Alliance logo. Jeanette contacted Myra from Salvation Army for donations; she is to contact her again in the beginning of July to see if they have anything they can donate. The members discussed donation door prizes from local businesses; they will not be available for National Night Out as they were in 2011, but will be available for the Seniors Luncheon in 2012. Chairperson Cody Miller asked for a motion to alternate donation door prizes to be given out each year between National Night Out and the Seniors Luncheon. Kelly Fleming made a motion, seconded by Ptl. Ryan Borkowski; all in favor.

Discussion was made about the support of the Seniors Luncheon. Chairperson Cody Miller asked for a motion to combine support of the Seniors Luncheon with the Municipal Alliance Commission and Seniors Commission for one luncheon, instead of two separate luncheons. Colleen Reitz made a motion, seconded by Kelly Fleming; all in favor. The Seniors Luncheon will be held Saturday, September 15, 2012 12:00pm-3:00pm, with lunch served 12:30pm-2:00pm. Jeanette will contact Township Deli for catering of the luncheon; all are in favor. The members discussed providing brochures at the event for seniors' reference; Cody will contact the County and ask if they have brochures to provide and Jeanette will contact Mary Beth Monroe and ask if she has brochures that can be provided.

**ADJOURNMENT**

With no further business to discuss, Chairperson Cody Miller asked for a motion to adjourn. Colleen Reitz made a motion to adjourn the Monroe Township Municipal Alliance Commission Meeting of May 7, 2012. The motion was seconded by Kelly Fleming; all in favor. Meeting adjourned at 8:55pm.

Respectfully submitted,

Aileen Wojciechowski, Secretary

**Municipal Alliance Commission Minutes (cont'd)**

**May 7, 2012**

The next scheduled Monroe Township Municipal Alliance Commission meeting is Monday, June 4, 2012 at 7:00pm. No meetings scheduled for the months of July and August.

*These minutes were prepared from excerpts of the tape-recorded proceedings of the Regular Municipal Alliance Commission Meeting of May 7, 2012 and serve as only a synopsis of the proceedings.*

Approved as submitted \_\_\_\_\_ Date \_\_\_\_\_

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