

**MINUTES  
COUNCIL WORK SESSION  
TOWNSHIP OF MONROE  
MARCH 25, 2013**

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

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Daniel Teefy** at approximately **7:05 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. Rich DiLucia** led the Assembly in the Salute to Our Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Walter Bryson	Present	
Cncl. Frank Caligiuri	Present	
Cncl. Marvin Dilks		Excused
Cncl. Rich DiLucia	Present	
Cncl. Ronald Garbowski	Present	
Cncl. William Sebastian	Present	
Cncl. Pres., Daniel Teefy	Present	
Mayor, Michael Gabbianelli	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Engineer, Chris Rehmann	Present	
Dir. of Finance, Jeff Coles	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Code Enforcement, George Reitz	Present	
Dir. of Public Works, Bob Avis	Present	
Municipal Clerk, Susan McCormick	Present	

**B.) MATTERS FOR DISCUSSION**

• **Little League Opening Day**

**Nick Fortunato, President Monroe Township Little League** was in attendance to extend an invitation to Mayor and Council to participate in Little League Opening Day Ceremonies scheduled for **Saturday, April 6<sup>th</sup> at 10:00AM**. He advised line up for the parade down Main Street to the Church Street complex will be at the Williamstown Fire House at 9:30AM. Mayor and Council were extended an invitation to either walk the parade route or meet at the complex for the ceremonies. He thanked Mayor and Council for their continued support of the association.

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

• **Tax Lien – Holiday City Block 1603, Lot 43**

**Cncl. Pres., Daniel Teefy** advised there was a prior situation where the taxes were not being paid and the property went for tax sale. Now there is a need to come to a resolution on this, do we disregard the taxes and penalties owed on this parcel? The Solicitor explained this is Open Space associated with Holiday City and the municipal tax lien is on the books now, actually it is outstanding taxes not a lien. He added that Business Administrator, Kevin Heydel suggested that a resolution be prepared to relinquish the lien because the alternative would be to foreclose then we would own it. This would be a decision for council as to how they would like to proceed. At this point, there was much discussion. **Engineer, Chris Rehmann** noted there was a request, at one time, from the Homeowner's Association to go in and clean out some of the ditches as it is very wet and it was a breeding ground for mosquitoes. Way back when in Holiday City it was a real battle as to whether that property should be used at all. Mr. Rehmann stressed that we have always been careful not to get involved in any sort of disturbance to the swales back there. **Cncl. Pres., Daniel Teefy** questioned if council takes action on a resolution to wipe off the tax lien (*which wipes the taxes out*) do they (*Holiday City*) still own the property. Solicitor Fiore explained it was assessed and revalued to zero a few years ago because it had no value.

**Cncl. Ronald Garbowski** made a motion to have the solicitor prepare a resolution for approval at the April 8, 2013 council meeting. The motion was seconded by **Cncl. William Sebastian** and unanimously approved by the members of council in attendance.

The Solicitor added that we should indicate to the association when the resolution is approved they will then deed the parcel over to the township. Discussion continued and the engineer indicated that a map of the area has been prepared and this information will be submitted to administration and the solicitor.

• **An Ordinance Authorizing Reimbursement For Services By the Williamstown Fire Company And Cecil Fire & Rescue**

**Business Administrator, Kevin Heydel** noted that we are pursuing the possibility of going out and charging for both rescue and fire services. He advised that both the Director of Public Safety, Jim Smart, OEM Coordinator, Frank McLaughlin and himself met with the Chief in Glassboro on this matter. Mr. Heydel explained the content of the ordinance that Glassboro has in place. He explained the first step is to have an ordinance in place so that we can begin the billing process. When we award the contract there will be a schedule of fees included so that we can collect so that and we can update the schedule of fees (*through resolution*) on a timely basis. Mr. Heydel explained he would like to get an ordinance in place so that a contract may be awarded. The amount of the contract will be under \$17,500.00 and Glassboro awarded this as a

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

*"professional services contract"* they did not prepare an RFP for this service. **Cncl. William Sebastian** inquired if there was any intent to use the same organization as the ambulance association utilizes for their billing. Mr. Heydel, stressed no they would not be using the same organization, it would be a separate group. He explained medical billing is different, much of it is automated through EMS charts and there is a lot more activity. The contract for fire and rescue billing would not be automated and we are working out our procedures internally. Frank McLaughlin will be our point person and we will be working with Jim Smart and others (*those who are on the scene*). **Director of Public Safety, Jim Smart** explained that EMS could only bill if they transport, if they come out and sit at a fire you cannot bill for them. The billing is only going to be for an active fire, not every fire call. **OEM Coordinator, Frank McLaughlin** explained we can eventually bill for their stand by and we can set it up where we can have a stand by fee for the ambulance and the crew but it will not go through medical insurance. It would be a resource under the fire department and he went on to explain how that would be handled. Mr. Smart felt it would be good to piggyback on what Glassboro has been doing and noted that there are five (5) other municipalities in New Jersey doing this type of billing. **Cncl. Pres., Teefy** posed a question with regard to the dollar amount of the contract. Mr. Heydel explained they would receive 20% of the billing however they would not get over \$17,000 in fees because we won't be making that much money on it. **Cncl. William Sebastian** questioned if we enter into a contract will there be verbiage indicating that they can't make over \$17,500. What happens if we do end up going over that figure. The mayor noted once a contract exceeds this amount we would have to go out to bid. **Cncl. Pres., Teefy** noted administration is looking to move this ahead (*Ordinance*) for approval at the regular council meeting. **Cncl. Rich DiLucia** questioned if this matter would be better served being discussed at the ordinance committee meeting so that council could be advised of numbers, fees, charges etc. associated with the matter. He indicated he would like to see the complete ordinance and have an opportunity to review it as there is an ordinance committee meeting scheduled for Wednesday, April 3<sup>rd</sup>. **Business Administrator, Kevin Heydel** explained where the charges are going to come in is when we award a contract that shows a schedule of fees which informs the billing company what we are going to charge for. What they will do is take 20% of the charge (*what we collect*). **Cncl. Walter Bryson** felt this should be more clearly spelled out. Mr. Heydel indicated it did not have to be spelled out in the ordinance because the ordinance only says "*the Township of Monroe is doing cost recovery*". The resolution will define the schedule of fees. **Cncl. William Sebastian** questioned how this was done for the ambulance squad. Mr. Heydel explained the way the ambulance association charges fees is actually in the ordinance – Chapter 74 Fees. **Cncl. Sebastian** questioned wouldn't we have to do a review of the fee schedule in the ordinance to be able to charge. **Director of Finance, Jeff Coles** advised the rules of audit state that all fees charged by a municipality must be ordained. Whether Glassboro does it or not that is up to their Auditor. Every other fee we charge in Monroe Township is ordained. Mr. Coles noted the fees may not have to be contained in the enabling ordinance but it must be included in the fee ordinance as well as being referenced in the enabling ordinance. **Cncl. Sebastian** questioned if there was a reason why both ordinances (*enabling/fee*) cannot be reviewed and addressed at one time, at the ordinance committee next week (*April 3<sup>rd</sup>*). Mr. Heydel did present a fee schedule but questioned if we list this and use the schedule must you charge for it? Mr. Coles

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

explained if you bill for it that is the fee you charge, if you don't bill you don't charge. **Mr. McLaughlin** noted the fees are better suited to be included under Chapter 74 -Fees. He added the same billing company will be taking over fees for OEM as well.

There was continued discussion on having both ordinances reviewed together, rather than by piecemeal. One ordinance would provide a guideline for billing and the other would amend the current fee ordinance to include the fees associated with fire and rescue billing. Mr. Heydel then indicated to move forward in reviewing both together at the ordinance meeting as he felt he would like to prepare an RFP for this service.

Both ordinances will be prepared for review at the Ordinance Committee Meeting scheduled for Wednesday, April 3, 2013.

**C.) PUBLIC PORTION**

**Cncl. Ronald Garbowski** made a motion to open the Public Portion. The motion was seconded by **Cncl. Walter Bryson** and unanimously approved by all members of Council. With no one wishing to address council members **Cncl. Richard DiLucia** made a motion to close the Public Portion. The motion was seconded by **Cncl. William Sebastian** and unanimously approved by all members of Council.

**D.) NEW BUSINESS**

**Mayor Gabbianelli** advised that an accident took place over the weekend with a tree going down along Lakeside Drive (*Victory Lakes*) and the residents had no way to get out, they were crossing the dam, which was immediately stopped by our police department. There needs to be a secondary access/emergency road in this area. The mayor noted he would speak with our engineer for information on property that may be available as this is a serious concern and something must be done.

**Cncl. Frank Caligiuri** as liaison to the Environmental Commission spoke of the Sustainable New Jersey program and the possible creation of a Green Team Committee. He requested to have Patrick McDevitt, member of the commission come in and speak on the program. Mr. McDevitt will be invited to the April 8<sup>th</sup> council work session.

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS**

**Cncl. Walter Bryson** reported on the Redevelopment Committee (*Bryson, DiLucia, Sebastian*) meeting with the owner of the old Jamesway Building in the Williamstown Shopping Center. Mr. Schultz was in attendance along with his lawyer and engineer. **Cncl. Bryson** explained that Mr. Schultz would like to separate the building into a 40,000 sq ft baseball facility (*inside batting cages, etc.*) and the remaining

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

20,000 sq. ft. would be utilized for a retail auto parts store (*new & used parts*). Also discussed was potential improvements to the outside façade along with a new parking lot. **Cncl. Bryson** stressed this was a very good meeting and he felt that this was perhaps the spark we need to get things going out on the Pike. **Cncl. William Sebastian** stressed that Mr. Schultz advised there would be no dismantling at the site, all this would be done at his junkyard facility. Mr. Schultz would like to do retail sales in the front of the building, in the back there would be an area he would use for his on-line market sales. The only trucks coming in and out would be FedEx and UPS used for shipping. **Cncl. Pres., Teefy** questioned how this would fit into the overall redevelopment plan. The mayor felt the area would become ugly and dirty in the handling of these used auto parts, etc. The baseball portion is a wonderful thing, but this guy wants to put used auto parts there, let him put the new auto parts there and his used auto parts he could put down at his junkyard. **Solicitor Fiore** noted he actually met with Mr. Schultz' attorney, as there has not been a redeveloper named for that particular area and he wanted to know what the process entailed. What council could do, if they felt it was something to entertain is to make them do a façade similar to the one at Madison Plaza (*across the pike*). He also advised with this matter going to the Planning Board one of the conditions could be that there be no dismantling, etc. on site. It would still have to go through the entire process. **Cncl. Walter Bryson** stated that the redevelopment committee would make a recommendation to council to move this forward and recommend the matter be considered by the Planning Board. Mr. Fiore noted their attorney did note they would like to come in to do a presentation with their architect in attendance with the plans so that council can see the plans for that particular building/location. **Cncl. Richard DiLucia** reported that he sat at that meeting and he was very concerned because prior he heard they wanted to put a junkyard at the location. Certainly, this is not something that we should be trying to create along this corridor. **Cncl. DiLucia** noted that he as well as the entire committee posed some very pointed questions to Mr. Schultz. He then spoke of the baseball facility, which he felt was a positive. He already has eighteen (18) teams already signed up and willing to use the facility. As far as the auto parts are concerned, he contended that it would be new parts across the counter. **Cncl. DiLucia** shared his concerns on the facility becoming a junkyard and he felt there should be dialogue through the process to make sure that we are protected from turning that place into a junkyard. He felt this was the only thing that should separate making a deal or not making a deal with this person and he felt we have the ability to protect ourselves. **Cncl. William Sebastian** noted the person with the baseball facility is ready to sign a five (5) year lease with an additional 2-5 (5) year lease options. **Engineer, Chris Rehmann** advised that in the corridor design what we attempting to do is to take Main Street all the way through to Corkery Lane, to have what is called a marginal access road. Part of the property that Jamesway has would require some sort of easement across their property. **Cncl. William Sebastian** advised that Mr. Schultz is going to contact RD Mgt. about re-routing the entrance into the shopping center.

**Cncl. Pres., Teefy** advised the parties involved be invited to attend a work session meeting to give a presentation on the proposal to the full council and mayor.

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Mr. Schultz will be contacted to set up a date to come before council preferably the April 8<sup>th</sup> or April 22<sup>nd</sup> meeting.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Cncl. William Sebastian** questioned Resolution R:79-2013 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Sale Of A 1977 Chevrolet Truck To The Williamstown Fire Company*. He noted he had no problem with this, however he questioned how the vehicle would be titled. Some time ago we (*ambulance association*) were told you could not own your own vehicle and have it insured under the municipality's insurance, therefore they titled their own vehicle in Monroe Township's name so that it could be insured. **Cncl. Sebastian** only wanted to know if the vehicle has to be titled in the township's name to be covered by the insurance. If so, why are we selling it to them for \$1.00, why don't we just give them the truck and tell them to title it to us. **Solicitor Fiore** advised legally when you transfer a vehicle you have to have consideration. He was unsure on the insurance question but suggested JIF be contacted on this. **Director of Code Enforcement, George Reitz** noted the truck was given to the fire company some time ago from Mobil Oil. The truck is no longer being used, there is a resident in town (*not a fireman*) interested in buying it for a nominal amount and we were going to sell it to him because he wants to fix it up. The solicitor advised this would be considered "*sale of public property*" and you have to go through a minimum bid process. Mr. Fiore noted he was not made aware of this when he was requested to draft a resolution. He then advised at one point in time we deeded township property to the MMUA with the stipulation that if was not ever used for MMUA purposes it then reverts back to the township. That same verbiage is included within this resolution, that is part of the process if you now are dealing with a private entity you must follow what the statute says. The mayor then indicated now we are made aware of the situation he does not want to be part of it, as it must be done in a certain way via statute. There was some discussion as to the best way to handle this sale, public auction, internet, etc. **Cncl. Pres., Teefy** noted this resolution would be removed from the formal agenda with no action being taken

**Cncl. Walter Bryson** posed a question with regard to Resolutions R:73-2013, R:74-2013 and R:75-2013 scheduled for approval at the regular council meeting.

**R:73-2013** Resolution Canceling Grant Receivable And Appropriation "*2008 NJDOT Bike Path Grant*"

**R:74-2013** Resolution Canceling Grant Receivable Balance "*2007 NJDOT Resurface Winslow Road Grant*"

**R:75-2013** Resolution Canceling Grant Receivable Balance "*2010 NJDOT Winslow Road Phase III Grant*"

**Engineer, Chris Rehmann** explained that these are monies contained within a grant where the various projects have been closed out. All the contractors and fees have been paid in full. Mr. Rehmann explained that a balance still remains in these accounts

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**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED** *(cont'd)*

and we have asked NJDOT to transfer this balance to our 2013 projects and they have refused to do so. Mr. Rehmann noted this did not amount to a lot of money.

**Cncl. Bryson** then questioned Resolution R:77-2013 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute An Interlocal Services Agreement Between The Township Of Monroe And The Monroe Township Board Of Education For Contribution Of Funds Up To \$13,000.00 Towards The Purchase Of A Redexim Verti-Drain 7316 Aerator.*

**Business Administrator, Kevin Heydel** advised that the Board of Education approached him and questioned if the township would be interested in splitting the cost of the aerator, this will benefit both entities as to aerate their fields twice a year comes to a cost of nearly \$8,000.00. With this new piece of equipment, it will give the township the opportunity to utilize it on all their fields as well. **Cncl. Bryson** stressed that he had asked for \$13,000 for air conditioning at the Ireland Hofer House and was told we have no money in capital. The mayor explained the funds used for the equipment is money earmarked for Parks & Rec. **Cncl. Bryson** noted he was just questioning because he looks at the asset he is assigned to from council and year after year after year there is nothing going over there (*Historical Society*) and the people associated with this are diamonds in the rough, they do things by going out to solicit funds and collecting donations. When he sees things like this, while it is a good investment, he felt \$13,000 would be an even greater investment in air-conditioning for the Ireland Hofer House. That is the only reason he posed this question, yes, the aerator is beneficial, and yes, we probably do need it. However, he would like to get some consideration for some of the real assets in this town in next year's budget. **Cncl. Bryson** stressed the historical buildings in this town are just as important as anything else, including fields, including baseball, including football. He noted he does appreciate these things as he has kids himself. The kids also appreciate those buildings, fields and we can't just let them fall apart.

**Cncl. Walter Bryson** then questioned Resolution R:85-2013 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Donation Of Bikes Found By The Monroe Township Police Department To Camp Sun And Fun Within The Township Of Monroe.*

**Cncl. Bryson** questioned if all the people who have had their bikes stolen been notified. The mayor noted that yes they have. He added the police department did not know what to do with them and they didn't want to destroy them so it was his suggestion to give them to a charity. With Camp Sun and Fun, being in town and local it was the perfect spot. **Solicitor Fiore** indicated that most of the bikes have been in the possession of the township for years, the minimum time to hold them is six months and we are well beyond that.

**Cncl. Frank Caligiuri** questioned Resolution R:72-2013 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Enter Into A*

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**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

*Shared Services Agreement Between The Gloucester County Improvement Authority  
And The Township Of Monroe Regarding Usage Of Certain Stage Units*

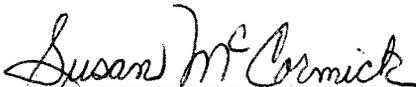
Cncl. Caligiuri requested that a memo be sent to George Strachan of the GCIA and ask for justification on the charge for the stage. The stage is already paid for and the charge seems pretty pricey for transport.

**H.) QUESTIONS REGARDING ORDINANCES SCHEDULED – None**

**I.) ADJOURNMENT**

With nothing further for discussion, Cncl. Richard DiLucia made a motion to adjourn the Council Work Session of March 25, 2013. The motion was seconded by Cncl. Ronald Garbowski and was unanimously approved by all members of Council.

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 March 25, 2013 and serves only as 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 \_\_\_\_\_ Date 4/18/13  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_