

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
JUNE 23, 2014**

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

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Ronald Garbowski** 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. 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	Present	
Cncl. Richard DiLucia	Present	
Cncl. William Sebastian	Present	
Cncl. Daniel Teefy	Present	
Cncl. Pres., Ronald Garbowski	Present	
Mayor, Michael Gabbianelli	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore		Excused
Assistant, Barbara Dumadag, Esquire	Present	
Engineer, Dave Cella, ARH	Present	
Dir. of Finance, Jeff Coles		Excused
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**

• **Renewing JIF Membership**

**Paul J. Miola, CPCU, ARM Executive Director** was in attendance to conduct a Presentation entitled “Renewing Your JIF Membership for 2014”. Mr. Miola distributed a pamphlet of information along with a 2013 State of the Fund Snapshot to both Mayor and Council members. He continued, briefly explaining each facet of the report while highlighting certain aspects of the report such as commending the work of our Monroe Township Risk Management Team consisting of Safety Coordinator, Frank McLaughlin, Claims Coordinator, Christine Scola and Fund Commissioner, Kevin Heydel who also currently

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

serves as the Chairman of the JIF, representative to the TRICO JIF while also monitoring your participation and protects the interests of Monroe Township on the tax burden. Other areas he spoke of were the success of the JIF, the financial strength, participants (*member ownerships*), the 2014 Monroe Assessment, dividends, cost effective measures, surplus and competition with the JIF. He then referenced matters dealing with the financial aspects such as: where is the money going and operating expenses. Mr. Miola concluded in referencing the Resolution (*R:119-2014 Resolution of the Township Council of the Township of Monroe Authorizing the Execution of a Contract Renewing Membership in the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund*) scheduled for approval at the regular council meeting and urged council members to strongly consider renewing the membership with the JIF. Mr. Miola referred to the TRICO JIF State of the Fund Snapshot that was previously distributed which included a membership update and contained within that was a pie chart indicating the 2014 financial highlights as well as a Historical Operating Results Summary. He also noted of particular interest were the Audit results as of 12/31/13 which indicated a very financially strong organization, one that is here to pay your claims, has been here and will be here in the future. Mr. Miola extended his thanks to council for their time and for affording him the opportunity to speak. **Mayor Gabbianelli** then noted he felt it important to stress that the JIF has nothing to do with private health insurance. Mr. Miola then elaborated that the JIF does not handle health insurance, they are comprised mainly of Fire, Liability and Workmen's Comp.

• **Prime Auto Group – Used Car Dealership – Block 1301, Lot 3**

The Clerk advised this application was forwarded from the Zoning Official to council for approval. He advised this particular site received a use variance from the Zoning Board of Adjustment and he had no recourse other than to sign it. It now requires the signature of the Clerk and if anyone had questions they should be posed directly to the Zoning Board. It was noted the location of the business is at 1085 N. Black Horse Pike in an area next to Auto Lenders. **Cncl. Sebastian** advised they are not keeping cars at the location, they do internet sales through the office. **Dan Kozak** advised they are permitted to house six (6) cars at the location with no signs and with no showroom, the vehicles are basically stored at the location. **Cncl. Caligiuri** questioned the possibility of setting a precedence if other car dealerships wished to locate here without a showroom. Acting Solicitor, Mrs. Dumadag noted certainly that argument could be made. **Cncl. Sebastian** then noted there is an ordinance on the books concerning this but anyone else who comes forward would also have to go before the Zoning Board of Adjustment for a use variance. **Cncl. Caligiuri** questioned the basis for the variance. **Cncl. Sebastian** explained they were dealing specifically with internet sales, with no showroom and actually they could have ran the business out of their home. It was noted the variance was linked to the fact that this is strictly internet sales. **Dan Kozak** again advised in order for them to receive their Used Car Dealership license they were required to have a site, so therefore they could not use their home as they are required through the state to have a site. It was the consensus of council to move forward with the approval for a Used Car Dealership for Prime Auto Group. This will be acted upon at the regular council meeting under the Correspondence section.

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

- **Resolution Naming JIF Contact Person**

*(Appointing Contact Person for the Employment Practices Liability Helpline Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund)*

**Business Administrator, Kevin Heydel** explained the resolution presented was basically just a housekeeping item as it was previously acted upon in 2011. It is a requirement now that we name both himself and Christine Scola as contact persons, so that both are authorized and have access to the JIF helpline. The consensus of council was to move forward with the resolution for approval at the regular council meeting. It was noted, for the record, this resolution would be numbered R:128-2014.

- **Resolution Authorizing Change Order**

*(Resolution Authorizing the Execution of a Change Order In the Amount of \$3,873.00 for the Installation of Access Control Systems at the Monroe Township Municipal Building)*

**Business Administrator, Kevin Heydel** explained that recently we went out to bid for Access Control Systems for the municipal building, the two fire houses and the ambulance building. This change order is specific to the municipal building explaining the way in which things would be configured, if the fire alarm were to go off it would automatically police the doors which would require the system to be wired into the fire company's access control panel. Our access control panel is well over 20 years old and doesn't have the needed space to allow for this. Instead of hooking this into the fire panel what they will do is install push bars so that people can get out. Mr. Heydel spoke to the dollar amount of the change order being \$3,873.00, with the original bid amount of \$36,892.00 and roughly \$40,000.00 being budgeted. The Clerk advised that a Certification of Funds was received and will be kept on file with the original resolution. The consensus of council was to move forward with the resolution for approval at the regular council meeting. It was noted, for the record, this resolution would be numbered R:129-2014.

- **Resolution for NJDOT Grant**

*(Resolution of the Township Council of the Township of Monroe Authorizing Submission of a Grant Application and Execution of a Grant Agreement With the New Jersey Department of Transportation for the Bikeway Safety & Enhancement Project)*

**Engineer, Dave Cella** advised that NJDOT has a grant application out that is due by June 30<sup>th</sup>, this is under the TAP (*Transportation Alternatives Program*). The thought was to place a lighted cross-walk at Clayton Road and the bike path and also proposing for some directional signs and another element to this, if council chose, was a passive park triangle where Oak Street, Church Street, Sykesville Road and the bike path intersect. The consensus of council was to move forward with the resolution for approval at the regular council meeting. It was noted, for the record, this resolution would be numbered R:130-2014.

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

• **Sports Lighting Owens Basketball Court**

**Mayor Gabbianelli** advised there is \$50,000.00 remaining out of the four hundred thousand dollars that was allocated for Owens. He spoke of the basketball courts where we have spring and summer basketball leagues, with approximately 350 kids participating. He noted there is no additional lighting there and the cost to install two (2) additional poles, lights and installation would be in the area of \$42,342.00, this is still under what we anticipated for the park. The mayor explained there is a project/development (*Pin Oak Estates*) coming in which is in the vicinity next to the area where the basketball courts are located (*along Tuckahoe Road*) and if we position these proposed poles correctly then we could add additional lights down the road (*if needed*). This may be the last phase of lighting needed in the park and he felt this was the time to complete the installation and have it done. **Cncl. Dilks** questioned if this would be done as a change order to the original installation. **Business Administrator, Kevin Heydel** then explained he could get the lights through the cooperative purchase (*Keystone Purchasing Network*) and a Resolution would be required to do a change order to the original installation of a complete sports lighting system. It was the consensus of council members to proceed with the necessary resolutions for the additional lighting. Mr. Heydel then requested to add a "Special Meeting" to the scheduled Ordinance Committee Meeting of Wednesday, July 2, 2014 so that the resolutions required for the purchase of the additional lighting can be scheduled for approval in order for him to place the order and get delivery by the 21<sup>st</sup>.

**Cncl. Pres., Garbowski** posed a question on the lighting contract in place with Musco Lighting and how long it was good for. Mr. Heydel indicated this was good until 2015, it had expired in 2014 however an addendum was done and the contract was extended. **Cncl. Pres., Garbowski** requested that Mr. Heydel meet with the Library Board on the lighting needs for the parking areas at the Library facility (*side and back*). **Cncl. Pres., Garbowski** stressed the increased number utilizing the Library and the need for additional lighting for safety reasons. The Mayor commented on the condition of the parking area at the rear of the building and the need to repair the black top, etc. Mr. Heydel will be in touch with the Library personnel on this.

**C.) PUBLIC PORTION**

**Cncl. Dilks** made a motion to open the Public Portion. The motion was seconded by **Cncl. Bryson** and unanimously approved by all members of Council.

**Bob Heffner** – spoke with regard to a comment made on the possibility of adding additional lighting to the poles at a later date and he clarified this by adding you can not do this on Musco poles as that would void the warranty so if we are to do something we must plan ahead, we have to do something now not wait until something happens.

**Carol Stevenson – 921 Lois Drive** spoke with regard to the proposed drainage improvements at Lois Drive. **Mayor Gabbianelli** explained the original plan has changed, what we are going to try is to have an additional pipe through the right-of-way, actually what

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**C.) PUBLIC PORTION (cont'd)**

we would like to do is build a basin back there as we are not going to do a quick fix, we want to do it right. The mayor went on to advise this work is being under a CDBG grant, we contacted the county on it and asked if we could get an extension on the grant, an extension was granted until October. **Business Administrator, Kevin Heydel** explained that we want to have this thing done by October. We are now back at the drawing board and starting from square one. The mayor went into detail on what he would like to see noting we are going to place an additional pipe from the one inlet, place a double inlet there and run it to the back and then we would like to install a retention basin, how big will be determined by how much money is in the grant. Next year if we receive another CDBG grant we can add to it. **Cncl. Pres., Garbowski** explained the agenda item scheduled on this matter was to reject the bids previously received and start over again with a revised plan. There was some discussion on the location and the access to the property where the proposed basin would be installed. The mayor explained the township owns the property and he thought there was access along Jobs Lane. This matter is now being reviewed by the township engineer's office who is conducting research at the site.

**Paul Delaurentis – 848 Lois Drive** spoke on problems with the intersection of Lois and E. Lois Drive where all those drains connect one to the other to the other in series and he questioned if there were any plans for a pipe connecting those two with the proposed improvements. Mayor Gabbianelli responded, not at this point, that will fall under the next CDBG grant. He explained the township only receives xx amount of dollars from the county under each grant. Hopefully, next year we will receive enough grant money to make these connections.

**Joe Kurz, President of Williamstown Fire Company** advised council there was a meeting last week with Rob Conley where the fire company made their presentation to him and he will be back in touch with council members on this.

With no one else wishing to speak **Cncl. Sebastian** made a motion to close the Public Portion. The motion was seconded by **Cncl. Caligiuri** and unanimously approved by all members of Council.

**D.) NEW BUSINESS**

**E.) OLD BUSINESS**

**F.) COMMITTEE REPORTS**

**Cncl. Bryson** requested input from council members on their suggestions (*if any*) for a proposed site for the dog park, to date he had not received any feedback. He advised the committee will meet again and recommendations on a proposed site will be sent to the full council for their review. **Cncl. DiLucia** then noted we (*committee*) are trying to get a good,

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

centralized location so that everyone has an equal opportunity to get there. The mayor agreed with this and noted he felt we should stay within the area of Duffy Park or Owens Park to keep a centralized location. He then elaborated on an area around the north end of Duffy Park toward Tuckahoe Road (*left side*) where we probably have 400 to 500 feet where a fire lane could be cut in which would allow you to walk around. Adding in this location there would minimal clearing necessary. He then spoke on property located between the Genova property and Owens Park where there is a major piece of wooded area. He added both parcels/locations are central, both are being used and there is ample parking. The mayor then suggested perhaps this should be a referendum question for the ballot in November, just to see how many residents really want a dog park. He spoke of his concerns with the maintenance of such a facility, while this would not be a real costly thing to initiate, the maintenance would cause a problem. **Cncl. Bryson** noted we are not looking for just a dog park, we would like something without a baseball or football field, somewhere for people to go and relax. He added he has walked those areas and he felt Owens may be a possibility due to it being centrally located, he did not think he would recommend Duffy Park. At this point there was much discussion with many speaking at the same time, making it difficult to discern exactly what was being said. **Cncl. DiLucia** then spoke with regard to the suggestion of a ballot question, adding this would not have to be placed as a referendum question, he felt there were enough people with dogs, evidenced by the number of dog licenses that are issued and probably just as many dog owners do not license their animals. He felt the expenditure of money would be pretty minimal and it will serve a number of people that probably get nothing else out of their tax dollar other than basic services. **Cncl. Pres., Garbowski** requested that prior to the committee finalizing their report to email everyone for their input. **Cncl. Bryson** noted what he would like to do before we (*committee*) finalize a report is take it to council for a vote on whether or not they would like a dog park, if they don't want it then it is on their head, period.

**Cncl. Sebastian** reported that the towing committee will meet on Thursday, June 26<sup>th</sup> at 7:00PM and we will notify everyone as to where the meeting will take place.

**Engineer, Dave Cella** spoke with respect to the proposed dog park and advised that Green Acres is accepting applications until the end of July for projects of this kind. He was not sure if this was something council would like to entertain but starting the Genova complex with walking trails, a passive recreation park and dog park could be possible and may be worthwhile to pursue. The problem is, this is a decision that needs to be made sooner than later because a public hearing is required prior to the next council meeting. **Cncl. Bryson** advised the Dog Park Committee would meet prior to the Special Council Meeting scheduled for July 2<sup>nd</sup> at which time a decision can be made on moving forward with the project along with identifying a location for the park. A public notice will be prepared and depending on the decision made at the special meeting, the notice will be advertised for a public hearing to take place at the Monday, July 28, 2014 council meeting.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - None**

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

**I.) ADJOURNMENT**

With nothing further for discussion, **Cncl. Frank Caligiuri** made a motion to adjourn the Council Work Session of June 23, 2014. The motion was seconded by **Cncl. William Sebastian** 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 June 23, 2014 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 \_\_\_\_\_ smj \_\_\_\_\_ Date 7/28/14  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_