

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
AUGUST 25, 2014

A.) OPENING CEREMONIES & ROLL CALL

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council Vice-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. Marvin Dilks 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		Excused
Mayor, Michael Gabbianelli	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Engineer, Chris Rehmann	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Code Enforcement, George Reitz		Excused
Dir. of Public Works, Bob Avis	Present	
Municipal Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION - None

C.) PUBLIC PORTION

Cncl. Frank Caligiuri made a motion to open the Public Portion. The motion was seconded by **Cncl. Walter Bryson** and unanimously approved by all members of Council in attendance.

Carol Stevenson, 921 Lois Drive questioned what progress is being made on the Lois Drive drainage issue. **Engineer Chris Rehmann** advised the contract to install and extend the pipe is on the Regular Council Meeting agenda for consideration by Council. If it is approved Phase 1 of the project will begin within two to three weeks depending on how long it takes for the contractor to get his performance guaranty in place. The contracts are

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C.) PUBLIC PORTION (cont'd)

prepared and will be sent out as soon as Council takes action. Mrs. Stevenson questioned what exactly would be done. Mr. Rehmann explained in Phase I a 24 inch pipe will be installed along the easement from Lois Drive to double the capacity of the storm sewer system and additional inlets will be added to increase the rate to which the water gets in. The estimate for Phase II for next year's capital budget includes the construction of a more sophisticated retention basin in the back, widening for more volume and extending the pipe towards East Lois to pick up more of that water. That project has not been designed yet but we are thinking of ways to take it along the property line so the water is not all taken to one location. Mrs. Stevenson questioned whether an inlet would be installed on the other side of the street as well and if any of the current debris, such as the large fallen tree in the pond would be removed. Mr. Rehmann replied yes an inlet would be installed on the other side of the street and to his knowledge debris removal is not part of this contract. A portion of the tree could be cut but removal would be included in Phase II along with the removal of the other debris that residents have put back along the easement area. Mrs. Stevenson noted the area back there is so wet that many large trees have been falling and one has actually dammed up the pond. Mr. Rehmann advised that would be cleaned out. **Cncl. Teefy** questioned Mr. Rehmann on the time frame of the project. Mr. Rehmann advised within 60 days of signing the contract so approximately by November 1st it should be completed.

Giancarlo D'Orazio, Washington Township Council President approached Council to lobby for an ordinance he introduced in Washington Township. The ordinance waives the annual dog license fee for residents that adopt dogs from the Gloucester County Animal Shelter. Mr. D'Orazio spoke of researching this and of meeting with Gloucester County Animal Shelter Director, William Lombardi who gave him statistics on the number of dogs adopted in Washington Township and the number that have been euthanized. Information was also provided about the shelter's open house. Mr. D'Orazio spoke of how he has been getting positive responses on his Facebook page. This ordinance would save money for the County as the cost to euthanize an animal is \$60.00 and approximately 100 dogs were put down in the last two years. He felt this ordinance would not only save some dogs but money for the county as well. He noted the second reading of the Washington Township ordinance is Wednesday, August 27th and hopefully it will be adopted. **Cncl. DiLucia** noted the incentive in the ordinance is the waiver of the license fee and he questioned whether that would generate more pet adoptions. Mr. D'Orazio answered hopefully it would. **Cncl. DiLucia** felt the idea was good but he wondered how many adoptions a \$10.00 dog license fee would generate and he questioned whether Mr. D'Orazio had any statistics on that. Mr. D'Orazio explained one lady that responded to him stated she has four dogs and pays close to \$60.00 a year, which may not seem like a lot of money but it is when you are taking it out of your pocket. **Cncl. DiLucia** noted she already has the dogs so this will not give her an incentive to adopt more. **Cncl. Caligiuri** pointed out that when looking at the overall number of animals in the township compared to the number of adoptions in Gloucester County it is an incredibly small percentage of animals that come out of that shelter whether it is here or any other township. The incentive does not seem like a lot of revenue for the township but it may entice some residents to search the shelter for a pet rather than

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C.) PUBLIC PORTION (cont'd)

elsewhere, which would be a help to the animals as well as to the County, who would not have to put them down. This is not a big dollar thing but it is a good thing for the public and for the animals. Mr. D'Orazio extended his appreciation to Council for giving him the opportunity to present this ordinance.

David Simpson, 461 Longfellow Drive requested an update on the Ames Road issue. Cncl. Vice-Pres., DiLucia advised that matter was listed on the agenda for discussion under Old Business and an update would be given at that time.

With no one else wishing to speak **Cncl. Dilks** made a motion to close old business. The motion was seconded by **Cncl. Sebastian** and unanimously approved by all members of Council in attendance.

D.) NEW BUSINESS

Mayor Gabbianelli noted he informed Council by way of email that CFO, Jeff Coles passed away on Friday night. Someone has been in place to handle his duties temporarily but we will now need to find a new CFO. The Mayor noted he would be making a statement regarding this at the Regular Council Meeting. **Cncl. Dilks** questioned how long the township has before a new CFO must be in place. **BA, Kevin Heydel** advised that he will be speaking with the gentleman from the State on Thursday about this. The Mayor went on to say how Jeff was probably the best CFO in the State and how the township has been dealing with him being in and out of work due to his bouts of depression. Mr. Heydel stated he has had conversations with Nick Petroni about this and there is some catch up work to do even though we had someone come in during the three months Jeff was out in order to keep the operation going during that period. Any time there is a change in a Chief Financial Officer it is customary to perform an audit and Nick Petroni's office will be in to begin the pre-audit functions.

E.) OLD BUSINESS

- **Update - Ames Road**

Cncl. Bryson noted Mr. Simpson wanted to know if a three-way stop sign could be installed on Ames Road at the intersection and the Public Safety Committee met with Engineer Dave Cella, the Chief of Police John McKeown and Sgt. Mark Burton of the Traffic Department to discuss that. Sgt. Burton performed a survey and found there was no justification for a three-way stop at that particular intersection. Cncl. Bryson did not go into the details of the survey but advised Sgt. Burton would provide that information to Mr. Simpson if he wanted it. The committee discussed the safety of the residents and children and explored quite a few options including installing intelligent signs in problem areas.

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E.) OLD BUSINESS (cont'd)

Dave Cella had also talked about passive ways of slowing down traffic but in the end it came down to one solution to stop speeding on Ames Road as well as all the other roads and that was enforcement. Sgt. Burton recommended a new laser device that can be mounted on a pole, a tree or wherever there is an ability to see across the roadway. This device is unnoticeable and will clock the speed of a car and the times that those speeds occur, which gives the Police Department accurate information that will allow them to enforce the law during the times the violations are occurring. The cost of this device is approximately \$4,500.00 and the suggestion of the Committee was to purchase more than one if the money is available within the budget. That is the immediate solution to stop speeders and the second way is the passive way of painting lines along the roadway. **Mr. Simpson** extended his appreciation to Council for inviting him to the meeting but advised that he was out of town and could not attend. He questioned if the device can see in both directions and when the determination would be made as to whether there is enough money in the budget to make the purchase. It was noted the device can monitor both directions and **Mr. Heydel** advised funds are available in the budget and he has already requested the Chief to get quotes. If additional money is needed transfers can be made in November to cover the cost. **Mr. Simpson** questioned whether there were any studies that show that those types of devices are more effective than the passive signs that can be permanently mounted to show the speed. **Cncl. Sebastian** explained once the time frame of violations is established a police officer will be assigned there because the only way to get people to slow down is by issuing tickets. After enough people are ticketed they will either slow down or find an alternate route and the reason the Committee looked at this device instead of the permanently mounted one is that once problems on Ames Road are resolved that device can be moved to another road having problems. **Mr. Simpson** questioned whether the township or an outside agency will monitor the device and when would it be implemented. **Cncl. DiLucia** advised the Police Department will monitor it and the Mayor advised it would be purchased under State contract so it could be within 30 to 60 days. **Mr. Heydel** advised if not through State contract the Police Department will get quotes. **Mr. Simpson** questioned whether the results of the bid, quotes and when the device is actually purchased would be made available to the public. **Mr. Heydel** advised this would be handled like any other purchase, it does not come to Council because since the cost is under \$17,500.00 he has the authority to get quotes and make the purchase. The police will then implement the system and determine based on information from the device when they need to be out there. **Mr. Heydel** advised the Police Department is reallocating resources into the Traffic Unit so that they can get a handle on a lot of the speeding and other motor vehicle infractions as well. **Mr. Simpson** questioned whether any bus stop signs would be installed because there are none and there are two bus stops on the road. **Mr. Heydel** could not answer that question at this time.

- **Redevelopment Zone**

Cncl. Teefy reported the extension for the Acme Redevelopment Zone was granted and at the last meeting Council had talked about abolishing that redevelopment zone. He questioned the feelings of Council and whether they wanted to do away with the actual redevelopment zone and review it again next year. **Cncl. Caligiuri** felt that matter should

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E.) OLD BUSINESS (cont'd)

be sent directly to the Planning Board along with a letter requesting them to consider abolishing the Redevelopment Zone at the Acme Shopping Center. **Cncl. Sebastian** noted Council does not need the approval of the Planning Board to abolish it; that would be a courtesy because it was formed and made by Council. **Solicitor Fiore** explained the Redevelopment Zone is established by Council and then Council forwards it the Planning Board for review so for consistency he felt it would be a good idea to send it to them. **Cncl. DiLucia** polled Council and all in attendance were in favor of sending a notice to the Planning Board.

F.) COMMITTEE REPORTS

Cncl. Bryson reported the Public Safety Committee met twice this month, the first time to discuss Ames Road and the second time was to discuss EMS issues. The EMS issue involved a stipend for the volunteers that would be used to help produce reports needed each time an EMS vehicle goes out on a call. The stipend would have to be approved by Council and would have to become part of the salary ordinance. **Mayor Gabbianelli** questioned whether that was part of their job. **Cncl. Sebastian** explained it is part of their job as a volunteer but the problem is the new members come in and then leave in a short period of time without getting stuff done leaving the older members trying to catch up. The way money would be saved by doing this is that all the new members coming in would not be eligible for LOSAP; they would just get the stipend. To get any money from LOSAP you have to be 100% vested and that takes five years. Mr. Heydel added they are not eligible to put in for LOSAP until they are twenty-one and many of the volunteers come in at 18 years old so they are in for eight years (*3 years 18 to 21 and then 5 years until they are vested*) before they are eligible for anything. The whole purpose of this is to provide an up-front incentive for them to complete and submit their charts. **Cncl. Bryson** requested Mr. Heydel to explain the LOSAP program. Mr. Heydel explained LOSAP is a Length of Service Awards Program that was implemented in 2002 to reward volunteers for their length of service. This is a statewide program for all volunteer units but the program is set up in different ways throughout the State. In Monroe it takes five years to become vested but in some places a person is vested 20% after a year, 40% after two years, 60% after three years, 80% after four years and 100% in the last year. When looking at our ambulance volunteers the turnover is a lot because the job is very demanding. They run twelve hour shifts so if they do one shift every 52 weeks that amounts to 500 plus volunteer hours and that does not include their drill or meeting nights or any other function they do to raise money. There is no reward for these people so we are trying to get something in place that provides an incentive to these young men and women. Some volunteer at 16 and at 18 if they commit to serve a certain period of time they are sent to school but after that time is up it is hard to keep them. The fire department is different, they are residents so we do not have that turnover. The volume of calls for the

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F.) COMMITTEE REPORTS (cont'd)

EMS is two to three times greater so the dynamics of the two do not necessarily work together so we are looking for an incentive for these people to get their reports done on time. The Mayor added many EMS volunteers scheduled at night are not residents but they work on a regular basis and that is the only thing that saved the volunteer ambulance in Williamstown. Cncl. DiLucia referred to Mr. Heydel's comments about volunteers not being eligible to accrue time for LOSAP until they are twenty-one and he questioned whether that was a State or township regulation and if it is township would it help to change the ordinance. Mr. Heydel advised it is a local ordinance and yes it would help but the purpose of the \$5.00 stipend was to get volunteers to prepare their reports in a timely manner so the township could be reimbursed through the third party billing. Cncl. Sebastian explained charts should be done within 24 hours according to Statute but the problem is when they are pulling twenty calls a day the reports get backlogged because there was not enough time to complete them between calls. Ambulances are sometimes even dispatched from the hospital to the next call. Mr. Heydel advised on Saturday morning there were eight calls within two and a half hours. Cncl. Sebastian explained there could be four crew members but only crew members one and two are responsible to get the charts done and if they don't get them done they will not get their \$5.00, as that will be generated by the completion of the charts. Cncl. DiLucia questioned whether the township would lose the reimbursement if the charts are not submitted in a timely manner. Cncl. Sebastian replied no, but in the past we were dropped by the hospital and had to find another institution to run the system. Mr. Heydel added that's when we ran into the medical director issue at Cooper. This medical director is more practical, he has twenty-five years in the EMS business and said the problems we have are the same as every other paid/volunteer combination. He also said we work very, very well even if we don't get are charts done in 24 or every 48 hours. Many times the problem is someone just forgets to electronically sign the chart, which closes it so by giving \$5.00 per signature they may be more likely to remember to sign it. Mr. Heydel advised if approved this would begin in January. The cost would be \$10.00 per call so for 2000 calls it would amount to \$20,000.00 a year. Cncl. Teefy felt more volunteers are needed if there are so many calls that the current EMTs do not have enough time to complete their charts. Mr. Heydel explained when looking at the manpower time what occurs is that at night Monday through Friday 6:00 PM to 6:00 AM there will be one crew, if necessary an all call will go out and a second crew is pulled in and normally that is volunteers from town that answer those calls. On weekends two crews will be running and if an all call goes out at the time a crew is leaving the hospital that all call will be cancelled and the crew will handle that call. In the last six months we may have missed two calls out of a thousand that went to mutual aid so it is not manpower it is the work they have to do. Mr. Heydel noted we will not be able to put three or four crews on because there is only a certain pot of people and they have jobs and other lives besides this so this \$5.00 incentive may help to get the job done. Mr. Heydel went on to say how he could give Council excerpts from the Committee Meeting where the medical director stated we have a good operation. Cncl. Sebastian noted in the past members of Council went with a police officer to see how the police operated but if they ever ran with an ambulance for a day and see the types of calls they handle they would see the pressure

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F.) COMMITTEE REPORTS (cont'd)

put on these people. It is not just picking someone up that doesn't feel well; they have people vomiting all over them in the back of an ambulance or a motor vehicle accident where people have pieces missing and over a period of time that wears on people and they don't want or can't do it anymore, which is why there is such a turnover. Some volunteers are the kind of people that become nurses and doctors but others just want to be of service but after a year they can't take it anymore. It is not a manpower problem it is more of a time problem. Mr. Heydel added manpower cycles fluctuate and at times we may have so many people that we don't have enough shifts for while other times people are doing double shifts during the week but we still handle our calls. Cncl. Teefy noted the situation with reports not being done has been going on for the last two or three years but ten years ago we didn't have this issue. **Mayor Gabbianelli** noted ten years ago we were not billing and Cncl. Sebastian added and we didn't have to do the reports that are required today. It used to be that the person was just picked up and dropped off; the hospital did the reports. Cncl. Sebastian explained much of the report is done in the ambulance on the way to the hospital such as the patients name, insurance numbers etc. but the information regarding what equipment was used, what actions took place, what EMT's were on the call etc. must be done later and the billing company will not take an incomplete chart. Mr. Heydel added incomplete charts are not passed off. Charts go through a process and as they get reviewed they go to the medical director. The quality of our reports is very good; they are written very well and you want that, they should be as detailed as possible because we have at times had to forward those reports to our insurance carrier because of litigation issues. There is a case right now that we received a Tort Claim for. The ambulance pulled over to work on the patient, they brought him back to life but he died five days later and now we are being sued so it is very important what is included in these reports. Cncl. DiLucia polled Council and all members in attendance agreed this matter should be moved forward to the Ordinance Committee to amend the salary and the LOSAP ordinances.

G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED – 8/25/14 - None

H.) QUESTIONS REGARDING ORDINANCE SCHEULED – 8/25/14 - None

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I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Frank Caligiuri** made a motion to adjourn the Council Work Session of August 25, 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 August 25, 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 SM Date 9/8/14
Approved as corrected _____ Date _____