

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
AUGUST 5, 2015**

A.) CALL TO ORDER & ROLL CALL

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 7:00 PM by **Cncl. Marvin Dilks** in the Second Floor Meeting Room of the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

This meeting was advertised pursuant to the Open Public Meetings Act of New Jersey (NJSA 10:4-6 thru 10:4-21). Notices were placed in the official newspapers for the Township of Monroe (i.e.: South Jersey Times, the Courier Post and the Sentinel of Gloucester County) and copies were posted on the bulletin board at the Municipal Complex.

SALUTE TO THE FLAG

Cncl. Pres., Frank Caligiuri led the assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Walter Bryson	Present	
Cncl. Frank Caligiuri	Present	
Cncl. Rich DiLucia	Present	
Cncl. Bob Heffner	Present	
Cncl. Bart McIlvaine	Present	
Cncl. Cody Miller	Present	
Ord. Chairman, Marvin Dilks	Present	
Mayor Daniel Teefy	Present	
Business Administrator, Kevin Heydel	Present	(Arrived 7:30 PM)
Solicitor, Charles Fiore	Present	
Engineer, Chris Rehmann	Present	
Chief John McKeown	Present	
Supervisor of Roads, Mike Calvello	Present	
Deputy Clerk, Sharon Wright	Present	

B.) APPROVAL OF MINUTES

Cncl. Bryson made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of July 1, 2015. The motion was seconded by **Cncl. Heffner** and approved by all members of Council with the exception of **Cncl. Dilks** who **Abstained**.

C.) PUBLIC PORTION

Cncl. Miller made a motion to open the Public Portion. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of Council in attendance. With no one wishing to speak **Cncl. Heffner** made a motion to close the Public Portion. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

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- Chapter 249 "Road Openings"

Solicitor Fiore explained over the last several years there have been issues with vendors routinely opening township roads and discussion has taken place with the engineer regarding establishing a comprehensive ordinance that will deal with procedures for road openings and closures and the draft ordinance was created based on the recommendations from ARH to deal with those issues. **Engineer Chris Rehmann** added this ordinance is a start but we still need to work out some administrative details in regards to whether road opening permits should be handled by the Public Works Department or the Clerk's Office and we need to address some traffic control issues with the Chief of Police or his designee. The problem we encountered was the subcontractors South Jersey Gas had performing the work were wild and wooly in our streets and on New Brooklyn Road their frontend loader backed over the police car that was there to provide traffic control. All the subcontractor cared about was how fast they could get the job done regardless of what went on. When the gas company did ten openings on a very short distance of Winslow Road we negotiated a fee based on what the low bidder was to repair that street and got at least half of the street resurfaced by South Jersey Gas. We wanted to include more definitive things as opposed to saying no more street opening permits will be issued until you fix this and we want them to understand what the costs are so we can negotiate these issues before hand. We cannot stop emergency street openings for the gas company or the MMUA and we want to sit down with the MMUA to go through this ordinance before Council is asked to introduce it because they are just as concerned as we are due to the problems the gas company caused when they pulled two water services away from the main when they extracted their drill bits from the ground, which was just carelessness so a meeting was held with Crown Pipe and they have calmed them down a little. Mr. Rehmann noted we want to make sure provisions are provided for local plumbers because the ordinance requires a million dollars' worth of insurance coverage and we have to figure out whether these are plausible numbers for a small businessman. In most towns the MUA does the taps at the curb line and he wants to make sure that's how the MMUA does it here. He explained administratively the Mayor needs to decide which department (*Public Works or the Clerk's Office*) the application should come to and also the review process and we want to protect the township against subcontractors that are not as careful as the people trained by South Jersey Gas. **Solicitor Fiore** noted we need consistency so every time someone comes in the same procedure is followed. He questioned in non-emergency situations why can't the review process be handled in the same way as the grading operation. If ARH is going to review it the applicant would come in with their plan, show what the traffic control plan is going to be and then ARH can review it for a review fee and that way it will be done properly. **Cncl. Dilks** questioned whether there was anything in the ordinance dealing with backfilling, paving and thirty or ninety days for settlement. **Engineer Kathryn Cornforth** advised there is a large description on what the actual standards are for restorations and also a provision on top of that which requires a performance guaranty for two years so if it settles again they would be required to fix it or the township can address it through the guaranty. **Cncl. Dilks** explained the standard practice is to backfill, pave and close up that day and let it settle out for three months (90 days) and then come back for the next process. The usual process is to put a sand layer between the two layers of base that way when you come back two inches can be taken off and then topped off, which makes a good job after it settles out. **Solicitor Fiore** advised 249-19 has that entire

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standard and it also has lawn restoration as well as other things associated with road openings. **Chief McKeown** questioned how this ordinance is going to impact Chapter 69 in regards to traffic control plans being submitted to the police department before extra duty officers are authorized. Mr. Fiore noted that will have to be addressed more specifically and that is one of the things that was talked about. The process is going to be the applicant must submit a plan and the engineer will direct it to the Police Department who will authorize it. Mr. Rehmann questioned whether Chief McKeown was recommending in all road openings that we have an officer for traffic control. Chief McKeown explained currently the plan has to be reviewed by the Traffic Unit to make sure it meets the Highway Work Zone regulations. Some work zones like the three we currently have at the bridges are just full detours, no officers are present because the entire road is shut down so it would be on a case by case basis. Usually the vendor knows from past experience when they need an officer and when a complete detour is needed and they will include that in their proposal to the traffic unit. Mr. Rehmann questioned whether there was a fee associated with Chapter 69. Chief McKeown advised there is a fee attached to the actual hours worked not to the review process. For every hour a police officer is detailed at a location there is an hourly administrative fee that goes to the township to cover the cost. If the plan is reviewed and no police officers are needed there is no fee. Mr. Rehmann questioned whether it was logical to keep it that way because this is the time to change it. Chief McKeown noted he didn't want to change the fee structure of the officer's hourly rate because that was just changed. The administrative fees have been the same for quite some time and they are still reasonable and he doesn't know whether we want to add a review fee or not. Most of what we see is a request for an officer and a review of the plan. **Mayor Teefy** questioned whether there is always a need for an officer or could it be just a vehicle with its lights on. **Cncl. Dilks** explained most of the time when alternating traffic is done two officers are needed on each end or when work is being done on the shoulder of the Black Horse Pike one officer is needed but other than that if the traffic is shifted but not being stopped an officer might not be needed. Chief McKeown added if the plan meets the State's work zone safety requirements officers are not needed because the work is advertised and labeled well in advance. Many subcontractors are mobile they work in small areas and move a few hundred yards and work again so it is not easy for them to set up a full safe traffic plan where they have warnings and cones so they chose to have officers to assist them. **Cncl. McIlvaine** questioned what this ordinance would do to the average plumber just running a water service to a homeowner on Walnut Street or in Forest Hills. Will he need to go through all of this because that expense is going to get passed on to the homeowner? Solicitor Fiore replied there is no way we can discriminate in that regard but that type of job would be less intrusive. Kathryn Cornforth explained the MUA would pay for the opening which is then passed on to the homeowner not the plumber. **Mike Calvello** explained the MMUA does most of that work. They tap the main into the curb line and then a local plumber ties into the sewer line, which was recently done at the Country Motel. Cncl. Dilks questioned whether they tap into the sewer lateral behind the curb or in the street? Mr. Calvello replied in the street. Cncl. Dilks felt if they were opening the street they would fall under the ordinance. Mr. Rehmann explained the purpose of this ordinance is to protect the township's capital investment in the street surfaces because even on a twenty year cycle it takes a lot of money to resurface a street and today it is difficult to get that done without getting some aid. South Jersey Gas paid the township twenty some thousand dollars to repave that strip of Winslow Road where they had ten road openings or if not the

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taxpayers would have paid for it and that is what we are trying to prevent so the ordinance needs to be updated. Mayor Teefy noted the administration end deals with drawings for the road opening and reconstruction and he felt Mike Calvello would know more about that while the Clerk's Office would have no clue at what they were looking so he felt it would fall under Public Works. Mr. Calvello agreed and noted that is the way we do it now. Kathryn Cornforth explained the way the ordinance was written is just an oversight on her part and that should be changed back to Public Works. There will be an application fee and the applicant will need to submit the drawing. Mike and Public Works does a great job but they have a lot on their plate right now so this gives them the ability to rely on ARH to get some of the reviews and recommendations done. Once the permit is issued we can go in and check on the construction and service if a lot of work is being done all at once. **Cncl. Pres., Caligiuri** noted the requirements call for plans to be drawn by a PE licensed in the State of New Jersey and they must be drawn to scale sufficient to show clearly the proposed work plan. He questioned Mr. Rehmann on whether a PE actually had to draw the plan or could the applicant provide a clear sketch with dimensional data but not necessarily drawn to scale, as the potential investment for a PE to just prepare the drawing could be between \$3,000.00 and \$10,000.00. Mr. Rehmann felt they were not talking about that kind of cost but would like to know how many local people do street openings. **Mike Calvello** indicated not many but occasionally a homeowner may hire a small local plumber to tie into a sewer line. Most of the drawings that come from the Gas Company or large utility companies are basically two scale or dimensional field design drawing. The only drawings we don't receive that way are from local plumbers. Mr. Rehmann explained the reason this ordinance calls for that is for viability as we are concerned with the infrastructure and some of the plans that he has seen from the gas company look like cartoons. **Cncl. Bryson** questioned whether a cost per square foot of the opening could be included so the homeowner or small plumber would know what the cost is. Mr. Rehmann felt an example of a plan for a small opening could be included so they can see the detail we want, as he felt a full blown property survey was not needed. He went on to say how Mike confronted the gas company subcontractor who was tearing up a sidewalk because they were too lazy to get off the backhoe to pull the stuff and were just ripping it with the teeth of the machine and there have been times when they walked away from certain excavations without putting in a temporary patch. The more important thing is that they have to locate the utilities which is why we are saying the contractor or plumber must understand that he has to call the 1-800 number so that we know the impact of those utilities associated with the opening they want to do. Ms. Cornforth added South Jersey Gas has a policy that if they cross an existing utility they have to drill pilot holes over top, which is part of the reason we are asking for the drawing to let us know if they are crossing a water main, a storm line and a sewer line so instead of having three holes we may want them to do a full restoration depending upon where the utilities are located. Nine times out of ten when the gas company is drilling it is because they want to make sure they are not drilling through a utility. Mr. Rehmann noted their contractor has drilled through storm sewer pipes developers installed in some of our subdivisions. **Cncl. Heffner** noted things like that happen all the time because it is amazing what is underground. He added he could understand having drawings when a company is renewing all services along a street, as that is a big project but if a little guy is going to renew one service for one house can't we just have them complete a standardized form for the information needed. **Cncl. Dilks** noted he understood what **Cncl. Heffner** was saying but as a contractor himself that print has

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everything on it so when he goes to a job he knows how to find different elevations so nothing is hit. Areas must be marked out because we are not mind readers of what the town wants put back as far as the asphalt, thickness of DDA and stuff like that. Mr. Rehmann noted from what he is hearing Council would like some provisions in the ordinance for the local plumber. Cncl. Heffner expressed his concerns for the mom and pop business that does a good job because this ordinance is going to be so cost prohibitive that it would drive that little guy right out of business. Cncl. Bryson spoke of the cost to pave New Jersey roads being much higher than those costs in other states and he felt the small guy fixing a sewer line should not be charged the same thing as South Jersey Gas or the water company which can amortize to expense over a period of time. Cncl. Heffner noted he understood what Cncl. Bryson was saying but we really can't discriminate between the big guy and the little guy. Adding it is not so much the person it is the scope of the project. Cncl. Dilks agreed. He explained with larger state projects the cost is so much per mile because a lot of engineering and inspections are involved and everything is included in those costs. When it comes down to the county and municipal level it is the same thing but on a smaller scale. He noted he does not have a problem taking it job by job and by the size of it. Mr. Fiore added it could be described by the perceived area of disturbance, as that will let you know if a plumber is tying in a sewer pipe. Ms. Cornforth added in other communities where ARH assists with road openings it doesn't matter if it is South Jersey Gas or a local person if all they are doing is one single solitary service everyone usually gets the same flat rate. When a township wants someone there to inspect whether during or after the fact unless it is just one small guy doing something for a homeowner utility companies will usually wait until they have a couple in the area before they send a crew out to do the work. Cncl. Caligiuri noted he was not concerned with the review cost he was concerned with the cost of preparation. Mr. Rehmann noted he would review that to see if the cost could be based on the size of the project or the size of the opening. Cncl. Caligiuri added the only fix that he can think of is that the drawing include dimensional data but not necessarily be drawn to scale, as that might be easier as long as it can be interpreted. Mr. Rehmann noted then whatever we do for them we would need to do for Verizon and the other utility companies. Cncl. Dilks questioned if the ordinance included a time restraint. Ms. Cornforth felt the language was from 7:00 or 7:30 AM to 4:00 PM for the work periods. Mike Calvello added on weekdays no weekends unless it is a case of an emergency. Mayor Teefy noted the mom and pop plumber that works for homeowners are not the ones usually opening the roads. Cncl. Dilks noted not all plumbers will open the road. Some do that type of work but others subcontract it. Mr. Rehmann noted in those instances he would still need the sketch and that is what Cncl. Caligiuri is questioning, which is would that guy still need a full blown survey of the road in order to get that permit and does the local person have to bear that cost. Cncl. Caligiuri added does it have to be a scaled drawing or could it be a pencil sketch not necessarily drawn by a PE that would be subject to the engineer's review on whether or not additional detail is needed. Cncl. Dilks noted sometimes it's better to have an approved set of plans. Cncl. Caligiuri agreed, noting if it can't be done and there is no other way to get what we need then we have to call it. Mr. Fiore added it comes down to liability the same as it is with speed humps, as we are immune from liability if the engineer looks at and signs off on the plans. If he doesn't do that the municipality is not immune from liability when an accident is caused from a speed hump or a pothole from a road opening that was not filled/covered properly. Mr. Fiore added we need to be cautious of these things and that's why it is so expensive for roads in

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New Jersey. Cncl. Bryson felt Cncl. Heffner's idea of having a form that could be completed by everyone to begin the process. Mr. Rehmann noted he was also asked for a five year moratorium on a newly paved road. He noted they will notify everyone of this and what will normally happen is that the gas company will put out a special for people to connect. What could also happen is that people will approach Council requesting a waiver of the five year moratorium or if there is a gas leak we cannot stop the gas company from opening the road to make emergency repairs. He noted he will clean up the ordinance and come back to Council with ideas on how the local people can be taken care of in the cost of preparing the initial sketch. He added he also still needs to meet with the MMUA as they are the other group that gets road opening permits but they are not charged for the permit. Mr. Calvello explained the MMUA is not charged for the permits since they are a township entity and many times his department works with them to make permanent road patches. Mr. Rehmann added we also used their video camera to examine some of our pipes and suggested including language in the ordinance that would exempt the MMUA from fees. **Chief McKeown** advised he met with the MMUA along with other entities regarding changes to police enforcement in work zone safety areas and there have been great results from that meeting and as long as we are consistent and this does not conflict with Chapter 69 dealing with police extra duty we will be okay. Cncl. Dilks questioned if a police officer sees something at a job site that he doesn't like will he stop the work. Chief McKeown replied yes, we have shut down jobs. Any officer has that authority but traditionally what happens is if an officer sees something that he feels violates the work zone safety plan he will call out one of the traffic officers who are experts at this and they will review what is going on. If they can make a recommendation to make it safe they will but there have been some jobs that cannot be made safe and they have closed them down. One road opening on Walnut and the Black Horse Pike was shut down and police cars were parked there until we got sufficient markings to have a safe traffic flow. He explained if work has to stop the job will be shut down and that is what was communicated to the MMUA. We do not want to shut jobs down we just want the road to be safe. The Chief added we have always had a great working relationship with the Road Department. Cncl. Dilks questioned if the township or the MMUA have a big job coming up do they consult with the Police Department. Mr. Calvello replied yes, we contact the Traffic Division and most of the time they will help with the plans. Cncl. Dilks questioned if we have received a schedule for the repaving of Winslow Road. **Kathryn Cornforth** advised the pipe crossing was completed today and they will probably not resume work for a couple of weeks until that pipe settles and by then the County should have completed their project on Malaga Road. Once Malaga Road is opened up we can get Arawak Paving Company back in. Mr. Rehmann noted he does invite the Traffic Department to preconstruction meetings so they are aware of what is happening and if that is not enough he requested Chief McKeown to let him know. Cncl. Dilks questioned if Council wanted to increase the fees for the police would that have to be done by ordinance. Mr. Fiore advised that it would. Chief McKeown explained the charge per officer was already increased but the administrative fee was not. No administrative fees are charged if a company does work in the township but does not request an officer. They present a safety plan which is reviewed by the Traffic Bureau and they either say it meets the standards or no it is not safe and this is what needs to be done and there is no fee for that. Cncl. Dilks questioned if the fee charged for the officer includes the use of the police car. Chief McKeown replied yes that is part of the \$15.00 or \$25.00 administrative fee (*included in Chapter 69-20*) depending on whether it is a county

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or private job. Mr. Rehmann noted he wanted this ordinance to reflect the same numbers included in that ordinance (*Chapter 69-20*) so the sections that pertain to the Police Department will be sent to Sgt. Burton of the Traffic Department. Mr. Rehmann noted Sgt. Burton helped his office quite a bit with the Amberleigh issues and it is really nice to have that cooperation. Cncl. Dilks noted Mr. Rehmann will meet with the MMUA and make the changes to the ordinance and bring them back for Council to review at a future meeting.

- Consent Ordinance - South Jersey Gas Company

Solicitor Fiore explained this is the ordinance South Jersey Gas Company sent quite some time ago because pursuant to the requirements of the Board of Public Utilities they are required to renew their ability to provide gas service within the public streets of Monroe Township. It does not provide exclusivity it just gives them permission according to Public Utilities to run their lines through Monroe Township. Cncl. Dilks questioned whether there were any fees the township could include with this. Mr. Fiore explained that is regulated by the Board of Public Utilities. He felt at some point in time money, tariff or use fee was paid to municipalities but that is long gone and that is not something we can dictate unless the Board of Public Utilities allows that to happen. The ordinance does require them to adhere to Chapter 249 of the Township Code both now and in the future. Cncl. Caligiuri felt the rights should be conditioned upon them operating in accordance with the regulations of all pertinent outside agencies including the Public Utilities Commission. Mr. Fiore replied that is a good point and it is implied so it does not need to be included in here. Cncl. Dilks polled Council and all in attendance were in favor of moving the ordinance forward for First Reading at the August 24th Regular Council Meeting.

- Amendment to O-25-99 - Madrone Avenue

Solicitor Fiore explained a portion of Madrone Avenue in the subdivision of East Woods was vacated in 1999 at the recommendation of the Planning Board. Normally what happens is a portion of a street is vacated by ordinance and the contiguous property owners each divide it in half. In this case one of these homeowners was trying to sell their property and the title company will not give them clear title to the property unless the ordinance specifically says they will be given equal amounts of the right-of-way now being extinguished. The property owner had a survey prepared and this is necessary for them to sell their property and the other property may also need this type of ordinance in the future. Mr. Fiore explained he didn't think it was necessary but these people could not sell their property unless this action was done legislatively by the township. Each of the two property owners received twenty-five feet of the paper street and that land has been in their names and they have been paying taxes on it since 1999 however the title company will not give clear title to convey it to the new owner unless the township takes action on this. Cncl. Caligiuri questioned who paid for the survey. Mr. Fiore advised the property owner did. Mayor Teefy questioned if there is a paper street that has been there for twenty-one years does it automatically go to the homeowners. Mr. Fiore explained the adverse possession law is twenty-one years. Continuous and adverse possession must be shown and you must announce to the world that you know this is someone else's property but since you have been using it as your own you are going to take possession of it after twenty-one years. He noted they

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didn't claim that but probably could have because they put swing sets, sheds and swimming pools on the property and the township has been receiving taxes on it since 1999. Mr. Rehmann explained the township has the right to extinguish the public rights and interest that was dedicated to be a public easement. The underlying title normally goes to the adjacent property owners but in this particular case the developer could have had title to the property. The deed for many of our older streets is written to the center of the street with an easement so when we vacate the paper street we are vacating our interest in the street. Mr. Fiore noted in thinking over what the Mayor asked he wanted to change his opinion on that because the right-of-way for a roadway is fifty feet wide so even if trees are planted in the right-of-way that right-of-way is of public notice so adverse possession would not be applicable. The paper street is in the public land records so therefore adverse possession would not be applicable. Mr. Rehmann added if nothing has been done to a paper street and somebody opens it and Mike goes out and grades the street, in his experience by public action we have taken over the maintenance of the street. You can dedicate right-of-way from the township but we don't have to accept that. Mr. Rehmann explained from the case law that he has been involved with if we make an act of acceptance, which is plowing snow, trimming trees, grading, putting in blacktop etc. then we own it. Cncl. Dilks noted clearing brush over the sidewalk is the homeowners responsibility and the township should not be involved in clearing that back. Mr. Rehmann noted usually we own about two feet beyond the sidewalk. Fifteen feet is the right-of-way, twenty-five feet is one half of the street, fifteen feet is paved leaving ten feet between the face of the curb, the four foot grass strip, four feet of sidewalk and then the two feet beyond the sidewalk. Mr. Fiore noted he discussed this with the title company because he felt it was not necessary but he didn't want the homeowner to lose out on the sale. Cncl. Dilks polled Council and everyone was in favor of moving the ordinance forward for First Reading at the August 24th Regular Council Meeting.

- Bond Ordinance for Green Acres Grant/Loan

Business Administrator, Kevin Heydel explained this is a bond ordinance for a \$70,000.00 grant/\$70,000.00 loan from Green Acres that we received in 2009 for an irrigation system at Owens Park. This has been on hold because we had to complete our Open Space Inventory Plan and now that it has been completed we are ready to sign the contract but we need a bond ordinance in place and the Supplemental Debt Statement that goes along with the bond. Cncl. DiLucia questioned if we would be going out to bond for this. Mr. Heydel explained we are not going out for a Serial Bond, this is a loan that is paid back to Green Acres and this is the way they set it up. There is no interest attached to this loan. Usually they are 2% but this one came in at zero. Mr. Rehmann noted the grant/loan that came in for the Genova Property will include interest. Mr. Heydel advised that is a \$390,000.00 grant/\$390,000.00 loan. Cncl. Dilks polled Council and all were in favor of moving the Bond Ordinance for Green Acre funding forward for First Reading at the August 24th Regular Council Meeting.

- Capital Bond Ordinance

Mr. Heydel explained this Capital Bond Ordinance includes the Capital Plan that was brought forth during the budget process. A few changes were made but the bottom line is the

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dollar amount stayed the same as the estimated quote from last year. The Public Safety Committee met with Cecil and Williamstown Fire Companies and some minor changes were made to those line items. The Police Department capital budget did not change and it includes three SUVs, money to upgrade mbtz, car cameras and radar. Initially \$400,000.00 was included for road improvements but that was reduced to \$375,000.00 because we had to include \$25,000.00 for Cecil to get two new air pack bottles and all their masks had to be changed. The technology budget had to be increased due to a \$40,000.00 project to upgrade our server because Microsoft no longer supports our 2003 server and 200 licenses need to be changed, which will cost \$16,000.00 so with migration we are looking at between \$35,000.00 and \$40,000.00 for that project. He noted \$75,000.00 was estimated for Williamstown Fire Company but he has not heard back from them. He explained he combined the funds for buildings into one municipal building improvement fund so we are not tied to something that it may not be spent for and it gives us a greater latitude. We need to do something with the old library building whether it is sold, rehabbed or demoed so \$50,000.00 was originally included in the plan but because there were some minor changes made and he wanted to keep the bottom line the same that amount was reduced to \$25,000.00 and that was also incorporated into the municipal building improvement line item. **Cncl. McIlvaine** noted he met with the Williamstown Fire Company and they are waiting to get the okay from us to start moving. Mr. Heydel noted they didn't come in with any cost estimates. **Cncl. McIlvaine** noted they don't have the authority to go out and get them and that is what they are looking for. He added in the original capital improvement budget they were supposed to get \$150,000.00 and then it was split to \$75,000.00 and \$75,000.00 and now you're taking that money and combining it so it's not even dedicated to them anymore and he has an issue with that. We were told to meet with them to make sure everyone could live with this number and now you wacked Williamstown Fire Company but added \$120,000.00 for an ambulance refurbishment. Mr. Heydel explained he did not add \$120,000.00 for an ambulance that was always there he only added \$5,000.00 making the new amount \$125,000.00. **Cncl. McIlvaine** felt that was not in the original capital plan. Mr. Heydel went on to say it was included in the original amounts, which are the column on the left and the changes are highlighted in green on the spreadsheet. **Cncl. McIlvaine** noted perhaps he is wrong and if so he will apologize for his comments but he has a serious issue with what is being done with the fire company money and he will not vote for this as it stands right now. **Cncl. Heffner** noted the capital plan calls for two ambulances to be remounted and he questioned if only one could be done. Mr. Heydel advised only one is being done in 2015 and one in 2017. The explanation/justification in the plan is incorrect and will be changed. **Cncl. McIlvaine** noted we have six ambulances and we need to get rid of at least two of them because we can't get six ambulances out on a good day. Mr. Heydel replied we do need them, we do 4,000 calls a year and what happens when one breaks down. **Cncl. McIlvaine** suggested keeping five, two for the paid, two for the volunteers and one spare because Monroe Township does not need six ambulances. He added he would like a study done in regards to what we need as far as fire and ambulance and again reiterated for what was done to the Williamstown Fire Company he will not vote for this. Mr. Heydel explained all he did was to move the money to municipal buildings. The money can still be earmarked for the fire company. **Cncl. McIlvaine** felt they will end up with nothing if that is done because he knows how things work. The previous administration and council gave the fire company the okay to look at refurbishing their firehouse and what has happened since then. Mr. Heydel noted they came in

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with a two or three million dollar project. Cncl. McIlvaine commented they even felt that was ridiculous and now they are still waiting to get the okay to move forward but haven't gotten that okay. Mr. Heydel noted council has to approve the money and you want to raise it up another \$75,000.00 that is up to council to decide but don't say that you know what is going to happen because we have always been fair with everybody in their capital budgets. Cncl. McIlvaine noted he can't dispute that fact but he does not like their money being placed into a general fund where it could be used on the library, the road department or anywhere else. The fire station has not been touched in forty years and he wants it fixed like you guys said you would do for them. Mr. Heydel replied he is not doing anything, as that is up to this council to decide. Cncl. McIlvaine noted he wants it done whatever it takes. Mr. Heydel replied then go and say you want it split out and you want another \$75,000.00 into this number so we can give \$150,000.00 to Williamstown Fire Company. He added it is Council's decision to make it happen so don't say you know what is going to happen or that we screw everybody. Cncl. McIlvaine replied Kevin you cut it \$75,000.00 already. Mr. Heydel indicated he did not; take a look at the 2014 plan it was the same split, \$75,000.00 in 2015 and \$75,000.00 in 2016. Cncl. McIlvaine noted originally it was \$150,000.00 and then you split it to \$75,000.00 this year and \$75,000.00 next year. He noted he wants to move this project forward period. Mr. Heydel stated fine, then vote \$150,000.00 and when that is split out they will get \$150,000.00. **Cncl. Dilks** agreed the money should be split out and he questioned how much they would need to get started with an appraisal. Cncl. McIlvaine noted we need to give them the okay to at least see what the cost will be, to say what is needed or what is not needed and they do agree the project will be done in phases. Mr. Heydel questioned then what's the problem with \$75,000.00 this year and \$75,000.00 next year. Cncl. McIlvaine questioned what \$75,000.00 would get them. Mr. Heydel commented the last he heard they were going to do the work themselves but members of Council told him that was not the case.

Cncl. Bryson questioned the time frame for the bond and if Mr. Heydel had gotten an interest rate yet. Mr. Heydel advised the schedule included in the bond is fifteen years and we will be going out for short term notes because we are trying to hold off payments as much as we can until 2019. Last year we had short term notes for \$700,000.00, this year will be \$2,000,000.00 and probably another \$1.5 million next year. He added he gave Council the schedule of what's going to happen and the effects on the actual operating budget from what is going on. Cncl. Bryson noted what he takes issue with is not so much money being moved from the fire house into the whole maintenance line because that money is there but he takes issue with \$25,000.00 be taken from the road program because we have problems with our infrastructure and the roads that need to be fixed. The capital budget anticipated \$400,000.00 which is probably low and now \$25,000.00 is being cut to \$375,000.00 and how can we repair roads with that. Mr. Heydel explained he did that because we still have \$100,000.00 left in last year's road budget so we will have \$475,000.00. The problem is we don't have the manpower to pave roads so what is \$475,000.00 going to get us. Cncl. Bryson noted our portion of Corkery Lane, a major thoroughfare to a shopping center, is in deplorable condition. If we can't repair it we should approach the County who is responsible for the rest of that road and ask them to take it over under the condition that they fix it by installing curbs and sidewalks on one side so people have

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a clear path to walk on the Black Horse Pike all the way to Wal-Mart. Mr. Heydel advised that is a \$600,000.00 project. Cncl. Heffner questioned if that was the section between the pike and Malaga Road because if so that is the same section that the Zoning Board just agreed to allow tractors and trailers on. Mayor Teefy replied yes. Cncl. Dilks noted it is already August so we should wait until next year to add additional funds to the \$475,000.00 so we have enough money plus if you started it now before it got going it would be winter. **Mr. Rehmann** explained it could be broken down into three DOT grants and repaired in three sections.

Mayor Teefy noted in regards to the fire company issue both Williamstown Fire Station and Cecil Fire Station came back pretty high. He questioned whether they were waiting for authorization from him or Kevin or Council. **Cncl. McIlvaine** noted they were waiting from authorization from the township. Mayor Teefy stated they can go ahead and find out what the cost will be because he doesn't mind putting \$150,000.00 in but it could be more or less but it is a situation that we don't know the cost. We all realized we don't want to build what was previously proposed and would like to just refurbish the building. **Cncl. McIlvaine** questioned whether the Mayor and Council wanted the fire company to lay the project out in two or three phases. They want to redo the engine room, the media room and put a second story on the building but Cncl. McIlvaine noted he didn't know whether the second story will be feasible. The fire company stated whether it takes two or three years they don't care but they want to get moving forward. Nothing has been done to that building since the "A" frame roof was put on over the engine room in 1988 after a heavy snow storm that was crushing the building. **Cncl. Dilks** felt it should be done in three phases. Mayor Teefy agreed and noted that he and Kevin were looking at \$75,000.00 to get a phase started but if it takes \$150,000.00 we are willing to go there to get it started. Cncl. McIlvaine questioned whether there is an issue with the architect or is there anyone the Mayor and Council want them to use. **Mayor Teefy** replied no, he doesn't have a problem with any architect they want to use.

Cncl. McIlvaine apologized to Mr. Heydel for getting heated but he noted he was bombarded by the fire company at their meeting. He felt he didn't deserve that and when he came to this meeting and saw the money was moved it upset him because those guys work very hard for very little and they deserve our support. He added it's like everything else in this town, the roads and the buildings are falling apart and we just keep kicking the can down the road and we can't continue to keep doing that. Mr. Heydel suggested it be done as a "phase in program", which to him is the money is not all put in up front, the dollars are phased in as you go along and that is what he did. Cncl. McIlvaine noted he advised the fire company the project would come in bits and pieces so they should begin with the engine room, which would probably be the cheapest. He added they want to move forward and these guys deserve our support because anything that gets done there is done by them and for this they need the township's support and he wants them to have it. Mr. Heydel stated Council are the ones who determine how to spend the money, he is just putting in a plan to try to make the financials work.

Cncl. Caligiuri noted he thought after Council reviewed the expensive plan designed by Conley Architect that Council had suggested the fire company go back to him or another architect to devise another plan and he questioned whether that ever happened as he has not seen anything

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since that time. **Cncl. McIlvaine** explained under the last Administration they were told they were not allowed to use the architect located on Main Street so they were thinking it was going back to Conley and that's where it stands. The Public Safety Committee did meet with them but really nothing has happened since. **Cncl. Dilks** noted he questioned whether the footings are going to support a second story and this needs to be answered before anything is done since it is the first phase of the project. **Cncl. McIlvaine** noted they have the plans that Conley drew and he believes that information is included in those plans. **Cncl. DiLucia** noted there are many things that need to be fixed that all members of Council could make a compelling argument for but the biggest problem with this was there was a dispute over the architects. It was clear the Mayor didn't want one architect and the fire company didn't want the other one that came in with a plan, which he was told they wanted and nobody disputed it. **Cncl. DiLucia** noted when that \$2 to \$2.5 million plan was discussed he said this is a wish list and nobody stood up and said the architect misrepresented them so he got direction from somebody to come in with those plans. If he didn't Council should have been told and he should not have been paid. **Cncl. DiLucia** noted he had stated that at the time. Now, with that all behind us the fire company should put together what they feel is an absolute necessity in terms of safety, the ability to operate and then the expansion they would like to see going forward. If that is a five, six or seven year plan we can only work in the confines of how much money we project and we have to depend on Kevin to tell us that. He felt all members of Council are looking to do the same thing, no one is looking to give a department more than another but there are also limits on what we can do and sometimes you have to put bubblegum on places that should be plastered. He added in his own house he would see what he needed to make the house run, then project what is needed going forward and then get an estimate on all those things and that's what the fire company should do. Then we can sit down with the financial officers to work out an approach to address this and everyone should be satisfied with that. **Cncl. McIlvaine** noted we asked them questions about the proposal and they said they sat down with Conley's people and told them what they were looking to do and Conley came back with the outrageous figures and they said that was absolutely not what they wanted and were so disgusted they didn't bother coming back. **Cncl. DiLucia** noted he wished they would have said something on the record so we could have refused to pay that architect because he charged us for a service that wasn't asked for. Somewhere in the mix there was a big misunderstanding or there was a change of attitude and he felt a lot of it might be that the fire company got stuck with an architect they didn't have confidence in. The architect got his fee and they got an outlandish plan. He felt Council sat back, adding he knows he didn't say a word either but he was thinking where will we get the money for this project. **Cncl. McIlvaine** added and they felt the same way as **Cncl. DiLucia** from what they have explained. **Cncl. Bryson** added Conley was trying to match Cecil Fire Company and Williamstown because both almost looked like the same. **Cncl. DiLucia** spoke of how he and then **Cncl. Teefy** went to the Cecil Fire Station and the thing he was most concerned about was the mold in the building and he told Kevin that had to be resolved as the cost in terms of worker's compensation could be high. **Mr. Heydel** advised the building leaks over the bell tower and you can never find it. **Cncl. Bryson** felt with the money all under building maintenance and not specifically designated for a certain area more could be given to the fire company. **Mr. Heydel** explained many times when specific line items are done you lock yourself into something that could change. By putting it all in municipal buildings doesn't mean he would use the \$75,000.00

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at the Pfeiffer Center because then he would not be giving Council the correct information. If the project is \$75,000.00 and it turns out to be \$90,000.00 the extra money is available. He has learned over the years from doing various capital projects that things should be lumped together to be generic as possible so there is some flexibility and not locked in. This line item is fifteen years as far as the amortization schedule. The Police Department's capital was all lumped together because those items are all five years. **Cncl. Bryson** questioned what happened with the 700 megahertz radios we were supposed to get. Mr. Heydel explained the County has delayed that program until the first quarter of next year. That line item of \$60,000.00 was changed because Williamstown Fire Company said \$50,000.00 would be needed just for them so he moved the money all to Public Safety and increased the amount by \$10,000.00 to \$70,000.00. Next year we will need fund the rest of what will be needed for the radios.

Cncl. Dilks requested **Cncl. McIlvaine** go back to the Williamstown Fire Company and explain to them that they need to get an appraisal for the engine room and a price from an engineer for the other work they want. **Cncl. Caligiuri** suggested they see if the architect drawing the concept would be able to develop a number of different phases of equal value such as \$300,000.00, \$300,000.00, \$300,000.00 over the course of three years. From a bonding standpoint we would not be dealing with a small capital, then a large capital and then a small capital again as it gets tricky when doing it that way. **Cncl. McIlvaine** assured Council that no one in the fire company wants to spend the money proposed in the original plan. Mr. Heydel suggested they take those plans and give them to the architect of their choice so he has a base of technical information to start with and then he can develop a cost analysis for the different phases of the project. **Cncl. Dilks** questioned if **Cncl. McIlvaine** wanted the language in the draft bond ordinance changed. **Cncl. McIlvaine** replied no, he was just concerned because he knows how things work in government from being a police officer and fireman and he just wants to make sure none of the departments are overlooked. People are leaving their families to dedicate their time and they should get what they need within reason. He again apologized for getting heated but noted he is passionate about people dedicating their time and he wants to make sure they get what they need. **Cncl. Dilks** polled Council and all were in favor of moving the Capital Bond Ordinance forward for First Reading at the August 24th Regular Council Meeting.

• Bamboo Ordinance

Cncl. Bryson explained one of his neighbors and a couple residents from Newbury Farms contacted him regarding bamboo encroaching into their yards. **Cncl. DiLucia** explained if bamboo is not planted properly or if a certain type is planted it cannot be controlled. The kind that can be controlled must be planted in a deep trench with a barrier because even if there is a fence it crawls and goes into other yards. He noted the only thing he knew about bamboo was that baseball bats are made from it and when the resident asked him to come over to see forty foot high bamboo he thought the man was pulling his leg until he saw what might actually be fifty feet high, bigger than trees and growing wild. People plant it because they want privacy and they have a right to it in their own yard but it moves and grows in other people's yards. People have said run a lawnmower over but from what he saw it is out of control. **Solicitor Fiore** advised the draft ordinance deals with invasive plants, gives the Zoning Officer enforcement

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powers to order out of control plants be removed and includes civil penalties. Mr. Fiore noted State legislation allows municipalities to regulate this. Cncl. Dilks questioned whether this ordinance is capable of prohibiting the growing of bamboo in the town. Mr. Fiore replied no, certain types can be grown in a controlled environment where it can be maintained. Cncl. DiLucia noted the people he was dealing with had been neighbors for thirty years and this has created a war between them and they now don't even speak. He had someone try to resolve the issue by planting the bamboo properly and when he left everyone was happy but later he got a phone call that they almost killed one another so all deals are off. He added he can't be a referee any more so it is time to put in some rules and regulations to deal with it. Mr. Fiore explained the ordinance also deals with other invasive plants. Cncl. Heffner noted the ordinance states invasive plants and lily pads are invasive plants so now that we have inherited Crystal Lake if it becomes full of lily pads are we going to be responsible if homeowners complain about it. Mr. Fiore replied only if it invades their property. Mr. Rehmann questioned we now have Crystal Lake and the dam? Mr. Fiore replied yes through a tax sale and we can go through the process of decommissioning it. This issue goes back to 2008 and it might benefit us because we can probably add it to our Resource Inventory Plan. We will discuss this at another time. Cncl. DiLucia noted with the way this ordinance is written if a person plants bamboo and it invades someone else's property the Zoning Officer can require some corrective action. Mr. Fiore advised the person can be cited in municipal court and there are also civil penalties that can be rendered. Cncl. Dilks polled Council and all were in favor of moving the invasive plant ordinance forward for First Reading at the August 24th Regular Council Meeting.

E.) MATTERS FOR DISCUSSION

- **Blighted Properties - Sample Ordinances**

Solicitor Fiore explained the sample ordinances from other towns regarding blighted properties are more specific and refined than our ordinance, which has not been reviewed in a long period of time. He requested Council review these ordinances in comparison to our ordinance which is obsolete and advised input will be needed from Zoning and Construction as this deals with various property maintenance issues from paint peeling on houses to storing tires in yards. The Gloucester Township ordinance is very comprehensive as it deals with a whole host of issues and in the case of Tim Brown's neighbor even though our ordinance generally talked about a lot of the issues this ordinance is more specific on what you can and can't do. He added whatever ordinance we adopt it all comes down to reasonable enforcement; we do not have to come down hard on everybody.

F.) NEW BUSINESS

- **Combining Environmental Commission & Open Space Advisory Committee**

Mayor Teefy noted the Environmental Commission and the Open Space Committee are small and are not well attended and he suggested combining the two committees together to get members that really want to serve. Dan Kozak, Chairman of the Environmental Commission felt with the new Administration new members were appointed and right now his commission is

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filled but he suggested the solicitor check to see if the commissions can be combined because some were created by State Statute. If it can be done that would be fine. Mayor Teefy noted the Open Space Committee is having problems with attendance and some nights only two or three people attend. Mr. Kozak noted the Environmental Commission was previously like that but with the new Administration came new board members and they seem to be attending the meetings. Cncl. Heffner advised he has a person that he would like appointed to the Open Space Committee and he requested that a resolution be placed on the August 24th Council Meeting agenda. Mr. Kozak asked Mayor Teefy if he would like him to ask the Environmental Commission if they would like to combine the committees. Mayor Teefy indicated that he would like to ask both boards if they would like to do it before any action is taken. Cncl. Bryson noted funding is involved in the Open Space Committee but none is involved in Environmental so how would that work. Cncl. Dilks noted the money would be kept under Open Space and Cncl. Heffner added they don't spend it they just recommend. Cncl. DiLucia noted Council recently passed a resolution giving the Open Space Commission a percentage of the funds.

- Speeding on Black Horse Pike

Cncl. Bryson expressed his concerns regarding the speeding he witnessed along the Black Horse Pike and questioned whether it would be local police officers or State police officers that would enforce the speed limit laws there. Chief McKeown replied that is on our to-do list, as traffic safety is a big priority in the Police Department.

- Drone Ordinance

Cncl. Heffner questioned whether Mr. Fiore had looked into the issue of drones. Solicitor Fiore advised there is pending State legislation regarding drones and it will be interesting to see what they will do with that.

- Loitering - Main Street

Cncl. Heffner advised some of the police officers would like to get some clarity on the loitering ordinance. Solicitor Fiore advised he would review the ordinance and provide a draft of something new for the next meeting.

- Chicken Pilot Program

Cncl. Miller questioned whether Mr. Fiore had received any information regarding the backyard chicken pilot program. Mr. Fiore indicated he did and he was ready to discuss poultry but for some reason that issue was not on the agenda. Cncl. Dilks advised he was not at the last Ordinance Meeting when that issue was discussed but after reading the meeting minutes it seemed like everyone was not in favor of backyard chickens so he didn't put it on the agenda. Cncl. DiLucia spoke of an article in the Sunday Inquirer about the political issue of chickens and he thought it was Deptford Township that was going to vote on having a pilot program. Cncl. Miller noted Gwenne Baile, who was in attendance at our last meeting, is the one quoted in that

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article. The gentleman who wants the chickens said he would only have six or seven but the article stated they are limited to four. Cncl. DiLucia noted the people who were opposed to it said their concern was when the hens get old and are no longer useful for eggs what will be done with them. Mr. Fiore noted that was his concern because after three or four years they won't lay eggs anymore and the argument is these chickens are pets. The Barrington Ordinance Pilot Program has very little teeth to it, as it has no regulations whatsoever. In Woodbury we have been working on very specific regulations even down to the type of materials the coop is manufactured out of, removal of the chicken feces and it refers to Best Chicken Practices. Cncl. Miller noted at first he was opposed to it but it could benefit the municipality in getting Sustainable Jersey certified and that would open up the door for actual grants and funding. Mr. Fiore questioned what about the guy who will say my horse is my pet? Cncl. Dilks spoke of raising chickens and roosters when he was a kid and even though these are considered as pets the neighbors in residential areas may not like it. We are only talking about a few people that want to do this so why would we want to amend the land management ordinance to allow chickens in a residential zone for a couple people. He noted in his mind these people have two options to either buy ground that is zoned farmland or they don't have them. Cncl. Miller noted there are actually more people in town than we think that have chickens without us having anything on the books. Cncl. Bryson noted Sustainable Jersey supports having chickens as they say it is a plus for the environment but they don't say it is a plus for the neighbor. Cncl. Dilks added it opens the door for everything else because if we say yes to chickens as pets how are we going to say no to someone else that wants horses or goats. There are areas within the township that are zoned for those types of animals.

G.) OLD BUSINESS

- Towing Ordinance

Solicitor Fiore reported the Towing Committee met and will be meeting again to review a draft ordinance and then they will meet with the towers, the Chief, the Public Safety Director and the Traffic Department. Hopefully we will have a draft at the next meeting for Council to review.

- Opinion from Solicitor - O:28-2015

Cncl. Bryson requested Mr. Fiore provide an opinion regarding O:28-2015 that eliminates health benefits for elected officials and the State law since in the past there have been situations where State law always trumped the local ordinance. The State law has two separate conditions; one gives a definition of three different types of personnel and the other gives specific protection to certain people and he wanted an opinion on that. Mr. Fiore questioned what part of the State law are you looking at. Cncl. Bryson noted he was looking at the definitions of personnel and the protection of people who already hold office. There were only three conditions that were granted under that law and they were one you gave it up, two you lost your position or took a new elected position and the third one Cncl. Bryson couldn't remember. He questioned does State law trump us or not. Cncl. DiLucia added he reviewed that and there is a severability provision that always applies and the State and Federal law supersedes any local laws. He noted he is under the

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impression that this is legislation passed by the Assembly and we have to live by it. When you look at a law you have to look at how it can be interpreted. If it can be interpreted for instance that you can locally change the law and we changed it to say new councilmen would be entitled to benefits that would be illegal. The concept of the law is that the people who developed, voted on it and passed it put a form of protection in for those incumbents and he didn't believe legally we can override that law. In some municipalities people have voluntarily given it up and some have refused to give it up and in others their councils are passing rules to make elected officials "full time" and their position is then they qualify for benefits so there are a lot of things happening right now in terms of that law. If nothing else, even if we don't want to utilize it, we probably should get an interpretation on whether we have as a council the authority to override that legislation. Mr. Fiore indicated he would take a look at the issue.

Mr. Rehmann referred to comments made about not getting much done with the money set aside for roads and he noted if Council has roads in their districts that are in need of repair he would be willing to put together cost estimates and a plan to resurface, repair or reconstruct those roads. If some of this year's money is used to design those roads we could bid early next year to get the best prices from contractors. He noted he is doing an inventory of all the roads but Council may have people in their districts complaining about certain road conditions or Mike may have potholes on certain roads that are costing us money and he would be happy, at no cost to the township to give cost estimates so Council can begin to know what the cost would be to get the infrastructure done. **Cncl. Dilks** questioned the status of the Willow Woods road. Mr. Rehmann advised our position is that they have to mill the road and overlay because the road is unacceptable. The developer has been notified of that and we may end up in court over this issue but we need to draw the line somewhere. **Kathryn Cornforth** added we had a meeting with the developer and the Mayor to reiterate that point and the end result was we went back on site with them and drove with the contractor to explain what our problem was. The only alternative suggestion is instead of doing a full mill out of two inches everywhere we thought we would ask the contractor to go back and look at maybe doing two inches at the curb line and wedge mill it to maybe nothing, which will save some cost but still give us a new riding surface. At this point we are waiting to see if that is acceptable to them but they will still have to remove and replace. **Cncl. Dilks** noted he drove that road and looked at it. He noted it has a six inch crown and he suggested that two inch risers be dropped in at the middle near the manholes and overlay the edges two inches. Ms. Cornforth explained it will be two inches everywhere in terms of new pavement. It is an overlay at the centerline but then it meets Belgian Block and we don't want to pave over top onto the block because then it becomes a maintenance nightmare so there is a two inch depth mill at the gutters, which ends up just being an overlay. **Cncl. Dilks** noted there are areas that are low and there is nothing out there that is on-grade. Ms. Cornforth noted there are a number of intersections, even the ones that they have paved, that we are waiting for the developer's engineer to give the shots of and their plans for what they are going to do to make them drain properly. **Cncl. Dilks** questioned whether the township accepted that road yet as he was concerned if there was an accident caused by ice in the wintertime it would be the township's fault. Ms. Cornforth advised the developer is still responsible for everything in that development in terms of the road safety. Mr. Rehmann added as soon as we saw what was happening we notified the developer not to pay the contractor because we were not going to accept the road. He noted he would not

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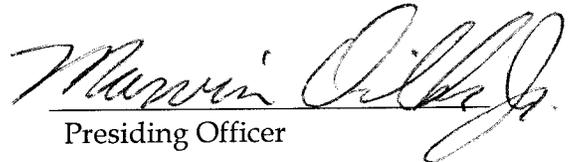
say every inch of the road is unacceptable but the problem is it is a brand new road and it is the main entrance to the development so we should not accept patches here and there and that is the position the Mayor has asked us to take.

H.) ADJOURNMENT

With nothing further to discuss **Cncl. DiLucia** made a motion to adjourn the Ordinance Committee Meeting of August 5, 2015. The motion was seconded by **Cncl. Pres., Caligiuri** and unanimously approved by all members of Council in attendance.

Respectfully submitted,


Deputy Clerk Sharon Wright, RMC


Presiding Officer

These minutes were prepared from excerpts of the recorded proceedings and hand written notes taken during the Ordinance Committee Meeting of August 5, 2015 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 AW Date 9/2/15
Approved as corrected _____ Date _____