

**MINUTES  
COUNCIL WORK SESSION  
TOWNSHIP OF MONROE  
JULY 11, 2016**

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

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Cody D. Miller** at **7:04 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. Heffner** 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. Rich DiLucia                     | Present |                |
| Cncl. Bob Heffner                      | Present |                |
| Cncl. Bart McIlvaine                   | Present |                |
| Cncl. Pres., Cody D. Miller            | Present |                |
| Mayor, Daniel Teefy                    |         | <i>Excused</i> |
| Business Admin., Kevin Heydel          | Present |                |
| Solicitor, Charles Fiore               | Present |                |
| Engineer, Chris Rehmann, ARH           | Present |                |
| Dir. of Public Safety, Jim Smart       |         | <i>Excused</i> |
| Dir. of Code Enforcement, George Reitz | Present |                |
| Dir. of Public Works, Mike Calvello    |         | <i>Excused</i> |
| Dir. of Comm. Dev., Rosemary Flaherty  | Present |                |
| Deputy Mayor, Andy Potopchuk           | Present |                |
| Municipal Clerk, Susan McCormick       | Present |                |

**B.) MATTERS FOR DISCUSSION**

• **Hall Street School – New Roof**

**Cncl. Bryson** advised, as liaison to the Historical Society, there is a dire need for a new roof to be installed on the Hall Street School. He explained it is the main roof, not the portico roof, as that had been changed approximately ten (10) years ago and is in good condition. The only thing that needs to be replaced is the main roof as it got a bad beating during the time we had the straight line winds, etc. Now, there are actually holes in the roof and it needs replacement. The funding for this is not included in the budget nor is it in the available funds for the Historical Society. They do have a fund of their own which it uses for restoration and normally those funds would be used to buy materials with the township

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

employees using the materials to do renovations, etc. We don't have enough money for a new roof. The estimates that we received to date on a replacement roof for a cedar shake roof are above \$27,000.00. Cncl. Bryson noted that he has done some research and contacted the State of New Jersey Historical Federation and requested them to research to see if there is a way we could use a substitute roof because if we could what we would be saving is more than \$10,000.00. Also, according to our Business Administrator the roof would cost anywhere between \$27,000.00 to \$29,000.00 but when we go out for bids the roofer has to use prevailing rates as well as additional engineering and whatever else comes with it in the State of New Jersey. We may be talking a much larger amount than the \$29,000.00. **Business Administrator, Kevin Heydel** suggested the cost could go as high as \$35,000.00 if additional engineering, etc. is required. He spoke on the quotes and the specifications that went with them. He noted you will however get the prevailing wage and they have to put up a performance bond, etc. and all this adds to the cost. Cncl. Bryson then noted the Historical Society is able and willing to put up some money for this, at least \$10,000.00, as we only have \$17,000.00 in the fund. He added #1 we must replace the roof and #2 if we can't replace it now, then at least make a repair that closes the roof up so that no additional damage is done to the Hall Street School and then we will figure out a way to get it done. **Cncl. DiLucia** brought up that if the structure is insured we may be able to get the insurance company to replace the roof. Mr. Heydel noted he did not think it was a question of insurance as that is a cedar shake roof and they are probably as old as the building and they are just worn out and actually there are holes in the roof. If it was from wind I would be able to make a claim. **Cncl. Heffner** questioned if the building was on the National Registry. Cncl. Bryson advised that yes, it was. Cncl. Heffner then questioned just what do we get out of it, any grants or funding from the State? If not, then if we wanted to go with shingles to save \$10,000.00 it wouldn't hurt us. Cncl. Bryson noted, we should wait to see what answer I get back from the State and if this would take the building off the registry, I don't think we really want to do that. There used to be grants available but now they are few and far between. The Historical Society has tried on several occasions to qualify for grants and they're just not there. **Cncl. Pres., Miller** then added, we have a scenario where we let a municipal building (*old library*) get to a bad point and the cost of remediation was astronomical and he felt that we didn't want to let something like that happen to one of our historical buildings. We also have to be mindful of what we are doing in terms of taxes but this is part of our township's history and he doesn't like to see our township buildings dilapidated. So if there is anything that administration can do or if there is anything we can do budget wise to find money, if it is feasible and done reasonably and does not have an astronomical impact on the taxpayers he would like to move this forward. **Business Administrator, Kevin Heydel** advised he would just move forward with a complete roof, no repairs, no band aid solution. There was then discussion on the best way to go. Mr. Heydel noted he could cover the cost with money that is in capital for municipal building improvement. I can cover it for this year, especially if the Historical Society is willing to give \$10,000.00. It is not something that I planned on but we do have money out there adding he could do this but it may impact what my projections are for next year. **Cncl. Heffner** noted in the first two quotes received there is no language with regard to a warranty. He then added if asphalt shingles are used he was for it, if cedar shakes are used, no. The consensus of council was to move forward, bid specs will be prepared. **Engineer, Chris Rehmann** noted, as this is a historic site he would be willing to work with Mr. Heydel at no cost/fee to help in getting the specs together.

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

**Cncl. Caligiuri** questioned if there could be options in the bid specs such as using asphalt as a base and cedar shake shingles as an alternate add on. Mr. Rehmann advised you may have a couple of options. **Cncl. Pres., Miller** noted the solicitor had just found a website through the federal government [www.gsa.gov](http://www.gsa.gov) that has technical resources for historic building preservation with procedures, preservation guidelines and preservation resources.

- **Assignment of Municipal Liens**  
Block 1807, Lot 2 (*William Avenue*)  
Block 2902, Lots 9 & 10 (*912 S. Black Horse Pike*)

The Solicitor explained these were two (2) lots where the Tax Collector, Joanne Potopchuk was actually contacted by individuals who wanted to obtain the township tax liens in lieu of us foreclosing on the property. The procedure is a little different as it saves time with respect to the foreclosure on the property and the cost involved in that. Then all we do is assign the township lien so we would give that individual the rights to foreclose on that particular lien, we would have to send notice to the property owner and it would be published in the newspaper twice as to the assignment. Assuming there is no objection to it the individual seeking the assignment would pay the costs involved, would pay the outstanding lien and any interest. Then they would have the ability to foreclose on the property after six (6) months. They would basically step into the shoes of the municipality. It would be beneficial for us from a timeframe standpoint again that we would transfer the property/lien and we would not have to go through with the foreclosure process as this normally takes from a municipal standpoint approximately one (1) year. Whereas, in this situation it is a private individual they would be able to foreclose in approximately six (6) months. It was the consensus of council to have the solicitor move forward with the process, he will prepare a resolution for the next regular council meeting of August 8<sup>th</sup>.

**Cncl. Pres., Miller** referred to correspondence sent out by the Township Clerk with regard to board/commission attendance. He explained he was contacted by two council members regarding certain individual's membership numbers. He explained, what he did, to be fair throughout the process was to look at all the percentages for all people on boards/commissions to see where everyone stood. Traditionally, the way the process works is if you get below the 70% threshold what they are supposed to have is a public hearing and come before council to discuss their case, then council would determine if they were to stay on/remain. I wanted to do it a little differently to be a little, more fair in giving everyone the benefit of the doubt. That is why notices were sent out to advise every one of their attendance status to get them up to par so they know the need to start attending meetings but also to express their interest. The process seems to be able to be interpreted in many ways and I think we need to sure up the process. He added we do have a lot of members who have fallen below that 70% mark. **Solicitor Fiore** noted clearly even if the code is silent you have to give the members the right to have a hearing, whether you are dealing with this or even revocating a dog license you always have to give someone notice and the right to be heard. **Cncl. Pres., Miller** explained if there is no response the second course of action would be that we are giving them a month to attend as there are a lot of people teetering on the mark

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

(67%) so this gives them the ability to get back. However, if they do not respond to the letter, we are giving them a month's time and that is when we would request the public hearing to explain why these individuals have missed these meetings and if they are interested in attending. **Cncl. DiLucia** noted certainly the idea that people should attend meetings that they commit themselves to is absolutely the right thing to do. He then noted that every committee has a secretary, someone who is supposed to perform a function and one of those functions is to take roll and when somebody does not come either they provide an excuse in a timely fashion and you mark it down timely indicating the proper code. He felt going forward that is what people have to understand because he felt it has been very lax in that area. **Cncl. Pres., Miller** noted that was 100% correct because there are some people that do not have any type of reason/excuse but again you are talking about volunteer boards and commissions so you want as many volunteers as possible. I certainly don't want to do anything that will hurt or discourage individuals from getting involved in the public sector, I am just trying to respond to this situation adequately. **Cncl. DiLucia** noted at the end of this process, if nothing else, we have to have a criteria that is consistent where we are not going to have any thought of favoritism in this process, it must be a pure and precise process. One could argue that even though you have obligations that don't coincide with your attendance; that is one of those things where you shouldn't have taken the position if you can't attend. He spoke of legitimate excuses certainly one being illness. He felt the whole thing must be looked at objectively. If we can get through this with people complying and those who don't want to continue, that's fine, you just replace them. The people who want to continue, just let them with the understanding that there will be a real measuring instrument put into place. **Cncl. Pres., Miller** noted he felt we need to revisit the ordinance/actual process because it is very lax, there is nothing about a verbal warning, nothing about a first written warning which would give three (3) months to get back up to par with their attendance. **Cncl. DiLucia** then spoke briefly on the difference between those boards/commissions which meet twice a month as opposed to those who meet once a month. **Cncl. Pres., Miller** then noted what we are going to do is give everyone a month to respond. If they do not respond and are still below the threshold we would seek the action of the public hearing to understand why they haven't attended the meetings. We then need to revisit the entire process.

**C.) PUBLIC PORTION**

**Cncl. Heffner** made a motion to open the Public Portion. The motion was seconded by **Cncl. Caligiuri** and unanimously approved by all members of council in attendance. With no one wishing to address council members **Cncl. Bryson** made a motion to close the Public Portion. The motion was seconded by **Cncl. McIlvaine** and unanimously approved by all members of council in attendance.

**D.) NEW BUSINESS**

**Cncl. Pres., Miller** spoke on an *Apparatus Study* that was conducted by Hamilton Township. He has attempted to retrieve some information on this and to date has not received a response. The Clerk was able to acquire minutes (*July 21, 2008*) where this was

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**D.) NEW BUSINESS (cont'd)**

discussed and a motion was made that the following be adopted: *Award to Ted Lowden and Associates the proposal to update Fire Apparatus and Equipment Survey at a fee not to exceed \$8,000.00* however there was no formal resolution approved. He then questioned council members if they were in agreement with moving forward the process working on a resolution that approves the analysis of the emergency services apparatus. The solicitor questioned if we advertised a Request for Proposals? Cncl. Pres., Miller noted this is just follow up from a prior meeting in regard to trying to find a resolution we could adopt that would allow us to go out for an RFP. The solicitor then questioned just what council is seeking. Cncl. Pres., Miller noted we are seeking an Emergency Services Study of all fire apparatus equipment (*geographically, based on population, etc.*) to determine if we have the proper amount of equipment or if we have too much equipment. In the next fiscal year and the one after we are going to have a lot of capital expenditures that deal with emergency service equipment and we want to make sure we are not overspending. It was the consensus of council to have the solicitor draft a resolution for the next meeting (*August 8<sup>th</sup>*). It was noted this would be for *all emergency equipment*. The solicitor noted you want to have a comprehensive study, you don't want to do just part of a study, you want to make sure the study is all encompassing. **Cncl. Bryson** questioned if there was a limit on how much will be spent for such a study. There was discussion on if there is a single organization that can do a study on all three (*fire, ambulance, police*).

**Cncl. McIlvaine** advised he had the specs for the Cecil Tanker and would like to turn them over to the solicitor as there are a few redactions that are required as it relates to air bags. It was noted this has not gone out to bid to date, these are the specs being prepared for the bid process. He explained the mayor appointed the Director of Code Enforcement, George Reitz to sit down with Cecil Fire and go over what they wanted and cut this to the bare bones minimum and it was explained that if it comes in even fifty cents over the dollar amount (*\$500,000.00*) then it's not going to happen.

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS - None**

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Cncl. Bryson** questioned Resolution R:140-2016 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute The Urban County Cooperation Agreement Between The County Of Gloucester And Eligible Municipalities For The Community Development Block Grant Entitlement And Home Investment Partnership Program Funds*. **Business Administrator, Kevin Heydel** advised because we get funding through the federal government in CDBG what they require us to do is more or less a resolution of support and this is done every three years or so.

**Cncl. Bryson** then questioned Resolution R:143-2016 *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Renewal Of A Collective Bargaining Agreement Between The Township Of Monroe And United Food & Commercial Workers Union, Local 1360 From*

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

January 1, 2015 Through December 31, 2017. Mr. Heydel explained we actually did the MOA previously however this is to more or less to codify the actual agreement itself.

**Cncl. Bryson** referred to Resolution R:145-2016 *Resolution Of The Township Council Of The Township Of Monroe Endorsing The "Fairness Formula" As Introduced By Governor Christie To Promote Fair Funding For Monroe Township Students And To Relieve The Unfair Property Tax Burden.* He felt this would be beneficial to all on council to accept this resolution. He noted the way that school funding is distributed in the State of New Jersey is absurd because there are no children in any school district that would not be given the resources that they need. He went on to speak of the Abbot Burke ruling adding that 85% of your tax dollars that the state collects for schools goes to thirty one (31) school districts out of 560, this is a very, very bad plan, however, this has not been able to be overturned. **Cncl. Pres., Miller** noted he will not be voting in favor of it, he just has an issue with endorsing a hot button political issue in the state, where you have a senate president who is trying to work on a compromise and a governor who put out this formula, that I don't believe, is adequately fair. **Business Administrator, Kevin Heydel** advised there are already 100 mayors from across the state that have accepted this. The effect of this on Monroe Township is 13% which is \$4.6 million dollars which equates to \$352.00 to the average tax payer. This is a resolution of support then we will see where this goes.

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


**I.) ADJOURNMENT**

With nothing further for discussion, **Cncl. Caligiuri** made a motion to adjourn the Council Work Session of July 11, 2016. The motion was seconded by **Cncl. McIlvaine** and was unanimously approved by all members of Council in attendance.

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 July 11, 2016 and serves only as a synopsis of the proceedings. Portions of the official tape may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.*

Approved as submitted \_\_\_\_\_ *AmJ* \_\_\_\_\_  
Approved as corrected \_\_\_\_\_

Date 8/8/16  
Date \_\_\_\_\_