

MINUTES
COUNCIL WORK SESSION
TOWNSHIP OF MONROE
APRIL 24, 2017

A.) OPENING CEREMONIES & ROLL CALL

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Bart McIlvaine** 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.: Gloucester County 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. Dilks** led the Assembly in the Salute to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks	Present	
Cncl. Rich DiLucia	Present	
Cncl. Ronald Garbowski	Present	
Cncl. Bob Heffner	Present	
Cncl. Joe Marino	Present	
Cncl. Cody Miller		Excused
Cncl. Pres., Bart McIlvaine	Present	
Mayor, Daniel P. Teefy	Present	
Business Admin., Kevin Heydel	Present	
Solicitor, Charles Fiore	Present	
Eng., Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Public Works, Mike Calvello		Excused
Dir. of Comm Dev/Code Enf, Rosemary Flaherty	Present	
Deputy Mayor, Andy Potopchuk	Present	
Chief of Police, John McKeown		Excused
Deputy Chief, Stephen Farrell	Present	
Twp Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION

Cncl. Pres., McIlvaine noted as no Matters for Discussion were scheduled on the formal agenda he opened the floor for discussion on any matter brought forward.

Cncl. Garbowski spoke on a matter with respect to an email he received from Stanley Mecholasky – Block 110.0301, Lot 50 regarding drainage, grading and plantings in the Amberleigh development. **Solicitor Fiore** spoke with respect to the bonding issues and noted that Amberleigh was going to be responsible for the trees but we (*township*) were going to take a look at assisting with the other problems.

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B.) MATTERS FOR DISCUSSION (cont'd)

Part of the findings indicated that the cause of some of the problems was the fact that the gentleman's fence was too low and did not have the ability for water to flow out. We were to take a look at this problem later on, down the road and it was not covered by the bond it was to be something that the Public Works Department was to do in their spare time. Mr. Fiore then noted according to the as-built it was done according to the plan. **Kathryn Cornforth, ARH** noted it was built in general conformance. The claim from the resident was that they used to have a gap and the reason why we are going to try to gap below the fence is because the resident claims that before Amberleigh was built there was a gap and could have been an inadvertent oversight that the fence got covered up. That would be the most economical way to address the issue since it is something that the township has to handle. **Mr. Fiore** then noted the second issue was dealing with the size of the trees. His recollection was the residents had appeared at the Planning Board meeting and there were general representations that there would be trees that would block the view, this was not part of the approved plan. They were to place mature trees that probably will never grow to the height needed to block the second story of the townhomes looking into their (*Mecholasky*) back yard. This is just the reality of residential living in South Jersey, it is unfortunate. **Mayor Teefy** indicated he thought this issue was done and over with because we spoke on this years ago. **The Solicitor** noted we left it that we would take a look at it when we had some spare time. **Mayor Teefy** then noted he will see to it that this is addressed. Mr. Fiore then added that we should coordinate with Amberleigh and indicate to them we will be on their property and also they should have a representative from their association present during the time our employees are on the property, doing whatever work is necessary.

Solicitor, Charles Fiore reported on the closing of the property located next to the Williamstown Fire Company on Main Street. He added the closing took place on Friday and we do now own the property and he is waiting on the keys to be sent. He strongly recommended that we do not access the property until the Director of Public Works can do a walk through therefore we want no one going in and out of the building until it is secured.

Cncl. Pres., McIlvaine spoke of an issue with respect to building maintenance as most of our township buildings are not being maintained like they should be. He went on to list some major items in need of repair/replacement such as: windows needing replaced, carpeting, painting, etc. He added he did not know how council would like to proceed with this, he felt perhaps a committee should be appointed to do a complete review of our buildings, determine what is needed and perhaps we could put together a five year program. We can't keep putting this off, this building needs some particular attention. **The Mayor** noted that he totally agreed with moving along on this and he would love to have a bigger budget but we must be responsible for taxpayers/residents, however there is a need here and we should go through and make a list of items and start to realize what the needed work involves. **Cncl. Heffner** indicated that he did not see the need for a committee. A lot of this is just general maintenance, questioning if a window doesn't work or a door

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B.) MATTERS FOR DISCUSSION (cont'd)

doesn't work, what is the avenue used for repair? It should be sent to the Supervisor of Buildings and Grounds. It is up to him to get the work done. **Cncl. Pres., McIlvaine** acknowledged that he agreed to an extent as it relates to daily maintenance. **Cncl. Heffner** noted you don't wait until the building falls apart and say okay now I have to replace all the windows, if you are in charge of a department you put together a budget, which is a maintenance budget. **Cncl. Pres., McIlvaine** noted he did not dispute this fact but we haven't been doing this all along so now we have to go to another plan. I am talking about putting a long term budget together to handle these large ticket items in whatever township building. I would like to lay out some type of plan where I am not depending on anyone to come up with a budget or plan to figure something out. Right now, this is an issue for me and I want it to get taken care of and I don't feel comfortable just passing it on to an employee. Now, as a council I think we need to put something together on this. He felt **Cncl. Heffner** was absolutely right with what he said regarding the daily maintenance of the building. However, things did not get done and now we have to pick up the ball and run with it. Once we get this taken care of then we can go on to the maintenance issues. **Cncl. Garbowski** noted this was his job, it was what he used to do for Camden County College. You will never keep up with all of the maintenance but you have to have a capital projects plan to schedule replacement of carpet, placement of flooring, schedule painting, schedule mechanical work and roofing, all the big ticket items. The maintenance department is there for minor maintenance and minor maintenance only. **Mayor Teefy** felt that establishing a committee would be good. They could go through the buildings and speak with the people who are familiar with the buildings on a daily basis as well as feedback from the various department heads. **Cncl. DiLucia** noted he was not saying that we don't need to look and see what needs to be fixed, whether it be minor or major however he took the opportunity to remind everyone that we just went through a budget process. One thing we really struggled with was whether to go out for a ten or fifteen year bond. If you recall the reason we chose the fifteen year was to stretch it over a longer period of time so that we could bring down the debt obligation in the short term. If you are going to bond for more we will have to take a look at whatever we are bonded for now, the number that was thrown around was \$14.5 million in that fifteen year bond, that would happen two years from now. He then spoke of the graph presented by Mr. Heydel where it showed what the obligation was on a yearly basis and that doesn't come down for a while. You will have to be very careful, whomever puts it together, what the need is and what the ability is. **Cncl. DiLucia** then noted maybe what should happen in sequential order is that you take an inventory of a want list, then price it out, then take a look at where we are on our bonding and find out when we could begin taking on more debt, if possible. If we can't take on more debt how long in the future do we postpone it or can we postpone. He felt we need a better view on the financial end of this. He stressed he absolutely knows the need is here, the Pfeiffer Center as well as the township building both need major repair, it is inevitable so he felt economically we need to do it the right way. **Cncl. Marino** spoke on the capital plan along with the life expectancy on certain things, for example the windows are well past their expectancy there is nothing left of them so we replace 15 or 20 a year whatever the case may be.

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B.) MATTERS FOR DISCUSSION (cont'd)

We have to start somewhere otherwise it is always going to be more expensive for example: the window frames are rotted and now we are into more money than just the cost of swapping out a window. He questioned the big ticket items like the mechanicals/HVAC system. **Mr. Heydel** advised there are three big HVAC units and estimates came in at \$30,000 each, so we are up to \$100,000 on those units, adding they are original units. He felt that initially we must go in and evaluate the building needs for each facility. He also noted he had no problem with establishing a committee of council.

Director of Public Safety, Jim Smart noted a dollar figure of \$100,000 that was included in this year's capital budget for building improvements/maintenance. It didn't indicate just what building this was earmarked for but it is in there. There was discussion on that figure. **Business Administrator, Kevin Heydel** indicated a lot of that \$100,000 figure is because of the quotes that were received on the three (3) air conditioning units. Mr. Heydel also advised he was working on getting a direct install program to get, at least, one of those units for nothing or even 70%.

Cncl. Pres., McIlvaine then appointed **Cncl. Garbowski, Marino & Dilks** members to a committee to evaluate the needs of the township buildings. He advised he would be more than glad to help out with whatever the committee may need. It was noted that **Cncl. Garbowski** would be the Chairman of the committee.

There was a brief discussion dealing with the possibility of obtaining grant monies available through Homeland Security. Mr. Heydel indicated this was discussed at the building committee meeting (*fire house*) and he advised this would be best handled going through Congressman Norcross as he could address this on a higher level and that is the only way to get something (*substantial amount*) that is worthwhile going after.

C.) PUBLIC PORTION

Cncl. Heffner made a motion to open the Public Portion. The motion was seconded by **Cncl. Marino** and unanimously approved by all members of Council in attendance. With no one wishing to come forward **Cncl. Garbowski** made a motion to close the public portion. The motion was seconded by **Cncl. Dilks** and unanimously approved by the members of Council present.

D.) NEW BUSINESS – None

E.) OLD BUSINESS

Cncl. Garbowski noted he spoke with the roofer who will be doing the work at the Hall Street School and he has requested some detail on the replacement. **ARH** will be supplying the needed information. As soon as he receives this information he will begin to put a list of supplies together that will be needed for the job.

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E.) OLD BUSINESS (cont'd)

Cncl. Marino requested an update on the Wetlands Delineation report with regard to the property for the Cecil Firehouse. **Kathryn Cornforth, ARH** noted she spoke with the surveyor who advised he was trying to get the line on the plan, she will check with him and report back.

Cncl. Dilks advised he was contacted by a resident of Herbert Blvd with regard to a survey that was conducted dealing with the sanitary sewer issue. **Mayor Teefy** advised that survey was conducted in 2015 and the result was that approximately 66% of those surveyed were not in favor of the sanitary sewer system. They indicated the cost was too high, people had updated their septic systems, etc.

Cncl. Pres., McIlvaine noted the improvements/paving on Corkery Lane are just about complete. **Kathryn Cornforth, ARH** advised it is done for the most part they just have to stripe the road and perhaps complete a very minor punch list. **Cncl. Pres., McIlvaine** advised a concern of the **Director of Public Safety, Jim Smart** is that he is seeing tractor trailers utilizing this brand new road that has just been repaved. **Cncl. Pres., McIlvaine** noted he knew this was a conflict with zoning versus the four ton weight limit. **Solicitor Fiore** advised there is no conflict, if the township code says a four ton weight limit; then it is a four ton weight limit. Zoning does not control what happens on a public roadway. He noted, with the Deputy Chief in attendance, that this will be an enforcement issue, as long as it is posted properly and I am assuming it is. **Kathryn Cornforth** then noted just so everyone is aware there is an existing weight limit sign, it is going to be replaced so it meets current signage requirements, so it is posted. **Cncl. Pres., McIlvaine** noted even during the paving/construction a certain individual was parking vehicles at the Rite Aid waiting for the road to reopen. He then questioned what the total cost for this road paving project was. Ms. Cornforth noted the township cost for this project was approximately \$350,000. Mr. Fiore noted he did not know if it was just one individual because he was advised through correspondence he was preparing that Walmart trucks are frequently using Corkery Lane and as part of their approvals they agreed to use the Black Horse Pike. The weight limit is not for any one individual any vehicle over the four ton weight limit is restricted from using this road, unless it is for a local delivery and that means if you are getting something delivered to your house, not local delivery at Walmart or local delivery to a business running on the property/roadway. **Cncl. Pres., McIlvaine** did note he did remember other trucking companies utilizing that road, not just the one individual. He explained there are different companies utilizing this road but there is one trucking company that is stationed on that road. He thought zoning gave him the approval to keep his vehicles at his residence, yet the road has a four ton weight limit. **Cncl. Garbowski, Liaison to the Zoning Board** advised that individual was told by the Zoning Board to approach Council to see what type of mediation he could come up with, if he wanted to pay to upgrade the roadway so he could utilize it. He has had ample time to approach us.

F.) COMMITTEE REPORTS – None

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G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED

Cncl. DiLucia posed a question with regard to the *Property Tax Reward Program*. He noted in the contract it says something about it being our responsibility to get vendors/businesses to agree but that they will assist. He questioned if we should get a clarification from them on what they mean by *assist*. Let's find out what they mean by *assist*. He then spoke of language in the contract dealing with escrow, he felt we should get a clarification on what exactly they want to be relieved from, the obligation to how someone's mortgage is escrowed or how it affects the escrow. They must have experience in that area and that is why they included that clause. **Cncl. DiLucia** requested clarification on this. **Director of Finance, Karyn Paccione** explained the separate account has nothing to do with mortgage escrow, it is just a separate bank account where they hold the money when they collect it from the businesses and they wait until April and then give the money to the township. Discussion continued.

Cncl. Marino referred to Resolution **R:134-2017** *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Request For Proposals (RFP) For An Economic Development Consultant To Implement The Property Tax Reward Program Within The Township Of Monroe*. He posed several questions one being on the use of a township vehicle but they also have to carry their own insurance. **Solicitor Fiore** noted he received a "draft" from administration, he didn't know what the thinking was using a township vehicle but I would caution against that. If they are going to be an independent contractor (*inaudible, several people speaking*). A question was posed on if this language would be removed. Mr. Fiore indicated if that was the wish of council he would remove it. It was noted to just give them the reimbursement for mileage. **Cncl. Marino** noted there are insurance requirements which are workers comp, general liability, professional liability and the auto which if fine, thus they really don't the township vehicle included. Mr. Fiore explained this would be treated as being an independent contractor and I would assume they would receive a 1099 at the end of the year. You want to establish that separation, you don't want to send mixed messages.

Cncl. Pres., McIlvaine advised that Resolution **R:127-2017** *Resolution Of The Township Council Of The Township Of Monroe Authorizing The Person To Person Transfer Of The Plenary Retail Consumption License Number 0811-33-004-004, From Bittles & Sippins Inc To AAD Monroe LLC* would be removed from the agenda. The Clerk's Office received information that the seller had failed to file required reports and we cannot move forward with the transfer until that has been resolved.

H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - None

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I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Garbowski** made a motion to adjourn the Council Work Session of April 24, 2017. The motion was seconded by **Cncl. Dilks** and was unanimously approved by all members of Council present.

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 April 24, 2017 and serves as only 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*

Approved as corrected _____

Date 5/8/17

Date _____