

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
SEPTEMBER 11, 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. Miller 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	Present	
Cncl. Pres., Bart McIlvaine	Present	
Mayor, Daniel P. Teefy	Present	
Business Admin., Kevin Heydel	Present	(Arrived 7:35PM)
Solicitor, Charles Fiore	Present	
Eng., Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione		Excused
Dir. of Public Safety, Jim Smart	Present	(Arrived 7:35 PM)
Dir. of Public Works, Mike Calvello	Present	
Dir. of Comm. Dev/Code Enf, Rosemary Flaherty	Present	
Dir. of Parks & Rec, Jim Bonder		Excused
Deputy Mayor, Andy Potopchuk	Present	
Chief of Police, John McKeown	Present	
Twp. Clerk, Susan McCormick	Present	
Deputy Clerk, Sharon Wright	Present	

B.) MATTERS FOR DISCUSSION

• **Snow Removal Bid**

Solicitor Charles Fiore explained this issue came up last year as there was an issue with manpower in the road department. When we looked into the matter it was very late in the season and we felt the matter should be brought up early as obviously the snow season is coming up sooner than later, this was done in an attempt to be proactive just to start discussion. **Director of Public Works, Mike Calvello** advised he was bringing this

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B.) MATTERS FOR DISCUSSION (cont'd)

matter to council's attention as many other towns sub out much of their snow plowing. Mr. Calvello then explained each year the township grows larger adding we are very close to taking over the roads in the Willow Woods and Federal Hill developments which are large areas where the road department will be responsible for additional snow removal. He advised he received some estimates from last year just to give council an idea of the dollar figure involved. He then noted that according to Mr. Heydel there is really no line item in the budget this year for an outside contractor for this service. However, if there is interest he was sure Mr. Heydel could find a way to move some funds around. **Cncl. Pres., McIlvaine** questioned Mr. Calvello, along with Mr. Heydel, if it was possible to figure out the costs per hour (*including insurance, sick and vacation time, vehicle use, fuel*) per township employee versus the costs per hour, per day for a contractor. This would aide in a decision, if council chooses to move on this we will want to move pretty fast. **Cncl. Miller** noted he felt this issue was brought up due to issues with manpower so again my understanding is this would not replace what the township already does, this would be in addition to if we have an extreme circumstance. **Mr. Calvello** noted currently there are approximately 110 courts/cul-de-sacs in this town and this type plowing is quite difficult. The most efficient way is to use a loader or a bobcat, right now the township has two (2) loaders, one which stays in the yard to load our salt trucks, so there is one (1) loader to cover 110 courts. He explained, unlike the police department, where there is manpower in shifts public works only really has one shift. To bring in a full staff after 10-12 hours they are burned out, leaving no one out there. If I split the manpower into shifts we don't accomplish much as we would only have 6-7 men on the street at one time. **Cncl. Dilks** questioned exactly what you are asking an outside contractor to do when they are called out. Mr. Calvello noted there are different types of bids, some are bid by the inches of snowfall and others are for per truck, per man, per hour. **Deputy Mayor, Andy Potopchuk** advised of some fees involved with snow removal through Gloucester County, and the difficulties presented in snow removal for cul-de-sacs. Mr. Calvello stressed this would be strictly in addition to our manpower. This township is somewhat unique in that public works personnel can work all day and push snow well into the night and have to be available the next morning for trash pick-up. When the sanitation workers report for trash pick-up that only leaves a few men on the road department to do all the final clearing and it takes time to cover all the areas. **Mayor Teefy** noted we are looking at doing those larger developments with the most cul-de-sacs as well as the plowing for the entire development. We can't just do cul-de-sacs. **Mr. Calvello** noted he will work in conjunction with Mr. Heydel and come with actual figures as it relates to our hourly rate, etc. There was further discussion on charging per inch, per hour. **Cncl. DiLucia** advised he was familiar with how Holiday City charges, anything over 4 inches then the price goes up and another question is where do they put the snow as there can be different prices for disposal.

• **RFP – Solar Purchase Power Agreement**

Cncl. Marino noted the committee (*Marino, Miller, Garbowski*) met to discuss a template that could be utilized to aid in drafting a sample RFP. He added this is not being done tonight however he requested that council members take a look at it and come back with any questions or concerns they may have.

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B.) MATTERS FOR DISCUSSION (cont'd)

He explained, in a nutshell, we are attempting to have companies come in and evaluate the township as a whole. We spoke on the possibility of doing the Library initially and then perhaps the Ambulance Hall because this would be a pretty clean install. He advised the committee has yet to meet with the Library Board as they are waiting on a new Library director. We wanted to work, as a committee, with them to get their ideas as they have already started looking into this. This is basically just to get the ball rolling, to get some companies in here to meet with us and evaluate what they think they can do. **Cncl. Marino** advised that the landfill will be a big piece of this but we are not at that point yet. Once we get to that we could possibly see some good savings. **Kathryn Cornforth, ARH** advised that once you get to that point you may want to put the landfill out separately as the remediation plans are going out this week to DEP. Hand and hand with that is a funding application that notes you must use solar as that is the route we ended up taking. Depending on what the timing is for other things, consider doing the landfill separate. **Cncl. Marino** indicated we did discuss this in committee and we know we are not at that point yet, that is going to be the real savings that we see down the road. **Mrs. Cornforth** noted we are hoping that DEP is going to expedite reviewing both the remediation and the funding aspect, possibly we may be able to put something out to bid next year, depending on the time it takes versus the time of year. Right now, we are at the mercy of DEP for their review. **Cncl. Marino** questioned, once that is done and the funding mechanism is in place how long would it take. **Mrs. Cornforth** advised the solar part will not be ready until we are done the remediation. That is why she recommended that the landfill be done separately because you may be ready to move forward with getting things evaluated for the township but you may have to wait and extra 6 months on the landfill.

C.) PUBLIC PORTION

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

D.) NEW BUSINESS

Cncl. Garbowski posed a question with regard to the road program and the design for Forest Drive. (*Forest Hills*). **Kathryn Cornforth, ARH** advised the road design for Kirkwall Road, Forest Drive and South Shore Drive is on-going and probably will not go out to bid this year, partly because we applied for CDBG funds to use on both Forest and South Shore Drive and we cannot go to bid until after the township receives the funds (*which should be sometime in January*) otherwise they won't let you use them. We will be able to hit the street as soon as the township gets the funding. **Cncl. Garbowski** noted he received requests from residents questioning if it was possible that some work be done on the front entrance (*sidewalks, etc.*). **Mrs. Cornforth** noted the NJDOT grant applied for last year was denied. It is on the agenda for consideration in fiscal year 2018.

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

She has been in contact with them (*NJDOT*) and inquired as to why the township had been denied. She explained, the way it works is when the state gives out the money there is a pot of money that goes to the Gloucester County communities to be distributed and she was advised that the Forest Hills application missed by a couple of points, and if the pot of money had been bigger this project would have been funded. The good news is the pot of money is bigger this year, it is the first year the gas tax actually hit the state aid funding so we were encouraged to definitely reapply as well as encouraged to apply for multiple applications which is why the municipal aide bikeway surfacing project was also applied for. From all of our DOT sources as well as the county we were urged to apply for many projects because there is a lot of money to give in the coming year. **Cncl. Pres., McIlvaine** questioned if that would cover the sidewalk issues at the front entrance to Forest Hills. **Mrs. Cornforth** responded, DOT will pay for concrete work, pavement, etc. When doing the design we were actually toying with the idea of possibly clearing or removing the sidewalk from the island because it is raised, then extending it on the other side all the way out to the Black Horse Pike. **Cncl. Garbowski** noted the residents were looking for sidewalks on, at least, one side or both sides if they can. **Mrs. Cornforth** noted we can definitely put that into the design. **Mayor Teefy** questioned the placement of the sidewalk and where they would be going to? It was noted, out to the BHP. **Mrs. Cornforth** noted the sidewalk goes there right now, the sidewalk in the island takes you out to the Pike. There was discussion on the reasons to having the sidewalks extended out to the Pike. **Mrs. Cornforth** noted the only reason why you would put the sidewalk out there is with existing development along the Pike that does not have sidewalk if the properties are ever sold or someone wants to do other things the state will make them install sidewalks, similar to how Walmart had to. We can take the sidewalks out completely if you like. However, we were just thinking of putting it along one side and removing it from the center island. Comments and questions were posed with respect the grant funding as well as ADA compliance, design of intersection, etc.

Cncl. Pres., McIlvaine posed a question with regard to Corkery Lane and if the grant that was received was some kind of connector grant between the state and the county. **Mrs. Cornforth** explained it was NJDOT municipal aide, the same funding received to do Winslow Road. It ranks higher because it directly connects a state road to a county road. **Cncl. Pres., McIlvaine** noted he recently traveled the Old Black Horse Pike and would there be a possibility of receiving a grant for that, since it goes between Coles Mill Road (*Route 538*) and the Black Horse Pike. **Kathryn Cornforth** responded that you can apply for that it will be a matter of where you rank compared to everyone else. Gloucester County is a large area and in previous years where there is not a large pool of money they focus on things like Winslow Road and Corkery Lane because there are higher points associated with a project like that. She continued to speak on projects that may be taken under consideration.

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E.) OLD BUSINESS

Cncl. Garbowski referred to the minutes of July 24, 2017 where under Matters for Discussion had been scheduled a matter concerning three (3) lots that had been included in the previous land sale and there was interest shown on purchasing the properties as noted below.

- **Block 4301, Lot 3** – Malaga Road/Poteat Lane
 - **Block 4101, Lot 1** – Black Horse Pike
 - **Block 15401, Lot 22** – 1800 Glassboro Road

Cncl. Garbowski questioned the status of this. **Solicitor Fiore** responded that he still has not heard back from the **Director of Real Estate** on this. **Mayor Teefy** advised that he would contact Mr. Clidy and report back.

Cncl. Dilks questioned if a response had been received on the Winslow Road repair. **Kathryn Cornforth, ARH** advised they met with Arawak on site explaining there are issues with each pipe crossing. The one pipe crossing where there is settlement across the entire road, we are hoping there was just not enough time from when the pipe was installed to let it settle on top. Last year, when Arawak did the work they were up against their deadline as well as the start of the school year so there was not as much time as we would have liked for it to settle. Later this week we will be meeting again to double check if there is anything wrong with the pipe connections, hopefully it's not the pipe settling. We would like to mill it out and key it back in as a way to fix the surface settlement. It is on maintenance bond until next September so if it continues to settle we can have them come out and actually dig up the pipe. She spoke of possibly some compaction issues but that would be on the very edge of the road but they will come in and address this also. **Cncl. Heffner** posed a question with regard to the road opening and if there was a response from the gas company on this. **Mr. Calvello** advised that he denied their permit until they can actually have the road marked out by the utilities and redesign around those utilities. As for opening up the road I did not approve their application.

Cncl. Pres., McIlvaine spoke on the Hall Street School project noting we ran into some issues with this. **Mayor Teefy** then noted we bounced back and forth getting people to do this work, labor free with us purchasing the supplies and this seems to have fallen apart, yet again. Therefore, I would advise that we go out to bid for asphalt roofing and the painting can be done at the same time. **Cncl. Marino** noted I would like to see a fifty year shingle if we are going with asphalt. It is considered a life time as opposed to thirty and the cost saving is not that much. **Cncl. Garbwoski** noted he was under the impression we couldn't go with the asphalt or are we going to bite the bullet. **Cncl. Pres., McIlvaine** added that he tends to agree with the mayor, at least we can get more bang for our buck and get the building painted as well and have something that looks descent, it might not be the cedar shakes but it will still look descent. **Cncl. Marino** advised they do have shingles that look very close to cedar now, there are slate lined ones that are sort of 3 Dimensional, more than the regular dimensional shingles. **Cncl. Pres., McIlvaine** noted he felt there was future maintenance concerns as it relates to the cedar shakes, if something happens no one can take care of this, it is a specialized type deal. Whereas, if it is a regular type shingle hopefully our own employees could take care of repairs, etc.

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E.) OLD BUSINESS *(cont'd)*

Cncl. Pres., McIlvaine added he would like to see this get taken care of before the weather turns nasty. **Kathryn Cornforth, ARH** noted when she spoke with Historic Preservation they advised while replacing with asphalt shingles is frowned upon, pretty much what it does is put a mark on your record and if you apply for funding to use on the building at a later date they just may tell you no because you are not keeping the building 100% historic.

Cncl. Pres., McIlvaine questioned the status on the demolition of the house located next to the Williamstown Fire Company on Main Street. **Cncl. Marino** noted the water and sewer has been disconnected by the MMUA. **Kathryn Cornforth** advised the submission to Pinelands has been made and we are waiting for them to give the official approval. However, we see no reason why they would say no to taking it down. **Business Administrator, Kevin Heydel** advised we are waiting on the environmental reports to come through and once we do that we may be able to just get quotes, it may not hit the \$17,500 threshold for the demolition. **Cncl. Marino** questioned the disconnection for the gas and electric and if we want to do this separately. **Cncl. Heffner** noted we are the owner of the property we should do this ourselves, you simply send the paperwork and the utility will do it. He added the application should be now as it will take approximately two (2) months as the gas company is slow on this and no one is allowed to touch the gas pipe, it must be abandoned at the main. As a town you own the building, you have the right to apply for that. Therefore, whomever is in charge of that needs to apply now.

Sergeant, Jim DeHart reported he was requested to come up with some solutions dealing with a key fob system or re-keying the municipal building. He met with a local locksmith and to replace all the tumblers as that is the way he would recommend it be done the cost would run approximately \$4,000. Obviously, this does not address our issues with the access. A key fob access system is very expensive at \$2,200 per door, with himself and Mr. Calvello estimating approximately 80 doors (*give or take*) you would be looking in the area of \$170,000. **Sgt. DeHart** noted the company did offer an alternate solution that being something like a smart key, kind of what they have for cars. It is powered by a battery and they replace the actual tumbler that reads the key. This gives you the same computer access to control who would have access in certain areas. This is somewhat like a fob but it doesn't have all the wiring or all the hardware. This option is still expensive but it would about \$74,000 to do the municipal building (*80 doors and an estimated 100 plus keys*). The biggest thing is that we have no control if we go back to a key system and that was his biggest concern. This is a much less expensive option but obviously does not give the municipal building the security that electronics would give. **Cncl. Pres., McIlvaine** questioned how soon do we need to make this happen? Officer DeHart noted we, along with Director Smart, have been going over this for probably a year and a half. The first LEPC meeting when Chief McKeown took over we talked about it because we are not in compliance with our ordinance dealing with a key lock box system (*Chapter 142*) that we require of every business that has a fire alarm. **Cncl. Pres., McIlvaine** noted the reason he asked that question was he requested a committee of council (*Marino, Garbowksi, Dilks*) to look at all the municipal buildings and see what we need to do to try and bring the facilities up to date. Could this possibly wait until a determination was made by the

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E.) OLD BUSINESS (cont'd)

committee, so that all repairs/updates could be done at one time? Would it be outlandish to ask for a year? **Sgt. DeHart** noted it has already been a year and a half since we have been addressing it, to do it right to wait a year, I think is the way to handle things. I don't believe in doing things part way. I would rather wait and do it right then just do a quick fix. **Cncl. Heffner** questioned if it was beneficial to put a fob at the main doors and on the floors and into the offices place a knox box in there with the keys for all the cubicles, would that solve a problem? **Sgt. DeHart** noted it fixes the ordinance but again it goes back to the same problems with having keys. **Cncl. Heffner** noted if you fob the main doors and install a knox box this would be Step 1, down the road we start doing the doors to match the system and that would get us into compliance with the ordinance, correct? **Sgt. DeHart** replied, yes. There was a question posed as to the number of main doors. **Sgt. DeHart** explained the three main outside entrances already have already key fobs. Much discussion took place on the cost for each office, etc. He added if you are looking to short cut this to make the ordinance work put the knox box on the outside with the fob to get in and then put your knox boxes on each floor with the keys for those offices, until you get ready to run this thing out. He spoke on several issues with keys in this building. **Cncl. Marino** questioned the \$2200 per door, if this would be per single door or double door. **Sgt. DeHart** noted that is a rough estimate as each door could be slightly different. **Cncl. Pres., McIlvaine** questioned how council members would like to proceed with this, perhaps go to a committee for the initial review. **Cncl. Miller** volunteered to serve on a committee of council as he liked the mid-approach where we start with the departments and then progress from there. **Cncl. Heffner** felt to be in compliance with the ordinance if we just place a knox box outside and go with it (*many people speaking at once-inaudible*). **Cncl. Heffner** continued once we are in compliance with the ordinance we then get a quote to do everything with the fob system because that would have to be included in a capital ordinance. For now, we must be brought into compliance with our ordinance and to be compliant we have to get the knox box outside with the keys. **Sgt. DeHart** again noted the cost of \$4,000 would be to do the master key system with the knox box outside. This fixes the problem for now and then we can work on a capital improvement plan to bring us into the 21st century. **Cncl. Marino** then questioned the camera system and if there was an issue with them also. **Chief of Police, John McKeown** advised we had decided last year when preparing the capital budget for this year to only look at improving/allocating money for the police department side of the building. The cameras are functional but not really clear and there has been some retrieval issues with the current system. Mostly, for our needs the system and software is really slow but for general surveillance in the parking lot it is okay.

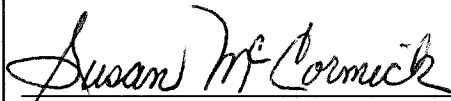
Cncl. Pres., McIlvaine noted recently there was a leak in the roof at Cecil Fire and he questioned if this had been taken care of. **Director of Public Works, Mike Calvello** advised this had been taken care, Cal's roofing located where the leak was coming from and addressed that. He noted he hasn't heard from the Chief since then and everything appears to be okay.

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- F.) COMMITTEE REPORTS - None
- G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED - 9/11/17 - None
- H.) QUESTIONS REGARDING ORDINANCES SCHEDULED - 9/11/17 - None
- I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the Council Work Session of September 11, 2017. The motion was seconded by **Cncl. Heffner** 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 September 11, 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 *Am*
Approved as corrected _____

Date 9/25/17
Date _____