

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
OCTOBER 8, 2018**

A.) OPENING CEREMONIES & ROLL CALL

The regular scheduled Work Session Meeting of the Monroe Township Council was called to order by **Council President, Rich DiLucia** at approximately 7:00 PM in the Conference Room on the first floor of the Municipal Complex, located at 125 Virginia Avenue, Williamstown, New Jersey.

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

SALUTE TO OUR FLAG – Cncl. McIlvaine led the Assembly in the Salute to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks	Present	
Cncl. Ronald Garbowski	Present	
Cncl. Bob Heffner		Excused
Cncl. Joe Marino	Present	
Cncl. Bart McIlvaine	Present	
Cncl. Cody Miller	Present	
Cncl. Pres., Rich DiLucia	Present	
Mayor, Daniel P. Teefy	Present	
Solicitor, Louis Cappelli, Jr.	Present	
Business Admin., Kevin Heydel	Present	
Engineer, Dave Cella, ARH	Present	
Dir. of Finance, Karyn Paccione		Excused
Dir. of Public Safety, Jim Smart	Present	
Dir. of Public Works, Mike Calvello	Present	
Dir. of Comm. Dev/Code Enf. Rosemary Flaherty		Excused
Dir. of Parks & Rec, Jim Bonder	Present	
Deputy Mayor, Andy Potopchuk		Excused
Chief of Police, John McKeown	Present	
Municipal Clerk, Susan McCormick	Present	

B.) MATTERS FOR DISCUSSION

• **Parks & Rec Sites – Projects**

Business Administrator, Kevin Heydel spoke on the status of some grants that have been received as well as supplemental funding that will be needed. He advised of certain projects one being the irrigation at Owens Park where we received a NJDEP Green Acres Grant in the amount of \$140,000 (*\$70,000 in grant money/\$70,000 loan*). There has been discussion back and forth as to how we are going to afford this project.

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B.) MATTERS FOR DISCUSSION (cont'd)

What it comes down to is we really can't afford the project as we ran into problems with the sizing of the electric at the site. In speaking with ARH what we would be looking at is going in there and doing electrical upgrades to avoid bringing in 3 phase power. There is a need to have all the existing township wells tested in order to monitor the water to report to the NJDEP. A new irrigation well and pump is needed and included in the price what we can do is get an irrigation well and a hose as opposed to underground sprinkler systems. ARH performed a cost analysis whereby we have \$140,000 from the grant and they are estimating there is a shortfall of roughly \$28,000. This means we would have to dig into the developer's fund in order to supplement this. Mr. Heydel explained if we do not do the project then the \$140,000 would go back to Green Acres. He felt we should move ahead with the project and with this specific project \$30,000 would need to be moved from the developer's fund which currently has a balance of approximately \$180,000. Mr. Heydel then spoke on a second project where a grant was received from the NJDOT in the amount of \$270,000 for the extension of the bike path. This path runs from the high school into Owens Park and would connect to the expansion piece of Owens Park by Clayton Road (*dog park*). In pricing this we are roughly about \$20,000 short on the cost estimates from ARH. It looks like a figure of approximately \$50,000 would be needed from the developer's fund in order to supplement these two projects and that would require an ordinance to be approved by council. This would take the approximate \$180,000 balance in the developer's fund down to roughly \$130,000. Mr. Heydel advised he was going strictly by the estimates he was not sure if there would be any other costs involved that would not be covered by the grant. **Engineer, Dave Cella** noted that typically the soft costs up front and design would not be covered. On the bike path project we have a design done from the first phase when the extension was to Owens and as part of the expansion of Owens we pretty much have it done however there is still a bit of supplemental work left to be done.

Cncl. Miller questioned if there was an expiration date with respect to the grants. Mr. Heydel advised the grant dealing with the irrigation would expire in May, 2019 and he was unsure if there was an expiration on the \$270,000 grant for the bike path expansion. Mr. Cella noted there is a timeframe on the grants however extensions can be granted although it may impact your ability in receiving additional funds. **Cncl. Marino** questioned if \$50,000 has already been taken out of the developer's fund. Mr. Heydel responded, yes \$8,000 towards the design of the Duffy house as well as funding dealing with the cultural study done with regard to Clayton Road. He advised he had to cut a check for roughly over \$4,000 for the Soil Conservation District. **Cncl. Marino** requested an accounting of the status as to the developer's fund. Mr. Heydel indicated he would prepare a report. There was a brief discussion on the figures involved and the approximate amount needed to supplement the expansion of Owens Park at Clayton Road. Mr. Heydel explained the developer's fund is dwindling and it is not being replaced. He then went on to speak with regard to the dollars remaining in the Open Space Fund. **Mr. Heydel** then spoke on the breakdown of each project, the bike path extension preliminary estimate for construction is \$250,000, \$5,500 for final design, \$19,500 for inspection and construction management, \$1,500 for material testing, \$12,500 additional soft cost contingency and total budget estimate \$289,000 minus the \$270,000 grant leaves a figure of \$19,000.

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B.) MATTERS FOR DISCUSSION(cont'd)

Figures on the irrigation project \$10,000 for site prep and clearing, \$2500 for excavation and grading, \$7500 irrigation hose, \$5,000 each for electrical & irrigation, \$5,000 for flow meter allowance, \$3,500 additional flow meter, \$5,000 flow meter allowance for Duffy, \$5,000 flow meter for soccer complex, \$750 fencing, \$95,000 electrical upgrades, 10% miscellaneous and contingency. Rough total of \$168,000 minus the \$140,000 with a request for \$30,000.

Cncl. Dilks posed a question on the location of the well itself, and if it was just for irrigation. **Mr. Heydel** responded, it would be just for irrigation. **Cncl. Dilks** questioned if this would take care of all the fields or just the football fields. **Mr. Bondar** responded it would be for two (2) football fields, the travel baseball field and some passive areas. He then spoke on the location of the well. **Cncl. Dilks** questioned capacity wise will we be able to add onto this in the future. **Dave Cella, ARH** advised that electrical has always been the biggest issue out at Owens. Discussion continued on this.

After discussion, it was the consensus of council members to move forward with 1st reading of an ordinance at the **October 22nd** council meeting. **Mr. Heydel** will have a draft ordinance prepared as well as a complete report on the figures involved.

Mr. Heydel then explained a walk on resolution is needed as one of the engines on a trash truck basically died as there was a crack in the engine block. With the trash truck being down it will cost approximately \$27,000 in order to repair it. He added he would be going out for competitive pricing which requires approval by council via resolution authorizing the RFP to be advertised.

Cncl. Miller made a motion to move forward for approval a resolution authorizing the *Request For Proposals (RFP) To Seek Pricing For The Purchase And Installation Of A New Replacement Engine For A 2013 International 7400 SBA 6X4 Cab And Chassis* at the regular council meeting. The motion was seconded by **Cncl. Garbowski** and unanimously approved by the members of council in attendance. For the record this resolution would be numbered Resolution **R:200-2018**.

C.) PUBLIC PORTION

Cncl. Garbowski made a motion to open the Public Portion. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council in attendance. With no one wishing to address council members, **Cncl. Garbowski** 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 – None

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- E.) OLD BUSINESS - None

- F.) COMMITTEE REPORTS - None

- G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED – None

- H.) QUESTIONS REGARDING ORDINANCES SCHEDULED – None

- I.) ADJOURNMENT

With nothing further for discussion, **Cncl. Miller** made a motion to adjourn the Council Work Session of October 8, 2018. The motion was seconded by **Cncl. Garbowski** 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 October 8, 2018 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 10/22/18
Date _____