

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
OCTOBER 22, 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		Excused
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, Kathryn Cornforth, ARH	Present	
Dir. of Finance, Karyn Paccione	Present	
Dir. of Public Safety, Jim Smart	Present	
Dir. of Public Works, Mike Calvello	Present	
Dir. of Comm. Dev/Code Enf. Rosemary Flaherty	Present	
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**

**O:32-2018** An Ordinance Of The Township Council Of The Township Of Monroe Appropriating A Sum Not To Exceed \$50,000 For Professional Services Related To The Upgrade Of The Irrigation System At Owens Park And The Extension Of The Bike Path Within The Township Of Monroe

Cncl. Pres., DiLucia explained both he and some other members of council had questions with regard to the above referenced ordinance and noted he shared with Mr. Heydel the concerns one being the monies (\$50,000) that were supposed to be transferred

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

from the developer's fund where funds are pretty much depleted and can't be replenished under the law. There is no other place to go for recreational endeavors other than possibly the Open Space Fund adding that he was sensitive to the fact there is an Open Space Committee and there have been on-going discussions with them on the possible purchase of some land. Cncl. Pres., DiLucia noted before we move forward on this ordinance he would like to have a financial breakdown of the projects in the works that we are aware of. As we discussed previously in addition to the bike path and the other project in question, that being the irrigation system he explained some four years ago we acquired a \$780,000 grant for the leisure park/dog park and four years ago that was at a price that was doable. Mr. Heydel will request Adams, Rehmann & Heggan to give us a rundown on what they thought the cost of that project would be now so we can begin to prioritize, if we run out of money, what it is we would want to do first. **Business Administrator, Kevin Heydel** advised that he spoke with Kathryn Cornforth, ARH and what we are going to do, as we already awarded them a contract for the design and that is done, is to take a look to see what other costs are out there that will not be covered by the grant. We can bring this back to council for review to see whether or not the design is what we can afford or possibly pare back that design so that we can adjust the dollars to what we have to work with. Mr. Heydel added he would have this information prior to the next council meeting. Cncl. Pres., DiLucia then noted this project has been four years in the making and is a priority as there is \$780,000 in grant money laying out there and he would hate to lose that. **Mr. Heydel** then addressed a question on the Open Space Fund indicating there is balance of about \$1.5 million. Back in 2015 there was an ordinance passed (*Ordinance O:14-2015, February, 2015*) where 20% of the Open Space Funds is dedicated toward Open Space, this would be anything going forward from that date. Mr. Heydel added that from a tax perspective each year when the budget is prepared we are putting in approximately \$70,000 a year plus whatever interest has accumulated and there is approximately a quarter million dollars in there now. **Cncl. Marino** questioned if there was an expiration date/deadline associated with the \$780,000 grant. Mr. Heydel advised with the irrigation we have it as of May, 2019. **Kathryn Cornforth, ARH** noted yes, the irrigation grant is May, 2019 and the leisure/dog park is a few months later. The DOT bike path is something just awarded with 2018 funds and there is usually a two-year deadline in spending the money so there is more time with the bike path. Mrs. Cornforth then explained because we did get the bike path connection we are hoping to take a bit of the burden off of the leisure park because we were going to make the connection with that but now that we have DOT funds we can take that portion out and have the DOT funds pay for it. **Cncl. Pres., DiLucia** questioned the date whereby we would be in jeopardy to lose any of those grants? If we passed the ordinance would that satisfy the grant or do we actually have to spend cash? Mrs. Cornforth indicated it was her understanding that you have to be, at a minimum, under construction and she would have to double check if you have to be finished. She then noted she will check with Green Acres to see if it is whether we have to be under contract or if we have to be finished. She then noted with regard to the irrigation standpoint as that is an older grant/loan she felt that would have to be finished toward the middle of May of next year. **Cncl. Pres., DiLucia** questioned if that was even feasible? Mrs. Cornforth responded that would depend upon the total scope of work. The original project bid for full irrigation came in vastly over budget but we were going to try and scale back but didn't know if scaling back was council's

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B.) MATTERS FOR DISCUSSION (cont'd)

intention. **Cncl. Pres., DiLucia** noted with the leisure park being a much bigger project are we in danger of not being able to complete that project because if the project has to be complete I would think we are in jeopardy right now on that. **Mrs. Cornforth** noted it depends on when you would go out to bid and when it would be awarded, something like the park which is not road work, can be done over the winter months (*utilities, etc.*) Again, it was noted that **Mrs. Cornforth** would check on the rules as they pertain to this project through Green Acres. **Cncl. Pres., DiLucia** noted he would hate to lose that money. **Cncl. Marino** then questioned if there was an extension process. **Kathryn Cornforth** advised one extension has already been requested, she will check to see if additional extensions are granted or if it is just one and done with clarification on as long we are under contract and moving forward or will they take a hard line indicating we should be finished. **Mr. Heydel** noted he would think that if we have the award and are under construction they would not pull it during construction. **Cncl. Marino** added he would like to find this out. **Cncl. Pres., DiLucia** noted for this project to have taken four (4) years to get to this point we must be able to look to some things being unforeseeable or delays, he questioned if there were any provisions in the grant that would give us some consideration based on that. **Mrs. Cornforth** noted that was certainly something she can discuss with our contact at Green Acres. **Cncl. Pres., DiLucia** urged **Mrs. Cornforth** to get back to council ASAP on this. There was discussion on the need for \$50,000 (*noted in ordinance*) and **Mr. Heydel** advised he would put the \$50,000 out there just so if there is a need to come back for another \$5,000 or so, then we would not have to come back for another ordinance. He then went on to speak on the costs associated with the Cultural Resource Study performed at the leisure park, the electrical service evaluation for the irrigation, Rodier contract for the concession stand as well as payment for the Owens Park oil conservation application fee. Out of the \$50,000 previously approved in 2018 there is a balance of \$10,500. **Cncl. Pres., DiLucia** questioned if all the funds were not used could we put it back in the fund. **Mr. Heydel** advised we could, but it basically stays out there until we use it, it rolls over from year to year with no expiration on it. **Cncl. Marino** then posed a question with regard to the Cultural Resource Study performed and if there was anything found. **Kathryn Cornforth** responded that was initially excluded from our design contract because we thought with the property being farmed for years there would be nothing out there however Pinelands required it be done and nothing was found and we are okay to proceed.

**Ordinance O:32-2018** as referenced was not moved forward for approval, it will be discussed at the Ordinance Committee Meeting scheduled for Thursday, November 8<sup>th</sup>.

C.) PUBLIC PORTION

**Cncl. Marino** made a motion to open the Public Portion. The motion was seconded by **Cncl. McIlvaine** and unanimously approved by all members of Council in attendance.

**Len Fritz** approached council with his concerns involving the Open Space Fund. **Cncl. Miller** advised when discussion took place on various projects there was conversation on how the Open Space Committee is looking at different properties they would like to acquire. **Mr. Fritz** questioned the utilization of funds.

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**C.) PUBLIC PORTION (cont'd)**

**Cncl. Miller** noted his concern was that Open Space funds should be used for Open Space. **Cncl. Pres., DiLucia** wished to make clear that a report was given on how much money we had in the developer's fund and that we had no ability to get any more money to put into the fund. It was said, once that was depleted that it may be possible if the governing body wanted to; they could allocate money from the open space fund to recreational activities. This doesn't necessarily say that we would or could it was just said that legally this could be done. He explained that the reality of life is such that we have three (3) projects being looked at and we are not sure how much money any of those with grants attached to them are going to cost, adding that he asked to get an accounting of the costs associated with the three projects so we have some idea whether we have enough money in the fund that is utilized for such projects, without touching any other funds or the general fund. **Mr. Fritz** advised council that he was letting them know that Open Space is hot on some projects, one which we actually presented to the council earlier in the year and how it was delayed somewhat seeing how it has to go through the Planning Board and he has not seen it on their agenda to know what direction it is going in. He added this was a priority for us and he felt it would be a big win for the community as well. The property is located right next to Owens Park however he was unsure of the cost. If we only have \$1.5 million he had no idea what the asking price would be. At this time, there was discussion on the ordinance previously approved (*Ordinance O:14-2015*) and **Mr. Heydel** explained that as of the date of that ordinance (*February, 2015*) there was a balance and let's just say, for example, that balance was \$1.3 million and if we put in \$200,000 then the 20% would be required of that \$200,000 figure. **Mr. Fritz** spoke of a resolution approved by the Open Space Committee last year to bump that up to 30%. **Mr. Heydel** noted a matter such as that would go to the Ordinance Committee. **Cncl. Marino, Chair of the Ordinance Committee** requested **Mr. Fritz** to send him the information.

**Mayor Teefy** then spoke with regard to the property **Mr. Fritz** was referring to. It is the property next to the high school (*Braves Boulevard*) and recently the developer redid their plan, they clustered it and what they will do is build that development (*96 homes*) and actually install a traffic light which will move *Braves Boulevard* to align with the *Twelve Oaks* development entrance. This will make the intersection much safer for both the students and the residents. The portion **Mr. Fritz** was speaking of was offered to us for \$2.2 million, two years ago consisting of approximately 8.2 acres. That has been set aside and donated to the township for recreation purposes. Instead of us buying it they are actually dedicating it to the township. **Mayor Teefy** also spoke of the question that was voted on back in 2006 or so for the Open Space Rec fund and put that in front of council so they see what this is as the people voted to put in 2 cents. **Mr. Heydel** noted it was *up to 2 cents* and over the years that kind of changed due to reassessments, etc. and basically today we are putting in approximately  $\frac{1}{4}$  of a penny and that is roughly about \$70,000. **Mayor Teefy** then noted you talk about it being the Open Space Fund it is really an Open Space/Rec Fund and the rec fund portion of it is to be used for new facilities, you can't really use it for maintenance, it is almost like a 50/50 split.

**Cncl. Miller** made a motion to close the Public Portion. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council in attendance.

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D.) NEW BUSINESS

Mayor Teefy advised he would be making some appointments, Library Board, Open Space Committee, Municipal Alliance and the Environmental Commission. He noted he would be making those appointments at the regular council meeting as the Library Board appointment requires the advice and consent of council and he spoke of the three people who submitted Citizen Leadership forms for the position.

Cncl. Marino then referred to the report submitted by ARH and posed some questions on the ATS Property. There was a proposal circulating to the administration and he was not sure where we were on this but he had not seen it. Mr. Heydel advised the proposal was for \$3500.00 but he did not have a funding mechanism for it and he was waiting until November so that he could transfer funds. Cncl. Marino asked how long ago this proposal was submitted. Mr. Heydel indicated about three (3) months or so, explaining the \$10,000 figure remaining (*from previous ordinance*) could not be used toward this as the ATS property does not fall under a Parks & Rec project. Cncl. Marino requested a copy of the actual proposal submitted by ARH. Mrs. Cornforth further explained this is for additional testing that DEP is requiring in order for us to obtain the "No Further Action" which means you have a clean site. It was noted there is no grant available for this.

Cncl. Marino then questioned the 2017 Road Program as noted in the Engineer's Report submitted to council. Mrs. Cornforth explained when we pull out of our capital projects we submit the information to Administration and part of it is because there is a final quantities change order and in this case it is about \$27,000 under contract. Mr. Heydel noted that is the reason for the additional resolution that was scheduled *R:209-2018 Resolution Authorizing The Execution Of A Final Change Order For South State, Inc. In The Decreased Amount Of \$27,444.76 For Services Associated With The 2017 Monroe Road Program*. Mr. Heydel will be submitting an update to council sometime prior to the next council meeting on where we are with the funds for 2018 because we are awarding \$1.1 million this evening on projects. Some of the things have shifted and we don't have enough money for the construction of Kent Road even though we did the design. Out of the 2018 money we have roughly \$47,000 left plus the \$27,000 with a balance of approximately \$70,000. The estimate for Kent Road was about \$130,000 and the reason we don't have those funds is due to Forest Drive, Phase II where we turned around and had to do Briarwood Drive (*Forest Drive to the creek*) as this was in terrible shape and we extended the project to include this portion of Briarwood Drive. This has had an impact on the completion of Kent Road thus we will have to adjust and figure out Kent Road in the 2019 capital road program. Mr. Heydel then noted he has a breakdown of what the estimated costs were in 2018 and went on to explain the figures involved. From a capital standpoint we put in \$1 million, a grant was received in the amount of \$339,000 for Forest Drive. Cncl. Marino noted he was curious to see where we are with this program from the initial design phase and the projected costs to where we are at now. Mr. Heydel noted he could submit a report on what we projected in 2017/2018 and where we spent it and you will be able to see changes that were made.

Cncl. Marino then questioned some items involving the award of the bid for the 2018 Road Program *R:208-2018 Resolution Of The Township Council Of The Township Of Monroe*

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

*Awarding Bid To South State, Inc. For Services Associated With The 2018 Monroe Road Program As Specified In The Bid Specifications For The Township Of Monroe, Gloucester County And Authorizing The Proper Township Officials To Execute The Required Documentation.* Kathryn Cornforth, ARH noted that South State was the contractor that did the 2017 Road Program, they were the low bid on both Forest Drive and the 2018 Road Program so part of that comes into play with going after so much work part of the pricing (*inaudible*) we bid them together in hopes of getting aggressive pricing from contractors. Some of it goes into when you see unit pricing that is a little bit lower, some contractors choose to do a lower unit price and perhaps fill some of the cost into say for example a site prep and clearing number. She then went on to further explain how some contractors distribute their costs. Mrs. Cornforth noted they have worked with South State on a number of projects at both the local and county levels and they are good contractors. Cncl. Marino noted he was not questioning that at all but what he was looking at was some of the pricing, especially concerned with the DGA. For example, the \$8.00 figure for DGA. Mrs. Cornforth advised that South State has an asphalt plant so they can produce some of their own materials. Cncl. Marino noted no offense but they can't produce anything for \$8.00, and I am comfortable with South State but when I looked at these figures I didn't remember seeing numbers/discrepancies like this previously. Cncl. Marino then noted he had requested Mr. Heydel to give us a projected cost versus our final cost because when this project was budgeted at \$839,000 and the number comes at \$706,000 that shows me we are under what we anticipated; so if we continue to do that then perhaps we can either stretch some roads or perhaps do something further. Discussion continued.

**E.) OLD BUSINESS - None**

**F.) COMMITTEE REPORTS**

Cncl. Miller, Chairman of the Redevelopment Committee reported on the Market to Affordable Program and submitted a Gloucester County NSP Home Purchase Rehab Feasibility Analysis which contained the numbers involved with one of the homes being considered. The property in question is located in the Forest Hills development (*321 Balsam Road*) and Triad who is the Affordable Housing Administrative Agent is looking at three (3) properties and the issue we have is the turnaround time as the three (3) locations we had interest in were already bought. We then decided it would be best to go through our committee (*Miller, Garbowski, Marino*) however we just received these numbers so we have a chance to present this to council. He then explained some aspects of the Market to Affordable Program, we have money in our trust fund and we have allocated money to Triad to begin to acquire some of these properties and rehabbing them. The property indicated on the report was the first single family dwelling that we are looking to sell at an affordable rate. Cncl. Miller then advised the initial offer will go in at about \$85,000 and then went into the figures associated with the estimate of costs and fees then noted the development subsidy would be approximately \$34,812. He then noted when the original packet of information was distributed the number of the subsidy was \$27,500 and what will happen is this number is an average because some homes that are rehabbed will require a

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F.) COMMITTEE REPORTS

lot less rehabilitation. What the committee chose to do was to present this to council so you could familiarize yourselves with the costs associated with the program. Again, you are taking a property in a residential neighborhood that is vacant and abandoned and rehabbing it thus providing an opportunity for homeownership for someone who fits into a low or moderate income. These individuals that are applying for the mortgages must pass a background check as well as a credit check. Cncl. Miller advised he has seen the home, it is in a nice area and it will definitely be a nice project to start with. At the last council meeting we approved a transfer of \$250,000 and the goal of this is once this home is sold the money (\$146,588 sale price) would go back into our trust fund. This is money that is allocated for affordable housing requirements in the trust fund so we do have to start spending it, hopefully we will have this property rehabbed by January, 2019. He went on to speak on the balance of funds in the trust fund adding it was about \$1/2 million with another additional million from a settlement agreement. There was some general discussion on the abandoned properties fund.

Mayor Teefy explained (*for clarification purposes*) what Cncl. Miller was referring to was the Blaze Mill lawsuit with 56 affordable units amounting to \$1.56 million which was figured out years ago. Once they start to build out there that money will get put into the fund. Mr. Heydel noted he was under the impression we were talking about abandoned properties fund, this is different. Mr. Heydel then noted that money will come in from the developer specifically as he builds, he is putting funds in as opposed to putting affordables in to however many townhomes he is doing. He is giving us cash as opposed to putting it into his development. Cncl. Pres., DiLucia noted the reason why this is so important to know, if we are going to average a \$30,000 deficit you are talking about \$100,000 for every three (3) homes, that \$1/2 million is done after fifteen (15) homes which is far short of what we have to do in order to meet our obligation. He noted his concern on where the rest of the money is going to come from. Cncl. Miller noted some of these properties will be coming in at \$5,000, \$10,000 or \$15,000 and the subsidy will be less. Cncl. Pres., DiLucia noted we already heard that based on a company that has experience they said the average is about \$27,000 and until proven otherwise assume that it is going to be that amount. There was continued discussion on the figures involved. Cncl. Miller advised the whole reason we are doing this is because we are addressing a portion of our affordable housing obligation/requirement but also because we have to spend that. Cncl. Pres., DiLucia noted nobody is questioning that it is just that I think everybody needs to be realistic and when we say \$1.5 million and it's not it is half a million; somebody ought to do the math. We need to start thinking ahead about what we are going to do to meet that obligation. Mr. Heydel added that probably half or a portion of that amount is going to go to professionals to monitor and install the program. Cncl. Miller then spoke on the costs adding that Triad's costs are pretty affordable for a legal and administrative agent you are looking at \$14,000. To do this internally as a township, we don't have the resources or manpower to be able to administer this program. Mr. Heydel noted he could tell council from experience since we have had this fund all of it has gone to professionals and he can prepare a report on that. Nothing has gone toward rehab, this is the first time we are actually (*inaudible, may people speaking at once*). Mr. Heydel then noted his concerns with how much more are the professionals going to draw from this fund and that may deplete the money that we

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**F.) COMMITTEE REPORTS (cont'd)**

have to actually do these rehabs. Cncl. Miller noted that is why we want to do this now and are trying to be aggressive with it. This is what I would like to do moving forward that being give council a report of what the committee is looking at. Again, we had three (3) homes that were on the back burner we looked at that were in the price range when a week and a half later they were already sold. Cncl. Pres., DiLucia questioned if we have purchased the home (*Forest Hills*) or are we going to bid on it? Cncl. Miller responded they (*Triad*) are going to bid on it. We do not own it yet and we must give the authorization this why it was presented to council so that members could see the process, and the costs associated with it. Cncl. Miller explained he would like council's authorization first but moving forward, based on the fact this is time sensitive that we allow the committee to deal with this. Again, there is no guarantee we will get the property. It was the consensus of the council members in attendance to move forward with the process to acquire the property located at 321 Balsam Road (*McIlvaine-Nay, Dilks-Absent, Heffner-Absent*). Director of Finance, Karyn Paccione advised that the State has now approved these type of trust funds so this is another avenue that can be utilized from the abandoned property money and placed in a trust for rehab and things of that nature. She added the COAH money is strictly for COAH unit obligations. If you wanted to help rehab a property not dedicated as an affordable housing unit you can utilize this trust. Mrs. Paccione noted she would work with Mr. Heydel on this.

David Simpson, Real Estate Investor questioned what loan was being used that would qualify buyers. Cncl. Miller noted he would supply Mr. Simpson with contact information from Triad, the agent that deals with all of this. Mr. Simpson felt, in his professional opinion, this program would be a healthy investment on the township's part.

Augustine Francinari noted that in 1976 when the houses in Forest Hills were built they all had underground oil tanks which causes a problem. He questioned if Triad ends up with that cost. Cncl. Miller noted they remediate all of that, it is a cost that is factored into when they do the rehabilitation. There is no cost added to the taxpayer/individual. Mr. Francinari then spoke on the process involved when removing an oil tank, the remediation involved and the procedure used if the home was built on a slab. Cncl. Marino added that in Forest Hills not all the homes in Forest Hills had oil tanks, maybe some were built on slabs and they did but the older section and some of the newer section were all gas.

**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 22, 2018. The motion was seconded by Cncl. Garbowski and was unanimously approved by all members of Council in attendance.

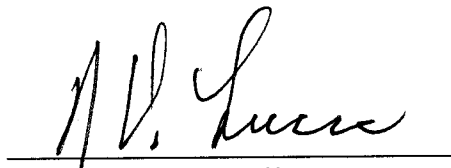


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Respectfully submitted,



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 22, 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 SM  
Approved as corrected \_\_\_\_\_

Date 11/13/18  
Date \_\_\_\_\_