

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
FEBRUARY 6, 2019**

A.) OPENING CEREMONIES

CALL TO ORDER

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 7:00 PM by **Ordinance Chairman, Cncl. Joe Marino** in the First Floor Meeting Room 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 (*N.J.S.A. 10:4-6 thru 10:4-21*). Notices were placed in the official publications for the Township of Monroe (i.e.: South Jersey Times, Courier Post and The Sentinel of Gloucester County). A copy of that notice is posted on the bulletin board at the Municipal Complex and on the Monroe Township website.

SALUTE TO THE FLAG

Cncl. O'Reilly led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks	Present
Cncl. Katherine Falcone	Present
Cncl. Pres. Ronald Garbowski	Present
Cncl. Cody Miller	Present
Cncl. Patrick O'Reilly	Present
Cncl. Gregory Wolfe	Present
Cncl. Joseph Marino	Present

Mayor Richard DiLucia	Present
Solicitor, John Trimble	Present
Business Administrator, Jill McCrea	Present
Engineer, Kathryn Cornforth	Present
Dir. of Community Affairs, Brandee Derieux	Present
Dir. of Public Safety, Joseph Kurz	Present
Police Chief John McKeown	Present
Municipal Clerk, Aileen Chiselko	Present

(Arrived 7:11pm)

B.) PUBLIC PORTION

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

Dominic Burgese, owner of B&B Auto Repair addressed Council explaining, in the past when towers submitted their Towing License renewal applications, if they were found to be in default for any reason they were automatically taken off the list. He said, the Township is down to three towers and he would like to suggest that if any tower is in default for any reason, to give them a

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B.) PUBLIC PORTION (cont'd)

reasonable amount of time to correct the default. **Solicitor Trimble** said, if Council desires, he can place language for a period of time in order to give the towers a chance to be in compliance of the Ordinance. **Jack Simmermon, owner of A-Jack's Towing and Recovery** asked, if the Township is going to provide a reasonable amount of time to resolve matters with applications for towing, will it be changed for all other contracts (applications) in the Township, such as housing, board-ups, etc. He said, if we do it for one contract (application), it will have to be done for all contracts (applications). **Cncl. Miller** said, with regards to the Junkyard Licenses, they have been given time to correct their problems. He does not feel it would be out of standard practice in what we have consistently done for other licensing and renewals. He does not think we would be giving anyone any special privileges that we do not do for other licensing and renewals. Solicitor Trimble will review the Ordinance and will take into account how this may affect all of the other licenses and bids. **Tom Stalba, owner of AA Auto Salvage** addressed Council to discuss the third party title company. He has not received any correspondence regarding discussion of the third party title and would like to be kept in the loop. Solicitor Trimble said, this is being changed from a Resolution to an Ordinance allowing a third party administrator to handle the title work. He said, the change will be in Chapter 262-17 Sale of Abandoned/unclaimed vehicles, in addition to the language being added that is in bold print in the copies provided. Mr. Stalba informed Council that he knows the third party title company and has had issues with this owner. He does not want to be forced to have to use this company if he is getting titles on his own without a problem. **Sgt. Mark Burton** explained the history of the Ordinance and the Resolution regarding a third party administrator. He said, the previous Solicitor, Mr. Cappelli advised that even though the Resolution stated that the administrator "shall" be used, the Ordinance states we have the right to have a third party. Sgt. Burton said that Mr. Cappelli had suggested to merge the two so there will be no questions about it, his recommendation was to add the Resolution portion to the Ordinance. Sgt. Burton said, if we do go with a third party administrator, towers that are licensed by the Township shall use that third party administrator. **Solicitor Trimble** said, in order to have any teeth to enforce, it has to be done by Ordinance. He asked if we want it to read "shall" or "may", meaning at their discretion. **Chief McKeown** noted, the reason we have come to this point, is if we do not use a third party, we do not mandate it and then the Traffic Unit will have to be directly involved in conducting look ups. He said, we are not in the business of making money on this project, it is taking enforcement ability and traffic investigation ability directly away from our agency. He said, the previous Council had agreed the cost of this should not be worn by the Police Department nor the taxpayers, it should be shifted to the towers who are in that business. Solicitor Trimble confirmed, it was for cost savings and helps keep the Police out of the middle of a lot of issues. **Engineer Kathryn Cornforth** spoke in regards to the environmental site assessments pertaining to the junkyards. She mentioned that during the last round of junkyard licensing approvals, only conditional licenses were given as there were problems with the environmental site assessments. Mrs. Cornforth said, there has been discussion as to whether the environmental site assessment should be required in the Ordinance or if there is any type of change or leniency with regard to that in order to change the process. She said, it is her understanding it is to be discussed whether or not it should be kept in the Ordinance, if modifications should be made or leave it as-is. Jack Simmermon asked about the applications for towing. He said, if their previous application did not have any issues, then when applying this year, they just need to change the date on the last application and turn it in for renewal. He said, it does not change from year to year unless the Ordinance changes and they ask for something different. Dominic Burgese said, every year once the applications are turned in, Jack Simmermon requests copies of the

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B.) PUBLIC PORTION (cont'd)

applications from the Township and questions them accordingly to his interpretation and Dominic explained why he would like this to be stopped. Tom Stalba asked for a reasonable amount of time to correct any defaults with their application. **Cncl. Marino** confirmed this is on the agenda for Matters for Discussion, this is not an Ordinance change, it is not an Ordinance for review and Council will only be discussing it tonight based on Dominic's letter that was received by the Township. **Cncl. O'Reilly** asked when the applications are up for renewal. **Sgt. Burton** said, applications are due May 1st as per the current Ordinance, which licensing will begin July 1st for a two-year term.

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

C.) ORDINANCES FOR REVIEW

- **Chapter 175-125 "Land Management" – Open Space**

Len Fritz, Chairman of the Open Space Advisory Committee addressed Council to present them with an overview of what the Open Space Committee would like to have changed within the Ordinance. He said, the main thing the Open Space Advisory Committee has tackled, is the requirement under minimum open space. They are recommending to remove that entire requirement and if they are able to take out all of this, they would like a "fee in lieu of". He said, no one wants the requirements that they are suggesting to be removed, the builders do not want to install them and would rather give money instead. **Solicitor Trimble** said, he has reviewed the suggestions and some of the revisions with regards to "fee in lieu of" are not allowed. He involved the Township's Planner, Tim Kernan, regarding the proposed changes as they will directly impact some of the developments he is laying out for the Township. He said, Mr. Kernan asked that this Ordinance be pulled for tonight and be placed on the next meeting so he can have a chance to review. **Solicitor Trimble** stated, with the Planner's involvement, he will clean up the Ordinance and the language dealing with the "fee in lieu of" as it has been in the Township's code book for years, however, it has been illegal since 2008. Mr. Fritz asked, if we are unable to place an in lieu of fee, will these requirements stay, where the developer will not be putting in anything towards the Township's open space. **Solicitor Trimble** said, it can still be negotiated to have recreation within the development, however, we cannot ask for a fee instead of providing the recreation area. **Cncl. Miller** said, asking developers to place passive recreation would be a more amicable compromise because there would less maintenance from the Township. **Cncl. Marino** would like to table this until the next meeting on March 6th and he asked Mr. Fritz to talk to his committee and see where they would like to implement passive recreation and walking trails within the Ordinance. **Cncl. Pres. Garbowski** asked if language can be placed in the Ordinance stating in lieu of the contractor providing passive recreation, a donation can be made to the Township. **Solicitor Trimble** advised, no this would still be considered a payment. **Cncl. Marino** said once this is reviewed by the solicitor and planner it will be forwarded to the March Ordinance Committee Meeting for further review.

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C.) ORDINANCES FOR REVIEW (cont'd)

- **Chapter 262-17 "Towing" – Sale of Abandoned/Unclaimed Vehicles**

Chief McKeown spoke in reference to the history of the title company requirement. He said, it was a burden on the Police Department to conduct the title searches and/or it was not being done properly. He said, they were having vehicles listed as abandoned rather than as towed, and it was consistently handled privately throughout the Township. He said, the previous committee wanted to see consistency on the way vehicles within the town were handled to ensure they were placed into two separate categories of junk or abandoned. He said, what brought us to discussion tonight was they knew not everyone was compliant and the previous Solicitor had advised it was not as enforceable as it should have been with its current language and changes to the Ordinance needed to be done. **Sgt. Burton** said, the Police Department is looking for clarification for future difficulties on the language change to the Ordinance by the previous Solicitor. **Solicitor Trimble** asked if the third party title company was granted the job by completing an RFP and how many different companies applied through the RFP process. **Sgt. Burton** confirmed they were the only bid placed in the RFP process. **Solicitor Trimble** asked other than **Mr. Stalba** stating his problems with the company, have there been any other documented complaints from other vendors. **Sgt. Burton** said the only other vendors who used them was B & B and A-Jack's and he has not heard any complaints. **Mr. Stalba** said he has been dealing with E-Z Title for many years with his salvage yard business and E-Z Title has stolen business out from under him. He said, he handles all of his letters himself and he does not understand why he has to pay an outside company to do the work when it has not been an issue for him to do the work himself. **Solicitor Trimble** said, E-Z Title is doing the job for the Township the way it needs to be handled and **Mr. Stalba's** issue is that E-Z Title was taking business from him because of inside information but not that he does not perform his work properly. **Cncl. Wolfe** asked if language can be placed in the Ordinance to allow the towing companies to do their own titles, however, if they are not able to, then they would have to use the third party title company. **Solicitor Trimble** said, Council would have to figure out the parameters to put that language in, however the question is when does it become a burden? **Cncl. Miller** asked, if we can put in the language that the Police Department is not responsible for doing any type of title searches and if the individual cannot perform it themselves, they are required to go through a third party administrator. **Solicitor Trimble** said, he will research this further and will present it at the next Ordinance Committee Meeting. **Cncl. Marino** polled the members of Council and all were in favor that upon further review by the Solicitor, this will be forwarded to the March Ordinance Committee Meeting.

- **Chapter 104 "Buildings" – Article III Disposal of Construction Debris – Dumpsters**

Solicitor Trimble explained and discussed the amendments to the Ordinance as noted and that these changes were suggested by the Zoning Officer, Rosemary Flaherty. **Cncl. O'Reilly** said that he is okay with the commercial and industrial zone but multifamily to him means a duplex and the Ordinance is stating a dumpster cannot be located within 10 feet of the property line. He said, with a duplex you can have the driveway right on the property line, so it is his understanding that you would not be able to have a dumpster at a duplex. **Cncl. Marino** explained that the 10 feet buffer is for fire safety. **Cncl. Pres. Garbowski** noted, section 104-28 C. states "no dumpster shall be placed in a public area in a residential zone unless it is determined by the Zoning Officer...". **Cncl. O'Reilly** clarified that if 104-28 A. or 104-28 B. do not pertain, revert to 104-28 C., the discretion of

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the Zoning Officer. **Cncl. Pres. Garbowski** made a motion to move forward for First Reading at the Regular Council Meeting of February 11, 2019. The motion was seconded by **Cncl. Wolfe** and unanimously approved by all members of Council.

- **Chapter 118 “Curfew”**

Cncl. O’Reilly made a motion to move forward for First Reading at the Regular Council Meeting of February 11, 2019. The motion was seconded by **Cncl. Pres. Garbowski** and unanimously approved by all members of Council.

- **Chapter 123 “Drones”**

Solicitor Trimble explained and discussed the amendments to the Ordinance as noted. He said, in reference to the schools, language was added stating it is unlawful to operate a drone within the airspace that overlays a public school, providing instruction in kindergarten, grades 1 through 6 inclusive during school hours. He said, he had a discussion with Chief McKeown and they would like to see the Ordinance state that they are not allowed to fly over the schools at all. **Chief McKeown** said, from a safety standpoint, he feels it is safer to ban them from being over any school without the principal’s permission. He said, the police department has had several calls from concerned citizens regarding drones flying over the schools, however upon investigation, these have been surveyors that have written permission. Solicitor Trimble suggested to remove “providing instruction in kindergarten or grades one to six, inclusive, during school hours and” so it will state “...the Township of Monroe without written permission of the school principal...” He said, this will cover any public school in the Township, however, we cannot control what happens over a private school. **Cncl. Pres. Garbowski** made a motion to move forward for First Reading at the Regular Council Meeting of February 11, 2019. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

- **Chapter 169 “Junkyards”**

Engineer Kathryn Cornforth explained that the current Ordinance states that a copy of an Environmental Site Assessment must be included with each completed initial/renewal application submitted to the Township Clerk and must be recertified every five years. She said her office was asked to review the previous Junkyard License applications on behalf of the Township. Mrs. Cornforth noted there were issues with every single Environmental Site Assessment that were provided for review and there was discussion as to whether or not in order for the junkyards to operate, if they really need the Environmental Site Assessment. She asked if there really is a need for these assessments and should it be removed from the Ordinance. **Cncl. Miller** said, he believes the junkyards are already required to provide these assessments to the State, so it seemed to be a bit redundant for the Township to ask them and the Township have to go through the research to ensure they meet all requirements. Mrs. Cornforth stated, none of the Environmental Site Assessments were acceptable to her office, some of them were only for minor paperwork items, not necessarily for huge ticket items. **Mr. Stalba** said, the State performs an inspections of the junkyards once a year and the junkyards are required to file a report following all of the State’s schedules twice a year as well. He explained the process to Council and said the Township’s Phase I site assessment is more in depth

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C.) ORDINANCES FOR REVIEW (cont'd)

than the one that the State requires. **Engineer Cornforth** explained, Phase I is the basic review to ensure nothing is wrong and if Phase I finds a problem, it is recommended to start Phase II, which is a more in depth review. **Solicitor Trimble** suggested, instead of removing the complete language about the assessment, he would like to add language that states "a copy of said Environmental Assessment required by the DEP must be included with each completed initial application submitted to the Township and must be provided with any recertification or studies by the DEP shall be provided to the Township". He said, he would like to make it a requirement that everything that goes to the State, any approvals and or reviews, that the Township needs to receive a copy as well. **Cncl. Marino** polled the members of Council and all were in favor that upon further review and cleanup of the language by the Solicitor, this will be forwarded to the March Ordinance Committee Meeting.

- **Chapter 175-117.1 "Land Management" – Lot Grading and Drainage**

Cncl. Marino explained, this was a recommendation from the Zoning Officer, having to do with structures 600 feet or more and they may or may not require a variance depending on their lot size. **Cncl. Miller** said, he knows the Township has had issues with businesses operating out of garages, and asked if this will adversely affect that and if it is a substantial change. He asked, for clarification on the exact meaning of garages. **Cncl. Marino** said, it is 600 square feet, the fee is being raised from \$500 to \$600 and we are waiving a grading plan because of the size. **Cncl. Miller** said, before we make any changes, it needs to be researched as to what other municipalities do. **Engineer Cornforth** explained, the current Lot Grading Ordinance is almost identical to other Lot Grading Ordinances that they see in other municipalities and she does not feel it is a substantial change. She said, regarding the 500 feet that Council wants to change to 600 feet it has nothing to do with the size of the building, but the total land disturbance. **Cncl. O'Reilly** said, he does not feel we should use acreage, it should have distances tied to it for whether or not drainage will be waived. **Mrs. Cornforth** explained, part of applying for a waiver is so you do not have to go through the burden of potentially getting a survey and the Zoning Officer would perform an on-site inspection to ensure everything is in order. She said, when they receive a waiver application, they perform in office research and if there is nothing obviously stated, they go out and perform a site inspection to make sure nothing is missed. **Cncl. Marino** said, he is unsure anything needs to be changed, as more language is being added which will bring forward more complications. **Mrs. Cornforth** said, if the Ordinance is not changed, residents and contractors are still able to apply for the waivers, which are all reviewed by her office. She said, she believes the recommendation in changing the Ordinance would take the waiver applications out of the engineer's hands and place responsibility on the Zoning Officer. **Cncl. Miller** said, his concern is if by allowing more flexibility and not requiring any type of survey, are we eliminating the safeguard with regards to the water issues that can arise, as the Township already has many areas with water issues. **Cncl. Pres. Garbowski** said, no, it is the responsibility of the Zoning Officer. **Cncl. Miller** said, he would like to know what stemmed the changes to this Ordinance, why were the recommendations made and did something cause this. **Engineer Mrs. Cornforth** explained, the way the Ordinance is written, it is the Zoning Officer's call no matter what even though they refer it to the Engineer to review and make recommendations, however, the Engineer is not the entity that issues any permits, it is always the Zoning Officer who issues or denies a permit. **Cncl. Miller** said, the lot grading review is the safeguard measure, he does not feel that the Zoning Officer would go against the recommendations of the Township Engineer. **Solicitor Trimble** confirmed, the status quo allows the Zoning Officer the discretion, if this

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C.) ORDINANCES FOR REVIEW (cont'd)

Ordinance is never changed. **Cncl. Marino** polled the members of Council to either keep the Ordinance the way it is or to amend the Ordinance with the recommendations and all were in favor of leaving the Ordinance as it currently reads. **Cncl. Marino** stated, the draft Ordinance with amendments regarding Chapter 175-117.1 will not be moved forward, as no changes will be made.

- **Chapter 4 “Administrative Code” – Article XIB Parks and Recreation Commission – Membership**

Cncl. Wolfe explained, there are currently 15 members on the Parks and Recreation Commission and the general consensus is that 15 members are not enough. He said, this is a hard working committee of volunteers who spend many hours, sometimes all day from 6am to 11pm during events. He stated, they need more members to help, as they do not always receive 100% participation when members have other commitments. Increasing the number of members to 19, he does not feel there will be any problem filling the created positions and he does not want to turn away people who want to volunteer their time to the Township. **Cncl. Pres. Garbowski** made a motion to move forward for First Reading at the Regular Council Meeting of February 11, 2019. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

- **Tax Abatement Application – BPC at Whitehall Gardens, LLC**

Cncl. Marino reported the Tax Abatement Committee has reviewed the application and are in favor of moving forward with it. **Solicitor Trimble** stated, the application is in order and everything is laid out in the Ordinance, the Abatement will start at the time of completion. He suggested that language be added to make sure the developer is going to move forward expeditiously and the abatement is contingent upon the developer completing the project within 5 years. He said, anything after 5 years, they would not receive the abatement on any projects or improvements. **Cncl. Marino** stated, the Committee felt this stipulation needed to be added to ensure the project progresses. **Cncl. Wolfe** made a motion to move forward for First Reading at the Regular Council Meeting of February 11, 2019. The motion was seconded by **Cncl. Pres. Garbowski** and unanimously approved by all members of Council.

D.) MATTERS FOR DISCUSSION

- **Tower Licenses**

Sgt. Burton spoke in reference to Tower Licenses and said that in the current application, the language in Chapter 262-6B is incorrect. He said, the way it currently reads as far as the submission of a late or incomplete application, it was a typo when it was previously done. He suggested the language be amended to reflect “would not” or “will not be considered” or to state “a reasonable amount of time to rectify”. **Sgt. Burton** would like to modify 262-4A-1 regarding the size of storage lots, currently it reads a minimum of 20 cars and he would like to see that extended to a square footage of at least 10,000 square feet. He feels if the Township ever went down to one or two towers, we would have some issues with 20 cars not being enough or not properly stored. **Chief McKeown** spoke regarding the stacking of vehicles. He is concerned about when towing a vehicle,

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D.) MATTERS FOR DISCUSSION (cont'd)

whose responsibility is it when leaking battery acid from the top car comes down on other vehicles. **Chief McKeown** said, he is concerned about having to go out and inspect a vehicle after a crash, it is certainly not convenient for the officers to have to wait for the vehicle to be moved. He understands it is not just about space, it is about not stacking in a rack also, as this is a concern of their current and previous traffic officers. **Sgt. Burton** said, regarding the discussed section of the Ordinance, in place of a minimum storage of 20 vehicles, the Police Department would recommend it read "storage lot shall be at least 10,000 square feet", ground measurement. **Sgt. Burton** said, in comparison, Washington Township states a half an acre which is equal to 21,000 square feet, which Monroe is not asking for, nor do they feel it is needed here. **Cncl. Miller** asked, if the Police Department has researched other townships that are comparable in size to Monroe. **Sgt. Burton** stated, some towns do not have any type of size requirement, but some towns also do not require a police-only secured lot, like Monroe has. **Mr. Stalba** explained, his salvage yard has car racks and when cars come in that are wrecked, they are placed on the car racks and all fluids are drained. He said, the cars in question in the storage facility, those vehicles are abandoned vehicles that have been sitting on the lot for a long time. He said, in order to make more space inside the lot, he has the car racks for those abandoned cars and he makes sure any cars that have recently been in an accident are placed in a separate area. **Mr. Stalba** further explained the storage areas and stacking of cars at his salvage yard. A discussion amongst Council and the towers that were present followed. **Cncl. Marino** said, he would like to give the Solicitor time to review Dominic's letter, research our current licensing and make recommendations along with **Sgt. Burton's** recommendation and place this matter on the March Ordinance Committee Meeting Agenda.

- **Clayton Road – No Parking**

Engineer Cornforth explained, as part of the Owens Park Expansion the County asked for the parking to be restricted on Clayton Road. She said, she made the mistake of assuming the County had checked the Ordinance to see if there were parking restrictions and they did not, the Township actually already has parking restrictions along the entire length of Clayton Road. She clarified that the Ordinance does not need to be changed and signs just need to be placed along Clayton Road as part of the project. **Mrs. Cornforth** said, within the project limits there are no signs posted, so the County will not give us an approval unless there are signs posted, and with signs it is enforceable.

- **Drug-Free School Zones – Map and Creation of Code**

Engineer Cornforth stated, 2006 was the last time ARH made revisions to the Township's Drug-Free map. She believes the map has to be updated regularly and brought up to current standards in order for it to be enforceable. She said, currently the map shows the Township's school and St. Mary's and the required buffers, however, she believes the new laws require any township owned property be included. **Chief McKeown** said, the map needs to also be on file with the Prosecutor because it is used as evidence during investigations. **Cncl. Miller** referenced Mullica Hill's map, they have the school zones listed and they also have boundaries of areas within 500 feet of a public housing facility, a public park and a public building. **Mrs. Cornforth** will provide the Township with the cost to update the map, if it requires updating based on the current law. **Solicitor Trimble** said he will research what properties are included or not included and he will report back to Council with his findings.

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D.) MATTERS FOR DISCUSSION (cont'd)

- **Chapter 175-89 “Land Management” – Accessory Buildings**

Cncl. Marino said that this matter was placed on the agenda because the Zoning Officer was concerned with burdening residents with applying for use variances, which was not the original intent of the Ordinance. **Cncl. O’Reilly** stated, last year while he served on the Zoning Board, there were quite a few that came to the board for variances because of their large size. He asked if the Zoning Officer wishes for them to not have to come before the Board anymore for approval. **Mrs. Cornforth** said, it is her understanding that when the change was made, it limited the number of buildings that could be placed on a property. She said, it may be an issue of it being fitting in the size but they would need variances because there are too many structures. **Solicitor Trimble** said, he will research this and reach out to the Zoning Officer for more clarification.

- **Chapter 162 Housing Standards / Chapter 74-19 Fees-Housing Inspections, CO, Compliance (Chapter 162)**

Housing Inspector, Dan Kozak said that the Housing Department would like to go back to the way it was about four years ago, updating the Ordinance and bringing the fees up to a standard. He said, he has researched the surrounding areas and he informed Council of the new fees the Housing Department has agreed upon. He said, for resales, new certificates of occupancy will be \$100, a resale re-inspection will be \$25 and the only addition will be failure to obtain a resale certificate of occupancy prior to occupancy which will be a \$100 additional charge in addition to the \$100 certificate of occupancy. With regards to the affidavits, currently the charge is \$25 which includes the re-inspection, he is suggesting the fee be changed to \$50 including one inspection. **Mr. Kozak** noted, regarding rentals, currently it is a sliding scale, he is suggesting it be \$50 for a yearly rental inspection. Glassboro charges \$200 and Vineland charges \$75. He said, he has spoken with the managers of the complexes, as they are mainly affected and they felt \$50 was very reasonable. **Business Administrator, Mrs. McCrea** said, from her past experience, she feels \$50 for a yearly rental inspection is extremely fair. **Solicitor Trimble** asked **Mr. Kozak** to forward all of his research and recommendations to his office and he will prepare an Ordinance to be presented for First Reading at the February 11, 2019 Council Meeting.

- **Revised Application Forms – Peddler and Solicitor License; Township-Sponsored Events**

Cncl. Marino spoke with regards to the changes that were made to the revised applications for Township-Sponsored events in order to protect the Township. He said, in reference to the Music Fest, it will now read only “gross sales” on the food vendor financial form. **Cncl. Wolfe** stated, the applications have already been mailed out to potential vendors, because if they would have waited to change this to a flat rate as suggested by some of the new committee members, the application would not be out until March or April, which is too late to book vendors. He said, the recommendation is to stay the same this year and change it later on in the year for next year. **Cncl. Wolfe** said, the Food Vendor Financial Form states 20% of gross sales not including any expenses. **Mayor DiLucia** said, if vendors want the business, it is 20% of gross not including expenses, whatever the sales are at the end of the night and the vendor retains 80% and the Township receives 20%. He spoke in reference to the RFP for the Beer and Wine Garden and he does not understand what this bid amount represents, what are they bidding for. He said, he tried to get an answer to this last year with the

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D.) MATTERS FOR DISCUSSION (cont'd)

previous organizers of the event. **Mayor DiLucia** said, he would like to understand what is being asked from the bidders. **Cncl. Marino** suggested the Solicitor review this and provide a clearer answer. **Cncl. Wolfe** will speak with the Parks and Recreation Director to make sure that all of the vendors understand what "gross" means. **Municipal Clerk Mrs. Chiselko** will remove the language referencing net sales and will forward the application to Brandee Derieux, Cncl. Wolfe, Terry Bannister, Tiffany Carney and the Mayor. Cncl. Marino stated, there is one small recommendation for change in reference to the Main Street Arts Festival, that all applications be forwarded to the Director of Community Affairs instead of Mr. Bonder and include Ms. Derieux's contact information along with the checks being made payable to Monroe Township. Cncl. Marino spoke in reference to the Peddler and Solicitor License. This currently has approval by Code Enforcement, they feel it should be changed to the Zoning Officer. He said previously the departments were one in the same and currently they are not, this way the form will be forwarded to the correct office. Solicitor Trimble was in agreeance with the change to the license application.

E.) OLD BUSINESS – None

At this point, **Cncl. Wolfe** asked to discuss new business. He had put in a request on January 18, 2019 regarding the Township's Administrative Code. He said, it seems the entire Administrative Code needs to be cleaned up. He noted that Parks and Recreation seems to be the only Department that does not have a director. He said, he would like to see this placed on the next Ordinance Committee Meeting Agenda to be discussed. **Business Administrator Mrs. McCrea** suggested possibly going through the Code and finding what needs to be deleted before we can build it back up. **Solicitor Trimble** said, he has been going through the Code and asked if anyone has any suggestions, they send them to him and Mrs. McCrea so he they can review and present under Matters for Discussion at a future meeting.


F.) ADJOURNMENT

With nothing further to discuss **Cncl. Garbowski** made a motion to adjourn the Ordinance Committee Meeting of February 6, 2019. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

Respectfully submitted,



Municipal Clerk, Aileen Chiselko



Presiding Officer

These minutes were prepared from excerpts of the recorded proceedings and hand-written notes taken during the Ordinance Committee Meeting of February 6, 2019 and serve only as a synopsis of the proceedings. The official recording may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.

Approved as submitted _____ *asc* _____ Date 5/1/19
Approved as corrected _____ Date _____