

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
MARCH 25, 2019**

**A.) OPENING CEREMONIES**

**CALL TO ORDER**

The Work Session Meeting of the Township of Monroe was called to order at approximately 7:00PM by **Cncl. Pres., Ronald Garbowski** 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 (*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 has been posted on the bulletin board at the Municipal Complex and on the Monroe Township website.

**SALUTE TO THE FLAG**

**Cncl. Pres. Garbowski** led the Assembly in the Pledge of Allegiance to the Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

|  |         |         |
|--|---------|---------|
| Cncl. Marvin Dilks                             | Present |         |
| Cncl. Katherine Falcone                        | Present |         |
| Cncl. Joseph Marino                            | Present |         |
| Cncl. Cody Miller                              | Present |         |
| Cncl. Patrick O'Reilly                         | Present |         |
| Cncl. Gregory Wolfe                            | Present |         |
| Cncl. Pres. Ronald Garbowski                   | Present |         |
|  |         |         |
| Mayor Richard DiLucia                          | Present |         |
| Deputy Mayor, Joseph DiLolle                   | Present |         |
| Solicitor, John Trimble                        | Present |         |
| Business Administrator, Jill McCrea            |         | Excused |
| Engineer, Kathryn Cornforth                    | Present |         |
| Dir. of Code Enf./Comm. Dev., Ralph Manfredi   | Present |         |
| Dir. of Community Affairs, Brandee Derieux     | Present |         |
| Director of Finance, Lorraine Boyer            | Present |         |
| Dir. of Parks & Recreation, Terrance Bannister | Present |         |
| Dir. of Public Safety, Joseph Kurz             | Present |         |
| Dir. of Public Works, Nicholas Mercado         | Present |         |
| Dir. of Real Estate, Angelina Matese           | Present |         |
| Police Chief John McKeown                      | Present |         |
| Municipal Clerk, Aileen Chiselko               | Present |         |

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**B.) MATTERS FOR DISCUSSION**

**Nick Fortunato, President of Monroe Township Little League**, addressed Council to thank them for all of their help and support. He invited everyone to attend Opening Day which is scheduled for Friday, April 12<sup>th</sup> at 6pm.

- **Backyard Chicken Pilot Program**

**Patrick McDevitt, Sustainable Monroe**, addressed Council along with Gwen Bail, who has helped launch this pilot program in neighboring towns, to present the Backyard Chicken Pilot Program. They have been working on this program for the past few years, doing a lot of research with the other local towns who have also implemented the program. He said that backyard chicken keeping is a growing past time around the country, spurred by the interest in local food and sustainability, adding that this is a community building effort and it fits right in with their community garden. Mr. McDevitt advised, the chickens are to be kept in predator-proof coops, and there is to be no free-ranging of chickens. He provided a sample Ordinance they created along with Ordinances from other towns for the Committee's review. He said, they will be forming an Advisory Board of volunteers that are knowledgeable about chicken keeping, this will allow them to take all of the effort off of the Township and be able to provide services and education. He said, it is suggested that twenty-five licenses be made available for the pilot program and suggested it be a two-year pilot program. He shared with Council an email of support from Woodbury City, who passed the pilot program four years ago and has not had any problems. **Cncl. Falcone** asked, how many chickens each family would be allowed to have and what they would need to do if they ended up having a rooster. Mr. McDevitt said, they are proposing the number be limited to six hens, no roosters, however, they are in touch with many local farms who have already offered to take the roosters, should they be obtained by accident. **Cncl. Marino** asked if they have found any incidences where a pilot program did not go through to Ordinance, and if so, why did it not work out. **Gwen Bail** said, no, every town who has started this pilot program has been successful and has gone to Ordinance with no complaints. Cncl. Marino asked, what type of setbacks are being proposed with regards to property lines. Mr. McDevitt said, they are proposing a twenty foot setback from the neighbor's habitable portion of their home and a five foot setback from the property line. Ms. Bail said, these suggestions came from a Cleveland Law preview article, where they have done all of the research and a twenty-five foot setback from the windows and doors provides the adequate amount of space where it will not be a burden on the neighbors. Mr. McDevitt said, the normal size coop would be four square feet per hen and it is not beneficial to give the hens too much space with a hundred square feet maximum. **Cncl. Miller** asked, if there will be a representative from the Township serving on the Advisory Committee. Ms. Bail reported, most of the towns have a liaison to report to but not necessarily a Township representative on the Board. Cncl. Marino asked how the program will be enforced. Ms. Bail explained, the complaint would come in to the Advisory Board, the members would go out and assess the situation, educate the resident, wait the designated time period and then re-evaluate the situation before turning it over to the Township for further enforcement if needed. She said, the Board does not have any real enforcement, they just investigate and educate. Cncl. Falcone, asked if the Advisory Board would continue once the pilot program is complete and an Ordinance is created. Ms. Bail did

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

confirm that the Advisory Board continues and no changes would be made except the word "pilot" would then be removed. **Cncl. Dilks** asked, who in the Township would handle the enforcement, would it be Zoning or Board of Health. **Cncl. O'Reilly** said, it is the same situation as a dog or cat and the same enforcement would follow. **Mr. McDevitt** said, everyone who wants to apply for the Pilot Program will be required to take a "chicken class" in order to gain education on what having chickens involves and also the Advisory Board will perform a site visit to ensure the property is able to have chickens. **Cncl. Pres. Garbowski** polled the members of Council and all were in favor of moving this to the Ordinance Committee for further review.

- **RFI – Energy Consultant for a Joint Solar Initiative**

**Cncl. Pres. Garbowski** stated that they are pushing forward to have an energy audit done for the Township, and that the MUA and the Board of Education has already completed their energy audit. He said, he would like a short paragraph placed in the RFI stating the audit is not only to look at the solar aspect but to also address the building envelope, HVAC equipment, lighting and electrical. **Cncl. O'Reilly** said, if we start bringing in the energy efficiency piece, which is separate from the solar, it may bring it to a billable item instead of a no cost evaluation. **Cncl. Pres. Garbowski** said, the Board of Public Utilities is going to provide the recommendations for the Township's best interests. He said, the sub-committee is almost done with the approval of the application. **Deputy Mayor DiLolle** said the MUA had approved the application at their last meeting and he will confirm that. **Mayor DiLucia** asked, what role the Consultant will play, as it is really up to Council to make a determination regarding spending in order to save a percentage of our energy consumption. **Cncl. O'Reilly** confirmed, the RFI that is in draft form is to bring a consultant in that can actually bring all of the developers to the table. He said, **Cncl. Pres. Garbowski** is asking to "tweak" the RFI to be able to add in a certification of the energy audit to the energy consultant role. He said the Board of Education and the MUA are also on board with this being added to the RFI. **Cncl. Pres. Garbowski** feels, this would be in the Township's best interest as it is a very big project that requires a lot of attention.

- **Recreation & Open Space Inventory (ROSI) Update**

**Engineer, Kathryn Cornforth**, addressed Council regarding the Township's ROSI, the Recreation and Open Space Inventory, a map of all properties that are designated as open space by the Township. The last time the Township approved the ROSI was in 2014 as a result of the Irrigation Green Acres Contract. With regards to the ROSI itself, it is her understanding that no new properties have been acquired and if that is the case, there are no new revisions needed. She explained that the official process to reapprove the ROSI has to come from the Planning Board who will sign off on it that it is correct, then it will come back to Council to reapprove. She noted, the only real dates on the ROSI are that of the Planning Board Chair and the Mayor's signature on the last page. **Cncl. Miller** questioned what the process is to have a property removed from the ROSI if it is deemed to be of more use for something else. **Mrs. Cornforth**

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

explained, to have any property removed either partially or entirely, you have to go through the Green Acres Diversion Process, which is a very lengthy and difficult process. **Cncl. Pres. Garbowski** polled the members of Council and all were in favor of having the Planning Board place this on their next agenda.

- **Marijuana Support Letter**

**Solicitor Trimble** stated that he was asked to create a support letter, however, the letter is very broad in nature as it deals with the current uses and proposed legalization of recreational marijuana. He said, it is his understanding that earlier today the legislation had turned down certain aspects they had placed in the letter. The letter now needs to be amended and Mr. Trimble asked Council for any comments they would like included. Solicitor Trimble will prepare a revised draft letter and send it to the sub-committee for their review.

**C.) PUBLIC PORTION**

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

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

**D.) NEW BUSINESS**

**Cncl. Pres. Garbowski** stated that the MUA approved the passage of land to the Township that abuts the old PC Helpers property. He said, a land transfer will be done and this will facilitate the Township having a larger piece of property for a potential developer to purchase and be able to place it back on the tax rolls. **Cncl. Miller** wants to make sure language is created for the potential sale of the property, saying the Township is not liable from any flooding issues. **Mayor DiLucia** stated, he does not feel there will be a need for such language. He said, by acquiring this property from the MUA it will allow the property to have two points of entry, making it very valuable in terms of development, even if it is sold as-is. **Cncl. Pres. Garbowski** said, the biggest problem with the property is the lot grading and once it is turned over to a developer, that will be changed. **Cncl. Marino** feels that whoever buys the property, will be buying it for the property not for the building. Mayor DiLucia said the condition of the roof had not been reported when it should have. He said the building would have been salvageable if it were reported earlier, however, because of the continuation of the leaking, there is mold throughout the building and the building is destroyed due to the water damage. **Cncl. Pres. Garbowski** said, he would like to offer two pieces of ground to the MUA to help them out in exchange for their gift of land to the Township, which would be a small proposed lot of

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

50'x100' off of Mink Lane to relocate their pump station and on Forest Drive that backs up to the recreational area to install a new pump station and emergency generator. **Cncl. Pres. Garbowski** polled the members of Council and all were in favor of having Solicitor Trimble prepare the transfer of land with the MUA.

**Cncl. Falcone** reported that she met with the Rotary Club and Brandee Derieux, Director of Community Affairs regarding the steel benches they are installing at Duffy Field. She said, they have nine benches ordered and they would like to know if there is any way to protect those steel benches to ensure they stay at Duffy Field and are not moved. **Dir. of Parks & Recreation, Terrance Bannister** clarified, they are placing picnic benches under the pavilion. He said, in the past they have chained the benches together along the inside so they were not moved. **Cncl. Falcone** said the Rotary Club would like to dedicate one of the benches to Burt Rogers, a member of the Rotary, who passed away.

**Cncl. Falcone** said, she has been receiving numerous calls from people asking if she can help them develop a Cannabis Business Model. She wants it on the record, to help people understand, if a dispensary wants to open, they will need financing and one to two million dollars showing they have a bankroll to support a successful operation; operating a dispensary is like opening any other type of business, where a business plan is required. She said, they need to have experience running a successful business and if they are looking to open a cultivating operation they will need to demonstrate how they know about the operation and how they have experience growing cannabis professionally. They will also need to show a history of paying taxes and they will be required to have a review of business background completed, if they are coming into our town, and also they need to be a resident of New Jersey. She said, there is a list of things that has to be done, it is not just something to do to try and make money quickly.

**E.) OLD BUSINESS – None**

**F.) COMMITTEE REPORTS**

**Cncl. Pres. Garbowski** reported that the Redevelopment Committee met last week and it was discussed that the Master Plan is fifteen years old and they feel it is time to update it; however, it will cost between \$100,000 and \$150,000. He passed around information to all of Council and asked them to review for a future discussion. **Cncl. Pres. Garbowski** stated, they have met with a developer who would like to open an ATV Training Facility, safety training for ATVs and dirt bikes to be located on the Black Horse Pike across from Hospitality Creek. He said, the developer is meeting with the Pinelands to receive initial approval and then will report back to the Committee. **Cncl. Marino** said the developer's presentation and business model were impressive.

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

**Cncl. Pres. Garbowski** advised, he has talked with the Market to Affordable Housing and the first property in Forest Hills is nearing completion and is expected to be done by June. He said, they are also looking at another property on Forest Drive and one in Newbury Farms. The goal is to rehab at least three houses a year to be placed back into the market and back on the tax rolls.

**Cncl. Dilks** spoke of his concerns regarding the County road work that is being done on Main Street during the day when emergency personnel need to divert around the construction to respond to calls.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Cncl. O'Reilly** questioned Resolution **R:106-2019** *Resolution Authorizing The Mayor To Execute A Proposal From ARH For The Project Scoping And Preparation Of A Grant Application To Seek Additional Funding Under The State Of New Jersey's Hazardous Discharge Site Remediation Fund*. He asked Engineer Cornforth to clarify in more detail what exactly this Resolution is for. **Engineer Cornforth** advised that ARH was previously authorized to perform the closure and this grant would allow them to perform the rest of the remedial investigation activities for water, soil and air. She said, they are asking for authorization to prepare and submit a grant application through the Hazardous Site Discharge Remediation Fund and, if approved, the remaining remediation testing and activities would be paid for.

**H.) QUESTIONS REGARDING ORDINANCES SCHEDULED**

**Solicitor Trimble** requested that **O:11-2019** *An Ordinance Of The Township Council Of The Township Of Monroe To Amend Chapter 262 Of The Code Of The Township Of Monroe, Entitled "Towing"* on the Agenda of the Regular Council Meeting of March 25, 2019, be tabled. He advised, Closed Executive Session will be held during the Regular Council Meeting to discuss issues regarding this Ordinance.

**Cncl. Miller** made a motion to table Ordinance O:11-2019 scheduled on the Regular Council Meeting Agenda of March 25, 2019. The motion was seconded by **Cncl. Falcone** and unanimously approved by all members of Council.

**I.) ADJOURNMENT**

With nothing further for discussion, **Cncl. Wolfe** made a motion to adjourn the Council Work Session of March 25, 2019. The motion was seconded by **Cncl. Dilks** and was unanimously approved by all members of Council.

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Respectfully submitted,

  
\_\_\_\_\_  
Aileen Chiselko, RMC  
Municipal Clerk

  
\_\_\_\_\_  
Presiding Officer

*These minutes were prepared from excerpts of the recorded proceedings, as well as hand-written notes taken, of the Council Work Session of March 25, 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 Act.*

Approved as submitted asc  
Approved as corrected \_\_\_\_\_

Date 5/28/19  
Date \_\_\_\_\_