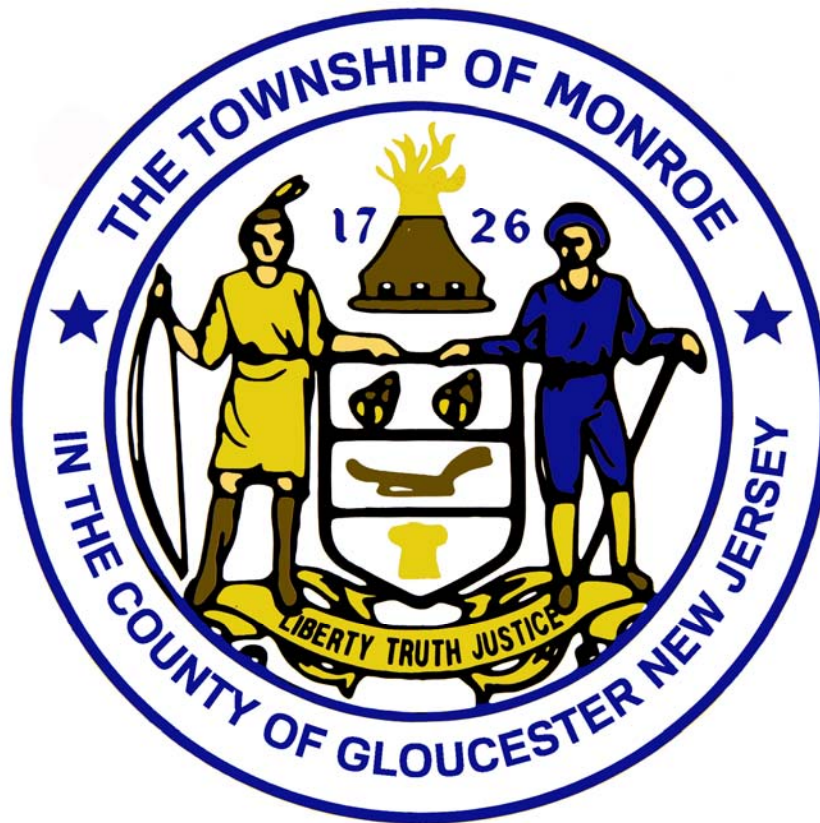


TOWNSHIP OF MONROE

Clerk's Information Booklet 2019



Aileen Chiselko, RMC

Municipal Clerk

Monroe Township, Gloucester County, New Jersey

WWW.MONROETOWNSHIPNJ.ORG

*Prepared by:
Clerk's Office Personnel*



125 Virginia Avenue
Williamstown, NJ 08094

MUNICIPAL DEPARTMENTS

(856) 728-9800

Mayor

Suite #1 Ext. 202

Human Resources / Personnel

Suite #1 Ext. 205

Municipal Clerk / Council

Suite #4 Ext. 215

Board of Health / Vital Statistics

Suite #4A Exts. 212 / 213

Construction Code / Housing

Suite #5 Exts. 294 / 289

Planning Board / Zoning Board of Adjustment

Suite #5A Exts. 271 / 279

Zoning

Suite #5B Exts. 237 & 270

Administration

Suite #1 Ext. 202

Finance

Suite #2 Exts. 251-253

Tax Collector

Suite #6 Ext. 285

Fire Prevention

Suite #5 Ext. 256

Emergency Management

Suite #13 Ext. 250

Clean Communities

Suite #13 Ext. 249

Municipal Court / Violations

Ext. 500

Police Department

(Non-Emergency Numbers)

(856) 728-9800 (Municipal Building / Police Station)

(856) 728-0800 (Gloucester County Police Dispatchers)

(Emergency Number)

911

Community Affairs

301 Blue Bell Road
(856) 728-9840/9841

Parks & Recreation

301 Blue Bell Road
(856) 728-1372

Free Public Library

713 Marsha Avenue
(856) 629-1212

Public Works Complex

1040 Glassboro Road
(856) 629-4444

Municipal Utilities Authority

372 S. Main Street
(856) 629-1444

Veterans Affairs

301 Blue Bell Road
(856) 875-2207

MONROE TOWNSHIP FACT SHEET

SETTING: Monroe Township is situated strategically between the Philadelphia and Atlantic City Urban Areas in Southern New Jersey, in the heart of the Northeast Urban Megalopolis, within two (2) short hours of over forty million (40,000,000) people. Incorporated in 1859.

Land Area: 47.17 Square miles, approximately.

HIGHWAY ACCESSIBILITY: Considered to be excellent.

Black Horse Pike: A four lane, arterial highway which traverses the entire Township NW-SE and provides direct access to downtown Philadelphia (30 Minutes) and direct access to Atlantic City (35 Minutes).

U.S. Route 322: A two lane arterial highway which traverses the Township east to west and provides access to the New Jersey Turnpike, north and south (30 Minutes), which access to the Commodore Barry and Delaware Memorial Bridges to Interstate 95 (40 Minutes).

Atlantic City Expressway: A four lane, limited access highway which parallels the Black Horse Pike and provides direct access to downtown Atlantic City (30 Minutes) and access to Garden State Parkway, north and south.

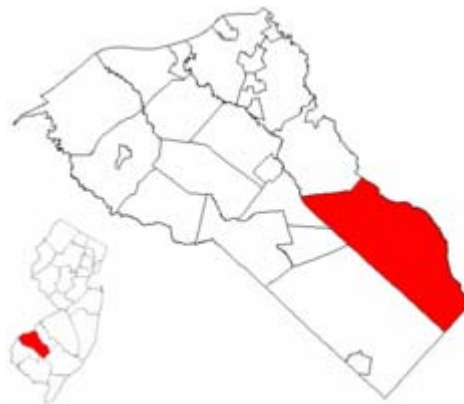
County Feeder Road System: Over 33 miles of well maintained county highways traverse the Township and provide easy access to the Arterial Highway System.

Population

1990 – 26,703

2000 – 28,967

2010 – 36,129



Monroe Township highlighted in Gloucester County.
Inset map: Gloucester County highlighted in the State of New Jersey.

MONROE TOWNSHIP SCHOOLS

PUBLIC SCHOOLS

Maple Grove Administration Building

75 E. Academy Street
Williamstown, NJ 08094
Telephone: (856) 629-6400
1st Floor Fax: (856) 875-9786
2nd Floor Fax: (856) 262-2499

Williamstown Middle School

561 Clayton Road
Williamstown, NJ 08094
Telephone: (856) 629-7444
Fax (5/6 Bldg.): (856) 629-4036
Fax (7/8 Bldg.): (856) 740-2504

Oak Knoll Elementary School

23 Bodine Avenue
Williamstown, NJ 08094
Telephone: (856) 728-3944
Fax: (856) 728-6791

Whitehall Elementary School

161 Whitehall Road
Williamstown, NJ 08094
Telephone: (856) 728-8782
Fax: (856) 262-7923

Williamstown High School

700 N. Tuckahoe Road
Williamstown, NJ 08094
Telephone: (856) 262-8200
Fax: (856) 262-0869

Holly Glen Elementary School

900 N. Main Street
Williamstown, NJ 08094
Telephone: (856) 728-8706
Fax: (856) 262-4732

Radix Elementary School

363 Radix Road
Williamstown, NJ 08094
Telephone: (856) 728-8650
Fax: (856) 262-7491

Emergency Closing Number: 811

Monroe Township Public Schools

Website: www.monroetwp.k12.nj.us

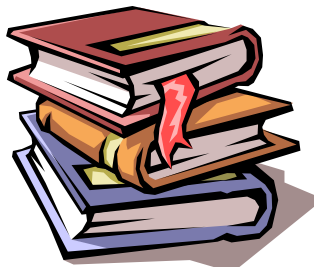
PRIVATE SCHOOLS

Saint Mary's Parochial School

32 Carrol Avenue
Williamstown, NJ 08094
Telephone: (856) 629-6190
Fax: (856) 728-1437

The Arc Gloucester Camp Sun 'N Fun

1036 N. Tuckahoe Road
Williamstown, NJ 08094
Telephone: (856) 629-4502



DAY CARE CENTERS/NURSERY SCHOOLS

ABC Me Grow 3747 S. Black Horse Pike	(856) 740-4769
ABC Me Grow L2 533 Sicklerville Road	(856) 629-2290
A-Plus Academy 2353 S. Black Horse Pike	(856) 318-1266
The Children's Garden 1636 N. Main Street	(856) 728-4535
Country Acres Private Pre-School 1880 Glassboro Road	(856) 881-0400
Kid Academy 12 South Main Street	(856) 875-1333
Gloucester Learning Center 1117 N. Black Horse Pike – Suite A	(856) 818-9312
Kidspace 333 N. Black Horse Pike	(856) 740-0064
St. Mary Pre-School 32A Carrol Avenue	(856) 629-6190
Tri-County Williamstown Head Start 21 W. Academy Street	(856) 262-9438



CHURCHES



Allen A.M.E. Church 130 Oak Street		(856) 728-1885
Beth Machaseh Messianic Congregation 217 Prosser Avenue	Rabbi/Pastor Emmanuel R. Tarohocker	(856) 870-7372
Cecil Deliverance Tabernacle Church 1110 Coles Mill Road	Pastor Willie Joe Fletcher	(856) 629-9818
Community Bible Fellowship Church 462 Broadlane Road	Pastor Gordon R. Parks	(856) 629-7226
Cornerstone Pentecostal Assembly 422 Corkery Lane	Rev. Louise M. Savage	(856) 629-9155
Cross Keys United Methodist Church 1648 N. Main Street	Pastor Jeffrey W. Tilden	(856) 728-3342
Downer United Methodist Church 2212 Fries Mill Road	Pastor Chung Kyun Hong	(856) 881-9420
Evangelical Presbyterian of Star Cross 1875 Janvier Road	Pastor James R. Chestnutt	(856) 629-5990
Faith Temple Baptist Church 367 Blue Bell Road	Pastor James H. Allen	(856) 262-0759
First Presbyterian Church 430 South Main Street		(856) 629-4634
First United Methodist Church of Williamstown 159 S. Main Street	Pastor Josh Mularski	(856) 629-6459
The Greater Promise of Holiness Church 1480 N. Tuckahoe Road	Pastor Dr. Connie Smith	(856) 629-4646
Iglesia De Dios Pontcostal M.I. 1735 Winslow Road		(856) 982-4221
Life Church 1509 N. Main Street	Pastor Jamie Morgan	(856) 629-4680
New Brooklyn United Methodist Church 1336 E. Malaga Road	Pastor Robert Ralph	(856) 629-8353

CHURCHES *(continued)*

Open Bible Baptist Church 1073 New Brooklyn Road	Pastor George W. Riddell	(856) 629-3800
Our Lady of Peace Church 32 Carroll Avenue	Rev. Cadmus D. Mazarella	(856) 629-6142
St. John's Lutheran Church 970 S. Main Street	Rev. Tammy Harmer	(856) 875-8742
St. Mark's at the Crossing Episcopal Church 131 W. Malaga Road	Rev. Derrick Wedderburn	(856) 629-8762
St. Matthew's Baptist Church 245 Glassboro Road	Dr. Raymond M. Gordon	(856) 629-4614
Streams of Life Christian Fellowship 1512 S. Black Horse Pike	Pastor Gary A. Stiles	(856) 629-1647
Williamstown Assembly of God 214 E. Malaga Road	Pastor Mike Schneck	(856) 728-5700
Williamstown Seventh Day Adventist 946 N. Main Street	Pastor Caesar Sprianu	(856) 629-1141
Youth Fellowship Center, Inc. 1520 N. Black Horse Pike	Rev. Robert Blithe	(856) 629-4200



OFFICE OF THE MAYOR



The function of the Mayor is to enforce the township charter and ordinances of the municipality. The Mayor is equivalent to the Chief Executive Officer in a major business that directs the organization and makes recommendations to council that is deemed to be in the best interest of the general public. As the sole hiring authority, the Mayor oversees all township departments and employees. The Mayor's office acts as a clearinghouse for the dissemination of information to the public at large.

For information, or to speak with the Mayor, please contact his assistant at (856) 728-9800 Ext. 202.

DEPARTMENT OF ADMINISTRATION

The Department of Administration is headed up by the Business Administrator, who also holds the title of Director of Administration.

The function of the Business Administrator is to serve the Township as Chief Operating Officer, as in a major business. The Administrator reports to the Mayor on all aspects of the Township's business and departmental issues. By state statute, the Administrator has full authority of the Mayor in the Mayor's absence and as further designated by the Mayor. The Administrator also has the responsibility to manage and control the township's liability insurance program, oversee purchasing decisions and Human Resources functions of the Township.

For information, or to speak with the Business Administrator, please contact the Administrator's assistant at (856) 728-9800 Ext. 202.

DIVISION OF HUMAN RESOURCES

The Human Resources Division of The Township of Monroe is responsible for coordinating all personnel issues relating to our current township employees and volunteers along with those seeking employment with the township.

The department administers programs for employee health, dental, prescription and life insurance, coordinates workers compensation insurance claims for employees and emergency service volunteers and manages all general liability and property damage claims.

For information, please contact Human Resources at (856) 728-9800 Ext. 205.

TOWNSHIP COUNCIL

Marvin G. Dilks, Jr.

Ward 1 (Districts 7, 17, 20, 22, 23 & 24)

1466 N. Main Street

Williamstown, NJ 08094

Home: (856) 629-7358

Office: (856) 728-9800 Ext. 233

mdilks@monroetownshipnj.org

Cody D. Miller

Ward 2 (Districts 1, 3, 9, 10, 13, 14 & 16)

303 Clinton Avenue

Williamstown, NJ 08094

Office: (856) 728-9800 Ext. 229

cmiller@monroetownshipnj.org

Ronald T. Garbowski, President

Ward 3 (Districts 2, 6, 12, 18, 19 & 26)

1505 Constitution Way

Williamstown, NJ 08094

Home: (856) 728-5805

Office: (856) 728-9800 Ext. 232

rgarbowski@monroetownshipnj.org

Joe Marino, Vice-President

Ward 4 (Districts 4, 5, 8, 11, 15, 21 & 25)

707 Radix Road

Williamstown, NJ 08094

Home: (609) 685-6735

Office: (856) 728-9800 Ext. 230

jmarino@monroetownshipnj.org

Katherine Falcone

Council At Large

1480 N. Main Street

Williamstown, NJ 08094

Home: (609) 685-5178

Office: (856) 728-9800 Ext. 228

kfalcone@monroetownshipnj.org

Patrick O'Reilly

Council At Large

611 Gable Court

Williamstown, NJ 08094

Home: (609) 352-5735

Office: (856) 728-9800 Ext. 227

poreilly@monroetownshipnj.org

Gregory Wolfe

Council At Large

1804 Cornus Court

Williamstown, NJ 08094

Home: (609) 381-8200

Office: (856) 728-9800 Ext. 231

gwolfe@monroetownshipnj.org



COUNCIL SCHEDULE OF MEETINGS

Pursuant to *N.J.S.A. 10:4-18* the Township Council of the Township of Monroe plans to conduct the following Work Sessions, Regular Council Meetings and Ordinance Committee Meetings in the Municipal Building located at 125 Virginia Avenue, Williamstown, New Jersey. The Township Council may conduct a Closed Executive Session at any scheduled Council Meeting, provided advance notice of intent to conduct such Session is deemed necessary.

<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>TYPE OF MEETING</u>
January 5, 2019	2:00 PM	Saturday	Reorganization Meeting
January 9, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
January 14, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
January 28, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
February 6, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
February 11, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
February 25, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
March 6, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
March 11, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
March 25, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
April 3, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
April 8, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
April 23, 2019	7:00 PM/8:00 PM	Tuesday	Work Session/Regular Council Meeting
May 1, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
May 13, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
May 28, 2019	7:00 PM/8:00 PM	Tuesday	Work Session/Regular Council Meeting
June 6, 2019	7:00 PM	Thursday	Ordinance Committee Meeting
June 24, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
July 3, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
July 22, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
August 7, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
August 26, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
September 4, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
September 9, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
September 23, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
October 2, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
October 14, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
October 28, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
November 7, 2019	7:00 PM	Thursday	Ordinance Committee Meeting
November 12, 2019	7:00 PM/8:00 PM	Tuesday	Work Session/Regular Council Meeting
November 25, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
December 4, 2019	7:00 PM	Wednesday	Ordinance Committee Meeting
December 9, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting
December 23, 2019	7:00 PM/8:00 PM	Monday	Work Session/Regular Council Meeting

NOTE: ONLY ONE (1) WORK SESSION MEETING AND ONE (1) REGULAR COUNCIL MEETING WILL BE HELD DURING THE MONTHS OF JUNE, JULY AND AUGUST 2019.

OFFICE OF THE MUNICIPAL CLERK

The Municipal Clerk's office works closely with Council members to provide our residents with various information and services.

For information, or to speak with the Clerk, contact the office at (856) 728-9800 Ext. 215.

1. Secretary to Governing Body
2. Secretary of the Municipal Corporation
3. Administrative Official
4. Election Official

SECRETARY TO THE GOVERNING BODY – DUTIES ARE AS FOLLOWS:

1. Records official minutes of the governing body
2. Handles municipal correspondence, incoming and outgoing
3. Prepares the meeting agendas
4. Processes records, files and advertises ordinances, resolutions, municipal budget
5. Records, files and advertises bids for municipal equipment and supplies
6. Liaison between residents and council
7. Administers and records oath of office for appointments on boards, etc.
8. Custody of all official records, not designated by other departments



SECRETARY TO MUNICIPAL CORPORATION – DUTIES ARE AS FOLLOWS:

1. Custody of the Municipal Seal
2. Signs most of the official documents and attests signatures of municipal officers and officials

ADMINISTRATION OFFICIAL – DUTIES ARE AS FOLLOWS:

1. Issues licenses such as: Dog, Cat, Liquor (Title 33), Bingo, Raffle (Title 13), Junkyard, Amusement, Arcade, Alarm, Taxicabs, Limousines, etc. (Title 40 & 40A)
2. Municipal Assessment Searches
3. Handles all types of complaints
4. Files bonds and insurance policies
5. Corresponds with various municipal departments
6. Provides for record management
7. Conducts various types of business with other municipalities and departments as directed by Council



OFFICE OF THE MUNICIPAL CLERK *(continued)*

ELECTION OFFICIAL – DUTIES ARE AS FOLLOWS:

1. Chief Administrator Officer of all elections held in the municipality
2. Registers voters
3. Certifies vacancies of local level
4. Maintains receipts of nomination petitions and give certification to the county clerk
5. Has quasi-judicial authority in determining the validity of the petition
6. Conducts the drawing for position of candidates on local ballot
7. Selects polling places
8. Furnishes supplies for voting
9. Maintains receipt of election results
10. Certifies to the county clerk the committee officers in each district
11. Certifies the election of candidates for local office in both primary and general elections
12. Chief Registrar of Voters in the municipality
13. Conducts training sessions for Board Workers

The following is the official list of polling locations and the districts designated for each location:

Open Bible Baptist Church Districts 1, 3, 13, 15 & 21
1073 New Brooklyn Road

Whitehall Elementary School Districts 4, 5, 8 & 11
161 Whitehall Road

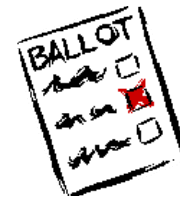
Williamstown Middle School Districts 6, 7, 22, 23 & 26
561 Clayton Road

Monroe Twp. Public Library Districts 10, 14, 17, 20 & 24
713 Marsha Avenue

Pfeiffer Community Center Districts 2, 12, 16, 18 & 19
301 Blue Bell Road

Holiday City Clubhouse District 9
600 Caribbean Way

Friendly Village Clubhouse District 25
255 Village Parkway



Gloucester County Clerk - James Hogan - (856) 853-3237

Gloucester County Board of Elections - (856) 384-4500
550 Grove Road
Thorofare, NJ 08086

OFFICE OF THE MUNICIPAL CLERK *(continued)*

MISCELLANEOUS DUTIES OF THE CLERK'S OFFICE:

1. Daily Mail
2. Directory of Employees, Boards and Commissions
3. Scheduling of Meeting Rooms in the Municipal Complex

OTHER LAWS TO BE FOLLOWED:

Local Public Contract Law (*N.J.S.A. 40A:11-1 et seq.*)

Open Public Meeting Law (*N.J.S.A. 10:4-1 et seq.*)

Open Public Records Act (*N.J.S.A. 47:1A-1 et seq.*)

Local Budget Laws (*N.J.S.A. 40A:4-1 et seq.*)

PUBLIC INFORMATION:

Minutes of all Council Meetings and Work Sessions

Resolutions

Ordinances

Licenses

Ledger Book of monies collected in office

PUBLIC INFORMATION

Monroe Township form of government is under the Faulkner Act.

Mayor-Council

7 Members – Council Board – 3 At Large
4-Ward Council

On staggered 4-year terms – Election every 2 years
Mayor and Council at Large
4-Ward Council

Monroe Township consists of the following departments:

- Mayor
- Administration
- Human Resources
- Township Clerk
- Finance
- Tax Collector
- Board of Health / Vital Statistics
- Community Development – Zoning / Zoning Board of Adjustment / Planning Board / Housing / Abandoned Properties
- Construction Code / Inspections – Building / Electrical / Fire / Plumbing
- Fire Prevention
- Information Technology
- Municipal Court
- Public Safety / Emergency Management / Ambulance / Fire
- Police
- Public Works
- Community Affairs
- Parks and Recreation
- Buildings and Grounds
- Monroe Township Public Library

Autonomous Bodies of the Township:

- Monroe Municipal Utilities Authority

Volunteer Organizations:

- Williamstown Fire Company #1
- Cecil Fire Company
- Monroe Township Ambulance & Rescue Association

REGISTRAR OF VITAL STATISTICS

BIRTH CERTIFICATES:

Birth certificates can only be issued to persons born in Monroe Township. It is very unusual for us to issue a birth certificate because there is no hospital located in the Township. Basic issuance is for children born at home.

Birth Certificate Fee: \$10.00

MARRIAGE / CIVIL UNION APPLICATIONS:

The marriage or civil union license must be obtained from the Registrar in the New Jersey municipality in which either applicant resides, if one or both is a resident of New Jersey. If both parties are not residents of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony is to be performed and is ***only*** good for use in that municipality.

There is a 72 hour waiting period. The license is valid for 30 days from the issue date.

You must bring one witness over the age of 18 that know both parties, for the application process. Current valid identification is required for the witness and the couple getting married.

You may purchase a certified copy of marriage/civil union from the Registrar of the Municipality where the marriage was performed. A certified copy is required to make legal name changes on driver's license, social security, bank accounts, etc.

Application for License Fee: \$28.00

Certified Copy Fee: \$10.00

DEATH CERTIFICATES:

The Township can only issue a Death Certificate the first time to the local funeral director. Afterwards, they must be issued from the Township where the person died. Death reports are sent to the Board of Elections. This is the source to keep Election Books updated.

Death Certificate Fee: \$10.00

For more information, please contact the Registrar at (856) 728-9800 Ext. 213.

BOARD OF HEALTH

The Board of Health consists of seven (7) Board Members. The board meets once a month on the 2nd Wednesday of each month at 7:00 PM (No meetings in July and August).

The Health Department takes complaints from residents regarding dogs running at large, trash, debris, high grass and weeds, nuisances, etc.

The Health Department is responsible for Kennel Licenses, Retail Food Licenses, Swine Licenses, Campground Licenses, Rabies Clinic, Animal Violations, Dog Canvassing and Mobile Home Parks.



TAX COLLECTOR'S OFFICE

The Tax Collector's Department is responsible for the billing, collection, reporting and enforcing of all property taxes assessed in the Township. Within these responsibilities is the maintenance of all computer files related to each property as to the billing and the receipt of payments, interest or any charges. In addition, all Tax Sales and Foreclosures are initiated through the Tax Collector's Office.

Taxes are due February 1st, May 1st, August 1st and November 1st and may be paid up to the 10th of each month due without any interest charges. After the 10th of the month taxes are due, interest will be rolled back to the first of the month. If the 10th of the month falls on a weekend or legal holiday, the payment can be made on the next working day without any interest charges.

Convenient Ways to pay your bill (We do not accept postmarks):

- **Online payment** www.monroetownshipnj.org
- **Pay by phone** Dial **866-572-9477** and follow the prompts (see processing fee chart for added charges)

Processing Fees for Pay by Phone and Online Bill Pay Options:

\$1.05 for electric check

\$3.95 for Visa Debit transaction

2.95% for all other debit/credit card transactions

- **Drop box at the Tax Collector's Office** (if you would like a receipt a self-addressed stamped envelope must be enclosed with your payment)
- **Mail in your payment** (if you would like a receipt, a self-addressed stamped envelope must be enclosed with your payment.)
- **In Person at the Tax Collector's Office** (Monday thru Friday 8:00am – 4:00pm, credit card payments not accepted in the office, only online)
- Or you may contact your personal bank for automatic online bill pay.

Deductions available:

1. Veterans Deduction – Qualified veterans of the United States who served in time of war may be entitled to a yearly deduction of \$250.00 on their property taxes. Forms are available in the Tax Collector's and the Gloucester County Tax Assessor's Offices.

2. Senior Citizen and Disabled Persons Deduction – Persons over the age of 65 and 100% Disabled Persons of any age may be entitled to a yearly deduction of \$250.00 on their property taxes. Forms are available in the Tax Collector's and Tax Assessor's Offices.

Tax Rebate Programs available through the State of New Jersey:

1. Property Tax Reimbursement Program a.k.a. Property Tax Freeze 1-800-882-6597
2. New Jersey Homestead Rebate 1-888-238-1233

Failure to receive a tax bill does not relieve the owner from paying property taxes or delinquent interest on late payments per New Jersey Statutes Annotated 54:4-64. Please contact the Tax Collector's Office at (856) 728-9800 Ext. 285 if you need a copy of your Tax Bill.

TAX ASSESSOR'S OFFICE

The County Assessor's Office is responsible for ALL MUNICIPAL Assessment Functions.

**Gloucester County Office of Assessment
Clayton Complex, Building A
1200 N. Delsea Drive
Clayton, NJ 08312**

Phone: (856) 307-6445

Fax: (856) 307-6447



FINANCE DEPARTMENT

The function of the Finance Department is to facilitate interaction between all Township departments and the divisions within the Finance Department that relate to financial matters of the township. The Chief Financial Officer supervises all financial functions of the Township, as well as many other support services, including Accounting, Accounts Payable, Budgeting, Banking, Payroll, Purchasing, and Bonding issues. The Finance Department deals with the public regarding accounts payable and municipal bonds. It is also primarily responsible for the administration of the Township's defined contribution plan as well as the Public Employee Pension Funds.



MANAGEMENT INFORMATION SERVICES

The goals of the Management Information Services (MIS) Division are to improve the cost effectiveness and quality of the Township services and operations through the use of technology.

The primary responsibility of the MIS Division is to provide an effective environment to support the needs of the Township of Monroe which includes:

- Service and support – Support the technology needs of all township processes and functions.
- Integration – Develop systems and processes that provide cost efficiency to the township with department needs fulfilled.
- Working with all departments to expand and maintain data integrity.

In fulfilling these needs, the MIS Division develops intellectual curiosity, applies critical thinking and provides well-organized, effective, and advance technology support to the employees of the Township of Monroe.

ECONOMIC DEVELOPMENT COMMISSION

The Monroe Township EDC is committed to fostering a pro-business environment which encourages a sustainable and diverse tax base, fostering a strong local economy, while preserving the unique character and quality of life of Monroe Township.

Responsibilities:

- Advise the town officials on matters relating to business development and economic development
- Facilitate communication between businesses and town officials
- Provide an environment that retains and fosters expansion of current business
- Attract new business and industry to the town

STATE UNIFORM CONSTRUCTION CODE

The Monroe Township Uniform Construction Department is the Local Enforcing Construction Code Agency under the Code Enforcement Department. The Construction Official is the Department Head of the construction office which is comprised of the following:

- Building Subcode and Inspector
- Fire Subcode and Inspector
- Electrical Subcode and Inspector
- Plumbing Subcode and Inspector
- Mechanical Subcode and Inspector
- Technical Assistant
- Permit Clerk Staff

PERMITS:

I. Intent and Purpose:

- A.) To encourage innovation and economy in construction and to provide requirements for construction materials consistent with nationally recognized standards.
- B.) To permit to the fullest extent feasible the use of modern technical methods, devices and improvements, including pre-manufactured systems, consistent with reasonable requirements for the health, safety, and welfare of occupants or users of buildings and structures.
- C.) To eliminate restrictive, obsolete, conflicting and unnecessary construction regulations that tend to unnecessarily increase construction costs or retard the use of new materials, products or methods of construction, or provide preferential treatment to types of classes of materials or products or methods of construction.
- D.) To insure adequate maintenance of buildings and structures throughout the State and to adequately protect the health, safety and welfare of the people.
- E.) To eliminate unnecessary duplication of effort and fees in the review of construction plans and the inspection of construction.
- F.) To enforce rules relating to the construction, alteration, renovation, rehabilitation, maintenance, occupancy and use of buildings and structures; to provide for Statewide approval of pre-manufactured systems; to provide for the administration and enforcement of the act; and to establish remedies and fix penalties for violation of the act. 52.27D

II. The guidelines for achieving the intent and purpose are described in the Uniform Construction Code (5:23) adopted by the State of New Jersey

- A.) This code provides for the establishment of an Enforcing Agency consisting of a Construction Code Official, Building, Plumbing, Electrical, Mechanical and Fire Sub-code Officials who are licensed by the State of New Jersey. These Officials review plans to insure compliance with the National Codes adopted by the State of New Jersey. These inspectors also perform inspections during various stages of construction to insure compliance with the reviewed plans and appropriate sub codes.

STATE UNIFORM CONSTRUCTION CODE

(continued)



B.) The Uniform Construction Code also provides for the establishment of a Central Permit Office. The function of this office is to provide and process all permit applications pertaining to all items mentioned in I. (F).

Permit Fees are established by ordinance in the Code of the Township of Monroe. The normal processing time for a completed application (containing all prior approvals) is approximately 5 to 10 working days. The State of New Jersey allows up to 20 working days for applications to be processed.

Inspection requests must be received in the Construction Office by 2:00PM and every effort will be made to schedule the inspection for the following work day. The State of New Jersey allows up to 72 hours to perform requested inspections. A request for a Certificate of Occupancy must be submitted by the Applicant when a project is complete. The Permit Office will issue a Certificate of Approval or a Certificate of Occupancy upon the successful completion of all necessary inspections and the receipt of all required agency approvals. No occupancy or use shall occur until the appropriate certificates are issued.

All Businesses and Non-Residential Use Groups must obtain either a Certificate of Occupancy for change of use, Continued Certificate of Occupancy, or a Monroe Township Certificate of Occupancy for change of occupancy with an existing use group. The appropriate required certificate must be applied for and issued by the Construction Office prior to opening and operating, or when making a change in ownership, use or location. Contact the Construction Office for guidance and instructions.

The hours of operation are Monday thru Friday 7:00AM to 4:30PM, and our Inspectors are available in the office from 7:00AM to 8:30AM daily for questions. A schedule of the Inspector's hours and informational hand-outs are available in the Construction Office located at 125 Virginia Avenue, 2nd Floor.

Call the Construction Office and Ask:

(856) 728-9800

Monday thru Friday 7:00AM – 4:30PM



Clerk	Ext. 294
Technical Assistant	Ext. 222
Construction Official	Ext. 221
Building Inspector	Ext. 299
Electrical Inspector	Ext. 221
Plumbing Inspector	Ext. 502
Fire Inspector	Ext. 299



DEPARTMENT OF PUBLIC WORKS

Road Department

The Road Department is responsible for grading and paving of streets, repair of potholes, snow removal, leaf removal, cleaning of storm sewers, outlets and retention basins, and mowing of shoulders along roads and retention basins. The Road Department is also responsible for street signs and traffic control signs, assists in the construction of ball fields, debris removal after storms, collections of Christmas trees and recycling of these trees. The Road Department is also responsible for street sweeping of township roads and back filling shoulders and installing drainage. The Road Department consists of 9 men including 1 supervisor.



Sanitation/Recycling Department

The Sanitation/Recycling Department consists of 18 men, including 1 Supervisor, which service over 13,000 stops weekly in the municipality. The Sanitation/Recycling Department is responsible for collection and disposal of all household waste, bulky waste and recyclables.



Maintenance Department

The Maintenance Department consists of a 4-man shop including 1 supervisor for maintaining all 230 municipal vehicles/equipment (cars, trucks, community transportation, ambulances, fire trucks and equipment, construction equipment, police cars, etc.) along with 20 pieces of grass cutting equipment. Additional vehicle maintenance shop work includes: welding of metal/aluminum, fabrication, maintenance of all vehicle records, fuel tanks and fuel management system records, as well as maintenance of 5 emergency standby generators.

DEPARTMENT OF PUBLIC SAFETY DIVISION OF POLICE



Preserve the public peace, protect life and property, prevent crime, detect and arrest offenders who violate the penal law and ordinances effective within the municipality, suppress riots, mobs and insurrections, disperse unlawful or dangerous assemblages and preserve order at all elections and public meetings and assemblages.

Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian traffic, including recommendation and supervision, if necessary, of the marking of roads to protect the safety and facilitate the convenience of motorists and pedestrians, and make and enforce rules and regulations not inconsistent with the charter and ordinances for such purposed.

Remove all nuisances in public places, inspect and observe all places of public amusement or assemblage and all places of business requiring any State or Municipal license or permit and report thereon to the appropriate department.

Provide proper police attendance and protection at fires.

Provide for the attendance of its members and appointment of court constables in the municipal court as necessary for the prosecution and trial of persons charged with crimes and offenses and cooperate fully with the law enforcement and prosecuting authorities of Federal, State, County and Local Governments.

Operate a training program to maintain and improve the police efficiency of the members of the division.

Report inadequacies in the street lighting system and any unsafe street conditions.

Other duties as required and directed by the Director of Public Safety.

MUNICIPAL COURT



The Municipal Court's main function is to schedule all pending cases before the court in a timely fashion. It is the Court's responsibility to ensure all interested parties are notified and present in Court on the specified date and time. The staff of the Municipal Court is also responsible for the collection and proper disbursement of all fines and costs collected after sentencing. The Municipal Court, in many cases, is the average person's only contact with the Judicial System, therefore the image presented must be one of professionalism and accuracy.

DEPARTMENT OF COMMUNITY AFFAIRS

The Department of Community Affairs is located at the Pfeiffer Community Center located at Main Street & Blue Bell Road and is responsible for scheduling community events at various locations, Community Transportation Services, Social Concerns and other senior activities. For any information, please call (856) 728-9840 or (856) 728-9841. We are wheelchair accessible and provide transportation.

The DCA schedules the activities of 102 organizations in the Pfeiffer Community Center and the George Ruch Building. These activities include regular meetings, teen dances, graduations, talent shows, plays and many other events.

Senior activities are scheduled Monday-Friday from 12:00PM – 2:00PM and include arts & crafts, board games and card games. The center also hosts the Gloucester County Nutrition Program which serves a hot lunch to the seniors Monday through Friday. Another program for seniors that Virtua Health sponsors, “Healthy Bones Exercise Class” on Thursday from 10:00AM – 11:30AM, is available at no cost.

AA Meetings are held on Wednesdays 8:00AM – 9:00AM and NA meetings on Thursdays 6:30PM – 7:45PM at the Pfeiffer Community Center.

Fingerprint applications for Williamstown sports organization coaches can be obtained at this location.

Starting the 2nd week in January after 10:00AM we take appointments for AARP to have taxes done (for Seniors & Low Income).

COMMUNITY TRANSPORTATION SERVICE



A division of Community Affairs is responsible for the Township Shuttle Bus, which covers the entire Township five (5) days a week to take local residents to local stores, ShopRite, Walmart, Dollar Tree, Dollar General, Post Office, Amish Market, etc.

We also go out of town to Social Services, Jefferson Hospital in Washington Twp. and the Social Security Office any day of the week as long as they have appointment times and we have at least 3 days' notice.

Monday and Friday only we will be going out of town, Kohl's, Aldi's and Turnersville Walmart.

This division provides bus services to the Gloucester County Nutritional Lunch Program at the Pfeiffer Community Center for residents of Williamstown and Franklinville area.

We also provide transport to local doctors, pharmacies, laboratories and Meadowview Nursing Home, with 3 days' notice if possible.

Starting May 6, 2019 please call the day before to schedule for your pick up for the bus between 1:00PM and 4:00PM.

SOCIAL CONCERNS

A division of Community Affairs offers a “Food Pantry Program” to Monroe Township residents. The food pantry program is designed to provide a person or family with temporary food source until they are able to receive other public assistance. The food pantry is open on Fridays during the hours of 9:30AM – 11:30AM and 1:00PM – 4:00PM. Proper ID and paperwork of your circumstances must be provided (contact our office at (856) 728-9840 or (856) 728-9841 for details).



VETERAN’S AFFAIRS OFFICE

The Veteran’s Affairs office is located in the Pfeiffer Community Center and is another division of the Community Affairs Department. The Veteran’s Affairs office is open every Monday, Wednesday and Friday from 10:00AM – 12:00PM. They are trained volunteers that provide a wide service to area veterans. The Veteran’s Affairs office also sponsors the annual Memorial and Veteran’s Day parade and the POW/MIA Memorial event. For any information, please call (856) 875-2207.

SENIORS COMMISSION



The Senior Citizen Commission consists of nine members (eight senior members and a Council Liaison). The Commission elects a Chairperson, Vice-Chairperson and Secretary each year.

The Commission has trips and other activities. They also work to promote activities and education of Township Seniors.

All Township Seniors are welcome to attend and be a part of the meetings and activities. New ideas are always welcome.

PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission, administered under the auspices of a Municipal Department Head, organizes Township programs and events such as the Town Appreciation Day/Music Festival, parades (Halloween Parade, etc.), 4th of July fireworks, Easter Egg Hunt with the Easter Bunny, the Fall Festival, the Holiday Tree Lighting Ceremony with Santa, etc. The Parks and Recreation Commission meets the 2nd Wednesday of the month. Volunteers are welcome.

MONROE TOWNSHIP YOUTH SPORTS/ACTIVITIES

All youth groups are private organizations. You must contact the person on the following list for information. For further contact information, please Monroe Township Parks & Recreation Department at (856) 728-1372.

Monroe Twp. Youth Soccer

www.mtys.org

Monroe Twp. Youth Street Hockey

www.mtyh.org

Monroe Twp. Braves Youth Football & Cheerleading

www.mtbraves.com

Monroe Twp. Junior Wrestling

mightybraveswrestling@gmail.com

Monroe Braves Lacrosse

www.braveslax.org

Monroe Twp. Youth Basketball

www.mtyb.net



Monroe Twp. Little League

www.mtlittleleague.com

SJ Braves Travel Baseball & Softball

www.leaguelineup.com/sjbraves

Monroe Twp. Summer Camp "Camp Squankum"

www.mtprnj.org

Monroe Twp. Flag Football

www.mtflag.com



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING BOARD

The Planning Board which has a wide range of responsibilities, among which is the responsibility of making many important decisions. Planning Boards are directly responsible for generating and updating a Municipality's Master Plan, and are involved in developing and effectuating broad land use policies for guiding the growth of a municipality. An integral part of a municipality's decision making process in the Master Plan. A Municipality cannot have a valid Zoning Ordinance without the land use element of the Master Plan.

The Planning Board has specific authorities over subdivision control and site plan review, the Official Map, Zoning Ordinances and the Capital Improvements Program. Moreover, it has been vested with quasi-judicial power in that when reviewing subdivision and site plan applications, it can decide "C" Variances and establish procedures for the review of such applications.

The Planning Board may also become involved in the review of other State or Federal programs or plans, assemble data for planning purposes and perform other advisory duties as assigned to it by the Governing Body, to aid them in planning process.

UNITS UNDER CONSTRUCTION:

1. **Willowoods** (Richmond American Homes) – 290 Single Family; Tuckahoe Road
2. **Carriage Glen** (Paparone Homes) – 202 Single Family; Malaga Road
3. **Beazer Homes** (Federal Hill) – 51 Single Family Homes; Glassboro Road
4. **Summerfields West Partners** – 145 Active Adult Community Mobile Home Park; Black Horse Pike
5. **HRTJ, LLC** (Spring Ridge) – 37 Single Family; Winslow Road
6. **Comfort Development Group, LLC (Hamilton Greene)** – 207 Townhouses; Tuckahoe Road and Main Street
7. **Tuck Woods, LLC** – 26 Single Family; Tuckahoe Road & Butler Avenue

RECENT APPLICATIONS WITH FINAL APPROVAL:

1. **Steven Smith** (Smithfield Estates) – 173 Single Family; Glassboro-Cross Keys Road
2. **Morgan Development Group** (Morgan Landing) – 83 Single Family Homes; Morgan Road
3. **Total Holdings, LLC** (Equestrian Farms) – 38 Single Family; Winslow Road
4. **110 Whitehall, LLC** – 192 Single Family; Whitehall Road
5. **RJP Homes, LLC** – 39 Townhouses; Tuckahoe Road
6. **Philadelphia Suburban Development** – 101 Single Family; Winslow & Malaga Roads

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING BOARD *(continued)*

7. **Grandview Mews, LLC** – 78 Townhouses; Grandview Avenue
8. **St. Matthews Church Daycare** – Fries Mill and Stanger Avenue
9. **Autumn Lake Winery** = 870 Malaga Road
10. **13th Child Microbrewery** – 345 South Main Street
11. **DaVita Dialysis** – 1173 South Black Horse Pike
12. **Venture Escape Room**- 1034 North Main Street
13. **Cross Keys Brewery Corporation** – 1038 North Main Street
14. **BNATT-Beacon** – Glassboro Williamstown Road
15. **Kardon Real Estate** – 110 Sicklerville Road
16. **Cross Keys Monroe LLC, Cinder Bar and Learning Center Day Care** – Berlin Cross Keys Road and Falcon Boulevard
17. **Faith Temple Baptist Church** – 367 Bluebell Road
18. **Cryotherapy** – 1030 North Main Street

APPLICATIONS WITH PRELIMINARY APPROVAL:

1. **Thomas Duffy** – 10 Single Family; Sunnyhill Avenue
2. **Morgan Development Group** (Pin Oak Estates) – 89 Single Family; Tuckahoe Road
3. **Lawrence A. Pray, Inc.** – 28 Single Family; Locust Lane (Forest Hills)
4. **Blaze Mill Development Group** – 244 Townhouses; Fries Mill & Glassboro Roads

HOUSING CODE ENFORCEMENT



The Housing Department is under the Code Enforcement Department. The Housing Official enforces the Monroe Township Housing Code; Chapter 162. The Housing Official and/or his Director or designee conduct housing inspections and issue certificate to occupy or a temporary certificate to occupy, and all change of ownership by affidavit on all residential properties within the Township. These inspections are broken down into two categories, resales, which is the change of ownership certificate and affidavit for temporary certificate and rental certificates which are the annual rental inspection of all rental properties within the Township, as well as the change of tenant inspection and certificates on rental properties. The Housing Official and/or his Director or designee investigate illegal rentals and resale complaints from the public and take enforcement action when necessary. Please contact us at (856) 728-9800 Ext. 289 or swiley@monroetownshipnj.org with any questions.

COMMUNITY DEVELOPMENT DEPARTMENT ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment, as its name implies, is responsible for “Adjustments” in specific cases, whereby an applicant’s proposal does not and cannot meet the requirements of the Municipality’s Zoning Ordinance. This Municipal Body will hear and decide appeals, where it is alleged by an applicant that there is an error in any order, requirement, decision or refusal made by an administrative officer, based upon or made in the enforcement of the Zoning Ordinance. Another responsibility of this body is the interpretation of the Zoning Map or Ordinance.

The “Adjustments” or variances granted by this body are based upon the review of the application or appeal relating to a specific property, when strict application of the regulations will impose difficulties or hardship to the applicant, through no fault of his own. No variance or other relief may be granted unless it can be so done without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and Zoning Ordinance.

BOARD OF ADJUSTMENT:

1. **Stirling Glen, LLC (Phase I)** – 195 Active Adult Single Family; Fries Mill Road
(*Under Construction*)
2. **Stirling Glen, LLC (Phase II)** – 117 Active Adult Single Family; Fries Mill Road

COMMUNITY DEVELOPMENT DEPARTMENT ZONING OFFICE

The Zoning Officer is the Department Head under Division of Community Development who enforces the Monroe Township Land Use Code and reports to the Director of Community Development.

The purpose of Zoning is to ensure that any proposed use, construction, or alteration is allowed in the zone and will be located within the required setbacks from the property lines as required by the Monroe Township Land Development Ordinance. Specifically, this code regulates the setbacks and permitting process for principal structures, additions, decks, gazebos, pools, hot tubs, sheds, basketball courts, patios, fencing and all other accessory uses and structures.

Any resident contemplating any change or addition to his/her property or home should contact the Zoning Office for information on general regulations in their zoning district. By obtaining the required permits, a resident will avoid creating a violation that may require alterations to, or relocation of, the new construction to abate the violation. If you are selling your home, the presence of a violation can delay your settlement. If you cannot meet the zoning requirements, it may be possible to obtain a variance.

The Zoning Office urges all residents to inspect and maintain their properties. Please contact our office to correct any structures that have been built without obtaining the proper permits or to make sure you have received all final certificates of conformance for those structures that have received permits. (Construction permits and approvals may also be required depending on the type of structure or alteration being built.)

Contact Numbers for the Zoning Office:
(856) 728-9800 extensions: 237 and 270

Rosemary Flaherty
Zoning Administrative Officer
rflaherty@monroetownshipnj.org

Judith DelConte
Zoning Secretary
jdelconte@monroetownshipnj.org

Office Hours:
Monday through Friday
8:00AM - 4:30PM

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP

The library collection consists of more than 115,000 books, audiobooks, movies, magazines and more. Residents can also borrow materials from any LOGIN member library within Gloucester, Cumberland and Salem County. A certified librarian is always on site to assist with reference and research inquiries. Internet access and printing capabilities on our public computers is available to library cardholders. Free WiFi is available throughout the library including the meeting rooms and our beautiful outdoor garden. Rentable meeting rooms are media ready with a computer, projector and sound system. The library also has fax, copy and notary services. The librarians create and schedule innovative programs such as writer's groups, computer technology classes, book clubs and concerts for all different age groups.

The Free Library of Monroe Township is located at 713 Marsha Avenue, Williamstown, NJ 08094 and the hours of operation are: Monday-Thursday from 11:00AM-9:00PM, Friday from 12:00PM-5:00PM, Saturday from 10:00AM-3:00PM (closed Saturdays in July and August). Please call us at (856) 629-1212 for assistance or visit our resourceful website at www.monroetpl.org.

HISTORICAL SOCIETY

Formed in 1974 by approval of Mayor Winnie Sharp, the Monroe Township Historical Society was formed to preserve and protect the History of Squankum, Williamstown, and Monroe Township. Williamstown has 3 historic sites: The Reading Room (first Library) 1878, Hall Street Little School 1887, both of which are on the Federal and State Registers of Historic Places and the Ireland Hofer House Museum (original house circa 1800). This volunteer organization is administered by a Board of 8 Trustees with officers elected every January. Current membership is approximately 700. Volunteer re-enactors strive to educate children and adults through school tours, open house tours, and re-enactments in order to pass the torch to new generations so that our town's rich history interwoven with the history of our great country is not forgotten. Current events can be accessed on our Facebook page. Anyone interested in becoming a volunteer can contact the Museum at (856) 875-2943. The Historical Society has added a new research aide for students and genealogy researchers with the addition of a microfilm reader digitalizer, and the Plain Dealer collection on microfilm. For appointments to use the Scan Pro reader, please contact the Museum.

MUNICIPAL ALLIANCE COMMISSION

As part of a comprehensive, coordinated statewide effort to reduce the abuse of alcohol, tobacco and other drugs, Monroe Township created a Municipal Alliance Commission in 1989 under the auspices of the Governor's Council on Alcoholism and Drug Abuse.

The Mission of the Alliance is to develop, fund, and implement effective programs designed to reduce alcoholism, tobacco, and other drugs throughout the community, targeting all age levels. The Alliance is also charged with the responsibility of coordinating and supporting the efforts of the schools, law enforcement, businesses, and civic organizations in reducing alcoholism and drug abuse.

EMERGENCY MANAGEMENT

To ensure the complete and efficient utilization of all of the Township's facilities to combat disaster resulting from emergencies, natural or man-made or nuclear disaster or enemy attack.

To protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use.

To provide for actions to be taken to mitigate, prepare for, respond to and recover from an emergency.

To provide training with all departments for use in designing future improvements, preventing and concluding possible disaster, potential harm and litigation.

To establish laws, ordinances, resolutions and procedures, which will provide safety and promote immediate response to emergency situations.

To coordinate within the township employees and volunteers that will be available at moment's notice to carryout emergency operations.

To act as Chairperson and conduct regular meetings of the Local Emergency Planning Committee.

To coordinate, plot and maintain all address changes within the Township.

To record and investigate hazardous material spills.

To act as a link in the chain of command between the Administration and Volunteer Emergency Responder's Organizations.

To administer the Clean Communities Grant from the State of New Jersey.

To manage the Emergency Notification System established on the county level for the Township of Monroe. (www.gloucesteralert.com)

Williamstown Fire Company Station #1

555 S. Main Street
Williamstown, NJ 08094
(856) 629-4414 (*non-emergency*)
www.wfd291.com

Williamstown Fire Company Sub Station

1200 Glassboro Road
Williamstown, NJ 08094
(856) 629-6274 (*non-emergency*)
www.wfd291.com

Cecil Fire Company Station

295 Whitehall Road
Williamstown, NJ 08094
(856) 629-6477 (*non-emergency*)

Monroe Township Ambulance & Rescue Assoc.

700 Corkery Lane
Williamstown, NJ 08094
(856) 629-3301 (*non-emergency*)
www.squad294.org

FOR EMERGENCIES, DIAL: *9-1-1*



FIRE PREVENTION

Department of Public Safety, Bureau of Fire Prevention's main mission is for the protection of life and property.

We inspect all buildings that are used by the public and are located within the boundaries of the Township of Monroe and assure that they meet the requirements of the New Jersey State Fire Code N.J.A.C. 5:70. And The International Fire Code 2015 New Jersey Edition

We issue fire safety permits to groups that use our schools and places of public assembly for dance recitals, plays, musicals, fireworks, etc. We inspect and make sure that they comply with, The State Fire Code Regulations before the event can begin.

We investigate or work along with the County Fire Marshal Office for fires that occur within the Township of Monroe.

We review building plans for the locations of fire hydrants and water main sizes for new buildings and housing developments that are planning to build within the Township.

We work along with the following departments to enforce the related ordinances in the Codes of the Township of Monroe: Williamstown and Cecil Fire Departments, Construction Department, Zoning, Planning Board Department, Emergency Management and Department of Community Affairs.

Campfire permits are now issued by the New Jersey Forest Fire Service in Mays Landing, NJ.

OPEN SPACE ADVISORY COMMITTEE

The Open Space Advisory Committee is established consisting of volunteers appointed by either the Township Mayor or Council with the purpose of reviewing and recommending parcels of land to be included for acquisition and preservation within the Township of Monroe.

The Committee prepares and submits to the Township Council an open space plan for the Township of Monroe consisting of identification of undeveloped, private land parcels. The services of the Township Engineer and Solicitor, the engagement of appraisers and other resources as it may deem necessary, may be utilized to assist the Committee in gathering information and potential outside support, subject to budget appropriations and/or Council approval by resolution.

The Committee makes every attempt to include lands that connect to existing public lands that include environmentally sensitive areas, streams, wetlands, floodplains, steep slopes and aquifer recharge areas, provide recreational use, preserve scenic vistas, and are eligible for acquisition through the Open Space/Recreation Trust Account.

ENVIRONMENTAL COMMISSION

To inform and advise the public, town council and municipal boards on a variety of local environmental issues and on the actions and policies appropriate for addressing these issues as well as improving the quality of life and local environment in Monroe Township.



BUILDINGS AND GROUNDS

Buildings and Grounds, a Division of the Department of Public Works, is responsible for all public properties. Buildings and Grounds consists of 5 men including 1 supervisor.

Building Maintenance

The Division of Building Maintenance consists of staffing necessary to inspect and control all municipal buildings and keep them in good repair. The department is responsible for the following properties: Municipal Complex, Williamstown Fire Station #1, Williamstown Fire Station #2, Cecil Fire Station, Monroe Township Ambulance Building, Senior Building, Pfeiffer Community Center, Library, Historical Reading Room Building (on Library Street), Hall Street Little School, Ireland Hofer House, Owens Concession Stand, all Public Works Buildings and all Parks buildings.

Custodial

The Custodial Division consists of staffing necessary to complete all day-to-day cleaning of Township facilities.

Grounds Keeping

The Division of Grounds Keeping consists of staffing necessary to maintain all grounds in a safe and clean manner. Buildings and Grounds is responsible for the Township's grassed areas, flower and shrub beds, trees and general policing of grounds for litter.

MONROE TOWNSHIP OWNED PARKS

Earling E. Owens Memorial Park – 690 Tuckahoe Road – Tot Lot, Baseball Fields, Tennis Courts, Hockey Court, Volleyball Court, 2 Beach Volleyball Courts, Basketball Court, Football Field, Skate Park, Softball Field, 2 Picnic Gazebos, Nature Trail and a Snack Stand

Marvin Wagner Complex at Church Street – Recreation Baseball, Softball & Basketball

Mary Mazza Duffy Memorial Park – 23 Corkery Lane and Franklinville-Williamstown Road – 5 Baseball Fields/Softball Fields, 2 Tee Ball Fields, 7 Soccer/All-Purpose Fields, Picnic Pavilion

Pfeiffer Community Center – Passive Recreations

TOT LOTS

~Chelsea Farms
Mink Lane

~Kimberly West
Kilburn Avenue



~East Woods
Chinkapin Avenue

~Newbury Farms
Avery Drive

~Forest Hills
Laurel Lane/Silver Birch Road

~Green Meadows
Ward Lane

~Pfeiffer Community Center
Main Street

MONROE TWP. SCHOOL BOARD ATHLETIC FIELDS

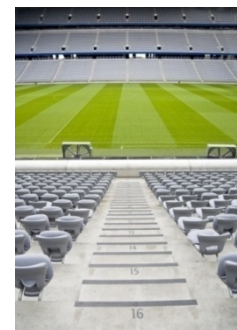
Holly Glen School – N. Main Street – Playground

Oak Knoll School – Bodine Avenue – Playground

Radix School – Radix Road – Baseball Field

Whitehall School – Whitehall Road – Baseball Field

Williamstown High School – Clayton Road – Baseball Fields



PRIVATELY OWNED RECREATIONAL FACILITIES

Monroe Township Youth Soccer Complex – Corkery Lane

Tall Pines Day Camp and Picnics – 1349 Sykesville Road – (856) 262-3900

APARTMENT COMPLEXES

Monroe Towne I & II (*Seniors*)

800 N. Main Street
Williamstown, NJ 08094

Monroe Towne East (*Seniors*)

175 Walnut Street
Williamstown, NJ 08094

Contact: Fran

Lower County Property Management
439 Church Road
Sicklerville, NJ 08081
Telephone: (856) 728-8244



.....
Carino Park

100 Chestnut Street
Williamstown, NJ 08094
Telephone: (856) 728-4156

Contact: Burnett Lacy, Building Supervisor

.....
Laurelton Village

601 N. Black Horse Pike
Williamstown, NJ 08094
Telephone: (856) 629-4311

Contact: Joann, Leasing Specialist or Karen, Property Manager

.....
Jefferson Village

401 N. Main Street
Williamstown, NJ 08094
Telephone: (856) 629-0200

Contact: Sue or Ed

.....
Madison Court

1056 S. Black Horse Pike
Williamstown, NJ 08094
Telephone: (856) 629-1700

Contact: Shannie

.....
Justin Commons

1201 Justin Way
Williamstown, NJ 08094
Telephone: (856) 442-6209

Contact: Mr. Gia Nguyen

.....
Barclay Glen

1000 Fawn Drive
Williamstown, NJ 08094
Telephone: (856) 516-0596

MONROE TOWNSHIP BOARDS & COMMISSIONS MEETINGS

Board of Education – Meets 3rd Thursday (with exceptions) @ 7:00PM (meeting opens at 6:00PM for Closed Executive Session; Public Portion begins approximately 7:00PM) – Williamstown High School Lecture Hall D103, 700 N. Tuckahoe Road

Board of Health – Meets 2nd Wednesday of the month @ 7:00PM – Joe Pace Conference Room, 2nd Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

Economic Development Commission – Meets 3rd Monday of the month @ 7:00PM – EDC Meeting Room, 3rd Floor of the Municipal Building, 125 Virginia Avenue

Environmental Commission – Meets 3rd Monday of the month @ 7:00PM – Joe Pace Conference Room, 2nd Floor of the Municipal Building, 125 Virginia Avenue

Historical Society – Meets 1st Thursday of the month @ 7:00PM – Ireland Hofer House, 313 S. Main Street

Library Board – Meets 3rd Wednesday of the month @ 7:00PM – Conference Room, Monroe Township Public Library, 713 Marsha Avenue (*NO MEETINGS IN JULY & AUGUST*)

Municipal Alliance Commission – Meets 1st Monday of the month @ 6:30PM – Conference Room, Monroe Township Public Library, 713 Marsha Avenue (*NO MEETING IN AUGUST & DECEMBER*)

Monroe Municipal Utilities Authority Board – Meets 3rd Wednesday of the month @ 7:00PM – M.M.U.A., 372 S. Main Street

Open Space Advisory Committee – Meets 1st Monday of the month @ 7:00PM – Joe Pace Conference Room, 2nd Floor of the Municipal Building, 125 Virginia Avenue

Parks & Recreation Commission – Meets 2nd Wednesday of the month @ 7:00PM; May Meetings: 2nd and 4th Wednesdays – Pfeiffer Community Building, 301 Blue Bell Road (*NO MEETING IN JULY*)

Planning Board – Meets 2nd & 4th Thursday of the month @ 7:00PM – Court Room, 1st Floor of the Municipal Building, 125 Virginia Avenue

Seniors Commission – Meets 1st Thursday of the month @ 7:00PM – Joe Pace Conference Room, 2nd Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

Zoning Board of Adjustment – Meets 1st & 3rd Tuesday of the month @ 7:00PM – Court Room, 1st Floor of the Municipal Building, 125 Virginia Avenue



Monroe Township Department of Public Works 2019 Recycling/Trash Guide



RECYCLABLES

PAPER/CARDBOARD

*newspaper *magazines *junk mail
*pasta boxes *corrugated cardboard
*tissue boxes *paper towel rolls

*food contaminated paper or cardboard
*plastic or wax coated boxes *styrofoam

GLASS BOTTLES & JARS

*rinsed clean green, brown and clear
bottles & jars

*window glass *ceramics *dishes *light bulbs
*mirrors

ALUMINUM & STEEL FOOD CANS

*beverage cans *tin food cans
*cookie tins

*aluminum foil *oil and paint cans
*foil pans

PLASTIC BOTTLES ONLY

*#1 & #2 bottles only *shampoo
*water bottles *detergent *soda

*non-bottle items #3,4,5,6,7 *yogurt tubs
*berry containers *microwave trays

*ALL CARDBOARD SHOULD BE BROKEN DOWN TO SAVE SPACE IN THE AUTOMATED RECYCLING CONTAINER.
Large cardboard boxes may be flattened & placed on top of the automated recycling container under the lid*

DO NOT PUT RECYCLABLES IN PLASTIC BAGS!!
PLASTIC BAGS CAN BE RECYCLED AT YOUR LOCAL GROCERY STORE.
RECYCLING CONTAINERS FOUND TO BE CONTAMINATED WILL NOT BE COLLECTED.

The Public Works Department located at 1040 Glassboro Rd. is open to residents
Mon– Fri 7:30am – 2:00pm to dispose of household recyclables, motor oil, batteries,
appliances, electronics, TV's & brush.

ELECTRONIC WASTE (E-WASTE) - NO CURBSIDE COLLECTION.

GLOUCESTER COUNTY HOUSEHOLD SPECIAL WASTE:

Residents may dispose of oil based paints, household chemicals, florescent tubes, etc. through this program. Please contact the
Gloucester County Office of Recycling at 856-478-6045 Ext. 13 or 14 for specific dates and times for drop-offs.

2019 HOLIDAY SCHEDULE

THE FOLLOWING IS A LIST OF ALL TOWNSHIP SCHEDULED HOLIDAYS:

New Year's Day – Tues., January 1, 2019
Martin Luther King – Mon., January 21, 2019
President's Day – Mon., February 18, 2019
Good Friday – Fri., April 19, 2019
Easter Monday – Mon., April 22, 2019
Memorial Day – Mon., May 27, 2019
Fourth of July – Thurs., July 4, 2019

Labor Day – Mon., September 2, 2019
Election Day – Tues., November 5, 2019
Veteran's Day – Mon., November 11, 2019
Thanksgiving – Thurs., November 28, 2019
Friday after Thanksgiving – Fri., November 29, 2019
Christmas – Wed., December 25, 2019

WHEN A HOLIDAY FALLS ON A MONDAY THROUGH THURSDAY - TRASH & RECYCLABLES WILL BE PICKED-UP ONE DAY
LATE. **EXCEPTION: THANKSGIVING - WHICH FALLS ON A THURSDAY WILL BE PICKED-UP FRIDAY.**

BETWEEN THE MEMORIAL DAY AND LABOR DAY HOLIDAY, PUBLIC WORKS HOURS WILL BE 6:30AM-2:30PM

HOUSEHOLD TRASH/GARBAGE

Household trash/garbage will be accepted at the Public Works facility on Wednesday's between 8 a.m. – 2 p.m. Please contact us at 856-629-4444 or 856-740-0241 for disposal information.

BULK PICKUP/ODD STOP COLLECTION

Please schedule all bulk pickup/odd stop collections for removal by contacting the Public Works Department at 856-629-4444 or email dpwinfo@monroetownshipnj.org.

If your regular garbage collection is Monday or Thursday your bulk pickup/odd stop will be scheduled for removal on the 1st & 3rd Friday of the month.

If your regular garbage collection is Tuesday or Wednesday your bulk pickup/odd stop will be scheduled for removal on the 2nd & 4th Friday of the month.

If there is a township holiday closing during your designated bulk pickup/odd stop collection week your items will be scheduled for removal on *Saturday instead of Friday*.

Chapter 239-8 (2) – In the event of a home, rented or commercial cleanout, the owner of said property will be required to obtain a dumpster through a private contractor or deliver all bulky waste to an authorized collection facility to dispose of.

CONSTRUCTION/REMODELING/ DEMOLITION DEBRIS

*Debris that is generated by a contractor or occupant; solid waste Type 13C (consisting of non-recycled construction & demolition materials: doors, windows, wallboard, paneling, etc.) This debris **WILL NOT** be collected by the Sanitation Dept. & will require a dumpster on site during all phases of construction or demolition.*

PLACEMENT OF GARBAGE/RECYCLING RECEPTACLES & ODD STOPS

When placed curbside, all automated receptacles shall be placed with the handle/wheels facing your home to ensure proper collection of your containers.

Chapter 239-3 – All receptacles/containers shall have a minimum of four feet of clearance surrounding the receptacles/container.



PLACEMENT OF GARBAGE/RECYCLING RECEPTACLES & ODD STOPS (continued)

Chapter 239-6 – Receptacles or other items to be disposed of shall be placed outside at the designated area after 6 p.m. of the day immediately preceding the day of collection. After collection, any empty containers shall be removed from the curbside promptly, but not later than 8 p.m. the day of collection.

CURBSIDE LEAF COLLECTION

The DPW collects & recycles leaves raked curbside during the months of May, November & December. As per NJPDES Municipal Stormwater Regulations and Chapter 285C-3 of the Monroe Township Code non-containerized yard waste is only permitted along the street 7 days prior to a scheduled collection and shall not be placed closer than 10 feet from any storm drain inlet.

BRUSH/LIMBS

Limbs, branches and small trees/bushes/shrubs shall be no larger than 3" in diameter, 4' in length, tied in bundles not to exceed 40 pounds in weight and placed neatly at the curb line for bulk collection. There shall be no collection of logs, tree trunks or stumps.

*Please Note – If A Homeowner's Garbage Is Found To Be Mixed With Recyclables It Will Be **THE HOMEOWNER'S RESPONSIBILITY** To Separate Such Items. Monroe Township **WILL NOT** Collect & Dispose of Garbage That is Contaminated With Recyclables.

RECYCLE TODAY FOR A BETTER
TOMORROW!!
REDUCE- REUSE – RECYCLE



www.monroetownshipnj.org
Monroe Township Public Works
1040 Glassboro Rd.
Williamstown, NJ 08094
856-728-9844

LOCAL UTILITY COMPANIES SERVING MONROE TOWNSHIP

Atlantic City Electric

Corporate Office
5100 Harding Hwy.
Mays Landing, NJ 08330

1-800-642-3780



South Jersey Gas Company

Corporate Office
1 South Jersey Plaza
Folsom, NJ 08037

1-888-766-9900



Verizon New Jersey

9 Gates Avenue
Montclair, NJ 07042

1-800-VERIZON



Comcast Cable

301 South Main Road
Vineland, NJ 08360

1-800-COMCAST



Monroe Municipal Utilities Authority *(Water/Sewer)*

372 South Main Street
Williamstown, NJ 08094

(856) 629-1444



Monroe Township Public Works Dept. *(Garbage Pick-Up)* (856) 629-4444

1040 Glassboro Road
Williamstown, NJ 08094

