

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
May 13, 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. O'Reilly** led the Assembly in the Pledge of Allegiance to the Flag.

**ROLL CALL OF PUBLIC OFFICIALS**

Cncl. Marvin Dilks		Excused
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	Present	(Arrived 7:06pm)
Engineer, Kathryn Cornforth	Present	
Dir. of Code Enf./Comm. Dev., Ralph Manfredi	Present	(Arrived 7:08pm)
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	

MINUTES  
WORK SESSION MEETING  
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**B.) MATTERS FOR DISCUSSION**

- **Lead the Way – Volunteering Improvements to Mary Mazza Duffy Memorial Park**

**Scott Whyte, Lead the Way** shared with Council his conceptual drawings for new signage at Mary Mazza Duffy Memorial Park. He said, the current sign is located on a slant which is hard to view from Clayton Road and Corkery Lane and the area around the sign is not well taken care of. He confirmed, all of the labor, time and expenses for the new sign and the redesign of the area will be donated by landscapers. Mr. Whyte would also like to reach out to the many organizations that use the park and ask those parents to volunteer and help with the project. **Cncl. Marino** suggested to also coordinate the project with the Director of Parks and Recreation, Mr. Bannister. Mr. Whyte talked about possibly finding a new place within the park for the current sign or possibly giving it back to Tom Duffy who originally donated it. **Cncl. Wolfe** said, he is in favor of this project, however, after meeting with the Township Engineer, he believes there is a project slated for that intersection. He suggested also communicating with the Township Engineer prior to scheduling the start of the improvement project. **Cncl. Falcone** suggested to also coordinate this project with the Williamstown Chamber of Commerce. **Engineer Kathryn Cornforth** will contact the County to confirm the upcoming project will not conflict.

- **Owens Park Irrigation**

**Engineer Kathryn Cornforth** advised, Adams, Rehmann and Heggan are not authorized to perform any of the construction management oversight work, as it had been awarded to AC Schultes, however, Adams, Rehmann and Heggan prepared the contracts. When AC Schultes applied for the well, they were informed that they need to apply for a non-jurisdictional for a secondary well from the Pinelands Commission. **Cncl. Pres. Garbowski** addressed the fact that there is still no electric there and asked what happened with the contract. Mrs. Cornforth explained, the electric was always supposed to be part of the construction contract and it was quoted approximately two years ago with Atlantic City Electric. Unfortunately, with Atlantic City Electric, if a quote is not followed through within a certain amount of days following the quote, it drops off their radar and has to be requested. She confirmed that a new quote with Atlantic City Electric has been requested. She clarified, AC Schultes' contract will provide a new irrigation well and pump at the existing Owens Park, meter all of the existing irrigation wells, along with running the three phase electric required. Once Atlantic City Electric provides a new quote and the Township enters into contract with them, it will then become AC Schultes responsibility to ensure everything runs smoothly. Mrs. Cornforth stated, Atlantic City Electric costs are reimbursable through Green Acres as long as it falls within the grant value because the electric needs to be updated in order to get the well to work. A discussion among Council followed regarding the high costs of the project and possible alternatives.

- **Senior Bus**

**Business Administrator, Jill McCrea** reported on the purchase of a new Senior Bus. She said that there is a match, up to \$50,000, and in order to have it left open, the Township had to submit a letter of interest, which was submitted. It is up to Mayor and Council to determine if

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May 13, 2019**

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

they are interested, how they want to pursue it and if the money is available. **Director of Community Affairs, Brandee Derieux** stated, currently the Township has four buses, one of which is parked and used only for parts and one of the buses is fourteen years old. According to state guidelines, there is only a fifteen to twenty year life expectancy for these buses. **Cncl. Miller** asked what the overall cost would be to the Township. Ms. Derieux said, after speaking with the bus drivers, they feel a small van-type would be more beneficial for the seniors with disabilities. The cost for an average van with a handicap accessible ramp is approximately \$80,000.00. **Cncl. Miller** questioned if there is a County co-op available with a joint purchase between municipalities. **Cncl. Wolfe** stated, he is in favor of purchasing a larger bus as these buses are not only used for the seniors but for other events in town. He would like to explore both options and find out which will be more beneficial to the Township. **Cncl. Pres. Garbowski** polled the members of Council in attendance and all were in favor of moving forward and researching all options for purchase.

- **Electric Vehicle Charging Station Location**

**Cncl. O'Reilly** explained, currently there is a grant available for approximately \$6,000.00 which will cover almost all of the new Vehicle Charging Station. He suggested the location for the first charging station should be at the Pfeiffer Center followed by additional stations at Duffy Field and Owens Park. **Cncl. Wolfe** asked, if any surrounding Townships have issues with damage to the charging stations. **Cncl. O'Reilly** has not heard of any issues in the surrounding towns.

**C.) PUBLIC PORTION**

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

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 in attendance.

**D.) NEW BUSINESS**

**Cncl. Falcone** said that she would like to have a 3D Painted Crosswalk placed on Main Street near 13th Child Brewery. The cost is approximately \$500.00 and Public Works would be able to complete the project. She shared a YouTube video with all members of Council in attendance, which explained the process. **Engineer, Kathryn Cornforth** mentioned that there is State Aid, to repave Main Street. She suggested verifying where the repaving will be done so if the 3D Crosswalk is done, it will not be milled over during the repaving. **Solicitor John Trimble** will discuss any possible legal issues with JIF and report back.

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
May 13, 2019**

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

**Cncl. Wolfe** spoke in regards to creating a “safe area” for the swapping of online sales purchases between the residents. After discussing this with Cncl. Marino and Cncl. O’Reilly, they suggested possibly designating two spaces either at the Police Station or Municipal Building. He would like to see them placed on Virginia Avenue in front of the door to the Police Station. **Cncl. Marino** said, he would also like to see designated parking spaces for Veterans in the Municipal Building parking lot. **Mayor DiLucia** advised, he is already in the process of having signs made to be placed in the parking lot for Veterans. He said that there will be one space in the front of the lot and two spaces on the side designated for the Veterans.

**Engineer, Kathryn Cornforth** advised that the NJDOT has announced they will be accepting municipal aide applications for the fiscal year 2020. The applications are due by July 19<sup>th</sup> which gives Council time to decide what the Township may want to apply for. The NJDOT is also accepting applications for bikeways and safety streets to transit. **Cncl. Wolfe** asked if funds could be used to place sidewalks along Blue Bell Road. **Cncl. Pres. Garbowski** suggested Cncl. Wolfe schedule a meeting with the Director of Public Works and Engineer, Mrs. Cornforth to discuss this further.

**Business Administrator, Jill McCrea** received a letter from JIF commending the Safety Committee for their outstanding performance for the 2018 Tri-County Safety Incentive Program and are awarded \$4,725.00 in safety incentive awards.

**E.) OLD BUSINESS**

**Cncl. Marino** spoke regarding the Land Sale, which includes fifty-three properties. He believes some of the properties did not sell at the previous land sale because they are priced too high. He suggested having a public and a private land sale and would like to schedule a meeting with the Director of Real Estate, the Tax Collector and the Mayor to discuss what needs to be done with these properties. **Cncl. Falcone** asked if any of the properties can be identified for affordable housing. Cncl. Marino advised, most of the properties are considered raw ground and do not have livable structures. **Scott Whyte, Lead the Way**, suggested reaching out to Rosemary at Family Promise as well regarding some of these properties.

**Business Administrator, Jill McCrea** spoke in regards to Green Acres and the ROSI list. When Green Acres ran their search, they found a property that they believe is Open Space and is not listed on the ROSI, so it is currently on hold pending a meeting with the Tax Collector. She advised, a meeting is scheduled with Green Acres regarding the MUA’s need for the upgraded pump stations at the tot lots.

**Cncl. Wolfe** said, he has spoken with Sgt. Burton regarding Chaddsforth Road and the road is wide enough for two-way traffic. He is waiting for a response from the Department of Transportation regarding the busing of the children to and from school, however, he does not see any reason that it cannot be switched back to a two-way street.

**MINUTES  
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**F.) COMMITTEE REPORTS**

**Cncl. Pres. Garbowski** advised that the Budget Committee met and has recommended the Budget be moved forward for introduction at this evening's Regular Council Meeting. He thanked Cncl. Marino, Cncl. O'Reilly, Mayor DiLucia, Business Administrator, Jill McCrea, CFO, Lorraine Boyer and all of the Department Heads for working together and putting together a good budget this year. **Mayor DiLucia** said, there will be a zero percent municipal tax increase for the third year in a row. He reported that he and Ms. McCrea met with the Library Board regarding their annual budget. The municipality is required to provide the Library Board a set amount of money, which is approximately \$981,000 each year that is set by the State. In the past, they were not given the full amount. Beginning this year, the Library will be receiving the full amount and will be required to prepare their own budget. He also spoke with the Library about the meeting room that is not being utilized and the need to actively rent it out.

**Cncl. Falcone** spoke regarding the Cannabis Committee, and presently there is nothing coming to fruition with regards to recreational cannabis and it will most likely be another year before it goes out to a vote.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED – None**

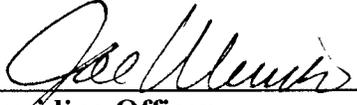
**H.) QUESTIONS REGARDING ORDINANCES SCHEDULED – None**

**I.) ADJOURNMENT**

With nothing further to discuss, **Cncl. Marino** made a motion to adjourn the Council Work Session of May 13, 2019. The motion was seconded by **Cncl. O'Reilly** and was unanimously approved by all members of Council in attendance.

**Respectfully submitted,**

  
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**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 May 13, 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     *Doc*      
Approved as corrected \_\_\_\_\_

Date     6/24/19      
Date \_\_\_\_\_