

**MINUTES  
WORK SESSION MEETING  
TOWNSHIP OF MONROE  
MAY 28, 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	
Dir. of Finance, Lorraine Boyer		Excused
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	<i>(Arrived 7:13PM)</i>
Police Chief John McKeown	Present	
Municipal Clerk, Aileen Chiselko	Present	

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**B.) MATTERS FOR DISCUSSION**

- **Resolution To Reject All Bids And The Construction Of The Owens Park Irrigation Well Project**

**Engineer Kathryn Cornforth** explained that the Green Acres Grants the Township receives are grants with loans. When she spoke with Green Acres last year before this project was rebid, they explained if Council rejects this Resolution, they will be in danger of Green Acres taking back the funds. **Cncl. Miller** asked what the rationale of rejecting the project is. **Cncl. Pres. Garbowski** explained it is not a complete project, there is no electric. **Cncl. Marino** explained, currently the Township is on the hook for approximately \$42,000 even if the \$140,000 grant was enough to cover what needs to be done. The well alone is \$139,000 and based off a quote ARH received, the electric is \$100,000 which may not be enough. He stated, this well does not provide any irrigation at the park. He questioned, instead of changing the scope of the project, can the well itself be changed. Instead of doing a three-phase and this type of horsepower well, can it be changed to a single-phase and receive a credit for the difference of what the cost is going to be. Mrs. Cornforth said, she can ask the contractor, however, besides just changing to a single-phase pump they will probably be looking for more information on exactly what we will be providing to be able to give an exact number of what a potential credit would be. The well that is in the design plans was sized based off of the overall irrigation project that was requested and it depends on what will be irrigated in terms of sizing a smaller well. Cncl. Marino said he is not comfortable approving \$139,000 for a well, because he knows what wells typically cost, the Township had only one bidder on this project, and we would be spending \$100,000 to receive \$42,000, which does not include the irrigation. Cncl. Miller questioned, if Council rejects the bid this evening, there is no guarantee that the funding would still be available. Mrs. Cornforth explained, she was told that because of how old this funding is, they would allow the project to go out for rebid; however, if the Township does not award the project, they will most likely lose the funding back to Green Acres. Technically, the Township is past the deadline of when the money was supposed to be under contract and to be used, but because the Township was moving forward with another project and bidding it, Green Acres allowed it to happen. She does not believe the Township would be granted another extension. Cncl. Marino asked, if it can be rebid based on having only one bidder and is there any regulations against awarding it with only one bidder. Mrs. Cornforth advised, as long as the bid process is done in accordance with local public contracts law, which allows you to have one bidder, there would not be a problem, it would be the Township's policy if they wanted to reject it. Cncl. Miller asked if the bid can be rejected based on the fact of not having enough bidders on the project and then rebid the project. Mrs. Cornforth believes, a bid can be rejected based on being completely over budget and not having the funds available, an error in the contract, if the scope of the project is substantially changed or if the project is going to be abandoned. **Cncl. Pres. Garbowski** asked, if the bid could be awarded to A. C. Schultzes and then negotiate the changes. Mrs. Cornforth stated, the project is technically already awarded and while a preconstruction meeting has not happened, the contracts have been signed. **Solicitor John Trimble** advised during his research of abandonment, if the project is going to be abandoned, meaning a well can still be done, the scope of the project is going to be changed so much or having the work done in-house for reasons of economy, it can be done, however, the problem is

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

losing the Green Acres funding. **Engineer, Mrs. Cornforth** advised, if the project is going to be changed and eventually drill another well, it is required that as part of that permit, that all of the existing wells will have to be metered, which is part of what is driving the cost up. There are existing irrigation wells at Owens Park, Mary Mazza Duffy and at the soccer complex on Corkery Lane that all have to be metered. **Cncl. Pres. Garbowski** noted, what is being placed in there now is large enough to run the entire sprinkler system for the whole park and can be reduced with something smaller. **Cncl. Miller** said that the intent was to plan and prep for the future, that doing this would allow the Township to put sprinkler systems in and expand. His concern is since a professional company provided this assessment and said this is what we need, are there any other opinions from anyone else. **Cncl. O'Reilly** clarified, the Township has to spend \$140,000 of its' own money to get just the pump, not the sprinklers, the zones or the system. **Cncl. Wolfe** suggested tabling this, pending more research. **Cncl. Pres. Garbowski** suggested possibly changing the scope of the project to call for a smaller pump and a single-phase pump with the addition of underground sprinklers. **Solicitor Trimble** explained the substantial change to the scope of the project, allows the Township to abandon the project with the chance of losing the Green Acres funding. **Cncl. Wolfe** made a motion to table the Resolution to reject all bids and the construction of the Owens Park Irrigation Well Project. The motion was seconded by **Cncl. Marino** and unanimously approved by all members of Council.

**C.) PUBLIC PORTION**

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

**Tom Schwartz, 514 N. Main Street**, addressed Council regarding Council Meeting Minutes and Planning and Zoning Board Minutes not being posted on the Township website. **Director of Community Affairs, Brandee Derieux** explained that she has just received all of the 2019 Planning and Zoning Board Minutes and will be updating the website tomorrow. **Township Clerk, Aileen Chiselko** explained that all Council Work Session and Regular Council Meeting Minutes are posted on the website after approval from Council.

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

**D.) NEW BUSINESS**

**Director Community Affairs, Brandee Derieux** asked for Council's approval to move the Arts Festival from April to September. She feels it will help bring out more people to help the attendance of both the Arts Festival and the Music Festival, as they are so close together. She would also like to expand it by including a classic car show on Main Street during the festival.

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

**Ms. Derieux** spoke regarding expanding the food pantry and having it open and available to the public for more days during the week. She has already spoken to Cncl. Wolfe, Mayor DiLucia and Mr. Bannister about taking over the bottom of the old Warriors Clubhouse. The Rotary Club and Lead the Way are going to help with providing a shipping container to use for food storage along with industrial size freezers. **Cncl. Wolfe** said, he is concerned about the placement of the shipping container. Ms. Derieux explained, they will be painting the container and placing it close to the building so it will look like it is part of the building. She will email Council all of her plans and ideas regarding the container for their review.

**Ms. Derieux** informed Council that she would like to have a Dog Parade on the morning of the 4<sup>th</sup> of July at the Pfeiffer Center with prizes and giveaways. **Cncl. Falcone** suggested collecting a dollar a vote and donating the money collected to the Food Pantry.

**Ms. Derieux** reported that she is meeting with a car dealership next week to look at the pricing for different types of buses.

**E.) OLD BUSINESS**

**Cncl. Miller** reported that he spoke with the School's Transportation Department regarding Chatsford Road and was advised the bus route will not change if the street is changed from one-way to two-way. **Cncl. Wolfe** said, he has verified with the Police Department and there is plenty of room to make it back into a two-way street.

**Cncl. Marino** asked if the Bike Path was a fully funded NJDOT Grant and if the Township needed to do anything before it could move forward. **Engineer, Kathryn Cornforth** confirmed that Adams, Rehman and Heggan had submitted a proposal last year to prepare the final design and bidding and they are waiting for authorization. The whole project will tie into the dog park. Cncl. Marino is concerned about there being an expiration in the funding with the dog park, the bike path and Owens irrigation. Mrs. Cornforth explained, typically with NJDOT funding, you have two years before you have to have the contractor under contract. She stated, regarding the Bike Path, we are currently in year one of the project and with regards to the Dog Park and Owens Park Expansion, as long as the Township keeps on the same trajectory, receiving approval from Gloucester County and going out to bid, the Township will not have to worry about expiration. She is hoping to receive the approval from the County in June so it can go out for bid. She does not recommend combining them into one project because there are two different funding sources, however, from a timing perspective it would be nice for them to be able to correspond. **Cncl. O'Reilly** asked, who is responsible for the repair and maintenance of the existing Bike Path from Clayton Road to Tuckahoe Road. Mrs. Cornforth stated that the Township is responsible for any repair and maintenance.

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**F.) COMMITTEE REPORTS**

**Mayor DiLucia** spoke regarding the Monroe Township Ambulance Association. It has always been a question as to whether the Ambulance Association should be moved out of the Township to the County. He and Council are in favor of trying to maintain the services within the town as long as it is not draining the finances tremendously and there are a number of advantages of having it stay in town. He mentioned, one of the concerns was that the Township pays a portion of the bill and if the costs are not offset by insurance, then it will increase the Township's portion 10%. Money is being lost because in many occasions, the Ambulance volunteers are not completing the insurance forms that are required to be submitted in order to be reimbursed. These forms not being completed and submitted are the difference of being able to keep the ambulance services in town or not. The present administration, along with the previous administration, have done everything possible to keep the Ambulance Association in town. After meeting with the Business Administrator, the Director of Public Safety and the Chief of the Ambulance Association, it was decided to no longer have volunteers. Mayor DiLucia has decided to hire some full-time employees to fill the positions of the volunteers and these employees will be responsible for completing all of the required insurance paperwork. He is curious to see if with full-time employees, if the insurance forms will get completed and submitted and if it will zero-out, in terms of incoming and outgoing, and balance itself where it will not cost the Township anything. If this can zero-out and provide no cost to the tax payers, we will keep the Ambulance Association in town; however, if it gets to the point that we cannot, then we will have to talk about letting it go out to the County. In the interim, with the help of Bill Sebastian and Norm Simon, there will be four trustees who will have access to the building and their records and oversee this trial of full-time employees.

**Mayor DiLucia** stated that all negotiations have been completed with the Chief of Police and the Deputy Chief of Police. He still has to sit down with the Captains to begin negotiations with them, as the current contract expired in July. He has met with Local 1360 twice and a lot of their demands dealt with more benefit days. He has met with the Supervisor's Association and is scheduled to meet with them again next week to discuss their requests.

**Cncl. Miller** thanked the Mayor and the Public Safety Director for their due diligence and exhausting all options first and giving everyone a fair shake with the Ambulance Association. The nature of EMS has changed, dealing with a Township that is forty-seven square miles and has over thirty-eight thousand residents, it is not the fold of the volunteers, but that we are becoming a Municipality that is going to need a full-time service for the amount of residents. Public Safety Director, Joe Kurz, stated currently the Ambulance Association has less than six volunteers who do work on a regular basis. The volunteers have advised him that they will be closing down their volunteer service on June 1, 2019. He clarified that Administration is not shutting down the volunteer organization, it is the volunteers who advised Administration that they were closing down their volunteer service.

**Cncl. Falcone** advised that the Cannabis Committee is working on the Ordinance with Solicitor Trimble. They have identified certain zones that they want to include in the medical

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

dispensaries and the redevelopment zones. She said the Redevelopment Committee was working on Republic Bank, she was able to speak with one of their representatives today, and the option of the PCH Technology building is not going to work for them. They do not want a meeting to discuss other options, they would like to wait for the corner lot and asked for any help with the process to move along with the purchase of that corner property.

**G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED**

**Cncl. Marino** spoke regarding Resolution R:135-2019 Authorizing Issuance of Renewal Of Soil Renewal License To Sahara Sand Of Franklinville, Inc. He said, there are fifteen incomplete items listed and he is concerned about renewing a license or permit with fifteen incomplete items. **Municipal Clerk, Aileen Chiselko** clarified, the list is basically a re-type of the Ordinance, which is a little deceiving because they are not all incomplete, only the items that are in bold. **Engineer, Kathryn Cornforth** explained, the only items that were not complete prior to the Resolution being sent out were provided to Adams, Rehmann and Heggan with an existing condition survey as part of their plan set which is required to be signed and sealed by the land-surveyor who prepared it. They did not have the land-surveyor's signature block on it and per the Ordinance, they are required to provide a list of any property owners within 1,000 feet of the site, which was not done. She did receive the completed information on Wednesday via PDF and received the originals in the mail late last week, which she will forward to the Municipal Clerk, Aileen Chiselko for review. Mrs. Cornforth recommended placing the Resolution on the agenda knowing she would be receiving the completed items prior to this evening's meeting and approval of the Resolution. Cncl. Marino asked about the liability insurance, saying it does not state that they have environmental pollution liability insurance and for this type of operation, he feels that this insurance is important to have along with higher minimums per accident. Mrs. Cornforth stated that Sahara Sands is currently meeting all of the requirements that are spelled out in the Township's Ordinance.

**Cncl. Marino** asked about the traffic light at Duffy Park. **Engineer, Kathryn Cornforth** explained, she was told as long as the Township is staying out of the right-of-way, it will not interfere with the project. She is unaware of where they are with the design process and she has not received a copy of the plans or time frame.

**Cncl. Pres. Garbowski** spoke regarding Resolution R:140-2019 and the traffic light on Corkery Lane saying it needs to read that it is a modification to a left-hand turn light and not a brand new light. **Solicitor Trimble** advised, when it is read into the record at the Regular Council Meeting, he will make the amendment prior to the vote.

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

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I.) RESOLUTIONS

- **R:146-2019 Resolution Authorizing Closed Executive Session Of The Township Council Of The Township Of Monroe To Discuss Matters falling under pending litigation subject to Attorney-Client Privilege pursuant to N.J.S.A. 10:4-12b(7)**

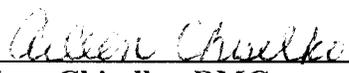
**Cncl. Pres. Garbowski** made a motion to approve Resolution R:146-2019. The motion was seconded by **Cncl. Wolfe** and unanimously approved by all members of Council.

**Solicitor Trimble** advised that Council will be going into Closed Executive Session to discuss an attorney-client privilege matter.

J.) ADJOURNMENT

With nothing further to discuss, **Cncl. Wolfe** made a motion to adjourn the Council Work Session of May 28, 2019. The motion was seconded by **Cncl. Miller** and was unanimously approved by all members of Council.

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 May 28, 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     *OK*      
Approved as corrected \_\_\_\_\_

Date     7/22/19      
Date \_\_\_\_\_