

**MINUTES
WORK SESSION MEETING
TOWNSHIP OF MONROE
JUNE 24, 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~~ **Cncl. Vice-Pres., Joseph Marino** 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. Falcone 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. Pres. Ronald Garbowski		Excused
Cncl. Cody Miller	Present	
Cncl. Patrick O'Reilly	Present	
Cncl. Gregory Wolfe		Excused
Cncl. Joseph Marino	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		Excused
Dir. of Community Affairs, Brandee Derieux	Present	
Dir. of Finance, Lorraine Boyer		Excused
Dir. of Parks & Recreation, Terrance Bannister		Excused
Dir. of Public Safety, Joseph Kurz	Present	
Dir. of Public Works, Nicholas Mercado	Present	
Dir. of Real Estate, Angelina Matese	Present	
Police Chief James DeHart, III	Present	
Municipal Clerk, Aileen Chiselko	Present	

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B.) MATTERS FOR DISCUSSION

- **Curb My Clutter Pilot Program**

Debbie Bender of Public Works, spoke regarding the Curb My Clutter Pilot Program. She emailed an information packet to all of Council for their review prior to the meeting. She explained this program is at no cost to the Township and basically this will help get clothing out of the waste stream and into the hands of people who can reuse it. It is a very easy process, where residents can text a picture of their donations to Curb My Clutter, schedule a time for pick up and Curb My Clutter will give the residents a \$10 Amazon gift card once their donation has been picked up. At the end of the year, Curb My Clutter will notify the Township with the total amount of tonnage and the Township can use that towards the recycling tonnage grant. Monroe Township would be one of the first townships in Gloucester County to participate in this twelve month pilot program. **Solicitor John Trimble** stated that he will review the informational packet from a legal standpoint. Mrs. Bender noted that South Harrison is participating in this program and she brought their Resolution for Council's review. **Mayor DiLucia** asked about the most recent costs for dumping trash. **Director of Public Works, Nicholas Mercado** stated, it is currently \$1 more than what the Township pays for recycling, so it is \$86 per ton for trash. Mrs. Bender mentioned, there is another program called Second Chance Toys, where people can drop off their unused toys instead of putting them on the curb that she would like to look into implementing at a later time. She wants to try and get as much as possible out of the waste stream because obviously recycling is not going to go down in cost but if we can get the majority of the big things out of the tonnage for solid waste then it will help bring the tonnage down. **Cncl. Falcone** said the State of New Jersey promotes grass to cut it and leave it and said the State is encouraging towns to participate in this program and encourage residents to not bag their grass. By implementing this program also, it may help with the Township's recycling costs. She suggested printing out the State's pamphlet and possibly partnering with Sustainable Monroe to pass the information along to the residents. Mayor DiLucia informed, from last year to this year there will be a \$400,000 increase in the budget for recycling costs alone, which represents 2% of the tax dollars. **Cncl. Marino** polled Council and all were in favor of moving forward with a Resolution for the Curb My Clutter Pilot Program at the Regular Council Meeting of July 22, 2019 after legal review by Solicitor Trimble.

- **Tax Abatement Process**

Solicitor John Trimble explained that generally Tax Abatements are to promote construction and rehabilitation of residential, commercial and industrial structures. It is a tax exemption or abatement and a typical residential abatement will provide tax relief on the improvement only for a five year period. There are also long term tax abatements called Pilot payments in lieu of taxes, which is another tool to promote rehabilitation and improvements. He advised, the Township has implemented a new application and the Tax Abatement Committee handled its' first abatement on a residential property which will be voted on at the Regular Council Meeting later this evening. The process requires the homeowner to provide a general

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B.) MATTERS FOR DISCUSSION (cont'd)

description of the process for which the abatement is requested, description of the property, provide plans to support the proposed improvement, a detailed cost statement, and a comparison showing the property taxes currently assessed and what they will be assessed at with the improvement along with a description of any lease agreements between the applicant and proposed tenants. In order to apply to obtain a tax abatement the resident needs to be in a rehabilitation zone or a redevelopment zone. Council has established certain zones within the Township and residents in those zones are eligible to apply and receive an abatement, as long as the criteria is met. **Solicitor Trimble** said, the new user friendly application along with the map showing the designated zones needs to be posted for the residents to obtain. He noted that there are time restrictions when applying for an abatement, the application has to be submitted within thirty days after receiving the certificate of occupancy for the project. **Cncl. Marino** advised that there are now two applications, one for residential applicants and one for commercial applicants, which makes the applications more user friendly.

C.) PUBLIC PORTION

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

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

D.) NEW BUSINESS

Director of Community Affairs, Brandee Derieux explained that Camp Squankum needs a bill approved for payment by Council at this evening's Regular Council Meeting in order to take care of the school's facility fee for the use of their facility for Camp Squankum. She passed around copies of the agreement for Council's review. **Cncl. Marino** said he would like to have a conversation with the Business Administrator, Jill McCrea and the Board of Education's Administrator, Lisa Schultz regarding this invoice because the Township may have a credit with them. **Mayor DiLucia** said, during a previous meeting with the Board of Education about coordinating efforts to save money for everyone, he asked Ms. Schultz why the Township was being charged for the use of schools for camp, however, she did not know. **Cncl. Miller** suggested scheduling a meeting with some of the School Board members and Ms. Schultz to discuss this matter. **Solicitor John Trimble** advised, if there is a concern about camp being interrupted because of this invoice, he suggested to vote to approve subject to proof from the Board of Education that it is due. Mayor DiLucia is concerned with why the Board of Education needs this invoice paid upfront, saying that the Township has always paid. He questioned if they may have a cash flow problem that is forcing them to require payment upfront. **Cncl. Miller**

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D.) NEW BUSINESS (cont'd)

made a motion to approve this invoice subject to confirmation that it is due. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council in attendance.

Engineer, Kathryn Cornforth spoke regarding the retention basin at Stirling Glen. When Stirling Glen was originally approved, it was supposed to be a 100% dry basin. During construction, it was believed that they hit ground water. Their developer and engineer confirmed they had hit ground water and went back to the Planning Board to amend their approvals for the design of the basin. There is now an upper and lower level to the basin, the lower level is a wet basin and it was constructed last summer. The developer was placed on notice for a number of issues regarding the basin. They have received acknowledgement from the engineer but nothing formal has been received. **Mrs. Cornforth** stated, her office has fielded many inquiries and complaints from residents regarding the high water levels in the basin. She is working with Stirling Glen's homeowners association along with their developer to help resolve the issues.

Engineer, Kathryn Cornforth spoke in regards to the South Shore Drive project. She stated that the back half was paved last year and the front half was paved a couple of weeks ago. **Cncl. Marino** asked about the status of the driveway that he had forwarded pictures of last week. **Mrs. Cornforth** said that the driveway is scheduled to be replaced and all concrete driveways will have a 1 ½ inch lip to keep the water flowing past the house. **Mayor DiLucia** said, the County has given a timeframe to start work on Main Street by the end of the month or the beginning of July and is supposed to be complete by the beginning of the schoolyear.

E.) OLD BUSINESS – None

F.) COMMITTEE REPORTS – None

G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED

Cncl. O'Reilly asked about the Resolution regarding Whispering Woods. **Engineer, Kathryn Cornforth** said that Whispering Woods is part of the five year program and is in the next phase to be paved. Whispering Woods is going to be a priority two in the NJDOT Application, because two are allowed to be submitted. **Director of Public Works, Nick Mercado** explained that we normally receive one application, the first one that the Township opted for was for the continuation and completion of Forest Drive and Briarwood Drive and if that happens, that would complete that application. Next year, the Township is going to opt for more of the reconstruction projects for the State to possibly pay for, we just wanted to get more roads on the punch list and worked on as quickly as possible this year to show there will be more work and more money available. **Cncl. Falcone** believes, the roads in Scotland Run are worse than those of Whispering Woods and she feels that Scotland Run's roads should be done before

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G.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED (cont'd)

Whispering Woods. **Cncl. Miller** explained, the Township wanted to do the four specific wards and there was a rating structure that advised which roads were the worst and this is the schedule that was followed. Mrs. Cornforth clarified that the Five Year Road program is a flexible document and is not rigid that needs to be followed exactly, the roads can be changed as needed.

Engineer, Kathryn Cornforth stated that she has recently sent Bike Path information to the Mayor, but she will resend it to the Mayor, his Confidential Secretary, Mrs. McCormick along with Mr. Mercado for their review.

Cncl. Dilks asked if there are any plans for the County to mill and pave Blue Bell Road. **Engineer, Kathryn Cornforth** informed that the County has just awarded the CM Contract at their last meeting and she is assuming that a preconstruction meeting will be scheduled in the near future. **Cncl. Marino** asked for the status of the traffic light at Corkery and Clayton Roads. Mrs. Cornforth said that she was advised from the County that because it is in the design stage and it is not a finalized design, there are no plans available to share at this time. The County is not creating the design in house, it is being done by a consulting firm. **Cncl. Dilks** asked if there is a moratorium on the roads. Mrs. Cornforth confirmed, there is a five year moratorium, unless there is an emergency condition.


Cncl. Marino spoke regarding the Resolution scheduled this evening for the Master Plan. He explained that it is to allocate funds to redo the Master Plan, as it is over ten years old. The Redevelopment Committee is weighing in on the changes, and the Planner, Tim Kernan will be updating it over the span of five years.

H.) QUESTIONS REGARDING ORDINANCES SCHEDULED – None

I.) ADJOURNMENT

With nothing further to discuss, **Cncl. Miller** made a motion to adjourn the Council Work Session of June 24, 2019. The motion was seconded by **Cncl. Falcone** and was unanimously approved by all members of Council in attendance.

Respectfully submitted,



Aileen Chiselko, RMC
Municipal Clerk



Presiding Officer

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These minutes were prepared from excerpts of the recorded proceedings, as well as hand-written notes taken, of the Council Work Session of June 24, 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 _____

Date _____

Approved as corrected asc

Date 8/26/19