

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JANUARY 8, 2020**

A.) OPENING CEREMONIES

CALL TO ORDER

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 7:00 PM by **Ordinance Chairman, Cncl. Greg Wolfe** in the First Floor Meeting Room 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 is posted on the bulletin board at the Municipal Complex and on the Monroe Township website.

SALUTE TO THE FLAG

Cncl. Pres. Marino led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks	Present
Cncl. Katherine Falcone	Present
Cncl. Ronald Garbowski	Present
Cncl. Pres. Joseph Marino	Present
Cncl. Cody Miller	Present
Cncl. Vice-Pres. Patrick O'Reilly	Present
Cncl. Gregory Wolfe	Present
Mayor Richard DiLucia	Present
Solicitor, John Trimble	Present
Director of Public Safety, Joseph Kurz	Present
Deputy Municipal Clerk, Jennifer Harbison	Present

B.) APPROVAL OF MINUTES

Cncl. Garbowski made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of November 7, 2019. The motion was seconded by **Cncl. Vice-Pres. O'Reilly** and unanimously approved by all members of Council.

C.) ORDINANCES FOR REVIEW

- **Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank**

Cncl. Vice-Pres. O'Reilly explained that after speaking with the CFO, Lorraine Boyer, this Ordinance has nothing to do with the budget, this is something that is done annually and needs to be

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C.) ORDINANCES FOR REVIEW (cont'd)

in place in the event of an emergency to be able to have immediate access to raise taxes to cover the emergency. **Cncl. Falcone** made a motion to move forward the Draft Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank for First Reading at the Regular Council Meeting of January 27, 2020. The motion was seconded by **Cncl. Vice-Pres. O'Reilly** and unanimously approved by all members of Council.

- **2020 Cancellation / Reappropriation Ordinance**

Cncl. Garbowski made a motion to move forward the Draft Ordinance for 2020 Cancellation / Reappropriation for First Reading at the Regular Council Meeting of January 27, 2020. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

D.) MATTERS FOR DISCUSSION

- **Chapter 74 Fees – “Various Departments”**

Cncl. Wolfe explained that there are several items that need to be updated in Chapter 74. The first item is the Chicken Application Fee which was never placed in Chapter 74. **Cncl. Vice-Pres. O'Reilly** explained, the applicants go through an inspection with the Chicken Advisory Committee to receive pre-approval and then the applicants are to submit their completed applications along with the non-refundable \$10.00 fee to the Clerk's Office. The Chicken Advisory Committee handles all of the inspections and approvals with no cost to the Township. **Cncl. Wolfe** noted that per Construction Official, Bryan Glaze, the Construction Office does not have any changes to their fees, as their last fee update was in 2018. **Zoning Officer, Tara Park** spoke regarding her request for the increase in zoning fees. She noted that there has not been an increase in the zoning fees during the fifteen years that she has worked for the Township. **Cncl. Miller** asked, if Ms. Park had reviewed neighboring Townships Zoning fees to see if the requested fees changes would be in line with what they are charging. Ms. Park confirmed yes, she used Washington Township as a comparison. She mentioned, the Zoning Office receives a large amount of resubmissions and she would like to see a resubmission fee implemented as well, to compensate the staff's time every time they have to re-review an application. She suggested, having the application fee be \$40.00 and the re-review fee be \$20.00. **Cncl. O'Reilly** asked where the line is drawn as to what is a revision and stated that it needs to be clearly defined as to what is considered justifiable in a re-review. Ms. Park said, an incomplete application versus a full review of an application with an approved permit where the applicant comes back a week later with a modification. **Cncl. O'Reilly** said, with that definition he is supportive of a re-review fee being created. **Solicitor Trimble** suggested, it be called an additional review involving material change and/or change order and then define it as a substantial modification. Ms. Park noted that she does not want to charge residents however, it is becoming so common an occurrence with re-reviews being on her desk more than actual applications. **Cncl. O'Reilly** suggested, placing a note in bold print on the application that would inform the residents that in the event a change is made to the application, a \$20.00 fee will be incurred. **Cncl. Pres. Marino** explained that this discussion stems back from Ms. Park's request last year to have an expiration date on the zoning permits. Currently there is not an expiration date on zoning permits, leaving them open ended. Ms. Park said, she would like to have a year expiration date on all zoning

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D.) MATTERS FOR DISCUSSION (cont'd)

permits with a year extension option. A discussion ensued regarding an expiration date for zoning permits. **Solicitor Trimble** would like to have a statement printed on the zoning applications which states that there is no guarantee that the zoning laws are not going to change and if they change there will be no grandfathering. **Cncl. Wolfe** mentioned, the Dumpster Ordinance which falls under Chapter 104, the permits are issued by the Zoning Office and the fees are not in Chapter 74 under Zoning. Ms. Park confirmed that currently, if someone receives a construction permit they have to pay for a dumpster permit and if they do not have a construction permit, the dumpster permit is free. She would like to reverse how the current process works. A discussion ensued regarding the dumpster permits and fees. **Cncl. Wolfe** confirmed, zoning permits will now have a one (1) year expiration plus a one (1) year extension with a \$25.00 fee, a re-review fee of \$25.00 along with the fees that Ms. Park has stated in a previous email, as well as the proposed \$50.00 application fee for the dumpsters without a construction permit and dumpsters with a construction permit would be exempt. He polled the members of Council and all consented to the changes. **Cncl. Wolfe** discussed an email he received from the Director of Community Affairs, Brandee Derieux, requesting fees be increased with regards to the pavilion and athletic field rentals. He and **Solicitor Trimble** will reach out to Ms. Derieux to discuss the changes prior to the January 27th Regular Council meeting and prepare the Ordinance to discuss at the Work Session.

- **Request for Assignment – Block 12601, Lots 51, 53, 42**

Marvin Tucker, 612 6th Street, Atco, addressed Council to discuss his request for assignment of the properties adjacent to his property. He discussed the reasons why he would like to acquire these properties and asked if his request could be considered. He would like to eventually build a home on the lots for his family and he feels he would be a good steward of the land. He stated, he is still in the fact finding steps of the process and asked for any information and/or suggestions that Council could offer. **Solicitor Trimble** provided Mr. Tucker with some advice on the process and advised him to contact an attorney to help him with the process. **Solicitor Trimble** will do some research to ensure that the town is protected and Mr. Tucker is protected and report back at the next scheduled Ordinance Committee Meeting on February 5th.

- **Municipal Court Charges**

Solicitor Trimble advised that he has cleaned up some of the discovery charges in the code that needed to be brought in compliance. He will have these changes ready for first reading at the next scheduled Regular Council Meeting on January 27th.

- **Solicitation – No Knock Program**

Cncl. Wolfe spoke regarding the No Knock Ordinance that was briefly discussed last year. He believes that the Township is covered under the current solicitation Ordinance. He read the Township's solicitation Ordinance and asked if Council felt it was necessary to take it a step further and do what Washington Township did and adopt the No Knock Program. He went on to explain Washington Township's program. **Cncl. Miller** questioned if the program could be done online, he does not want to incur any additional work on the Clerk's Office. **Cncl. Wolfe** said, he spoke with the Clerk's Office in Washington Township and their program has not been burdensome on the office

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D.) MATTERS FOR DISCUSSION (cont'd)

and the Chief of Police said they have not had any issues and that it has been nothing but positive. **Mayor DiLucia** spoke regarding his opinion of the program. A discussion ensued regarding the Township's Solicitation Ordinance and the No Knock Program. Cncl. Wolfe recommended that Council leave the current solicitation Ordinance in place at this time to which all of Council agreed.

- **Parks & Recreation Commission Attendance for Events & Boards & Commissions – Absentees and Removals**

Cncl. Wolfe stated that the Parks & Recreation Commission is a working board, where they not only have to attend monthly meetings but events as well. The problem the Commission is having is that they are not getting enough help on the days of events, with some of the events running from 7:00am until 10:00pm. The Parks & Recreation Commission has voted unanimously to put a minimum requirement for attending events because it is not currently covered within the code. They would like to have the minimum requirement set at 60%, that way it allows members to miss two of the events and still be able to remain on the Commission. They not only want the minimum requirement of 70% for attendance of meetings and workshops, they would also like a 60% requirement for events. Cncl. Wolfe clarified that the Parks & Recreation Commission holds five events throughout the year, the Music Festival, the Fall Festival, Christmas Tree Lighting Ceremony, Easter Egg Hunt and the 4th of July Fireworks. Cncl. Wolfe discussed the removal process for the Township's Boards and Commissions. **Mayor DiLucia** believes the most effective way to control attendance and removals is in the future, reappointments should be based on previous attendance. Cncl. Wolfe believes the meeting attendance and removal process as stated in the Ordinance is clearly defined, however attendance for events needs to be added. A discussion followed regarding the removal process. **Solicitor Trimble** stated that the only appealable issue with regards to the removal process is that of attendance. He will review the Ordinance and ensure that it is in line with the State Statute, Solicitor Trimble suggested that at each Board and Commission Reorganization Meeting that the Council Liaison educate the members on the attendance policy requirements and remind the secretary to submit the attendance records to the Clerk's Office to distribute to Council. Cncl. Wolfe polled Council and all were in agreement to add the minimum requirement for Parks & Recreation Commission attendance for events.

E.) NEW BUSINESS

Cncl. Wolfe reminded everyone that the Thursday prior to the regularly scheduled Ordinance Committee Meeting will be the cutoff date to submit something that needs to be placed on the agenda.

F.) OLD BUSINESS - None

G.) PUBLIC PORTION

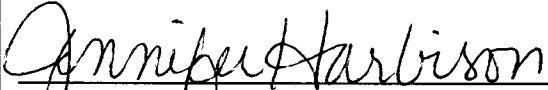
Cncl. Miller made a motion to open the Public Portion. The motion was seconded by **Cncl. Pres. Marino** and unanimously approved by all members of Council. With no one wishing to speak, **Cncl. Miller** made a motion to close the Public Portion. The motion was seconded by **Cncl. Garbowski** and unanimously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

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H.) ADJOURNMENT

With nothing further to discuss, **Cncl. Miller** made a motion to adjourn the Ordinance Committee Meeting of January 8, 2020. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council.

Respectfully submitted,




Deputy Municipal Clerk, Jennifer Harbison



Presiding Officer

These minutes were prepared from excerpts of the recorded proceedings and hand-written notes taken during the Ordinance Committee Meeting of January 8, 2020 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 Law.

Approved as submitted  _____ Date 3-4-2020
Approved as corrected _____ Date _____