

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
AUGUST 5, 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 Courtroom 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. Falcone led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL OF PUBLIC OFFICIALS

Cncl. Marvin Dilks	Present	
Cncl. Katherine Falcone		Excused
Cncl. Ronald Garbowski		Excused
Cncl. Pres. Joseph Marino	Present	<i>(excused @ 7:36pm)</i>
Cncl. Cody Miller		Excused
Cncl. Vice-Pres. Patrick O'Reilly	Present	
Cncl. Gregory Wolfe	Present	
Mayor Richard DiLucia	Present	
Solicitor, John Trimble	Present	
Business Administrator, Jill McCrea	Present	
Dir. of Community Affairs, Brandee Derieux	Present	
Dir. of Parks & Recreation, Brent Salvadori	Present	
Dir. of Public Safety, Joseph Kurz	Present	
Police Chief James DeHart	Present	
Deputy Municipal Clerk, Jennifer Harbison	Present	

B.) APPROVAL OF MINUTES

Cncl. Dilks made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of July 1, 2020. The motion was seconded by **Cncl. Vice-Pres. O'Reilly** and unanimously approved by all members of Council in attendance.

C.) ORDINANCES FOR REVIEW - None

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D.) MATTERS FOR DISCUSSION

- Chapter 4 “Administrative Code” – Article XIA. Department of Parks and Recreation §4-93.3.4 Criminal history background checks concerning Township-sponsored or cosponsored recreation and sports programs

Cncl. Wolfe advised that Cncl. Falcone had requested that this topic be placed on this evening’s Agenda to discuss possible changes to the current Ordinance regarding fingerprint backgrounds versus name variation searches. **Business Administrator, Jill McCrea** stated that herself, the Police Chief, Deputy Police Chief, Director of Public Safety, Director of Parks and Recreation, Anne Bracarello from Parks and Recreation and Mayor DiLucia met yesterday to discuss the current Ordinance and the background check procedures with both the previous company and the newly contracted company. She sent an email prior to this evening’s meeting to all of Council to update them on said meeting. Ms. McCrea noted some of the recommendations they discussed are to continue with the fingerprint background checks for the new coaches at a cost of \$24.05 and have a re-run check with no fingerprints for the current coaches who are simply renewing their membership at a cost of \$12.00. The immediate change is the Township will be going back to using the fingerprint process versus the name variation search. Ms. McCrea suggested inserting the background check process directly into the Sports Advisory Handbook as well as in the Parks and Recreation Handbook. She feels the best case scenario for the organizations and Administration, is the Township continues to administer the process, however the accounting needs to be done correctly. Ms. McCrea noted, the language in the Ordinance regarding the grace period for new coaches who are waiting for their background check to be completed is loosely stated and she feels it should be corrected to ensure the safety of the children. Ms. McCrea suggested scheduling another meeting to discuss this further and including members of Council and the Sports Advisory Board to provide their input. Cncl. Wolfe spoke regarding why the Township originally maintained the account for the various sports organizations. Cncl. Wolfe explained the grace period was originally placed in the Ordinance because sometimes a new coach is not able to get an appointment right away to have the fingerprinting and background check completed. Ms. McCrea questioned from a safety standpoint, if the thirty day grace period is satisfactory. A discussion ensued regarding how the payments and reimbursements to the trust account from each sports organization should be calculated and how the trust account is currently grossly overfunded. Cncl. Wolfe would like to appoint a committee to review the recommendations that Ms. McCrea submitted in email. The Committee will include the Public Safety Committee members, members from the Sports Advisory Board, the Business Administrator, the Police Chief, Anne Bracarello, the Director of Public Safety, the Director of Parks and Recreation and himself. **Director of Public Safety, Mr. Kurz** mentioned that in 2018 the State made a lot of changes relating to coaching and he suggested when reviewing the Ordinance, the Committee ensures that the State’s changes coincide with those in the Ordinance. **Anne Bracarello** questioned if there is a way to determine how many coaches are in each organization rather than the per participant charge that is currently being done. Cncl. Wolfe explained how that would be difficult as there are coaches that coach in multiple sports and explained his suggestion of determining a percentage based upon size for each organization.

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D.) MATTERS FOR DISCUSSION (cont'd)

- Request to Vacate Paper Road - Maple Avenue

Solicitor Trimble updated Council on the request to vacate Paper Road, Maple Avenue. His office has spoken with the Planning Board Engineer, Mr. Kernan and has sent a letter to Ms. Colburn which restated what was previously requested of her by the Planning Board in 2014. Solicitor Trimble noted that Ms. Colburn has been tasked with a list of things that need to be done prior to presenting the request to vacate to Council for their approval.

- Parade Permit

Police Chief DeHart stated that he met with the Solicitor after the last Ordinance Committee Meeting regarding the creation of a Parade Permit Ordinance. The Ordinances from Atlantic City and Glassboro seem to be the Ordinances that Monroe Township should mirror. Chief DeHart noted, he is not looking to have any fees associated with the permit, he would just like a system put into place to allow proper notice be given to ensure that he will be able provide a safe environment for the event. **Cncl. Wolfe** questioned whether the 30 day prior notice would be enough time and suggested extending it to 45 days. He believes this Ordinance will protect not only the public interest but it will also protect the people involved in the parades. **Cncl. Wolfe** noted that there is also an alternative permit option available, in case there is not enough manpower available for an event, the alternative permit would provide a different location, time or date to be able to ensure public safety. **Cncl. Wolfe** polled the members of Council in attendance and all were in favor of having Solicitor Trimble move forward and begin preparing a Draft Ordinance for the next scheduled Ordinance Committee Meeting.

E.) NEW BUSINESS

Cncl. Vice-Pres. O'Reilly spoke regarding the Budget Committee Meeting that took place last week where himself, **Cncl. Pres. Marino**, **Cncl. Garbowski**, **Mayor DiLucia** and **Business Administrator Ms. McCrea** were in attendance. During this meeting, the six year capital program was discussed. **Business Administrator, Jill McCrea** provided a review of the meeting to all members of Council in attendance, stating that prior to the meeting, there were two scenarios presented, one based on a \$28.3 million budget and one with a \$25.3 million budget which included the full cost of the Williamstown Firehouse. After the meeting, the Committee was able to pair the scenarios down to one at \$22 million ten thousand which does include a firehouse, however further discussion will be needed to determine what that will fully entail. **Ms. McCrea** noted with the \$22 million ten thousand budget and interest rates where they are currently, the Budget Committee was in agreement that it should be moved forward. As far as the tax implications, the Financial Advisor will have to run the scenario on this number and once the Committee receives those numbers, they will have to work from there on how they want to roll out the debt. **Ms. McCrea** asked for permission on behalf of the Budget Committee to get the scenarios running with the tax implications so the Budget Committee can meet again to decide on how to structure the debt and move forward with drafting an Ordinance to be able to

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E.) NEW BUSINESS (cont'd)

take advantage of the low interest rates prior to the 2020 election. **Cncl. Wolfe** polled the members of Council in attendance all were in favor of having the Budget committee move forward with the debt structure and the drafting of an Ordinance.

F.) OLD BUSINESS

Police Chief DeHart spoke in reference to the Safe Exchange Location for the Municipal Building parking lot that was discussed last year, noting that there was a need for good quality cameras to be placed at the location in case an issue arose. Chief DeHart stated, new cameras which are tied directly into the police network were installed today that focus on the several parking spots which were identified for the Safe Exchange Location. Chief DeHart noted that the Police Department is ready to move forward with the advertising of the Safe Exchange Location with the Mayor and Council's approval. **Solicitor Trimble** advised an Ordinance does not need to be created for this, it can be created with the permission of the Administration and Mayor. **Mayor DiLucia** provided his permission to move forward with the Safe Exchange Location.

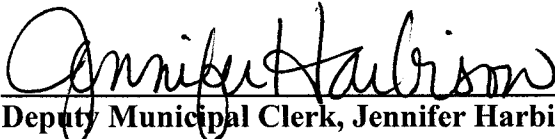
G.) PUBLIC PORTION

Cncl. Vice-Pres. O'Reilly made a motion to open the Public Portion. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council in attendance. With no one wishing to speak, **Cncl. Dilks** made a motion to close the Public Portion. The motion was seconded by **Cncl. Vice-Pres. O'Reilly** and unanimously approved by all members of Council in attendance.

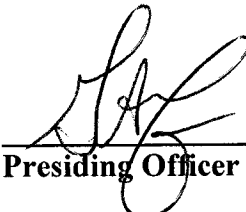
H.) ADJOURNMENT

With nothing further to discuss, **Cncl. Vice-Pres. O'Reilly** made a motion to adjourn the Ordinance Committee Meeting of August 5, 2020. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council in attendance.

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 August 5, 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.

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Approved as submitted _____ *Date* 9/8/2020
Approved as corrected _____ *Date* _____

