

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
MARCH 2, 2022**

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 Chairwoman, Cncl. Chelsea Valcourt** 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. O'Reilly led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL

Cncl. Katherine Falcone	Present
Cncl. Ronald Garbowski	Excused
Cncl. Steven McKinney	Present
Cncl. Patrick O'Reilly	Present
Cncl. Chelsea Valcourt	Present
Cncl. Vice-Pres. Carolann Fox	Present
Cncl. Pres. Gregory Wolfe	Present
Solicitor, John Trimble	Present
Dir. of Public Safety, Joseph Kurz	Present
Police Chief Monahan	Present
Municipal Clerk, Aileen Chiselko	Present
Deputy Municipal Clerk, Jennifer Harbison	(excused @ 7:35 pm) Present

B.) APPROVAL OF MINUTES

Cncl. Vice-Pres. Fox made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of February 2, 2022 and the Closed Executive Session of February 2, 2022. The motion was seconded by Cncl. Falcone and unanimously approved by all members of Council in attendance with the exception of Cncl. O'Reilly who abstained.

C.) ORDINANCES FOR REVIEW - None

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D.) MATTERS FOR DISCUSSION

• Backyard Chicken Pilot Program License Renewal Process

Troy Sterling, Chicken Advisory Board, advised that from this point forward, he will be the point person for all matters relating to the Backyard Chicken Pilot Program. He noted, there are currently six (6) members serving on the Chicken Advisory Board. Mr. Sterling spoke regarding the renewal process for the current license holders, suggesting that he can send out reminders via the Committee's Facebook page. **Municipal Clerk, Aileen Chiselko** asked what the renewal process entailed with regards to reminders, payments and re-inspections, to which Mr. Sterling stated, he does not feel there is a need for re-inspections. A discussion followed regarding the need for yearly re-inspections. **Cncl. McKinney** asked, if the Chicken Advisory Board has Standard Operating Procedures in place, noting their importance. **Cncl. Pres. Wolfe** read aloud the Township Code, pertaining to the Chicken Advisory Board, noting it states the Board should consist of five (5) members and one (1) Council liaison. He questioned if the members of the Board have completed citizen leadership forms, to which **Municipal Clerk, Aileen Chiselko** stated, it was explained to her that the Chicken Advisory Board would be run similar to the Sports Advisory Board, where citizen leadership forms are not necessary. Cncl. McKinney suggested with regards to the renewal process, that the license be a permanent license and the Chicken Advisory Board be a self-governing board to which Cncl. O'Reilly agreed. **Cncl. O'Reilly** asked Solicitor Trimble if the Chicken Advisory Board can be self-governing. **Solicitor Trimble** believes there should be a yearly inspection process with a cost included. He stated, the Ordinance can be amended to make the Board self-governing, however he would never recommend a six (6) member board and explained the need for an odd number board, suggesting the Board consist of five (5) full members and two (2) alternate members. Mrs. Chiselko expressed her concerns with the renewal process, how much it should cost and when it should take place. She explained the renewal process of several other licenses which the Clerk's Office handles. She asked when the current licenses are set to expire, to which Solicitor Trimble said they are already expired and all current license holders are "grandfathered" if Council decides to not bring the program out of pilot. A discussion ensued regarding license renewals, the renewal fees and the re-inspection process. Solicitor Trimble suggested that he and Mrs. Chiselko work on the renewal process and the amendments needed for the Ordinance and bring it back to the next Ordinance Committee meeting for discussion, to which everyone in attendance agreed.

• Chapter 200 "Mobile Home Site Fees"

Joe Sheridan, 244 Virginia Place addressed Council to express his concerns with the Mobile Home Site Fee Ordinance, which was created in 1976 and amended in 2009. He believes that the mobile home site fees should be eliminated as the residents of the mobile home parks already pay taxes. **Cncl. Falcone** questioned what the site fee was used for, to which Mr. Sheridan read from the Township Code that it was to help balance the budget. **Cncl. Pres. Wolfe** asked what Township services are provided for the Mobile Home Site Fees. **Solicitor Trimble** stated that in 2009, the fee was increased to \$15.00 per month, and ultimately it is based on the Township Auditor's assessment as to the Municipal Budget and its' needs. He explained

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

that State Statute allows for this fee, permitting towns across the state to charge a mobile home site fee, it is not just a local service fee. The Township Auditor has to perform an analysis from time to time to ensure that the fee is in-line with the burden on the town for the mobile home parks. Solicitor Trimble suggested that Cncl. Valcourt reach out to the Township Auditor, to research when the last analysis was performed to see if the fee is warranted or not and report back with recommendations, which will allow Council to have a better understanding of the fee and if it should be waived. A discussion followed among the members of Council present regarding what the fees are for and what services are provided.

• **Hunting on Township Property**

Cncl. Pres. Wolfe stated he had received a complaint from a resident with regards to hunting on Township property. **Solicitor Trimble** explained that the issue is, how does the Township deal with hunting within Monroe Township. He read aloud a memo from the New Jersey Division of Fish and Wildlife, Game Warden regarding the letter Cncl. Pres. Wolfe provided expressing a resident's concerns. The Game Warden expressed, he has difficulty enforcing trespassing laws in Monroe Township because of conflicting Ordinances, the Bike Path and Parks and Recreation Ordinances do not allow hunting, however, the Pinelands and Wetlands Ordinance does allow hunting. The Game Warden advised that West Deptford and Gloucester Township have passed Ordinances making it illegal to discharge hunting weapons, bow, crossbows, shotguns, etc. on Township owned property. Solicitor Trimble asked if Council would like to ban hunting altogether within the boundaries of Monroe Township, to which the members of Council present said no, not altogether. Solicitor Trimble spoke regarding the Bike Path and the Parks and Recreation Ordinances which do not allow hunting on the bike path or in the parks, however in the Wetlands, as long as they are not parks or bike paths, hunting is allowed. With regards to the Pinelands, the only thing that is referenced relating to hunting, is merely in the definition section, where it defines hunting, but does not say what you can do in the Pinelands. Solicitor Trimble spoke regarding posting throughout the Township, noting the problem with posting is if the Township begins posting Township Land for the sole purpose of keeping people from hunting, when does it stop. Cncl. O'Reilly expressed his concerns with posting signs, as it will be a never-ending battle along with it will take a very long time to have all of the Township posted. He said, the easiest thing for the Committee to do is to state there is to be no hunting allowed on Township-owned property. A discussion followed regarding the hunting complaints received, the enforcement and the amount of Township-owned properties. Solicitor Trimble advised that he will draft an Ordinance and forward it to the Game Warden for his review and comment and bring it back to Council for further discussion.

• **Requiring Entities Receiving Monroe Township Funds to Disclose Financials**

Solicitor Trimble suggested creating an agreement that will need to be signed by any outside entity receiving grant money through the Township which states that the entity must

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

produce their financials upon request. **Cncl. Falcone** expressed her concerns with the entities who apply for grants without the Township's help, but portray that they are acting on behalf of the Township. **Cncl. Pres. Wolfe** expressed his concerns with an organization representing themselves as part of the Township by using Monroe Township in their name and using Township owned property for their events. A discussion ensued regarding non-profit organizations representing the Township, receiving grant monies through the Township and the need for an agreement to hold the organizations liable if necessary. Solicitor Trimble suggested amending the Administrative section of the Township Code to include a statement that reads "anyone that is acting as agent/representative or is licensed to use Township property, must produce any and all financials if requested", to which all of Council agreed. A discussion ensued regarding the community gardens.

• **Vacant Property Registration Fees**

Solicitor Trimble explained, there has been a new law passed pertaining to vacant property registration fees, which is being sifted through. He said, it is a matter of analyzing what the fees should be and waiting for the State-wide Ordinance to be presented, as it will be a good model. **Cncl. Pres. Wolfe** made a motion to Table this item from the Agenda. The motion was seconded by **Cncl. McKinney**.

E.) NEW BUSINESS

Cncl. Pres. Wolfe spoke regarding the Fire Departments and calls they receive pertaining to utility companies. **Director of Public Safety, Mr. Kurz** stated that he has been contacted by the Fire Chiefs, as they are having an ongoing problem with responding to calls for gas leaks for the gas company and wires down for the electric company. The Fire Departments are being held out at these scenes for sometimes hours, tying up volunteers and Township equipment. The Fire Departments have contacted the gas company to register their complaint and the gas company has advised that the Fire Departments are saving them money by responding and staying on the scene until a representative from the gas company can arrive. The Chiefs have asked if there is anyway that they can receive reimbursement from the utility companies for the use of the Fire Departments' service, tying up equipment and volunteers. The Fire Departments are being used as a babysitter until the utility companies' on-call representative arrives, which is sometimes hours after the call is dispatched. **Cncl. McKinney** explained what happens when the Fire Department is dispatched for the utility companies. A discussion followed regarding the ability to potentially charge the utility companies for Township services. Mr. Kurz stated that this is an ongoing issue that is not just occurring in Monroe Township and many towns are considering doing something to the utility companies. **Solicitor Trimble** noted, he will research if it is allowable to charge back the utility companies and report back.

F.) UNFINISHED BUSINESS - None

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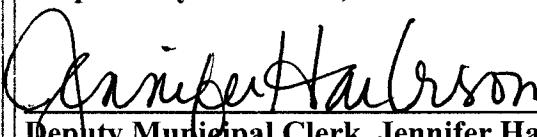
G.) PUBLIC PORTION

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

H.) ADJOURNMENT

With nothing further to discuss, **Cncl. Vice-Pres. Fox** made a motion to adjourn the Ordinance Committee Meeting of March 2, 2022. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

Respectfully submitted,



Jennifer Harbison
Deputy Municipal Clerk, Jennifer Harbison



Chelsea Valcour
Presiding Officer

These minutes were prepared from excerpts of the recorded proceedings and hand-written notes taken during the Ordinance Committee Meeting of March 2, 2022 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 5/4/2022
Approved as corrected _____ Date _____