

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

A.) OPENING CEREMONIES

CALL TO ORDER

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 6:30 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. Pres. Wolfe 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	
Mayor Richard DiLucia	Present	
Deputy Mayor, Joseph DiLolle	Present	
Solicitor, John Trimble	Present	
Dir. of Public Safety, Joseph Kurz	Present	
Zoning Officer, Tara Nelms	Present	
Police Chief Monahan	Present	(excused @ 7:16pm)
Deputy Municipal Clerk, Jennifer Harbison	Present	

PRESENTATIONS

- Monroe Township Police Promotions – Swearing-in Ceremony

Chief Craig Monahan opened the swearing-in-ceremony by calling for the presentation of the Colors by the **Monroe Township FOP 125 Honor Guard**. Chief Monahan thanked the Mayor, Council, Administration and the Director of Public Safety, Mr. Kurz for their continued support of the amazing Police Department. He expressed his gratitude to Mayor DiLucia for allowing this evening's promotion and for the recent and upcoming new hires due to the recent retirements. He thanked the men and women of the Police Department for their adaptiveness and

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

A.) OPENING CEREMONIES (cont'd)

their continued dedication to their fellow officers and the residents of Monroe Township. He thanked the family and friends of the Officers being promoted this evening, noting they are the reason that the Officers are successful in their mission. Chief Monahan congratulated the Officers and wished them the best of luck in their new leadership roles.

Chief Monahan called forward **Sergeant Daniel Riggins**. Sergeant Daniel Riggins is being promoted to the rank of Lieutenant. **Mayor DiLucia** administered the Oath of Office to Lieutenant Riggins while his wife held the Bible and his family looked on.

Chief Monahan called forward **Sergeant Lee Harris**. Sergeant Harris is being promoted to the rank of Lieutenant. **Mayor DiLucia** administered the Oath of Office to Lieutenant Harris while his wife held the Bible and his family looked on.

Chief Monahan advised that **Patrolman John Hennessy** is being promoted to the rank of Sergeant. **Mayor DiLucia** administered the Oath of Office to Sergeant Hennessy while his wife held the Bible and his family looked on.

Chief Monahan called forward **Detective Kevin Bielski**. Detective Bielski is being promoted to the rank of Sergeant. **Mayor DiLucia** administered the Oath of Office to Sergeant Bielski while his wife held the Bible and his family looked on.

Chief Monahan called forward **Detective Donald Darcangelo**. Detective Darcangelo is being promoted to the rank of Sergeant. **Mayor DiLucia** administered the Oath of Office to Sergeant Darcangelo while his wife held the Bible and his family looked on.

Chief Monahan called for the Colors to be retired and a short recess took place to allow time for everyone in attendance to congratulate the newly promoted Officers.

B.) APPROVAL OF MINUTES

Cncl. Falcone made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of April 6, 2022 and the Ordinance Committee Meeting of May 4, 2022. The motion was seconded by **Cncl. Vice-Pres. Fox** and unanimously approved by all members of Council in attendance.

C.) RESOLUTIONS

Cncl. Vice-Pres. Fox made a motion to open the public portion for the Resolution scheduled. The motion was seconded by **Cncl. Falcone** and unanimously approved by all members of Council in attendance. With no one wishing to speak, **Cncl. Vice-Pres. Fox** made a motion to close the public portion for the Resolution scheduled. The motion was seconded by **Cncl. Falcone** and unanimously approved by all members of Council in attendance.

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

C.) RESOLUTIONS (cont'd)

R:135-2022 Resolution Authorizing the Renewal of Certain Plenary Retail Consumption, Plenary Retail Consumption with Broad Package Privilege, Plenary Retail Distribution and Club Licenses within the Township of Monroe, County of Gloucester, State of New Jersey for the Years 2022-2023 License Term

Cncl. Falcone made a motion to approve Resolution R:135-2022. The motion was seconded by **Cncl. Vice-Pres. Fox** and unanimously approved by all members of Council in attendance.

At this time, **Cncl. Valcourt** advised that they would be moving the Matters for Discussion topic “Cannabis Security Amendments” next on the Agenda, to enable Police Chief Monahan to attend the promotion festivities.

- **Cannabis Security Amendments**

Solicitor Trimble spoke regarding the Bellmawr and Egg Harbor Township Ordinances that were attached in this evening’s Meeting Packet. The Egg Harbor Township Ordinance is silent as to security and the Bellmawr Ordinance requires armed security. He said, the Bellmawr Ordinance is the Ordinance that the Township should mimic and he will work with Chief Monahan to discuss the security plan. He noted, when the Ordinance is created, he would like to make it as broad as possible, so the Chief will have as much discretion as he needs. **Cncl. O’Reilly** asked if the Cannabis Committee needs to be involved, to which **Cncl. Pres. Wolfe** stated, it can be worked through with the Ordinance Committee. **Cncl. Falcone** suggested that the Ordinance Committee be informed of what the cannabis facilities plans are in terms of security.

D.) ORDINANCES FOR REVIEW

- **Chapter 280-18 “Animal Control” – Backyard Chicken Pilot Program**

Solicitor Trimble spoke regarding the highlighted statement on page 3 in reference to having a member of Council serve as a Liaison to the Chicken Advisory Committee. **Cncl. Valcourt** noted, the general opinion is to separate the Council from the Chicken Advisory Committee, to which everyone agreed. Solicitor Trimble advised, he will remove that language from the Draft Ordinance. **Cncl. Pres. Wolfe** made a motion to move forward the Draft Ordinance regarding Chapter 280-18 “Animal Control” – Backyard Chicken Pilot Program for First Reading at the Council Meeting of June 27, 2022. The motion was seconded by **Cncl. Falcone** and unanimously approved by all members of Council in attendance.

- **Chapter 31-3 “Environmental Commissions” – Powers and Duties**

Solicitor Trimble explained that he has amended the Environmental Commission language to indicate that they can coordinate the establishment of the Community Gardens. He spoke regarding the last sentence of the amendment, which references the appropriate fee and is

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

D.) ORDINANCES FOR REVIEW (cont'd)

listed as \$10.00 per person, per year. He is unsure if the gardeners have been being charged per person or per lot in the past, to which **Cncl. Pres. Wolfe** believes the gardeners were charged per lot, with a fee of \$25.00. **Cncl. O'Reilly** questioned if it was necessary to state an exact dollar amount, to which **Solicitor Trimble** advised, if there is going to be a fee charged, then that amount should be listed in the Ordinance. **Cncl. Pres. Wolfe** suggested that the language be amended to state per lot and not per person. A discussion followed regarding the appropriate fee to be charged for use of the gardens. **Solicitor Trimble** stated the amended language will be "the appropriate fee at \$10 per lot." to which all members of Council in attendance agreed. **Cncl. Pres. Wolfe** made a motion to move forward the Draft Ordinance regarding Chapter 31-3 "Environmental Commissions" – Powers and Duties for First Reading at the Council Meeting of June 27, 2022. The motion was seconded by **Cncl. Falcone** and unanimously approved by all members of Council in attendance.

- **Chapter 74-41 "Fees" – Property Maintenance**

Solicitor Trimble explained that the Municipal Clerk, Aileen Chiselko drafted this Ordinance, in order to clean up Chapter 74 regarding the new vacant/abandoned property Code. **Zoning Officer, Tara Nelms** spoke with **Solicitor Trimble** in reference to the email she received from Prochamps, to which a discussion between Mrs. Nelms and **Solicitor Trimble** ensued. **Solicitor Trimble** suggested amending the language of the Draft Ordinance to waive the fees for those properties pertaining to Fannie Mae and Freddie Mac, which will prevent the Committee from having to amend the Fee Ordinance, but will still alert the Township to the foreclosure of the property. **Cncl. Pres. Wolfe** made a motion to move forward the Draft Ordinance regarding Chapter 74-41 "Fees" – Property Maintenance with the discussed changes for First Reading at the Council Meeting of June 27, 2022. The motion was seconded by **Cncl. Vice-Pres. Fox** and unanimously approved by all members of Council in attendance.

E.) MATTERS FOR DISCUSSION

- **Land Survey Requirements Relating to Zoning Applications**

Solicitor Trimble explained that the Zoning Officer, Mrs. Nelms has drafted an email, detailing the language that she would like to use in order to amend the current Ordinance regarding surveys under certain circumstances and this email has been included in this evening's Meeting Packet. **Solicitor Trimble** agrees with the email and noted, he will Draft an Ordinance for First Reading at the Council Meeting of June 27, 2022. **Cncl. McKinney** made a motion to move forward the Draft Ordinance regarding Land Survey Requirements Relating to Zoning Applications for First Reading at the Council Meeting of June 27, 2022. The motion was seconded by **Cncl. Pres. Wolfe** and unanimously approved by all members of Council in attendance.

MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022

E.) MATTERS FOR DISCUSSION (cont'd)

• Municipal Fees for Emergency Fire Department Response

Solicitor Trimble spoke regarding the preliminary research that he performed regarding the Fire Department being allowed to possibly seek some sort of reimbursement from South Jersey Gas, due to the issues that the Fire Departments are experiencing with South Jersey Gas. **Cncl. Pres. Wolfe** expressed his concerns with the possibility of losing the volunteers that make up the Fire Department because the gas company is not doing their due diligence and having the Fire Department sit on scene for hours before they arrive. **Cncl. McKinney** stated, these situations are burnout on the firemen and noted that the ability to bill is not to generate revenue but more of a deterrent to South Jersey Gas Company to either not call or to expedite their response time. **Cncl. O'Reilly** questioned if anyone has validated with the Board of Public Utilities if there are requirements set forth by the gas company. Solicitor Trimble expressed his concern with the Township having an Ordinance with charging a fee for reimbursement to the homeowners and does Monroe Township want to be the test case in New Jersey. **Williamstown Fire Chief, Pat Mason** stated, the Fire Department is not looking to bill or receive any reimbursement from the home owners. He explained, when a homeowner smells gas, they call South Jersey Gas and South Jersey Gas in turn calls the Fire Department to have them go to the scene until their on-call investigator can arrive. He noted, since January 1, 2021, they have run 998 calls with 126 of those calls being fumes calls and half of the fumes calls being from South Jersey Gas. South Jersey Gas has an hour to arrive to an address once they receive the call for fumes, however, they are calling the Fire Department to have them arrive to the address and investigate until they are able to arrive, and many times that takes much longer than one hour. Chief Mason stated, they do not want anything from the homeowners, they would simply like South Jersey Gas to be responsible for their calls and stop using the Fire Departments as their sitters. **Cncl. Pres. Wolfe** spoke regarding the agreement between the Police Department and Atlantic City Electric, where Atlantic City Electric pays Monroe Township for the overtime of the officers when the Police Department stays on the scene of down wires or polls. **Cncl. McKinney** noted, the problem is not when the residents contact the Fire Department, it is when South Jersey Gas is continually calling the Fire Department to be their stopgap. He asked if there was a way for the Township to bill when South Jersey Gas is the caller. **Cncl. Pres. Wolfe** suggested stating that if South Jersey Gas' response time is not within a certain amount of minutes or hours, then the billing will begin. **Cncl. Falcone** spoke regarding South Jersey Gas' policy and their required response times, noting she would like to see it in writing because having an hour plus wait time, seems ridiculous. Solicitor Trimble spoke regarding possibly charging South Jersey Gas a charge and the possible ramifications of said charges, noting it is not an easy answer. He would like to see the agreement between Atlantic City Electric and the Police Department. Chief Mason noted, this is a topic for discussion with many of the fire departments throughout the County. Solicitor Trimble suggested that the Director of Public Safety, Mr. Kurz reach out to South Jersey Gas to schedule a meeting to discuss the issue and try to come up with a solution. **Cncl. O'Reilly** stated, he will reach out to the Gloucester County Board of Public Utilities. **Mr. Kurz** stated, he will speak with the Police Department and obtain a copy of the agreement between the Police Department and Atlantic City Electric.

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

F.) NEW BUSINESS - None

G.) UNFINISHED BUSINESS

Director of Public Safety, Mr. Kurz spoke regarding fire inspections which was previously discussed at the April Ordinance Committee Meeting. After speaking with the State Fire Inspector, he has found that the Township Fire Inspector been mistakenly dated permits, explaining if he issued a permit in October, he would state that the permit expired in December as opposed to the permit being valid for three hundred sixty-five (365) days from the date of issuance, with one charge of \$54.00, per the State guidelines. Mr. Kurz advised the Township Fire Inspector of the state requirements, to which the Inspector said he would make the necessary corrections. **Cncl. Falcone** asked if the \$54.00 charge was for commercial properties, to which Mr. Kurz advised no, the charge was mainly for the food trucks. He explained that the food trucks are required to have an annual inspection which they pay \$54.00 for and they need to be inspected every time they attend an event and according to the Township Fire Inspector, the vendors have been contacting him and he has been performing the inspections. A discussion followed regarding food truck inspections.

H.) 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.

Dawn Fenza, 714 Lois Drive addressed Council regarding her concerns with the Community Cat Ordinance and provided suggestions on how it can be improved, especially the registration process. She would like to see the Township move away from the Trap Neuter and Release Ordinance and adopt an Ordinance similar to that of Franklin Township and Woodbury Heights. A discussion followed regarding the Trap Neuter and Release program. **Cncl. Pres. Wolfe** suggested that Ms. Fenza forward any information that she has to the Deputy Municipal Clerk so that she can distribute it to Council for further discussion at the next Ordinance Committee Meeting.

Zoning Officer, Tara Nelms and **Construction Official, Bryan Glaze** addressed Council regarding a section of Chapter 104.11 and Chapter 175.3 of the Township Code, which need clarification and mirroring to help simplify the language for the residents. Mrs. Nelms explained the changes that need to be made. **Construction Official, Bryan Glaze** stated that the codes are conflicting, noting that he would like to see the codes say the same thing, to eliminate the confusion. **Solicitor Trimble** suggested that Mrs. Nelms send him an email with the proposed changes, so he can put some language together and present it under Matters for Discussion at the next Ordinance Committee Meeting.

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JUNE 1, 2022**

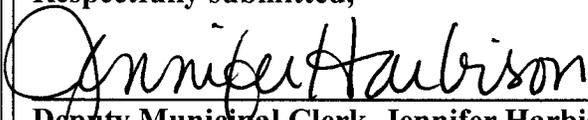
H.) PUBLIC PORTION (cont'd)

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

I.) ADJOURNMENT

With nothing further to discuss, **Cncl. Vice-Pres. Fox** made a motion to adjourn the Ordinance Committee Meeting of June 1, 2022. The motion was seconded by **Cncl. McKinney** 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 June 1, 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 7/6/2022
Approved as corrected _____ Date _____