

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
JANUARY 11, 2023**

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. Donald Heverly** 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. Adams led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL

Cncl. Denise Adams	Present	
Cncl. Ronald Garbowski		Excused
Cncl. Donald Heverly	Present	
Cncl. Steven McKinney	Present	
Cncl. Patrick O'Reilly	Present	
Cncl. Vice-Pres. Chelsea Valcourt	Present	
Cncl. Pres. Carolann Fox	Present	
Mayor Gregory A. Wolfe	Present	
Deputy Mayor, Joseph Kurz	Present	
Solicitor, Louis Cappelli, Jr.	Present	
Business Administrator, James V. DeHart, III	Present	
Dir. of Code Enforcement, William Sebastian	Present	
Dir. of Community Affairs, Donna Park	Present	
Dir. of Community Development, Joseph Marino	Present	
Dir. of Finance, Lorraine Boyer		Excused
Dir. of Parks & Recreation, Brian Cope	Present	
Dir. of Public Safety, Jon Rumpf	Present	
Dir. of Public Works, Marvin Dilks	Present	
Dir. of Real Estate, Jennifer Pesotski	Present	
Police Chief Craig Monahan	Present	
Deputy Municipal Clerk, Jennifer Harbison	Present	

PRESENTATIONS - None

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B.) APPROVAL OF MINUTES

Cncl. Pres. Fox made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of September 7, 2022. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

C.) ORDINANCES FOR REVIEW

- **Chapter 162-27 “Housing Standards” – Short Term Rentals**

Cncl. Pres. Fox made a motion to move forward the Draft Ordinance regarding Chapter 162-27 “Housing Standards” – Short Term Rentals for First Reading at the Council Meeting of January 23, 2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

- **Chapter 4-56 “Administrative Code” – Department of Community Development**

Cncl. Vice-Pres. Valcourt made a motion to move forward the Draft Ordinance regarding Chapter 4 “Administrative Code” – Department of Community Development for First Reading at the Council Meeting of January 23, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

D.) MATTERS FOR DISCUSSION

- **Foreclosure on Monroe Township Block 12601, Lots 66 & 71 Janvier Road**

Robert Smith, Esq. addressed Council to explain how a property that he purchased during the last Township Land Sale had been previously foreclosed on incorrectly. **Solicitor Cappelli** advised, he will review the matter with Council and Mr. Smith in order to create a resolution to the situation.

- **Chapter 280 “Animal Control” – Trap-Neuter-Vaccinate-Release (TNR) Pilot Program**

Dawn Fenza and **Gina McCay, Pet Savers, Inc.**, addressed Council to speak regarding the registration process for the Trap-Neuter-Release Ordinance. Ms. Fenza stated that she has been trying to receive a clear answer on the registration process for the past few months, so that she can trap the cats, fix them and put them back for a reason, as opposed to having the cats be re-trapped and removed. She noted, she simply needs to know what the registration process is and how it is to be completed. Ms. Fenza spoke regarding an area in the township that is inundated with a cat colony and needs to be taken care of, explaining how the situation needs to be handled. She referenced that neighboring municipalities, such as Westville and Woodbury Heights have the registration process simplified and in place. Ms. McCay provided examples of

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D.) MATTERS FOR DISCUSSION (cont'd)

how the registration process is completed in other municipalities. **Cncl. Vice-Pres. Valcourt** spoke in reference to West Deptford's Ordinance, noting she had previously suggested that Monroe Township amend the Code to be more like that of West Deptford, however, the Board of Health had concerns that style would not allow Pet Savers to use the County's services. She noted, she would like to have Pet Savers and the Board of Health be in attendance at the same meeting to discuss this matter further. **Mayor Wolfe** stated that Council adopted an Ordinance on May 26, 2020, which was a pilot program for the TNR Program, unfortunately the program has expired two (2) years from its effective date, which means it expired in May 2022. Ms. McCay and Ms. Fenza spoke regarding the need for a registration process and the benefits of the program.

- **Lead-Based Paint Inspections in Rental Dwelling Units and Liability Insurance for Business Owners and Rental Unit Owners**

Housing Official, Dan Kozak addressed the Solicitor regarding the communications that he has received regarding the Lead-Based Paint Inspections and Liability Insurance for Business Owners and Rental Unit Owners. He noted, he believes there are State laws through the DCA and that it will not be necessary to create Ordinances. **Solicitor Cappelli** stated, he believes that Mr. Kozak is correct with regards to the lead-based paint, but he believes with regards to the liability insurance, that the municipality may take it on, if they choose to. He said, if the Township wants to enforce something, it will need to be done by Ordinance. Solicitor Cappelli noted, he will research both topics and will report back to Mr. Kozak.

E.) NEW BUSINESS

Mayor Wolfe asked Council to look into the Ordinances pertaining to directorships, specifically the Director of Parks and Recreation and the Director of Community Development Ordinances. He offered to work with the Solicitor on amending the language and simplifying those Ordinances.

Zoning Officer, Mrs. Nelms spoke regarding the food trucks and the Peddling and Soliciting Ordinance. She suggested possibly separating the two or create another mechanism to register the food trucks within the township to be friendlier to the vendors, especially with the number of township-sponsored events. She does not feel that the current Ordinance and the registration process is very friendly in attracting the amount of food trucks that the town would like to see at the events. Mrs. Nelms noted, she has reached out to a number of municipalities to research how those municipalities handle food trucks and none of them use the Zoning Office to handle the licensing process, while some of the municipalities use a local mercantile license and some simply use the health department. She offered to present additional information and sample ordinances at the next scheduled Ordinance Committee Meeting. Mrs. Nelms stated, she is not looking to change the registration process for the Peddling and Soliciting portion of the Ordinance pertaining to the businesses that are looking to go door to door, however she would

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E.) NEW BUSINESS (cont'd)

like to make the registration process for the food trucks easier. **Mayor Wolfe** agreed that the process needs to be simplified, however the public safety aspects with regards to the fire inspections would still have to be done. Mrs. Nelms explained the current registration and fire inspection process for the food truck vendors.

Cncl. O'Reilly spoke in reference to Land Use and the aspects of residential subdivisions that are eventually turned over to the Township, specifically the retention basins. He stated that he would like to see the Township begin tightening up the code pertaining to Stormwater Management. He asked, if by Ordinance the Township can mandate that the residential neighborhoods take responsibility of the basins or is the Township required by law to take ownership of the basins. **Solicitor Cappelli** stated, he will do the research and report back.

F.) UNFINISHED BUSINESS

Mayor Wolfe asked about the status of the recommendation for required armed security at the cannabis facilities. **Police Chief Monahan** stated that The Botanist has withdrew their opposition to the armed security. The Mayor asked that the Ordinance be brought back to the next agenda for finalization.

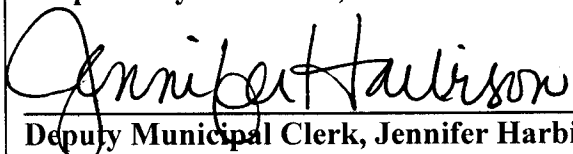
G.) PUBLIC PORTION

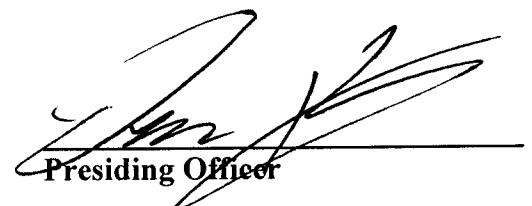
Cncl. O'Reilly made a motion to open the Public Portion. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance. With no one wishing to speak, **Cncl. Vice-Pres. Valcourt** made a motion to close the Public Portion. The motion was seconded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

H.) ADJOURNMENT

With nothing further to discuss, **Cncl. Vice-Pres. Valcourt** made a motion to adjourn the Ordinance Committee Meeting of January 11, 2023. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.


Respectfully submitted,


Deputy Municipal Clerk, Jennifer Harbison


Presiding Officer

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These minutes were prepared from excerpts of the recorded proceedings and hand-written notes taken during the Ordinance Committee Meeting of January 11, 2023 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 3-1-2023
Approved as corrected _____ Date _____