

**MINUTES  
ORDINANCE COMMITTEE MEETING  
TOWNSHIP OF MONROE  
MARCH 1, 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. McKinney** led the Assembly in the Pledge of Allegiance to Our Flag.

**ROLL CALL**

Cncl. Denise Adams	Present	
Cncl. Ronald Garbowski	Present	
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		Excused
Dir. of Public Safety, Jon Rumpf	Present	
Dir. of Public Works, Marvin Dilks		Excused
Dir. of Real Estate, Jennifer Pesotski		Excused
Police Chief Craig Monahan	Present	
Deputy Municipal Clerk, Jennifer Harbison	Present	

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**B.) APPROVAL OF MINUTES**

**Cncl. Vice-Pres. Valcourt** made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of January 11, 2023. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council with the exception of **Cncl. Garbowski** who Abstained.

**C.) ORDINANCES FOR REVIEW**

- **Chapter 230 "Peddling and Soliciting"**

**Cncl. Heverly** advised that the Draft Ordinance pertaining to Chapter 280 "Peddling and Soliciting" will be removed from this evening's Agenda.

- **Chapter 144 "Flood Damage Prevention"**

**Cncl. Adams** made a motion to move forward the Draft Ordinance regarding Chapter 144 "Flood Damage Prevention" for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council.

- **Chapter 141-6 "Fire Prevention" – Appointments; removals**

**Cncl. Vice-Pres. Valcourt** made a motion to move forward the Draft Ordinance regarding Chapter 141-6 "Fire Prevention" – Appointments; removals for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council.

- **Chapter 162-27 "Housing Standards" – Property Liability Insurance**

**Cncl. Adams** made a motion to move forward the Draft Ordinance regarding Chapter 162-27 "Housing Standards" – Property Liability Insurance for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council.

- **Chapter 267-45 "Vehicles and Traffic" – Article VI Schedules - XII No-Passing Zones**

**Cncl. Vice-Pres. Valcourt** made a motion to move forward the Draft Ordinance regarding Chapter 267-45 "Vehicles and Traffic" – Article VI Schedules – XII No-Passing Zones for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council.

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**C.) ORDINANCES FOR REVIEW (cont'd)**

- **Chapter 4-93.3.4 “Administrative Code” – Criminal History Background Checks**

**Cncl. Garbowski** made a motion to move forward the Draft Ordinance regarding Chapter 4-93.3.4 “Administrative Code” – Criminal History Background Checks for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council.

- **Chapter 4-93.1 “Administrative Code” – Article XIA – Department of Parks and Recreation**

**Mayor Wolfe** explained the reason this section of the Township Code is being amended. It currently states that the Director of Parks and Recreation is to be a direct hire by the Mayor, unlike all of the other directorships which are appointed by the Mayor with advice and consent of Council, also it states that the position is a full-time position which he does not deem appropriate for the Directorship. He noted, when the amendments were made, the incorrect title of “Parks and Recreation Leader” was used, asking that the title be changed to “Recreation Leader”. **Cncl. Vice-Pres. Valcourt** made a motion to move forward the Draft Ordinance regarding Chapter 4-93.1 “Administrative Code” – Article XIA – Department of Parks and Recreation for First Reading at the Council Meeting of March 13, 2023. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council.

**D.) MATTERS FOR DISCUSSION**

- **Chapter 74 “Fees” – Reduced Fee for Township Boards and Commissions**

**Cncl. Vice-Pres. Valcourt** stated that the Township Code currently charges \$35.00 for a single space at township-sponsored events and \$55.00 for a double space, regardless of the vendor. She asked for Council’s consideration to create a reduced rate for the township-sponsored Boards and Commissions for the purpose of community outreach, noting she believes a reduced rate might entice the Boards and Commissions to participate at the events. **Director of Community Affairs, Mrs. Park** spoke on behalf of the Parks and Recreation Commission, advising that the Commission has never charged the Township Boards and Commissions for space at an event. **Cncl. Vice-Pres. Valcourt** suggested that the Township Code be amended to clearly state the Boards and Commissions are exempt from the fees to host a table at a township-sponsored event, to which all of Council agreed. **Business Administrator, Jim DeHart** suggested when amending the Code to exempt the Township Boards and Commissions from the fee, to ensure that it is clearly stated that the Boards and Commissions are exempt as long as they are participating in community outreach and will not be conducting any sales.

**E.) NEW BUSINESS**

**Cncl. McKinney** spoke regarding the possibility of moving the Ordinance Committee Meeting to 6:00pm on the same nights as the Council Meetings. **Cncl. O’Reilly** said, he is not

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**E.) NEW BUSINESS (cont'd)**

opposed to consolidating the meetings, however what happens if the Ordinance Committee Meeting runs longer than an hour and pushes the Council Meeting back, when it has been advertised to begin at 7:00pm. Cncl. McKinney stated, this is simply something to think about when creating the new year's meeting schedule, since this year's meetings have already been advertised. **Mayor Wolfe** noted, he also likes the idea of consolidating the meetings, suggesting beginning the consolidation of the meetings next year and maybe advertise the time of the Council Meeting as immediately following the Ordinance Committee Meeting instead of 7:00pm, to which all of Council agreed.

**F.) UNFINISHED BUSINESS**

**Cncl. Heverly** spoke in reference to the Janvier Road property that was brought before Council at the January Ordinance Committee Meeting by attorney, Robert Smith, asking for the status of the matter. **Solicitor Cappelli** advised he is still working with Mr. Smith on the matter.

**G.) PUBLIC PORTION**

**Cncl. Garbowski** 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.

**Bruce Kilmer, 1757 Glassboro Road** thanked Mayor Wolfe for being straight forward with him and for his honesty even though it was not what he wanted to hear. Mr. Kilmer stated that the meeting minutes have not been posted on the Township website since September, to which Deputy Municipal Clerk, Jennifer Harbison clarified that the Council Meeting Minutes are current on the website and with regards to the Ordinance Committee Meeting Minutes, the January minutes were approved earlier this evening and will be placed on the website tomorrow. **Mayor Wolfe** explained that the meeting minutes are not allowed to be posted until after they have been approved by Council at the following meeting. **Solicitor Cappelli** explained, any items that are discussed, presented and approved at an Ordinance Committee Meeting are then forwarded to a Council Meeting for final approval and adoption, noting that meeting minutes are not legally allowed to be distributed or posted to the public until they are approved. Mr. Kilmer expressed his concerns with the Board of Health's February Meeting Minutes not yet being available for his review and how he believes they held a Closed Session Meeting that should not have been closed to the public. Mr. Kilmer spoke in reference to how a cat colony was approved next door to his residence and expressed his concerns and disapproval with the same. He noted that he has sixty-seven (67) cat nuisance complaints and pictures filed, asking who is taking care of this situation and who can he contact to follow up on his complaints, as he would like to obtain a point person to contact. He referenced several sections of the Township Code Chapter 280 "Animal Control" where it references the TNVR Program and nuisances, asking who is enforcing the Code. **Cncl. Heverly** advised that the TNVR Program was not placed on this evening's Agenda as the amendments are not yet complete and is still being discussed with the Board of Health. **Business Administrator, Jim DeHart** explained what the TNVR Program and

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**G.) PUBLIC PORTION (cont'd)**

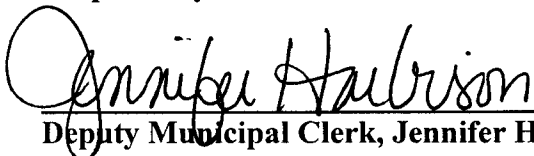
a cat colony are and how with the cat colony being registered with the Township and the County of Gloucester, it provides the ability to be able to take action to reduce the number of cats causing the nuisances. The process might not be as quick as the residents would like, however it is a tool that the Township saw that could address the problem as quickly and humanely as possible. The TNVR program is an established program that is used in many other municipalities throughout Gloucester County. Mr. DeHart stated, the Administration and the Board of Health are taking steps to try and alleviate the problem and reduce the aggravation Mr. Kilmer is having with the situation, noting the amendments to the TNVR Ordinance are still being worked on. Mr. Kilmer explained how long he has been dealing the cat colony and the timeline of events leading to this evening's meeting. **Solicitor Cappelli** stated, the Council and the Administration have a plan in place and recognize Mr. Kilmer's concerns.

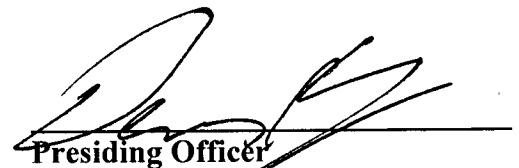
With no one wishing to speak, **Cncl. Garbowski** made a motion to close the Public Portion. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council.

**H.) ADJOURNMENT**

With nothing further to discuss, **Cncl. Garbowski** made a motion to adjourn the Ordinance Committee Meeting of March 1, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** 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 March 1, 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 \_\_\_\_\_  
Approved as corrected \_\_\_\_\_



Date 4/5/2023  
Date \_\_\_\_\_