

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
APRIL 5, 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. O'Reilly 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, Sandra Graise	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		Excused
Dir. of Finance, Lorraine Boyer		Excused
Dir. of Parks & Recreation, Brian Cope	Present	
Dir. of Public Safety, Jon Rumpf		Excused
Dir. of Public Works, Marvin Dilks		Excused
Dir. of Real Estate, Jennifer Pesotski		Excused
Police Chief Craig Monahan		Excused
Deputy Municipal Clerk, Jennifer Harbison	Present	

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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 February 1, 2023 and 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 in attendance.

C.) ORDINANCES FOR REVIEW

- **Chapter 280-19 “Animal Control” – Trap-Neuter-Vaccinate-Release “TNVR” Program**

Cncl. McKinney spoke in reference to the language stated on page 8, number 6 “ensure no additional cats are relocated to or introduced into an approved Cat Colony in the Township of Monroe” is also stated in number 7, section C7, noting he believes it may have been duplicated by accident. **Business Administrator, Jim DeHart** explained the language is meant to be stated in both of the referenced sections, as one section pertains to the Caregiver and one section pertains to the Sponsor. **Cncl. McKinney** asked if a registration process has been created, as the lack of a registration process was a major issue last year. **Mr. DeHart** explained that a registration process was created and it is a simple form that needs to be completed and turned in to the Board of Health Office, noting the form can be found on the Township website, as well as in the Board of Health Office. **Cncl. Vice-Pres. Valcourt** asked who will be enforcing the program, to which **Mr. DeHart** stated, the Township will use the Gloucester County Animal Control Officers for enforcement. **Cncl. Adams** made a motion to move forward the Draft Ordinance regarding Chapter 280-19 “Animal Control” – Trap-Neuter-Vaccinate-Release “TNVR” for First Reading at the Council Meeting of April 11, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

- **Land Donation Acceptance – Block 4301, Lot 26**

Cncl. O’Reilly asked for the history of the Land Donation, to which **Business Administrator, Jim DeHart** explained that the lot is not quite large enough to build on, however, the Township owns the lot next to it and a developer owns the lot on the other side, so by putting the lots together will increase their value. He noted, by simply combining the lot with the Township-owned lot will create value and will be more enticing at the next land sale. **Cncl. O’Reilly** questioned the location of the lot being donated, to which **Mr. DeHart** stated the lot is located on Winslow Road prior to Lebanon Avenue. **Cncl. Vice-Pres. Valcourt** made a motion to move forward the Draft Ordinance regarding Land Donation Acceptance – Block 4301, Lot 26 for First Reading at the Council Meeting of April 11, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

- **Chapter 175-140.1 “Stormwater Management”**

Cncl. Pres. Fox made a motion to move forward the Draft Ordinance regarding Chapter 175-140.1 “Stormwater Management” for First Reading at the Council Meeting of April 11,

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C.) ORDINANCES FOR REVIEW (cont'd)

2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

- **Chapter 65-17 “Disability” – Article I General Provisions**

Business Administrator, Jim DeHart noted that on page 3, Section E, the percentage will be changed from 75% to 85% to match one of the charts contained in the Collective Bargaining Agreement and to be in compliance with the State Statute. **Cncl. McKinney** questioned the reason this amendment is being made and presented. Mr. DeHart explained, the law changed in 2019 and the Township’s Code was not amended to reflect the same. The new chart that is included in the Draft Ordinance, comes directly out of one of the Collective Bargaining Agreements and is actually the greatest one out of the four (4) Collective Bargaining Agreements the Township has. The law requires the Township to atleast match the State Disability Program and the chart currently listed in the Code does not. The new chart will actually exceed the State Disability Program a little bit but it has already been settled in a contract last year with the Supervisors Union. **Cncl. Pres. Fox** made a motion to move forward the Draft Ordinance regarding Chapter 65-17 “Disability” – Article I General Provisions for First Reading at the Council Meeting of April 11, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

D.) MATTERS FOR DISCUSSION

- **Zone Flow Charts**

Zoning Officer, Tara Nelms spoke regarding the Flow Charts that the Zoning Office uses for the zones within the township. She noted, within the email that was provided in the meeting packet, she has itemized what zones are permitted within the township to have a home occupation or a home professional office and those zones that are not permitted. She noted, she was hopeful that the Master Plan would be completed in time to be able to revise these Flow Charts as part of the Master Plan, however with the amount of residents that are having to apply and pay for a Use Variance, she believes it is pertinent that the Township move forward with the chart revision, rather than wait for the Master Plan. **Mayor Wolfe** explained this matter has been brought forward because of a meeting he had with a potential business owner, whose office is to be located at their home residence. He noted, due to the current zone maps, this potential business is allowed in some developments but not other developments. Mrs. Nelms spoke in reference to the Ordinance pertaining to storage of commercial vehicles, noting it should also be updated. Mayor Wolfe explained, the potential business wants to properly set up his business with the Township, noting the Ordinance is very outdated and needs to be amended to bring it current. Mrs. Nelms explained the current process in place within the Zoning Office when a potential home operated business comes in to apply for the required permits. A discussion followed regarding the zone flow charts currently listed in the Township Code, how they affect potential home operated businesses within the Township and suggestions on how the code should be amended. Mrs. Nelms suggested when the code is amended that the Pinelands requirements are mimicked.

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E.) NEW BUSINESS

Cncl. Adams questioned if the Township registers businesses within the town, noting from an Economic Development Commission perspective, it would be helpful to have a list of the local businesses. **Business Administrator, Jim DeHart** explained, currently the Township does not register businesses, noting the only office in the town that sees every business is the Fire Prevention Department. He noted, Administration is currently in the process of creating a plan for business registration for the town. **Zoning Officer, Mrs. Nelms** expressed her concerns with the lack of a business registration requirement.

Zoning Officer, Tara Nelms spoke regarding Township Code Chapter 175-89 “Accessory Buildings” which has design criteria for any accessory buildings. She noted, recently she has received quite a few complaints regarding c-boxes and storage trailers being placed on properties. She stated in researching one complaint, she found an old Zoning Permit that was issued back in the 1990’s and Township Code Chapter 248 which speaks specifically about storage trailers. Mrs. Nelms recommended that Chapter 248 be removed and possibly grandfather any residents that have already received approval under that chapter of the code. She expressed her concerns with Chapter 248 and how she believes it contradicts Chapter 175-89. A discussion followed regarding both chapters of the Township Code and the various types and sizes of storage trailers/buildings. **Cncl. O’Reilly** suggested removing Chapter 248 and amending Chapter 175-89 to bring it up to date, to which Cncl. Pres. Fox agreed. **Director of Code Enforcement, William Sebastian** stated, he has spoken with the Mayor and the Business Administrator regarding Chapter 175 of the Township Code. He noted, Chapter 175 has not been addressed fully for a number of years and suggested that at some point, once the Master Plan is approved, the Township perform a full review of the Township Code in its entirety to ensure there are no cross-references and contradictions. Cncl. O’Reilly stated, the plan has always been that as soon as the Master Plan is finalized and approved, the next step will be to perform a full review of the Township Code. **Business Administrator, Jim DeHart** suggested revising Chapter 248.1 by removing half of the section so it would state that it is not permitted unless the exemption is met and the exception would still remain under Chapter 248.2, which provides sixty (60) days maximum for a temporary project. Mrs. Nelms explained the amount of complaints that she is receiving for c-boxes are growing, noting she would like to address these sections of the Township Code so that she can enforce what needs to be enforced.

F.) UNFINISHED BUSINESS - None

G.) PUBLIC PORTION

Cncl. Vice-Pres. Valcourt made a motion to open the Public Portion. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

Bruce Kilmer, 1757 Glassboro Road expressed his concerns with the lack of enforcement of the current Trap Neuter Vaccinate and Release program. He explained that since

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G.) PUBLIC PORTION (cont'd)

the beginning of February until this week, he has filed 155 nuisance complaints and not a single animal control officer has addressed any of his complaints. He stated, the Ordinance is well written, however it needs to be enforced. Mr. Kilmer spoke in reference to the nuisance complaints that he has filed. **Cncl. Heverly** stated that PetSavers has been out to the property and to his understanding has made significant changes and improvements to the situation, noting it has not been completely rectified because the process takes time. **Mayor Wolfe** asked if PetSavers were able to install some deterrents on Mr. Kilmer's property to help prevent the cats from going on Mr. Kilmer's property. **Business Administrator, Jim DeHart** explained PetSavers is working on some deterrents, however, Mrs. Nelms advised him that the neighbor is actually applying for a fence permit on her property at her own expense to help alleviate the problem, noting, he is following up with PetSavers on their plans for the deterrents. Mr. DeHart believes everyone can agree that the problem is better now than when it first began. A discussion followed regarding the situation taking place at Mr. Kilmer's property and the Trap Neuter Vaccinate and Release (TNVR) Program's process. **Mayor Wolfe** stated, the Township does not have an Animal Control Officer locally in town, suggesting that if the County is not enforcing the violations, that Mr. Kilmer should continue to file the complaints with the court. **Cncl. Heverly** suggested that Mr. Kilmer contact the County Commissioners and try to attend the County Commissioners' Meetings to express his concerns directly to them so that they may place the needed pressure on the County to enforce the violations.

With no one else wishing to speak, **Cncl. Pres. Fox** made a motion to close the Public Portion. The motion was seconded by **Cncl. Adams** 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 April 5, 2023. The motion was seconded by **Cncl. Pres. Fox** 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 April 5, 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 6/8/2023
Approved as corrected _____ Date _____