

**MINUTES  
COUNCIL MEETING  
TOWNSHIP OF MONROE  
MAY 22, 2023**

**A.) OPENING CEREMONIES**

**CALL TO ORDER**

The Council Meeting of the Township of Monroe was called to order at 7 p.m. by **Cncl. Pres., Carolann Fox** 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*). Adequate notice was 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.

**Cncl. Pres., Carolann Fox** stated, the Clerk has placed a sign-in sheet in the rear of the meeting room. If anyone would like to address Council, please sign-in and raise your hand and you will be asked to come forward to the microphone. Kindly state your name and address for the record.

**SALUTE TO THE FLAG**

**Cncl. Heverly** led the Assembly in the Pledge of Allegiance to Our Flag and offered the Invocation.

**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, 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 Parks & Recreation, Brian Cope	Present	
Dir. of Public Safety, Jon Rumpf	Present	
Dir. of Public Works, Marvin Dilks		Excused
Dir. of Real Estate, Jennifer Pesotski	Present	
Chief Financial Officer, Lorraine Boyer	Present	
Police Chief Craig Monahan	Present	
Municipal Clerk, Aileen Chiselko	Present	

**B.) MATTERS FOR DISCUSSION**

**Cncl. Pres. Fox** advised, Cncl. Adams will be replacing Cncl. Garbowski as the Liaison to the Board of Health.

- R:117-2023 COPE Program Revised Agreement

**Business Administrator, Jim DeHart** explained, JIF had made the recommendation to make some changes to the agreement, noting he made the changes along with JIF and the Solicitor's input. He was advised that it did not need to go back to Council for a re-vote, as the only change was that they initially recommended that the agreement be between the Police

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

Department and Acenda, Inc., which was amended to state the Township of Monroe and the Mayor signed the agreement, instead of the Chief of Police. He noted, all of the amendments to the agreement were already addressed in the Resolution.

**C.) QUESTIONS REGARDING RESOLUTIONS SCHEDULED – None**

**D.) QUESTIONS REGARDING ORDINANCES SCHEDULED – None**

**E.) APPROVAL OF MINUTES**

**Cncl. Garbowski** made a motion to approve the minutes as submitted of the Council Meeting of May 8, 2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council, except for **Cncl. Vice-Pres. Valcourt** and **Cncl. Pres. Fox**, who Abstained.

**F.) CORRESPONDENCE**

- **Carnival Permit** – Our Lady of Peace Parish

**Cncl. Vice-Pres. Valcourt** made a motion to approve a Carnival Permit for Our Lady of Peace Parish. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council.

- **Amusement Licenses**

Applebee's Neighborhood Grill & Bar	Sharky's Sports Bar & Grill
Geets Diner	Trio Tavern
Mirarchi's Williamstown Inn	Yogi Bear's Jellystone Park Camp-Resort
Rack's Pub & Grill	

**Cncl. Garbowski** made a motion to approve the Amusement Licenses for the above listed facilities. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council.

**G.) RESOLUTIONS**

**Cncl. Garbowski** made a motion to open the public portion for Resolutions scheduled. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council. With no one wishing to speak, **Cncl. Garbowski** made a motion to close the public portion for Resolutions scheduled. The motion was seconded by **Cncl. Adams** and unanimously approved by all members.

**Cncl. Garbowski** made a motion to bracket for approval, by Consent Agenda, Resolutions R:128-2023 through R:131-2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council.

**CONSENT AGENDA RESOLUTIONS R:128-2023 THROUGH R:131-2023**

**R:128-2023** Resolution Approving the Bill List and Paid List for the Council Meeting of May 22, 2023

**R:129-2023** Resolution Adjusting Township of Monroe Tax Records

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**G.) RESOLUTIONS (cont'd)**

**R:130-2023** 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 2023-2024 License Term

**R:131-2023** Resolution Authorizing the Township of Monroe to Enter into a Contract with the Municipal Bond Counsel of the Township of Monroe for the Year 2023

**Cncl. Garbowski** made a motion to approve Resolutions R:128-2023 through R:131-2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council.

**H.) ORDINANCES**

**Cncl. Garbowski** made a motion to open the meeting to the public for the Ordinances listed on the agenda for Second Reading. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council. With no one wishing to speak on the Ordinances for Second Reading, **Cncl. Garbowski** made a motion to close the Public Hearing. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council.

**O:21-2023** Ordinance of the Township of Monroe, County of Gloucester, New Jersey Canceling Certain Funded and Unfunded Appropriation Balances Heretofore Provided for Capital Improvements and Reappropriating Such Funded and Unfunded Appropriation Balances for Other Capital Projects

**Second Reading:** The above Ordinance was published in an official publication for the Township of Monroe. This portion was opened to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:21-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:21-2023 FOR SECOND READING  
AND PUBLIC HEARING –**

**7 AYES (Adams, Fox, Garbowski, Heverly, McKinney, O'Reilly, Valcourt)**

**Tally: 7 Ayes, 0 Nay, 0 Abstain, 0 Absent.** Ordinance **O:21-2023** was duly approved for Second Reading and Public Hearing.

**O:22-2023** An Ordinance of the Township Council of the Township of Monroe to Amend Section 175-163.4 of the Code of the Township of Monroe, Entitled "Cannabis"

**Second Reading:** The above Ordinance was published in an official publication for the Township of Monroe. This portion was opened to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:22-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:22-2023 FOR SECOND READING  
AND PUBLIC HEARING –**

**7 AYES (Adams, Fox, Garbowski, Heverly, McKinney, O'Reilly, Valcourt)**

**Tally: 7 Ayes, 0 Nay, 0 Abstain, 0 Absent.** Ordinance **O:22-2023** was duly approved for Second Reading and Public Hearing.

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**I.) NEW BUSINESS**

**Solicitor Graise** explained pursuant to N.J.S.A. 10:4-29, a roll call vote is required, as it pertains to the Special Council Meeting scheduled for Wednesday, May 24, 2023 in regards to the Introduction of the Municipal Budget.

**ROLL CALL VOTE TO APPROVE THE SCHEDULING OF THE MAY 24, 2023  
SPECIAL COUNCIL MEETING –  
6 AYES (Adams, Fox, Heverly, McKinney, O'Reilly, Valcourt) 1 NAY (Garbowski)**

**Tally: 6 Ayes, 1 Nay, 0 Abstain, 0 Absent.** Scheduling of the Special Council Meeting of May 24, 2023 was duly approved.

**J.) UNFINISHED BUSINESS**

**Cncl. Garbowski** spoke regarding the Pinelands Infrastructure Grant, which the Township received, asking the status of the grant. He noted, in 2019, the Township was approved for approximately \$3-\$4 million and he feels that someone needs to be following up on this grant as he does not want to see the Township lose the money. **Cncl. O'Reilly** explained, this grant is tied to the potential developer across from the CVS. **Cncl. Garbowski** stated, the grant supports all of the Township's infrastructure, water, sewer, and traffic. **Cncl. O'Reilly** noted, the problem the Township is having with the grant, is the money is tied to the potential developer who has not come back to the Township. The project was projected to be built across from the CVS, where the old Quality Furniture was and it was supposed to be a large commercial layout with mixed use. He stated, the last conversation that he had with Stuart Weinberg was that he wanted to place a 100% residential apartment complex only in the facility. **Cncl. Garbowski** suggested that the Redevelopment Committee start communicating with Mr. Weinberg, so that the grant is not lost. **Mayor Wolfe** said, he will reach out to Mr. Weinberg to try and schedule a meeting. A discussion ensued regarding the grant and the potential use for the area.

**K.) REPORTS AND OTHER MATTERS**

**Mayor Wolfe** attended a meeting of the residents and Board of Trustees at Holiday City on May 11<sup>th</sup>. On May 11<sup>th</sup>, he also attended the Planning Board Meeting. On May 15<sup>th</sup>, he met with the Sunshine Rotary regarding a recently completed project on the Bike Path, noting that details pertaining to the project will be released soon. On May 19<sup>th</sup>, the Mayor and the Business Administrator visited the Township's Food Pantry to witness it in full operation. He noted, the Sunshine Rotary is also involved with the Food Pantry, helping provide volunteers every Friday between the hours of 9:30am to 11:30am on Church Street. The Mayor advised, he is continuing to meet with businesses, noting there are some new businesses that are already coming to the town and some other new businesses that will be coming in the near future. Mayor Wolfe congratulated all of the students who are advancing and thanked all of the teachers and staff at the schools, noting they are some of the finest in the state. Mayor Wolfe wished everyone a safe and happy summer.

**Director of Code Enforcement, Mr. Sebastian** reported, for the month of April, the Construction Department has performed 372 building inspections, 135 fire inspections, 401 electrical inspections, 234 plumbing inspections, and 120 mechanical inspections, for a total of 1,262 inspections. The Housing Department has performed 238 inspections and the Zoning Department had 128 applications reviewed, for a grand total of 1,628 inspections for the month of April and year to date, through April a grand total of 5,503 inspections.

**Director of Community Affairs, Mrs. Park** reported, the Candy Bar Bingo was held on May 19<sup>th</sup> and was very well attended by all ages. Country Line Dancing will resume once a month beginning Friday, May 26<sup>th</sup> from 6:30pm to 9:00pm. Community Affairs has partnered with Gloucester County Parks and Recreations to present Movies in the Park, which will be held on Wednesday, May 24<sup>th</sup> beginning at dusk behind the Pfeiffer Community Center. Community

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**K.) REPORTS AND OTHER MATTERS (cont'd)**

Affairs will be hosting a Senior BBQ on June 16<sup>th</sup> from 12:30pm to 2:30pm to welcome the Seniors back to the Pfeiffer Community Center. Eagle Scout, Chase Kephart will be presenting the new memorial statute that he completed as his Eagle Scout project at 10:00am at the Pfeiffer Community Center on Memorial Day, May 29<sup>th</sup>. Immediately following the Eagle Scout presentation, the Memorial Day Parade will take place at 11:00am proceeding down Main Street, beginning at Our Lady of Peace Parish and ending at the 5 points monument, across from John and Doug's. On June 2<sup>nd</sup>, Community Affairs will be partnering with Municipal Alliance to host a Pride Dance in celebration of Pride Month from 6:30pm to 9:00pm. The Senior trip to Ocean City is scheduled for June 15<sup>th</sup> and the 2<sup>nd</sup> bus still has availability. If anyone is interested in attending, please call 856-728-9841 for information and/or to schedule. The Senior Commission is hosting a Mystery Theatre Dinner and planning a 5-day cruise. For more information regarding the Commission's events, please contact the Senior Commission at 856-728-9841 or email seniorcommission@monroetownshipnj.org. The Annual Puppy Parade will take place on July 4<sup>th</sup> behind the Pfeiffer Community Center beginning at 10:00am. Registration for this event can be found on the Township's Facebook page, the Township website or residents may contact the Pfeiffer Community Center for registration information.

**Director of Parks & Recreation, Mr. Cope** reported that the Township's Annual Music Festival will be held on Saturday, June 3<sup>rd</sup> from 5:00pm to 10:30pm at Owens Park. The Festival will include three (3) bands, food trucks, vendors, games, rides, a hot air balloon, and a beer garden, followed by a fireworks display at the end of the night. Mr. Cope invited all residents to come out and enjoy a great night of family fun.

**Director of Public Safety, Mr. Rumpf** reported that the Police Department handled 4,811 calls for service for the month of April, with a grand total of 20,231 calls year to date. Williamstown Fire Department reported 46 calls for service in April along with 4 attended training drills, with a grand total of 186 calls for service year-to-date. Cecil Fire Department reported 23 calls for service in April. There is no report for the Monroe EMS at this time. The Memorial Day Parade will be held on May 29<sup>th</sup>. National Night Out will be held on August 1<sup>st</sup> at Owens Park.

**Police Chief Monahan** reported, on Wednesday, May 19<sup>th</sup>, he and many of the Township's Police officers represented Monroe Township at Bob Shisler's, the fallen officer from Deptford Township, funeral services at Rowan University. The Monroe Township Police Department's Honor Guard and Entry Team conducted the 21-gun salute at the funeral. Chief Monahan congratulated Lt. Dave Hoffman on his retirement, noting his last call for service will take place on May 30<sup>th</sup>, with the time to be determined. Chief Monahan mentioned that Lt. Tom Bonsall will also be retiring from the Police Department after 25 years of service, and his last call for service will take place on June 1<sup>st</sup>.

**Cncl. Adams** wished everyone a safe and Happy Memorial Day weekend. She thanked the Police Department for the work that they do protecting the citizens. Cncl. Adams invited everyone to visit with the veterans at the Memorial Day Service.

**Cncl. Garbowski** attended the Library Board Meeting on May 17<sup>th</sup>. AARP held a Tax Aid at the Library where they helped 352 seniors file their tax returns. He noted, this is an annual event, at no cost to the seniors. The Library Board approved replacing the sign at the Library with a new L.E.D. sign board and they have asked the Chief Financial Officer, Lorraine Boyer, to help them with the bid solicitation of the sign board. **Chief Financial Officer, Lorraine Boyer** explained she will prepare the required Resolution for Shared Services with the Township QPA for the next scheduled Council Meeting. Cncl. Garbowski wished everyone a safe, healthy and happy summer.

**Cncl. Heverly** reported that the annual Music Festival will take place on June 3<sup>rd</sup>, noting the fireworks display rivals any neighboring towns' 4<sup>th</sup> of July displays and encouraged everyone to attend. He wished everyone a happy and blessed Memorial Day and a safe and happy summer.

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**K.) REPORTS AND OTHER MATTERS (cont'd)**

**Cncl. McKinney** reported that the Historical Society hosted 500 5<sup>th</sup> graders and their teachers from the Williamstown Middle School at the Ireland Hofer House and Hall Street School. The Society is currently working on replacing damaged historic signs and adding signs to the historical sites, noting the Virginia Avenue Train Station and the 1<sup>st</sup> post office are ready to go and the Radix Ticket Office is getting ready for installation. The Historical Society is anticipating opening the Train Station to the public in the early fall and would like to coordinate a Ribbon-Cutting Ceremony. Cncl. McKinney spoke regarding the Environmental Protection Commission, noting they will be hosting a table at the Music Festival where they will have giveaways and discussions with residents relating to the Environmental Protection Commission. The Commission is piloting a program to plant black-eyed-susans at some of the Township-owned drainage basins to promote pollination, noting the Commission is looking at the drainage basins located at Radix Station and the Williamstown Middle School. The Commission has also voted to adopt Sustainable Monroe as part of their mission and will be reaching out to the Business Administrator to ensure they have everything they need to meet the criteria. Cncl. McKinney reported, the JIF inspections of the playgrounds and the tot lots are ongoing and deficiencies are being addressed.

**Cncl. O'Reilly** wished everyone a good holiday weekend.

**Cncl. Vice-Pres. Valcourt** invited everyone who is interested in getting involved in the township, to complete one of the Citizen Leadership forms that can be found in the back of the courtroom and on the Township website and return the completed form to the Clerk's Office.

**Cncl. Pres. Fox** attended the Planning Board Meeting along with the Senior Commission Meeting, noting the Senior Commission has a lot of great events coming up. She wished everyone a Happy Memorial Day.

**Mayor Wolfe** addressed the concerns expressed earlier in the meeting from Cncl. Garbowski, noting he performed a quick email search of the emails he acquired from the past administration and he found an email dated on November 19, 2020 from Mazer Consulting, where they requested to meet with the Mayor's Office to discuss the Williamstown Square Project. He stated, he does not see a response to the email, however there is an email chain leading up to the email between the attorneys and the professionals. The Mayor said, he will reach out to Mazer Consulting and work with the Redevelopment Committee to follow up on the matter.

**L.) GENERAL PUBLIC DISCUSSION**

**Cncl. Heverly** made a motion to open the General Public Discussion. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council.

**Marlene McMahon, 173 Palomino Place** addressed the Mayor and Council regarding the Cannabis retailers, asking how Council and Administration decided on the number eight (8), the limit of allowed retail licenses, noting she believes that is a high number for one township for just the retailers alone. It was explained that the original Cannabis Ordinance did not set a number of allowed licenses; however, during several meetings with prospective businesses, it was decided that eight (8) was the acceptable number and that there was no reason behind the specific number of eight (8), but they recognized that they did not want to leave the number at an unlimited status; Mrs. McMahon continued to express her concerns.

**Stu Gerstein, 116 Castlebay Drive** addressed the Mayor and Council regarding the Williamstown Community Garden, noting the garden is doing very well, with all of the plots being taken. Mr. Gerstein spoke in reference to the Stirling Glen Development. He serves as the treasurer along with the President, Joe DiBruno on the Stirling Glen Board of Trustees. He stated, the development is essentially complete with the exception of the stone water basin, and the development is currently under a Maintenance Guarantee, which is why he is in attendance. Mr. Gerstein noted, they are at a critical time, because they believe the developer still has work to do and the Maintenance Guarantee is the power that the township has with the developer to

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**L.) GENERAL PUBLIC DISCUSSION (cont'd)**


ensure the work is completed. He is not sure that the work that needs to be performed is being completed, specifically with three (3) certain curb ramps that do not meet the ADA regulations. He expressed his concerns and asked for any updates. **Mayor Wolfe** stated, he will bring Solicitor Graise up to speed with the development and he has spoken with the Township Engineer regarding Mr. Gerstein's concerns. Mr. Gerstein asked for clarification going forward as to who is going to be responsible for the maintenance of several areas of the development once the Maintenance Guarantee is released, noting the various areas in the development. He asked why inspections are not performed at the completion of the two (2) year period before the developer is cleared of the project. **Cncl. Garbowski** stated, there should be inspections completed by the Township Engineer prior to the Maintenance Bond being released. **Business Administrator, Jim DeHart** explained that he meets with the Township Engineer monthly and they have discussed Mr. Gerstein's concerns. He noted, Municipal Clerk, Mrs. Chiselko will provide a list of dates to the Township Engineer of all of the Maintenance Bonds that are going to expire so that the Township Engineer can follow up on all of them to ensure nothing is missed.

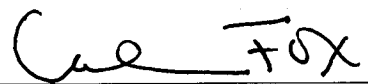
With no one else wishing to speak, **Cncl. Garbowski** made a motion to close the General Public Discussion. The motion was seconded by **Cncl. Heverly** and unanimously approved by all members of Council.

**M.) ADJOURNMENT**

With nothing further to discuss, **Cncl. Garbowski** made a motion to adjourn the Council Meeting of May 22, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council.

Respectfully submitted,

  
\_\_\_\_\_  
**Aileen Chiselko**  
**Municipal Clerk**

  
\_\_\_\_\_  
**Presiding Officer**

*These minutes were prepared from excerpts of the recorded proceedings, as well as hand-written notes taken, of the Council Meeting of May 22, 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 Act.*

Approved as submitted asc  
Approved as corrected \_\_\_\_\_

Date 7/24/2023  
Date \_\_\_\_\_