

**MINUTES  
ORDINANCE COMMITTEE MEETING  
TOWNSHIP OF MONROE  
JUNE 8, 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. Pres. Fox** led the Assembly in the Pledge of Allegiance to Our Flag.

**ROLL CALL**

Cncl. Denise Adams		Excused
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	
Deputy Mayor, Joseph Kurz	Present	
Solicitor, Louis Cappelli, Jr.	Present	
Dir. of Code Enforcement, William Sebastian	Present	
Dir. of Community Affairs, Donna Park	Present	
Dir. of Parks & Recreation, Brian Cope	Present	
Police Chief Craig Monahan	Present	
Deputy Municipal Clerk, Jennifer Harbison	Present	

**B.) PRESENTATIONS / PROCLAMATIONS**

- Certificate of Recognition – Eagle Scout Candidate, Chase Kephart

**Cncl. Pres. Fox** and **Cncl. Heverly** presented Chase Kephart of Troop #123 with a Certificate of Recognition for completing his Eagle Scout Leadership Project by placing a memorial statue, a Vietnam Era Sandbag Battle Cross, at the Veteran's Memorial located at the Pfeiffer Community Center.

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**C.) RESOLUTIONS**

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

**Cncl. McKinney** made a motion to bracket for approval, by Consent Agenda, Resolutions R:133-2023 through R:135-2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

**CONSENT AGENDA RESOLUTIONS R:133-2023 THROUGH R:135-2023**

**R:133-2023** A Resolution of the Township of Monroe Approving a Jurisdictional Agreement with the New Jersey Department of Transportation Addressing Legal and Maintenance Related-Issues for Prosser Avenue and Veronica Lane

**R:134-2023** Resolution Authorizing the Renewal of Certain Plenary Retail Consumption, Plenary Retail Consumption with Broad Package Privilege, Plenary Retail Distribution and Club Licenses with the Township of Monroe, County of Gloucester, State of New Jersey for the Years 2023-2024 License Term

**R:135-2023** Resolution of the Township of Monroe Designating a Bus Stop Along Cross Keys Avenue

**Cncl. McKinney** made a motion to approve Resolutions R:133-2023 through R:135-2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

**D.) APPROVAL OF MINUTES**

**Cncl. Pres. Fox** made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of April 5, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**E.) ORDINANCES FOR REVIEW**

- **Chapter 175-48 “Land Management” – Land Development Fees**

**Cncl. Pres. Fox** made a motion to move forward the Draft Ordinance regarding Chapter 175-48 “Land Management” – Land Development Fees for First Reading at the Council Meeting of June 26, 2023. The motion was seconded by **Cncl. O’Reilly** and unanimously approved by all members of Council in attendance.

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

- **Chapter 169-19 “Junkyards” – Limitation on Number of Licenses**

**Cncl. O’Reilly** made a motion to move forward the Draft Ordinance regarding Chapter 169-19 “Junkyards” – Limitation on Number of Licenses for First Reading at the Council Meeting of June 26, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

- **Chapter 267 “Vehicles and Traffic” – Sections 267-17.4 and 267-17.5 Govern the Installation of In-Street Pedestrian Crossing Signs**

**Lt. Burton** explained, the in-street pedestrian crossing sign will be installed either by a rubber base or mounted to the street, which is in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) guidelines. The sign is reflective and states “Stop for Pedestrians” and will be located on the southern side of the crosswalk, closer to Cornus Court, in the center of the roadway. **Lt. Burton** explained, the sign will be in an area that is a restrictive parking area, noting part of the reason behind this crossing sign is pedestrian movement and to help with traffic calming. **Cncl. McKinney** expressed his concerns with the sign being hit once it is installed, to which **Lt. Burton** explained, the reason the location for installation of the sign was chosen, noting after the sign is installed and monitoring of the area has been done, they may possibly extend the no parking area. **Cncl. O’Reilly** asked, if the sign gets hit, will it bounce back up into place, to which **Lt. Burton** confirmed. **Cncl. Pres. Fox** made a motion to move forward the Draft Ordinance regarding Chapter 267 “Vehicles and Traffic” – Sections 267-17.4 and 267-17.5 Govern the Installation of In-Street Pedestrian Crossing Signs for First Reading at the Council Meeting of June 26, 2023. The motion was seconded by **Cncl. O’Reilly** and unanimously approved by all members of Council in attendance.

**F.) MATTERS FOR DISCUSSION**

- **Parks & Recreation Fees (Food Truck Vendors)**

**Cncl. Heverly** stated, as the liaison to the Parks & Recreation Commission, he was asked if Council would consider reducing the fee for food truck vendors from \$400.00 to \$300.00 for the Parks & Recreation sponsored events in order to make the fee more vendor friendly and to attract more vendors to the events. **Director of Parks & Recreation, Mr. Cope** stated, Parks & Recreation would like to make it more affordable for the food truck vendors, noting the benefits of being able to increase the number of vendors on the approved vendor list. **Cncl. O’Reilly** questioned, if this request is specific to just the Parks & Recreation sponsored events or if will apply to all Township-sponsored events. **Director of Community Affairs, Mrs. Park** explained that the Parks & Recreation Commission is separate from Community Affairs, noting the request was originally for the Music Festival, however sometimes there are food trucks at the Octoberfest. **Mr. Cope** explained, how the fee reduction will be more appealing to the vendors and how it will help all of the events sponsored by the Parks & Recreation Commission. He spoke in reference to the benefits of having a larger vendor list for the events. A discussion

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

followed regarding reducing the fee for the Parks & Recreation Commission sponsored events. **Cncl. McKinney** questioned if Community Affairs hosts events where food truck vendors attend and if so, does that fee also need to be reduced. Mrs. Park explained, how the events differ in size, noting the Parks & Recreation events bring in thousands of residents as opposed to the Community Affairs events which may bring in a couple hundred residents. She further explained how the Commission originally decided on the \$400.00 fee. **Cncl. O'Reilly** clarified that the food truck fee does not affect the municipal budget and is irrelevant to township business. **Cncl. McKinney** questioned why the fee would not be reduced across the board and if reducing the fee to \$300.00 would be sufficient. **Mr. Cope** noted, based on what the vendors are making during the events, \$300.00 is a minimal amount and he believes the reduced fee is more appealing and will allow the opportunity to be able to have more food trucks attend the events. **Mrs. Park** stated that the food truck vendor fee for Community Affairs events is \$150.00, however the cost is relevant to the attendance and the money made at those events as opposed to the events and attendance of a Parks & Recreation event.

**G.) NEW BUSINESS - None**

**H.) UNFINISHED BUSINESS - None**

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

**J.) ADJOURNMENT**

With nothing further to discuss, **Cncl. Vice-Pres. Valcourt** made a motion to adjourn the Ordinance Committee Meeting of June 8, 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

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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 June 8, 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 7/12/2023  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_