

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
NOVEMBER 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. Garbowski 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 | | Excused |
| 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 | (excused @ 7:22pm) |
| Dir. of Parks & Recreation, Brian Cope | Present | |
| Deputy Municipal Clerk, Jennifer Harbison | Present | |

B.) 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 in attendance. 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. Pres. Fox** and unanimously approved by all members in attendance.

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B.) RESOLUTIONS (cont'd)

R:271-2023 Resolution Authorizing the Mayor to Execute the Southern New Jersey Regional Employee Benefits Fund Indemnity and Trust Agreement

Cncl. Garbowski made a motion to approve Resolution R:271-2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

Mayor Wolfe spoke regarding Resolution R:271-2023, explaining that he and Administration have been meeting with various insurance brokers because it appears the Township will be facing an additional 7.4% increase in January with the State Health Benefits Plan. The Health Insurance Fund "HIF" does not provide a substantial savings this year, however when it is averaged out over time, it is only averaging 2% increases. The HIF will keep the Township at the current rate for 2024. Mayor Wolfe advised, he and Administration have decided to proceed with the HIF because they feel it is the safest and best way to provide the most savings year after year, noting this is not a process that can be done year after year and the HIF has proven to be stable and that is what they want for the Township employees. He explained the large process that will take place over the next couple months to complete the switch from the State Health Plan to the HIF. A letter was sent to the State Health Plan providing the required sixty (60) days-notice and the Township will be participating in the HIF by January 1st for all employees.

At this time, Cncl. Heverly asked Council for approval to move "Matters for Discussion" next on the Agenda.

C.) MATTERS FOR DISCUSSION

- **Monroe Township Parks & Recreation Handbook**

Director of Parks & Recreation, Mr. Cope spoke regarding the residency requirements with the Monroe Township Youth Sports Organizations, explaining the rule currently reads that 75% of a team roster is required to be in-town residents and 25% out of town residents are allowed. He noted, this rule is often misinterpreted and currently, there is no cap on how many non-residents are allowed to participate as a whole in Monroe Township. Mr. Cope explained that after many discussions with the Mayor and the Sports Advisory Board, they have decided to create a three (3) year phase out, where it will go from 75% in-town residents and 25% out of town residents to 20% in 2024, 15% in 2025, 10% in 2026. **Mayor Wolfe** provided the background of the creation of the Sports Advisory Handbook and the Sports Advisory Board, the reasons for the residency requirements that were originally put in place and the reasons for the recommended changes. He spoke regarding the non-residency fee which is not adhered to and how he would like to see the fee apply to all non-residents who are on the sports rosters, in order to alleviate out of town residents which at times costs the in-town residents the opportunity to have quality playing time and learn the sport. Mayor Wolfe recommended the statement "All Non-Residents will be assessed a \$30.00 Fee to each participant in any recognized organization

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C.) MATTERS FOR DISCUSSION (cont'd)

within Monroe Township, with the exception of the participants' town who does not offer the sport" be removed that is located in Section D, Organization Fees and Charges. He suggested that all non-residents be required a minimum fee of \$50.00, which would be increased from the current \$30.00 fee, noting this can be re-evaluated in the future. Mr. Cope explained, he amended the section to state that the \$50.00 fee would be paid directly to Parks & Recreation, which would then provide the athlete with a voucher allowing them to sign up for any sports organization within the township, noting by paying the fee directly to Parks & Recreation, the percentages can be controlled. **Cncl. Vice-Pres. Valcourt** expressed her concerns with the children who may not be able to pay the additional fees. Mr. Cope said, he is looking into other options for those types of situations, such as possible shared services with the other towns that do not currently offer the sport. A discussion followed regarding the costs of the upkeep of the township fields and facilities. **Cncl. Garbowski** made a motion to move forward the Monroe Township Parks & Recreation Handbook for First Reading at the Council Meeting of November 13, 2023. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

• **Chapter 141 "Fire Prevention"**

Business Administrator, Jim DeHart explained that the new Fire Official is working on amending the Fire Prevention chapter of the Code, noting in 2018 it was amended, however the only thing that was addressed were the permit fees, which are dictated directly by the State. The Fire Official has compared the Township's rates to neighboring municipalities rates and found that Monroe Township is significantly lower. He is working on amending the fees to be comparable with those of the neighboring municipalities. He will be presenting a full proposal of the amended increases at the next scheduled meeting, however, he wanted everyone to be aware that the fees have not been addressed or increased in a very long time. **Cncl. Adams** questioned if these increases will be communicated with the businesses in town, to which Mr. DeHart confirmed. **Cncl. Garbowski** made a motion to move forward the Chapter 141 "Fire Prevention" for First Reading at the Council Meeting of November 13, 2023. The motion was seconded by **Cncl. Pres. Fox** and unanimously approved by all members of Council in attendance.

D.) ORDINANCES FOR REVIEW

• **Chapter 230-16 "Peddling and Soliciting" – Do Not Knock Registry**

Mayor Wolfe spoke in reference to Section A "Establishment of Registry", where it states "this registry shall be updated bi-annually, on January 1 and July 1 of each year, questioning if this is saying that the residents will have to re-register or will they stay on the list permanently. **Business Administrator, Jim DeHart** explained the language should be amended to say "the registry shall be continually updated by the Township Clerk's Office." **Cncl. Adams** asked if the residents will be able to complete this process electronically, to which Mr. DeHart explained the

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C.) MATTERS FOR DISCUSSION (cont'd)

residents will need to come to the office in order to receive their No Knock decal. He noted, the application can be placed on the Township website. The Mayor spoke regarding the benefits of the Do Not Knock Registry for the residents. **Cncl. Garbowski** made a motion to move forward the Draft Ordinance regarding Chapter 230-16 "Peddling and Soliciting" – Do Not Knock Registry for First Reading at the Council Meeting of November 13, 2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

- **Chapter 104 "Buildings" – Article V Abandoned Real Property**

Business Administrator, Jim DeHart explained some additional changes need to be made to the Draft Ordinance, providing an escalating fee scale for the businesses that have blighted properties along with amending the process of classifying blighted properties. He noted, he has spoken with Solicitor Graise and she advised that these changes can be made and prepared prior to the November 13, 2023 Council Meeting. **Cncl. Garbowski** made a motion to move forward the Draft Ordinance regarding Chapter 104 "Buildings" – Article V Abandoned Real Property with the recommended changes for First Reading at the Council Meeting of November 13, 2023. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

- **Chapter 126 "Business Insurance Registration"**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding Chapter 126 "Business Insurance Registration" for First Reading at the Council Meeting of November 13, 2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

- **Chapter 267 "Vehicles and Traffic" – Schedule XV – Parking Prohibited at All Times**

Cncl. O'Reilly questioned the list of addresses contained on the Draft Ordinance, expressing his concerns for the impact to the residents. **Deputy Municipal Clerk, Jennifer Harbison** clarified that only the bolded section is being amended on the current list, the other addresses are currently already listed in the Ordinance. **Cncl. Garbowski** made a motion to move forward the Draft Ordinance regarding Chapter 267 "Vehicles and Traffic" – Schedule XV – Parking Prohibited at All Time for First Reading at the Council Meeting of October 9, 2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

E.) NEW BUSINESS – None

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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. Garbowski** 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. Adams** and unanimously approved by all members of Council in attendance.

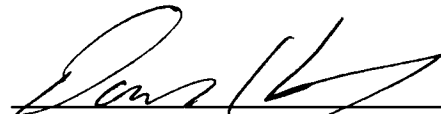
H.) ADJOURNMENT

With nothing further to discuss, **Cncl. Pres. Fox** made a motion to adjourn the Ordinance Committee Meeting of November 1, 2023. The motion was seconded by **Cncl. Adams** 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 November 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 _____

Date _____

2/14/2024