

**ORDINANCE O:03-2024**

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE  
TO AMEND CHAPTER 74 OF THE CODE OF THE TOWNSHIP OF MONROE,  
ENTITLED "FEES"**

**WHEREAS**, the Township Council of the Township of Monroe has recommended certain amendments to Chapter 74 of the Code of the Township of Monroe and has determined that it is in the best interest of the Township to amend this specific section.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Monroe that the Code of the Township of Monroe is hereby amended to include the amendments herein.

**SECTION I.** Chapter 74, entitled "Fees" is hereby amended as follows:

§ 74-27 Peddling and soliciting (Chapter 230).

A. Solicitor fees:

(1) **Solicitor's license fee:** ~~\$125~~**100** annual fee.

(2) ~~Photo ID fee: \$50~~**25** per employee. Upon return of the photo identification badge, ~~\$25 of the security deposit shall be refunded,~~ **after approval of license.**

B. ~~Peddlers/vendors fees, including vending carts, motorized and nonmotorized carts.~~ **fees:**

(1) **Peddler's license fee:** ~~\$250~~**100** annual fee.

(2) ~~Photo ID fee: \$50~~**25** per employee. Upon return of the photo identification badge, ~~\$25 of the security deposit shall be refunded,~~ **after approval of license.**

C. ~~Exemptions.~~ **Food vendor fees:**

(1) ~~See § 230-4 and § 230-9.~~ **Food vendor's license fee: \$100 annual fee.**

(2) **ID fee: \$25**

**D. Exemptions.**

(1) **See § 230-4, § 230-9, and § 230-26.**

§ 74-29 Police documents.

Police documents requested directly through Police Department.

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- A. Fees (~~other than Municipal Court discovery requests~~ **made by Common Law Request**).  
[NOTE: Victims of crimes ~~or offenses~~ are exempt from fees.]
- (1) All documents copied on eight-and-one-half-inch by eleven-inch paper are \$0.05 per page.
  - (2) All documents copied on legal-sized paper are \$0.07 per page.
  - (3) In the event the actual costs to produce paper copies exceed the rates of \$0.05 and \$0.07, the charge will be the actual cost of duplication.
  - (4) Electronic records will be provided free of charge (i.e., records sent via e-mail and facsimile).
  - (5) For mailed accident reports (N.J.S.A. 39:4-131): \$5.
  - (6) For each video or audio tape reproduction: \$5.
  - (7) For each CD containing photos: \$4**
  - (8) For each thumb drive containing video/audio/photo: actual cost of the thumb drive.**
- B. Municipal Court **and Prosecutor's Office** discovery requests. [NOTE: Victims of crimes ~~or offenses~~ are exempt from fees.]
- (1) For each letter-size page: \$0.05.
  - (2) For each legal-size page: \$0.07.
  - (3) ~~Actual cost of computer disc~~ **Video/Audio/Photos cloud shared: No Fee.**
- C. ~~Firearms application:~~ **Requests for Civil Litigation, Subpoena's and Insurance Companies.**
- (1) ~~Purchaser ID card: \$5.~~ **All documents copied on eight-and-on-half-inch by eleven-inch paper are \$0.05 per page.**

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- (2) All documents copied on legal-sized paper are \$0.07 per page.
- (3) In the event the actual costs to produce paper copies exceed the rates of \$0.05 and \$0.07, the charge will be the actual cost of duplication.
- (4) For mailed accident reports (N.J.S.A. 39:4-131): \$5.
- (5) For each video or audio tape reproduction: \$5.
- (6) For each CD containing photos: \$4.
- (7) For each thumb drive containing video/audio/photo: actual cost of the thumb drive
- (8) Postage: Calculated as per U.S. Postal Service current rates.

D. ~~Pistol permit: \$2.~~ Firearms.

- (1) Purchaser ID card: Fees set by the State of New Jersey.
- (2) Pistol permit: Fees set by the State of New Jersey.
- (3) Concealed Carry Application Fee: Fees set by the State of New Jersey

E. Fingerprint fee: \$5.

F. Photographs.

- (1) Per CD: \$4.

§ 74-40 Returned checks.

A. Returned check fee: ~~\$25~~20.

§ 74-43 ~~Township sponsored events.~~ Music Festival Sponsored by Parks & Recreation.

§ 74-44 ~~Main Street Arts Festival.~~ Township-Sponsored Events Sponsored by Community Affairs and Parks & Recreation (Excluding Music Festival).

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- A. Single space: \$35.
- B. Double space: \$55.
- C. Additional spaces: \$35.
- D. **Mobile** Food vendors **unit** fee: \$150.
- E. ~~Exception. Township-appointed boards and commissions as defined by the Township Code shall have all such fees herein waived to the extent such board or commission is appearing in its official capacity for the Main Street Arts Festival. The Township board or commission shall submit a fee waiver application, which is accessible via the Office of the Municipal Clerk, and obtain approval from the Municipal Clerk prior to the Main Street Arts Festival.~~ **Open air single food cart: \$100.**

§ 74-45 Summer camp.

- A. Weekly summer camp registration:
  - (1) \$25 nonrefundable registration fee per child at the time of registration, which shall be applied towards the first week's camp fee.
  - (2) Standard: ~~\$170~~**185** per week.
  - (3) Sibling discount ~~\$153~~**166.50** per week for each additional child.
- B. Extended care weekly: \$30 per child.
- C. Weekly counselor in training (CIT) program registration:
  - (1) Standard: ~~\$110.50~~**120.25** per week.

§ 74-53 Park permits for special events (Chapter 226).

- A. ~~Fees shall be assessed as follows~~ **Schedule and Rates:**
  - (1) ~~Pavilion resident: \$30 (11:00 a.m. – 3:00 p.m./4:00 p.m. – 8:00 p.m.).~~ **Effective Date of Rates: The rates and fees stipulated herein are effective as of July 1, 2024. For rates applicable prior to this date, refer to the preceding fee schedule or consult the Parks and Recreation Department.**
  - (2) ~~Pavilion resident: \$60 (all day).~~

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- ~~(3) Pavilion - nonresident: \$60 (11:00 a.m. - 3:00 p.m./4:00 p.m. - 8:00 p.m.).~~
- ~~(4) Pavilion - nonresident: \$120 (all day).~~
- ~~(5) Athletic fields without lights: \$100.~~
- ~~(6) Athletic fields with lights: \$150.~~
- ~~(7) Adult league: \$100 (up to three months).~~
- ~~(8) Adult league: \$25/month (additional month).~~
- ~~(9) Tournament: \$300 (one day - three fields).~~
- ~~(10) Tournament: \$600 (two days - three fields).~~
- ~~(11) Tournament: \$900 (three days - three fields).~~
- ~~(12) Each additional field: \$100.~~
- ~~(13) Clinic/camps: \$500 (all day).~~
- ~~(14) Maintenance fee: TBD (when needed).~~

**B. General Fee Structure:**

- (1) Pavilion - resident: \$50 (11:00 a.m. - 3:00 p.m./4:00 p.m. - 8:00 p.m.).**
- (2) Pavilion - resident: \$60 (all day).**
- (3) Pavilion - nonresident: \$100 (11:00 a.m. - 3:00 p.m./4:00 p.m. - 8:00 p.m.).**
- (4) Pavilion - nonresident: \$200 (all day).**
- (5) Athletic fields without lights: \$100.**
- (6) Athletic fields with lights: \$150.**
- (7) Adult league: \$100 per month.**
- (8) Adult league: \$100/month (additional month).**
- (9) Tournament: \$300 (one day - three fields).**
- (10) Tournament: \$600 (two days - three fields).**

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- (11) Tournament: \$900 (three days -three fields).**
- (12) Each additional field: \$100.**
- (13) Clinic/camps: \$500 (all day).**
- (14) Maintenance fee: TBD (when needed).**

**C. Special Provisions for Field Rentals:**

- (1) Bulk Rate Availability: Requested field rentals may be available at a bulk rate for teams previously recognized by Monroe Township.**
- (2) Fee Determination: The applicable fee for such bulk rentals will be determined by the Parks & Recreation Department based on the usage request.**
- (3) Expiration of Bulk Rate Option: The option to request field rentals at a bulk rate will cease to be available following the conclusion of the 2024 spring season, effective July 1, 2024.**

**SECTION II.** All prior Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION III.** If any word, phrase, clause, section or provision in this Ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal, or unconstitutional, such word phrase, clause, section or provision shall be severable from the balance of the Ordinance and the remainder of the Ordinance shall remain in full force and effect.

**SECTION IV.** This Ordinance shall take effect twenty (20) days after final passage and publication as required by law.

**TOWNSHIP OF MONROE**

**CNCL. PRES., CHELSEA VALCOURT**

**ATTEST:**

**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

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**CERTIFICATION OF CLERK**

The foregoing Ordinance was introduced at a meeting of the Township Council of the Township of Monroe held on the 14<sup>th</sup> day of February, 2024, and will be considered for final passage and adoption at a meeting of the Township Council of the Township of Monroe to be held on 28<sup>th</sup> day of February, 2024 at the Municipal Building, 125 Virginia Avenue, Williamstown, New Jersey 08094, at which time any person interested therein will be given an opportunity to be heard.

\_\_\_\_\_  
**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

**ROLL CALL VOTE**

**1<sup>st</sup> Reading**

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Fox				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Pres. Valcourt				
Tally:				

**2<sup>nd</sup> Reading**

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Fox				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Pres. Valcourt				
Tally:				

The foregoing ordinance was hereby approved by the Mayor of the Township of Monroe on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**MAYOR GREGORY A. WOLFE**