

**MINUTES  
COUNCIL MEETING  
TOWNSHIP OF MONROE  
NOVEMBER 27, 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. Vice-Pres. Valcourt** led the Assembly in the Pledge of Allegiance to Our Flag. **Cncl. Heverly** offered the Invocation.

**ROLL CALL**

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

**B.) MATTERS FOR DISCUSSION – None**

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

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

**E.) CORRESPONDENCE – None**

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**F.) RESOLUTIONS**

**Cncl. Heverly** 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. Heverly** made a motion to close the public portion for Resolutions scheduled. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members in attendance.

**Cncl. Heverly** made a motion to bracket for approval, by Consent Agenda, Resolutions R:287-2023 through R:295-2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**CONSENT AGENDA RESOLUTIONS R:287-2023 THROUGH R:295-2023**

**R:287-2023** Resolution of the Township Council of the Township of Monroe Transferring Funds for the Budget Year 2023

**R:288-2023** Resolution Approving the Bill List and Paid List for the Council Meeting of November 27, 2023

**R:289-2023** Resolution Adjusting Township of Monroe Tax Records

**R:290-2023** Resolution of the Township Council of the Township of Monroe Authorizing the 2023-2024 Junkyard Licenses within the Township of Monroe

**R:291-2023** Resolution of the Township Council of the Township of Monroe Amending Resolution R:277-2023 Authorizing a Lien Be Placed on Various Properties for Failure to Comply with Chapter 295 of the Code of the Township of Monroe

**R:292-2023** Resolution of the Township Council of the Township of Monroe Authorizing the Request for Proposals (RFP) for Cleaning Services for Township Municipal Buildings for the Year 2024

**R:293-2023** Resolution Authorizing the Execution of a Use Agreement Between the Township of Monroe and the County of Gloucester for the 2024 Nutrition Project at the Pfeiffer Community Center

**R:294-2023** Resolution of the Township of Monroe Approving an Application to the New Jersey Department of Community Affairs

**R:295-2023** Resolution Authorizing Closed Executive Session of the Township Council of the Township of Monroe to Discuss Matters Falling Under Pending/Anticipated Litigation Subject to Attorney-Client Privilege Pursuant to N.J.S.A. 10:4-12b(7)

**Cncl. Heverly** made a motion to approve, by Consent Agenda, Resolutions R:287-2023 through R:295-2023. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**G.) ORDINANCES**

**Cncl. Vice-Pres. Valcourt** 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. Adams** and unanimously approved by all members of Council in attendance. With no one wishing to speak on the Ordinance for Second Reading, **Cncl. Adams** made a motion to close the Public Hearing. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

**O:44-2023** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 230 of the Code of the Township of Monroe, Entitled "Peddling and Soliciting"

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

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

**Cncl. Adams** made a motion to approve Ordinance O:44-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:44-2023 FOR SECOND READING  
AND PUBLIC HEARING –  
5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:44-2023 was duly approved for Second Reading and Public Hearing.

**O:45-2023** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 104 of the Code of the Township of Monroe, Entitled "Buildings"

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

**Cncl. Adams** made a motion to approve Ordinance O:45-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:45-2023 FOR SECOND READING  
AND PUBLIC HEARING –  
5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:45-2023 was duly approved for Second Reading and Public Hearing.

**O:46-2023** An Ordinance of the Township Council of the Township of Monroe, Establishing Chapter 126 of the Code of the Township of Monroe Entitled, "Business Insurance Registration"

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

**Cncl. Adams** made a motion to approve Ordinance O:46-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Vice-Pres. Valcourt** and unanimously approved by all members of Council in attendance.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:46-2023 FOR SECOND READING  
AND PUBLIC HEARING –  
5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:46-2023 was duly approved for Second Reading and Public Hearing.

**O:47-2023** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 267 of the Code of the Township of Monroe, Entitled "Vehicles and Traffic"

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

**Cncl. Adams** made a motion to approve Ordinance O:47-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

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

**ROLL CALL VOTE TO APPROVE ORDINANCE O:47-2023 FOR SECOND READING  
AND PUBLIC HEARING –**

**5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:47-2023 was duly approved for Second Reading and Public Hearing.

**O:48-2023** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 141 of the Code of the Township of Monroe, Entitled "Fire Prevention"

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

**Cncl. Vice-Pres. Valcourt** made a motion to approve Ordinance O:48-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:48-2023 FOR SECOND READING  
AND PUBLIC HEARING –**

**5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:48-2023 was duly approved for Second Reading and Public Hearing.

**O:49-2023** An Ordinance of the Township Council of the Township of Monroe to Adopt the User Handbook for the Monroe Township Parks & Recreation within the Township of Monroe

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

**Cncl. Adams** made a motion to approve Ordinance O:49-2023 for Second Reading and Public Hearing. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

**ROLL CALL VOTE TO APPROVE ORDINANCE O:49-2023 FOR SECOND READING  
AND PUBLIC HEARING –**

**5 AYES (Adams, Fox, Heverly, O'Reilly, Valcourt), 2 ABSENT (Garbowski, McKinney)**

**Tally: 5 Ayes, 0 Nay, 0 Abstain, 2 Absent.** Ordinance O:49-2023 was duly approved for Second Reading and Public Hearing.

At this time, **Cncl. Pres. Fox** advised that Council will be going into Closed Executive Session to discuss Resolution R:295-2023, relating to pending/anticipated litigation.

**CLOSED EXECUTIVE SESSION**

**H.) NEW BUSINESS – None**

**I.) UNFINISHED BUSINESS – None**

**J.) REPORTS AND OTHER MATTERS**

**Mayor Wolfe** attended the Ribbon Cutting Ceremony at Lupita's Restaurant on October 26<sup>th</sup>. He thanked them for bringing their business to Monroe Township and wished them much

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

success moving forward. On October 27<sup>th</sup>, he attended the Trunk or Treat at the Pfeiffer Community Center, which was organized by the Department of Community Affairs. On October 28<sup>th</sup>, he attended the Halloween Puppy Parade at the Dog Park and congratulated all of the winners. On October 30<sup>th</sup>, he attended the Mayor's Dinner with the Williamstown Fire Chief. On November 6<sup>th</sup>, he attended a Veterans Ceremony at Holly Glen Elementary School, where the students made poppy flowers, sang patriotic songs and provided a luncheon to honor the local veterans. On November 10<sup>th</sup>, he attended the Williamstown Fire Department Annual Award and Recognition Banquet, where he had the privilege of swearing-in the new officers for the year 2024. The Mayor thanked the men and women of the Fire Department, who are all volunteers, for their commitment to the community. On November 11<sup>th</sup>, he attended a Veterans Ceremony at Holiday City, where he presented a proclamation to one of the veterans, who was also the keynote speaker for the event. On November 11<sup>th</sup>, he also attended another Veterans Ceremony at the Veterans Monument located at Clayton Road and Main Street, where the American Legion and VFW hosted a ceremony honoring the veterans. On November 14<sup>th</sup>, he and the Business Administrator, Jim DeHart, Green Team Members, Deb Bender and Tiffany Carney attended a ceremony where Monroe Township was presented with the Bronze Re-Certification Status for Sustainable New Jersey. He thanked Business Administrator, Jim DeHart for all of his hard work with the re-certification process. On November 16<sup>th</sup>, he attended the Seniors Oldies Dance Party. On November 24<sup>th</sup>, he attended an event honoring Father Chris Bakey of Our Lady of Peace Parish on his 25<sup>th</sup> anniversary of priesthood ordination. Mayor Wolfe attended various other meetings with businesses who want to come into town, other Township business, employees, Planning Board Meetings, and Ordinance Meetings. He officiated six (6) weddings in November. On Thursday, November 30<sup>th</sup>, the Township will host its 1<sup>st</sup> Annual Lighting of the Menorah at the Pfeiffer Community Center and the Menorah will remain lit through Hanukkah. On Saturday, December 2<sup>nd</sup>, the Annual Christmas Tree Lighting Ceremony and Winter Wonderland Event will be held at the Pfeiffer Community Center.

**Business Administrator, Mr. DeHart** asked everyone to please excuse the courtroom's appearance, as construction for the courtroom remodel has begun, noting the remodel should be complete in time for Council's Reorganization Meeting in January. He reported that he has been working with the Township Engineer and the Township's Grant Consultant on applying for grants for various projects, noting a grant application has just been submitted for a Safe Route to School Program and there a few other grants that are in the application process, a Green Acres Park Grant for the Pfeiffer Community Center along with a grant that will be used to purchase new gear for Williamstown Fire Company and Cecil Fire Company. He stated that he and the Chief Financial Officer have been meeting with all of the Department Heads to work on the 2024 Budget. Mr. DeHart noted, he has been working on some research with regards to sanitation reimbursements for some of the Township's Shared Services Agreements. **Mayor Wolfe** reported, the Township was able to secure a grant in the amount of \$360,000.00, which will be applied to the repairs needed to the bike trail in the area of Whispering Woods Drive.

**Director of Code Enforcement, Mr. Sebastian** reported, for the month of October, the Construction Department has performed 271 building inspections, 85 fire inspections, 188 electrical inspections, 125 plumbing inspections, and 84 mechanical inspections, for a total of 753 inspections. The Housing Department has performed 488 inspections, the yearly apartment complex inspections have been completed, and the Zoning Department had 148 applications reviewed, for a grand total of 1,389 inspections for the month of September and year to date, through September a grand total of 12,813 inspections.

**Director of Community Affairs, Mrs. Park** informed everyone that there is a Seniors Commission casino trip scheduled for November 30<sup>th</sup>. Also, on November 30<sup>th</sup> beginning at 7:00pm, the Township will host its 1<sup>st</sup> Annual Menorah Lighting at the Pfeiffer Community Center. The Department of Community Affairs has partnered with the Parks & Recreation Commission and the Economic Development Commission to host the Annual Tree Lighting and Winter Wonderland on December 2<sup>nd</sup>. On December 9<sup>th</sup>, breakfast and lunch with the Grinch will be held at the Pfeiffer Community Center. The Pride Ugly Sweater Dance Party Event will take place on December 15<sup>th</sup> from 7:00pm to 9:00pm at the Pfeiffer Community Center. The Senior Holiday Party is scheduled for December 19<sup>th</sup> from 12:30pm to 3:30pm at the Estates of

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

Monroe; tickets will be available on December 7<sup>th</sup> between 1:00pm and 3:00pm and December 7<sup>th</sup> between 11:00am and 2:00pm at the Pfeiffer Community Center.

**Director of Parks & Recreation, Mr. Cope** stated that the Winter Wonderland will take place on Saturday, December 2<sup>nd</sup> from 5:00pm to 9:00pm, Santa and Mrs. Claus will be arriving at 6:00pm and the Annual Tree Lighting will begin at 6:15pm. In addition, there will be carousel rides, holiday vendors, choirs, food trucks, mini train rides and a visit from Olaf and friends.

**Director of Public Safety, Mr. Rumpf** attended the Williamstown Fire Company's Annual Banquet on November 10<sup>th</sup>. He thanked all of the fire personnel for all of their hard work. Mr. Rumpf reported that the Williamstown Fire Department reported 54 calls for service in October, with a grand total of 610 calls for service year-to-date, Cecil Fire Department reported 24 calls for the service in October and the Monroe Township Police Department handled 4,669 calls for service for the month of October, with a grand total of 49,001 calls year to date.

**Director of Public Works, Mr. Dilks** reported, the 2023 Road Improvement Project is 95% complete and should be completed shortly. The Township Engineer is currently working on the 2024 Road Improvement Project.

**Police Chief Monahan** informed Council and the Mayor that after twenty-nine (29) years serving in law enforcement, he has filed for his retirement effective March 1<sup>st</sup>.

**Cncl. Adams** stated that she was fortunate to have attended many of the events with Mayor Wolfe. She also had the opportunity to attend the Seniors' Thanksgiving Lunch, noting it was an enjoyable event and was invited to join them at their upcoming holiday party. Cncl. Adams noted, the Department of Community Affairs is collecting various items such as socks, gloves, hats, scarves, blankets, and slippers for the seniors. These gifts will be wrapped and given to the local seniors at the holiday party. She thanked the Department of Community Affairs for all of their hard work with all of the events they host for the residents in the community.

**Cncl. O'Reilly** provided an update on the solar landfill, noting he is waiting to hear back from Atlantic City Electric on what upgrades that they need to perform on the network. They are trying to time the start of the construction with the Atlantic City Electric upgrades.

**Cncl. Vice-Pres. Valcourt** attended the Veterans Day Ceremony at Memorial Point, noting the importance of the event. She is hopeful that everyone had a wonderful Thanksgiving. Cncl. Vice-Pres. Valcourt encouraged everyone who is interested in serving on the various Township Boards and Commissions, to complete a Citizen Leadership Form prior to Council's Reorganization Meeting in January.

**Cncl. Pres. Fox** spoke regarding the No Knock Ordinance, explaining that when residents participate in the program, it will not allow solicitors at their residence. **Mayor Wolfe** advised, the Second Reading of Ordinance O:44-2024 took place earlier this evening, explaining that the decals have been ordered and as soon as they are delivered and the Ordinance is in full effect, which is twenty (20) days after it is published in the newspaper, the program will go live and residents will be able to register for the program with the Police Department. The Mayor explained the program and the registration process. Cncl. Pres. Fox mentioned that she attended many of the events with Mayor Wolfe. She noted, she is excited to attend the upcoming Christmas holiday events with her grandsons.

**K.) GENERAL PUBLIC DISCUSSION**

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

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

**Mark Kozachyn, 97 Sykesville Road** addressed Council to question if the No Knock Ordinance pertained to election campaigning. **Solicitor Graise** explained that non-profit, charitable, religious and/or political organizations are exempt from the Ordinance.

**John Romano, 405 Virginia Place** addressed the Mayor and Council to advise that Brian Temple honored the Rent Leveling Ordinance when he distributed the rent increase letters to the residents, by only increasing the rent by 2%. Mr. Romano questioned if the real estate taxes were increased this year, how the rent increases are to be handled when there is an increase in real estate taxes, and when the Rent Leveling Board will be created, to which the Mayor and Solicitor explained.


**Eric Fooder, 2014 Burlington Circle** addressed the Mayor and Council to express his concerns with the rent increase letters that he and the residents of Summerfields West received.

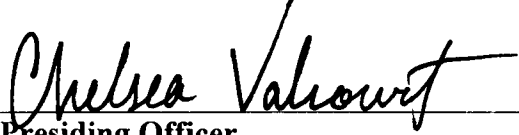
With no one else wishing to speak, **Cncl. Heverly** made a motion to close the General Public Discussion. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

**L.) ADJOURNMENT**

With nothing further to discuss, **Cncl. Vice-Pres. Valcourt** made a motion to adjourn the Council Meeting of November 27, 2023. The motion was seconded by **Cncl. Adams** and unanimously approved by all members of Council in attendance.

Respectfully submitted,

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

  
\_\_\_\_\_  
**Chelsea Valcourt**  
**Presiding Officer**

*These minutes were prepared from excerpts of the recorded proceedings, as well as hand-written notes taken, of the Council Meeting of November 27, 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 AC  
Approved as corrected \_\_\_\_\_

Date 2/28/2024  
Date \_\_\_\_\_