

**MINUTES  
COUNCIL MEETING  
TOWNSHIP OF MONROE  
FEBRAURY 14, 2024**

**A.) OPENING CEREMONIES**

**CALL TO ORDER**

The Council Meeting of the Township of Monroe was called to order at 7:11 p.m. by **Cncl. Pres., Chelsea Valcourt** 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., Chelsea Valcourt** 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. Heverly** led the Assembly in the Pledge of Allegiance to Our Flag. **Cncl. Fox** offered the Invocation.

**ROLL CALL**

Cncl. Denise Adams		Excused
Cncl. Carolann Fox	Present	
Cncl. Ronald Garbowski	Present	
Cncl. Vice-Pres. Donald Heverly	Present	
Cncl. Steven McKinney		Excused
Cncl. Patrick O'Reilly	Present	
Cncl. Pres. Chelsea Valcourt	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		Excused
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		Excused
Dir. of Real Estate, Jennifer Pesotski	Present	
Chief Financial Officer, Lorraine Boyer	Present	
Police Chief Craig Monahan		Excused
Deputy Municipal Clerk, Jennifer Harbison	Present	

**B.) MATTERS FOR DISCUSSION**

- Bakey Energy Consulting – Letter of Authorization to Release Historical Energy Usage

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

**D.) QUESTIONS REGARDING ORDINANCES SCHEDULED**

**Mayor Wolfe** spoke regarding Ordinance O:05-2024, explaining the amendments made to the vacation carryover process and the addition of the recognized holiday of Juneteenth.

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**E.) APPROVAL OF MINUTES**

**Cncl. Fox** made a motion to approve the minutes as submitted of the Council Meeting of September 11, 2023, Council Meeting of September 25, 2023, Closed Executive Session of September 25, 2023, Special Council Meeting of September 28, 2023, Closed Executive Session of September 28, 2023, Council Meeting of October 9, 2023, Closed Executive Session of October 9, 2023, Council Meeting of October 23, 2023 and Closed Executive Session of October 23, 2023. The motion was seconded by **Cncl. Vice-Pres. Heverly** and unanimously approved by all members of Council in attendance.

**F.) CORRESPONDENCE – None**

**G.) RESOLUTIONS**

**Cncl. Garbowski** made a motion to open the public portion for Resolutions scheduled. The motion was seconded by **Cncl. Fox** 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. Fox** and unanimously approved by all members in attendance.

**Cncl. Garbowski** made a motion to bracket for approval, by Consent Agenda, Resolutions R:68-2024 through R:80-2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**CONSENT AGENDA RESOLUTIONS R:68-2024 THROUGH R:80-2024**

**R:68-2024** Emergency Temporary Resolution Prior to Adoption of the 2024 Budget for the Township of Monroe, County of Gloucester

**R:69-2024** Resolution of the Township Council of the Township of Monroe Transferring Funds for the Budget Year 2023

**R:70-2024** Resolution Approving the Bill List and Paid List for the Council Meeting of February 14, 2024

**R:71-2024** Resolution Adjusting Township of Monroe Tax Records

**R:72-2024** Resolution of the Township Council of the Township of Monroe Amending Resolution R:46-2024 to Support the Location and Operation of a Class 1 Cannabis Cultivation Facility by Dragon Pit, LLC

**R:73-2024** Resolution of the Township of Monroe Authorizing the Reduction of an Irrevocable Standby Letter of Credit for the Greens #1854, Phase 2 (Block 14801, Lot 12)

**R:74-2024** Resolution of the Township of Monroe for Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Community Affairs for the FY2024 Local Recreation Improvement Grant Program

**R:75-2024** Resolution of the Township of Monroe Authorizing the Mayor to Execute a Shared Services Agreement with the Gloucester County Improvement Authority and the Township of Monroe for the Use of a Small Stage and a Large Stage for the Music Festival

**R:76-2024** Resolution Authorizing the Township of Monroe to Enter into a Contract with the Municipal Bond Counsel of the Township of Monroe for the Year 2024

**R:77-2024** Resolution Authorizing the Township of Monroe to Enter into a Contract with the Township Planner of the Township of Monroe for the Year 2024

**R:79-2024** Resolution Authorizing the Mayor to Sign an Agreement with Civic Solutions, LLC for Consulting Services Related to Addressing the Opioid Epidemic

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

**R:80-2024** 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. Garbowski** made a motion to approve, by Consent Agenda, Resolutions R:68-2024 through R:80-2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**H.) ORDINANCES**

**O:02-2024** An Ordinance Fixing the Salaries of Officers and Employees of the Township of Monroe, in the County of Gloucester, State of New Jersey

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:02-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**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"

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:03-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**O:04-2024** An Ordinance of the Township Council of the Township of Monroe Providing for the Implementation of the "Five Year Tax Exemption and Abatement Law" Pursuant to N.J.S.A. 40A:21-1 Et Seq. and Approving Property Tax Agreement Between the Township of Monroe and Bob Meyer and MJ Voorhees SS, LLC, 440 Berlin-Cross Keys Road, Block 101, Lot 7

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:04-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**O:05-2024** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 65 of the Code of the Township of Monroe, Entitled "Personnel Policies"

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:05-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**O:06-2024** 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"

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

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

**Cncl. Garbowski** made a motion to approve Ordinance O:06-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**O:07-2024** An Ordinance of the Township Council of the Township of Monroe to Amend Chapter 280 of the Code of the Township of Monroe, Entitled "Animal Control"

**First Reading:** A copy of this Ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Garbowski** made a motion to approve Ordinance O:07-2024 for First Reading and Publication. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

At this time, **Mayor Wolfe** advised that Resolution R:78-2024 was supposed to be removed from this evening's Agenda, noting some updates and amendments are required prior to it being presented for approval. **Cncl. Garbowski** made a motion to repeal/remove Resolution R:78-2024 from this evening's Agenda. The motion was seconded by **Cncl. O'Reilly** and unanimously approved by all members of Council in attendance.

**I.) NEW BUSINESS – None**

**J.) UNFINISHED BUSINESS – None**

**K.) REPORTS AND OTHER MATTERS**

**Chief Financial Officer, Ms. Boyer** wished everyone a Happy Valentine's Day.

**Cncl. Fox** stated that the Senior Commission is sponsoring a trip to Sight and Sound to see Daniel on March 21<sup>st</sup>. Tickets for the trip will be on sale at the Pfeiffer Community Center on February 21<sup>st</sup> from 12:00pm to 2:30pm.

**Cncl. Garbowski** wished everyone a Happy Valentine's Day.

**L.) GENERAL PUBLIC DISCUSSION**

**Cncl. Garbowski** made a motion to open the General Public Discussion. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

**Mary Baso, 124 Dorian Drive** addressed the Mayor to ask if anything in regards to rent control was passed by the Council, to which **Mayor Wolfe** confirmed the Rent Leveling Ordinance was adopted in October 2023. Ms. Baso asked for clarification of the wording contained within the Ordinance, to which **Solicitor Graise** explained. Ms. Baso expressed her concerns with the rent increase percentages and other charges, specifically the charges pertaining to the road improvements that are being imposed to by the owner of Sunny Estates. A discussion between Mayor Wolfe, Solicitor Graise and Ms. Baso ensued. Mayor Wolfe advised, he will report back to Ms. Baso after his meeting with the Township Engineer at the end of the week.

**Pat Gushea, 17 Colonial Drive** addressed the Mayor to express her concerns with the road improvement charges that are being imposed on herself and the other residents in Sunny Estates, noting her road has never been paved or improved and read aloud the letter she received from the owner of Sunny Estates with regards to the road improvements. Ms. Gushea provided

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

pictures of the damage to her property that was created by the excess water after the side roads near her property were paved to the Mayor.

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

At this time, **Cncl. Valcourt** advised that Council will be going into Closed Executive Session to discuss Resolution R:80-2024, relating to pending/anticipated litigation. **Solicitor Graise** advised that no action will be taken during the Closed Executive Session.

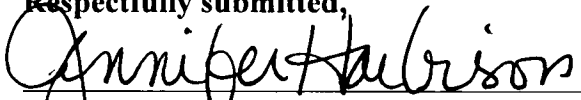
At this time, **Ms. Baso** and **Ms. Gushea** spoke to the Mayor about the consistent rent increases and the rules in place per the Rent Leveling Ordinance regarding the allowed increase percentages, along with their other concerns with the Sunny Estates Management, to which **Mayor Wolfe** addressed.

**CLOSED EXECUTIVE SESSION**

**M.) ADJOURNMENT**


With nothing further to discuss, **Cncl. Fox** made a motion to adjourn the Council Meeting of February 14, 2024. The motion was seconded by **Cncl. Garbowski** and unanimously approved by all members of Council in attendance.

Respectfully submitted,

  
**Jennifer Harbison**  
Deputy 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 February 14, 2024, 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  \_\_\_\_\_  
Approved as corrected \_\_\_\_\_

Date 3/27/2024  
Date \_\_\_\_\_