

**MINUTES
ORDINANCE COMMITTEE MEETING
TOWNSHIP OF MONROE
APRIL 10, 2024**

A.) OPENING CEREMONIES

CALL TO ORDER

The Ordinance Committee Meeting of the Township of Monroe was called to order at approximately 6:30 PM by **Cncl. Denise Adams** 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. Heverly led the Assembly in the Pledge of Allegiance to Our Flag.

ROLL CALL

Cncl. Denise Adams	Present	
Cncl. Carolann Fox	Present	
Cncl. Ronald Garbowski	Present	
Cncl. Vice-Pres. Donald Heverly	Present	
Cncl. Steven McKinney		Excused
Cncl. Patrick O'Reilly	Present	(arrived @ 6:38pm)
Cncl. Pres. Chelsea Valcourt	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	
Dir. of Public Works, Marvin Dilks	Present	
Chief Financial Officer, Lorraine Boyer	Present	
Police Chief Ryan Borkowski	Present	
Deputy Municipal Clerk, Jennifer Harbison	Present	

B.) APPROVAL OF MINUTES

Cncl. Garbowski made a motion to approve the minutes as submitted of the Ordinance Committee Meeting of March 13, 2024. The motion was seconded by **Cncl. Vice-Pres. Heverly** and unanimously approved by all members of Council in attendance.

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C.) ORDINANCES FOR REVIEW

Business Administrator, Mr. DeHart advised that the Draft Ordinance regarding Chapter 175 “Land Management” – Cannabis has been removed from this evening’s Agenda. He explained, after speaking with the Solicitor, there are a couple other items, that they want to consider and discuss prior to the Ordinance being presented.

- **Salary Ordinance “Rent Leveling Board Secretary Compensation”**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding the Salary Ordinance “Rent Leveling Board Secretary Compensation” for First Reading at this evening’s Council Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

- **Bond Ordinance – Various Capital Improvements**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding the Bond Ordinance “Various Capital Improvements” for First Reading at this evening’s Council Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

- **Chapter 126 “Business Insurance Registration” – Non-profit Organization Exemption**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding Chapter 126 “Business Insurance Registration” – Non-profit Organization Exemption for First Reading at this evening’s Council Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

- **Chapter 137 “Restricted Areas in Buildings Where Municipal Operations are Conducted Limited to Authorized Employees Only to Protect and Safeguard Public Records Containing Confidential Information”**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding Chapter 137 “Restricted Areas in Buildings Where Municipal Operations are Conducted Limited to Authorized Employees Only to Protect and Safeguard Public Records Containing Confidential Information” for First Reading at this evening’s Council Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

- **Chapter 175 “Land Management” - Lot Coverage**

Cncl. Garbowski made a motion to move forward the Draft Ordinance regarding Chapter 175 “Land Management” – Lot Coverage for First Reading at this evening’s Council Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

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D.) MATTERS FOR DISCUSSION

- **Tree Removal and Replacement**

Business Administrator, Mr. DeHart advised that the New Jersey Department of Environmental Protection is requiring municipalities to adopt an Ordinance for tree removal and replacement, which will require a permit to have a tree removed on private property and public property, a replacement program and inspections, along with the recommendation that this be placed under the Zoning Board as the removals and replacements are tied to their approvals. He is working with Solicitor Graise to prepare a Draft Ordinance and with Council's approval, it can be moved for First Reading at the next Council Meeting. He noted, the New Jersey Department of Environmental Protection is anticipating a May approval, so he does not want to wait until the next Ordinance Committee Meeting. Mr. DeHart explained that all municipalities are required to adopt this Ordinance, noting the way he reads the requirements, the Township does not have any leeway, and the Ordinance will have to be adopted in order for the Township to remain in compliance with the New Jersey Department of Environmental Protection. A discussion ensued regarding the New Jersey Department of Environmental Protection requirements and Council's concerns with same.

- **Chapter 230 "Peddling and Soliciting" – Door Knockers/Flyers**

Business Administrator, Mr. DeHart spoke regarding a business owner who attended a previous meeting to ask if Council would allow the local businesses which are located within Monroe Township to place door knockers and flyers on the residents' doors without having to submit the required background checks listed within Chapter 230. He noted, after discussing same with the Police Chief there are several safety concerns with that portion of the code being removed. He suggested the alternative of possibly waiving the fees for the local business owners. A discussion followed regarding the various safety concerns of not requiring background checks and the fees associated with the background check process. Mr. DeHart stated, he will prepare an Ordinance for the next Council Meeting, noting he will have the information on which fees can be eliminated.

- **Permitting Banners**

Business Administrator, Mr. DeHart spoke in reference to the business owner who attended a previous meeting to speak about banners being permitted three (3) or four (4) times per year, outside of the business for a certain amount of time, as opposed to the current once a year, thirty (30) day allowance. A discussion ensued regarding allowing the banners to be displayed more than the current allowance of once a year. **Solicitor Cappelli** advised, he will provide some sample Ordinances regarding temporary banners for Council's review.

E.) NEW BUSINESS – None

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F.) **UNFINISHED BUSINESS** – None

G.) **PUBLIC PORTION**

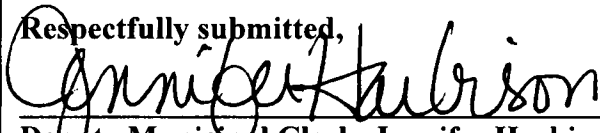
Cncl. Garbowski made a motion to open the Public Portion. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

Mark Kozachyn, 987 Sykesville Road addressed Council regarding the Draft Bond Ordinance, questioning the fund amounts designated for the new firehouse project, to which **Business Administrator, Mr. DeHart** and **Chief Financial Officer, Ms. Boyer** explained.

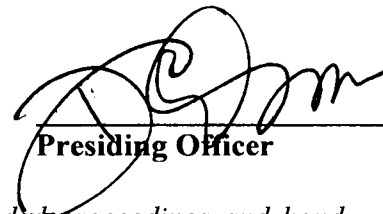
With no one else wishing to speak, **Cncl. Garbowski** made a motion to close the Public Portion. The motion was seconded by **Cncl. Fox** and unanimously approved by all members of Council in attendance.

H.) **ADJOURNMENT**

With nothing further to discuss, **Cncl. Garbowski** made a motion to adjourn the Ordinance Committee Meeting of April 10, 2024. The motion was seconded by **Cncl. Fox** 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 April 10, 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 Law.

Approved as submitted _____  _____ Date 5/8/2024
Approved as corrected _____ Date _____