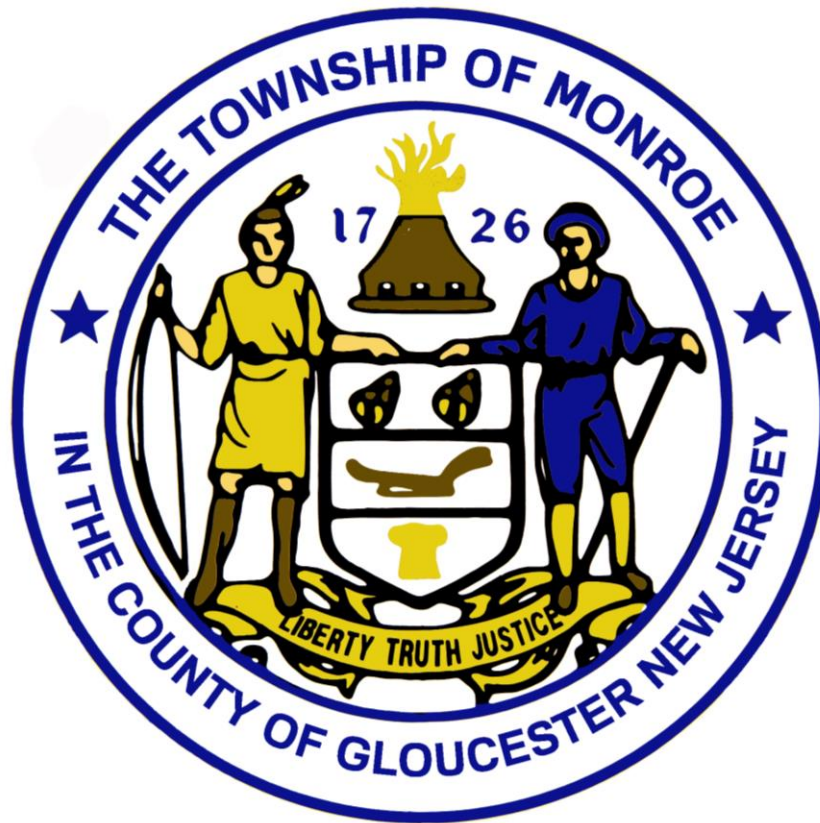


# TOWNSHIP OF MONROE

## Clerk's Information Booklet 2024



*Aileen Chiselko, RMC*

*Municipal Clerk*

*Monroe Township, Gloucester County, New Jersey*

[WWW.MONROETOWNSHIPNJ.ORG](http://WWW.MONROETOWNSHIPNJ.ORG)

*Prepared by:  
Clerk's Office Personnel*



**125 Virginia Avenue  
Williamstown, NJ 08094**

**MUNICIPAL DEPARTMENTS**

**(856) 728-9800**

***Mayor***

*Suite #1 Ext. 202*

***Human Resources / Personnel***

*Suite #1 Ext. 205*

***Municipal Clerk / Council***

*Suite #4 Ext. 215*

***Board of Health / Vital Statistics***

*Suite #4A Exts. 212 & 213*

***Construction Code***

*Suite #5 Exts. 219, 220 & 294*

***Planning Board / Zoning Board of Adjustment***

*Suite #5B Exts. 271 & 279*

***Emergency Management***

*Suite #13 Ext. 250*

***Municipal Court / Violations***

*Ext. 500*

***Administration***

*Suite #1 Ext. 202*

***Finance***

*Suite #2 Exts. 251-253*

***Tax Collector***

*Suite #6 Ext. 285*

***Fire Prevention***

*Suite #5 Ext. 256*

***Housing***

*Suite #5 Ext. 289*

***Zoning***

*Suite #5A Exts. 237 & 222*

***Clean Communities***

*Ext. 844*

***Police Department***

***(Non-Emergency Numbers)***

*(856) 728-9800 (Municipal Building / Police Station)*

*(856) 728-0800 (Gloucester County Police Dispatchers)*

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***(Emergency Number)***

***911***

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***Community Affairs***

*301 Blue Bell Road  
(856) 728-9840/9841*

***Parks & Recreation***

*301 Blue Bell Road  
(856) 728-1372*

***Free Public Library***

*713 Marsha Avenue  
(856) 629-1212*

***Public Works Complex***

*1040 Glassboro Road  
(856) 629-4444*

***Municipal Utilities Authority***

*372 S. Main Street  
(856) 629-1444*

# MONROE TOWNSHIP FACT SHEET

**SETTING:** Monroe Township is situated strategically between the Philadelphia and Atlantic City Urban Areas in Southern New Jersey, in the heart of the Northeast Urban Megalopolis. Incorporated in 1859.

**Land Area:** 47.17 Square miles, approximately.

**HIGHWAY ACCESSIBILITY:** Considered to be excellent.

Black Horse Pike: A four lane, arterial highway which traverses the entire Township NW-SE and provides direct access to downtown Philadelphia (30 Minutes) and direct access to Atlantic City (35 Minutes).

U.S. Route 322: A two lane arterial highway which traverses the Township east to west and provides access to the New Jersey Turnpike, north and south (30 Minutes), which access to the Commodore Barry and Delaware Memorial Bridges to Interstate 95 (40 Minutes).

Atlantic City Expressway: A four lane, limited access highway which parallels the Black Horse Pike and provides direct access to downtown Atlantic City (30 Minutes) and access to Garden State Parkway, north and south.

County Feeder Road System: Over 33 miles of well maintained county highways traverse the Township and provide easy access to the Arterial Highway System.

## Population

1990 – 26,703

2000 – 28,967

2010 – 36,129

2020 – 37,117



Monroe Township highlighted in Gloucester County.  
Inset map: Gloucester County highlighted in the State of New Jersey.

# MONROE TOWNSHIP SCHOOLS

## PUBLIC SCHOOLS

### **Maple Grove Administration Building**

75 E. Academy Street  
Williamstown, NJ 08094  
**Telephone: (856) 629-6400**  
1st Floor Fax: (856) 875-9786  
2nd Floor Fax: (856) 262-2499

### **Williamstown High School**

700 N. Tuckahoe Road  
Williamstown, NJ 08094  
**Telephone: (856) 262-8200**  
Fax: (856) 262-0869

### **Williamstown Middle School**

561 Clayton Road  
Williamstown, NJ 08094  
**Telephone: (856) 629-7444**  
Fax (5/6 Bldg.): (856) 629-4036  
Fax (7/8 Bldg.): (856) 740-2504

### **Holly Glen Elementary School**

900 N. Main Street  
Williamstown, NJ 08094  
**Telephone: (856) 728-8706**  
Fax: (856) 262-4732

### **Oak Knoll Elementary School**

23 Bodine Avenue  
Williamstown, NJ 08094  
**Telephone: (856) 728-3944**  
Fax: (856) 728-6791

### **Radix Elementary School**

363 Radix Road  
Williamstown, NJ 08094  
**Telephone: (856) 728-8650**  
Fax: (856) 262-7491

### **Whitehall Elementary School**

161 Whitehall Road  
Williamstown, NJ 08094  
**Telephone: (856) 728-8782**  
Fax: (856) 262-7923

**Emergency Closing Number: 811**

**Monroe Township Public Schools**  
Website: [www.monroetwp.k12.nj.us](http://www.monroetwp.k12.nj.us)

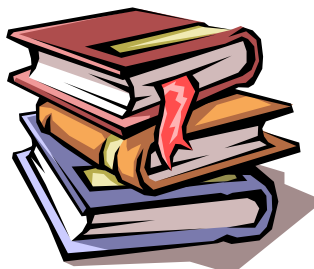
## PRIVATE SCHOOLS

### **Saint Mary's Parochial School**

32 Carrol Avenue  
Williamstown, NJ 08094  
**Telephone: (856) 629-6190**  
Fax: (856) 728-1437

### **The Arc Gloucester Camp Sun 'N Fun**

1036 N. Tuckahoe Road  
Williamstown, NJ 08094  
**Telephone: (856) 629-4502**



## DAY CARE CENTERS/NURSERY SCHOOLS

**ABC Me Grow** (856) 740-4769  
3747 S. Black Horse Pike

**ABC Me Grow L2** (856) 629-2290  
533 Sicklerville Road

**A-Plus Academy** (856) 318-1266  
2353 S. Black Horse Pike

**The Children's Garden** (856) 728-4535  
1636 N. Main Street

**Country Acres Private Pre-School** (856) 881-0400  
1880 Glassboro Road

**Kid Academy** (856) 875-1333  
12 South Main Street

**Gloucester Learning Center** (856) 818-9312  
1117 N. Black Horse Pike – Suite A

**Kidspace** (856) 740-0064  
333 N. Black Horse Pike

**St. Mary Pre-School** (856) 629-6190  
32A Carrol Avenue

**Superior Start Christian Learning Center** (856) 629-4614  
1831 Stranger Avenue

**Tri-County Williamstown Head Start** (856) 262-9438  
21 W. Academy Street



## CHURCHES



<b>Allen A.M.E. Church</b> 130 Oak Street		(856) 728-1885
<b>Beth Machaseh Messianic Congregation</b> 217 Prosser Avenue	Rabbi/Pastor Emmanuel R. Tarohocker	(856) 870-7372
<b>Cecil Deliverance Tabernacle Church</b> 1110 Coles Mill Road	Pastor Willie Joe Fletcher	(856) 629-9818
<b>Community Bible Fellowship Church</b> 462 Broadlane Road	Pastor Gordon R. Parks	(856) 629-7226
<b>Cornerstone Pentecostal Assembly</b> 422 Corkery Lane	Rev. Louise M. Savage	(856) 629-9155
<b>Cross Keys United Methodist Church</b> 1648 N. Main Street	Pastor Brian Rhea	(856) 728-3342
<b>Downer United Methodist Church</b> 2212 Fries Mill Road	Pastor Chung Kyun Hong	(856) 881-9420
<b>Evangelical Presbyterian of Star Cross</b> 1875 Janvier Road	Pastor James R. Chesnutt	(856) 629-5990
<b>Faith Temple Baptist Church</b> 367 Blue Bell Road	Pastor James H. Allen	(856) 262-0759
<b>First Presbyterian Church</b> 430 South Main Street		(856) 629-4634
<b>First United Methodist Church of Williamstown</b> 159 S. Main Street	Pastor Josh Mularski	(856) 629-6459
<b>The Greater Promise of Holiness Church</b> 1480 N. Tuckahoe Road	Pastor Dr. Connie Smith	(856) 629-4646
<b>Iglesia De Dios Pentecostal M.I.</b> 1735 Winslow Road		(856) 982-4221
<b>Life Church</b> 1509 N. Main Street	Pastor Jamie Morgan	(856) 629-4680
<b>New Brooklyn United Methodist Church</b> 1336 E. Malaga Road	Pastor Robert Ralph	(856) 629-8353

## CHURCHES *(continued)*

<b>Open Bible Baptist Church</b> 1073 New Brooklyn Road	Pastor George W. Riddell	(856) 629-3800
<b>Our Lady of Peace Church</b> 32 Carroll Avenue	Rev. Cadmus D. Mazzarella	(856) 629-6142
<b>St. John's Lutheran Church</b> 970 S. Main Street	Rev. Tammy Harmer	(856) 875-8742
<b>St. Mark's at the Crossing Episcopal Church</b> 131 W. Malaga Road	Rev. Derrick Wedderburn	(856) 629-8762
<b>St. Matthew's Baptist Church</b> 245 Glassboro Road	Dr. Raymond M. Gordon	(856) 629-4614
<b>Streams of Life Christian Fellowship</b> 1512 S. Black Horse Pike	Pastor Gary A. Stiles	(856) 629-1647
<b>Williamstown Assembly of God</b> 214 E. Malaga Road	Pastor Mike Schneck	(856) 728-5700
<b>Williamstown Seventh Day Adventist</b> 946 N. Main Street	Pastor Caesar Sprianu	(856) 629-1141
<b>Youth Fellowship Center, Inc.</b> 1520 N. Black Horse Pike	Rev. Robert Blithe	(856) 629-4200



## OFFICE OF THE MAYOR



The function of the Mayor is to enforce the Township charter and ordinances of the municipality. The Mayor is equivalent to the Chief Executive Officer in a major business that directs the organization and makes recommendations to Council that is deemed to be in the best interest of the general public. As the sole hiring authority, the Mayor oversees all Township departments and employees. The Mayor's office acts as a clearinghouse for the dissemination of information to the public at large.

For information, or to speak with the Mayor, please contact his assistant at (856) 728-9800 Ext. 202.

## DEPARTMENT OF ADMINISTRATION

The Department of Administration is headed up by the Business Administrator, who also holds the title of Director of Administration.

The function of the Business Administrator is to serve the Township as Chief Operating Officer. The Administrator reports to the Mayor on all aspects of the Township's business and departmental issues. By state statute, the Administrator has full authority of the Mayor in the Mayor's absence and as further designated by the Mayor. The Administrator also has the responsibility to manage and control the Township's liability insurance program, oversee purchasing decisions and Human Resources functions of the Township.

For information, or to speak with the Business Administrator, please contact the Administrator's assistant at (856) 728-9800 Ext. 202.

## DIVISION OF HUMAN RESOURCES

The Human Resources Division of The Township of Monroe is responsible for coordinating all personnel issues relating to our current Township employees and volunteers along with those seeking employment with the Township.

The department administers programs for employee health, dental, prescription and life insurance, coordinates workers compensation insurance claims for employees and emergency service volunteers and manages all general liability and property damage claims.

For information, please contact Human Resources at (856) 728-9800 Ext. 205.



# TOWNSHIP COUNCIL

**Steven J. McKinney**

*Ward 1 (Districts 7, 17, 20, 22, 23 & 24)*

Office: (856) 728-9800 Ext. 230

[smckinney@monroetownshipnj.org](mailto:smckinney@monroetownshipnj.org)

**Denise Adams**

*Council At Large*

Office: (856) 728-9800 Ext. 228

[dadams@monroetownshipnj.org](mailto:dadams@monroetownshipnj.org)

**Carolann Fox**

*Ward 2 (Districts 1, 3, 9, 10, 13, 14 & 16)*

Office: (856) 728-9800 Ext. 229

[cfox@monroetownshipnj.org](mailto:cfox@monroetownshipnj.org)

**Patrick O'Reilly**

*Council At Large*

Office: (856) 728-9800 Ext. 227

[poreilly@monroetownshipnj.org](mailto:poreilly@monroetownshipnj.org)

**Ronald T. Garbowski**

*Ward 3 (Districts 2, 6, 12, 18, 19 & 26)*

Office: (856) 728-9800 Ext. 232

[rgarbowski@monroetownshipnj.org](mailto:rgarbowski@monroetownshipnj.org)

**Donald Heverly, Vice-President**

*Council At Large*

Office: (856) 728-9800 Ext. 231

[dheverly@monroetownshipnj.org](mailto:dheverly@monroetownshipnj.org)

**Chelsea Valcourt, President**

*Ward 4 (Districts 4, 5, 8, 11, 15, 21 & 25)*

Office: (856) 728-9800 Ext. 233

[cvalcourt@monroetownshipnj.org](mailto:cvalcourt@monroetownshipnj.org)



# COUNCIL SCHEDULE OF MEETINGS

**Pursuant to N.J.S.A. 10:4-18, the Township Council of the Township of Monroe plans to conduct the following Council Meetings and Ordinance Committee Meetings in the Municipal Building located at 125 Virginia Avenue, Williamstown, New Jersey 08094. The Township Council may conduct a Closed Executive Session at any one of the scheduled meetings without having to provide advance notice of intent to conduct a Closed Executive Session.**

<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>TYPE OF MEETING</u>
January 4, 2024	7:00 PM	Thursday	Reorganization Meeting
January 24, 2024	7:00 PM	Wednesday	Council Meeting
February 14, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
February 28, 2024	7:00 PM	Wednesday	Council Meeting
March 13, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
March 27, 2024	7:00 PM	Wednesday	Council Meeting
April 10, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
April 24, 2024	7:00 PM	Wednesday	Council Meeting
May 8, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
May 22, 2024	7:00 PM	Wednesday	Council Meeting
June 26, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
July 24, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
August 28, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
September 11, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
September 25, 2024	7:00 PM	Wednesday	Council Meeting
October 9, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
October 23, 2024	7:00 PM	Wednesday	Council Meeting
November 13, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
November 27, 2024	7:00 PM	Wednesday	Council Meeting
December 11, 2024	6:30 PM	Wednesday	Ordinance Committee Meeting / Council Meeting ( <i>immediately following</i> )
December 26, 2024	7:00 PM	Thursday	Council Meeting

**NOTE: ONLY ONE (1) COUNCIL MEETING WILL BE HELD DURING THE MONTHS OF JUNE, JULY AND AUGUST 2024.**

# OFFICE OF THE MUNICIPAL CLERK

The Municipal Clerk's office works closely with Council members to provide our residents with various information and services.

For information, or to speak with the Clerk, contact the office at (856) 728-9800 Ext. 215.

1. Secretary to Governing Body
2. Secretary of the Municipal Corporation
3. Administrative Official
4. Election Official

## SECRETARY TO THE GOVERNING BODY – DUTIES ARE AS FOLLOWS:

1. Records official minutes of the governing body
2. Handles municipal correspondence, incoming and outgoing
3. Prepares the meeting agendas
4. Processes records, files and advertises ordinances, resolutions, municipal budget
5. Records, files and advertises bids for municipal equipment and supplies
6. Liaison between residents and council
7. Administers and records oath of office for appointments on boards, etc.
8. Custody of all official records, not designated by other departments



## SECRETARY TO MUNICIPAL CORPORATION – DUTIES ARE AS FOLLOWS:

1. Custody of the Municipal Seal
2. Signs most of the official documents and attests signatures of municipal officers and officials

## ADMINISTRATION OFFICIAL – DUTIES ARE AS FOLLOWS:

1. Issues licenses such as: Dog, Cat, Liquor (Title 33), Bingo, Raffle (Title 13), Junkyard, Amusement, Arcade, Alarm, Taxicabs, Limousines, etc. (Title 40 & 40A)
2. Municipal Assessment Searches
3. Files bonds and insurance policies
4. Corresponds with various municipal departments
5. Provides for record management
6. Conducts various types of business with other municipalities and departments as directed by Council



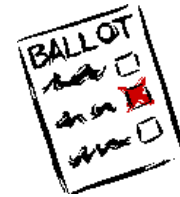
## OFFICE OF THE MUNICIPAL CLERK (continued)

### ELECTION OFFICIAL – DUTIES ARE AS FOLLOWS:

1. Chief Administrator Officer of all elections held in the municipality
2. Assists in voter registration
3. Certifies vacancies of local level
4. Maintains receipts of nomination petitions and give certification to the County Clerk
5. Has quasi-judicial authority in determining the validity of the petition
6. Conducts the drawing for position of candidates on local ballot
7. Selects polling places
8. Furnishes supplies for voting
9. Maintains receipt of election results
10. Certifies to the County Clerk the Committee Officers in each district
11. Certifies the election of candidates for local office in both Primary and General Elections
12. Chief Registrar of Voters in the municipality
13. Conducts training sessions for Board Workers

The following is the official list of polling locations and the districts designated for each location:

<b><u>Open Bible Baptist Church</u></b> 1073 New Brooklyn Road	Districts 1, 3, 13, 15 & 21
<b><u>Whitehall Elementary School</u></b> 161 Whitehall Road	Districts 4, 5, 8 & 11
<b><u>Williamstown Middle School</u></b> 561 Clayton Road	Districts 6, 7, 22, 23 & 26
<b><u>Monroe Twp. Public Library</u></b> 713 Marsha Avenue	Districts 10, 14, 17, 20 & 24
<b><u>Pfeiffer Community Center</u></b> 301 Blue Bell Road	Districts 2, 12, 16, 18 & 19
<b><u>Holiday City Clubhouse</u></b> 600 Caribbean Way	District 9
<b><u>Friendly Village Clubhouse</u></b> 255 Village Parkway	District 25



Gloucester County Clerk - James Hogan - (856) 853-3237

Gloucester County Board of Elections - (856) 384-4500  
550 Grove Road  
Thorofare, NJ 08086

## **OFFICE OF THE MUNICIPAL CLERK** *(continued)*

### **MISCELLANEOUS DUTIES OF THE CLERK'S OFFICE:**

1. Daily Mail
2. Directory of Employees, Boards and Commissions
3. Scheduling of Meeting Rooms in the Municipal Complex

### **OTHER LAWS TO BE FOLLOWED:**

Local Public Contract Law (*N.J.S.A. 40A:11-1 et seq.*)

Open Public Meeting Law (*N.J.S.A. 10:4-1 et seq.*)

Open Public Records Act (*N.J.S.A. 47:1A-1 et seq.*)

Local Budget Laws (*N.J.S.A. 40A:4-1 et seq.*)

### **PUBLIC INFORMATION:**

Minutes of all Council Meetings and Work Sessions

Resolutions

Ordinances

Licenses

Ledger Book of monies collected in office

# PUBLIC INFORMATION

Monroe Township's form of government is under the Faulkner Act.

Mayor-Council

7 Members – Council Board – 3 At Large  
4-Ward Council

On staggered 4-year terms – Election every 2 years  
Mayor and Council at Large  
4-Ward Council

Monroe Township consists of the following departments:

- Mayor
- Administration
- Human Resources
- Township Clerk
- Finance
- Tax Collector
- Board of Health / Vital Statistics
- Community Development – Zoning / Zoning Board of Adjustment / Planning Board / Housing
- Construction Code / Inspections – Building / Electrical / Fire / Plumbing
- Fire Prevention
- Municipal Court
- Public Safety / Emergency Management / Ambulance / Fire
- Police
- Public Works
- Community Affairs
- Parks and Recreation
- Buildings and Grounds
- Monroe Township Public Library

Autonomous Bodies of the Township:

- Monroe Municipal Utilities Authority

Volunteer Organizations:

- Williamstown Fire Company #1
- Cecil Fire Company

# REGISTRAR OF VITAL STATISTICS

## **BIRTH CERTIFICATES:**

Birth certificates can only be issued to persons born in Monroe Township. It is very unusual for us to issue a birth certificate, because there is no hospital located in the Township. Basic issuance is for children born at home.



## **MARRIAGE / CIVIL UNION APPLICATIONS TAKEN BY APPOINTMENT ONLY:**

*Marriage / Civil Union Application: \$28.00*



The marriage or civil union license must be obtained from the Registrar in the New Jersey municipality in which either applicant resides, if one or both, as a resident of New Jersey. If neither applicant is a resident of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony is to be performed and is ***only*** good for use in that municipality.

There is a 72-hour waiting period. The license is valid for 30 days from the issue date.

You must bring one witness over the age of 18, that knows both applicants for the application process. Current valid identification is required for the witness and the couple getting married.

You may purchase a certified copy of marriage/civil union from the Registrar of the municipality where the marriage was performed. A certified copy is required to make legal name changes on driver's license, social security, bank accounts, etc.

## **DOMESTIC PARTNERSHIP IN NEW JERSEY:**

*Domestic Partnership Fee: \$28.00*

Couples wishing to register a Domestic Partnership must be same-sex couples or opposite-sex couples who are age 62 or older and must meet the remaining eligibility requirements of the Domestic Partnership Act. Please call for information and/or appointment.

## **DEATH CERTIFICATES:**

The Township can only issue a Death Certificate the first time to the local Funeral Director. Afterwards, they must be issued from the Township where the person died. Death reports are sent to the Board of Elections. This is the source to keep election records updated.

**CERTIFIED COPIES MAY BE PURCHASED FROM MONROE TOWNSHIP ONLY IF THE EVENT OCCURRED IN MONROE TOWNSHIP.**

*All Certified Copies are \$25.00 for first copy. Additional copies of the same record ordered at the same time are \$2.00 each. Cash, check or money order only.*

For more information, please contact the Registrar at (856) 728-9800 Ext. 213 or 212.

## BOARD OF HEALTH

The Board of Health consists of seven (7) Board Members. The board meets once a month on the 2<sup>nd</sup> Wednesday of each month at 6:00 PM (no meetings in July and August).

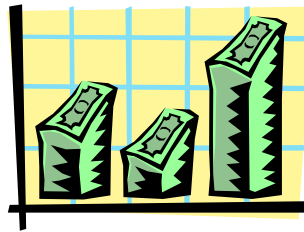
The Health Department takes complaints from residents regarding dogs running at large, trash, debris, high grass and weeds, nuisances, etc.

The Health Department is responsible for Kennel Licenses, Retail Food Licenses, Swine Licenses, Campground Licenses, Rabies Clinic, Animal Violations, Dog Canvassing and Mobile Home Parks.



## FINANCE DEPARTMENT

The function of the Finance Department is to facilitate interaction between all Township departments and the divisions within the Finance Department that relate to financial matters of the township. The Chief Financial Officer supervises all financial functions of the Township, as well as many other support services, including Accounting, Accounts Payable, Budgeting, Banking, Payroll, Purchasing, and Bonding issues. The Finance Department deals with the public regarding accounts payable and municipal bonds. It is also primarily responsible for the administration of the Township's defined contribution plan as well as the Public Employee Pension Funds.



## TAX ASSESSOR'S OFFICE

The County Assessor's Office is responsible for ALL MUNICIPAL Assessment Functions.

**Gloucester County Office of Assessment  
Clayton Complex, Building A  
1200 N. Delsea Drive  
Clayton, NJ 08312**



**Phone: (856) 307-6445  
Fax: (856) 307-6447**



## TAX COLLECTOR'S OFFICE

The Tax Collector's Department is responsible for the billing, collection, reporting and enforcing of all property taxes assessed in the Township. Within these responsibilities is the maintenance of all computer files related to each property as to the billing and the receipt of payments, interest or any charges. In addition, all Tax Sales and Foreclosures are initiated through the Tax Collector's Office.

Taxes are due February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> and may be paid up to the 10<sup>th</sup> of each month due without any interest charges. After the 10<sup>th</sup> of the month taxes are due, interest will be rolled back to the first of the month. If the 10<sup>th</sup> of the month falls on a weekend or legal holiday, the payment can be made on the next working day without any interest charges.

**Receive Email Reminder when property taxes are due.** Sign up on the Township's Website at [www.monroetownshipnj.org](http://www.monroetownshipnj.org). A reminder is sent out 10 days prior to each tax quarter.

Convenient ways to pay your bill (We do not accept postmarks):

- **Online payment and/or auto-pay at** [www.monroetownshipnj.org](http://www.monroetownshipnj.org)
- **Pay by phone** Dial **866-572-9477** and follow the prompts (see processing fee chart for added charges)

**Processing Fees for Pay by Phone and Online Bill Pay Options:**

**\$1.95** for electronic check

**2.95%** for all credit/debit card transactions

- **Drop box at the Tax Collector's Office** (if you would like a receipt, a self-addressed stamped envelope must be enclosed with your payment)
- **Mail in your payment** (if you would like a receipt, a self-addressed stamped envelope must be enclosed with your payment)
- **In Person at the Tax Collector's Office** (Monday thru Thursday 7:00am – 5:00pm (cash, check, money order and credit card payments accepted in the office)
- You may contact your personal bank for automatic online bill pay
- 24 Hour outside drop box located in front of Town Hall on Virginia Avenue (if you would like a receipt, a self-addressed stamped envelope must be enclosed with your payment)

**Deductions available: (Questions and application can be submitted to Gloucester County Assessor's Office at 856-307-6445)**

**1. Veterans Deduction** – Qualified veterans of the United States who served in time of war may be entitled to a yearly deduction of \$250.00 on their property taxes. Forms are available in the Tax Collector's and the Gloucester County Tax Assessor's Offices.

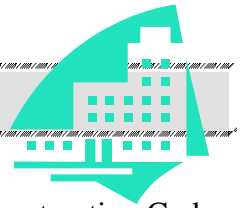
**2. Senior Citizen and Disabled Persons Deduction** – Persons over the age of 65 and 100% Disabled Persons of any age may be entitled to a yearly deduction of \$250.00 on their property taxes. Forms are available in the Tax Collector's and Tax Assessor's Offices.

**Tax Rebate Programs available through the State of New Jersey:**

1. Property Tax Reimbursement Program a.k.a. Property Tax Freeze 1-800-882-6597
2. New Jersey Anchor Program (formerly the Homestead Rebate) 1-888-238-1233

*Failure to receive a tax bill does not relieve the owner from paying property taxes or delinquent interest on late payments per New Jersey Statutes Annotated 54:4-64. Please contact the Tax Collector's Office at (856) 728-9800 Ext. 285 if you need a copy of your Tax Bill.*

# STATE UNIFORM CONSTRUCTION CODE



The Monroe Township Uniform Construction Department is the Local Enforcing Construction Code Agency under the Code Enforcement Department. The Construction Official is the Department Head of the construction office which is comprised of the following:

- Building Subcode and Inspector
- Fire Subcode and Inspector
- Electrical Subcode and Inspector
- Plumbing Subcode and Inspector
- Mechanical Subcode and Inspector
- Technical Assistant
- Permit Clerk Staff

## PERMITS:

### I. Intent and Purpose:

- A.) To encourage innovation and economy in construction and to provide requirements for construction materials consistent with nationally recognized standards.
- B.) To permit to the fullest extent feasible the use of modern technical methods, devices and improvements, including pre-manufactured systems, consistent with reasonable requirements for the health, safety, and welfare of occupants or users of buildings and structures.
- C.) To eliminate restrictive, obsolete, conflicting and unnecessary construction regulations that tend to unnecessarily increase construction costs or retard the use of new materials, products or methods of construction, or provide preferential treatment to types of classes of materials or products or methods of construction.
- D.) To insure adequate maintenance of buildings and structures throughout the State and to adequately protect the health, safety and welfare of the people.
- E.) To eliminate unnecessary duplication of effort and fees in the review of construction plans and the inspection of construction.
- F.) To enforce rules relating to the construction, alteration, renovation, rehabilitation, maintenance, occupancy and use of buildings and structures; to provide for Statewide approval of pre-manufactured systems; to provide for the administration and enforcement of the act; and to establish remedies and fix penalties for violation of the act. 52.27D

### II. The guidelines for achieving the intent and purpose are described in the Uniform Construction Code (5:23) adopted by the State of New Jersey

- A.) This code provides for the establishment of an Enforcing Agency consisting of a Construction Code Official, Building, Plumbing, Electrical, Mechanical and Fire Sub-code Officials who are licensed by the State of New Jersey. These Officials review plans to insure compliance with the National Codes adopted by the State of New Jersey. These inspectors also perform inspections during various stages of construction to insure compliance with the reviewed plans and appropriate sub codes.

# STATE UNIFORM CONSTRUCTION CODE

(continued)

B.) The Uniform Construction Code also provides for the establishment of a Central Permit Office. The function of this office is to provide and process all permit applications pertaining to all items mentioned in I. (F).

Permit Fees are established by ordinance in the Code of the Township of Monroe. The normal processing time for a completed application (containing all prior approvals) is approximately 5 to 10 working days. The State of New Jersey allows up to 20 working days for applications to be processed.

Inspection requests must be received in the Construction Office by 2:00PM and every effort will be made to schedule the inspection for the following work day. The State of New Jersey allows up to 72 hours to perform requested inspections. A request for a Certificate of Occupancy must be submitted by the Applicant when a project is complete. The Permit Office will issue a Certificate of Approval or a Certificate of Occupancy upon the successful completion of all necessary inspections and the receipt of all required agency approvals. No occupancy or use shall occur until the appropriate certificates are issued.

All Businesses and Non-Residential Use Groups must obtain either a Certificate of Occupancy for change of use, Continued Certificate of Occupancy, or a Monroe Township Certificate of Occupancy for change of occupancy with an existing use group. The appropriate required certificate must be applied for and issued by the Construction Office prior to opening and operating, or when making a change in ownership, use or location. Contact the Construction Office for guidance and instructions.

The hours of operation are Monday thru Thursday 7:00AM to 5:00PM, and our Inspectors are available in the office from 7:00AM to 5:00PM Monday thru Thursday for questions.

## Call the Construction Office and Ask:

(856) 728-9800

Monday thru Thursday 7:00AM – 5:00PM



Permit Clerk	Ext. 219, 220 & 292
Technical Assistant	Ext. 294
Construction Official	Ext. 221
Electrical Inspector	Ext. 221
Building Inspector	Ext. 299
Fire Inspector	Ext. 299
Plumbing Inspector	Ext. 502
Mechanical Inspector	Ext. 502



# DEPARTMENT OF PUBLIC WORKS

## Road Department

The Road Department is responsible for grading and paving of streets, repair of potholes, snow removal, leaf removal, cleaning of storm sewers, outlets and retention basins, and mowing of shoulders along roads and retention basins. The Road Department is also responsible for street signs and traffic control signs, maintenance of ball fields, debris removal after storms, collections of Christmas trees and recycling of these trees. The Road Department is also responsible for street sweeping of Township roads and back filling shoulders and installing drainage.



## Sanitation/Recycling Department

The Sanitation/Recycling Department services over 37,000 residents stops weekly in the municipality. The Sanitation/Recycling Department is responsible for collection and disposal of all household waste, bulky waste and recyclables.



## Vehicle Maintenance

Vehicle Maintenance maintains all 230 municipal vehicles/equipment (cars, trucks, community transportation, ambulances, fire trucks and equipment, construction equipment, police cars, etc.) along with 20 pieces of grass cutting equipment. Additional vehicle maintenance shop work includes: welding of metal/aluminum, fabrication, maintenance of all vehicle records, fuel tanks and fuel management system, as well as maintenance of 6 emergency standby generators.

## DEPARTMENT OF PUBLIC SAFETY DIVISION OF POLICE



Preserve the public peace, protect life and property, prevent crime, detect and arrest offenders who violate the penal law and ordinances effective within the municipality, suppress riots, mobs and insurrections, disperse unlawful or dangerous assemblages and preserve order at all elections and public meetings and assemblages.

Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian traffic, including recommendation and supervision, if necessary, of the marking of roads to protect the safety and facilitate the convenience of motorists and pedestrians, and make and enforce rules and regulations not inconsistent with the charter and ordinances for such purposed.

Remove all nuisances in public places, inspect and observe all places of public amusement or assemblage and all places of business requiring any State or Municipal license or permit and report thereon to the appropriate department.

Provide proper police attendance and protection at fires.

Provide for the attendance of its members and appointment of court constables in the municipal court as necessary for the prosecution and trial of persons charged with crimes and offenses and cooperate fully with the law enforcement and prosecuting authorities of Federal, State, County and Local Governments.

Operate a training program to maintain and improve the police efficiency of the members of the division.

Report inadequacies in the street lighting system and any unsafe street conditions.

Other duties as required and directed by the Director of Public Safety.

## MUNICIPAL COURT



The Municipal Court's main function is to schedule all pending cases before the court in a timely fashion. It is the Court's responsibility to ensure that all parties are notified of the specified date and time for each case. The staff of the Municipal Court is also responsible for the collection and proper disbursement of all fines and costs collected after sentencing. The Municipal Court, in many cases, is the average person's only contact with the Judicial System, therefore the image presented must be one of professionalism and accuracy.

## DEPARTMENT OF COMMUNITY AFFAIRS

The Department of Community Affairs is located at the Pfeiffer Community Center located at Main Street & Blue Bell Road and is responsible for scheduling community events at various locations, Community Transportation Services, Social Concerns and other senior activities. For any information, please call (856) 728-9840 or (856) 728-9841. We are wheelchair accessible and provide transportation.

The DCA schedules the activities of 102 organizations in the Pfeiffer Community Center. These activities include regular meetings, graduations, talent shows, plays and many other events.

Senior activities are scheduled Monday-Thursday from 12:00PM – 2:00PM and include arts & crafts, board games and card games. The center also hosts the Gloucester County Nutrition Program which serves a hot lunch to the seniors Monday through Friday.

AA Meetings are held on Wednesdays 8:00PM – 9:00PM and NA meetings on Thursdays 6:30PM – 7:45PM at the Pfeiffer Community Center.

## COMMUNITY TRANSPORTATION SERVICE



A division of Community Affairs is responsible for the Township Shuttle Bus, which covers the entire Township five (5) days a week to transport residents to local stores such as ShopRite, Walmart, Dollar Tree, Dollar General, Post Office, Amish Market, etc.

We also provide out-of-town transport to Social Security, Social Services, Jefferson Hospital and various offices surrounding the hospital area. Appointments are on a first come, first serve basis. Your appointment may be refused if the shuttle has too many appointments scheduled for said day. All appointments should be made 3 business days prior to your appointment. All appointments must be made for Monday, Tuesday, Thursday or Friday between the hours of 9:00am-1:00pm. Wednesdays are local shopping and lunch program only.

We also provide transport to local doctors' appointments, laboratories and local Nursing Homes, with 3 days' notice.

The shuttle bus goes out of town only Mondays and Fridays to places such as Kohl's, Aldi's and Turnersville Walmart.

This division provides bus services to the Gloucester County Nutritional Lunch Program at the Pfeiffer Community Center for Monroe Township residents only.

We also provide transport to local doctors' appointments, laboratories and local Nursing Homes, with 3 days' notice.

Please call (856) 728-9840 the day before by 3:00PM to schedule your pick-up for local transport such as shopping, Post Office, Library, Dollar Store, etc. For a Monday pick-up, please call before 3:00PM on Thursday.

## SOCIAL CONCERNS

A division of Community Affairs offers a “Food Pantry Program” to Monroe Township residents. The food pantry program is designed to provide a person or family with temporary food source until they are able to receive other public assistance. The food pantry is open on Fridays during the hours of 9:30AM – 11:30AM. It is located behind the Pfeiffer Community Center, between the ballfields, at 408 Church Street, Williamstown NJ 08094. Proper ID and paperwork of your circumstances must be provided (contact our office at (856) 728-9841 for details).

## ECONOMIC DEVELOPMENT COMMISSION

The Monroe Township EDC is committed to fostering a pro-business environment which encourages a sustainable and diverse tax base, fostering a strong local economy, while preserving the unique character and quality of life of Monroe Township.

### Responsibilities:

- Advise the town officials on matters relating to business development and economic development
- Facilitate communication between businesses and town officials
- Provide an environment that retains and fosters expansion of current business
- Attract new business and industry to the town

## SENIORS COMMISSION



The Senior Citizen Commission consists of nine members (eight senior members and a Council Liaison). The Commission elects a Chairperson, Vice-Chairperson and Secretary each year.

The Commission hosts trips and other activities. They also work to promote activities and education of Township Seniors.

All Township Seniors are welcome to attend and be a part of the meetings and activities. New ideas are always welcome.

## MUNICIPAL ALLIANCE COMMISSION

As part of a comprehensive, coordinated statewide effort to reduce the abuse of alcohol, tobacco and other drugs, Monroe Township created a Municipal Alliance Commission in 1989 under the auspices of the Governor’s Council on Alcoholism and Drug Abuse.

The Mission of the Alliance is to develop, fund, and implement effective programs designed to reduce alcoholism, tobacco, and other drugs throughout the community, targeting all age levels. The Alliance is also charged with the responsibility of coordinating and supporting the efforts of the schools, law enforcement, businesses, and civic organizations in reducing alcoholism and drug abuse.

## PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission, administered under the auspices of a Municipal Department Head, organizes Township programs and events such as the Town Appreciation Day/Music Festival, parades (Halloween Parade, etc.), Easter Egg Hunt with the Easter Bunny, the Fall Festival, the Holiday Tree Lighting Ceremony with Santa, etc. The Parks and Recreation Commission meets the 2<sup>nd</sup> Wednesday of the month. Volunteers are welcome.

## MONROE TOWNSHIP YOUTH SPORTS/ACTIVITIES

All youth groups are private organizations. You must contact the person on the following list for information. For further contact information, please Monroe Township Parks & Recreation Department at (856) 728-1372.

### **Monroe Twp. Youth Soccer**

[www.mtys.org](http://www.mtys.org)

### **Monroe Twp. Youth Street Hockey**

[www.mtyh.org](http://www.mtyh.org)

### **Monroe Twp. Braves Youth Football & Cheerleading**

[www.mtbraves.com](http://www.mtbraves.com)

### **Monroe Twp. Junior Wrestling**

[mightybraveswrestling@gmail.com](mailto:mightybraveswrestling@gmail.com)

### **Monroe Braves Lacrosse**

[www.braveslax.org](http://www.braveslax.org)

### **Monroe Twp. Youth Basketball**

[www.mtyb.net](http://www.mtyb.net)



### **Monroe Twp. Little League**

[www.mtlittleleague.com](http://www.mtlittleleague.com)

### **SJ Braves Travel Baseball & Softball**

[www.leaguelineup.com/sjbraves](http://www.leaguelineup.com/sjbraves)

### **Monroe Twp. Summer Camp "Camp Squankum"**

[www.mtprnj.org](http://www.mtprnj.org)

### **Monroe Twp. Flag Football**

[www.mtflag.com](http://www.mtflag.com)





# PLANNING BOARD

The Planning Board which has a wide range of responsibilities, among which is the responsibility of making many important decisions. Planning Boards are directly responsible for generating and updating a Municipality's Master Plan and are involved in developing and effectuating broad land use policies for guiding the growth of a municipality. An integral part of a municipality's decision making process in the Master Plan. A Municipality cannot have a valid Zoning Ordinance without the land use element of the Master Plan.

The Planning Board has specific authorities over subdivision control and site plan review, the Official Map, Zoning Ordinances and the Capital Improvements Program. Moreover, it has been vested with quasi-judicial power in that when reviewing subdivision and site plan applications, it can decide "C" Variances and establish procedures for the review of such applications.

The Planning Board may also become involved in the review of other State or Federal programs or plans, assemble data for planning purposes and perform other advisory duties as assigned to it by the Governing Body, to aid them in planning process.

## **UNITS UNDER CONSTRUCTION:**

1. **Summerfields West Partners** – 186 Active Adult Community Mobile Home Park; Black Horse Pike
2. **Blaze Mill Development Group** – Phases 1-5, 105 Townhouses; Fries Mill & Glassboro Roads
3. **Comfort Development Group, LLC (Hamilton Greene)** – 207 Townhouses; Tuckahoe Road and Main Street
4. **Morgan Development Group** (Holly Oak Estates) – 89 Single Family; Tuckahoe Road
5. **110 Whitehall, LLC (Whitehall Gardens)** – 214 Single Family Age-Restricted Community; Whitehall Road
6. **The Retreat @ 385** – 39 Townhouses; Tuckahoe Road
7. **Philadelphia Suburban (Malaga Meadows)** – 102 Single Family; Winslow and Malaga Roads

## **RECENT APPLICATIONS WITH FINAL APPROVAL:**

1. **Total Holdings, LLC** (Equestrian Farms) – 38 Single Family; Winslow Road
2. **Morgan Development Group** (Morgan Landing) – 82 Single Family; Morgan Road
3. **Grandview Mews, LLC** (Grandview Mews) – 75 Townhouses; Grandview Avenue
4. **The Mews @ St. Mary's** – 75 Senior Affordable Apartments; Blue Bell Road
5. **Monroe Development Associates** – 39 Single Family; Sicklerville Road & Mink Lane

## **APPLICATIONS WITH PRELIMINARY APPROVAL:**

1. **Blaze Mill Development Group** – 244 Townhouses; Fries Mill & Glassboro Roads

## ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment, as its name implies, is responsible for “Adjustments” in specific cases, whereby an applicant’s proposal does not and cannot meet the requirements of the Municipality’s Zoning Ordinance. This Municipal Body will hear and decide appeals, where it is alleged by an applicant that there is an error in any order, requirement, decision or refusal made by an administrative officer, based upon or made in the enforcement of the Zoning Ordinance. Another responsibility of this body is the interpretation of the Zoning Map or Ordinance.

The “Adjustments” or variances granted by this body are based upon the review of the application or appeal relating to a specific property, when strict application of the regulations will impose difficulties or hardship to the applicant, through no fault of his own. No variance or other relief may be granted unless it can be so done without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and Zoning Ordinance.

### **BOARD OF ADJUSTMENT:**

1. **Stirling Glen, LLC (Phase I)** – 195 Active Adult Single Family; Fries Mill Road (*Under Construction*)
2. **NWD Development, LLC (The Greens)** – 117 Age-Restricted Townhouses; Glassboro-Cross Keys Road & Fries Mill Road (*Under Construction*)
3. **Advanced Land, LLC (Barclay Glen South)** – 326 Multi-Family Units; (*Final Approval*)

## HOUSING CODE ENFORCEMENT



The Housing Department is under the Code Enforcement Department. The Housing Official enforces the Monroe Township Housing Code; Chapter 162. The Housing Official and/or his Director or designee conduct housing inspections and issue certificate to occupy or a temporary certificate to occupy, and all change of ownership by affidavit on all residential properties within the Township. These inspections are broken down into two categories, resales, which is the change of ownership certificate and affidavit for temporary certificate and rental certificates which are the annual rental inspection of all rental properties within the Township, as well as the change of tenant inspection and certificates on rental properties. The Housing Official and/or his Director or designee investigate illegal rentals and resale complaints from the public and take enforcement action when necessary. Please contact us at (856) 728-9800 Ext. 296 with any questions.

## ZONING OFFICE

The Zoning Office is the Department who enforces the Monroe Township Land Use Code and reports to the Director of Code Enforcement.

The purpose of Zoning is to ensure that any proposed use, construction, or alteration is allowed in the zone and will be located within the required setbacks from the property lines as required by the Monroe Township Land Development Ordinance. Specifically, this code regulates the setbacks and permitting process for principal structures, additions, decks, gazebos, pools, hot tubs, sheds, basketball courts, patios, fencing and all other accessory uses and structures. The Zoning Permit is a prior approval for projects that require Construction Permits and must be obtained prior to submission to the Construction Office.

Any resident contemplating any change or addition to his/her property or home should contact the Zoning Office for information on general regulations in their zoning district. Non-residential properties are required to obtain Zoning permits for the change of ownership, change of tenant, change of use, change of name, or any change or addition to the property, including signage.

By obtaining the required permits, a property owner will avoid creating a violation that may require alterations to, or relocation of, the new construction to abate the violation. If you are selling your home, the presence of a violation can delay your settlement in obtaining all required permits.

In any case, if you cannot meet the zoning requirements, it may be possible to obtain a variance.

The Zoning Office urges all residents to inspect and maintain their properties.

The Zoning Office also handles permits for clothing bins, and dumpsters.

To contact the Zoning Office with any questions about our process and permits, please call (856) 728-9800 Ext. 237 or 222.

To contact the Pinelands Commission with any questions about a property within their jurisdiction, please call (609) 894-7300.

Tara Nelms  
Zoning Official

Office Hours: Monday through Thursday 7:00AM – 5:00PM

## FREE PUBLIC LIBRARY OF MONROE TOWNSHIP

The library collection consists of more than 115,000 books, audiobooks, movies, magazines and more. Residents can also borrow materials from any LOGIN member library within Gloucester, Cumberland and Salem County. A certified librarian is always on site to assist with reference and research inquiries. Internet access and printing capabilities on our public computers is available to library cardholders. Free Wi-Fi is available throughout the library including the meeting rooms and our beautiful outdoor garden. Rentable meeting rooms are media ready with a computer, projector and sound system. The library also has fax, copy and notary services. The librarians create and schedule innovative programs such as writer's groups, computer technology classes, book clubs and concerts for all different age groups.

The Free Library of Monroe Township is located at 713 Marsha Avenue, Williamstown, NJ 08094 and the hours of operation are: Monday-Thursday from 11:00AM-9:00PM, Friday from 10:00AM-3:00PM, Saturday from 10:00AM-3:00PM (closed Saturdays in July and August). Please call us at (856) 629-1212 for assistance or visit our resourceful website at [www.monroetpl.org](http://www.monroetpl.org).

## **HISTORICAL SOCIETY**

Formed in 1974 by approval of Mayor Winnie Sharp, the Monroe Township Historical Society was formed to preserve and protect the History of Squankum, Williamstown, and Monroe Township. Williamstown has 3 historic sites: The Reading Room (first Library) 1878, Hall Street Little School 1887, both of which are on the Federal and State Registers of Historic Places and the Ireland Hofer House Museum (original house circa 1800). This volunteer organization is administered by a Board of 8 Trustees with officers elected every January. Current membership is approximately 700. Volunteer re-enactors strive to educate children and adults through school tours, open house tours, and re-enactments in order to pass the torch to new generations so that our town's rich history interwoven with the history of our great country is not forgotten. The Historical Society conducts school tours for all fourth-grade students in the Township who are learning about New Jersey History and in particular the history of their hometown. If you would like a tour of the historical Buildings, please call the Museum to arrange for private tours. Current events can be accessed on our Facebook page. Anyone interested in becoming a volunteer can contact the Museum at (856) 875-2943. The Historical Society has added a new research aide for students and genealogy researchers with the addition of a microfilm reader digitizer, and the Plain Dealer collection on microfilm. For appointments to use the Scan Pro reader, please contact the Museum.

The Historical Society regular monthly meetings are the first Thursday of each month at 7:00PM at the Ireland Hofer House, 313 South Main Street, Williamstown, New Jersey. All are welcome to attend.

## **MONROE MUNICIPAL UTILITIES AUTHORITY**

This Authority maintains the public sewer and water service in Monroe Township. The Authority Business office is located at 372 South Main Street. We are open 8AM to 4PM Monday through Friday. For billing, call (856) 629-1444; for service, call (856) 226-3628. If you are in need of **EMERGENCY SERVICE AFTER BUSINESS HOURS, OR ON WEEKENDS OR HOLIDAYS, PLEASE CALL (856) 629-1444**. We do have a 24-hour emergency service that will contact our employee on emergency duty. Our facilities, including our water supply, wells, tanks and lift stations have always been properly secured. In the event you see someone or something suspicious at any of our sites please contact the Authority Business Office at (856) 629-1444 or Monroe Township Police Department (856) 728-0800.

All Authority Personnel have official picture identification badges reflecting their name, and the telephone number of our facility. Please call us if someone attempts to represent our agency and does not present the proper credential.

There are no tax monies supporting the Authority. Its debt service and operational expenses must be paid by the revenue from customer service fees.

For your information the Authority is governed by a five-member Board. On an annual basis the Township Council appoints or reappoints a member to serve a five-year term. Authority meetings are held the third Wednesday of each month at the Authority Office, and the **PUBLIC IS WELCOME**.

Our Operations and Administrative Staff take pride in maintaining a safe, healthy water system and sewerage collection system. If you should have a water or sewer problem, please contact us immediately. Every effort will be made to remedy your problem as quickly as possible.

# EMERGENCY MANAGEMENT

To ensure the complete and efficient utilization of all of the Township's facilities to combat disaster resulting from emergencies, natural or man-made or nuclear disaster or enemy attack.

To protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use.

To provide for actions to be taken to mitigate, prepare for, respond to and recover from an emergency.

To provide training with all departments for use in designing future improvements, preventing and concluding possible disaster, potential harm and litigation.

To establish laws, ordinances, resolutions and procedures, which will provide safety and promote immediate response to emergency situations.

To coordinate within the township employees and volunteers that will be available at moment's notice to carryout emergency operations.

To act as Chairperson and conduct regular meetings of the Local Emergency Management Committee.

To coordinate, plot and maintain all address changes within the Township.

To record and investigate hazardous material spills.

To act as a link in the chain of command between the Administration and Emergency Responder's Organizations.

To manage the Emergency Notification System established on the county level for the Township of Monroe. ([www.gloucesteralert.com](http://www.gloucesteralert.com))

## **Williamstown Fire Company Station #1**

555 S. Main Street  
Williamstown, NJ 08094  
(856) 818-9771 (*non-emergency*)  
[www.wfd291.com](http://www.wfd291.com)

## **Williamstown Fire Company Sub Station**

1200 Glassboro Road  
Williamstown, NJ 08094  
(856) 629-6274 (*non-emergency*)  
[www.wfd291.com](http://www.wfd291.com)

## **Cecil Fire Company Station**

295 Whitehall Road  
Williamstown, NJ 08094  
(856) 629-6477 (*non-emergency*)

FOR EMERGENCIES, DIAL: **9-1-1**



## **FIRE PREVENTION**

Department of Public Safety, Bureau of Fire Prevention's main mission is for the protection of life and property.

We inspect all buildings that are used by the public and are located within the boundaries of the Township of Monroe and assure that they meet the requirements of the New Jersey State Fire Code N.J.A.C. 5:70 and the International Fire Code 2015 New Jersey Edition.

We issue fire safety permits to groups that use our schools and places of public assembly for dance recitals, plays, musicals, fireworks, etc. We inspect and make sure that they comply with, The State Fire Code Regulations before the event can begin.

We investigate or work along with the County Fire Marshal Office for fires that occur within the Township of Monroe.

We review building plans for the locations of fire hydrants and water main sizes for new buildings and housing developments that are planning to build within the Township.

We work along with the following departments to enforce the related ordinances in the Codes of the Township of Monroe: Williamstown and Cecil Fire Departments, Construction Department, Zoning, Planning Board Department, Emergency Management and Department of Community Affairs.

Campfire permits are now issued by the New Jersey Forest Fire Service in Mays Landing, NJ.

## **OPEN SPACE ADVISORY COMMITTEE**

The Open Space Advisory Committee is established consisting of volunteers appointed by either the Township Mayor or Council with the purpose of reviewing and recommending parcels of land to be included for acquisition and preservation within the Township of Monroe.

The Committee prepares and submits to the Township Council an open space plan for the Township of Monroe consisting of identification of undeveloped, private land parcels. The services of the Township Engineer and Solicitor, the engagement of appraisers and other resources as it may deem necessary, may be utilized to assist the Committee in gathering information and potential outside support, subject to budget appropriations and/or Council approval by resolution.

The Committee makes every attempt to include lands that connect to existing public lands that include environmentally sensitive areas, streams, wetlands, floodplains, steep slopes and aquifer recharge areas, provide recreational use, preserve scenic vistas, and are eligible for acquisition through the Open Space/Recreation Trust Account.

# ENVIRONMENTAL COMMISSION

The mission of the Monroe Township Environmental Protection Commission is to inform and advise the public, town council and municipal boards on local environmental issues. We shall suggest the actions and policies appropriate for addressing these issues while also improving the quality of life and local environment in Monroe Township.



## BUILDINGS AND GROUNDS

Buildings and Grounds, a Division of the Department of Public Works, is responsible for all public properties.

### **Building Maintenance**

The Division of Building Maintenance consists of staffing necessary to inspect and control all municipal buildings and keep them in good repair. The department is responsible for the following properties: Municipal Complex, Williamstown Fire Station #1, Williamstown Fire Station #2, Cecil Fire Station, Monroe Township Ambulance Building, Senior Building, Pfeiffer Community Center, Library, Historical Reading Room Building (on Library Street), Hall Street Little School, Ireland Hofer House, Owens Concession Stand, all Public Works Buildings and all Parks buildings.

### **Custodial**

The Custodial Division consists of staffing necessary to complete all day-to-day cleaning of Township facilities.

### **Grounds Keeping**

The Division of Grounds Keeping consists of staffing necessary to maintain all grounds in a safe and clean manner. Buildings and Grounds is responsible for the Township's grassed areas, flower and shrub beds, trees and general policing of grounds for litter.

## MONROE TOWNSHIP OWNED PARKS

**Earling E. Owens Memorial Park** – 690 Tuckahoe Road – Tot Lot, Baseball Fields, Tennis Courts, Hockey Court, Volleyball Court, 2 Beach Volleyball Courts, Basketball Court, Football Field, Skate Park, Softball Field, 2 Picnic Gazebos, Nature Trail and a Snack Stand

**Marvin Wagner Complex at Church Street** – Recreation Baseball, Softball & Basketball

**Mary Mazza Duffy Memorial Park** – 23 Corkery Lane and Franklinville-Williamstown Road – 5 Baseball Fields/Softball Fields, 2 Tee Ball Fields, 7 Soccer/All-Purpose Fields, Picnic Pavilion

**Pfeiffer Community Center** – Passive Recreations

### **TOT LOTS**

~East Woods  
*Chinkapin Avenue*

~Kimberly West  
*Kilburn Avenue*

~Forest Hills  
*Laurel Lane/Silver Birch Road*

~Newbury Farms  
*Avery Drive*

~Green Meadows  
*Ward Lane*

~Pfeiffer Community Center  
*Main Street*



## MONROE TWP. SCHOOL BOARD ATHLETIC FIELDS

**Holly Glen School** – N. Main Street – Playground

**Oak Knoll School** – Bodine Avenue – Playground

**Radix School** – Radix Road – Baseball Field

**Whitehall School** – Whitehall Road – Baseball Field

**Williamstown High School** – Clayton Road – Baseball Fields



## PRIVATELY OWNED RECREATIONAL FACILITIES

**Monroe Township Youth Soccer Complex** – Corkery Lane

**Tall Pines Day Camp and Picnics** – 1349 Sykesville Road – (856) 262-3900



# APARTMENT COMPLEXES

**Monroe Towne I & II** (Seniors)

800 N. Main Street  
Williamstown, NJ 08094

**Monroe Towne East** (Seniors)

175 Walnut Street  
Williamstown, NJ 08094

**Contact:** Donna Duckworth  
A1 White Horse Pike  
Berlin, NJ 08009  
Telephone: (856) 287-9411



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**Carino Park**

100 Chestnut Street  
Williamstown, NJ 08094  
Telephone: (609) 221-4065  
**Contact:** Don Havens

.....  
**Laurelton Village**

601 N. Black Horse Pike  
Williamstown, NJ 08094  
Telephone: (856) 629-4311  
**Contact:** Josiah Lopez

.....  
**Jefferson Village**

401 N. Main Street  
Williamstown, NJ 08094  
Telephone: (856) 629-0200  
**Contact:** Sue or Steve

.....  
**Madison Court**

1056 S. Black Horse Pike  
Williamstown, NJ 08094  
Telephone: (856) 629-1700  
**Contact:** Lorraine

.....  
**Justin Commons**

1201 Justin Way  
Williamstown, NJ 08094  
Telephone: (609) 221-2454  
**Contact:** Lori Carr

.....  
**Barclay Glen**

1000 Fawn Drive  
Williamstown, NJ 08094  
Telephone: (856) 516-0596

# MONROE TOWNSHIP BOARDS & COMMISSIONS MEETINGS

**Board of Health** – Meets 2<sup>nd</sup> Wednesday of the month @ 6:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Economic Development Commission** – Meets 3<sup>rd</sup> Monday of the month @ 7:00PM – EDC Room, 3<sup>rd</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Environmental Commission** – Meets 3<sup>rd</sup> Monday of the month @ 6:30PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JUNE, JULY & AUGUST*)

**Historical Society** – Meets 1<sup>st</sup> Thursday of the month @ 7:00PM – Ireland Hofer House, 313 S. Main Street

**Library Board** – Meets 3<sup>rd</sup> Wednesday of the month @ 7:00PM – Conference Room, Monroe Township Public Library, 713 Marsha Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Municipal Alliance Commission** – Meets 1<sup>st</sup> Monday of the month @ 6:00PM – Caucus Room, 1<sup>st</sup> Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETING IN AUGUST & DECEMBER*)

**Monroe Municipal Utilities Authority Board** – Meets 3<sup>rd</sup> Wednesday of the month @ 6:00PM – M.M.U.A., 372 S. Main Street

**Open Space Advisory Committee** – Meets 1<sup>st</sup> Monday of the month @ 7:00PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Parks & Recreation Commission** – Meets 1<sup>st</sup> Tuesday of the month @ 7:00PM; May Meetings: 1<sup>st</sup> and 4<sup>th</sup> Tuesdays – Pfeiffer Community Center, 301 Blue Bell Road (*NO MEETING IN JULY*)

**Planning Board** – Meets 1<sup>st</sup> & 3<sup>rd</sup> Thursday of the month (with exceptions) @ 6:30PM – Court Room, 1<sup>st</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Rent Leveling Board** – Meets Last Monday of the month @ 6:00PM – Court Room, 1<sup>st</sup> Floor of the Municipal Building, 125 Virginia Avenue

**Seniors Commission** – Meets 1<sup>st</sup> Thursday of the month @ 5:15PM – Joe Pace Conference Room, 2<sup>nd</sup> Floor of the Municipal Building, 125 Virginia Avenue (*NO MEETINGS IN JULY & AUGUST*)

**Zoning Board of Adjustment** – Meets 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month (with exceptions) @ 6:30PM – Court Room, 1<sup>st</sup> Floor of the Municipal Building, 125 Virginia Avenue



# Monroe Township Department of Public Works 2024 Recycling/Trash Guide

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## Curbside Recycling Guidelines



### Acceptable Items

Plastic Bottles & Jugs ONLY #1 & #2  
Aluminum & Steel Cans  
Cardboard & Paper  
Glass Bottles & Jars



### Unacceptable Items

Food Waste, Styrofoam, Yard Waste  
Electronics, Batteries, Clothing,  
Shredded Paper, Bulky Plastics,  
Scrap Metal, Pizza Boxes, Solo Cups,  
Paper Tableware (Inc. Coffee Cups),  
Medical & Personal Hygiene Waste,  
Fast Food & Takeout Containers,  
Plastic Tubes/Tubs/Containers,  
Household Hazardous Waste,  
Plastic Bags & Plastic Film

**DO NOT PLACE RECYCLABLES IN PLASTIC BAGS!**

**RECYCLING CONTAINERS FOUND TO BE CONTAMINATED**

**WILL NOT BE COLLECTED.**

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**ELECTRONIC WASTE (E-WASTE, TV, MONITORS, COMPUTERS, ETC.)  
WILL NOT BE COLLECTED CURBSIDE. IT MUST BE BROUGHT TO THE TOWNSHIP YARD FOR DISPOSAL.**

*ALL CARDBOARD SHOULD BE BROKEN DOWN TO SAVE SPACE IN THE AUTOMATED RECYCLING CONTAINER.*

*For larger or extra cardboard pick up please notify the Public Works office or schedule a pick up through our website*

*<https://monroetownshipnj.org/3-2/public-works/>*

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## Public Works Convenience Hours

Every Wednesday 8am–2pm & Saturday 8am-12pm

Residents may dispose of household bulk trash/garbage, recyclables, motor oil, batteries, appliances, electronics, TV's & brush at our Public Works Yard located at  
1040 Glassboro Rd. Williamstown, NJ 08094.

**MONROE TOWNSHIP RESIDENTS ONLY! I.D. WILL BE REQUIRED.  
NO CONTRACTORS WILL BE PERMITTED.**

## 2024 HOLIDAY SCHEDULE

New Year's Day – Mon., January 1, 2024  
Martin Luther King – Mon., January 15, 2024  
President's Day – Mon., February 19, 2024  
Good Friday – Fri., March 29, 2024  
Easter Monday – Mon., April 1, 2024  
Memorial Day – Mon., May 27, 2024  
Fourth of July – Thurs., July 4, 2024  
Labor Day – Mon., September 2, 2024

Election Day – Tues., November 5, 2024  
Veteran's Day – Mon., November 11, 2024  
Thanksgiving – Thurs., November 28, 2024  
Friday after Thanksgiving – Fri., November 29, 2024\*  
Christmas – Wed., December 25, 2024  
New Year's Day – Wed., January 1, 2025

Please note that trash & recycling collection will be delayed by one day for the remainder of the week following the above holidays.

**\*EXCEPTIONS: ELECTION DAY & FRIDAY AFTER THANKSGIVING - NORMAL PICK-UP.  
BETWEEN MAY 1<sup>st</sup> AND OCT. 1<sup>st</sup>, PUBLIC WORKS HOURS WILL BE 6:30AM-2:30PM**

## **BULK PICKUP COLLECTION**

Residents **do not** need to schedule bulk pickup but **must** schedule all metal and appliance removal by contacting the Public Works Department at 856-629-4444 or email [dpwinfo@monroetownshipnj.org](mailto:dpwinfo@monroetownshipnj.org).

If your regular garbage collection is Monday or Thursday, your bulk pickup will be scheduled for removal on the 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month.

If your regular garbage collection is Tuesday or Wednesday, your bulk pickup will be scheduled for removal on the 2<sup>nd</sup> & 4<sup>th</sup> Friday of the month.

*There will be no bulk pickup on any month with a 5<sup>th</sup> Friday. If there is a township holiday closing during your collection week your items will be scheduled for removal on Saturday instead of Friday. Please visit our website [The, Township of Monroe Facebook page](#) for periodic updates and schedule changes.*

**Chapter 239-8 (2) – In the event of a home, rented or commercial cleanout, the owner of said property will be required to obtain a dumpster through a private contractor or deliver all bulky waste to an authorized collection facility to dispose of.**

## **GARBAGE/RECYCLING RECEPTACLES**

When placed curbside, all automated receptacles shall be placed with the handle/wheels facing your home. Receptacles must have a 4 feet clearance from other containers, utility poles, vehicles, basketball nets, bulk items, etc. to ensure proper collection of your containers.

The garbage receptacle is for household waste ONLY, this is anything you generate out of your kitchen or bathroom. All household waste placed in the garbage container must be bagged. Waste other than household waste should be placed curbside for bulk pick up on your designated day. DO NOT place recyclables in plastic bags.

If your container is damaged in any way, other than by the Public Works Department, it will be the homeowners' responsibility to purchase a replacement container from the Township of Monroe.

**Chapter 239-6 – Receptacles or other items to be disposed of shall be placed outside at the designated area after 6 p.m. of the day immediately preceding the day of collection. After collection, any empty containers shall be removed from the curbside promptly, but not later than 8 p.m. the day of collection.**

Monroe Township Public Works  
1040 Glassboro Rd.  
Williamstown, NJ 08094  
856-728-9844

## **CURBSIDE LEAF COLLECTION**

The DPW collects & recycles leaves raked curbside during the months of April, November & December. Schedules are posted on the twp. Website & Facebook page weekly. As per NJPDES Municipal Stormwater Regulations and Chapter 285C-3 of the Monroe Township Code non-containerized yard waste is only permitted along the street 7 days prior to a scheduled collection and shall not be placed closer than 10 feet from any storm drain inlet.

## **BRUSH/LIMBS**

Limbs, branches and small trees/bushes/shrubs shall be no larger than 3" in diameter, 4' in length, tied in bundles not to exceed 40 pounds in weight and placed neatly at the curb line for bulk collection. There shall be no collection of logs, tree trunks or stumps.

## **CONSTRUCTION/REMODELING/ DEMOLITION DEBRIS**

Debris that is generated by a contractor or occupant; solid waste Type 13C (consisting of non-recycled construction & demolition materials: doors, windows, concrete, wallboard, paneling, etc.) This debris **WILL NOT** be collected by the Sanitation Dept. & will be the responsibility of the homeowner or contractor to dispose of.

## **GLOUCESTER COUNTY HOUSEHOLD SPECIAL WASTE**

Residents may dispose of oil-based paints, household chemicals, florescent tubes, batteries, etc. through this program. Please contact the Gloucester County Office of Recycling at 856-478-6045 Ext. 13 or 14 or visit the website <https://www.gcianj.com/county-recycling/household-special-waste/> for specific dates and times for drop-offs.

## **RECYCLE COACH APP**

**This free waste and recycling app gives Monroe Township residents' access to your waste schedule, receive weekly reminders, report or request services, and sort waste correctly with the "What Goes Where" search tool.**



Download the  
app today



Email: [dpwinfo@monroetownshipnj.org](mailto:dpwinfo@monroetownshipnj.org)  
[www.monroetownshipnj.org/3-2/public-works/](http://www.monroetownshipnj.org/3-2/public-works/)

# LOCAL UTILITY COMPANIES SERVING MONROE TOWNSHIP

## **Atlantic City Electric**

Corporate Office  
5100 Harding Hwy.  
Mays Landing, NJ 08330

1-800-642-3780



## **South Jersey Gas Company**

Corporate Office  
1 South Jersey Plaza  
Folsom, NJ 08037

1-888-766-9900



## **Verizon New Jersey**

9 Gates Avenue  
Montclair, NJ 07042

1-800-VERIZON



## **Comcast Cable**

301 South Main Road  
Vineland, NJ 08360

1-800-COMCAST



## **Monroe Municipal Utilities Authority** *(Water/Sewer)*

372 South Main Street  
Williamstown, NJ 08094

(856) 629-1444



## **Monroe Township Public Works Dept.** *(Garbage Pick-Up)* (856) 629-4444

1040 Glassboro Road  
Williamstown, NJ 08094

