

**REORGANIZATIONAL MEETING**  
**Borough Hall**  
**114 Crown Point Road, Westville, NJ**  
**January 2, 2008**

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The Municipal Clerk Helder called the meeting to order at 7:30 p.m. and read the opening statement.

The meeting was then opened with the salute and pledge of allegiance to the flag.

Invocation was given by Rev. Frederick Link from St. Anne's Catholic Church.

The Ceremonial Oath of Office was given to Councilman George K. Baker, by Pastor Donald Spaeth and Councilman Ronald Muhlbaier, by Rev. Kenneth Houts.

The Clerk read a message from Mayor Galbraith. The Mayor was ill and requested that the Clerk deliver a message for him. He stated that he is looking forward to working together with everyone this year and finishing some ongoing projects. He sent his best wishes and looks forward to seeing everyone soon. He appreciates everyone's prayers, flowers and cards.

**Roll Call ~ Present:**

Councilman Welsh, Councilman Baker, Councilman Ledrich, Councilman Pennington, Councilwoman Rodgers and Councilman Muhlbaier.

**Absent: Mayor Galbraith.**

**Also Present were:**

William Bittner, Jr., Administrator, Christine Helder, Municipal Clerk, Donna Domico, Public Works Manager, and Fred Lederer, Police Chief.

**PUBLIC COMMENT ON AGENDA ITEMS:**

No comment from the public.

**ITEMS OF BUSINESS:**

**1. Nomination of Council President**

**Motion to nominate Councilman Welsh, as Council President, was made by Councilman Ledrich and a second by Councilman Pennington.**

**Roll Call Vote – In Favor**

Councilman Welsh, Councilman Ledrich, Councilman Pennington, Councilwoman Rodgers and Councilman Baker, Councilman Muhlbaier - Motion carried **by unanimous roll call vote.**

**ITEMS OF BUSINESS (Continued):****2. 2008 APPOINTMENTS**

The following appointments were made:

<b><u>OFFICE:</u></b>	<b><u>NAME</u></b>	<b><u>TERM</u></b>
Borough Administrator	William J. Bittner, Jr.	1 year
Deputy Tax Collector,		1 year
Deputy Clerk,		1 year
Alternate Fund Commissioner,		1 year
Deputy Finance Officer,		1 year
Gloucester County Economic Development Council,		1 year
Administrator Officer for the Downtown Preservation Commission,		1 year
Treasurer		1 year
Tax Search Officer,	Christine A. Helder	1 year
Municipal Search Officer,		1 year
Office Manager,		1 year
Affirmative Action Officer,		1 year
Public Agency Compliance Officer,		1 year
Disabled Employee <input type="checkbox"/> Coordinator, Registrar of Vital Statistics		1 year
Deputy Borough Administrator	Donna M. Domico	1 year
Borough Solicitor	Timothy W. Chell	1 year
Borough Prosecutor	Charles A. Fiore	1 year
Borough Public Defender	Timothy D. Scaffidi	1 year
Borough Engineer	Norman Rodgers, III	1 year
Borough Planner	Marc Shuster	1 year
Bond Counsel	Phillip A. Norcross	1 year
Fund Commissioner	Richard M. Burr	1 year
Borough Risk Manager	Hardenberg Ins. Group	1 year
Borough Labor Attorney	Louis Rosner	1 year

**2008 APPOINTMENTS (Continued):**

<b><u>OFFICE:</u></b>	<b><u>NAME</u></b>	<b><u>TERM</u></b>
Grants Coordinator	Michael Zumpino	1 year
	William J. Bittner, Jr.	1 year
Safety Coordinator	Edward F. Leahy	1 year
	Timothy Leahy	1 year
Secretary	Margaret C. Pinto	1 year
Deputy Registrar of Vital Statistics		1 year
Claims Coordinator		1 year
Office Clerk/Secretary	Therese D. Eckel	1 year
Alternate Deputy Registrar of Vital Statistics		1 year
Office Clerk/Secretary	Nancy Brown	1 year
Zoning Official	Bruce L. Wasson	1 year
	John Leach	1 year
	William J. Bittner, Jr.	1 year
Housing Inspectors	Bruce L. Wasson	1 year
	William J. Bittner, Jr.	1 year
	Eric Farley	1 year
	James Tucker	1 year
Property Maintenance Officers & Weed & Debris Officers	William J. Bittner, Jr.	1 year
	Donna M. Domico	1 year
	Edward F. Leahy	1 year
	Michael Keck	1 year
Custodian of Municipal Buildings	Charles H. Watson	1 year
<b><u>BOARD OF HEALTH</u></b>		
Michael K. Galbraith (Statutory)		1 year
Russell W. Welsh, Jr. (Statutory)		1 year
Christine A. Helder		3 years
<b><u>LAND USE BOARD</u></b>		
Michael Sautter		4 years
William J. Bittner, Jr., Class II		1 year
Russell W. Welsh, Jr., Class III		1 year
Fritz Sims		4 years
Dawn Leamy		4 years
Charles Murtaugh, Alt. #1		2 years
William C. Packer, III, Alt. #2		2 years

**2008 APPOINTMENTS (Continued):****LIBRARY TRUSTEES**

	<b><u>TERM</u></b>
Susan Rodgers (Statutory)	1 year
Shannon Whalen (Statutory)	1 year
Ruth Schmidt	5 years
Nina Robinson	5 years

**MUNICIPAL COURT**

Karen Caliva, Court Administrator	1 year
Laura Weatherby, Violations Clerk – P/T	1 year

**ENVIRONMENTAL COMMISSION**

Joyce Lovell, Chair	1 year
Michael Sautter	3 years
Virginia Horn	3 years

**POLICE DEPARTMENT & SCHOOL CROSSING GUARDS**

Police Chief - Frederick J. Lederer, III	1 year
Secretary/Office Clerk - Michelle R. Waller	1 year
School Crossing Guard - Rita M. Baus	1 year
School Crossing Guard - Theresa M. Cage	1 year
School Crossing Guard - Dawn V. Leamy	1 year
School Crossing Guard - Margaret C. Umba	1 year
School Crossing Guard - Mary K. Vernacchio	1 year
School Crossing Guard - Mary R. Vogel	1 year
School Crossing Guard – Tina Blemings	1 year
School Crossing Guard - Diane J. Romer	1 year
School Crossing Guard - P/T - Patricia F. Ryan	1 year
School Crossing Guard - P/T – Olivia Alibrando	1 year

**PUBLIC WORKS DEPARTMENT**

Clerk/Secretary - Johanna H. Bell	1 year
Bus Driver - Part-time - Angela M. Jacobs	1 year
Bus Driver - Part-time (Substitute) - Doris E. Ledrich	1 year

**EMERGENCY MANAGEMENT**

William J. Bittner, Jr. - Coordinator	
Michael K. Galbraith - Mayor, Environmental/Public Relations	1 year
Christine A. Helder, Deputy Coordinator	1 year
James Tucker - EMS/Ambulance	1 year
Chuck Murtaugh (SARA Title II) - Mars Graphics	1 year
Carl Thomas, Communications Operator	1 year
Eric Farley - Assistant Fire Chief	1 year

**2008 APPOINTMENTS (Continued):**

<b><u>DOWNTOWN PRESERVATION COMMISSION</u></b>	<b><u>TERM</u></b>
Michael K. Galbraith (Statutory)	1 year
James Pennington, Jr. (Class C)	1 year
<b><u>MUNICIPAL ALLIANCE</u></b>	
John R. Grady	1 year
Richard A. Thomas	1 year
Georgeann O'Hea	1 year
Mary K. Vernacchio	1 year
Michelle R. Waller	1 year
Christine A. Helder	1 year
Harry J. Zimmer, IV	1 year

**ENVIRONMENTAL COMMISSION**

Joyce Lovell, Chair	3 years
Michael Sautter	3 years
Virginia Horn	3 years

**On motion by Mr. Welsh, seconded by Mr. Pennington, the appointments were confirmed by unanimous roll call vote.**

**RESOLUTIONS (OF CONSENT):**

- #1-08          Resolution regarding the 2008 Temporary Budget. (Res. Bk. 18)**
- #2-08          Resolution Designating Depositories for 2008. (Res. Bk. 18)**
- #3-08          Resolution Providing for a Petty Cash Fund. (Res. Bk. 18)**
- #4-08          Resolution Providing for Penalty on Delinquent Taxes, Sewer Charges, Water Charges. (Res. Bk. 18.)**
- #5-08          Resolution Designating Legal Publications for 2008. (Res. Bk. 18)**
- #6-08          Resolution regarding Roberts Rules of Order. (Res. Bk. 18)**
- #7-08          Resolution Providing for Professional Services. (Res. Bk. 18)**
- #8-08          Resolution and Agreement Designating Risk Management Consultant for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund. (Res. Bk. 18).**

RESOLUTIONS (Continued)

- #9-08 Resolution Appointing a Primary Physician under the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund. (Res. Bk. 18)
- #10-08 Resolution Designating Borough Council Meeting Dates. (Res. Bk. 18)
- #11-08 Resolution Approving Additional Year End Penalty of 6% on Outstanding Taxes, and/or Water and/or Sewer Arrears Exceeding \$10,000.00. (Res. Bk. 18)
- #12-08 Resolution Adopting a Cash Management Plan for 2008. (Res. Bk. 18)
- #13-08 Resolution Designating Christine A. Helder, William J. Bittner, Jr., Donna M. Domico and Frederick J. Lederer, III as Contact Persons for TRICOJIF for EPL for 2008. (Res. Bk. 18)
- #14-08 Resolution Designating Tax Search/Assessment Search Officers. (Res. Bk. 18)
- #15-08 Resolution to Omit from Tax Sale Real Property - Equal Monthly Installments. (Res. Bk. 18, Pg. 18)
- #16-08 Resolution regarding Issuance of Duplicate Tax Sale Certificate. (Res. Bk. 18)
- #17-08 Resolution Authorizing a Service Charge for Returned Checks. (Res. Bk. 18)
- #18-08 Resolution Authorizing Bidding by Municipal Officers at Tax Sale. Res. Bk. 18)
- #19-08 Resolution regarding In Rem Foreclosure. (Res. Bk. 18)
- #20-08 Resolution Allowing Purchases of Materials, Supplies, Equipment and Labor under State Contracts. (Res. Bk. 18)
- #21-08 Resolution Authorizing the Certified Tax Collector, Deputy Tax Collector and Municipal Court Administrator/Deputy Municipal Court Administrator to File Proof of Claim Forms with the U.S. Bankruptcy Court. (Res. Bk. 18)
- #22-08 Resolution Authorizing a Tax Sale Pursuant to N.J.S.A. 54:5-10. (Res. Bk. 18)

**RESOLUTIONS (Continued)**

- #23-08      Resolution Approving a \$25.00 Fee for Issuance of Tax Sale Certificates of Redemption. (Res. Bk. 18)
- #24-08      Resolution Approving the Consent Agenda. (Res. Bk. 18)
- #25-08      Resolution Appointing a Fund Commissioner and Alternate Fund Commissioner (Res. Bk. 18)

Motion to adopt all Resolutions made by Councilman Pennington, second by Councilman Ledrich.

**Roll Call Vote – In Favor:**

Councilman Welsh, Councilman Baker, Councilman Ledrich, Councilman Muhlbaier, Councilman Pennington and Councilwoman Rodgers ~ Motion unanimously carried.

**LIST OF BILLS:**

<u>NAME</u>	<u>AMOUNT</u>
HORIZON BLUE CROSS & BLUE SHIELD	\$ 19,132.53
MET LIFE	1,600.01
U.S. POSTAL SERVICE	921.68

**WATER DEPARTMENT:**

DONNA M. DOMICO	\$ 60.00
CHRISTINE A. HELDER, PETTY CASH	500.00
HORIZON BLUE CROSS/BLUE SHIELD	8,199.66
MET LIFE	685.72
U. S. POSTAL SERVICE	328.32

Motion to approve payment of the bills was made by Councilman Baker, second by Councilman Welsh.

**Roll Call Vote – In Favor:**

Councilman Welsh, Councilman Baker, Councilman Ledrich, Councilman Muhlbaier, Councilman Pennington and Councilwoman Rodgers ~ Motion unanimously carried.

**PUBLIC COMMENT:**

No comment from the public.

**COUNCIL MEMBERS' COMMENTS:**

Councilman Ledrich congratulated Councilman Muhlbaier and Councilman Baker and welcomed them to Council. He wished everyone a Happy New Year. He hopes they can all do a good job.

Councilman Baker stated that he looks forward to continuously working with everyone and thanked them for their support, hoping that they can all work together and do a good job. He then thanked Pastor Spaeth for his support.

Councilman Muhlbaier thanked everyone who supported him this year, stating that he hopes they can all work together to make Westville a better place to live.

Councilman Pennington congratulated the newly elected Council Members. He then wished Mayor Galbraith a speedy recovery. He stated that he hopes all Council Members will work together for the betterment of Westville, not just for one specific issue. He encouraged the use of debate to discuss certain prime issues of which everyone is aware of.

Councilwoman Rodgers wished everyone a Happy New Year and congratulated the new Council Members.

Administrator Bittner congratulated everyone, stating that he is looking forward to working with everyone on many difficult projects.

Clerk Helder congratulated the new Council Members and welcomed them.

Council President Welsh advised that the Mayor had every intention of being at the meeting tonight, however, he had a bit of a setback. He thanked the Council Members for re-electing him as Council President. He congratulated Councilman Baker and Councilman Muhlbaier on their election to Council. He commented that many accomplishments had taken place over the past year. He hopes that all Council Members, department heads and employees will work in the best interests of the town. He stated he is looking forward to working together with everyone.

Pastor Spaeth gave the benediction.

A motion to adjourn the meeting was made by Councilman Baker, seconded by Councilman Ledrich, having no further business to discuss. Motion to adjourn carried by voice vote at 7:49 p.m.

**Christine A. Helder  
MUNICIPAL CLERK**