

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
June 22, 2011 ~ 7:00 p.m.
MEETING MINUTES

The meeting was called to order by Council President Ledrich at 7:00 p.m. and the Salute and Pledge of Allegiance to the Flag then took place.

The Clerk read the notice that this meeting had been duly advertised in accordance with the provisions of the "Open Public Meetings Act" by sending notice to the Gloucester County Times of Woodbury, NJ and the Courier Post of Camden, NJ.

ROLL CALL:

Present: Council President Michael O. Ledrich, Council Members: Colleen T. Archer, Charles D. Murtaugh, William C. Packer, III, James A. Pennington and William C. Rebel

Also Present: Administrator William J Bittner, Jr., Municipal Clerk/Tax Collector Christine A. Helder, Chief of Police Frederick A. Lederer, III, Public Works Manager Donna Domico and Solicitor Tim Scaffidi

Absent: Mayor Russell W. Welsh, Jr.,

The meeting minutes of June 8, 2011 were approved on a motion made by Councilwoman Archer and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

REPORTS FROM THE POLICE DEPARTMENT FOR THE MONTH OF MAY:

A motion to approve the Reports was made by Councilwoman Archer and seconded by Councilman Pennington. *Motion unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Joyce Lovell, 328 Summit Avenue asked about the current business at 165 Broadway and Administrator Bittner commented it was the old Royalty Press and that the building was vacant.

Seeing no other comments, a motion to close the meeting to the public was made by Councilman Packer and seconded by Councilman Pennington.

OLD BUSINESS:

No old business to discuss

MEETING MINUTES

NEW BUSINESS:

- ❖ **RESOLUTION NO. 76-2011 ~ AUTHORIZING THE SALE AND TRANSFER OF ONE (1) 1993 CARPENTER SHUTTLE BUS TO THE TOWNSHIP OF WEST DEPTFORD.** Administrator Bittner confirmed the sale was approved at the last meeting so the bus was sold to West Deptford Township for \$1500.

A motion to approve Resolution No. 76-2011 was made by Councilman Murtaugh and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

- ❖ **RESOLUTION NO. 77-2011 ~ AUTHORIZING BOROUGH ADMINISTRATOR, WILLIAM J. BITTNER, JR. TO SIGN AN AGREEMENT OF SALE FOR 165 BROADWAY**

Solicitor Scaffidi confirmed the Borough has not yet agreed to buy the building but rather has decided to get into the process to investigate buying the building. Administrator Bittner highlighted the proposed renovations to 114 Crown Point Road and conversion of 1035 Broadway into a Community Center and stated the changes are within the \$600,000 budget. Administrator Bittner acknowledged the proposed purchase of 165 Broadway will provide a “downtown presence” for borough offices. Administrator Bittner also stated the renovations of the building itself, as well as 1035 Broadway, can be accomplished for just about the same cost as renovating 114 Crown Point Road. Administrator Bittner stated the opportunity to purchase 165 Broadway came about after the plans for renovating 114 Crown Point Road had been completed; however, the job had not gone out for bids. Administrator Bittner commented that additional benefits of purchasing the building at 165 Broadway would include opening up the parking lot for the public, with a time limit during the day and then at night, free unlimited parking. Administrator Bittner stated the building would also solve the courtroom and Police Department space needs and the municipal offices could use existing space without many renovations. Police Chief Lederer stated he thought it was a great opportunity because there are bay doors that could be utilized to bring in prisoners without exposing them to the general public. Councilman Packer stated he was impressed with the building and the fact that other hidden expenses (e.g. moving an electric pole and a sewer line associated with 114 Crown Point Road) would not be an issue. Administrator Bittner stated purchasing 165 Broadway would eliminate the unknown costs of relocating the police and court while renovations were being made to 114 Crown Point Road.

A motion to approve Resolution No. 77-2011 was made by Councilman Packer and seconded by Councilwoman Archer. Motion unanimously approved by *roll call vote*.

MEETING MINUTES

NEW BUSINESS: (Continued)

Introduction of:

- ❖ **ORDINANCE NO. 6-2011 ~ AUTHORIZING THE PURCHASE OF 165 BROADWAY FOR THE SUM OF FIVE HUNDRED THOUSAND DOLLARS (\$500,000)**

Solicitor Scaffidi stated it's a requirement that in order to purchase the building the Borough must adopt an Ordinance. Administrator Bittner confirmed the adoption of the Ordinance will take place at the next meeting, scheduled for July 13, 2011.

A motion to approve Ordinance No. 6-2011 was made by Councilman Rebel and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

- ❖ **RESOLUTION NO. 78-2011 ~ AUTHORIZING MEMBERSHIP IN A MUTUAL AID AND ASSISTANCE AGREEMENT WITH PARTICIPATING UNITS. (Departments, municipalities including, but limited to municipal police, public works, EMS and/or other fire departments, volunteer fire companies or EMS organizations or fire districts and other jurisdictions defined as "local governments" in the homeland security act of 2002)**

Administrator Bittner stated this is a "restatement" of a mutual aid agreement and asked Councilman Murtaugh if the Fire Company was involved in this issue. Councilman Murtaugh stated since the Fire District and EMS has already done it that they be removed from the Resolution.

A motion to approve Resolution No. 78-2011 after amending it to remove both the Fire District and EMS from the Agreement was made by Councilman Murtaugh and seconded by Councilman Pennington. Motion unanimously approved by *roll call vote*.

- ❖ **AGREEMENT BETWEEN THE BOROUGH OF WESTVILLE AND THE COUNTY OF GLOUCESTER FOR MUTUAL AID (EXCLUDING THE FIRE DISTRICT AND EMS)**

A motion to approve the Agreement was made by Councilman Packer and seconded by Councilman Rebel. Motion unanimously approved by *voice vote*.

MEETING MINUTES

NEW BUSINESS: (Continued)

- ❖ RESOLUTION NO. 79-2011 ~ REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION N.J.S. 40A:4-87 (Insertion of Items of Revenue in the Budget for the year 2011, the sum of \$500 for the Environmental Commission from the Gloucester County Improvement Authority)

A motion to approve Resolution No. 79-2011 was made by Councilman Packer and seconded by Councilman Rebel. Motion unanimously approved by *roll call vote*.

CORRESPONDENCE

- ❖ Letter from resident Michael Miller, 4 Cypress Court, regarding bamboo growing in his yard.

Solicitor Scaffidi confirmed this issue was forwarded to him for review. Discussion took place regarding where the bamboo is coming from and how the issue should be addressed. Administrator Bittner stated the Borough should apply to the County under the Open Space initiative to see if they could receive assistance with the problem along with the possibility of creating a walking path.

A motion to authorize Administrator Bittner to contact the County regarding this issue was made by Councilman Packer and seconded by Councilwoman Archer. Councilman Murtaugh abstained from the vote which was approved by majority *voice vote*.

It was also decided that Solicitor Scaffidi will send a letter to Mr. Miller advising him of the situation.

BILLS

The Clerk advised that the list of bills was posted in the foyer.

A motion to dispense with reading of the bills was made by Councilwoman Archer and seconded by Councilman Packer. *Motion unanimously approved by voice vote*.

A motion to pay all bills and vouchers that were in order was made by Councilman Pennington and seconded by Councilman Packer. *Motion unanimously approved by roll call vote*.

MEETING MINUTES

PUBLIC COMMENT: (5 Minute Time Limit)

A motion to open the meeting for public comment was made by Councilman Packer and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.*

- ❖ Luanna Sills, 303 Edgewater Avenue, distributed information received from the New Jersey Division of Fish, Game and Wildlife regarding the fish kill at the Pond. Ms. Sills also distributed information received from the County Biologist on the fish kill which stated that aeration should be added to the pond. Public Works Manager Domico stated she's working on that issue.
- ❖ Joyce Lovell, 328 Summit Avenue, asked if Public Works Manager Domico added any fish to the pond and she responded "no". Further discussion took place on the type of fish found in the pond.
- ❖ Joyce Lovell provided commentary on removing bamboo.

Hearing no further comments, the meeting was closed to the public.

COMMENTS BY GOVERNING BODY AND DEPARTMENT HEADS:

- ❖ Public Works Manager Domico indicated bids were going to be taken June 30th for the painting of the water tower and that she discussed, with the Borough of Brooklawn, the running of a line for interconnection and alternate source of water when the tank goes down at a cost of \$9,000 per month plus chemicals and electric. Public Works Manager Domico stated she was "investigating" the possibility of making the connection permanent and would keep Borough Council updated.
- ❖ Public Works Manager Domico also spoke with mosquito control and they will attempt to spray on Friday, June 24, 2011 and that West Deptford was bringing in the brush hog to clear some high weeds.
- ❖ Public Works Manager Domico asked for an extension for an employee to receive his CDL. Public Works Manager Domico stated the individual is a good employee and Solicitor Scaffidi suggested the Union Representative send a letter supporting the extension. Public Works Manager Domico is asking for an additional 60 days after the 6 month probation period ends. Administrator Bittner indicated that the Union Representative needs to send him a letter requesting an extension. Councilman Packer agreed that the extension should be granted.

MEETING MINUTES

COMMENTS BY GOVERNING BODY AND DEPARTMENT HEADS: (Continued)

A motion to allow the 60 day extension for the Public Works employee was made by Councilman Packer and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ Councilman Packer mentioned he received notice from Parkview School stating that at the end of the school year they recycle all their books, crayons and school supplies. In the past, a teacher has been sending the items to Honduras but she can no longer afford to pay the shipping so Parkview is wondering if the Borough can send the items and pay for them through a recycling grant. Public Works Manager Domico said there is a program called “clean out your desk” and after speaking with a County official, she was encouraged to participate in the program and to use recycling funds to pay the \$200 shipping fee.

A motion to approve the “Clean Out Your Desk Campaign” was made by Councilman Packer and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

- ❖ Councilman Packer announced that Public Works Manager Donna Domico received the Lions Club “Citizen of the Year” award at the annual dinner and her name was submitted by the Westville Women’s Club.
- ❖ Councilman Rebel stated he was all set for the Independence Day Celebration event. Councilman Rebel also asked if it was okay for him to purchase about \$100. worth of items (napkins, tablecloths, etc.) and then request reimbursement from the Borough. Discussion took place regarding the set-up of the amusements and vendors.
- ❖ Administrator Bittner noted it’s a requirement of State Government that they meet with the local school to discuss Shared Services. Public Works Manager Domico stated she will provide a document to Administrator Bittner listing what her department currently does for the school.
- ❖ Police Chief Lederer noted Police Officers will be on bike patrol and parking reminder notices will be going out to affected residents on Thursday and that the parking signs will be posted on Friday.

A motion to adjourn made by Councilman Murtaugh and seconded by Councilman Rebel. *The motion was unanimously approved by voice vote.*

MEETING MINUTES

Meeting Adjourned at 7:51 p.m.

Respectfully Submitted,

Christine A. Helder
Municipal Clerk

Next meeting scheduled July 13, 2011