

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
FEBRUARY 24, 2010
Meeting Minutes

The meeting was called to order by Mayor Welsh at 7:00 p.m. and the Salute and Pledge of Allegiance to the Flag took place.

The Municipal 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.

Present: Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich, Council Members: George K. Baker, Ronald S. Muhlbaier, Charles D. Murtaugh, James A. Pennington, Jr. and William C. Rebel.

Also Present: Administrator William J. Bittner, Jr., Captain William Whinna, Municipal Clerk Christine A. Helder, Public Works Manager Donna Domico, Engineer Norman Rodgers and Housing Official Bruce Wasson.

Mayor Welsh presented the Oath of Office to Special Law Enforcement Officer, II (SLEO II) Steven G. Flannery.

Meeting Minutes of February 11, 2010 were approved on a motion made by Councilman Baker and seconded by Councilman Rebel.

Vote: 6-0
Yes: Council President Ledrich, Councilman Baker, Muhlbaier, Murtaugh, Pennington and Rebel. *Motion unanimously passed by roll call vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY: No comment from the public.

REPORTS OF THE COMMITTEES FOR THE MONTH OF JANUARY:

A motion to accept Reports of the Committees was made by Councilman Murtaugh and seconded by Councilman Pennington.

Vote: 6-0
Yes: Council President Ledrich, Councilman Baker, Muhlbaier, Murtaugh, Pennington and Rebel. *Motion unanimously passed by roll call vote.*

OLD BUSINESS: Nothing to report.

MEETING MINUTES

NEW BUSINESS:

1. Presentation from Marty Mazella from the Utility Services Company regarding painting the water tank. Lengthy discussion took place regarding rehabilitating the water tank, keeping it in shape and the sustainability of the work. Mr. Mazella addressed the quality of his company's work and their long term maintenance program as well as their ability to spread the renovation costs over a six year period. Administrator Bittner stated the water budget has to be looked at this year and this might be a good time to review the proposal with the intent the cost may be absorbed in the normal water budget rather than bonding the money.
2. RESOLUTION Transferring a Tax Overpayment to Water and Sewer Account #725-0. Resident Jennifer Bailey, requested the \$224.92 tax overpayment on her account, be applied as follows: \$60.89 - Water Account and \$164.03 - Sewer Account.

A motion to approve the resolution was made by Council President Ledrich and seconded by Councilman Pennington.

Vote: 6-0

Yes: Council President Ledrich, Councilman Baker, Muhlbaier, Murtaugh, Pennington and Rebel. *Motion unanimously passed by roll call vote.*

3. 2010 AMUSEMENT GAMES APPLICATIONS were received from:

- Cousins Irish Pub
- Grabbe's
- Tower Tavern

A motion to approve the Amusement Game Applications was made by Councilman Murtaugh and seconded by Councilman Baker.

Vote: 6-0

Yes: Council President Ledrich, Councilman Baker, Muhlbaier, Murtaugh, Pennington and Rebel. *Motion unanimously passed by roll call vote.*

MEETING MINUTES

NEW BUSINESS: (continued)

4. Discussion took place on WIPP (Web Inquiry & Payment Portal). Administrator Bittner discussed a program that would allow the Borough to accept online credit card payments for taxes, court, as well as water and sewer utilities. A third party vendor would manage the service and the individual using the online payment program would absorb any related service fees. The software, which costs approximately \$2100, permits the Borough to integrate the program on the Borough's site and allows residents to view their charges and pay their bills online. There may also be a \$200 to \$500 yearly maintenance fee. The program includes both credit cards and electronic transfers and will be available 24 hours a day. Councilman Baker stated there are a lot of advantages to the program. Mayor Welsh asked Administrator Bittner to prepare a presentation about the WIPP program for a future meeting. Administrator Bittner agreed to make the presentation.

COMMUNICATIONS:

- Resolution from the Township of Wayne regarding "Opposing New Jersey Taxpayers Funding Pension Benefits for Non-Government Employees".
- Letter from Susan Luckins, 121 Duncan Avenue, regarding a water problem at her property. Ms. Luckins attended the meeting and a lengthy discussion took place regarding the flooding at her property, located across from the Thomas West Park. Ms. Luckins stated she has water run-off problems from a broken pipe coming from the church's property into her backyard. Additionally, when the street begins to flood, the water comes into her tenant's apartment. Public Works Manager Domico commented St. John's Church had a plumber out to their property due to a break in their roof drain and she noticed the ground was saturated. Public Works Manager Domico also confirmed Ms. Luckins' house is way below street level. Administrator Bittner stated it's not legal for any property to discharge water onto another person's property, and the Borough should be able to advise the Church they have to correct the problem. Mayor Welsh stated the Borough would contact the Church to request they fix the problem. Administrator Bittner stated the Borough would conduct an investigation of the issue. Ms. Luckins also addressed the flooding in front of her property on Duncan Avenue. Administrator Bittner confirmed her house was built on a pond. Ms. Luckins' tenant (name not known) also confirmed when it rains, Duncan Avenue floods and he has extreme difficulty entering or exiting his apartment due to the water.

MEETING MINUTES

COMMUNICATIONS: (continued)

Administrator Bittner suggested Mayor Welsh authorize Engineer Rodgers to visit the property, research the situation and report back to the Mayor and Council. Mayor Welsh agreed with Administrator Bittner's recommendation.

- Letter from Kenneth Houts regarding snow removal.

MONEY COLLECTED BY THE CLERK:

Notary Fees	\$ 7.50
Rent	\$ 975.00
Police Reports	\$144.50
Sale of Maps	\$ 1.00
Used Car Licenses	\$ 750.00
Amusement Game Licenses	\$ 410.00
Cat License	\$ 7.00
Interest on Investments	\$ 2.33
TOTAL	\$2,297.33

BILLS & VOUCHERS:

Clerk advised that the List of bills was posted in the foyer. A motion to dispense with reading of the bills was made by Council President Ledrich and seconded by Councilman Pennington.

Motion to pay all bills was made by Councilman Pennington and seconded by Council President Ledrich. *Motion unanimously passed by roll call vote.*

PUBLIC COMMENT: No comment from the public.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS:

- Engineer Rodgers reported the Woodbine Avenue Project was on hold because the asphalt and concrete work cannot be done due to temperatures below 32 degrees. Additionally, Engineer Rodgers is working on two design proposals for work to be completed on Olive Street. (The Borough was awarded a grant through Municipal Aid for a portion of improvements on Olive Street.) Engineer Rodgers commented that only 1000 feet of the roadway could be repaired and the roadway on Broadway going towards Delsea is in the worst condition, especially near High and Olive Streets. Mayor Welsh suggested Engineer Rodgers take another look at Delsea Drive going onto Cypress Court, which was in disrepair. Engineer Rodgers advised if work on this intersection is done, handicap ramps as well as a crosswalk will have to be installed.
- Engineer Rodgers confirmed he had spoken with Chris Bergerman, the Project Manager for Westville and he's been checking the State's DOT list on the Delsea Drive flooding problem and found the project is about 12-15 on the list to be completed. Mr. Bergerman will send Engineer Rodgers an email with an update on the project.
- Engineer Rodgers confirmed the Delsea Drive and Streetscape projects have been delayed because of the flooding issue. Councilman Baker commented the flooding problem could be fixed for about \$20,000 but any heavy rainstorm will cause flooding.
- Mayor Welsh requested, as Chairman of the Water & Sewer, Highway, Street Lighting and Recycling Committee, Councilman Baker meet with Council President Ledrich and Councilman Muhlbaier to discuss the issue and report back to him.
- Public Works Manager Domico reported many residents used their driveways during the last snow storm and so far, she has spent approximately \$3400 on overtime.
- Councilman Baker stated he hoped everyone had an opportunity to view the sketch he made of the Municipal Building. Councilman Rebel confirmed he reviewed the sketch and provided information on plumbing fixtures and water cooler requirements. Councilman Baker requested a blown-up tax map from Administrator Bittner and asked for Public Works Manager Domico's help with underground water and sewer.
- Councilman Baker suggested the Municipal Building project be placed on all future Agendas in order to track updates.
- Councilman Baker advised ProBuilders has agreed to review the Municipal Building drawings and report back to the Borough on supplies needed for the structure. Councilman Baker's suggestion is that Westville purchase the materials and then bid out for Labor.
- Councilman Baker stated time needs to be put aside to discuss the water rates.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS: (continued)

- Municipal Clerk Helder advised Parkview School Principal Renee Egan, contacted her to confirm the “Youth in Government” Council Meeting date, for the May 12, 2010 meeting. Consensus of Council was to approve the date.
- Municipal Clerk Helder reported the Census Bureau requested use of Borough facilities at 114 Crown Point Road for Census training. Councilman Murtaugh stated the Fire District was also contacted for use of the Fire House for training. He requested the Clerk contact the Census Bureau to see if they could use the facilities at 114 Crown Point Road, instead of the Fire House.
- Councilman Muhlbaier advised he will be out of town for the next meeting scheduled for Wednesday, March 10, 2010.
- Councilman Rebel brought up the subject of parking at Mr. Desai’s place of business, Bob’s News Shop. (Mr. Desai would like the two parking spaces in front of his business changed from 1 hour parking to 15 minute parking to accommodate his customers.) Councilman Rebel met with Mr. Desai and his wife who are extremely frustrated with the situation and have considered moving. (Mayor Welsh confirmed he spoke with Chief Lederer who stated the 15 minute parking may be problematic because people may not be able to conduct business within 15 minutes.) Chief Lederer suggested he meet with owners to determine their preference for parking in front of their businesses. Administrator Bittner commented if enforcement of the 15 minute parking law is imposed on a regular basis, the parking problem may rectify itself within a month.
- Mayor Welsh mentioned the owners of Schileen’s Pub, John and Eileen Schillig, will be opening a Coffee Shop on Broadway so the parking problems may increase.
- Councilman Rebel also offered to meet with the business owners regarding the parking issues.
- Councilman Rebel asked if Public Works Manager Domico received a response from the Gloucester County Board of Freeholders, Landscape Architect. She advised she did and forwarded the information, via email, to Mayor Welsh. Public Works Manager Domico advised the County requested protocol be followed. Mayor Welsh requested Municipal Clerk Helder respond to the request. Municipal Clerk Helder advised she was unaware of any correspondence regarding this request. Mayor Welsh said he would forward the email to Municipal Clerk Helder and asked she send a letter for his signature. Councilman Rebel volunteered to send a letter to the County Landscaper on the Mayors behalf.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS: (continued)

- Councilman Rebel confirmed he had to reschedule his meeting with Garden State Fireworks to Saturday, February 27, 2010 and Administrator Bittner reminded everyone three (3) quotes are required.
- Councilman Rebel commented on the solar panels being installed by PSE&G on street lights.
- Councilman Rebel asked Administrator Bittner about his progress on the tree grates. Administrator Bittner confirmed he submitted the information to the Insurance Company. Councilman Rebel noted while he was in Philadelphia he noticed the same tree grates that were secured with stainless steel tamper resistant screws.
- Councilman Murtaugh mentioned PSE&G is offering free solar panels for all government buildings, including schools. The panels will be maintained free of charge and monies will be returned to the government agencies from PSE&G.
- Councilman Murtaugh commented on the sidewalks that were not shoveled which created a walking hazard for children going to school. Councilman Murtaugh suggested if individuals did not shovel, the Borough do the shoveling and then place a maintenance lien on the property.
- Administrator Bittner stated the CDBG grant is going to be due soon so suggestions can be sent to him on how the money can be utilized.
- Administrator Bittner will also apply for Stimulus Money and will submit for Sewer Relining, the Water Tower and Storm Sewers as the primary and then also apply as a late application for a water main project and the building of the Borough Hall. Administrator Bittner confirmed the average award is between \$300,000 and \$500,000.
- Mayor Welsh read a letter he received from Eric Farley, Fire Chief, regarding the fact that sidewalks were not shoveled and school children were put at risk. Mayor Welsh noted members of the Fire Department helped shovel the sidewalks at the school. Administrator Bittner noted there was a "safe walk" in place for children going to school.
- Councilman Murtaugh suggested Council consider Saint Anne's school as a facility for the Municipal Building.
- General discussion took place concerning the Ordinance regarding removal of snow. It was determined the normal 10 day notice does not apply to this Ordinance. Public Works Manager Domico suggested door hangers to remind people on the school walking route to shovel the snow on their sidewalks.

MEETING MINUTES

A motion to adjourn the meeting was made by Councilman Baker and seconded by Council President Lederer. *Motion unanimously approved by voice vote.*

Meeting Adjourned at 9:28 pm

Next meeting scheduled for Wednesday, March 10, 2010 at 7:00 p.m.

Respectively submitted,

Christine A. Helder
Municipal Clerk