

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
February 9, 2011 ~ 7:00 p.m.
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 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: Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich, Council Members: Colleen T. Archer, Charles D. Murtaugh, William C. Packer, III, James A. Pennington, Jr., and William C. Rebel

Also Present: Administrator William J Bittner, Jr., Public Works Manager Donna M. Domico, Municipal Clerk/Tax Collector Christine A. Helder, Chief of Police Frederick A. Lederer, III, Solicitor Timothy D. Scaffidi, Borough Engineer Norman Rodgers and Borough Architect Kimberly Medefindt

Mayor Welsh advised a slight change in agenda, in order to accommodate Engineer Norman Rodger's schedule.

❖ Engineer Rodgers provided information and an update regarding the pending Infrastructure Trust Loan for the Water Department projects (Water Tank Painting, Water System Upgrades and replacement of the Water Meters). Engineer Rodgers is also seeking Mayor and Council's approval to move forward with the loan application process. Public Works Manager Domico offered comments regarding the project and Administrator Bittner asked a question about the new meters and provided information on financing the project.

A motion to Authorize the Borough Engineer to submit the Infrastructure Trust Loan applications was made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

A motion to approve the meeting minutes of January 19, 2011, with a correction noted by Mayor Welsh, that the minutes reflect Solicitor Shannon Corneilius as having attended part of the Executive Session. Motion to approve made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

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PUBLIC COMMENT ON AGENDA ITEMS ONLY:

- ❖ Joyce Lovell, 328 Summit Avenue, asked for an explanation of the Municipal Alliance Commission. Administrator Bittner stated the County requires Westville to have a Commission in place so they can participate in the Grant Program.

OLD BUSINESS:

- ❖ Municipal Building Discussion Tabled.
- ❖ Alan Hirschfeld provided an update on the underground contamination issue. Mr. Hirschfeld commented that the remediation program is working; however, a pump broke in November and Tyree will be replacing it this month. While waiting for the replacement pump, six wells were tested to see how the remediation is working. It was determined that another year is needed on the remediation system. Mr. Hirschfeld also commented that a Receptor Evaluation needs to be submitted at a cost of \$1500. (This is a requirement of the NJDEP for an active site). Mr. Hirschfeld also advised that a Vapor Intrusion Study around the maintenance building will have to be completed by May or June at a cost of approximately \$2500. Mr. Hirschfeld also confirmed that Tyree will be reducing its monthly remediation cost by \$500. Mr. Hirschfeld responded to questions asked by Councilman Rebel and Councilman Pennington. Mayor Welsh commented on expenses and Administrator Bittner stated the money is coming from a bond. Mayor Welsh then asked Administrator Bittner if he would provide an accounting of expenditures for this project to date.

NEW BUSINESS:

Introduction of:

1. ORDINANCE NO. 1-2011 ~ CREATING THE WESTVILLE MUNICIPAL ALLIANCE COMMISSION

A motion to approve the introduction of Ordinance No. 1-2011 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

2. RESOLUTION NO. 32-2011 ~ Designating Open Public Records Request (OPRA) Custodian and Deputy Custodian of Records.

A motion to approve Resolution No. 32-2011 was made by Councilman Rebel and seconded by Councilman Pennington. *Motion unanimously approved by voice vote.*

NEW BUSINESS: (Continued)

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3. RESOLUTION NO. 33-2011 ~ Tonnage Grant Application.

A motion to approve Resolution 33-2011 was made by Councilman Packer and seconded by Councilman Pennington. *Motion unanimously approved by voice vote.*

4. RESOLUTION NO. 34-2011 ~ Authorizing the Tax Collector to Redeem Municipal Tax Sale Certificate No. 09-00007 and Cancel 2011 Municipal Charges for 36 Edgewater Avenue.

A motion to approve Resolution No. 34-2011 was made by Councilman Packer and seconded by Councilman Pennington. *Motion unanimously approved by roll call vote.*

5. Discussion took place regarding a request for Rights-of-Way Use Approval for Fiber Technologies Networks. A motion to approve the Request was made by Council President Ledrich and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.*

6. RESOLUTION NO. 35-2011 ~ Authorizing Execution of Right-of-Way Agreement Between the Borough of Westville in the County of Gloucester and Fiber Technologies Networks, L.L.C. to Permit the Installation, Use, and Maintenance of Telecommunications Facilities within Public Rights-of-Way for Purposes of Providing Telecommunications Services.

A motion to approve Resolution No. 35-2011 was made by Council President Ledrich and seconded by Councilman Pennington. *Motion unanimously approved by voice vote.*

7. 2011 Amusement Games Application for Grabbe's. The application was reviewed and approved by both the Police and Fire Departments. A motion to approve the request was made by Councilman Pennington and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

8. Request was received from Matt Galbraith to use the Park Avenue Baseball Field for 2011. Field will be used on Sunday mornings starting at 9 a.m. beginning April through September. A motion to approve the request was made by Councilman Murtaugh and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.*

NEW BUSINESS: (Continued)

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9. Request to Adopt Resolution from JIF commemorating the 20th Anniversary of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund.

A motion to approve the request was made by Council President Ledrich and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.*

10. Request from resident Terry Donahue of 24 Avon Avenue to cancel the \$125.00 sump pump charge. (Public Works Manager Domico confirmed the sump pump was not hooked-up.)

A motion to approve the request was made by Councilman Rebel and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.*

11. Discussion took place regarding the retirement of Public Works Secretary Johanna Bell, effective April 15, 2011. Councilman Packer (Chairman of the Water, Sewer, Highway, Street Lighting and Recycling Committee) confirmed that the Committee met and agreed the position should be filled and that applications be accepted and reviewed by the Personnel Committee. Mayor Welsh stated that the position should be posted and advertised in accordance to the Personnel Policy.

12. Discussion took place concerning the sale of the old Sewer Jetter to the Borough of Woodbury Heights. Councilman Packer (Chairman of the Water, Sewer, Highway, Street Lighting and Recycling Committee) stated that at Public Works Manager Domico's suggestion, the Sewer Jetter be sold to the Borough of Woodbury Heights for \$12,000. Solicitor Scaffidi stated the Borough of Woodbury Heights must submit a letter stating their intent to purchase the Sewer Jetter and if accepted, the Borough of Westville would create a Resolution for the sale of the equipment (as it) with no warranty.

13. Discussion of the existing Street Sweeper took place specific to rehabilitating the "hopper" section at a cost of \$35,000. (Currently Public Works Manager Domico is able to use the Borough of Brooklawn's Sweeper at no cost.) Administrator Bittner stated \$26,000 was approved in 2010 for this expense. Public Works Manager Domico stated she would obtain updated cost information.

NEW BUSINESS: (Continued)

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14. Discussion specific to the retirement and sale of the old shuttle bus took place. Public Works Manager Domico stated the County told her to offer the bus to the City of Woodbury who declined the offer. Rick DeCosta, Coordinator-Gloucester County Transportation Services then told Public Works Manager Domico to remove the "County of Gloucester" wording from the bus so that Westville could retire and sell it. Public Works Manager Domico confirmed the bus has heating and air conditioning issues because of its size but nothing is wrong with it. Councilman Murtaugh stated he would like to table this issue so that he can discuss his ideas with the Committee. *(This issue was tabled for further discussion.)*
15. Discussion took place on designating High Street as a snow emergency route. Public Works Manager Domico claimed High and Willow Streets are difficult to plow because parking is permitted on both sides of the street. Public Works Manager Domico confirmed there were seven cars parked on High Street during the last storm, even though they were given adequate warning to park in the lot at St. John's. Councilman Packer commented he observed many cars parked on the street and not in their driveways which unfortunately inhibits snow plowing. Administrator Bittner commented he believed in order to qualify for a snow emergency route, there would have to be some type of ancillary use attached to it. Administrator Bittner suggested that perhaps the issue be looked at from another direction such as parking only on one side of the street to solve the plowing issue. Mayor Welsh asked Councilman Murtaugh (Chairman of Ordinance & Code Enforcement Committee) to work with Councilman Packer, Administrator Bittner and Public Works Manager Domico to see what's needed to resolved this issue.

16. Annual Tax Collector's Report

COMMUNICATIONS:

- ❖ Letter from JIF regarding the 2011 Rate Reduction. Administrator Bittner commented this was the first time in a long time, Westville experienced a rate reduction. Councilman Packer noted that the 7% reduction speaks well of everyone in the Borough who handles training and safety, etc. to help keep the rate stable.

BILLS

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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 unanimously passed by voice vote.*

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

PUBLIC COMMENT: (5 Minute Time Limit)

- ❖ Joyce Lovell, 328 Summit Avenue, commented on the discussion of snow plowing problems and announced that April 16th is Gloucester County's Earth Day Clean-Up and the Environmental Commission needs three more individuals to help earn a \$500 grant. Individuals who volunteer for the clean-up will be working in Clayton and Franklinville. Ms. Lovell also mentioned that the Commission is planning on cleaning the Parks in Westville on April 9th.
- ❖ Dan and Kristen Tinney of the Coast Guard Auxiliary (Mr. Tinney is Division Commander of several areas including Westville) stated the reason they attended the meeting was to introduce themselves to Mayor and Council and establish themselves as the contact for the Flotilla organization on Edgewater Avenue. Mr. Tinney stated they would like to partner with Westville for parades, environmental and ceremonial events. Mayor Welsh thanked Mr. and Mrs. Tinney and introduced them to Councilman Rebel, Chairman of the Celebration and Public Events Committee.

Hearing no other comments, Mayor Welsh closed this section of the meeting to the public.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS:

- ❖ Public Works Manager Domico commented she conducted a storm study specific to expenses and stated "through six (6) storms, the Borough had only spent \$9200" so she wanted to give her team a pat on the back and confirmed they do a good job for a lot less.
- ❖ Public Works Manager Domico confirmed the Sewer Jetter should be delivered the end of February.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

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- ❖ Councilman Pennington commented on the fine job the Public Works Department did during the snow storms.
- ❖ Councilman Packer agreed that the Public Works employees did an excellent job of plowing and snow removal.
- ❖ Council President Ledrich also complemented the Public Works Department on a job well done.
- ❖ Councilman Rebel recognized resident Steve Conover who shoveled out a few bus stops as well as sidewalks of some business and senior citizens.
- ❖ Councilman Murtaugh echoed everyone's comments about the good job the Public Works employees did with snow removal and noted the Firehouse received a grant from FEMA.
- ❖ Administrator Bittner commented the Architect did a "walk through" the buildings and confirmed applications had been submitted for the 2010-2011 energy grants and hoped to receive approximately \$50,000 to \$75,000 which can be used for upgrades to 114 Crown Point Road and to integrate the changes into the building upgrade plans. Additionally, Administrator Bittner stated there are grants available for variable speed pumps for the Water Department so he submitted a request to the Commission for information on the program.
- ❖ Police Chief Lederer announced there are new frequencies coming out for their radios so he will be working with G&G Communications to see if the current radios can be re-banded to match the new frequencies.
- ❖ Mayor Welsh commented about the stop signs at Spruce and High Streets and asked if they ever agreed to put them up. Mayor Welsh received confirmation that the Ordinance was approved.
- ❖ Mayor Welsh stated St. John's is closing and will be placed up for sale; therefore, the Borough will need to find a replacement for a permanent voting location. Municipal Clerk Helder confirmed she needs to provide the County with the location by April. Administrator Bittner indicated that renting Xavier Hall for the Primary and General elections dates could be considered. Councilman Packer asked if Administrator Bittner knew if St. Anne's would still be closing and Administrator Bittner stated he had not heard anything. Mayor Welsh asked Administrator Bittner to reach out to the owners of Xavier Hall to see if they would be interested in renting the facility.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

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- ❖ Borough Architect Kim Medefindt (Medefindt Architects) confirmed all buildings were measured and she was ready to move forward. Mayor Welsh deferred to Councilman Murtaugh, Chairman of Public Buildings, Grounds, Parks & Playgrounds. Councilman Murtaugh stated 114 Crown Point Road is antiquated and the heating and air conditioning system needs to be brought up to code. Councilman Murtaugh indicated he would like to do away with the flat roof to get the building to be esthetically pleasing. Councilman Rebel spoke about his concerns specific to the plumbing and electrical issues. Further discussion took place on the possible changes to the buildings. Ms. Medefindt confirmed it was a solid building and once she has all the information, she will provide Mayor and Council with several drawings for their review. It was also noted that the Police Department needs more space and if they are moved to 1035 Broadway, they will need a “prisoner holding place”. Councilman Packer mentioned his concern about Police accessing National Park if moved and the remediation issues at 114 Crown Point Road. Police Chief Lederer and Administrator Bittner provided insight on possible solutions as well as maintaining the police records in the basement of 114 Crown Point Road.

Administrator Bittner indicated that perhaps other entities would have input on the design of the building at 114 Crown Point Road (State Court, State Police and Prosecutor’s Office, etc.).

- ❖ Municipal Clerk Helder read RESOLUTION NO. 37-2011 to go into a CLOSED EXECUTIVE SESSION at 8:30 p.m. to discuss personnel matters.

Motion to go into a Closed Executive Session made by Councilman Pennington and seconded by Councilman Packer. *The motion was unanimously approved by Voice Vote.*

Time In: 8:30 p.m.

Time Out: 8:43 p.m.

Meeting Adjournment: 8:44 p.m.

Respectively Submitted,

Christine A. Helder
Municipal Clerk