

BOROUGH OF WESTVILLE
114 Crown Point Road
January 3, 2012 ~7 p.m.

REORGANIZATION MEETING MINUTES

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

The Clerk advised that notice of 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.

The Invocation was given by Pastor Gary Brennan, Westville Methodist Church.

Honorable State Senator Stephen M. Sweeney presented the Oath of Office to Charles D. Murtaugh and Fritz H. Sims.

Mayor Welsh acknowledged some of the distinguished guests that were in attendance; Honorable State Senate President Stephen M. Sweeney, Senator Donald Norcross, Freeholder Joe Chila and Past Freeholder and Current Deptford Councilman Frank DiMarco.

Comments:

Senator Norcross congratulated the newly appointed officials and asked people to say a prayer for the men and women serving in the military.

Freeholder Chila congratulated the newly appointed officials and wished the Mayor and Council good luck in the upcoming year.

ROLL CALL:

Present: Mayor Russell W. Welsh, Jr., Council Members: Colleen T. Archer, Michael O. Ledrich, Charles D. Murtaugh, William C. Packer, III, and Fritz H. Sims.

Also Present: Administrator William J. Bittner, Jr., Municipal Clerk/Tax Collector Christine A. Helder, Police Chief Fred Lederer, Public Works Manager Donna Domico, Solicitor Timothy Scaffidi and Housing Inspector Bruce Wasson.

Absent: Councilman William C. Rebel

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ITEMS OF BUSINESS:

Councilman Murtaugh made a motion to nominate Councilman Michael O. Ledrich as Council President that was seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

PROCLAMATION:

Mayor Welsh presented Municipal Clerk Christine A. Helder with a Proclamation honoring her achievement on attaining the Certified Municipal Clerk (CMC) designation. Mayor Welsh stated he spoke with a representative from the International Institute of Municipal Clerks who confirmed that the CMC designation is a significant accomplishment and that only a few Clerks in the State have achieved this certification.

NEW BUSINESS:

- ❖ Municipal Clerk Helder read the Consent Agenda which stated: *The items listed below (Resolutions 1 through 28) are considered to be routine by the Borough of Westville and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately.*

Motion to approve the Consent Agenda was made by Councilman Murtaugh and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

RESOLUTION NO. 1-2012 ~Adopting a Temporary Budget for 2012

RESOLUTION NO. 2-2012 ~Designating Depositories for 2012

RESOLUTION NO. 3-2012 ~Providing for Petty Cash Fund for 2012

RESOLUTION NO. 4-2012 ~Fixing the Rate of Interest and Year-End Penalty

RESOLUTION NO. 5-2012 ~Designating Legal Publications for 2012

RESOLUTION NO. 6-2012 ~Adopting Roberts Rules of Order

RESOLUTION NO. 7-2012 ~Providing for Professional Services

RESOLUTION NO. 8-2012 & AGREEMENT ~ Appointing Risk Management Consultant

For Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

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NEW BUSINESS: (Continued)

RESOLUTION NO. 9-2012 ~Appointing Primary Physician under the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

RESOLUTION NO. 10-2012 ~Designating Borough Council Meeting Dates

RESOLUTION NO. 11-2012 ~ Charging Penalties on Taxes, Water or Sewer that are Delinquent

RESOLUTION NO. 12-2012 ~Adopting a Cash Management Plan for 2012

RESOLUTION NO. 13-2012 ~ Designating Municipal Officials as Contact Persons for TRICOJIF for EPL for 2012

RESOLUTION NO. 14-2012 ~Designating Tax Search/Assessment Search Officers

RESOLUTION NO. 15-2012 ~Omit from Tax Sale Real Property-Equal Monthly Installments

RESOLUTION NO. 16-2012 ~Issuance of Duplicate Tax Sale Certificate

RESOLUTION NO. 17-2012 ~Authorizing a Service Charge for Returned Checks

RESOLUTION NO. 18-2012 ~Authorizing Bidding by Municipal Officers at Tax Sale

RESOLUTION NO. 19-2012 ~In Rem Foreclosure

RESOLUTION NO. 20-2012 ~ Allowing Purchases of Materials, Supplies, Equipment and Labor under State Contracts

RESOLUTION NO. 21-2012 ~Authorizing the Certified Tax Collector, Deputy Tax Collector and Municipal Court Administrator/Deputy Municipal Court Administrator File Proof of Claim Forms with the U.S. Bankruptcy Court

RESOLUTION NO. 22-2012 ~Authorizing a Tax Sale Pursuant to N.J.S.A. 54:5-10

RESOLUTION NO. 23-2012 ~Approving a \$25.00 Fee for Issuance of Tax Sale Certificates of Redemption

RESOLUTION NO. 24-2012 ~Approving a Consent Agenda

RESOLUTION NO. 25-2012 ~Appointing a Fund Commissioner and Alternate Fund Commissioner for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

RESOLUTION NO. 26-2012 ~Appointing Officials for the Calendar Year 2012

REORGANIZATION MEETING MINUTES

NEW BUSINESS: (Continued)

RESOLUTION NO. 27-2012 ~Appointing Public Works Manager Domico Recycling Coordinator

RESOLUTION NO. 28-2012 ~Appointment of Public Agency Compliance Officer - Affirmative Action

PUBLIC COMMENT:

Hearing no comments, this portion of the meeting was closed.

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS:

- ❖ Public Works Manager Domico wished everyone a happy New Year and congratulated Councilmen Murtaugh and Sims on their election.
- ❖ Councilwoman Archer and Council President Ledrich echoed Public Works Manager Domico's sentiments.
- ❖ Councilman Murtaugh thanked the elected officials for attending the meeting, his family for their support and welcomed back Councilman Sims.
- ❖ Municipal Clerk Helder congratulated Councilmen Murtaugh and Sims.
- ❖ Councilman Packer congratulated Councilmen Murtaugh and Sims and wished everyone a happy New Year.
- ❖ Councilman Sims thanked the elected officials for swearing him in and his family for their support and wished everyone a happy New Year.
- ❖ Administrator Bittner wished everyone a happy New Year and congratulated Councilmen Murtaugh and Sims.
- ❖ Police Chief Lederer wished everyone a happy New Year and congratulated Councilmen Murtaugh and Sims.
- ❖ Mayor Welsh thanked former Councilman James Pennington for his work on Council and welcomed back Councilman Fritz Sims.

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COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS: (Continued)

- ❖ Mayor Welsh reflected back on the accomplishments in 2011
 - Held the local purpose tax to a two (2) cent increase while maintaining services for Borough residents. Mayor Welsh commented this is a direct result of Department Heads managing their budgets along with the commitment of Council to control the budget. Mayor Welsh further stated that for the 2012 budget, Council will continue to look at ways to save money and investigate shared services.
 - Phase I and II of the Olive Street repaving project. This project was completed with the assistance of Grants and included new roadways, sidewalks, curbing and aprons as necessary.
 - Codification of Borough Ordinances are now available online from the Borough website and from the Borough office.
 - Completion of the town-wide re-assessment.
 - Criminal History Background checks offered through the Megan Kanka Foundation for all town organizations' volunteers free of charge.
 - A Grant in the amount of 1.2 million dollars was received from the Department of Transportation and will assist with the remediation of the flooding on Route 45.
 - The football field received new lighting for a much needed safety improvement.
 - A new Sewer Jetter was purchased to assist with sewer infrastructure repairs.
 - Two (2) new police vehicles were purchased. One of the purchased vehicles is 4-wheeled drive and is needed during inclement weather to assist in both Westville and National Park.
 - This Spring a major project to repair and paint the water tower will be started by utilizing an Infrastructure Trust Loan. Additionally, the old water meters will be replaced and the water filtration system within the water treatment plant will be upgraded.
 - The purchase of the building at 165 Broadway which will be used as the new Borough offices and will house the Administrative offices as well as the Police and Municipal Court. The purchase of this building will enable the Borough to have a downtown presence and allows the Borough to expand as needed. The project will be completed in phases and Phase I, which is the move of the Administrative offices, is expected to be completed by the end of January. Phases II and III will include the move of the Police Department and Municipal Court/Council Chambers will be overseen by a newly formed Committee, along with residents that are professionals in the field that have volunteered their time and services for this project.

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In closing, Mayor Welsh thanked Council and all the employees for what they do every day and acknowledged the time these individuals spend away from their families. Mayor Welsh stated that since 2007 he's told Borough residents that he's there for them and his door is always open and he then wished everyone a happy and safe New Year.

The Benediction was given by Pastor Gary Brennan of the Westville Methodist Church.

Solicitor Scaffidi noted Council would go into an Executive Session for discussion on Administration Personnel Matters and Shared Services Agreement.

Motion to go into a Closed Executive Session made by Councilman Packer and seconded by Councilman Murtaugh. *The motion was unanimously approved by voice vote.*

Time In: 7:39 p.m.

Time Out: 7:52 p.m.

- ❖ RESOLUTION 29-2012 ~ EXECUTIVE SESSION TO DISCUSS ADMINISTRATION, PERSONNEL MATTERS AND SHARED SERVICES AGREEMENT

Meeting Adjournment: 7:53 p.m.

Respectively Submitted,

*Christine A. Helder,
Municipal Clerk*