

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
June 13, 2012 ~ 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, and Fritz H. Sims, Councilman William Rebel (arrived at 7:05 p.m.)

Also Present: Administrator William J. Bittner, Jr., Municipal Clerk/Tax Collector Christine A. Helder, Public Works Manager Donna Domico, Captain William Whinna and Shannon Corneilius, Esq.

Absent: Chief Fred Lederer

Pastor Gary Brennan addressed Mayor and Council to let them know that he would be leaving the Westville Baptist Church and that his replacement, Fred Marz, would be starting July 1, 2012. Pastor Brennan thanked Mayor and Council for the opportunity to serve the Borough.

The meeting minutes of May 9, 2012 were approved on a motion made by Councilman Sims and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

RECOGNITION of Patrolman Steven Flannery & Patrolman Michael Denick for Award of Valor by Gloucester County. Mayor Welsh read a letter received from Captain Whinna regarding Patrolman Flannery and Patrolman Denick rescuing a woman, whose apartment was on fire at 712 Broadway.

PUBLIC COMMENT ON AGENDA ITEMS ONLY - No comments received from the public.

REPORTS OF THE COMMITTEES FOR MAY

Celebration of Public Events: *William C. Rebel, Chair,*
Colleen T. Archer & Charles D. Murtaugh

Finance & Accounting: *Michael O. Ledrich, Chair,*
Fritz H. Sims, William C. Packer, III & John A. Bruno, Ex-Officio

Ordinance & Code Enforcement: *Charles D. Murtaugh, Chair,*
Colleen T. Archer & Fritz H. Sims

Planning & Business Development: *William C. Packer, III, Chair,*
William C. Rebel, Michael O. Ledrich &
William J. Bittner, Ex-Officio

Public Buildings, Grounds, Parks & Playgrounds: *Charles D. Murtaugh, Chair,*
William C. Rebel & Michael O. Ledrich

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REPORTS OF THE COMMITTEES FOR MAY (Continued)

Safety Committee, Public Safety & Municipal Court: *Charles D. Murtaugh, Chair,*
Michael O. Ledrich & Fritz H. Sims

Water, Sewer, Highway, Street Lighting & Recycling:

William C. Packer, III, Chair,
Charles D. Murtaugh & Colleen T. Archer

Web Site:

Colleen T. Archer, Chair,
William C. Rebel, Charles D. Murtaugh &
William J. Bittner, Jr., Ex-Officio

Personnel:

Fritz H. Sims, Chair,
Michael O. Ledrich & William C. Packer, III

New Borough Hall:

William C. Rebel, Chair,
Charles D. Murtaugh & Russell W. Welsh, Jr., Mayor

Engineer's Report

Library Report

Environmental Commission

OLD BUSINESS: No old business was reported.

NEW BUSINESS:

Introduction of:

❖ ORDINANCE NO. 6-2012 - 2012 SALARY ORDINANCE

Comment: Councilman Packer asked if the Ordinance could be amended at any time and Administrator Bittner advised that it could.

A motion to approve Introduction of Ordinance No. 6-2012 was made by Councilman Sims and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

Public hearing to be held July 11, 2012

Introduction of:

❖ ORDINANCE NO. 7-2012 - BOND ORDINANCE

BOND ORDINANCE AUTHORIZING ROAD IMPROVEMENTS TO OLIVE STREET EXTENDING FROM DELSEA DRIVE (NJSH ROUTE 47) TO ALMONESSON ROAD (CR 621) FOR THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER APPROPRIATING THE SUM OF \$200,000.00 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$23,750; MAKING CERTAIN DETERMINATIONS AND

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NEW BUSINESS: (Continued)

COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING

Comment: Administrator Bittner stated the Borough received a \$175,000.00 grant for improvements to Olive Street and the purpose of Bond Ordinance No. 7-2012 is to authorize the borrowing of \$200,000.00 from the bank in case the grant money is not available at the beginning of the project. He further stated that \$23,750 is for Engineering expenses needed for the project that would not be covered by the grant. Councilman Packer asked Public Works Manager Domico if she discussed the water problem with the Engineer and she confirmed she walked the entire project with the Engineer. Discussion took place on the French drain project needed to address the ground water issue.

A motion to approve Introduction of Ordinance No. 7-2012 was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

Public hearing to be held July 11, 2012

Introduction of:

❖ **ORDINANCE NO. 8-2012**

AN ORDINANCE OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, ADOPTING "RULES AND REGULATIONS FOR THE GOVERNMENT OF THE POLICE DEPARTMENT, BOROUGH OF WESTVILLE PURSUANT TO CHAPTER 56, POLICE DEPARTMENT, ARTICLE V, DISCIPLINE, SECTION 28, ENTITLED "RULES AND REGULATIONS GOVERNING CONDUCT" OF THE CODE OF THE BOROUGH OF WESTVILLE AND FURTHER APPROVING AND ADOPTING STANDARD OPERATING PROCEDURES FOR THE POLICE DEPARTMENT

Comment: Administrator Bittner advised the rules and regulations must be adopted by Ordinance; therefore Ordinance No. 8-2012 validates the Standard Operating Procedures and when this Ordinance is approved, further changes can be made by Resolution. Mayor Welsh asked if there were SOP's in place and Administrator Bittner advised there were.

A motion to approve Introduction of Ordinance No. 8-2012 was made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

Public hearing to be held July 11, 2012

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NEW BUSINESS: (Continued)

- ❖ RESOLUTION NO. 68-2012 ~ REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION N.J.S. 40A: 4-87

Comment: Administrator Bittner confirmed this is Clean Communities.

A motion to approve Resolution No. 68-2012 was made by Councilman Packer and seconded by Councilman Sims. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 69-2012 ~ AMENDING CAPITAL BUDGET - RECONSTRUCTION OF OLIVE STREET, PHASE III PROJECT

A motion to approve Resolution No. 69-2012 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 70-2012 ~ APPROVING RENEWAL OF LIQUOR LICENSES FOR 2012-2013 FOR SCHILEEN'S PUB, GRABBES, COUSINS IRISH PUB, WESTVILLE POWER BOAT ASSOCIATION, TOWER TAVERN AND WESTVILLE LIQUOR GROUP

A motion to approve Resolution No. 70-2012 was made by Councilman Packer and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 71-2012 ~ CREDITING WATER METER BILLING CHARGES DUE TO AN UNREAD METER FOR THE 1ST QUARTER OF 2012 FOR 509 EDGEWATER AVENUE, ACCOUNT NO. 2012 IN THE AMOUNT OF \$29.75

A motion to approve Resolution No. 71-2012 was made by Councilman Rebel and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 72-2012 ~ AUTHORIZING PROPERTY MAINTENANCE LIENS

<u>Block/Lot</u>	<u>Address</u>	<u>Amount</u>
53 1	427 Broadway	\$136.44
74 12	29 Spruce Street	\$136.44
58 1	201 Maple Avenue	\$136.44
100 19	23 Hillside Avenue	\$287.71

Discussion took place on the maintenance of 29 Spruce. The property is under the jurisdiction of the State of New Jersey. Mayor Welsh advised he will provide Public Works Manager Domico with contact information.

A motion to approve Resolution No. 72-2012 was made by Councilman Rebel and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

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NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 73-2012 ~ SUPPORTING SENATE PRESIDENT SWEENEY'S PROPERTY TAX RELIEF PLAN**

A motion to approve Resolution No. 73-2012 was made by Councilman Murtaugh and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 74-2012 ~ APPOINTING SAMANTHA BELLEBUONO AS A PART-TIME VIOLATIONS CLERK EFFECTIVE JUNE 13,2012**

A motion to approve Resolution No. 74-2012 was made by Councilman Sims and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 75-2012 ~ APPOINTING JACK OLSON AS A PART-TIME SUMMER HELP EMPLOYEE, EFFECTIVE MAY 14, 2012**

Comment: Discussion took place on the procedures for hiring summer help. Mayor Welsh asked Councilman Sims to address the issue of hiring summer help when the Policies and Procedures are updated. Administrator Bittner commented that all new hires (including summer help) should be approved by Mayor and Council. Public Works Manager Domico stated that based on her conversation with Administrator Bittner, physicals can now be required for summer help employees. Administrator Bittner suggested that even with summer help, requiring prospective employees to take a physical could potentially save money in the long run by possibly avoiding Workers' Compensation claims. He also suggested that background checks could avoid hiring an individual with a criminal history.

A motion to approve Resolution No. 75-2012 was made by Councilman Packer and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 76-2012 ~ APPOINTING ALEX MAILEY AS A PART-TIME SUMMER HELP EMPLOYEE, EFFECTIVE JUNE 25, 2012**

A motion to approve Resolution No. 76-2012 was made by Councilwoman Archer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 77-2012 ~ APPROVING CHANGE ORDER NO. 2 FOR THE CONTRACT WITH BECKETT ENTERPRISES INC. FOR THE WATER TANK MODIFICATIONS ADDING THE INSTALLATION OF THREE (3) 20,000 GALLON TEMPORARY STORAGE TANKS AT A COST INCREASE OF \$52,500**

Comment: Public Works Manager Domico confirmed this is not an increase but is within the scope of the original projection.

A motion to approve Resolution No. 77-2012 was made by Councilwoman Archer and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

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ITEMS OF DISCUSSION

❖ WATER TANK (Water, Sewer, Highway, Street Lighting & Recycling Committee)

Discussion took place on the painting of the Water Tower. Mayor Welsh suggested the Committee present their recommendation at the next meeting scheduled for July 11, 2012

❖ SHOE RECYCLING (Water, Sewer, Highway, Street Lighting & Recycling Committee)

Discussion took place on Community Recycling Programs. First, "Community Recycling" will pay the Borough \$100 per month to put up a "textile bin" and Public Works Manager Domico's recommended to place the bin next to the trash container at 1035 Broadway. She stated she sees this as an opportunity for the people in the apartments to use the "bin" rather than throw old clothes in the trash. (Community Recycling will empty the bin as often as needed at no charge to the Borough.) Second, shoe recycling bins can be placed around town and the Borough would receive \$.50 cents per pound. Public Works Manager Domico stated by participating in this program, the Borough may reduce its tonnage charges. Councilman Packer recommended they participate in the program. Discussion took place on where to place the shoe recycling bins.

A motion to participate in both the textile and shoe recycling programs was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.*

❖ LEASE OF BOROUGH OWNED PROPERTY (Administrator Bittner)

Administrator Bittner advised he has concerns on land leased as a parking lot between the Borough and Tower Tavern which has not been paid for a number of years. Information will be provided at the next meeting.

COMMUNICATIONS:

- ❖ Letter from the State of New Jersey DOT regarding approval of a grant for Olive Street, Phase 3
- ❖ Letter from the State of New Jersey DOT regarding the acceptance of applications for the 2012 Transportation Enhancement Program
- ❖ Thank you letter from Renee Egan, Principal-Parkview School, for Youth in Government activities
- ❖ Gloucester County Utilities Authority Meeting Minutes from April 11, 2012
- ❖ Gloucester County Improvement Authority Meeting Minutes from April 19, 2012
- ❖ Letter from Archer & Greiner regarding Mutual Aid Plan with Deptford Fire District No. 1
- ❖ Letter from the State of New Jersey DEP regarding GCUA's Freshwater Wetlands Permit Request

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MONEY COLLECTED BY THE CLERK MAY

Police Reports	\$ 92.55
Rent	\$1125.00
Liquor Licenses	\$2556.00
Marriage Licenses	\$56.00
Certified Marriage	\$170.00
Death Certificates	\$215.00
Notary	\$5.00
TOTAL	\$4219.55

BILLS & VOUCHERS:

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 Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

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

PUBLIC COMMENT:

- ❖ Joyce Lovell, 328 Summit Avenue talked about a recycling program sponsored by Nike. She advised the Environmental Commission is looking into recycling Croc shoes/sandals.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS

- ❖ Public Works Manager Domico stated she received information about the County's Shredding Program and asked Administrator Bittner to post the information on the web site.
- ❖ Public Works Manager Domico stated she received a letter from the Gloucester County Utilities Authority regarding usage fees and she questioned the charges for February, March and April. After talking with the GCUA Director, it was determined the charges were over-estimated by \$20,400 so the Borough will receive a refund.
- ❖ Public Works Manager Domico commented she noticed in Engineer Rodgers report that the Borough received a \$55,000 NJEIT grant.
- ❖ Councilman Murtaugh stated he learned that the County may have a Small Business event and he commented that Westville would welcome the idea.
- ❖ Councilman Packer suggested that a "Thank You" letter be sent to the Coast Guard Auxiliary (Krista and Dan Tinney) and Reverend Doughty for their participation in the Memorial Day ceremony.
- ❖ Councilman Rebel thanked everyone for all the work that was done to prepare the new Community Center for Primary Day. He also commented about the new business that will be moving into the old Sea Hags building. General discussion took place on the possible parking issues that may arise.

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COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Councilman Rebel also commented on the “I Love Westville” tee shirts and suggested they be sold at the Independence Day Celebration. Public Works Manager Domico stated the tee shirts are being sold at the Borough Hall. Discussion took place on the placement of vendors around the Pond during the event.
- ❖ Councilman Rebel advised the Boat Club did not have enough individuals interested in participating in the Lighted Boat Parade.
- ❖ Councilman Sims asked if a letter could be sent to Pastor Gary Brennan thanking him for his community service.
- ❖ Councilman Sims asked Captain Whinna if anything was being done about the Stephanie Monn light. Captain Whinna responded that Sgt. Packer is currently working on that project.
- ❖ Captain Whinna advised that a few of the Firemen and Police Officers were doing the Marine run again and were raising money for the St. Jude’s fund.
- ❖ Councilwoman Archer asked if a Proclamation could be done for Pastor Gary Brennan.
- ❖ Mayor Welsh stated letters, thanking businesses for their donations towards the Independence Day Celebration, were sent out and he commented that a few of the businesses made generous donations.
- ❖ Mayor Welsh advised he’s a member of the “Gloucester County Transit Expansion Framework Study Committee” and discussed that a train may be going through town and the possible train stop locations.

Clerk Helder read Resolution No. 78-2012 to go into an Executive Session to discuss Personnel matters within the Municipal Court and Employment matters within the Public Works Department.

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

Time In: 8:09 p.m.

Time Out: 8:26 p.m.

❖ **RESOLUTION NO. 79-2012 ~ APPOINTING KAETLIN HELLINGS TO THE POSITION OF FULL-TIME DEPUTY COURT ADMINISTRATOR**

A motion to approve Resolution No. 79-2012 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

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- ❖ **RESOLUTION NO. 80-2012 ~ APPOINTING RUSSELL W. HALL AS A PART-TIME SUMMER HELP EMPLOYEE, EFFECTIVE JUNE 25, 2012**

A motion to approve Resolution No. 80-2012 was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote*

Hiring of Matthew A. Cox for a temporary position will be discussed at the July 11, 2012 council meeting.

- ❖ Administrator Bittner discussed how the oil soaked areas at 165 Broadway will be fixed. He advised the air conditioner was being replaced using grant money and that he would be obtaining quotes on replacement of the heating system. He also stated the alarm system was almost operational.

A motion to adjourn the meeting was made by Council President Ledrich and seconded by Councilwoman Archer at 8:33 p.m.

Respectively Submitted,

Christine A. Helder, CMC
Municipal Clerk

Next meeting scheduled for July 11, 2012

www.westville-nj.com