

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
March 23, 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., Municipal Clerk/Tax Collector Christine A. Helder, Chief of Police Frederick A. Lederer, III, Chief Financial Officer Jack Bruno and Solicitor Timothy D. Scaffidi

A motion to approve the meeting minutes of March 9, 2011 was made by Councilman Rebel and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY: There was no public comment.

REPORTS OF THE COMMITTEES FOR THE MONTH OF FEBRUARY:

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

Finance & Accounting *Michael O. Ledrich, Chair, Charles D. Murtaugh, William C. Packer, III and John A. Bruno, Ex-Officio*

Ordinance & Code Enforcement *Charles D. Murtaugh, Chair, Colleen T. Archer and James A. Pennington, Jr.*

Planning & Business Development *James A. Pennington, Jr., Chair, William C. Rebel, Michael O. Ledrich and William J. Bittner, Ex-Officio*

Public Buildings, Grounds, Parks & Playgrounds *Charles D. Murtaugh, Chair William C. Rebel and James A. Pennington, Jr.*

Safety Committee, Public Safety & Municipal Court *Michael O. Ledrich, Chair, James A. Pennington, Jr., and Charles D. Murtaugh*

AGENDA

REPORTS OF THE COMMITTEES FOR THE MONTH OF FEBRUARY: (Continued)

Water, Sewer, Highway, Street Lighting & Recycling *William C. Packer, III, Chair, Michael O. Ledrich and William C. Rebel*

Web Site *Colleen T. Archer, Chair, William C. Rebel, James A. Pennington, Jr. and William J. Bittner, Jr., Ex-Officio*

Personnel *Michael O. Ledrich, Chair, Charles D. Murtaugh and William C. Packer, III*

Environmental Commission Report

OLD BUSINESS:

Municipal Building Discussion

Administrator Bittner provided a brief update that included Councilman Murtaugh's suggestion to contact the Architect to see if plans could be drawn up to include an addition to the building at 114 Crown Point Road so that all Borough offices could be housed in one building. The Architect agreed to submit two sets of plans, one with the addition and one without the addition. Discussion took place on the possible location and cost of the addition.

NEW BUSINESS:

- ❖ **Presentation by Donna Contrevo, Business Administrator on the Gateway High School budget. Ms. Contrevo confirmed Gateway received additional funding in the amount of \$173,000 from State Aid and \$237,000 from the Federal Aid Education Job Act (one-time funding to save or create jobs - Gateway plans to use the money to save jobs.) Ms. Contrevo stated the budget only increased \$125,691 which is 1.4% of the 2% levy and that Gateway will continue with Shared Services Agreements. Shannon Whalen, Superintendent of Gateway provided specific details on Shared Services and confirmed that as a further cost saving measure, she will become the Superintendent for both the Parkview and National Park Elementary Schools, if approved by the County Commissioner. Lengthy discussion took place on various aspects of the budget and additional cost-cutting measures. Mayor Welsh asked Administrator Bittner to have the School Presentation put on the web site.**

AGENDA

NEW BUSINESS: (Continued)

❖ *Introduction of:*

BOND ORDINANCE NO. 2-2011 ~ AUTHORIZING VARIOUS CAPITAL IMPROVEMENTS IN THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$1,320,000 THEREFORE; 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 \$1,320,000; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING (For Painting the Water Tower, Replacement of Filter Media, and Replacement of Water Meters) (Administrator Bittner provided details on the loan.)

A motion to approve the Introduction of Ordinance 2-2011 was made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

❖ *Introduction of:*

ORDINANCE NO. 3-2011 ~ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45-14)

A motion to approve the Introduction of Ordinance 3-2011 was made by Councilman Murtaugh and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

❖ **RESOLUTION NO. 44-2011 AUTHORIZING WILLIAM J. BITTNER, JR., BOROUGH ADMINISTRATOR, TO APPLY FOR A CDBG GRANT FOR THE IMPROVEMENT OF THE TRAFFIC SIGNAL AT THE INTERSECTION OF BROADWAY & OLIVE. (Administrator Bittner provided details on the project and confirmed the light was not consistent with 1999 standards.)**

A motion to approve Resolution No. 44-2011 was made by Councilwoman Archer and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

❖ **RESOLUTION AUTHORIZING CES TO PROCEED WITH THE DESIGN FOR OLIVE STREET PHASE II (See proposal, dated February 28,2011) (Administrator Bittner asked that this item be “tabled” so that he can discuss the issue with Engineer Rodgers.)**

AGENDA

NEW BUSINESS: (Continued)

❖ *Introduction of Municipal 2011 Budget*

Mayor Welsh recommended the Governing Body hold a special work session to discuss the details of the budget. Mayor Welsh confirmed the budget they had tonight included a 1% increase or 2 cents which equates to \$17.00 for a home assessed at \$85,000 to \$100,000. Mayor Welsh suggested that they introduce the Budget tonight, and then hold a Special Work Session to discuss details. CFO Bruno advised Council that the budget will have to be amended due to the new change in the local Library funding, mandated by the State.

A motion to Introduce the 2011 Budget was made by Councilman Pennington and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

❖ RESOLUTION NO. 45-2011 FOR SELF-EXAMINATION OF THE 2011 BUDGET. CFO Bruno stated the purpose of this Resolution is to formally put the public and State of New Jersey on notice that Westville is permitting Self-Examination of the budget which relieves the State of New Jersey from any responsibility of examining the Budget A motion to approve Resolution No. 45-2011 was made by Councilman Pennington and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

❖ RESOLUTION NO. 46-2011 AUTHORIZING THE SALE AND TRANSFER OF ONE 1990 GMC DIESEL 7000 CAMEL SEWER JETTER TO THE BOROUGH OF WOODBURY HEIGHTS FOR \$12,000.

A motion to approve Resolution No. 46-2011 was made by Councilman Pennington and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

❖ RESOLUTION NO. 47-2011 AUTHORIZING WILLIAM J. BITTNER, JR. BOROUGH ADMINISTRATOR, TO EXECUTE AN AGREEMENT WITH THE COUNTY OF GLOUCESTER TO FURNISH HEALTH SERVICES. (Administrator Bittner confirmed this Resolution is needed to continue Shared Health Services with the County.)

A motion to approve Resolution No. 47-2011 was made by Councilman Pennington and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.*

AGENDA

NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 48-2011 APPOINTING CHRISTINE BYRNE AS FULL-TIME PUBLIC WORKS SECRETARY, EFFECTIVE APRIL 4, 2011**

A motion to approve Resolution No. 48-2011 was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 49-2011 CALLING ON THE STATE LEGISLATURE AND THE GOVERNOR TO EXEMPT THE RESERVE FOR UNCOLLECTED TAXES FROM THE 2% CAP. (CFO Bruno provided details on this Resolution.)**

A motion to approve Resolution No. 49-2011 was made by Councilman Rebel and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.*

- ❖ **Letter from JIF advising that the Borough will receive a 2010 TRICO JIF Safety Incentive Program Award in the amount of \$2925.00 and a request to claim the award either by check or through a reimbursement process. /REQUEST TO CLAIM AWARD EITHER BY CHECK OR THROUGH A REIMBURSEMENT PROCESS. (Discussion took place on the use of the award.)**

A motion to submit a request to receive a check was made by Councilman Rebel and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ **Correspondence from the Megan Kanka Foundation offering Free Funding For Fingerprint Background Checks. (Chief Lederer stated the program can provide free fingerprinting for sports organizations. Municipal Clerk Helder stated she received information from the organization and spoke with Mrs. Kanka about the program. Discussion took place on the benefits of the program.)**

A motion to go forward to accept the free funding for the Fingerprinting was made by Councilman Rebel and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

- ❖ **2011 LIMOUSINE LICENSE APPLICATION FROM ZARK LIMOUSINE**

A motion to approve the License was made by Councilman Packer and seconded by Councilman Pennington. *Motion unanimously approved by roll call vote.*

AGENDA

NEW BUSINESS: (Continued)

- ❖ Discussion on JIF Liability and Insurance Premiums. (Councilman Pennington stated he had compiled some data and will make a presentation at a later date.)

CORRESPONDENCE:

- Public Notice from Peter Mercanti, Director, Purchasing Department to All Owners of Property Within 200 Feet of 432 Glover Street, City of Woodbury, Gloucester County, NJ
- Memorandum from Leah Furey, Borough Planner, regarding Westville Redevelopment and Rehabilitation Planning. (Lengthly discussion took place on identifying redevelopment areas within the Borough. Councilman Rebel brought up the issue that some properties have been vacant for 20 years and he was looking for suggestions on how to move those properties. Discussion on the Abandoned Building Ordinance took place.)
- Final Equalization Table for the County of Gloucester for 2011 (56.03)
- Letter from CES regarding the traffic signal at Olive Street & Broadway
- Letter from the State of NJ DEP regarding Air Pollution Control Operating Permit for Sunoco
- GCUA Reorganization and Public Board Meeting Minutes for February 9, 2011
- GCUA Resolution Amending 2011 Connection Fee and Fee Schedule
- Notice from Musco Sports Lighting regarding labor, services, equipment and materials for the Football Field Project.
- Letter from Archer & Greiner, Attorneys At Law, regarding a Petition of Appeal for the Raab Family Partnership (Block 47, Lot 42) 404-408 Broadway
- Letter from the State of New Jersey regarding a Redevelopment Database

AGENDA

MONEY COLLECTED BY THE CLERK (March):

Police Reports	\$99.70
Rent	\$1000.00
Peddlers Permit	\$35.00
Street Opening	\$20.00
Marriage License	\$28.00
Certified Marriage	\$20.00
Certified Death Certificates	\$325.00
OPRA	\$1.25
Miscellaneous	\$19.00
Limo License Fees	\$577.00
TOTAL	\$2124.95

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 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 Councilwoman Archer and seconded by Councilman Rebel. *Motion unanimously passed by roll call vote.*

PUBLIC COMMENT: (Time Limit 5 minutes)

Joyce Lovell, 328 Summit, asked if with Megan's Law there was a distance requirement (i.e. distance from a Library or ball field). Chief Lederer stated certain people are not permitted contact with children and that it was unconstitutional to keep people away from certain areas. Further discussion took place regarding offenders and locations they can access.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS:

- ❖ Public Works Manager Domico stated the new Sewer Jetter was due to be delivered within a week. She also mentioned that she was approached by parents at the Park about a "non smoking" section. She suggested that the Ordinance committee make all the ball parks and public parks "non smoking" areas.

AGENDA

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Public Works Manager Domico confirmed the Sweeper project is moving forward after receiving approval from Administrator Bittner on the funds. She confirmed Brooklawn's Water Tower project went out to bid and it came back \$109,000 less than the Engineer's estimates so she's hopeful the bids for Westville's project will be lower than anticipated.
- ❖ Public Works Manager Domico also asked about a salary issue and was informed by Mayor Welsh that it would be addressed in a Personnel meeting.
- ❖ Municipal Clerk Helder discussed the tax sale and confirmed they were down to 144 residents and delinquencies totaled \$190,000. She thanked her office staff for doing a great job.
- ❖ Councilman Rebel stated that they needed to think about what events would be scheduled for 2011. Councilman Rebel stated he would contact Municipal Clerk Helder on the money spent on the events. Mayor Welsh suggested that letters should be sent out to the businesses to solicit funds for the Independence Day Celebration. Councilman Rebel stated he and Public Works Manager Domico discussed starting the Independence Day Celebration later in the day and felt that too many volunteers could be counter-productive and felt he wanted to keep the planning stage small.
- ❖ Councilwoman Archer offered her prayers and condolences to Public Works Manager Domico on the recent loss of her mother.
- ❖ Chief Lederer also offered his condolences to Public Works Manager Domico and then stated the Police Department received \$790.00 for drug forfeiture funds for a bust in National Park that was conducted along with the West Deptford Police Department.
- ❖ Mayor Welsh offered his condolences to Public Works Manager Domico. Mayor Welsh stated that a letter was dropped off at his house regarding purchasing 36 Edgewater for business purposes. (Letter turned over to the Clerk this evening.) Initial offer for the property is \$20,000 so the Mayor asked Administrator Bittner to talk with the individual and possibly take him on a tour of the property.
- ❖ Mayor Welsh stated with Council's approval he wanted to appoint Administrator William Bittner to the Environmental Commission to fill the seat vacated by Michael Sautter. Council supported the recommendation.

AGENDA

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Mayor Welsh discussed the interview process for the position of Police Sergeant and noted how impressed he was with all three candidates. (All three officers are current members of the Westville Police Department.) Mayor Welsh stated that based on Chief Lederer's recommendation, Michael Packer should be promoted to the position of Police Sergeant.
- ❖ RESOLUTION NO. 51-2011 PROMOTING MICHAEL A. PACKER TO SERGEANT.

A motion to approve Resolution No. 51-2011 was made by Councilman Archer and seconded by Councilman Rebel. *Motion approved by majority roll call vote. (Two abstentions: Council President Michael O. Ledrich and Councilman William C. Packer, III)*

Clerk Helder read Resolution No. 50-2011 to go into an Executive Session to discuss personnel matters in the Police and Public Works Departments.

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

Time In: 8:39 p.m. Time Out: 9:08 p.m.

Meeting Adjournment: 9:10 p.m.

Respectively Submitted,

*Christine A. Helder
Municipal Clerk*

Next meeting scheduled April 13, 2011