

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
September 8, 2010 ~ 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.

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

Also Present: Administrator William J. Bittner, Jr., Police Chief Fred Lederer, Public Works Manager Domico, Solicitor John Alice, Municipal and Engineer Norman Rodgers

Absent: Municipal Clerk Helder and Councilman Muhlbaier

The meeting minutes of August 11th were approved, with a correction suggested by Councilman Rebel to change the lowest bid on 200 Broadway from \$10,000 to \$15,000. Motion to approve, with corrections, made by Councilman Murtaugh and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.*

Public Comment on Agenda items Only: No comment from the Public

PROCLAMATIONS. Administrator Bittner read two Proclamations (1) "Designating September as National Ovarian Cancer Awareness Month" and (2) "Honoring Constitution Week"

REPORTS OF THE COMMITTEES FOR THE MONTH OF JULY:

Celebration of Public Events – William C. Rebel, Chair,
Ronald S. Muhlbaier and Charles D. Murtaugh

Finance & Accounting – Michael O. Ledrich, Chair
Charles D. Murtaugh, James A. Pennington, Jr., and John A. Bruno, Ex-Officio

Ordinance & Code Enforcement – Charles D. Murtaugh, Chair
James A. Pennington, Jr. and George K. Baker

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

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

Public Buildings, Grounds, Parks & Playgrounds ~ Charles D. Murtaugh, Chair
William C. Rebel and George K. Baker

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

Water, Sewer, Highway, Street Lighting & Recycling ~ George K. Baker, Chair
Ronald S. Muhlbaier and Michael O. Ledrich

Web Site ~ Ronald S. Muhlbaier, Chair
William C. Rebel, George K. Baker and William J. Bittner, Jr., Ex-Officio

Library Report ~ Submitted
Municipal Court ~ None submitted
Environmental Commission - None Submitted
Engineer's Report ~ Submitted
Engineer's Report ~ Water Treatment Facility Modifications Report
Chief Financial Officer - Submitted

A motion to accept Reports of the Committees, as submitted, was made by Councilman Baker and seconded by Councilman Pennington. Motion unanimously passed by roll call vote.

OLD BUSINESS:

Municipal Building Discussion. No discussion took place.

NEW BUSINESS:

1. RESOLUTION NO. 81-2010 ~ Placing property maintenance liens on:

<u>Block/Lot</u>	<u>Address</u>	<u>Amount</u>
50/8	18 New Street	\$149.91
92/12	17 Harvard Avenue	\$164.90
34/10	104 Delsea Drive	\$129.98

A motion to approve was made by Councilman Murtaugh and seconded by Councilman Rebel. Motion unanimously passed by roll call vote.

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NEW BUSINESS: (Continued)

2. **CONTRACT RENEWAL ~ Service Agreement with Affordable Heating & Cooling for Borough Buildings (1035 Broadway & 114 Crown Point Road)**

A motion to approve was made by Councilman Baker and seconded by Councilman Pennington. *Motion unanimously passed by roll call vote.*

3. **APPLICATION to hold an Auction from the Westville Woman's Club on November 20, 2010 at the Parkview School. (Proceeds to benefit the Gateway Scholarship Fund.)**

A motion to approve the Application was made by Councilman Rebel and seconded by Councilman Pennington. *Motion unanimously passed by voice vote.*

4. **RESOLUTION 82-2010 ~ Approving the 2009 Audit & Group Affidavit**

A motion to approve was made by Council President Ledrich and seconded by Councilman Pennington. *Motion unanimously passed by roll call vote.*

5. **RESOLUTION 83-2010 ~ Authorizing the sale of lands owned by the Borough of Westville pursuant to N.J.S.A. 40a:12-13 (to John Wilson and George Frangos Block 48, Lot 10.01 - 200 Broadway)**

Solicitor Alice stated it was suggested the Borough move forward with the sale and set \$15,000 as the proposed sale price. Solicitor Alice commented the law requires that there must be an open process and council must put the property out for bids with a summary of requirements and a statement confirming an offer of \$15,000 has already been received. The next step is that the Borough would have to put a notice in the paper, which was drafted by Solicitor Alice. The final step will be to have the Auction where the individuals would appear in person or by a representative to bid on the property.

Councilman Murtaugh asked if the advertisement should be 30 days or shorter. Solicitor Alice responded he would research this information. Administrator Bittner advised Solicitor Alice to send the advertisement to either him or Kate Carroll, Borough Secretary.

A motion to approve was made by Councilman Baker and seconded by Councilman Rebel. *Motion unanimously passed by roll call vote.*

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NEW BUSINESS: (Continued)

6. RESOLUTION NO. 84-2010 ~ Amending Personnel Policy, Section Two, Work Place Policies, Mobile Phones [Pages 54 & 55 Changes to be included in meeting minutes, as written.]

Administrator Bittner commented he would like to amend the wording to read *exceeding the allotted minutes in the current plan*, this way, the specific number of minutes would not have to be reflected in the policy. Additionally, information specific to “push to talk” was updated.

A motion to approve was made by Councilman Murtaugh and seconded by Councilman Pennington. *Motion unanimously passed by roll call vote.*

7. RESOLUTION NO. 84-2010 ~ Amending Personnel Policy, Section Four, Compensation and Employee Benefits Policies, Health Insurance Policy [Pages 74 & 75 Changes to be included in meeting minutes, as written.]

Administrator Bittner commented this is a result of concessions made by the represented employees in co-pays which allows employees to participate in an altered co-pay policy.

A motion to approve was made by Councilman Pennington and seconded by Council President Ledrich. *Motion unanimously passed by roll call vote.*

8. LETTER to Director of Local Government Services from the CFO regarding the 2009 Corrective Action Plan for the Borough of Westville.

Administrator Bittner commented the only issue was that the Court Administrator did not disperse court funds in a timely manner.

A motion to approve the Application was made by Council President Ledrich and seconded by Councilman Pennington. *Motion unanimously passed by voice vote.*

9. Discussion on the Gloucester County Award of Contract to supply Gasoline & Diesel.

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Administrator Bittner commented a fax was received from Riggins, Inc. informing the Borough they were awarded the County contract to supply gasoline and diesel to the Boroughs and Towns who wish to use them. Administrator Bittner confirmed Pedroni is the current supplier and they charge \$8.4 cents a gallon and Riggins will charge \$3.4 cents. Administrator Bittner stated Westville was never notified by the County of the change so he's not sure if Westville has to formally accept the contract. Administrator Bittner asked Public Works Manager

NEW BUSINESS: (Continued)

Domico if she heard anything and she stated she did speak with Karen at Riggins about the new contract. Additionally, Public Works Manager Domico confirmed the County's Purchasing Agent usually sends contract information to the Borough and requests a Resolution and she speculated that because the Borough hasn't yet heard from the County that perhaps they are a little behind. Karen from Riggins stated to Public Works Manager Domico she sent out the fax because they have not heard from any town in Gloucester County. Public Works Manager Domico suggested that Westville reach out to the County and that heating oil was not included in the contract.

Until Administrator Bittner obtains more information from the County, the issue was tabled until the September 22nd, 2010 meeting.

COMMUNICATIONS:

- ❖ A check for \$11,672.73 was received from the State of New Jersey Department of Law & Public Safety for a FEMA Grant applied for by Administrator Bittner for 2009 Severe Winter Storm damage.

Administrator Bittner confirmed this money represents a FEMA grant for 2009 storm damage and that the funds will be deposited into the general account

- ❖ Letter from Fibertech Networks to John Alice, Esq., regarding the Right of Way Agreement Request
- ❖ Letter from Petroni & Associates regarding the 2009 Audit
- ❖ Letter from Stephen Cope, Emergency Management Coordinator for the City of Woodbury thanking Westville's Police Department for their response to a mutual aid request for the fire at the Colonial Park Senior Citizen Apartment complex on August 22, 2010

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- ❖ Letter from Freeholder Director Sweeney and Timothy Chell, Mayor-Mantua Township regarding the Gloucester County Patriot Day Remembrance Ceremony scheduled for Saturday, September 11, 2010
- ❖ Letter from the Borough of Brooklawn regarding the June 6, 2010 Reexamination of their Master Plan

COMMUNICATIONS: (Continued)

- ❖ Letter from the City of Gloucester regarding Notice of Ordinance to Amend Gloucester City Zoning Map
- ❖ Statement from the U.S. Department of Transportation regarding the release of the Philadelphia International Airport Capacity Enhancement Program Final Environmental Impact Statement and Final General Conformity Determination
- ❖ Notice from the Delaware River Basin Commission regarding a Public Hearing scheduled for Wednesday, September 15, 2010
- ❖ PUBLIC NOTICE from the West Deptford Township Planning Board

BILLS

A motion to dispense with reading of the bills made by Council President Ledrich and seconded by Councilman Pennington.

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

MONIES COLLECTED BY THE CLERK (Month of August)

MEETING MINUTES

Rent	\$1,000.00
Police Reports	\$73.00
Certified Birth Certificate	\$10.00
Marriage License	\$84.00
Certified Marriage Certificates	\$70.00
Street Opening Permit	\$230.00
Certified Death Certificates	\$175.00
Civil Union License	\$28.00
TOTAL	\$1,670.00

PUBLIC COMMENT:

- ❖ Bill Packer of 530 River Drive announced, on behalf of the Lions Club, that they are sponsoring a Chicken Barbeque on Sunday, September 12, 2010 from 1 to 6 pm. Additionally, Mr. Packer stated on September 19, 2010, from 6:30 to 8:00 pm, the Lions Club will have a membership drive and open house.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS

- ❖ Public Works Manager Domico stated the County awarded a bid for a diesel bus which will cost Westville \$30,245. The bus company that was awarded the contract informed Public Works Manager Domico the bus should be available in 90 days.
- ❖ Councilman Baker confirmed the drawings for the Municipal Building may be completed by a new designer at no charge.
- ❖ Councilman Rebel offered “kudos” to Administrator Bittner for placing hyperlinks in the agenda to meeting documents.
- ❖ Councilman Rebel suggested Mayor and Council authorize Chief Lederer to speak with local business owners who will be affected by the street closing for

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the Fall Festival on October 9, 2010. Councilman Rebel confirmed Broadway will be closed to Willow on the Broadway side, due to possible conflicts with the Bank and Post Office and on the Delsea side, Broadway will be closed to Duncan.

- ❖ Councilman Murtaugh thanked Administrator Bittner for adding the hyperlinks to the online agenda.
- ❖ Engineer Rodgers briefly discussed the Water Treatment Facility Modification Report submitted and the cost of the project - \$1,009,860.00.

RESOLUTION NO. 85-2010 EXECUTIVE SESSION ~ To Discuss Purchase and Lease of Property.

A motion to approve was made by Councilman Pennington and seconded by Councilman Murtaugh. *Motion unanimously passed by voice vote.*

In Executive Session at 7:22 pm. Out of Executive Session at 7:54 p.m.

MEETING ADJOURNMENT: 7:56 pm

Respectively Submitted,

WILLIAM J. BITTNER, JR.
DEPUTY MUNICIPAL CLERK