

Resolution

NO. 1-2013

ADOPTING TEMPORARY BUDGET TEMPORARY BUDGET APPROPRIATIONS FOR YEAR 2013

WHEREAS, The New Jersey Statutes 40A:4-19 provide that the temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of the Resolution is within the first thirty days of January, 2013; and

WHEREAS, 26.25% of the total appropriations in the 2012 budget exclusion of any appropriations made for Debt Service or Capital Improvement Fund in the said 2012 Budget is the sum of \$2,079, 013.55; and

WHEREAS, the NJ Statutes 40A:4-19 provide that temporary appropriations should be made for the amount of such debt service in the manner and time therein provided.

NOW, THEREFORE BE IT RESOLVED that the following attached temporary appropriations be made, and that a certified copy of the resolution be transmitted to the Chief Financial Officer for records.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 2-2013

NAMING DEPOSITORIES FOR 2013

WHEREAS, it is necessary and proper to name Depositories for 2013.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville that the Bank of Gloucester County, New Jersey, the TD Bank of New Jersey, the New Jersey Cash Management Fund of New Jersey, the PNC Bank, N.A. of New Jersey, the Summit Bank of New Jersey, and the 1st Colonial Community Bank be and are hereby named as Depositories for the year 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 3-2013

AUTHORIZING A PETTY CASH FUND FOR 2013

WHEREAS, the Borough Clerk and Water Clerk require a certain amount of cash as a Petty Cash fund; and

WHEREAS, the statutes so provide.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville that the proper officers be and are hereby authorized to draw the following check for the aforementioned purposes:

Christine A. Helder, CMC, Petty Cash - Water Department Check - \$500.00

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 4-2013

FIXING THE RATE OF INTEREST AND YEAR-END PENALTY

WHEREAS, R.S. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, sewer charges, water charges, assessments subject to any abatement or discount for the late payment of taxes, assessments, etc., as provided by law:

NOWHEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey that property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year with a ten-day grace period, after which dates, if unpaid shall become delinquent with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby fix the rate of interest at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00.

BE IT FURTHER RESOLVED, that a 6% year end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Tax Collector and Borough Auditor.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE
Russell W. Welsh, Jr.
MAYOR

ATTEST:
Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 5-2013

DESIGNATING LEGAL PUBLICATIONS FOR 2013

WHEREAS, it is necessary to designate a legal publication for the year 2013 for all required legal notices; and

WHEREAS, state law requires that said notices be advertised in a local newspaper if one is published in the municipality or county.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville that the Courier-Post, and/or the South Jersey Times (Gloucester County Times edition), newspapers circulated in the County of Gloucester, be and are hereby designated as the official publications for the advertising of legal notices.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 6 - 2013

Adopting "Roberts Rules Of Order"

WHEREAS, the Mayor and Council of the Borough of Westville have heretofore APPROVED "Roberts Rules of Order" for their regular and special meetings; and

WHEREAS, the Mayor and Council desires to continue said rules of meeting as previously APPROVED.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville that said rules of meeting now in effect be and are hereby approved for the year 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

No. 7 - 2013

EXECUTING PROFESSIONAL AGREEMENTS

WHEREAS, there exists a need for legal services, auditing services and engineering services for the Borough of Westville; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) required that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute agreements with Timothy Scaffidi, an Attorney-at-Law of the State of New Jersey, Louis Rosner, Esq., a Labor Attorney-at-Law of the State of New Jersey, Nick Petroni, (Petroni & Associates) a Certified Public Accountant of the State of New Jersey, Philip A. Norcross, Esq., of Parker McCay an Attorney-at-Law of the State of New Jersey, Gary Thompson, an Attorney-at-Law of the State of New Jersey, Charles A. Fiore, Esq. an Attorney-at-Law of the State of New Jersey, Lawrence L. Hubert, Esq., an Attorney-at-Law of the State of New Jersey, Steven Bach of Bach Associates, Kimberly Medenfindt, Registered Architect, Hardenbergh Insurance Group and Federici and Akin, a Certified Municipal Engineer of the State of New Jersey.

2. These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law pursuant to N.J.S.A. 19:44A-20.5 et seq., the Borough of Westville qualifications for professional services under a fair and open process, because said, Louis Rosner, Esq., Parker McKay PA, Philip A. Norcross, and Federici and Akin are authorized by law to practice a recognized profession in the State of New Jersey, and further legal, auditing and engineering services to be performed cannot be bid competitively because it is impossible to prepare specifications for same in accordance with the above mentioned statutes.

3. A copy of this Resolution shall be published in The Gloucester County Times as required by law within 10 days of the date of passage.

Passed at a special meeting of the Mayor and Council of the Borough of Westville, New Jersey held on January 2, 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 8-2013

RISK MANAGEMENT CONSULTANT GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of the Borough of Westville is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant's are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of the Borough of Westville does hereby appoint Hardenbergh Insurance Group as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

APPROVED at a special meeting of the Mayor and Council of the Borough of Westville, New Jersey, held on Wednesday, January 2, 2013.

ATTEST: _____

MUNICIPALITY: WESTVILLE

ATTEST: _____

CONSULTANT: _____

Resolution

NO. 9-2013

DESIGNATING REGULAR MEETING DATES

WHEREAS, it is necessary and proper to list the regular meeting dates of the Mayor and Borough Council for the year 2013.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville that at 7 p.m. on the second Wednesday of each month as listed below shall constitute the regular meeting dates (unless otherwise listed) of Mayor and Borough Council for the year 2013.

January 9, 2013
February 13, 2013
March 13, 2013
April 10, 2013
May 8, 2013
June 12, 2013
July 10, 2013
August 14, 2013
September 11, 2013
October 9, 2013
November 13, 2013
December 11, 2013

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

MAYOR

ATTEST:
Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 10-2013

CHARGING PENALTIES ON TAXES, WATER OR SEWER THAT ARE DELINQUENT

WHEREAS, in accordance with N.J.S.A. 54:4-67, municipalities are allowed to charge an additional 6% penalty at the end of the year for those accounts whose taxes and/or water and/or sewer arrears exceed \$10,000.00; and

WHEREAS, the Borough of Westville wishes to comply with this penalty rate.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville that an additional penalty of 6% will be charged on any outstanding taxes and/or water and/or sewer arrears exceeding \$10,000.00 in accordance with N.J.S.A. 54:4-67.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 11-2013
CASH MANAGEMENT PLAN FOR 2013

WHEREAS, N.J.S.A. 40A:5-14 requires each local unit to annually adopt a cash management plan; and

WHEREAS, it is desired by the Governing Body of the Borough of Westville to comply with said statute.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville, County of Gloucester, State of New Jersey, that the attached Cash Management Plan for the year 2013 be approved at a meeting of the Mayor and Council of the Borough of Westville held on January 2, 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 12-2013

DESIGNATING MANAGERIAL INDIVIDUALS WHO HAVE TELEPHONE ACCESS TO EPL HOTLINE

WHEREAS, the Governing Body of the Borough of Westville hereinafter referred to as "MUNICIPALITY", is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has APPROVED a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted \$750.00 per member for EPL consulting services in 2013; and

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Westville does hereby appoint Christine A. Helder, CMC as its Contact Person.

BE IT FURTHER RESOLVED that the Governing Body does hereby appoint William J. Bittner, Jr., as an additional Contact Person.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 13- 2013

DESIGNATING TAX SEARCH/ASSESSMENT SEARCH OFFICER

WHEREAS, N.J.S.A. 54:5-11 requires the governing body to designate by resolution, a bonded official of the municipality to make examinations of its records as to unpaid municipal liens and to certify the result thereof.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby appoint Christine A. Helder, CMC to the position of Tax Search Officer and Assessment Search Officer providing the necessary documentation and certification as per N.J.S.A. 54:5-18.1 are met, and until such time a resolution stating otherwise is APPROVED; and

WHEREAS, N.J.S.A. 54-5-18.1 requires the governing body to provide by resolution for the making of official certificates of searches as to municipal improvements authorized by ordinance of the municipality, but not assessed, affecting any parcel or tract of land in said municipality in that a future assessment will be made thereon pursuant to such ordinance.

APPROVED by the Governing Body of the Borough of Westville, County

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 14-2013

**DESIGNATING OPEN PUBLIC RECORDS REQUEST (OPRA)
CUSTODIAN AND DEPUTY CUSTODIAN OF RECORDS**

WHEREAS, under the Open Public Records Act (OPRA) N.J.S.A 47:1 A-1, et. Seq., it is necessary to designate a Custodian and Deputy Custodian of Records;

WHEREAS, the Governing Body of the Borough of Westville wishes to comply with directive N.J.S.A. 47:1 A-1;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that the Borough Clerk is hereby designated Custodian of Records and the Police Chief is hereby designated as Deputy Custodian of Records; and

BE IT FURTHER RESOLVED that the Deputy Borough Clerk and Police Department Secretary are also designated as Deputy Custodians of Records in case said Custodian and/or Deputy Custodian of Records is absent or ill.

BE IT FURTHER RESOLVED that all requests for Open Public Records (OPRA) be submitted in writing (transmitted electronically, hand-delivered or mailed) or on the OPRA form provided by the Borough of Westville.

APPROVED by the Governing Body of the Borough of Westville, County of _____

of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 15 - 2013

**OMIT FROM TAX SALE REAL PROPERTY
EQUAL MONTHLY INSTALLMENTS**

WHEREAS, N.J.S.A. 54:5-19 provides for the governing body to omit from Tax Sale those properties delinquent for prior year taxes or other municipal liens, or parts thereof, on real property, upon which regular, equal monthly installment payments are being made, in pursuance to such agreement as may be authorized by resolution between the collector and owner of said property.

BE IT FURTHER RESOLVED that said property owner shall make 60 (sixty) equal monthly installments to include all delinquent taxes, assessments and other municipal liens held by the municipality, due on the first of each month as set forth on the attached schedule. It shall further be conditioned that all installments of taxes for the current year in which such agreement is made, and all subsequent taxes, assessments and other municipal liens imposed or becoming a lien thereafter shall be promptly paid when due. When payment of the aforementioned exceeds 30 days after due date, then said agreement shall be

void, and the tax collector shall proceed to enforce such lien by selling in the manner per N.J.S.A. 54:5-19.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby authorize the Tax Collector to accept said installments as provided.

BE IT FINALLY RESOLVED that a certified copy of this resolution with installment plan schedule be forwarded to the Tax Collector and property owner.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE
Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 16 - 2013

ISSUANCE OF DUPLICATE TAX SALE CERTIFICATE

WHEREAS, P.L. 1997, Chapter 99, requires the authorization of the governing body for replacement and issuance of a duplicate tax sale certificate held by a third-party lien holder which has been destroyed or lost.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby authorizes the Tax Collector, upon receipt of an appropriate affidavit from owner of the certificate, to prepare a replacement certificate and

BE IT FURTHER RESOLVED that this replacement certificate, duplicated in original form, shall be marked as "duplicate" and a \$100 fee assessed to the lien holder for the preparation of said duplicate certificate.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 17 - 2013

AUTHORIZING SERVICE CHARGE FOR RETURNED CHECKS

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and

WHEREAS, whenever an account is owing a municipality for a tax or special assessment, water or sewer assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the

Borough of Westville, County of Gloucester, State of New Jersey, that the Tax Collector and Water/Sewer Clerk be authorized to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during 2013; and

BE IT FURTHER RESOLVED that the Tax Collector or Water/Sewer Clerk may require future payments to be tendered in cash or by certified or cashier's check; and

BE IT FINALLY RESOLVED that a certified copy of this Resolution be forwarded to the Borough Treasurer, Tax Collector and Borough Auditor.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 18 - 2013

BIDDING BY MUNICIPAL OFFICERS AT TAX SALE

WHEREAS, N.J.S.A. 54:5-30.1 requires that the Governing Body shall determine by resolution that a particular parcel or parcels of real estate scheduled to be sold at public auction pursuant to the tax sale law would be useful for a

WHEREAS, said statute authorizes the Governing Body to direct a municipal official to attend the auction and bid for such parcel or parcels at such sale on behalf of the municipality in the same manner as any other bidder.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby authorize the Administrator/Chief Finance Officer to attend the 2012 Tax Sale and bid on behalf of the Borough of Westville.

BE IT FURTHER RESOLVED that the Chief Finance Officer hereby certifies that sufficient funds have been appropriated in the 2012 Municipal Budget for the purposes of bidding at the 2012 Tax Sale on behalf of the Borough of Westville.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 19 - 2013

IN REM FORECLOSURE

WHEREAS, N.J.S.A. 54:5-104.35 provides the authority for the governing body to proceed with the "In Rem" Foreclosure process on those municipality held tax sale certificates held for more than six months from the date of Tax Sale.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby authorize the Borough Attorney to proceed with "In Rem" foreclosure by filing a copy of the complaint in the Attorney General of the State of New Jersey office, for those properties as appearing on the attached Tax Foreclosure List as prepared by the Tax Collector.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector and Borough Attorney.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 20 - 2013

AUTHORIZING PURCHASING UNDER STATE CONTRACTS

WHEREAS, in the past, the Borough of Westville has availed itself of the right to purchase materials, supplies, and equipment under contracts for such materials, supplies and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, it is desirable from time to time to obtain materials, supplies and equipment under contracts for such materials, supplies, and equipment entered into on behalf of the State by the said Division without the necessity of advertising for bids, or in the cases when no bids have been received; and

WHEREAS, it is contemplated that it will be necessary or desirable to obtain materials, supplies and other equipment under such contract or contracts entered into on behalf of the State of New Jersey by said Division during the year 2013.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey as follows:

1. That the purchases by the Borough of Westville through the several municipal departments shall be purchased under a contract or contracts for such materials, supplies, and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury, in those cases where it is desirable and in the best interest of the Borough of Westville, and in those cases where bids have been sought by advertisement therefore and no bids are received.
2. That a copy of this Resolution be forwarded to the Borough Administrator, all Department Heads of the Borough of Westville, the Municipal Auditor, and any other party of interest.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE
Russell W. Welsh, Jr.
MAYOR

ATTEST:
Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 21 - 2013

AUTHORIZING OFFICIALS TO FILE PROOF OF CLAIMS FORMS WITH THE UNITED STATES BANKRUPTCY COURT

WHEREAS, it is necessary for a municipality to authorize the Certified Tax Collector, Deputy Tax Collector and Municipal Court Administrator/Deputy Court Administrator to file Proof of Claim forms with the United States Bankruptcy Court.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville that the Certified Tax Collector, Deputy Tax Collector and Municipal Court, Deputy Court Administrator are hereby authorized to file Proof of Claim forms on behalf of the Borough of Westville in the United States Bankruptcy Court.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

**Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 22 - 2013

AUTHORIZING A TAX SALE PURSUANT TO N.J.S.A. 54:5-19

WHEREAS, N.J.S.A. 54:5-19 provides that a municipality may, by resolution, provide for a tax sale no earlier than the last month of the municipality's fiscal year when unpaid taxes or other municipal liens or charges are in arrears in the fiscal year designated in such resolution.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey, as follows:

1. That the Tax Collector is hereby directed and authorized to conduct a tax sale no earlier than December of 2012 for unpaid taxes or other municipal liens or charges, or parts thereof, that are in arrears for the 2013 fiscal year.
2. That a certified copy of this resolution shall be forwarded to the Tax Collector and Chief Finance Officer for the Borough of Westville.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 23 - 2013

APPROVING A \$25.00 FEE FOR ISSUANCE OF CERTIFICATES OF REDEMPTION

WHEREAS, N.J.S.A. 54:5-53.2 (Cancellation of tax sale certificate upon redemption) states that upon redemption of a parcel, the owner of the parcel is entitled to receive, upon demand, the certificate of tax sale, duly receipted for cancellation, or a CERTIFICATE OF REDEMPTION so that he/she may cancel the record of the lien; and

WHEREAS, due to frequent requests that immediate Redemption Certificates be issued, the Tax Collector hereby requests permission to charge a Redemption Fee, upon request from the property owner or other interested party, for the certificate.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville, County of Gloucester, State of New Jersey, hereby authorize the Tax Collector to prepare a certificate of redemption at a cost of \$25.00 per certificate.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

**ATTEST:
Christine A. Helder, CMC
MUNICIPAL CLERK**

Resolution

NO. 24 - 2013

APPROVING RESOLUTIONS OF CONSENT

WHEREAS, it is necessary to approve Resolutions of Consent for the Borough of Westville; and

WHEREAS, the Mayor and Council desire to approve said resolutions of consent for 2013 which are not controversial and do not require individual discussion.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville that said Resolutions of Consent are hereby approved for the year 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 25 - 2013

APPOINTING A FUND COMMISSIONER AND ALTERNATE FUND COMMISSIONER FOR THE TRICO JIF

WHEREAS, there exists a need for a Fund Commissioner and Alternate Fund Commissioner for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for the year 2013; and

WHEREAS, funds are available for this purpose.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Westville as follows:

- William J. Bittner, Jr. is hereby appointed as Fund Commissioner for the Borough of Westville
- Christine A. Helder, CMC is hereby appointed as Alternate Fund Commissioner

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

MUNICIPAL CLERK

Resolution

NO. 26 - 2013

APPOINTING OFFICIALS FOR THE CALENDAR YEAR 2013

WHEREAS, the Borough of Westville requires the appointment of certain municipal officials to perform the functions of the said offices; and

WHEREAS, the Mayor and Borough Council have found the following list of individuals to be qualified to perform such duties;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Governing Body of the Borough of Westville, in the County of Gloucester, State of New Jersey, that the following officials be appointed to the positions and the terms herein set forth:

<u>TITLE/BOARD/COMMITTEE</u>	<u>NAME</u>	<u>TERM</u>
Deputy Tax Collector	William J. Bittner, Jr.	1 year
Deputy Clerk		1 year
Dep. Finance Officer		1 year
Glou. Co. Economic Dev. Council		1 year
Administrative Officer/ Downtown Preservation Commission		1 year
Treasurer		1 year
Affirmative Action Officer	Christine A. Helder	1 year
Public Agency		1 year
Compliance Officer		1 year
Disabled Employee's Coordinator		1 year
Borough Architect	Kimberly Mendefent	1 year
Borough Solicitor	Timothy Scaffidi, Esq.	1 year

Borough Prosecutor	Charles A. Fiore	1 year
Borough Public Defender	Lawrence Hubert	1 year
Borough Engineer	Federici & Akin	1 year
Borough Planner	Bach Associates	1 year
Bond Counsel	Philip A. Norcross	1 year
Borough Redevelopment Counsel	Phyllis Bross (Parker McCay)	1 year
Borough Risk Manager	Hardenbergh Ins. Group	1 year
Borough Health Insurance Broker	Hardenbergh Ins. Group	1 year
Borough Labor Attorney	Louis Rosner, Esq.	1 year

<u>TITLE/BOARD/COMMITTEE</u>	<u>NAME</u>	<u>TERM</u>
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Borough Land Use Board Solicitor	Gary D. Thompson, Esq.	1 year
Borough Land Use Board Engineer	Bach Associates	1 year

Fund Commissioner	William J. Bittner, Jr.	1 year
Alternate Fund Commissioner	Christine A. Helder	1 year
Grants Coordinator	Michael Zumpino	1 year
	William J. Bittner, Jr.	1 year
Safety Coordinator	Edward F. Leahy	1 year
	Timothy Leahy	1 year
Secretary	Kathleen Carroll	1 year
Claims Coordinator	Christine A. Helder	1 year
Senior Office Clerk	Therese D. Eckel	1 year
Office Clerk	Nancy Sheahan	1 year

Zoning Officials	Bob Kunkle	1 year
	John Leach	1 year
	William J. Bittner, Jr.	1 year

Housing Inspectors	Bob Kunkle	1 year
	John Leach	1 year
	William J. Bittner, Jr.	1 year
	Eric Farley	1 year
	James Tucker	1 year

Property Maintenance Officers	William J. Bittner, Jr.	1 year
	Patrolman Dan Rice	1 year
	Bob Kunkle	1 year
	John Leach	1 year

Weed & Debris Officers	Donna M. Domico	1 year
	Edward F. Leahy	1 year
	Michael Keck	1 year
Custodian of Municipal Buildings	Charles H. Watson	1 year

<u>TITLE/BOARD/COMMITTEE</u>	<u>NAME</u>	<u>TERM</u>
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BOARD OF HEALTH

Russell W. Welsh, Jr. (Statutory)	1 year
Thomas Donnelly	3 years
Donna Domico	3 years
Kathleen Carroll, Secretary	1 year

LAND USE BOARD

Russell W. Welsh, Class I	1 year
William J. Bittner, Jr., Class II	1 year
Charles D. Murtaugh, Class III	1 year
Therese Eckel	1 year
Bruce Nordaby	4 years
Joe Baldwin (Alt #1)	2 years

LIBRARY TRUSTEES

Russell W. Welsh, Jr. (Statutory)	1 year
Renee Egan, Principal (Statutory)	1 year
Janet Lesko	5 years
Nina Robinson	5 years
Ruth Schmidt	5 years

MUNICIPAL COURT

Court Administrator	Amanda Cubbler	1 year
Deputy Court Administrator	Jamie Champion	1 year

POLICE DEPARTMENT & SCHOOL CROSSING GUARDS

Police Chief	Frederick J. Lederer, III	1 year
Secretary/Office Clerk	Michelle R. Waller	1 year

Police Officer/Part Time SLEO II	Jeremy Hackney	1 year
Police Officer/Modified Hours	Anthony Greenwald	1 year
Police Officer/Modified Hours	Thomas E. Warrington	1 year

P/T

School Crossing Guard	Olivia Alibrando	1 year
School Crossing Guard	John Abruzzo	1 year
School Crossing Guard	Rita M. Baus	1 year
School Crossing Guard	Theresa M. Cage	1 year
School Crossing Guard	Michelle Hickman	1 year
School Crossing Guard	Veronica Keck	1 year
School Crossing Guard	Dawn V. Leamy	1 year
School Crossing Guard	Theresa MacLardy	1 year
<u>TITLE/BOARD/COMMITTEE</u>	<u>NAME</u>	<u>TERM</u>

School Crossing Guard	Loretta Morina	1 year
School Crossing Guard	Violet Morris	1 year
School Crossing Guard	Pat Ryan	1 year
School Crossing Guard	Diane J. Romer	1 year
School Crossing Guard	Mary K. Vernacchio	1 year
School Crossing Guard	Cindyann Wicks	1 year

PUBLIC WORKS DEPARTMENT

Clerk/Secretary	Christine Byrne	1 year
Bus Driver - Part-time	Angela M. Jacobs	1 year

EMERGENCY MANAGEMENT COMMITTEE

Mayor, Env./Public Relations	Russell W. Welsh, Jr.	1 year
Deputy Coordinator	William E. Whinna, IV	1 year
EMS/Ambulance	James Tucker	1 year
(SARA Title II)	Chuck Murtaugh	1 year
Communications Operator	Carl Thomas	1 year
Fire Chief	Eric Farley	1 year

MUNICIPAL ALLIANCE

Coordinator	Michelle R. Waller	1 year
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ENVIRONMENTAL COMMISSION

Joyce Lovell	3 years
Louanna Sills	3 years

APPROVED by the Governing Body of the Borough of Westville, County

BOROUGH OF WESTVILLE
Russell W. Welsh, Jr.
MAYOR

ATTEST:

Christine A. Helder, CMC
MUNICIPAL CLERK

Resolution

NO. 27 - 2013

**APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER-
AFFIRMATIVE ACTION**

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer.

NOW THEREFORE BE IT RESOLVED by the Borough of Westville, County of

Gloucester, State of New Jersey that Christine A. Helder, CMC, Municipal Clerk be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2013.

APPROVED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Wednesday, January 2, 2013.

BOROUGH OF WESTVILLE

**Russell W. Welsh, Jr.
MAYOR**

ATTEST:

**Christine A. Helder, CMC
MUNICIPAL CLERK**