

BOROUGH OF WESTVILLE

Regular Council Meeting

165 Broadway

May 11, 2015~ 7:00 p.m.

Meeting Minutes

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Mayor Welsh called the meeting to order at 7:12 p.m., followed by the Pledge of Allegiance.

The Clerk read the public notice and roll call was taken, with the following persons in attendance:

Present: Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich, Council Members: Charles D. Murtaugh, Donna Moan, William C. Rebel and Fritz H. Sims, Jr.

Administrator William J. Bittner, Jr., Municipal Clerk/Tax Collector Christine A. Helder, Police Chief William Whinna, Public Works Manager Donna Domico, Engineer Jon Bryson, and Solicitor Timothy Scaffidi

Absent: Council Member Paul C. Mailley

Mayor Welsh administered the Oath of Office to the following Parkview Students who were elected to as Borough Officials:

Mayor Jonathan Gambone
Council Member William Bittner
Council Member Alexis Franklin
Council Member Frank Maile (Councilman Mailley unable to attend, so Frank Maile filled in as Solicitor)
Council Member Jenni McCullough
Council Member Kelsey Pennington
Council Member Kayla Ripley
Municipal Clerk Jeremy Johnson
Tax Collector Connor Pierce
Chief Financial Officer Syraj Uddin
Borough Administrator Frank Jewell
Chief of Police Ryan Fritz
Court Administrator Victoria Mickles
Municipal Judge Nicolas Ocampo
Municipal Prosecutor Trey Shaw
Public Defender Taylor West
Lions Club Tail Twister Jenna Bryszewski
Lions Club President Brandon Sheppard
Solicitor Alyssa Orsini - *Absent*
Public Works Manager Erin Farley
Fire Chief Curtis Cabrera
Fire Marshall Afrin Akhter

A motion to approve the April 20, 2015 meeting minutes was made by Councilman Murtaugh and seconded by Council President Ledrich. *Motion was approved by unanimous voice vote.*

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REPORTS OF THE COMMITTEES FOR APRIL

A motion to approve the reports, as submitted, was made by Councilwoman Moan and seconded by Councilman Sims. *Motion was unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY: No comments were received from the Public.

OLD BUSINESS:

Public Hearing On:

❖ ORDINANCE NO. 2-2015 ~ 2015 SALARY ORDINANCE

A motion to open the meeting to the public made by Councilman Sims and seconded by Councilman Murtaugh. Hearing no comment, a motion to close the meeting to the public was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

Motion to approve Ordinance No. 2-2015 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ Flooding & Train Issues: Administrator Bittner reported that Sunoco Logistics received the Borough's Redevelopment Agreement and he was awaiting a response.

NEW BUSINESS:

- ❖ RESOLUTION NO. 61-2015 ~ APPOINTING RILEY CARTY AS HONORARY POLICE OFFICER (Mayor Welsh read the Resolution appointing Riley as Honorary Police Officer)

A motion to approve Resolution No. 61-2015 was made by Councilman Sims and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 62-2015 ~ APPROVING THE 2015 EMERGENCY MANAGEMENT PLAN FOR THE BOROUGH OF WESTVILLE

A motion to approve Resolution No. 62-2015 was made by Councilman Rebel and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 63-2015 ~ AUTHORIZING THE WATER CLERK TO CREDIT WATER CHARGES FOR ACCOUNT NO. 551, 302 HAZEL AVENUE

A motion to approve Resolution No. 63-2015 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

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NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 64-2015 ~ AUTHORIZING SUBMISSION TO SIGN A STRATEGIC PLAN FOR THE GOVERNOR’S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FOR THE FISCAL GRANT CYCLE YEAR JULY 1, 2015 THROUGH JUNE 30, 2016**

A motion to approve Resolution No. 64-2015 was made by Councilman Sims and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 65-2015 ~ AUTHORIZING THE EXEMPTION OF MUNICIPAL PROPERTIES FROM WATER CHARGES**

A motion to approve Resolution No. 65-2015 was made by Councilman Rebel and seconded by Councilman Sims. *Motion unanimously approved by roll call vote.*

- ❖ **AUTHORIZATION TO APPROVE THE 2015 TAXI CAB LICENSE REQUEST FOR “ATLAS YELLOW CAB COMPANY” (Taxicab License fee Charge of \$50. per vehicle licensed.) Permitting pickup and delivery within the Borough.)**

A motion to approve the License was made by Councilman Rebel and seconded by Councilman Sims. *Motion unanimously approved by voice vote.*

AUTHORIZATION TO SIGN MUNICIPAL APPROVAL CERTIFICATE REQUIRED BY DMV FOR BUSINESS LICENSE FOR MARVELOUS MOTORS (A USED CAR AUCTION BUSINESS LOCATED AT 600 Route 45, Suite A)

A motion to approve the License was made by Councilwoman Moan and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.*

MONEY COLLECTED BY THE CLERK FOR THE MONTH OF APRIL:

Police Reports	\$ 30.80
Rent	575.00
Death Certificates	140.00
Certified Marriage	10.00
Peddlers Permit	140.00
Cat Licenses	48.00
<u>200 Ft. list</u>	<u>10.00</u>
TOTAL	\$ 953.80

BILLS & VOUCHERS:

The Clerk advised that the List of Bills was posted in the Hallway.

A motion to dispense with reading of the bills was made by Councilwoman Moan and seconded by Councilman Sims. *Motion unanimously approved by voice vote.*

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

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COMMUNICATIONS:

- ❖ Letter from DARE of New Jersey advising they are discontinuing their program in New Jersey
- ❖ Letter from the State of New Jersey, Department of Transportation, declining the Borough's grant request for the resurfacing of High Street
- ❖ Letter from Justin Spositi (29 Duncan Avenue) regarding Thomas West Park
- ❖ Public notice of sale of property from Woodbury, NJ for a property at 55 Delaware Street, Woodbury
- ❖ Letter from Gloucester County regarding Local Citizens Transportation Advisory Committee

PUBLIC PORTION:

- ❖ Renee Egan, 101 Birch Street, Parkview Principal, thanked the Mayor and Governing Body, as well as the Lions Club, Fire, Police and Administration for providing the children with a learning opportunity to understand volunteerism.
- ❖ Bryan Miller, President of the Lions Club, thanked everyone who participated in the Youth in Government activities and asked the students to embrace this wonderful learning experience and stated he was looking forward to the student dinner on Tuesday, May 19th at the Community Center.

Youth Officials read their job descriptions for their elected positions

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS:

- ❖ On behalf of the Celebrations Committee, Councilwoman Moan invited everyone to the Memorial Day Services scheduled for Monday, May 25, 2015 beginning at 10 a.m. at Thomas West Park.
- ❖ Councilwoman Moan advised a fundraising event has been scheduled for Schileens on Monday, June 8 from 7 to 9 p.m. and that the cost of the tickets are \$25 each and can be purchased at the Borough Hall, 165 Broadway.
- ❖ Councilwoman Moan asked if anyone knew of any retired or active duty military members who would be interested in participating in the Borough's Memorial Day Service. Anyone interested should contact Borough Hall.
- ❖ Council President Ledrich congratulated the Parkview students.
- ❖ Municipal Clerk Helder congratulated the Parkview students on a great job. Municipal Clerk Helder introduced Nicole Murtaugh who, 16 years ago, was also a 6th grade student elected to the position of "Tax Collector". Municipal Clerk Helder stated that Nicole is now an employee of the Borough in the position of Tax Clerk.

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COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS: (Continued)

- ❖ Solicitor Scaffidi stated he was happy to report that no laws were violated tonight, or at least until now.
- ❖ Councilman Sims congratulated all the students and thanked the administration on a job well done. Councilman Sims also thanked all those involved in installing the flag pole in the municipal parking lot.
- ❖ Councilman Murtaugh congratulated all those who participated in this event and advised he also participated as a student 43 years ago and thanked the Lions Club.
- ❖ Councilman Rebel thanked the Lions Club, Parkview School and the students for a job well done.
- ❖ Public Works Manager Domico advised all fire hydrants had been flushed throughout the town and the clarifier at the Water Plant will be painted and back in service next week. Additionally the Borough will be ready in June to take bids on the Crown Point Road project.
- ❖ Mayor Welsh thanked teachers and students for participating in the school elections. Mayor Welsh reminded meeting attendees about the Movie in the Park scheduled for Friday evening, May 22nd at Galbraith Park on River Drive, sponsored by the Gloucester County Freeholders. (Rain date is Saturday, May 23rd)
- ❖ Mayor Welsh complemented the students on their level of participation and thanked all those involved in putting together the Youth in Government activities.
- ❖ A motion to recess was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

Recess for Refreshments

ITEMS FOR DISCUSSION: (Items Tabled from the April 20, 2015 meeting)

- ❖ Recommendation from Administrator Bittner on rental fees at 128 Crown Point Road. Administrator Bittner advised he had an opportunity to review the water bills for this property, but would like to look at the heating bills as well, before making any recommendations for a rent increase. Administrator Bittner stated he did not feel that the rent can be raised enough to offset these expenses and would also like to research other rental charges in the area. Administrator Bittner confirmed he would like to table this issue until the June 15th meeting, and that he would send Mayor and Council a written report before that time.

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ITEMS FOR DISCUSSION: (Items Tabled from the April 20, 2015 meeting) (Continued)

❖ SHARED SERVICES FOR VACANT AND ABANDONED PROPERTIES

Administrator Bittner advised that the County has contracted with a private vendor who will set up a data base for every vacant and abandoned property in the County. Administrator Bittner further advised the vendor will contact every property owner or responsible party with regard to maintenance and monies owed and open up a line of communication that does not currently exist. Administrator Bittner advised the Borough has a similar program but does not have access to a national database. Administrator Bittner mentioned that this company can initiate their contacts as soon as foreclosures are determined and this will give the Borough an edge. Discussion of fees charged and as well as how the program works was discussed. Administrator Bittner made a recommendation that the Borough sign the Shared Services Agreement.

❖ AGREEMENT TO ENTER INTO A SHARED SERVICES AGREEMENT FOR PARTICIPATION IN THE COUNTY-WIDE REGISTRY FOR ABANDONED REAL PROPERTY WITH COMMUNITY CHAMPIONS.

A motion to approve entering into the Shared Services Agreement was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

PUBLIC PORTION:

❖ Dave Strano from Speranza, 158 Broadway, advised that his business is good and the customer base continues to grow. Mr. Strano addressed three parking-related issues: (1) curb-side pick-up (suggested dedicated spot in front of the restaurant where customers can park for pick-ups), (2) one-hour parking sign is intimidating to customers; tenants in the area ignore the one-hour parking limitation and suggested perhaps increasing the parking limit to 2 hours, and (3) asked for directional signs to other dedicated parking areas in the downtown area.

Administrator Bittner stated times have changed and agreed that parking regulations should reflect the nature of the business in the downtown area. Administrator Bittner also remarked that tenants living along Broadway are advised, through their Landlord, that there is no parking on Broadway.

Administrator Bittner will put together an Ordinance that will address the parking situation along Broadway. Solicitor Scaffidi suggesting writing an Ordinance to amend the current one that addresses parking restrictions in Westville. Solicitor Scaffidi discussed wording that could be included in the amended Ordinance. Further discussion took place on general parking issues on Broadway. Councilman Sims suggested removing the "bump out" next to Speranza and asked about vacant properties along Broadway. Discussion took place about the vacant properties along Broadway and removing the remaining "bump outs". Councilman Sims asked that Public Works Manager Domico review the "bump outs" situation and make a recommendation at the June 15th meeting. Councilman Sims also discussed the old "Dick Realty" building at 124 Broadway and Mayor Welsh advised someone approached the Borough about purchasing that property. Discussion took place on vacant properties in the Borough.

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Mayor Welsh asked for a motion to introduce the Ordinance, per Solicitor Scaffidi's recommendation, that will address curb-side pick-up and 2-hour parking. Councilman Rebel asked if the Borough would be breaking any County violations by designating a parking spot for one particular business and suggested that it be designated "5 minute parking" rather than parking for "Speranza" only.

Introduction of:

- ❖ Ordinance No. 3-2015, "Amending Chapter 373-32, (Vehicles and Traffic) Schedule IV: Time Limit Parking in the Borough of Westville, County of Gloucester, State of New Jersey was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

Discussion took place on removing the "bump outs" at 200 Broadway, 201 Broadway and Center Street.

- ❖ A motion to remove selected "bump outs" was made by Councilman Sims and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*
- ❖ Municipal Clerk Helder read EXECUTIVE RESOLUTION NO. 66-2015 AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS PURCHASE, SALE, LEASE OF PROPERTY AND EMPLOYMENT AND CONTRACT NEGOTIATIONS.

A motion to approve Resolution No. 66-2015 was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

Time In: 8:50 p.m. Time Out: 9:05 p.m.

- ❖ RESOLUTION NO. 67-2015 ~ AMENDING PERSONNEL POLICES AND PROCEDURES

A motion to amend the Personnel Policies and Procedures (listed below) as it relates to eligible vacation time was made by Councilman Sims and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

Vacation is an accrued benefit based on the following schedule:

- Twenty-one working days after twenty years
- Twenty-two working days after twenty-five years
- Twenty-three working days after thirty years
- Twenty-five working days after thirty-five years

- ❖ RESOLUTION NO. 68-2015 ~ APPOINTING THOMAS CARBIN TO THE POSITION OF CREW LEADER IN THE PUBLIC WORKS DEPARTMENT, EFFECTIVE MAY 13, 2015

A motion to approve Resolution No. 68-2015 was made by Councilman Sims and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

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- ❖ **RESOLUTION NO. 69-2015 ~ APPOINTING JOSIAH DOMICO AS A PART TIME LABORER IN THE PUBLIC WORKS DEPARTMENT AT \$9.50 PER HOUR, PENDING COMPLETION OF PRE-EMPLOYMENT REQUIREMENTS**

A motion to approve Resolution No. 69 was made by Councilman Sims and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 70-2015 ~ APPOINTING JANELLE ORSINI AS A PART TIME CLEAN COMMUNITIES SUMMER HELP EMPLOYEE, AT \$9.00 AN HOUR, PENDING COMPLETION OF PRE-EMPLOYMENT REQUIREMENTS**

A motion to approve Resolution No. 70-2015 was made by Councilman Sims and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ Councilman Murtaugh asked Administrator Bittner about accessing email through the Westville web site. Administrator Bittner provided directions on how to access email.

- ❖ Councilman Murtaugh stated he wanted a calendar placed in the restricted area of the web site so that Council Members and Department Heads can post their time away from the office (e.g. business meetings, seminars or vacations). Administrator Bittner stated Google Calendar should be able to track schedules and that he would investigate the steps to take to accomplish this task.

- ❖ **RESOLUTION NO. 71-2015 ~ AUTHORIZING THE LAND USE BOARD TO MAKE AN INVESTIGATION AND HOLD PUBLIC HEARINGS TO DETERMINE WHETHER CERTAIN AREAS ARE IN NEED OF REDEVELOPMENT, AS DEFINED IN CHAPTER 79 OF THE LAWS OF 1992 OF NEW JERSEY, N.J.S.A. ET SEQ AS AMENDED**

A motion to approve Resolution No. 71-2015 was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

Based upon the Governing Body's acceptance to approve entering into a shared services agreement regarding abandoned property earlier in the meeting, the following Resolution was approved:

- ❖ **RESOLUTION NO. 72-2015 ~ AUTHORIZING THE MAYOR OF WESTVILLE OR HIS DESIGNEE, TO SIGN THE SHARED SERVICES AGREEMENT FOR PARTICIPATION IN THE COUNTY-WIDE REGISTRY FOR ABANDONED REAL PROPERTY WITH THE COUNTY OF GLOUCESTER.**

A motion to approve Resolution No. 72-2015 was made by Councilman Rebel and seconded by Councilman Sims. *Motion unanimously approved by roll call vote.*

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A motion to adjourn the meeting was made by Councilman Rebel and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

The meeting was adjourned at 9:50 p.m.

Respectively Submitted,

*Christine A. Helder
CMC/Municipal Clerk*

Next meeting scheduled for June 15, 2015 @ 7:00 p.m.