

BOROUGH OF WESTVILLE

Regular Council Meeting
165 Broadway
January 11th, 2016 - 7:00 p.m.
Meeting Minutes

Mayor Welsh called the meeting to order at 7:01 p.m., followed by the Pledge of Allegiance.

The Deputy 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: Donna Moan, Charles D. Murtaugh, Bruce Nordaby and Fritz H. Sims, Jr. (Council President Ledrich started the meeting for Mayor Welsh)
Administrator/Deputy Clerk William J. Bittner, Jr., Public Works Manager Donna Domico, Engineer Jon Bryson, Chief William Whinna & Solicitor Timothy Scaffidi

Absent: Municipal Clerk/Tax Collector Helder was on vacation and Councilman Paul C. Mailley was sick)

A motion to approve the December 21, 2015 Regular and Executive Session Meeting Minutes and the January 4, 2016 Reorganization Meeting Minutes was made by Councilwoman Moan and seconded by Councilman Sims. *Motion was unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Joyce Lovell, 328 Summit Avenue, asked what was changing, specific to Ordinance Nos. 2 and 3, 2016 and Administrator Bittner advised the fees were changing. Ms. Lovell inquired about the Sale of the Borough Water/Sewer System and Administrator Bittner commented they were not able to discuss that subject because it is not a Public matter. Ms. Lovell then asked if the agreement to purchase Water from the Borough of Brooklawn had been formalized and Public Works Manager Domico remarked they are currently in the beginning stages of the permit process.

REPORTS OF THE COMMITTEES FOR DECEMBER

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

OLD BUSINESS:

Flooding - Administrator Bittner remarked he was contacted by the Office of Emergency Management from Gloucester County regarding Westville's flooding situation and Councilman Murtaugh advised a weather agency wants to verify the sensors they have in the area are providing accurate information.

Councilwoman Moan asked who is responsible for directing traffic when the area near the Gateway Diner floods. Administrator Bittner remarked the State comes out to barricade the highway. Public Works Manager Domico confirmed the State came out Sunday to close the flooded roads.

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NEW BUSINESS:

Introduction of:

- ❖ **ORDINANCE NO. 2-2016, (*in Title Only*) - RESCINDING BOROUGH CODE, CHAPTER 142. CONSTRUCTION CODES, UNIFORM §142-5. FEES**

A motion to approve Ordinance No. 2-2016 was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

Councilman Murtaugh asked if both Ordinances (Nos. 2 and 3) are the same and Administrator Bittner clarified Ordinance No. 2 is rescinding the present Ordinance and Ordinance No. 3 is Introducing and Amending Chapter 142. Councilman Murtaugh confirmed with Administrator Bittner that these Ordinances will not leave the Borough feeless.

Introduction of:

- ❖ **ORDINANCE NO. 3-2016, (*in Title Only*) - AMENDING BOROUGH CODE, CHAPTER 142, SECTION 5, UNIFORM CODE (§142-5.) CONSTRUCTION CODES, FEES**

A motion to approve Ordinance No. 3-2016 was made by Councilman Murtaugh and seconded by Councilman Sims. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 34-2016 ~ AUTHORIZING THE TRANSFER OF A \$100 TAX PAYMENT TO SEWER ACCOUNT NO. 948 FOR BLOCK 87, LOT 3 FOR 117 DEWEY AVENUE, BARBARA J. PINTO (*At the request of the homeowner*)**

A motion to approve Resolution No. 34-2016 was made by Councilwoman Moan and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 35-2016 ~ AUTHORIZING A CREDIT OF EIGHTY DOLLARS (\$80) ON THE 1ST QUARTER WATER BILL GENERATED PRIOR TO THE PROPERTY'S WATER BEING SHUT OFF AT THE CURB FOR ACCOUNT NO. 497 FOR 332 W. OLIVE STREET, THOMAS REMENTER; ACCOUNT NO. 2021 FOR 41 TIMBER AVENUE, ANNETTE DIAZ; ACCOUNT NO. 616, 624 BROADWAY, FRANCES E. BEAL AND ACCOUNT NO. 1544, 33 LEHIGH AVENUE, STEPHEN ELIAS (*Billing Period Covers January 1 through March 31st*)**

A motion to approve Resolution No. 35-2016 was made by Councilwoman Moan and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

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NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 36-2016 ~ APPOINTING THOMAS M. NORTH AS THE MUNICIPAL COURT JUDGE PER TITLE 2B COURT ORGANIZATION AND CIVIL CODE CHAPTER 12. MUNICIPAL COURTS N.J. STAT. §2b:12-4 (2008) §2b:12-4, TO A THREE (3) YEAR TERM FROM 1/1/2016 THROUGH 12/31/18**

A motion to approve Resolution No. 36-2016 was made by Councilman Sims and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 37-2016 ~ CREDITING WATER ACCOUNT NOS. 206 AND 1319 DUE TO MALFUNCTION OF WATER METERS**

Councilman Sims asked if a resident is due a credit, could that money be applied to anything else that resident owes. Administrator Bittner replied "only with the resident's permission". Public Works Manager Domico further explained the meter reading errors.

A motion to approve Resolution No. 37-2016 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

MONEY COLLECTED BY CLERK FOR THE MONTH OF DECEMBER 2015:

Police	\$108.25
Rent	\$1,750.00
Death Certificates	\$235.00
Marriage Applications	\$28.00
Certified Copies Marriage Licenses	\$70.00
Street Opening	\$40.00
TOTAL	\$2,231.25

BILLS & VOUCHERS:

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

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

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

COMMUNICATIONS:

1. Yearly Report for 2015 ~ Land Use Board Applications, submitted by Christine Helder
2. Letter from Federici & Akin to NJDOT regarding request for initial payment in the amount of \$112,397.15 for the Resurfacing & Safety Improvements to Crown Point Road
3. Certified Copy of Resolution Restricting Sales of Dogs and Cats at Pet Shops, Encouraging Municipalities to Adopt Ordinances to do the same and Authorizing Enforcement of such Ordinances by the Department of Health & Human Services, adopted by Deptford Township on December 14, 2015

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PUBLIC PORTION OF THE MEETING:

A motion to open this portion of the meeting to the public was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by voice vote.*

Council President Ledrich advised those in attendance, wanting to address Council, to speak into the microphone and to provide their name and address.

- ❖ Joyce Lovell, 328 Summit Avenue, reported on behalf of the Environmental Commission. Ms. Lovell commented she received a call from Jeff Hamilton to discuss the dates for the County Clean-up and confirmed Westville's date will be Saturday, April 23, 2016. Ms. Lovell further remarked the County will combine West Deptford, National Park and Woodbury. Ms. Lovell asked Council to notify her if they were aware of areas in need of clean-up. Ms. Lovell commented the Pond and Stream could be possible areas and Public Works Manager Domico added that behind the Soccer fields could use some cleaning. Ms. Lovell expressed her concerns about a stream of water coming out of the car dealership on Gateway Boulevard and stated she would like to have it tested. Council President Ledrich and Public Works Manager Domico said they would check it out.
- ❖ Joyce Lovell suggested renting out Borough Council Chambers to generate revenue.
- ❖ Deputy Municipal Clerk Bittner Read EXECUTIVE RESOLUTION NO. 38-2016 ~ AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITHIN THE PUBLIC WORKS DEPARTMENT, CONSTRUCTION OFFICE AND SALE OF THE BOROUGH WATER/SEWER SYSTEM

Council President Ledrich advised before voting on the Executive Session he wanted to hear Closing Comments from Council and Department Heads:

CLOSING COMMENTS FROM COUNCIL AND DEPARTMENT HEADS:

- ❖ Public Works Manager Domico reported she will be out of the Country starting January 12 through January 17, 2016.
- ❖ Councilman Murtaugh remarked complaints were received about people parking on the "no parking" side of a street making it difficult for vehicle traffic and thanked Chief Whinna for rectifying the situation.

At this time a Motion to approve RESOLUTION NO. 38-2016, AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITHIN THE PUBLIC WORKS DEPARTMENT, CONSTRUCTION OFFICE AND THE SALE OF BOROUGH WATER/SEWER SYSTEM, WAS MADE BY COUNCILMAN MURTAUGH AND SECONDED BY COUNCILWOMAN MOAN. *Motion unanimously approved by voice vote.*

Mayor Welsh arrived at 7:19 p.m. and Council President Ledrich advised there would be a short recess.

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Time In: 7:19 p.m.

Time Out: 8:39 p.m.

- ❖ Mayor Welsh asked for job descriptions for six (6) positions (Public Works Manager, Supervisor and Mechanic positions, Borough Administrator, Clerk and Secretary).

After Public Works Manager Domico left the meeting at 8:30 p.m., Administrator Bittner advised Mayor and Council they needed to return to the Executive session.

Time In: 7:41 p.m.

Time Out: 8:50 p.m.

Council President Ledrich asked if they were going to discuss the budget and Administrator Bittner advised the budget hasn't changed but that he did make a calculation error in the number of police officers in the budget is 11 not 12. Administrator Bittner further confirmed the cost to add a police officer to the budget would be \$50,000 (not including benefits that would cost \$30,000 for a family). Administrator Bittner advised if the Borough laid off an officer, the potential savings would be \$78,000. Councilman Sims asked Administrator Bittner about the upcoming budget and why \$937,000 was requested for police salaries for 2016 because in 2015 the figure was only \$740,00. Administrator Bittner advised part of the money was charged to the National Park budget line. Administrator Bittner also advised the police officers that are left are at the top of their salary grade.

Administrator Bittner remarked in order for the Borough to submit a budget under the cap, \$300,000 has to be cut and a three cent tax increase is required. Administrator Bittner commented CFO Bruno may petition the state for relief because of the unanticipated loss of revenue from the Shared Services Agreement. If approved by the State, the Borough may be permitted to raise taxes more than three cents.

Administrator Bittner commented he contacted the Billboard person and the lienholder of the property to be developed regarding the Borough foreclosing on that parcel of land. Administrator Bittner stated the lienholder asked Mayor and Council to delay making a decision until he returns to New Jersey on January 25, 2016. Administrator Bittner advised the lienholder he would ask Council to wait until the February 8, 2016 meeting to make a decision on the foreclosure. Administrator Bittner advised once the lien is taken care of, the Borough can file the deed and take possession of the entire property. Administrator Bittner remarked foreclosure proceedings can take three to four months and confirmed the Billboard person will pay the Borough \$200,000.

Administrator Bittner advised the majority of budget cuts will come through attrition or reduction in salaries.

Celebration of Public Events budget was discussed.

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At 9:01 p.m., CFO Bruno arrived at the meeting. Council discussed with CFO Bruno how they can generate revenue as well as petitioning the State regarding the tax cap as a result of the hardship created by the loss of the Shared Services Agreement. CFO Bruno confirmed, if the State approved the hardship, the exception would only be for one year. CFO Bruno urged Mayor and Council to consider raising Sewer rates to increase revenue and help balance the budget. Discussion took place on the amount to raise Sewer rates. CFO Bruno cautioned Mayor and Council that if they consider negotiating a sale of the Water/Sewer service, they will lose that yearly revenue. CFO Bruno advised the Pension numbers are down by about \$9500. and that the Borough has not allocated any of the Pension costs to the Water rates. CFO Bruno confirmed the State has not addressed the allocation issue so now would be a good time to shift some of the costs out of the General to the Utility budget because it would provide budget relief and also realigns the costs of the actual operations. Further discussion took place concerning reducing expenses and increasing revenue and CFO Bruno encouraged Mayor and Council to pursue the billboard project. Mayor Welsh asked what was budgeted for Office help and discussion took place regarding ratables. Administrator Bittner reminded Mayor and Council that RPM has been approved for the Walnut Street project and that he will be meeting with RPM representatives shortly to discuss details of the 55 and over project.

- ❖ Council President Ledrich encouraged council members to review the budget, line by line, to see what actions can be taken.
- ❖ Mayor Welsh confirmed with CFO Bruno that the budget needs to be introduced by March.
- ❖ **RESOLUTION NO. 39-2016 ~ AUTHORIZING ANNUAL SALARIES FOR CONSTRUCTION OFFICIALS**

Motion to authorize payment to the Building Sub Code Official, Fire Sub Code Official and Construction Officer in the amount of \$17,000 per year; \$4,000 for Plumbing official and \$4,000 for the Electrical official made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 40-2016 ~ APPOINTMENT OF JAKE COLEMAN AS MAINTENANCE MECHANIC, WITHIN THE PUBLIC WORKS DEPARTMENT, AT A YEARLY SALARY OF \$31,480**

Motion to approve Resolution No. 40-2016 was made by Councilman Sims and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

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Introduction of:

- ❖ **ORDINANCE NO. 4-2016, (in Title Only) - AMENDING CHAPTER 282 SEWER RENTS, OF THE BOROUGH OF WESTVILLE**

Motion to approve Ordinance No. 4-2016 was made by Council President Ledrich and seconded by Councilman Sims. *Motion unanimously approved by roll call vote.*

- ❖ Council President Ledrich asked if anyone received a memo from Public Works Manager Domico regarding Highway employees with incremental move ups starting 2016. Council President Ledrich noted all the move ups are at least two steps so suggested Council look at where the individuals are considering today's economic situation. Administrator Bittner reminded Council of the Contract currently in place. Councilman Sims asked for an update on the Public Works contract and Administrator Bittner advised he's not comfortable going forward until Mayor and Council make a decision on the budget and whether or not raises will be approved. Discussion took place on the status of raises for contractual and non-contractual employees.
- ❖ Council discussed sending layoff notices to the Police Department to put them on notice of possible layoffs. Administrator Bittner advised he would contact Lou Rosner for advice on the timeline.
- ❖ Discussion took place regarding the Shared Services Agreement with Brooklawn and the Electrical Inspector position. Administrator Bittner expressed his concerns with the Agreement written by Brooklawn and confirmed Westville should only pay \$4,000 for the part-time services.
- ❖ **RESOLUTION NO. 41-2016 ~ AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF BROOKLAWN FOR AN ELECTRICAL INSPECTOR**

Motion to approve Resolution No. 41-2016 made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*

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

The meeting was adjourned at 9:36 p.m.

Respectively Submitted,

*William J. Bittner, Jr.
Deputy Municipal Clerk*

Next meeting scheduled for February 8, 2016 at 7:00 p.m.