

# BOROUGH OF WESTVILLE

## Numbers to Remember:

Fire/Ambulance/Police Emergency:	Dial 911	Poison Control :	1-800-962-1222
Police:	456-0028	Inspira Medical Center :	845-0100
Public Works Department:	456-7785	Animal Control Officer :	881-2828
Municipal Court:	456-0066	Library:	456-0357
Court is held on Wednesday's	@ 1:30 pm	Gateway Regional H.S.	848-8200
Parkview Elementary School:	456-0235	Fire District:	456-9432

## BOROUGH OFFICES 456-0030

Administrator:	Ext. 11	Borough Clerk:	Ext. 13
Chief Financial Officer:	Ext. 12	Taxes:	Ext. 14
Water & Sewer:	Ext. 15	Borough Secretary:	Ext. 10
Vital Statistics:	Ext. 10	Housing & C/O:	Ext. 38
Mayor:	Ext. 40		

## MEETINGS:

**COUNCIL:** 2<sup>ND</sup> MONDAY OF EACH MONTH AT 7:00 P.M. 165 Broadway, Council Room

Fire District: 2<sup>nd</sup> Tuesday at Firehouse @ 7p.m.

Land Use Board: 1<sup>st</sup> Monday of Each Month at 7:00 p.m.

Library Trustees: 4<sup>th</sup> Monday at 7:00 p.m.

Environmental Committee: 1<sup>st</sup> Wed. of each month @7:00 p.m.

(Community Center @ 1035 Broadway)

Board of Health 2<sup>nd</sup> Thursday at 10:00a.m.: Jan., April, July & Oct.

Visit our Web site: [www.westville-nj.com](http://www.westville-nj.com)





**BOROUGH OF WESTVILLE**

Russell W. Welsh, Jr.  
Mayor

Michael O. Ledrich  
Council President

Christine A. Helder  
Municipal Clerk, CTC

165 Broadway  
Westville, NJ 08093

Telephone: 856-456-0030  
Fax: 856-742-8190  
[www.westville-nj.com](http://www.westville-nj.com)

William J. Bittner, Jr.  
Administrator

Jack A. Bruno, Jr.  
Chief Financial Officer

*Dear Resident,*

We would like to take this opportunity to welcome you as a new resident and taxpayer to the Borough of Westville. We are very proud of our town and we are sure you will be also. Westville is very responsive to all of its residents and property owners.

In the past, we have had some problems with new property owners receiving tax bills, water bills and sewer bills. Therefore, the following is a list of when these bills are due:

*Taxes* are due on a quarterly basis ~ February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup>, of the current tax year.

*Water* bills are due on a quarterly basis ~ January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>.

*Sewer* bills are sent out quarterly and due ~ March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>.

*Interest* on all accounts will be charged after the 10<sup>th</sup> of the month in which the payment is due.

Information concerning trash, recycling, Borough Meetings, important telephone numbers and other general information is provided on the following pages. Again, "Welcome to Westville" and if we may be of any help, please give us a call, drop us a note, or attend a council meeting.

*Best Wishes,*

Mayor Russell W. Welsh, Jr.  
Council President Michael O. Ledrich  
Councilman Charles D. Murtaugh ~ Councilman Fritz H. Sims  
Councilman Paul C. Mailley ~ Councilwoman Donna Moan  
Councilman Bruce Nordaby

## Discount Tickets Available At Borough Hall

(Call 456-0030, Ext. 10 for "seasonal" information.)

ADVENTURE AQUARIUM  
PHILADELPHIA ZOO  
SPLASH ZONE  
GREAT ADVENTURE  
CAMELBACK  
BIG BOULDER  
CLEMENTON PARK & SPLASH WORLD

SESAME PLACE  
DORNEY PARK  
SAHARA SAM'S OASIS  
MOREY'S AMUSEMENTS  
BLUEMOUNTAIN  
MOUNTAIN CREEK

HURRICANE HARBOR  
HERSEY PARK  
STEEL PIER  
CLEMENTON PARK &  
JACK FROST  
CASINO PIER  
iPLAY AMERICA

### *Also Available:*

WELLNESS BOOKLET (Keep track of your health records)  
ASSISTANCE FORMS (For complaints, information)  
OPRA FORMS (Request for Public Information)



## LIBRARY HOURS:



MONDAY-CLOSED

TUESDAY: 10-8

WEDNESDAY: 10-5

THURSDAY: 10-8

FRIDAY: 10-2

SATURDAY: 1-4

Library Board of Trustees meet 4th Monday of each month at the Library.



Grass Clippings **MUST** be put in with your regular trash.



### **TRASH SCHEDULE:**

**LARGE ARTICLES:** *1<sup>st</sup> & 3<sup>rd</sup> Monday of Each Month*

**Monday:** *Entire Town ~ Large items, vegetative waste (leaves, bushes, branches, NOT CUT GRASS), wood, concrete, metal items (white goods, ranges, refrigerators, washers, etc.) only.*

Tree branches should be tied in six ft. lengths. Please place these items at your curb line the evening before the collections.

## TRASH ROUTES:

Tuesday: East of Railroad - Including Crown Pt., Woodbine, Pine, Timber, New, West, Delsea (North of Almonesson), Broadway (North of Birch), Poplar, Center, Duncan, Birch, Oak, Spruce, Edgewater (North of West), and Maple.

Wednesday: East of Railroad to Delsea from Cedar to Lehigh

Thursday: Delsea to Timber Creek from Snyder to Hillside.

Friday: West of Railroad - all Newbold & South Westville

**NOTE:** **ON HOLIDAYS** trash will be collected the following day, except for Friday Holiday, which will be collected on Thursday & Monday Holiday trash pickup will resume the following Monday.

“Please Conserve Water”



**SNOW REMOVAL:** Plowing will commence when three (3) or more inches have fallen. Please park your vehicle in driveways when possible, or move vehicles when streets are being cleared.

Trash & recycling containers should NOT be placed at the curb line earlier than 6:00 p.m. the evening before your scheduled trash collection day. All receptacles should be removed from the curb line by 7:00 p.m. the day of collection.



**Recycling “It Pays To Recycle in Westville!”** Recycling reduces the amount of trash taken to the incinerator or landfill and is mandated in the State. **Recycle Bank** provides Blue recycling containers. **Place all of your recyclables including newspapers, paper, plastic, glass, aluminum and tin into your BLUE recycling container.** Your bin has an I.D. code that is recorded by the recycling truck. **REWARD:** The amount you recycle is translated into RecycleBank Dollars that you can use to shop for rewards and discounts at local stores. **REDEEM:** call 1-888-727-2978 or log into your personal account at [www.RecycleBank.com](http://www.RecycleBank.com) to view your rewards! (Over 40 stores.)

**LEAF COLLECTION:** *October 1<sup>st</sup> to December 31<sup>st</sup>* ~ Same as Trash Schedule. Rake to street along curb line for collection on **REGULAR TRASH DAY.**

**LEAVES:** (mid-December to mid-October) Placed in plastic bags and tied or in trash cans with lids on 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.



**RECYCLING TEXTILE:** 2<sup>ND</sup> Monday of each month. Place your blue recycling Bags at the curb or call Public Works at 456-7785

### **PUBLIC WORKS**

All metal items such as ranges, refrigerators (door removed), washers, dryers, hot water heaters, etc. Place at curb line. Collected 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month. (Large Articles) If a holiday falls on either day, trash will be collected the following Monday.

Batteries & tires (cars & trucks only) Place at curb line on 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.

Motor oil - Bring to Public Works Highway Garage between 7:30 a.m. and 3:30 p.m. on Mondays ONLY.

Concrete, bricks, cinder blocks, etc. - Place large chunks at curb or in containers not heavier than 50 pounds on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.

RESIDENTS HAVING HOME REMODELING DONE SHOULD MAKE SURE THE CONTRACTOR PROVIDES A **PRIVATE** TRASH CONTAINER. The Public Works Department **WILL NOT** collect trash from private contractors doing home remodeling work.

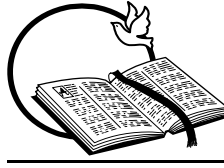
### **HOUSEHOLD SPECIAL WASTE COLLECTION**

*Materials accepted for disposal:*

PAINTS	ANTIFREEZE	LEAD ACID AND/OR/NI-CAD BATTERIES
MOTOR OIL	SOLVENTS	FLUORESCENT TUBES AND BALLASTS
PESTICIDES	CLEANERS	KEROSENE, GASOLINE,
TURPENTINE	VARNISH	FERTILIZERS, RAT POISONS, WEED
KILLERS, HERBICIDES	LIGHTER FLUID	AUTO & FLOOR CARE
PROPANE TANKS	PHOTOGRAPHIC	POOL CHEMICALS.

**LOCATION:** Gloucester County Solid Waste Complex  
Monroeville Road (Rt. 694), S. Harrison  
Gloucester County Roads Department  
N. Delsea Drive, Clayton (8:00 a.m. -2:00 p.m.)

**CALL OFFICE OF RECYCLING AT [856]-478-6045, EXT. 13 FOR DATES**



## CHURCHES:

Macedonia Baptist Church ~ 105 Duncan Avenue	349-7626
Westville Methodist ~ Broadway & Center (14 Center)	456-4375
Church of Eternal Life ~ 243 W. Olive Street	456-2196
The Bible Church of Westville ~ 307 Delsea Drive	456-3791
Westville Baptist ~ Route 130 & Summit Avenue (229 Summit)	456-0033
Straight Line Church ~ 207 Third Avenue	456-4588

## POLICE DEPARTMENT: *Chief William E. Whinna, IV*



167 Broadway ~ Office 8:00 to 4:00 p.m.

*Call 911 for Emergencies/Call 456-0028 for Dispatch and 456-9444 for the Office*

The Westville Police Department would like to welcome you to town. We are a full time police department that provides 24-hour police service seven (7) days a week. Our Police Officers educate students at Parkview Elementary School and Gateway Regional High School, on drug awareness and juvenile problems.

Parents should also be aware that the Borough of Westville has a **curfew for juveniles under the age of 18 that is enforced from 9:30 p.m. to 6:00 a.m. by the police department.**

In an effort to help us provide better police service to you, we would like to ask the following. Please make sure that your **address is clearly displayed on your house. In the event you need our services, responding officers will be able to save valuable** time in an emergency and quickly find your house by simply having your address clearly displayed. Please make sure shrubs are trimmed away from doors and windows. Night lighting around your home deters problems and make sure your locks work and use them. If you like, a member of our police department will be glad to come to your home and give you advice on security and point out areas of concern that need improvement. Please call the police department at **456-9444 to make arrangements for this free service.**

If you have any questions about local ordinances or New Jersey State Laws feel free to call us. Again, the police department welcomes you to Westville.



**TOWN WATCH MEETINGS - ALL ARE WELCOME**  
3rd Wednesday of each month (May vary) Call 456-0030, Ext. 15  
**@ Community Center~ 7:00 p.m.**  
*Westville is a great town and by watching out for each other and partnering with the Police Department, we can work together to keep it that way.*



### BUILDING INSPECTIONS:

Permits for new construction work and any alterations or other types of construction work are required by Borough Ordinance. Applications for construction permits, such as building, electrical, plumbing, heater replacement and fire protection work are available any weekday at the Municipal Offices.

### **CONSTRUCTION OFFICE**

To schedule Inspections, or obtain permits, please call 456-0030, Ext. 14  
Code Enforcement Office is located at 165 Broadway, at the Municipal building.

**Inspection Hours are:**      **Tues. & Thurs.**      **12:00 p.m. to 4:00 p.m.**

### **The Borough of Westville observes the following holidays:**

<i>New Year's Day</i>	<i>Independence Day</i>
<i>Martin Luther King's Birthday</i>	<i>Labor Day</i>
<i>Lincoln's Birthday</i>	<i>Columbus Day</i>
<i>Washington's Birthday</i>	<i>Election Day</i>
<i>Veterans Day</i>	<i>Good Friday</i>
<i>Memorial Day</i>	<i>Thanksgiving &amp; Day After</i>
	<i>Christmas Day</i>

# Holidays



**BUS SCHEDULES** for the Westville Bus Shuttle are available at the Public Works Building, located at 114 Crown Point Road (*Brick Building behind the Old Borough Hall*) & at 1035 Broadway. (456-7785)



**WHERE TO VOTE? FOR PRIMARY & GENERAL ELECTIONS:**

ALL Voting Districts (1, 2 & 3) VOTE at the Community Center (1035 Broadway). Any questions, please call the Borough Clerk at 456-0030, ext. 13.

## BOROUGH OF WESTVILLE

**Municipal Court & Police Administration Offices** are located at -167 Broadway

**Borough Offices** are located at 165 Broadway.

Area 1.3 Square Miles ~ Population approximately 4500

**Form of Government:** Governing body has a mayor and six council members.

The mayor, serves for four years and the council members serve three-year terms.

Government salaries: None

Mayor:	Russell W. Welsh, Jr. (D)	456-2185
Council President:	Michael O. Ledrich (D)	456-7557
Council Members:	Paul C. Mailley (D)	456-7853
	Donna Moan (D)	609-617-4708
	Charles D. Murtaugh (D)	742-0009
	Bruce Nordaby (D)	456-8960
	Fritz H. Sims (D)	456-9098

**BOROUGH OFFICIALS:**

Borough Administrator	William J. Bittner, Jr.	456-6938
Emergency Mgmt. Coordinator	William J. Bittner, Jr.	
Borough Clerk	Christine A. Helder	456-8631
Chief Financial Officer	John A. Bruno, Jr.	428-4963
Tax Collector	Christine A. Helder	456-8631
Solicitor	Timothy D. Scaffidi	848-2950
Engineer	Federici & Akin	589-1400
Auditor	Petroni & Assoc.	881-1600
Construction Official	Anthony Dariano	456-0030, Ext. 14
Police Chief	William Whinna	456-0028
Municipal Court Judge	Thomas North	384-8799
Public Works Manager	Donna Domico	456-1101
Land Use Board Chairman	Bruce Nordaby	456-8960
Housing Official	Wm. Bittner	456-0030
Fire District Chairman	Fritz H. Sims, Jr.	456-9432
Board of Health Chmn.	Thomas Donnelly	456-8900
Environmental Comm., Chairwoman	Joyce A. Lovell	456-2308



## Westville Fire Department

The Westville Fire Commission is composed of five elected members with staggered terms of office. The Commission meets on the 2<sup>nd</sup> floor of the Fire Department (handicap accessible) on Broadway & Olive Street. Telephone Number for the District Office is 456-9432.

### FIRE COMMISSIONERS

Fritz Sims, Chairman	456-9098
Patrick Moan	609-517-6847
Bryan Miller	856-349-7859
Debbie Holick	742-1231
Fire Chief/Fire Official:	Eric Farley: 456-5057
Administrator	Chuck Murtaugh 742-0009

*Meetings are held 2<sup>nd</sup> Tuesday at 7:00 p.m.*

### Board of Education

Office:	456-0235	Parkview School is located at Birch & High Streets
School Supt.:	456-0235	Ext. 110
Principal:	Renee Egan	Ext. 117
Board Secretary/Administrator:	Donna Contrevo:	848-8200

### School Board Members:

Office	456-0235	Ext. 119	
Robert W. Miller, President	456-5051	Paul Mailley	456-4840
J. Lynn Lucas	456-5649	Robert Black	456-5051
Robert Shaw, VP	742-0821	Stephanie Devage	456-8567
William J. Bittner, III	742--7161	Jesse McCullough	742-8804
Donna Domico	456-1101		

School Board meets the third Wednesday of the month at 7:30 p.m. in Parkview School.

### Municipal Court    Honorable Judge Thomas North

Court Administrator	Amanda Cubbler	456-0066
Prosecutor	Charles Fiore	856-875-1166
Public Defender	Lawrence Hubert	856-384-6553

### Land Use Board Members

Solicitor, Gary Thompson	589-6300	Bruce Nordaby	456-8960
William J. Bittner, Jr.	456-6938	Russell W. Welsh, Jr.	456-2185
Charles Murtaugh	742-0009	Dawn Leamy	742-1796
Vincent DiCicco	456-1406	John Louis	456-8837
Joseph Baldwin	856-981-1397		
George K. Baker	456-4988		
Travis Lawrence	856-718-2462	Raymond Berry	856-217-7872

**Environmental Commission Meets 1<sup>st</sup> Wednesday of each month @ 7:00 p.m. (Community Center)**

Joyce A. Lovell	456-2308	Virginia Horn	456-8019
Bill Bittner	456-6938	Louanna Sills	742-0113
Marie Callaghan	456-7756	Lia Domico	609-481-5845
Kelly Baker	610-585-0945	Lenore Adams	456-2629

**Board of Health Members**

Thomas Donnelly	456-8900
Christine A. Helder	456-8631
Russell W. Welsh, Jr.	456-2185
Donna M. Domico	456-1101
Kathleen Carroll, Sec.	456-0030, Ext. 10

Senior Citizens, Veterans, Disabled, surviving spouses.  
Property Tax/Sewer Deductions are available

Are you entitled to a Veteran Deduction on your property taxes?

**VETERAN'S DEDUCTION: \$250.00 each year**

*You must have been in active service during specific times.*

- A copy of DD214 Papers or Honorable Discharge Papers is required
- Proof of residency (Drivers License, etc.)
- Obtain a form in the Tax Collector's Office or Gloucester Co. Office of Tax Assessment  
<http://www.co.gloucester.nj.us/depts/b/botcounty/concoassessor.asp>
- Must be the owner as of October 1<sup>st</sup> of the pre-tax year
- No Age restrictions

**SENIOR CITIZEN'S/DISABILITY/SURVIVING SPOUSE PROPERTY TAX DEDUCTION:**

The Borough also offers a Water/Sewer Deduction for those eligible.

- Apply in the Tax Office (forms are available) or  
<http://www.co.gloucester.nj.us/depts/b/botcounty/concoassessor.asp>
- For a \$250. Senior Citizen Deduction you must meet income requirements...
- You do not include, as income, your social security or Federal/State Pension....Whichever is the higher figure, you DO NOT INCLUDE as income.
- You must be the owner of property, and have lived in this residency as of October 1<sup>st</sup> of the prior year.
- Proof of ownership
- Proof of Age
- Age requirement for Senior Citizen is 65, as of December 31<sup>st</sup> of the prior year.
- Age requirement for disability is different - Call the Tax Office

**REMINDER:** The Property Tax Reimbursement Form (*PTR-1* For persons applying for the first time & *PTR-2*, if you applied in previous years and became eligible.) must be filed with the State each *year by June 1<sup>st</sup>.* When you become eligible, the State will freeze property taxes on your base year (year which you were eligible) and refund you the difference. Refunds are due in July of each year. These forms become available from the State around the same time income tax forms do.

<http://www.state.nj.us/treasury/taxation/ptr/index.shtml>

# COUNCIL COMMITTEES

## CELEBRATION OF PUBLIC EVENTS

Paul C. Mailley, Chair  
Donna Moan  
Bruce Nordaby

## FINANCE & ACCOUNTING

Michael O. Ledrich - Chair  
Fritz H. Sims  
Charles D. Murtaugh

## ORDINANCE & CODE ENFORCEMENT

Bruce Nordaby, Chair  
Fritz H. Sims, Jr.  
Paul C. Mailley

## WEB-SITE

Donna Moan- Chair  
Bruce Nordaby  
Charles D. Murtaugh

## PERSONNEL

Fritz H. Sims - Chair  
Michael O. Ledrich  
Charles D. Murtaugh

## PLANNING & BUSINESS DEVELOPMENT

Donna Moan , Chair  
Bruce Nordaby  
Michael O. Ledrich  
Travis Lawrence, Ex-Officio

## PUBLIC BLD, GROUNDS, PARKS AND PLAYGROUNDS

Charles D. Murtaugh – Chair  
Michael O. Ledrich  
Paul C. Mailley

## PUBLIC SAFETY

Charles D. Murtaugh - Chair  
Michael O. Ledrich  
Fritz H. Sims

## WATER & SEWER, HIGHWAY, STREET LIGHTING, AND RECYCLING

Fritz H. Sims, – Chair  
Michael O. Ledrich  
Donna Moan

## *Council Meeting Dates for 2016*

7:00 p.m. on the second Monday of each month, (unless noted) and as listed below shall constitute the regular meeting dates of Mayor and Borough Council for the year 2016.

January 4, 2016 – Reorganization Meeting

January 11

February 8

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

December 29 ~ (Thursday) Wrap Up Meeting