

BOROUGH OF WESTVILLE

Regular Council Meeting
165 Broadway
December 12, 2016 - 7:00 p.m.
Meeting Minutes

Mayor Welsh called the meeting to order at 7:00 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:

Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich,
Council Members: Paul C. Mailley, Charles D. Murtaugh, Fritz H. Sims, Jr.,
Administrator William J. Bittner, Jr., Public Works Superintendent Donna
Domico, Engineer Jon Bryson, Lt. Michael Packer, Solicitor Timothy Scaffidi, and
Clerk/Tax Collector Christine Helder

Absent: Councilman Bruce Nordaby

A motion to approve the meeting minutes from November 14, 2016 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion was unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Brian Waters, 226 Summit Avenue, asked if the Cousins Irish Pub Liquor License renewal also included transfer of ownership. Clerk Helder advised the ownership was changed to Acquired Capital but according to ABC records, the license was issued to Cousins, although the owner is Acquired Capital.

REPORTS OF THE COMMITTEES FOR NOVEMBER:

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

FLOODING & TRAIN ISSUES: Administrator Bittner advised there was nothing to report.

OLD BUSINESS

Public Hearing:

- ❖ ORDINANCE NO. 15-2016 ~ ORDINANCE AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE BOROUGH OF WESTVILLE AND ROLLING BADGES LAW ENFORCEMENT MOTORCYCLE CLUB, INC. AND 4HEROES CHARITY INC. ON A PROPERTY KNOWN AS 929 EDGEWATER AVENUE, BLOCK 99, LOT 6

A motion to open the meeting to the public was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

Hearing no comment from the public, a motion to close the meeting to the public was made by Councilwoman Moan and seconded by Councilman Murtaugh. *The motion was unanimously approved by voice vote.*

A motion to approve Ordinance No. 15-2016 was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

Public Hearing:

- ❖ **ORDINANCE NO. 16-2016 ~ AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT FOR A PORTION OF BLOCK 18, LOT 3 BETWEEN THE BOROUGH OF WESTVILLE AND BABALOUIE ENTERPRISES, LLC/LOUIS M. DiAGOSTINO, MEMBER a/k/a TOWER TAVERN**

A motion to open the meeting to the public was made by Councilman Sims and seconded by Councilman Murtaugh. *The motion was unanimously approved by voice vote.*

Hearing no comment from the public, a motion to close the meeting to the public was made by Councilwoman Moan and seconded by Councilman Sims. *The motion was unanimously approved by voice vote.*

Administrative Bittner advised, based on his research, Tower Tavern paid \$350 a year in rent approximately 10 years ago and suggested the Borough charge \$500 per year starting with the updated lease.

A motion to charge Tower Tavern \$500 per year for rent on Block 18/Lot 3 was made by Council President Ledrich and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

A motion to approve Ordinance No. 16-2016 was made by Council President Ledrich and seconded by Councilman Sims. *The motion was unanimously approved by roll call vote.*

NEW BUSINESS:

- ❖ **RESOLUTION NO. 123-2016 ~ ADOPTING A MULTI-JURISDICTIONAL, MULTI-HAZARD MITIGATION PLAN FOR THE COUNTIES OF CAMDEN, CUMBERLAND, GLOUCESTER AND SALEM**

Administrator Bittner advised this is an Emergency Management issue where both the Federal and Counties governments conducted a study and compiled a plan to mitigate hazards within a flood plain. He confirmed the Borough has complied with every other aspect of the plan other than adopting it and recommended the Borough adopt the Multi-Hazard Mitigation Plan.

A motion to approve Resolution No. 123-2016 was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote, with Councilman Murtaugh abstaining from the vote.*

- ❖ **RESOLUTION NO. 124-2016 ~ AUTHORIZING APPROPRIATION OF TRANSFERS**

A motion to approve Resolution No. 124-2016 was made by Councilman Mailley and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

- ❖ Discussion on Proposals received from Omni Recycling and FCR Camden, LLC (ReCommunity Recycling) for the Recycle Contractor took place. Public Works Manager Domico advised the Borough received two different proposals one from Omni in Pitman and the other FCR (ReCommunity) in Camden. She advised the Borough has a long-standing good history with ReCommunity, who has multiple facilities throughout the area, therefore, recommended staying with them.

- ❖ RESOLUTION NO. 125-2016 ~ APPROVING A CONTRACT WITH FCR CAMDEN, LLC (ReCOMMUNITY RECYCLING) FOR THE BOROUGH OF WESTVILLE'S RECYCLING NEEDS

A motion to approve Resolution No. 125-2016 was made by Councilman Sims and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 126-2016 ~ CANCELLATION OF TAX OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN \$10.00

A motion to approve Resolution No. 126-2016 was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 127-2016 ~ APPROVING RENEWAL OF PLENARY RETAIL CONSUMPTION LICENSE FOR 2016-2017 FOR COUSINS IRISH PUB (a/k/a Acquired Capital, LLC)

A motion to approve Resolution No. 127-2016 was made by Councilman Murtaugh and seconded by Councilman Sims. *The motion was unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 128-2016 ~ APPROVING RENEWAL OF PLENARY RETAIL CONSUMPTION LICENSE FOR 2016-2017 FOR BABALOUIE ENTERPRISES, LLC.

A motion to approve Resolution No. 128-2016 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 129-2016 ~ APPOINTING MATTHEW J. SHELDON AS A TEMPORARY FULL TIME LABORER IN THE PUBLIC WORKS DEPARTMENT EFFECTIVE WEDNESDAY, DECEMBER 14, 2016

Councilman Sims advised Public Works Manager Domico notified him that an additional part-time worker was needed to meet the demands of her department.

A motion to approve Resolution No. 129-2016 was made by Councilman Sims and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

NEW BUSINESS: (Continued)

- ❖ **LEASE AGREEMENT** between the Borough of Westville and the Rolling Badges for 929 Edgewater Avenue

The Lease Agreement was approved during the public portion of the meeting when Council Adopted Ordinance 15-2016

- ❖ **LEASE AGREEMENT** with Tower Tavern to lease the property known as Block 18, Lot 3, along River Drive

The Lease Agreement was approved during the public portion of the meeting when Council Adopted Ordinance 16-2016

- ❖ **REQUEST** from Carolyn Emory of The Church of Eternal Life, 243 West Olive Street, for handicap parking at their location.

Councilman Murtaugh advised the Public Safety Committee met with Police Chief Whinna and they determined that there is ample parking along the side street where the Church's elevator is located, along Folsom Avenue. Mayor Welsh confirmed with Chief Whinna that this was acceptable.

Motion to install a handicap parking spot along Folsom Avenue was made by Councilman Murtaugh and by Councilman Sims. *The motion was unanimously approved by roll call vote.*

Mayor Welsh asked Clerk Helder to reach out to the Church to let them know their request was approved and asked Public Works Manager Domico to take care of the street markings for the spot.

- ❖ **AGREEMENT** between the Borough of Westville and the County of Gloucester Emergency Medical Services. (*Forwarded to Fire District*). No action taken on the request. Agreement will remain on file at the Municipal Clerk's office.

- ❖ Bids were received by the Clerk for Calcium Hypochlorite (AccuTab SI Tablets) & Coagulant (CES PAC1 900S) on December 1, 2016 for 2017 Water Purification. The low bidder was Coyne Chemical as follows:

Calcium Hypochlorite (AccuTab SI Tablets)	\$116.13/pail (55 lb. pail)
Coagulant (CES PACL 900S)	\$241.68/drum (560 lb. drum)

NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 130-2016 ~ AWARDING THE LOWEST BID FOR CALCIUM HYPOCHLORITE TABLETS FOR 2017 TO COYNE CHEMICAL \$116.13/pail (55 lb. pail)**

A motion to approve Resolution No. 130-2016 was made by Councilman Mailley and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 131-2016 ~ AWARDING THE LOWEST BID FOR COAGULANT (CES-PACL 900S) FOR 2017 TO COYNE CHEMICAL \$241.68/drum**

A motion to approve Resolution No. 131-2016 was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

- ❖ **JIF DIVIDEND ANNOUNCEMENT regarding eligibility to share in the surplus generated from strong safety programs, claims management and other cost control programs. (Recommendation from CFO was to accept the \$36,169 Dividend amount.)**

A motion to accept the CFO's recommendation to accept the Dividend amount of \$36,169 was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ **REQUEST from the Gator Youth Football program to hold a Coin Drop at the corner of Broadway and Olive Street on one of the following dates: December 17, December 18, January 7, January 8, January 14 or January 15.**

A motion to approve the Coin Drop for Saturday, January 14, 2017, pending submission of required paperwork and insurance documents, was made by Councilman Murtaugh and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

- ❖ **REQUEST from Jeff Baker, 546 Tomlin Road, Gibbstown was received in writing to purchase the retired K9 police car for \$200.**

Solicitor Scaffidi advised at this point after two public auctions, the vehicle could be sold privately without any further public bids or advertisements and that Mayor and Council could accept his offer.

A motion to accept the \$200 offer from Jeff Baker for the retired K9 police car was made by Councilman Murtaugh and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote.*

- ❖ **REQUEST was received from Gloucester County's Department of Economic Development to assign a representative to the Municipal Economic Development Council.**

A motion to designate Administrator Bittner as the Municipal Economic Development Council representative was made by Council President Ledrich and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

MONEY COLLECTED BY CLERK FOR THE MONTH OF NOVEMBER

Police	\$106.61
Rent	\$1,225.00
Notary	\$2.50
Death Certificates	\$445.00
Marriage Licenses	\$28.00
Certified Copies-Marriage Licenses	\$30.00
200 Ft. List	\$20.00
Street Opening	\$40.00
TOTAL	\$1,897.11

BILLS & VOUCHERS:

The Clerk advised that the list of bills was posted on the bulletin board in the hallway.

A motion to dispense with reading of the bills was made by Councilman Murtaugh and seconded by Councilman Sims. *The motion was 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 Sims. *The motion was unanimously approved by roll call vote, with Councilman Mailley abstaining from check number 9011 and Councilwoman Moan abstaining from check number 25352.*

COMMUNICATIONS RECEIVED:

1. Certification of Ballot Question regarding the Sale of the Water Utility
2. Certificate of Election for Council Members Paul C. Mailley and Donna Moan from James Hogan, County Clerk
3. 2016 Abstract of Added/Omitted Ratables from the County of Gloucester, Board of Taxation
4. Letter from PT Consultants, Inc. regarding remediation at Josiah's Club House, 207 3rd Avenue, Westville
5. Letter from Deptford Township regarding a Public Hearing on the Adoption of their Master Plan
6. Letter from Governor's Office regarding accepting applications for NJDOT FY 2017 State Aid programs

Councilman Sims asked if the Borough was applying for aid for 2017. Public Works Manager Domico stated the Borough should consider applying for assistance for Hazel or Walnut Streets and then redo the Water Mains. Public Works Manager Domico stated that when submitting the application, the Engineer can indicate that the Borough will be doing a Water Main and Storm Sewer installation. Councilman Murtaugh commented Walnut Street should be done before Hazel Street. Discussion took place regarding submission of the application and work that needs to be completed.

A motion to authorize Administrator Bittner to apply for the NJDOT FY 2017 State Aid , with the aid of Engineer Jon Bryson, was made by Councilman Sims and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

7. Letter from Superior Court of New Jersey advising the 2017 Municipal Court budget proposal was approved

COMMUNICATIONS RECEIVED: (Continued)

8. Letter from the State of New Jersey, Department of Environmental Protection, regarding 2017 Green Acres funding applications
Councilwoman Moan asked if the Borough ever thought of a bike path in town and Administrator Bittner advised consideration was given to a path along Delsea Drive but that would eliminate all the parking along Delsea. He further commented Council decided not to move forward with the project because they did not want to inconvenience the residents along Delsea Drive or Olive Street.

PUBLIC PORTION:

- ❖ Joyce Lovell, 328 Summit Avenue, discussed possible bike paths and suggested Wheelabrator. Ms. Lovell was informed that Wheelabrator was located in West Deptford. General discussion took place concerning bike paths.

COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS:

- ❖ Councilwoman Moan thanked members of the Celebration Committee (Chairperson Paul Mailley, Linda Sims and Travis Lawrence and herself). Councilwoman Moan stated these four people are the core group and that they did appreciate other individuals who have backed them up. Councilwoman Moan also thanked the Public Works and Police Departments.
- ❖ Clerk Helder advised delinquent notices were being sent out and that the total delinquent amount was \$584,397.04 and encompassed water, sewer, taxes and special charges.
- ❖ Councilman Sims thanked the Rolling Badges for the invitation to their open house.
- ❖ Councilman Murtaugh apologized to Rolling Badges for not being able to attend the Open House.
- ❖ On another matter, Councilman Murtaugh stated that going forward prior to any public event in the Borough an Incident Action Plan must be drawn up and approved prior to any event. The Plan must be approved by Police, Fire and the Public Safety Committee.

A motion to require an Incident Action Plan be approved by Police, Fire and the Public Safety Committee, before any public event, was made by Councilman Murtaugh and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote.*

- ❖ Councilman Mailley advised that on Wednesday, December 14, 2016 members of the Celebration Committee would be judging homes and business for the "best decorated" awards. Winners will be announced at the Reorganization meeting scheduled for January 4, 2017.
- ❖ Public Works Manager Domico asked when the RFP's were scheduled to be discussed and Mayor Welsh advised that subject would be discussed tonight in the Executive Session.

COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS: (Continued)

- ❖ Mayor Welsh complimented the Celebrations Committee for all their successes and hard work and acknowledged the positive efforts of the Rolling Badges. He also discussed maintenance of Borough properties.
- ❖ Mayor Welsh commented he spoke with Brian Waters prior to the start of the meeting and advised Council that he appointed Brian Waters to the Environmental Commission and also to the Library Trustee Board, effective December 12, 2016. Mayor Welsh also stated that he is also soliciting Mr. Waters to join the Land Use Board. Mayor Welsh advised Council they have no alternates for the Land Use Board and asked them for any recommendations they might have for the Land Use Board.
- ❖ Mayor Welsh wished everyone a Merry Christmas and Happy New Year.

Municipal Clerk Helder read Resolution No. 132-2016 ~ AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS WITH THE POLICE AND PUBLIC WORKS DEPARTMENTS

A motion to approve Resolution No. 132-2016 was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

Time In: 7:43 p.m. Time Out: 8:56 p.m.

- ❖ Discussion took place regarding the Public Works contract and the percentage of increases for 2018, 2019 and 2020.

A motion to accept the Public Works Contract, as presented by Administrator Bittner, as of December 14, 2016 was made by Councilman Sims and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote.*

A motion to accept the Police Contract as submitted on December 14, 2016 was made by Councilman Murtaugh. Discussion took place regarding the contract and Councilman Murtaugh advised Lt. Michael Packer informed him that he did not want to be brought back into the Union. The motion was seconded by Council President Ledrich. *The motion was approved by a majority roll call vote with Council President Ledrich, Council Members Moan, Mailley, and Sims voting Yes and Councilman Murtaugh voting No.*

- ❖ A motion to authorize the Municipal Clerk to re-advertise RFP's for Municipal Prosecutor was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*
- ❖ A motion to amend the Personnel Manual, page 49 under "Vacation Leave Policy" (anything concerning time off) to reflect "days" instead of "hours" was made by Councilman Sims and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote.*

- ❖ A motion that all employees get the same amount of hours as the Police get on their time off was made by Councilman Murtaugh. There was no second on this vote so the motion did not pass.
- ❖ Councilman Murtaugh commented, based on feedback, taxpayers are pleased with the Administrative Office's 10 hour work days Monday through Thursday so he made a motion to continue with the 10 hour days Monday through Friday for the Administrative staff at 165 Broadway. The motion was seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.* Mayor Welsh asked that the office hours be changed on the door to 165 Broadway. Administrator Bittner advised he contacted the vendor to have the signs changed on the doors at the Community Center, the Court and 165 Broadway.
- ❖ A motion to increase the salary of Christine Byrne, Public Works Administrative Assistant, to \$13.50 an hour, effective January 1, 2017 was made by Councilwoman Moan and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote.*
- ❖ Discussion took place regarding Administrative employees, who work 10 hour days (Monday through Thursday), floating vacation days for those Holidays that fall on Fridays. The discussion included giving the Administrative employees a floating vacation day for Friday, November 11, 2016 that can be taken in 2017.

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

The meeting adjourned at 9:14 p.m.

Respectively Submitted,

*Christine A. Helder
CMC/Municipal Clerk*

Council Reorganization Meeting - Wednesday, January 4, 2017
Regular scheduled Council Meeting - Monday, January 9, 2017