

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
August 11, 2010 ~ 7:00 p.m.

MEETING MINUTES

The meeting was called to order by Mayor Welsh at 7:00 p.m. and the Salute and Pledge of Allegiance to the Flag then took place.

The Clerk read the notice that this meeting had been duly advertised in accordance with the provisions of the "Open Public Meetings Act" by sending notice to the Gloucester County Times of Woodbury, NJ and the Courier Post of Camden, NJ.

Present: Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich, Council Members: George K. Baker, Charles D. Murtaugh, James A. Pennington, Jr., Ronald S. Muhlbaier and William C. Rebel

Also Present: Administrator William J. Bittner, Jr., Police Chief Fred Lederer, Public Works Manager Domico, Solicitor John Alice, Municipal Clerk/Tax Collector Christine Helder and Engineer Norman Rodgers

PROCLAMATIONS. Mayor Welsh presented the winners of the Miss Westville Pageant with a Proclamation honoring their achievement.

Justina DiFeterici - "Tiny Miss Westville"

Kayla Brittingham - "Little Miss Westville"

Melissa Palmer - "Junior Miss Westville"

Brooke Moran - "Teen Miss Westville"

Comments by the Mayor:

Mayor Welsh asked questions about the July 14th Meeting Minutes since he was unable attend that meeting. Mayor Welsh asked Administrator Bittner about the motion made by Councilman Murtaugh regarding refinancing the water tower through infrastructure loans to see if funds were available. Administrator Bittner advised the issue was addressed in Engineer Rodgers report. Public Works Manager Domico commented that Engineer Rodgers would like to "lump in" the debt of the filter tanks with this loan.

Mayor Welsh publically praised Councilman Baker on the quality of the infrared report he submitted.

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Comments by the Mayor: (Continued)

Mayor Welsh asked for a status on accepting credit/debit/echeck payments. Administrator Bittner stated the cost for the first year would be \$1200 and all subsequent years would be \$2400. Councilman Muhlbaier asked about the cost to electronically transfer funds from an individual's bank account. Administrator Bittner advised him that it would be \$1.05 per transaction; however, if an individual used a credit card they would be charged 2.95% of the total balance and that Municipal Court individuals who want to pay their court fees electronically are not permitted, by the State, to pay transaction fees.

Additionally, the Borough is not permitted to pay the Bank fees, Administrator Bittner's hope is that a bank would forego the transaction fees, if not, court fines will not be able to be paid electronically.

Mayor Welsh noted the resignation letter received by Mike Sautter from the Land Use Board. He said a letter was sent to Mike thanking him for all his years of service to the Borough.

The Mayor then asked Councilman Baker the status of his meeting with the NJDOT. Councilman Baker stated a meeting hasn't yet taken place.

The meeting minutes of July 14, 2010 were approved on a motion made by Councilman Muhlbaier and seconded by Council President Ledrich. Motion unanimously approved by voice vote.

Public Comment on Agenda items Only: No comment from the Public.

REPORTS OF THE COMMITTEES FOR THE MONTH OF JUNE & JULY:

Celebration of Public Events - William C. Rebel, Chair,
Ronald S. Muhlbaier and Charles D. Murtaugh

Finance & Accounting - Michael O. Ledrich, Chair
Charles D. Murtaugh, James A. Pennington, Jr., and John A. Bruno, Ex-Officio

Ordinance & Code Enforcement - Charles D. Murtaugh, Chair
James A. Pennington, Jr. and George K. Baker

Planning & Business Development - James A. Pennington, Jr., Chair
William C. Rebel, Michael O. Ledrich and William J. Bittner, Ex-Officio

MEETING MINUTES

REPORTS OF THE COMMITTEES FOR THE MONTH OF JUNE & JULY: (Continued)

Public Buildings, Grounds, Parks & Playgrounds ~ Charles D. Murtaugh, Chair
William C. Rebel and George K. Baker

Public Safety Municipal Court & Personnel ~ Michael O. Ledrich, Chair
James A. Pennington, Jr., and Charles D. Murtaugh

Water, Sewer, Highway, Street Lighting & Recycling ~ George K. Baker, Chair
Ronald S. Muhlbaier and Michael O. Ledrich

Web Site ~ Ronald S. Muhlbaier, Chair
William C. Rebel, George K. Baker and William J. Bittner, Jr., Ex-Officio
Library Report ~ None Submitted
Municipal Court ~ None submitted
Environmental Commission - Submitted
Engineer's Report ~ Submitted
Chief Financial Officer - Submitted

A motion to accept Reports of the Committees, as submitted, was made by Councilman Rebel and seconded by Councilman Muhlbaier. *Motion unanimously passed by roll call vote.*

OLD BUSINESS:

Municipal Building Discussion. No discussion took place.

NEW BUSINESS:

Public Hearing on:

1. **ORDINANCE NO. 5-2010** of the Borough of Westville, County of Gloucester, State of New Jersey, Authorizing Rehabilitation of Borough Owned Buildings, Purchase of a Sewer Jetter, Purchase of a Shuttle Bus, Rehabilitation of the Existing Street Sweeper for the Public Works Department and Installation of Stadium Lighting at the Youth Sports Complex on Almonesson Road, Authorizing the Issuance of \$623,200.00 in Bonds or Notes of the Borough of Westville to Finance Part of the Cost Thereof

A motion to open the meeting up to the public was made by Councilman Pennington and seconded by Councilman Muhlbaier. No comment received from the Public. Motion to close the meeting to the public made by Councilman Pennington and seconded by Councilman Murtaugh.

MEETING MINUTES

NEW BUSINESS: (Continued)

ORDINANCE NO. 5-2010 of the Borough of Westville, County of Gloucester, State of New Jersey, Authorizing Rehabilitation of Borough Owned Buildings, Purchase of a Sewer Jetter, Purchase of a Shuttle Bus, Rehabilitation of the Existing Street Sweeper for the Public Works Department and Installation of Stadium Lighting at the Youth Sports Complex on Almonesson Road, Authorizing the Issuance of \$623,200.00 in Bonds or Notes of the Borough of Westville to Finance Part of the Cost Thereof

A motion to approve the Ordinance was made by Councilman Muhlbaier and seconded by Council President Ledrich. *Motion unanimously passed by roll call vote.*

2. **RESOLUTION NO. 73-2010** ~ Extending the Due Date for the Tax Bills for 2010, 3rd Quarter.

A motion to approve was made by Councilman Baker and seconded by Councilman Muhlbaier. *Motion unanimously passed by roll call vote.*

3. **RESOLUTION NO. 74-2010** ~ Requesting Approval of Items of Revenue and Appropriation from the State of New Jersey, DEP

Mayor Welsh asked Administrator Bittner to provide input on this Resolution. Administrator Bittner confirmed this was a Clean Communities Grant and the Grant came through after the Budget was approved; therefore, this Resolution must be approved in order to accept and spend the money.

A motion to approve was made by Councilman Murtaugh and seconded by Councilman Rebel. *Motion unanimously passed by roll call vote.*

4. **RESOLUTION NO. 75-2010** ~ Approving Renewal of a Liquor License for G.A.N.T. (Gateway Diner) for 2010-2011

A motion to approve was made by Councilman Rebel and seconded by Council President Ledrich. *Motion unanimously passed by roll call vote.*

MEETING MINUTES

NEW BUSINESS: (Continued)

5. RESOLUTION NO. 76-2010 ~ Crediting Water Account due to a meter reading error

A motion to approve was made by Councilman Muhlbaier and seconded by Councilman Pennington. *Motion unanimously passed by roll call vote.*

6. RESOLUTION NO. 77-2010 ~ Placing Property Maintenance Lien on Block 48, Lot 6, 20 Pine Street in the amount of \$125.53.

A motion to approve was made by Councilman Pennington and seconded by Councilman Murtaugh. *Motion unanimously passed by roll call vote.*

7. RESOLUTION NO. 78-2010 ~ Crediting Water Account due to the account being activated in error

A motion to approve was made by Councilman Pennington and seconded by Councilman Rebel. *Motion unanimously passed by roll call vote.*

8. Letter from Freeholder Brigandi regarding the application process for the 2010 Brownfields/Redevelopment Program

Administrator Bittner advised he completed an application but did not submit, pending approval of Council. Administrator Bittner stated this application will permit the Borough to make a request to the County for re-designation of a redevelopment area. If approved, the County will assist the Borough with Redevelopment Planning and Legal assistance as well as Grant opportunities.

A motion to approve was made by Councilman Baker and seconded by Councilman Murtaugh. *Motion unanimously passed by roll call vote.*

9. Letter from John Wilson, 738 Mill Street, Moorestown, NJ regarding the purchase of 200 Broadway.

Councilman Baker stated with the condition of the building, he estimates, for materials alone, it would cost \$100,000 to rehabilitate. Councilman Baker acknowledged the Borough's investment in the property but also stated if the \$5,000 offer was accepted the property could be placed back on the tax books. Mayor Welsh offered a suggestion of auctioning off the property and mentioned he knew a resident who would pay more for the property. Councilman Rebel

MEETING MINUTES

NEW BUSINESS: (Continued)

suggested they make a counter-offer for the property. Council President Ledrich commented he would like to get out of the property what was invested last year and Public Works Domico stated approximately \$14,000-\$15,000 was spent last year. Mayor Welsh suggested they make a counter-offer of \$20,000 and see if Mr. Wilson counters with \$10,000.

A motion to table was made by Councilman Muhlbaier and seconded by Councilman Baker. *Motion unanimously passed by roll call vote.*

10. RESOLUTION NO. 79-2010 ~ Designating August 26, 2010 as Women's Equality Day.

A motion to approve was made by Councilman Muhlbaier and seconded by Councilman Rebel. *Motion unanimously passed by roll call vote.*

11. LETTER from Kanak Routh, 150 Delsea Drive, Block 49, Lot 2, requesting interest be waived on his 2nd quarter tax payment.

Council President Ledrich confirmed that this was the individual who mailed a tax payment but was never received by the Borough. Municipal Clerk Helder acknowledged Mr. Routh submitted a copy of an unendorsed cashier's check and that there was no evidence the check was mailed. Municipal Clerk Helder stated Mr. Routh has never been late paying his taxes.

A motion to authorize Tax Collector Helder to waive the interest by placing a credit on the account made by Councilman Pennington and seconded by Councilman Murtaugh. *Motion unanimously passed by roll call vote.*

12. REQUEST for Use of Athletic Fields by Brooklawn Baseball/DBA: Sports Central representative John Yurrow. Councilman Murtaugh confirmed there would be no conflict with the Little League.

A motion to approve was made by Council President Ledrich and seconded by Councilman Muhlbaier. *Motion unanimously passed by roll call vote.*

13. REQUEST from Patrick Murphy, Athletic Director for Gloucester Catholic to use Parkview's Tennis Courts for the Girls Fall 2010 and Boys Spring 2011 Tennis Team. Council President Ledrich suggested Gloucester Catholic be notified that use of the fields would be granted after 3:30 P.M. in order to allow traffic around Parkview Elementary School to disperse.

MEETING MINUTES

NEW BUSINESS: (Continued)

A motion to approve the request with a starting time of 3:30 pm was made by Councilman Baker and seconded by Councilman Muhlbaier. *Motion unanimously passed by roll call vote.*

14. **REPORT** from Engineer Norm Rodgers of Consulting Engineer Services regarding the Midget Football field Lighting Project.

Engineer Rodgers commented if Mayor and Council agree with his report, he would like to finish the lighting project quickly. Public Works Manager Domico asked if the Public Works Department was expected to remove lights and commented the bucket truck would not reach the lights. Councilman Murtaugh stated someone else was supposed to assist with this part of the project. Engineer Rodgers commented on his report and spoke about a grant possibility for the water tower project. Public Works Manager Domico confirmed the cost of filters and Engineer Rodgers adjusted his report. Engineer Rodgers also addressed the costs to relocate and/or move PSE&G high voltage wires that would have to be moved for the painting of the water tower. Administrator Bittner asked if PSE&G paid a fee to the Borough to allow them to have utility poles in the right of way. Administrator Bittner referenced a request from Fiber Tech and Solicitor Alice stated Fiber Tech wanted Westville to "gift them" a right of way for their fiber optics. Engineer Rodgers spoke to PSE&G on Westville's behalf and was informed PSE&G would issue an invoice to Westville for the expense to move the poles and after the invoice is paid, the utility poles would be moved within two (2) weeks. Engineer Rodgers confirmed the loan application will be submitted for tank painting and media exchange. Engineer Rodgers provided an update on the reconstruction of Olive Street.

Councilman Murtaugh asked about a Community Development Block Grant Money (CDBG) and Administrator Bittner stated Westville did not apply for a grant this year. Councilman Murtaugh then asked Public Works Manager Domico to look at some of the manhole covers that are about 1 inch above the ground.

15. Request to apply for a Conditional Permit to Gloucester County Department of Public Works to close County Road 51 for the Fall Festival on October 9, 2010. Police Chief Lederer stated he received an application from the County and will coordinator with Gloucester and Camden counties to re-route emergency services as well as the NJ Transit for the buses. Police Chief Lederer stated the road will be closed from Delsea and Broadway down to Duncan from 8:00 a.m. am to 4:00 p.m. to allow for set up and clean up (the event will be held 10:00 a.m. to 2:00 p.m.).

MEETING MINUTES

NEW BUSINESS: (Continued)

A motion to approve the request was made by Councilman Muhlbaier and seconded by Councilman Murtaugh. *Motion unanimously passed by roll call vote.*

COMMUNICATIONS:

- ❖ Certification of 2010 Tax Rate from the County Tax Administrator Edwin Burke
- ❖ Notice from Peter Thompson, Vice President of Wells Fargo regarding the Frank H. Stewart Trust Grant Opportunity
- ❖ Letter from Stephen Sweeney, Gloucester County Freeholder Director regarding signs in the County right of way and on utility poles. (Mayor Welsh asked Police Chief Lederer if the officers were stopping individuals from placing posters on poles and Police Chief Lederer confirmed they were.)
- ❖ Letter from Senator Donald Norcross, Assemblymen Angel Fuentes and Whip Wilson regarding S2070/A2911 (a bill that requires the transfer of a municipal free library surplus amount above 20% to the municipality)
- ❖ Letter from Senator Donald Norcross, Assemblymen Angel Fuentes and Whip Wilson concerning Department of Transportation monies in the amount of \$1,000,000 slated for the Route 45, Gloucester County Drainage project. (Mayor Welsh asked Administrator Bitter for clarification and he confirmed it was a County project and that the County will be in charge of the State Highway project.)
- ❖ Gloucester County Utilities Authority's March 10, April 14, May 12 and June 9, 2010 Meeting Minutes
- ❖ July Newslettter from JIF (Joint Insurance Fund)

BILLS

Municipal Clerk Helder announced that a list of the current bills was posted in the foyer for review by any interested parties.

A motion was made to dispense with reading of the bills by Councilman Baker and seconded by Council President Ledrich. *The motion was approved by a unanimous voice vote.*

MEETING MINUTES

BILLS: (Continued)

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

MONIES COLLECTED BY THE CLERK Month of July

Notary Fees	\$5.00
Rent	\$1000.00
Police Reports	103.00
Death Certificates	\$385.00
Marriage Licenses	\$28.00
Liquor License	\$2003.00
TOTAL	\$3524.00

PUBLIC COMMENT: No Comments from the Public

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS:

- ❖ Public Works Manager Domico commented she spoke with Rick DiCosta (Gloucester County Transportation Coordinator) who informed her the bus would be out to bid on August 26, 2010 and that the County would handle all the bids and review.
- ❖ Public Works Manager Domico also stated the State has a new program “stop the soot” (i.e. a diesel retrofit) and the #9 truck has failed the retrofit for the state mandated program. Public Works Manager Domico announced she was able to find the right part through Cummings in Maryland and they will install the part, (which costs approximately \$15,000) free of charge on the #9 truck and will also retrofit any of the other diesel trucks, free of charge, by 2011. The two hour recharge for the part will be taken care of at the end of each shift. Mayor Welsh asked if a warranty was included and Public Works Manager Domico confirmed the company will provide a one year guarantee.
- ❖ Public Works Manager Domico confirmed the water main on the Route 295 Bridge will be repaired on Tuesday, August 17, 2010.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Council President Ledrich commented on the good job done by Sgt. Grady and the National Night Out committee.
- ❖ Solicitor Alice commented on the payment method for the 295 bridge project and he also confirmed he sent a letter to Fiber Tech regarding the right of way. Solicitor Alice discussed the In Rem foreclosure that's back on track and will research the Small Cities issue for a property that's being sold.
- ❖ Councilman Muhlbaier complemented the Police & Fire Departments for their good work on National Night Out.
- ❖ Councilman Rebel asked if anyone knew about the red lines on the street along Broadway. Engineer Rogers stated they may be surveyor marks.

Councilman Rebel stated he's working on the Fall Festival project and will need to make a few purchases (e.g. pumpkins, paints, tables, banners, etc.) so asked the Mayor how he wanted him to proceed. Council President Ledrich confirmed that Councilman Rebel would not need to come before Mayor and Council for every purchase. Councilman Rebel mentioned the Fall Festival committee would be soliciting funds from local business as the Friends of Public Safety Committee, to purchase customized banners. Mayor Welsh asked Solicitor Alice if the Borough of Westville could solicit funds from local businesses to purchase banners that would list their business name. Solicitor Alice agreed that the Borough could solicit businesses to purchase flags. Mayor Welsh stated the requests should be sent from the Borough of Westville rather than Friends of Public Safety Committee.

- ❖ Councilman Murtaugh stated he saw the advertisement for the bus in the paper and has been working with Engineer Rodgers on the lights. Councilman Baker confirmed he faxed PSE&G the information last week and received a call to confirm locations.
- ❖ Police Chief Lederer commented there was a meeting scheduled with Administrator Holmstrom from National Park regarding the police contract. Police Chief Lederer also mentioned there was a rash of car burglaries of vehicles that were unlocked and the police have a person of interest.
- ❖ Mayor Welsh wanted to discuss removing a few "bump outs" on Broadway to help with the parking in front of some of the businesses. Administrator Bittner stated since the bump outs were paid by Grant money, research needs to be

MEETING MINUTES

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

conducted on their removal. Mayor Welsh commented the first National Night Out was well-received and well-attended.

RESOLUTION NO. 80-2010 EXECUTIVE SESSION ~ To Discuss Negotiation Matters

A motion to approve the request was made by Councilman Pennington and seconded by Councilman Murtaugh. *Motion unanimously passed by roll call vote.*

In Executive Session at 8:37 pm. Out of Executive Session at 9:40 p.m.

MEETING ADJOURNMENT: 9:41 pm

Respectively Submitted,

**Christine A. Helder
Municipal Clerk**