

**BOROUGH OF WESTVILLE**  
**Regular Council Meeting**  
**114 Crown Point Road**  
*July 11, 2012 ~ 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 Deputy 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.

**ROLL CALL:**

*Present:* Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich,  
Council Members: Colleen T. Archer, Charles D. Murtaugh, William C.  
Packer, III, Councilman William Rebel  
*Also Present:* Administrator/Deputy Municipal Clerk William J. Bittner, Jr., Public  
Works Manager Donna Domico and Chief Fred Lederer  
*Absent:* Councilman Fritz Sims and Municipal Clerk/Tax Collector Christine  
Helder

**PROCLAMATION**

Mayor Welsh presented Pastor Gary Brennan of the Westville Baptist Church with a Proclamation honoring him for his service and dedication to the Borough of Westville.

The meeting minutes of June 13, 2012 were approved on a motion made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

- ❖ Joyce Lovell, 328 Summit Avenue asked Mayor and Council to elaborate on a letter received from Freeholder Director Damming and another from Literacy Volunteers of Gloucester County. Mayor Welsh commented the purpose of the letter from Freeholder Director Damming was to make Westville aware that there may be individuals in the municipality doing Clean Community Services. Mayor Welsh confirmed that the Literacy Volunteers of Gloucester County are looking for a donation of office space.

Hearing no further comments from the public, this portion of the meeting was closed to the public.

**REPORTS OF THE COMMITTEES FOR JUNE:**

Motion to accept the reports, as submitted, was made by Councilman Rebel and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

## *Meeting Minutes*

### OLD BUSINESS:

- ❖ **Public Buildings, Grounds, Parks & Playgrounds Committee's Decision on the "Water Tank Color/Lettering"**

Councilman Murtaugh stated the Committee felt it should be a council-wide decision but their recommendation is light blue (one color). Additionally, because there is flexibility with the time, the committee would like to see various renditions of what different icons would look like on the Tower (e.g. American Flag, Borough Seal, etc.). Discussion took place on when the tank could be painted and when Council needs to make a final decision on color, etc. Council confirmed they would like "Gateway to South Jersey", the "Borough Seal", "American Flag" and the word "Westville" on the tank.

Motion to paint the water tank light blue was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

### NEW BUSINESS:

- ❖ **Letter of Resignation was received from Court Administrator Tina M. Sheppard, effective June 26, 2012.**

A motion to accept the resignation letter was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

### Public Hearing on:

- ❖ **ORDINANCE NO. 6-2012 ~ SALARY ORDINANCE**

A motion to open the meeting to the public was made by Council President Ledrich and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.* No comment received from the Public. Motion to close the meeting to the public was made by Councilman Rebel and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.*

### **ORDINANCE NO. 6-2012 ~ SALARY ORDINANCE**

Motion to approve Ordinance No. 6-2012 was made by Council President Ledrich and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

*Meeting Minutes*

**NEW BUSINESS:** (Continued)

**Public Hearing on:**

❖ **BOND ORDINANCE NO. 7-2012**

**BOND ORDINANCE AUTHORIZING ROAD IMPROVEMENTS TO OLIVE STREET EXTENDING FROM DELSEA DRIVE (NJSH ROUTE 47) TO ALMONESSON ROAD (CR 621) FOR THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER APPROPRIATING THE SUM OF \$200,000.00 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$23,750; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING**

A motion to open the meeting to the public was made by Councilman Murtaugh and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.* No comment received from the Public. Motion to close the meeting to the public was made by Councilman Packer and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

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Motion to approve Ordinance No. 7-2012 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

**Public Hearing on:**

- ❖ **ORDINANCE NO. 8-2012 ~ AN ORDINANCE OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, ADOPTING "RULES AND REGULATIONS FOR THE GOVERNMENT OF THE POLICE DEPARTMENT BOROUGH OF WESTVILLE PURSUANT TO CHAPTER 56, POLICE DEPARTMENT, ARTICLE V, DISCIPLINE, SECTION 28, ENTITLED "RULES AND REGULATIONS GOVERNING CONDUCT" OF THE CODE OF THE BOROUGH OF WESTVILLE AND FURTHER APPROVING AND ADOPTING STANDARD OPERATING PROCEDURES FOR THE POLICE DEPARTMENT**

## *Meeting Minutes*

### NEW BUSINESS: (Continued)

A motion to open the meeting to the public was made by Councilwoman Archer and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.* No comment received from the Public. Motion to close the meeting to the public was made by Councilman Packer and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

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Motion to approve Ordinance No. 8-2012 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

### Introduction of

#### ❖ BOND ORDINANCE NO. 9-2012

**BOND ORDINANCE OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY, AUTHORIZING REHABILITATION OF BOROUGH OWNED PROPERTIES, BUILDINGS AND REHABILITATION OF FUEL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$300,000.00 IN BONDS OR NOTES OF THE BOROUGH OF WESTVILLE TO FINANCE PART OF THE COST THEREOF**

A brief discussion took place on the allocation of the funds.

A motion to approve Introduction of Ordinance No. 9-2012 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

*Public hearing for Ordinance No. 9-2012 to be held August 8, 2012*

#### ❖ RESOLUTION NO. 81-2012 ~ APPOINTING MATTHEW A. COX AS A TEMPORARY FULL-TIME LABORER IN THE PUBLIC WORKS DEPARTMENT

Public Works Manager Domico confirmed Matthew Cox will begin his temporary full-time employment with the Borough on Monday, July 16, 2012.

A motion to approve Resolution No. 81-2012 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

*Meeting Minutes*

**NEW BUSINESS:** (Continued)

- ❖ **RESOLUTION NO. 82-2012 ~ REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION N.J.S. 40A: 4-87**

A motion to approve Resolution No. 82-2012 was made by Councilman Packer and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 83-2012 ~ AUTHORIZING TAX COLLECTOR TO CANCEL PROPERTY TAXES FOR 165 BROADWAY DUE TO TAX EXEMPTION (BOROUGH OWNED PROPERTY - MUNICIPAL BUILDING)**

A motion to approve Resolution No. 83-2012 was made by Councilman Rebel and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*

Councilman Murtaugh asked if this Resolution would affect the tax rate and Deputy Clerk Bittner confirmed it was already included in the tax rate.

- ❖ **RESOLUTION NO. 84-2012 ~ AUTHORIZING PROPERTY MAINTENANCE LIENS**

<u>Block/Lot</u>	<u>Address</u>	<u>Amount</u>
48 16	224-226 Broadway	\$100.72 (June 6)
48 16	224-226 Broadway	\$115.72 (June 22)
53 1	427 Broadway	\$138.49
68 8	101 Stanley Avenue	\$138.49
58 1	201 Maple Avenue	\$138.49
100 19	23 Hillside Avenue	\$138.49

A motion to approve Resolution No. 84-2012 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

- ❖ **RESOLUTION NO. 85-2012 ~ CREDITING WATER ACCOUNTS DUE TO METER READING ERROR**

<u>Account</u>	<u>Address</u>	<u>Amount</u>
1115-0	101 Spruce Avenue	\$811.56
1768-0	102 Florence Avenue	\$181.78
336-0	13 Timber Avenue	\$257.11
1136-0	705 Broadway	\$ 37.08

Public Works Manager Domico and Water Clerk Eckel confirmed some of the errors are due to manual entries and another was a multiplier error.

A motion to approve Resolution No. 85-2012 was made by Councilman Packer and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

## Meeting Minutes

### NEW BUSINESS: (Continued)

- ❖ RESOLUTION NO. 86-2012 ~ AUTHORIZING CONSULTING ENGINEER SERVICES (CES) TO ADVERTISE THE PHASE III, ROADWAY IMPROVEMENTS FOR OLIVE STREET PROJECT FOR BIDS

Councilman Packer asked Public Works Manager Domico if the storm sewer was going to be repaired before the project and she stated the work was put into the bid specs as an alternate. Public Works Manager Domico further stated if the storm sewer work cannot be part of the grant it can be pulled out of the specs.

A motion to approve Resolution No. 86-2012 was made by Councilman Packer and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 87-2012 ~ AMEND CAPITAL BUDGET (REHABILITATION OF BOROUGH OWNED PROPERTIES, BUILDINGS AND REHABILITATION OF FUEL SYSTEM)

A motion to approve Resolution No. 87-2012 was made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

- ❖ REQUEST from the Westville United Methodist Church to hold a clothing drive fundraiser (date to be determined).

A motion to approve the request was made by Council President Ledrich and seconded by Councilman Rebel. *Motion unanimously approved by voice vote.*

- ❖ POLICIES & PROCEDURES FOR USE OF FACILITIES AT 1035 BROADWAY

Comment: Councilman Murtaugh asked if groups such as Town Watch or Little League would have to provide a Certificate of Insurance. Deputy Clerk Bittner stated that Little League may already be part of the Borough's insurance. Mayor Welsh asked how a resident could obtain a Certificate of Insurance and Deputy Clerk Bittner stated they would have to go to their insurance carrier. Discussion took place on who would be responsible for opening and closing the building for groups who reserve the building.

A motion to approve the Policies and Procedures for 1035 Broadway was made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

- ❖ CONTRACT FROM THE UNIVERSITY OF PENNSYLVANIA'S SCHOOL OF VETERINARY MEDICINE FOR ONE (1) YEAR (July 1, 2012 through June 30, 2013) FOR CANINE REMI

A motion to approve the Contract was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

## *Meeting Minutes*

### COMMUNICATIONS:

- ❖ Legal Summary/Borough Audit from Solicitor Scaffidi
- ❖ Letter from New Jersey Legislature regarding Bills S1451/A2426 and S1452/A2425
- ❖ Letter from the Superior Court of New Jersey regarding Municipal Court Security
- ❖ Letter from Engineer Norm Rodgers confirming that Beckett Enterprises is significantly behind schedule on the Water Storage Tank Modifications Project
- ❖ Letter from the State of NJ regarding “closing out” the BY09 Buffer Zone Protection Award
- ❖ Letter from Freeholder Director Damminger regarding Clean Community volunteers
- ❖ Public Notice from Gloucester County Purchasing Department to All Owners of Property within 200 Feet of 239 Delsea Drive, Washington Township, (sale of building and pole barn), 476 Salem Avenue, Woodbury, (vacant parcel) 55 Delaware Street (current County Offices) and 476 Salem Avenue, Woodbury (vacant property).
- ❖ Notice from DEP regarding Compliance Inspection of Water Department
- ❖ Letter from the State Department of Alcoholism and Drug Abuse
- ❖ Meeting Minutes, June 21, 2012 - GCIA
- ❖ Letter from Literacy Volunteers of Gloucester County asking for Office Space
- ❖ Letter from Gateway School Business Administrator regarding payment requisitions
- ❖ Letter from Poll Worker
- ❖ Notification from NJ Division of Highway Traffic Safety regarding DWI Enforcement Award for Patrolmen DeNick and Flannery

### COMMENTS:

- ❖ Mayor Welsh stated he would send Joyce Lovell a copy of the letter received from Freeholder Director Damminger regarding Clean Communities volunteers.
- ❖ At the request of Mayor Welsh, Deputy Clerk Bittner read the letter from Poll Worker Dorothy Morrison
- ❖ Mayor Welsh asked the Public Buildings, Grounds, Park and Playgrounds Committee to review the letter from the Literacy Volunteers of Gloucester County to see if there’s any interest in offering the organization office space (50x24 space needed).
- ❖ Discussion took place regarding the DWI Enforcement Award for Patrolmen DeNick and Flannery from the New Jersey Division of Highway Traffic Safety.
- ❖ Mayor Welsh asked Deputy Clerk Bittner if he had read the letter regarding Municipal Court Safety. Deputy Clerk Bittner responded that he did.

## *Meeting Minutes*

### MONEY COLLECTED BY THE CLERK for the Month of June:

Police Reports	\$69.65
Rent	\$1135.00
LIMO Regis. Fee	\$50.00
Liquor Licenses	\$12,015.00
OPRA Request	\$1.25
Marriage License	\$84.00
Certified Marriage	\$40.00
Death Certificates	\$170.00
<b>TOTAL</b>	<b>\$13,564.90</b>

### BILLS & VOUCHERS:

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

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

A motion to pay all bills and vouchers that are in order was made by Councilman Packer and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

### PUBLIC COMMENT: (Time Limit 3 minutes)

- ❖ Joyce Lovell, 328 Summit, commented on the Literacy Volunteers of Gloucester County and suggested the 2<sup>nd</sup> floor of 165 Broadway be used and Deputy Clerk Bittner stated the 2<sup>nd</sup> floor could not be used for Public access.

### COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS

- ❖ Public Works Manager Domico advised the weather has been affecting the Water Tower painting project and she commended the Water Department staff on the good job they did replacing a valve on New Street.
- ❖ Councilman Murtaugh stated he feels “Westville Day” should be scheduled in the Fall along with the Lions Club event and also have the Fireworks at the same time. He further commented residents complained to him that the entire Independence Day Celebration event should have been held at River Drive.
- ❖ Deputy Clerk Bittner advised the Borough contracted with Virtua Health to conduct pre-employment physicals and drug testing. Additionally, he stated Virtua Health will send a representative out to drug test a driver if any Borough vehicle is involved in an accident.
- ❖ Councilman Packer stated he was in favor of moving “Westville Day” to October; however he suggested that the Committee wait until they see the results of the 2012 Fall Festival before making the final decision. Additionally, he mentioned that a Committee might be formed to start preparations for Westville’s 100<sup>th</sup> anniversary celebration in 2014.

*Meeting Minutes*

**COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)**

- ❖ Councilman Rebel commented the weather was a factor in the low turnout but some of the activities were a success, including the petting zoo and the turtle lady. He commented that he felt the Fireworks show was not as good as it's been in the past. General discussion took place on the starting time of future Independence Day Celebrations.
- ❖ Councilman Rebel remarked he would like the "New Borough Hall" Committee to get together to finalize plans for the rest of the facility. Mayor Welsh asked Deputy Clerk Bittner to schedule a meeting with the Contractor to discuss the remaining renovations.
- ❖ Chief Lederer advised he applied for the Bulletproof Replacement Grant. Additionally, he stated he's working with Chief Eric Farley on reprogramming the Fire Districts' radios.
- ❖ Chief Lederer confirmed National Night Out activities is scheduled for Tuesday, August 7 at Almonesson ball field starting at 7 pm.
- ❖ Mayor Welsh discussed emails he received regarding the Independence Day Celebration events.

A motion to adjourn the meeting was made by Councilwoman Archer and seconded by Councilman Packer at 7:53 p.m.

Respectively Submitted,

William J. Bittner, Jr.  
Deputy Municipal Clerk

*Next meeting scheduled for August 8, 2012  
[www.westville-nj.com](http://www.westville-nj.com)*