

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
July 13, 2011 ~ 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.

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, and William C. Rebel

Also Present: Administrator William J Bittner, Jr., Municipal Clerk/Tax Collector Christine A. Helder, Chief of Police Frederick A. Lederer, III, Public Works Manager Donna Domico, Solicitor Tim Scaffidi and Engineer Norman Rodgers

Absent: James A. Pennington, Jr.

Mayor Welsh advised that he was going to address the Parkview Pre-kindergarten issue for those individuals in the audience. Juliette May of 161 E. Olive Street and Stephanie Morris of 139 Twedell Avenue were in attendance to address their concerns with the Pre-Kindergarten issue. Mayor Welsh stated he spoke with Superintendent Shannon Whalen, who is aware of residents' concerns and plans to meet with her committee to see if they can find options that may be available. Mayor Welsh stated Superintendent Whalen informed him, via a letter, that this is a federally funded program which is based on economic need, is the law and has been managed this way for the past ten (10) years. Mayor Welsh further stated the form regarding the lunches should have been given out during registration, but unfortunately was not provided. He also stated Superintendent Whalen encouraged residents to contact her with their concerns or for additional information.

Meeting Minutes of June 22, 2011 Mayor Welsh reported that Municipal Clerk Helder had contacted the Gloucester County Freeholders Legal department regarding the Mutual Aid Agreement Resolution passed at last month's meeting. Councilman Murtaugh stated the Fire District will provide mutual aid to the County, however, they will put out their own document to other companies that come into their area.

The meeting minutes were approved on a motion made by Councilman Packer and seconded by Councilwoman Archer. *Motion unanimously approved by voice vote.*

PUBLIC COMMENT ON AGENDA ITEMS ONLY: There was no public comment.

MEETING MINUTES

SAFETY PRESENTATION by Joe Henry of Hardenbergh Insurance. Mr. Henry distributed a booklet entitled "Changing the Way We Think About Safety" and addressed topics such as: Are Hazards being Addressed before an Accident Occurs, Education, Communicating with Employees, Claims Management and Sharing Knowledge.

REPORTS OF THE COMMITTEES FOR JUNE:

Celebration of Public Events William C. Rebel, Chair, Colleen T. Archer and Charles D. Murtaugh
Finance & Accounting Michael O. Ledrich, Chair, Charles D. Murtaugh, William C. Packer, III and John A. Bruno, Ex-Officio

Ordinance & Code Enforcement Charles D. Murtaugh, Chair, Colleen T. Archer and James A. Pennington, Jr.

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

Public Buildings, Grounds, Parks & Playgrounds Charles D. Murtaugh, Chair William C. Rebel and James A. Pennington, Jr.

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

Water, Sewer, Highway, Street Lighting & Recycling William C. Packer, III, Chair, Michael O. Ledrich and William C. Rebel

Web Site Colleen T. Archer, Chair, William C. Rebel, James A. Pennington, Jr. and William J. Bittner, Jr., Ex-Officio

Personnel Michael O. Ledrich, Chair, Charles D. Murtaugh and William C. Packer, III

Monthly Reports Received from:

Municipal Court

Engineer

Environmental Commission

Police

A motion to approve Reports of the Committees was made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

OLD BUSINESS: No Business to Report

NEW BUSINESS:

❖ Public Hearing on:

ORDINANCE NO. 6-2011 ~ AUTHORIZING THE PURCHASE OF 165 BROADWAY FOR THE SUM OF FIVE HUNDRED THOUSAND DOLLARS (\$500,000)

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

MEETING MINUTES

NEW BUSINESS: (Continued)

Joyce Lovell, 328 Summit Avenue, asked how long it would take to rehab the building, if purchased and it was her understanding that “everything” was going into the new building. She wanted to know what would happen to 114 Crown Point Road. Administrator Bittner stated he didn’t have an estimate on how long it would take to rehab the building and that the Police, Borough Administration and Court would move into the building.

No other comment received from the Public. Motion to close the meeting to the public was made by Council President Ledrich and seconded by Councilman Murtaugh.

- ❖ **ORDINANCE NO. 6-2011 ~ AUTHORIZING THE PURCHASE OF 165 BROADWAY FOR THE SUM OF FIVE HUNDRED THOUSAND DOLLARS (\$500,000)**

A motion to approve Ordinance No. 6-2011 was made by Council President Ledrich and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

- ❖ **RESOLUTION NO. 80-2011 ~ PLACING PROPERTY MAINTENANCE LIENS**

<u>Address</u>	<u>Amount</u>
427 Broadway	\$ 225.23
201 Delsea Drive	\$ 218.87
29 Spruce	\$268.45
142 Maple	\$179.17
222 Chestnut	\$256.74
520 Highland Avenue	\$ 88.79
130 Stanley Avenue	\$123.72
148 East Olive Street	\$ 88.79
301 Delsea Drive	\$127.57
416 Summit Avenue	\$126.97

A motion to approve Resolution No. 80-2011 was made by Councilman Murtaugh and seconded by Councilwoman Archer. *Motion unanimously approved by roll call vote.*

- ❖ **LETTER from Consulting Engineer Services (CES) regarding the “Recommendation of Award for Water Meters and Appurtenances”.** Engineer Rodgers stated this is one of three (3) projects submitted to the New Jersey Environmental Infrastructure Trust (NJEIT) for a total of \$1,296,970. Engineer Rodgers stated all three (3) projects came in under the Engineer’s estimate. Engineer Rodgers also stated he was asking Mayor and Council to approve all three (3) projects so that they can be awarded to the lowest bidders’ contingent upon receiving approval from the NJEIT. Engineer Rodgers commented the front-end project documents were reviewed and approved by the Borough Solicitor.

MEETING MINUTES

NEW BUSINESS: (Continued)

Councilman Rebel asked for clarification because there was only one (1) bidder for the Water Meters. Public Works Manager Domico confirmed (because of the type of equipment required), only one (1) bid was submitted. Administrator Bittner stated that a caveat should be added to all three (3) Resolutions indicating that approval is contingent upon formal approval of funding from the New Jersey Environmental Infrastructure Trust (NJEIT) financing program.

- ❖ RESOLUTION NO. 81-2011 ~ AUTHORIZING THE GOVERNING BODY OF THE BOROUGH OF WESTVILLE TO AWARD THE BID FOR WATER METERS AND APPURTENANCES TO HD SUPPLY WATERWORKS FOR THE TOTAL BID AMOUNT OF \$68,000.00. (With condition of Funding by NJEIT)

A motion to approve Resolution No. 81-2011 was made by Councilman Rebel and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

- ❖ LETTER from Consulting Engineer Service (CES) regarding the “Recommendation of Award” for the Water Storage Tank Modifications.
- ❖ RESOLUTION NO. 82-2011 ~ AUTHORIZING THE GOVERNING BODY OF THE BOROUGH OF WESTVILLE TO AWARD THE BID FOR WATER STORAGE TANK MODIFICATIONS TO BECKETT ENTERPRISES FOR THE TOTAL BID AMOUNT OF \$616,500.00 (With condition of Funding by NJEIT)

Engineer Rodgers stated they are investigating a possible water storage tank while the main tank is out of service. Engineer Rodgers and Public Works Manager Domico discussed, at length, the benefits of a storage tank and the associated costs. Administrator Bittner noted that the monies needed for the storage tank are “unfunded monies”. Public Works Manager Domico will continue to investigate the best possible solution while the Water Tank is being serviced (e.g. interconnect with the Borough of Brooklawn, use a bypass pump, which will require monitoring or a pneumatic tank). Additionally, Public Works Manager Domico stated surrounding Fire Departments will be notified when the tank is out of service.

BIDDER	ADDRESS	AMOUNT OF BID
Bragaton, Inc.	1700 Klem Avenue Linden, NJ 07036	\$784,000.00
U.S. Tank Painting, Inc.	900 Rike Drive Millstone Twp., NJ 08535	\$774,700.00
Beckett Enterprises	110 Oak Avenue Malaga, NJ 08328	\$616,500.00
Allied Painting	4 Larwin Road Cherry Hill, NJ 08034	\$743,500.00
Utility Service Company	58 S. Main Street Poland, OH 44514	\$799,500.00
Classic Protective Coatings	N7670 State Highway 25 Menomonie, WI 54751	\$971,100.00

MEETING MINUTES

NEW BUSINESS: (Continued)

A motion to approve Resolution No. 82-2011 was made by Councilman Packer and seconded by Councilman Rebel. Motion unanimously approved by *roll call vote*.

❖ RESOLUTION NO. 83-2011 ~ AWARDING THE BID FOR WATER TREATMENT FILTER MODIFICATIONS AND ELECTRICAL UPGRADES (condition of Funding by NJEIT)

BIDDER	ADDRESS	AMOUNT OF BID (incl. Alt. bid)
Municipal Maint. Co.	1352 Taylors Lane Cinnaminson, NJ	\$349,777.50
A.C. Schultes, Inc.	664 S. Evergreen Avenue Woodbury Heights, NJ	\$435,125.00

A motion to approve Resolution No. 83-2011 was made by Council President Ledrich and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

❖ RESOLUTION NO. 84-2011 ~ CREDITING WATER ACCOUNTS DUE TO METER READING MULTIPLIER ERRORS AS A RESULT OF SOFTWARE INCAPABILITY

<u>Address</u>	<u>Amount</u>
1304 Clearbrook Ave.	\$ 4,880.62
212 E. Olive Street	\$ 4.20
617 Almonesson	\$ 23.10

A motion to approve Resolution No. 84-2011 was made by Councilman Packer and seconded by Councilman Murtaugh. Motion unanimously approved by *roll call vote*.

❖ RESOLUTION NO. 85-2011 ~ AUTHORIZING THE PREPARATION AND SUBMISSION OF AN INTERIM FINANCING APPLICATION TO THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST (NJEIT)

A motion to approve Resolution No. 85-2011 was made by Councilman Packer and seconded by Councilman Murtaugh. Motion unanimously approved by *roll call vote*.

MEETING MINUTES

NEW BUSINESS: (Continued)

- ❖ RESOLUTION NO. 86-2011 ~ DETERMINING THE FORM AND OTHER DETAILS OF ITS "NOTE RELATING TO THE INTERIM FINANCING 2012 TRUST LOAN PROGRAM OF THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST", TO BE ISSUED IN THE PRINCIPAL AMOUNT OF UP TO \$1,320,000 AND PROVIDING FOR THE ISSUANCE AND SALE OF SUCH NOTE TO THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST, AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH NOTE BY THE BOROUGH OF WESTVILLE IN FAVOR OF THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST, ALL PURSUANT TO THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST INTERIM FINANCING 2012 TRUST LOAN (A Resolution authorizing the issuance and sale of the Interim Note and making certain other determinations in connection.)

A motion to approve Resolution No. 86-2011 was made by Councilman Rebel and seconded by Councilman Packer. Motion unanimously approved by *roll call vote*.

- ❖ RESOLUTION NO. 87-2011 ~ APPOINTING MARK ROBB AS A PART-TIME SUMMER HELP EMPLOYEE EFFECTIVE MONDAY, JUNE 27, 2011.

A motion to approve Resolution No. 87-2011 was made by Councilman Murtaugh and seconded by Councilman Rebel. Motion unanimously approved by *roll call vote*.

- ❖ INDEPENDENCE DAY CELEBRATIONS RECAP

Lengthy Discussion took place on all the events that took place on Saturday, June 25 on River Drive. Councilman Rebel stated he thought it went well and felt the timeframe of starting later was much better.

Councilman Murtaugh stated that next year they should have a better communications system and Councilman Rebel stated the bike parade had some issues. Many council members expressed their concerns regarding public drinking.

Mayor Welsh commented all involved did a good job but he heard comments from residents that they were disappointed there was no boat parade and that there wasn't enough things for the children to do. Mayor Welsh stated, for next year, he has an individual who volunteered to organize a craft show (with no involvement from the Borough) at the Pond.

Chief Lederer advised he will have a meeting with the officers who worked that day to discuss the alcohol issue. Public Works Manager Domico suggested for next year, a meeting be held right before the event to discuss responsibilities and potential problems that may arise.

MEETING MINUTES

COMMUNICATIONS:

- ❖ Meeting Minutes from May 11, 2011 - Gloucester County Utilities Authority
 - ❖ Meeting Minutes from April 21, 2011 and May 19, 2011 - Gloucester County Improvement Authority
 - ❖ Letter from the State of New Jersey regarding Wheelabrator's application for renewal of a Solid Waste Facility Permit
 - ❖ Letter from Gary Thompson regarding Wheelabrator's application for renewal of a Solid Waste Facility Permit
 - ❖ Letter from CES regarding Roadway Improvements to Olive Street-Phase II
- It was suggested by Administrator Bittner that Phase II be discussed after Phase I is resolved.
- ❖ Letter of resignation from the Environmental Commission for Colleen Archer and Lorna Flowers and appointment requests for Lisa Robertson and Devin Walton.

A motion to accept the resignations of Councilwoman Colleen Archer and Lorna Flowers was made by Councilman Murtaugh and seconded by Council President Ledrich. *Motion was unanimously approved by voice vote.*

Mayor Welsh advised that he was appointing two volunteers to the Environmental Commission. Devin Walton would be a full Commission Member and Lisa Robertson will be Alternate No. 1.

MONEY COLLECTED BY THE CLERK (JUNE):

Police Reports	\$84.70
Rent	\$1,000.00
Liquor License	\$9,612.00
Notary	\$5.00
Street Opening	\$90.00
Marriage License	\$56.00
Certified Marriage	\$40.00
Certified Death Certificates	\$225.00
Miscellaneous	\$10.00
TOTAL	\$11,122.70

BILLS

The Clerk advised that the list of bills was posted in the foyer.

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

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

MEETING MINUTES

DISCUSSION REGARD IMPROVEMENTS TO OLIVE STREET

- ❖ Phase I - Traffic signal at Delsea & Olive. Administrator Bittner stated because of the added expenses for both equipment and design, the full budgeted amount will be used plus additional funding is needed. Engineer Rodgers confirmed the total amount available from the bonding was \$220,000 and with the additional expenses it will be \$220,060. Engineer Rodgers stated the expenses included: light imaging, curbing, increased cost of labor and material. Engineer Rodgers confirmed the following was completed: curbs, sidewalks, payment and milling - some of the things remaining include: hydro-seeding, setting up the electronics for the light and painting the sidewalk. Administrator Bittner confirmed he had discussions with Engineer Rodgers regarding the additional expenses.
- ❖ Phase II. Administrator Bittner noted the Borough has a grant of \$220,000 for this project and Engineer Rodgers' estimate is \$24,000 over the \$220,000. Administrator Bittner stated that the Borough cannot proceed to bid without an authorization to do so. Administrator Bittner commented he located an old road Bond from which the \$25,000 could be taken from so that the Borough does not have to Bond any new money. However, the Ordinance would have to be updated to reflect the change to Olive Street.
- ❖ Engineer Rodgers requested that Mayor and Council allow the bid to be advertised based on New Jersey DOT approval. Engineer Rodgers further stated it was a good idea to advertise now with the Contractor on site.

A motion to Authorize the Borough Engineer to proceed with the advertisement for Roadway Improvements to Olive Street, Phase II was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ Traffic Signal at Broadway and Olive. Engineer Rodgers stated the traffic signal at the intersection of Broadway and Olive is not under the jurisdiction of the New Jersey DOT even though it is on a County road. According to Engineer Rodgers, the signal was never dedicated to the County so it remains owned by the Borough of Westville. Engineer Rodgers confirmed the traffic signal is in very poor disrepair and no provisions for updates have been included in Phase II. Engineer Rodgers stated that he does not envision the County requiring upgrades to the light and that it will eventually fail. Council President Ledrich asked if the light could be dedicated to the County and Administrator Bittner advised that it was not likely since the County wanted the Borough to do a \$5,000-\$6,000 study to see if a light is needed at that intersection. Councilman Packer suggested that when the traffic light fails, stop signs could be installed. Administrator Bittner stated that, based on a conversation he had with a representative from the County, they would not assist with the light and was told to contact Freeholder Damminger if he had additional concerns.

MEETING MINUTES

PUBLIC COMMENT:

- ❖ Joyce Lovell, 328 Summit Avenue, thanked Mayor and Council for appointing two new members to the Environmental Commission.
- ❖ Ms. Lovell discussed the upcoming details of the events scheduled for the July 23rd event.
- ❖ Ms. Lovell also stated that last year's Independence Celebration had the same alcoholic drinking and lewd behavior as this year.
- ❖ Regarding an email Ms. Lovell reportedly sent out to all of Council, Councilman Packer stated he received the email, however he noticed that not all Council Members received the message.
- ❖ Mayor Welsh reminded Ms. Lovell that the Environmental Commission's report is due to Municipal Clerk Helder the Friday before the scheduled Council meeting and all correspondence (including email) should be sent directly to the Municipal Clerk's Office, who in turn will forward to the proper authorities.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS:

- ❖ Public Works Manager Domico stated she was working on purchasing a Fountain (extra air for the pond) and found one at a cost of \$6,100.00 (not counting the electrical installation costs). Public Works Manager Domico is also investigating a Solar option. Councilman Packer stated that perhaps the Lions Club could help with funding.
- ❖ Councilman Rebel asked for an update on the bamboo issue that was discussed at the June 8th and 22nd council meetings. Administrator Bittner stated he was waiting for a return call from the County.
- ❖ Councilman Rebel stated he received a called from Kristen Tinney from the Coast Guard Auxiliary asking if the Auxiliary could participate in the National Night Out. Chief Lederer confirmed Sergeant John Grady will be organizing the event for Westville as well as National Park and will have Sergeant Grady contact Ms. Tinney.
- ❖ Councilman Rebel said he would like to get together with the Planning & Business Development Committee for a meeting to discuss some ideas he has.
- ❖ Councilman Rebel asked if anyone knew what was happening at 150 Broadway (vacant building next to the tattoo business). Administrator Bittner commented he noticed the windows covered.
- ❖ Councilman Rebel asked if the weeds at 165 Broadway could be cleared.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Councilman Rebel asked for a timeframe on the clearing of 18-20 Pine Street (properties that burned down). Administrator Bittner stated it may take some time as there are issues regarding the property lines. He confirmed a representative from Bank of America (BAC) came out to inspect the property. Further discussion took place specific as to the costs associated with clearing the property.
- ❖ Chief Lederer confirmed Monday, August 1, 2011 was scheduled for Westville's National Night Out and National Park's was scheduled for Wednesday, August 3, 2011. Chief Lederer stated "National Night Out" is copy-righted so Westville does not participate on the "national" date but rather schedules their events on a different day.
- ❖ Chief Lederer stated Officer Tom Curl will be representing the Police Department in the Wrestling event at the upcoming Fire and Police games scheduled in New York next month.
- ❖ Mayor Welsh complemented Chief Farley on the way he managed and orchestrated the fire activities at 22 Pine Street. Mayor Welsh stated he was impressed by the job Chief Farley did and was amazed at how the other properties were kept safe.
- ❖ Mayor Welsh stated he was approached by the owner of the Bob's News Shop about the parking on Broadway, who expressed his concern about the parking time limit. Mayor Welsh asked Chief Lederer if they were extending courtesies to residents who were parking longer than 15 minutes. Chief Lederer stated they were allowing residents to park longer and that he will follow up on the parking issue.
- ❖ Administrator Bittner commented that today (July 13th) was Municipal Clerk Helder's 20th Anniversary with the Borough.

Meeting Adjourned at 8:45 p.m.

Respectfully Submitted,

Christine A. Helder
Municipal Clerk

Next meeting scheduled August 10, 2011