

BOROUGH OF WESTVILLE
Regular Council Meeting
114 Crown Point Road
September 14, 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: 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, Police Captain William Whinna, Public Works Manager Donna Domico, Engineer Norman Rodgers and Solicitor Tim Scaffidi

Absent: Councilwoman Colleen T. Archer and Councilman James A. Pennington, Jr.

The meeting minutes of August 10, 2011 were approved on a motion made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

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

OLD BUSINESS: No business to report.

NEW BUSINESS:

❖ RESOLUTION NO. 104-2011 ~ AUTHORIZING PLACEMENT OF PROPERTY MAINTENANCE LIENS

<u>Address</u>	<u>Block/Lot</u>	<u>Amount</u>
324 Chestnut	71/ 5	\$148.58
831 Broadway	80/ 13	\$ 93.94
130 Stanley	69/ 5	\$ 93.94
301 Delsea Drive	64/ 16	\$ 87.10
427 Broadway	53/ 1	\$124.19

A motion to approve Resolution No. 104-2011 was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

MEETING MINUTES

NEW BUSINESS: (Continued)

Introduction of:

- ❖ **ORDINANCE NO. 7-2011 ~ BOND ORDINANCE OF THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY, AUTHORIZING REHABILITATION OF BOROUGH OWNED PROPERTY AND PURCHASE OF A 4-WHEEL DRIVE POLICE VEHICLE AUTHORIZING THE ISSUANCE OF \$175,750 IN BONDS OR NOTES OF THE BOROUGH OF WESTVILLE TO FINANCE PART OF THE COST THEREOF**

Administrator Bittner confirmed both projects were part of the Capital Improvement Plan at the beginning of the year and because the Police Department patrols two (2) towns, a second 4-Wheel Drive vehicle is warranted and permitted under the Bond Ordinance law because it has a life of more than 5 years. Administrator Bittner further stated that the remaining portion of the Bond is for improvements to any Borough property and at this point Council is approving the issuance of the Bond and not authorizing anyone to spend the money.

A motion to approve Ordinance No. 7-2011 was made by Councilman Rebel and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

Introduction of:

- ❖ **ORDINANCE NO. 8-2011 ~ BOND ORDINANCE AUTHORIZING THE REPAIR AND/OR REPLACEMENT OF EXISTING WATER TREATMENT FILTERS AND ELECTRICAL UPGRADES IN THE BOROUGH OF WESTVILLE, COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$135,000 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 \$135,000; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING**

Administrator Bittner confirmed because the original bids were over budget, the job was re-bid. The above amount is what will be required along with funds received from NJEIT.

A motion to approve Ordinance No. 8-2011 was made by Councilman Murtaugh and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

MEETING MINUTES

NEW BUSINESS: (Continued)

- ❖ **RESOLUTION NO. 105-2011 ~ APPROVING CONTRACT WITH THE BOROUGH OF NATIONAL PARK EXTENDING THE CURRENT POLICE SERVICES CONTRACT THROUGH DECEMBER 2015**

Solicitor Scaffidi commented the new contract is the same as the one previously in place and complimented Administrator Bittner on a good job of retaining the contract since West Deptford Township also put in a bid to provide police services.

A motion to approve Resolution No. 105-2011 was made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

- ❖ Administrator Bittner led a discussion regarding Land Use Zoning/Re-Zoning (Tattoo Parlors). Administrator Bittner confirmed that since approving the first Tattoo Parlor, he's received two (2) more requests for this type of business on Broadway so he's investigating the possibility of prohibiting that type of business in the downtown area and zoning the tattoo parlors as an adult related business; therefore they could be classified as "light industrial zone". Administrator Bittner confirmed the Planner (Leah Furey-Bruder), believes a citation could be done so that the tattoo businesses could be classified as "adult based business" and re-zoned as a light industrial zone. Administrator Bittner responded to Councilman Rebel's question that addressed the current tattoo business on Broadway by stating the business would probably be "grandfathered" if the zoning laws change. Administrator Bittner stated he expected to hear from the Borough Planner within the next few days and that he would report back to council at the next meeting.
- ❖ Administrator Bittner led a discussion regarding Abandoned Property in the Borough. Administrator Bittner reminded Council of the 2004 Ordinance that assigned him as the Abandoned Property Officer which permits him to declare a property (commercial or residential only and does not include vacant land) abandoned if the property is vacant for six (6) months and meets the 4-part threshold requirements. Administrator Bittner confirmed that if a property is identified as "abandoned", the Borough can take ownership and then lien the property. Additional discussion took place on managing the approximately 40 abandoned properties in the Borough. Administrator Bittner also provided an update concerning the removal of debris from the Pine Street property. Councilman Rebel asked when letters would be sent about the 40 abandoned properties and Administrator Bittner stated he needs to write and send the letters to the property owners and then place an ad in the paper.
- ❖ Discussion of a full-time position for a Laborer I by Public Works Manager Domico. Public Works Manager Domico confirmed one employee had submitted his resignation and she was recommending Eric Bennis for the open position. Public Works Manager Domico stated Mr. Bennis graduated from PENNCO Tech as a mechanic so the Borough may also consider him for other positions within the Public Works Department at a future date.

MEETING MINUTES

NEW BUSINESS: (Continued)

A motion to approve Resolution No. 106-2011 (appointing Eric Bennis as a Full-Time Laborer I, effective September 14, 2011) was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

- ❖ Discussion of full-time Crossing Guard position by Captain Whinna. Discussion took place on the need for additional Crossing Guards.

A motion to approve Resolution No. 107-2011 (appointing Cindyann Wicks as a Full-Time Crossing Guard, effective September 14, 2011) was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by roll call vote.*

COMMUNICATIONS:

- ❖ Resignation letter from Public Works employee, Matthew Kirschner. (Municipal Clerk Helder read the letter to Council.)

A motion to accept Matthew Kirschner's letter of resignation was made by Council President Ledrich and seconded by Councilman Packer. *Motion unanimously approved by voice vote*

- ❖ Letter from Bach Associates regarding Un-designation of lots previously designated as an "Area in Need of Redevelopment"
- ❖ Meeting Minutes - GCUA, July 13, 2011
- ❖ Meeting Minutes - GCIA, August 18, 2011

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 Council President Ledrich. *Motion unanimously approved by voice vote.*

Mayor Welsh questioned why the Borough was purchasing car wash tickets from an out of town business. Mayor Welsh asked Captain Whinna to visit Splish Splash/Executive Car Wash on Delsea Drive to see about using their services to wash Borough vehicles.

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

PUBLIC COMMENT: (Time Limit 5 minutes)

- ❖ Joyce Lovell, 328 Summit Avenue, commended Councilman Rebel for laying irrigation lines at the Butterfly Garden.

MEETING MINUTES

PUBLIC COMMENT: (Time Limit 5 minutes)

- ❖ Lisa Masterson, 25 Pine Street, asked how long it will take to clean up 18 and 22 Pine Street because it's an eye sore and the debris is a detriment to her business. Administrator Bittner commented that the Borough has been in constant contact with the Bank of America (BAC) and in fact, received a fax from them stating the clean up would start by Monday, September 19, 2011. Administrator Bittner confirmed that if BAC does not remove the debris, the Borough will place a lien on the property and that it will be cleared by October.

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS

- ❖ Public Works Manager Domico commented the Street Sweeper came back and it looks good but was leaking water in the rear of the truck so it was sent back.
- ❖ Public Works Manager Domico stated, after talking with Administrator Bittner, she would like to move forward with the purchase of the Salt Brine Spreader that was discussed with the Sewer Jetter sale. Administrator Bittner asked if the money was dedicated to a special account or to the Sewer Jetter account and Public Works Manager Domico stated she would email Chief Financial Officer Bruno, to see if the funds are available.

Motion to allow Public Works Manager Domico to proceed with the purchase of a Salt Brine Spreader, pending the authorization of funding by the CFO, was made by Councilman Packer and seconded by Councilman Rebel. *Motion unanimously approved by roll call vote.*

- ❖ Councilman Packer confirmed the Lions Club will be setting up a table at the Fall Festival.
- ❖ Councilman Packer asked Captain Whinna if grant monies were "drying up" (e.g. Safe Communities and DWI) and Captain Whinna stated they received a "buffer" grant. Administrator Bitter added that the "buffer" grant was an old grant and that grant money for DWI is based on arrests and convictions. Discussion took place regarding available grants.
- ❖ Councilman Rebel discussed an article he read about a town that took an old police vehicle, outfitted it with cameras and parked it in an area where there was high crime and found that the crime in that area dropped dramatically. Councilman Rebel stated perhaps the Borough could consider this idea.
- ❖ Councilman Rebel stated everything for the Festival is coming along and Municipal Clerk Helder confirmed all invitations to crafters and classic car owners were sent out.
- ❖ Councilman Rebel also commented to Ms. Masterson that the Borough is doing everything possible to clean up the property on Pine Street. Further discussion took place on the removal of the debris from Pine Street.
- ❖ Councilman Murtaugh complemented the Police and Public Works Departments on their performance during the hurricane.
- ❖ Councilman Murtaugh also discussed the issue of the football lights being left on when the field is unoccupied.
- ❖ Councilman Murtaugh suggested that, going forward, Council only hold one meeting a month (the first scheduled meeting of the month) and if a second meeting is needed, it's already scheduled but could be canceled, if necessary.

MEETING MINUTES

COMMENTS FROM GOVERNING BODY & DEPARTMENT HEADS: (Continued)

- ❖ Councilman Murtaugh also stated that for next month he'll have a sample Resolution concerning the Division of Fire Safety.
- ❖ Administrator Bittner commented all departments did a fantastic job during the Hurricane, especially the Fire Department volunteers.
- ❖ Administrator Bittner stated one of the reasons Council could reduce meetings to once a month is the fact that staff in the Public Works, Police and Administration Departments resolve issues and keep the Mayor and Council abreast of all situations.
- ❖ Captain Whinna complemented Administrator Bittner on his work with the National Park Police contract.
- ❖ Captain Whinna also thanked the Fire House for their cooperation during the Hurricane as well as Public Works.
- ❖ Captain Whinna asked if the Borough would consider replenishing the Class II police officer {originally had three (3) Class II officers and currently down to two (2)}. Captain Whinna stated he spoke with Police Chiefs from other towns that are using the Class II officer as a part-time employee, who can fill slots when full-time officers are out in order to reduce overtime expenses. Mayor Welsh suggested the Personnel Committee meet to discuss the issue.
- ❖ Mayor Welsh read a portion of a letter he received from Chad Brunner (Gloucester County Administrator) regarding the light at Broadway and Olive. Mayor Welsh stated, according to Chad Brunner and Vincent Voltaggio, the County Engineer, "the light is not an approved DOT light and was erected decades ago". Mayor Welsh further stated that County Administrator Brunner suggested Westville's Engineer reach out to the County's Engineer and contact NJDOT to address the problem. Mayor Welsh asked Municipal Clerk Helder to email a copy of the letter from Administrator Brunner to Westville's Engineer. Administrator Bittner stated he had conversations with the County and suggested he talk with Council before moving forward.
- ❖ Mayor Welsh asked Solicitor Scaffidi for an update on dismantling the Downtown Redevelopment Committee. Solicitor Scaffidi stated he has not yet addressed that issue and will report back at the next meeting.
- ❖ Mayor Welsh stated some of the town committees need volunteers and asked Administrator Bittner to post this information on the website.
- ❖ Mayor Welsh also complemented all Departments on their excellent work during the hurricane, especially the Fire Department volunteers.
- ❖ Mayor Welsh asked about the next steps for not holding a second (2nd) council meeting of the month unless necessary and Solicitor Scaffidi stated Council could hold the second meeting on an ad hoc basis. Administrator Bittner stated the September 28th meeting is needed for the Public Hearing of Ordinances 7 & 8.

A motion to keep the current Borough Council meeting schedule in place with a condition that if the second meeting is not needed, it should be canceled was made by Councilman Murtaugh and seconded by Councilman Packer. *Motion unanimously approved by voice vote.*

MEETING MINUTES

Clerk Helder read Resolution No. 108-2011 to go into an Executive Session to discuss Police Contract Negotiations and Purchase and Sale of Real Estate.

Motion to go into a Closed Executive Session was made by Councilman Murtaugh and seconded by Councilman Rebel. *The motion was unanimously approved by voice vote.*

Time In: 8:13 p.m. Time Out: 8:50 p.m.

Meeting Adjournment: 8:51 p.m.

Respectively Submitted,

Christine A. Helder
Municipal Clerk

Next Meeting Scheduled for September 28, 2011