

Borough of Westville
2014 REORGANIZATION MEETING
165 Broadway
Monday, January 6, 2014
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 followed.

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 South Jersey Times of Woodbury, NJ and the Courier Post of Camden, NJ.

The Invocation was given by Pastor Fred Marz of the Westville United Methodist Church

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

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

State Senator Donald Norcross administered the Oath of Office to Donna Moan and William C. Packer, III

State Senator Norcross briefly addressed meeting attendees after the Oaths were administered.

ROLL CALL:

Present: Mayor Russell W. Welsh, Jr., Council Members: Michael O. Ledrich, Donna Moan, Charles D. Murtaugh, William C. Packer, III, William C. Rebel and Councilman Fritz Sims

Also Present: Administrator William J. Bittner, Jr., Municipal Clerk and Tax Collector Christine A. Helder, Public Works Manager Donna Domico, Police Chief William Whinna, Court Administrator Amanda Cubbler, Solicitor Timothy Scaffidi and Engineer Jonathan A. Bryson

ITEMS OF BUSINESS:

Councilman Packer made a motion to nominate Councilman Michael O. Ledrich as Council President that was seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

Mayor Welsh made the following Plaque presentations to:

- Robert S. Miller, Sr. of Miller & Sons for his help with the renovation of 165 Broadway
- Barbara and Ken Neuffer, 428 Broadway for having the "Best Decorated Home" in Westville for the Christmas Holidays
- Speranza Ristorante, 158 Broadway for having the "Best Decorated Downtown Business" in Westville for the Christmas Holidays

MEETING MINUTES

NEW BUSINESS:

Municipal Clerk Helder read the Consent Agenda which stated: *The items listed below (Resolutions 1 through 31) are considered to be routine by the Borough of Westville and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately.*

Motion to approve the Consent Agenda was made by Councilman Packer and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

Motion to approve Resolutions No. 1 through 31 was made by Councilman Murtaugh and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

RESOLUTION NO. 1-2014 ~ Approving Resolutions of Consent

RESOLUTION NO. 2-2014 ~Adopting a Temporary Budget for 2014

RESOLUTION NO. 3-2014 ~Designating Depositories for 2014

RESOLUTION NO. 4-2014 ~Authorizing a Petty Cash Fund for 2014

RESOLUTION NO. 5-2014 ~Fixing the Rate of Interest

RESOLUTION NO. 6-2014 ~Designating Legal Publications for 2014

RESOLUTION NO. 7-2014 ~Adopting Roberts Rules of Order

RESOLUTION NO. 8-2014 ~Executing Professional Agreements

RESOLUTION NO. 9-2014 ~ Rick Management Consultant - Hardenbergh Insurance

RESOLUTION NO. 10-2014 ~Designating Borough Council Meeting Dates

RESOLUTION NO. 11-2014 ~Charging Year End Penalty on Taxes, Water or Sewer that are Delinquent

RESOLUTION NO. 12-2014 ~Adopting a Cash Management Plan for 2014

RESOLUTION NO. 13-2014 ~ Designating Municipal Officials Who Have Telephone Access to EPL Hotline

RESOLUTION NO. 14-2014 ~ Designating Tax Search/Assessment Search Officers

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RESOLUTION NO. 15-2014 ~ Designating Open Public Records Request(OPRA) Custodian and Deputy Custodian of Records

RESOLUTION NO. 16-2014 ~ Omit from Tax Sale Real Property-Equal Monthly Installments

RESOLUTION NO. 17-2014 ~ Issuance of Duplicate Tax Sale Certificate

RESOLUTION NO. 18-2014 ~ Authorizing a Service Charge for Returned Checks

RESOLUTION NO. 19-2014 ~ Bidding by Municipal Officers at Tax Sale

RESOLUTION NO. 20-2014 ~ In Rem Foreclosure

RESOLUTION NO. 21-2014 ~ Allowing Purchases of Materials, Supplies, Equipment and Labor under State Contracts

RESOLUTION NO. 22 -2014 ~ Authorizing Officials to File Proof of Claims Forms with the United States Bankruptcy Court

RESOLUTION NO. 23-2014 ~ Authorizing a Tax Sale Pursuant to N.J.S.A. 54:5-10

RESOLUTION NO. 24-2014 ~ Approving a \$25.00 Fee for Issuance of Tax Sale Certificates of Redemption

RESOLUTION NO. 25-2014 ~ Appointing a Fund Commissioner and Alternate Fund Commissioner for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

RESOLUTION NO. 26-2014 ~ Appointing Officials for the Calendar Year 2014

RESOLUTION NO. 27-2014 ~ Appointing William J. Bittner, Jr., Emergency Management Coordinator

RESOLUTION NO. 28-2014 ~ Appointment of Public Agency Compliance Officer-Affirmative Action

RESOLUTION NO. 29-2014 ~ Authorizing the Risk Management Consultant Agreement Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

RESOLUTION NO. 30-2014 ~ Authorizing Agreement With "Virtua At Work" For 2014

RESOLUTION NO. 31-2014 ~ Authorizing the Tax Collector to Process, without further action on the Part of the Governing Body, the Cancellation of any Property Tax or Delinquency, or Charges and Fees Imposed by the Municipality of less than \$10.00

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PUBLIC COMMENT (5 minute time limit)

No comments received from the Public.

COMMENTS FROM GOVERNING BODY AND DEPARTMENT HEADS:

- ❖ Chief Whinna wished everyone a Happy New Year
- ❖ Administrator Bittner wished everyone a Happy New Year
- ❖ Councilman Murtaugh offered his congratulations to Council Members Moan and Packer on their reelection and reminded Council about the meeting scheduled the next day with the Elevator Inspector for the State
- ❖ Councilwoman Moan wished everyone a good year
- ❖ Council President Ledrich congratulated Council Members Moan and Packer and wished everyone a good year
- ❖ Municipal Clerk Helder congratulated Council Members Moan and Packer
- ❖ Solicitor Scaffidi expressed his pleasure at being able to work with Mayor and Council
- ❖ Councilman Packer thanked the voters of the community for their support for both him and Councilwoman Moan and all the borough employees for the good job they do and thanked the Mayor and Council Members for the opportunity to work together
- ❖ Councilman Rebel congratulated Council Members Moan and Packer on their reelection and the winners of the "Best Decorated" in Westville
- ❖ Councilman Sims congratulated Council Members Moan and Packer on their election wins and wished everyone a Happy New Year
- ❖ Public Works Manager Domico congratulated Council Members Moan and Packer on their reelection
- ❖ Mayor Welsh congratulated Council Members Moan and Packer on their reelection and thanked Council for their support.

MAYOR'S MESSAGE:

Mayor Welsh commented "at times when both the State and County are struggling to provide services "little Westville" managed to continue to deliver the same level of service to residents at minimal cost." Mayor Welsh discussed the following 2013 accomplishments:

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- **Completion of Council Chambers/Courtroom** that provided a much nicer venue for Council meetings and Court sessions and in the immediate future, the Police Department.
- **The Borough was successful in obtaining a grant, in the amount of \$175,000, that will be used to resurface and improve Little River Drive.**
- **The Borough received a Community Development Block Grant, in the amount of \$50,000, which assisted in the construction and installation of the elevator at 165 Broadway.**
- **The expanded use of the Community Center by residents to include meetings and parties.**
- **Appointment of the Borough's new Chief of Police, William Whinna and appointment of several new Police Officers and the impending move to 165 Broadway, which will increase a police presence downtown.**
- **As a result of Chief Whinna's initiative, the Borough was able to purchase all new high definition cameras, hand guns, patrol rifles, and ballistics shields all through Forfeiture monies. Additionally, by using monies seized through drug arrests and forfeitures, the Police Department was able to purchase an SUV and in-car cameras at no expense to the Borough or taxpayers.**
- **The Public Works Department supported the move from 1035 Broadway and 114 Crown Point Road to 165 Broadway, in addition to performing their regular duties. The Public Works Department also maintained all the Borough properties in addition to 22 vacant properties.**
- **Public Works Manager Domico set up a textile recycling program that has proven to be beneficial to Westville taxpayers. Additionally, by utilizing Grant money, the Borough was able to purchase a new pick-up truck with a plow, using Recycling and Clean Communities Grant monies.**
- **Public Works employees repaired numerous water main and service leaks as well as replacing a 100 year old water main under the railroad tracks on West Olive Street. In addition to the repairs, the Department was able to upgrade the water meter reading system by installing over 700 new water meters.**
- **The Office Staff has been working with the County Clerk's Records Management Department and has been through training to be able to submit electronic requests to the State for disposal of records. Additionally, all permanent records that were housed at 1035 Broadway and 114 Crown Point Road have been organized and stored at 165 Broadway.**

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- In addition to performing their regular duties, the Office Staff worked behind the scenes with committees to organize the 4th of July event, Fall Festival, Christmas Tree Lighting ceremony and the Youth in Government activities. Additionally, Municipal Clerk Helder worked with the Mayor to create and deliver the Mayor's Newsletter.

Mayor Welsh concluded by commending Council, along with the Department Heads and employees, by continuing to deliver services at a minimal cost.

Mayor Welsh expressed his excitement about Westville's 100 Year Anniversary that will be celebrated with week-long festivities that will begin the week of May 10th. The celebration will include a downtown Block Party and a Fireworks display.

Mayor Welsh advised his term expires at the end of 2013 and hopes to be reelected in 2014. Mayor Welsh also commented he is there for the residents and he welcomes their comments, questions and concerns.

The Benediction was given by Pastor Fred Marz of the Westville United Methodist Church

A motion to adjourn the meeting was made by Council President Ledrich and seconded by Councilman Murtaugh.

Meeting Adjourned: 7:28 p.m.

Respectively Submitted,

Christine A. Helder
CMC/Municipal Clerk

*Next meeting scheduled for January 20, 2014 @ 7:00 p.m.
www.westville-nj.com*