**BOROUGH OF WESTVILLE**

**Numbers to Remember:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Ambulance/Police Emergency</td>
<td>Dial 911</td>
</tr>
<tr>
<td>Police</td>
<td>456-0028</td>
</tr>
<tr>
<td>Public Works Department</td>
<td>456-7785</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>456-0066</td>
</tr>
<tr>
<td>Court is held on Wednesday's</td>
<td>@ 1:30 pm</td>
</tr>
<tr>
<td>Parkview Elementary School</td>
<td>456-0235</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-962-1222</td>
</tr>
<tr>
<td>Inspira Medical Center</td>
<td>845-0100</td>
</tr>
<tr>
<td>Animal Control Officer</td>
<td>881-2828</td>
</tr>
<tr>
<td>Library</td>
<td>456-0357</td>
</tr>
<tr>
<td>Gateway Regional H.S.</td>
<td>848-8200</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>456-0066</td>
</tr>
<tr>
<td>Library</td>
<td>456-0357</td>
</tr>
<tr>
<td>Fire District</td>
<td>456-9432</td>
</tr>
</tbody>
</table>

**Borough Offices**

456-0030

- Administrator: Ext. 11
- Chief Financial Officer: Ext. 12
- Water & Sewer: Ext. 15
- Vital Statistics: Ext. 10
- Mayor: Ext. 40
- Borough Clerk: Ext. 13
- Taxes: Ext. 14
- Borough Secretary: Ext. 10
- Housing & C/O: Ext. 38

**MEETINGS:**

- **COUNCIL:** 2nd Monday of Each Month at 7:00 p.m. 165 Broadway, Council Room
- Fire District: 2nd Tuesday at Firehouse @ 7 p.m.
- Land Use Board: 1st Monday of Each Month at 7:00 p.m.
- Library Trustees: 4th Monday at 7:00 p.m.
- Environmental Committee: 1st Wed. of each month @ 7:00 p.m.
  (Community Center @ 1035 Broadway)
- Board of Health 2nd Thursday at 10:00 a.m.: Jan., April, July & Oct.

Visit our Web site: [www.westville-nj.com](http://www.westville-nj.com)
Dear Resident,

We would like to take this opportunity to welcome you as a new resident and taxpayer to the Borough of Westville. We are very proud of our town and we are sure you will be also. Westville is very responsive to all of its residents and property owners.

In the past, we have had some problems with new property owners receiving tax bills, water bills and sewer bills. Therefore, the following is a list of when these bills are due:

**Taxes** are due on a quarterly basis ~ February 1st, May 1st, August 1st and November 1st, of the current tax year.

**Water** bills are due on a quarterly basis ~ January 1st, April 1st, July 1st and October 1st.

**Sewer** bills are sent out quarterly and due ~ March 1st, June 1st, September 1st and December 1st.

**Interest** on all accounts will be charged after the 10th of the month in which the payment is due.

Information concerning trash, recycling, Borough Meetings, important telephone numbers and other general information is provided on the following pages. Again, “Welcome to Westville” and if we may be of any help, please give us a call, drop us a note, or attend a council meeting.

Best Wishes,

Mayor Russell W. Welsh, Jr.
Council President Michael O. Ledrich
Councilman Charles D. Murtaugh ~ Councilman Fritz H. Sims
Councilman Paul C. Mailley ~ Councilwoman Donna Moan
Councilman Bruce Nordaby
Discount Tickets Available At Borough Hall

(Call 456-0030, Ext. 10 for "seasonal" information.)

ADVENTURE AQUARIUM  SESAME PLACE  HURRICANE HARBOR
PHILADELPHIA ZOO  DORNEY PARK  HERSEY PARK
SPLASH ZONE  SAHARA SAM’S OASIS  STEEL PIER
GREAT ADVENTURE  MOREY’S AMUSEMENTS  CLEMENTON PARK &
CAMELBACK  BLUEMOUNTAIN  JACK FROST
BIG BOULDER  MOUNTAIN CREEK  CASINO PIER
CLEMENTON PARK & SPLASH WORLD  iPLAY AMERICA

Also Available:

WELLNESS BOOKLET (Keep track of your health records)
ASSISTANCE FORMS (For complaints, information)
OPRA FORMS (Request for Public Information)

Library Hours:

MONDAY: CLOSED
TUESDAY: 10-8
WEDNESDAY: 10-5
THURSDAY: 10-8
FRIDAY: 10-2
SATURDAY: 1-4

Library Board of Trustees meet 4th Monday of each month at the Library.

Grass Clippings MUST be put in with your regular trash.

Trash Schedule:

LARGE ARTICLES: 1st & 3rd Monday of Each Month
Monday: Entire Town ~ Large items, vegetative waste (leaves, bushes, branches, NOT CUT GRASS), wood, concrete, metal items (white goods, ranges, refrigerators, washers, etc.) only.
Tree branches should be tied in six ft. lengths. Please place these items at your curb line the evening before the collections.
**Trash Routes:**

Tuesday: East of Railroad - Including Crown Pt., Woodbine, Pine, Timber, New, West, Delsea (North of Almonesson), Broadway (North of Birch), Poplar, Center, Duncan, Birch, Oak, Spruce, Edgewater (North of West), and Maple.

Wednesday: East of Railroad to Delsea from Cedar to Lehigh

Thursday: Delsea to Timber Creek from Snyder to Hillside.

Friday: West of Railroad - all Newbold & South Westville

**NOTE:** **ON HOLIDAYS** trash will be collected the following day, except for Friday Holiday, which will be collected on Thursday & Monday Holiday trash pickup will resume the following Monday.

**“Please Conserve Water”** 🌪️

**SNOW REMOVAL:** Plowing will commence when three (3) or more inches have fallen. Please park your vehicle in driveways when possible, or move vehicles when streets are being cleared.

Trash & recycling containers should NOT be placed at the curb line earlier than 6:00 p.m. the evening before your scheduled trash collection day. All receptacles should be removed from the curb line by 7:00 p.m. the day of collection.

**Recycling “It Pays To Recycle in Westville!”** Recycling reduces the amount of trash taken to the incinerator or landfill and is mandated in the State. **Recycle Bank** provides Blue recycling containers. **Place all of your recyclables including newspapers, paper, plastic, glass, aluminum and tin into your BLUE recycling container.** Your bin has an I.D. code that is recorded by the recycling truck. **REWARD:** The amount you recycle is translated into RecycleBank Dollars that you can use to shop for rewards and discounts at local stores. **REDEEM:** call 1-888-727-2978 or log into your personal account at www.RecycleBank.com to view your rewards! (Over 40 stores.)

**Leaf Collection:** October 1st to December 31st ~ Same as Trash Schedule. Rake to street along curb line for collection on **Regular Trash Day.**
LEAVES: (mid-December to mid-October) Placed in plastic bags and tied or in trash cans with lids on 1st & 3rd Monday of each month.

RECYCLING TEXTILE: 2nd Monday of each month. Place your blue recycling Bags at the curb or call Public Works at 456-7785

PUBLIC WORKS
All metal items such as ranges, refrigerators (door removed), washers, dryers, hot water heaters, etc. Place at curb line. Collected 1st & 3rd Monday of each month. (Large Articles) If a holiday falls on either day, trash will be collected the following Monday.

Batteries & tires (cars & trucks only) Place at curb line on 1st & 3rd Monday of each month.

Motor oil - Bring to Public Works Highway Garage between 7:30 a.m. and 3:30 p.m. on Mondays ONLY.

Concrete, bricks, cinder blocks, etc. - Place large chunks at curb or in containers not heavier than 50 pounds on the 1st & 3rd Monday of each month.

RESIDENTS HAVING HOME REMODELING DONE SHOULD MAKE SURE THE CONTRACTOR PROVIDES A PRIVATE TRASH CONTAINER. The Public Works Department WILL NOT collect trash from private contractors doing home remodeling work.

HOUSEHOLD SPECIAL WASTE COLLECTION
Materials accepted for disposal:

<table>
<thead>
<tr>
<th>Paints</th>
<th>Antifreeze</th>
<th>Lead acid and/or Ni-Cad batteries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor oil</td>
<td>Solvents</td>
<td>Fluorescent tubes and ballasts</td>
</tr>
<tr>
<td>Pesticides</td>
<td>Cleaners</td>
<td>Kerosene, gasoline,</td>
</tr>
<tr>
<td>Turpentine</td>
<td>Varnish</td>
<td>Fertilizers, rat poisons, weed</td>
</tr>
<tr>
<td>Killers, Herbicides</td>
<td>Lighter fluid</td>
<td>Auto &amp; floor care</td>
</tr>
<tr>
<td>Propane tanks</td>
<td>Photographic</td>
<td>Pool chemicals</td>
</tr>
</tbody>
</table>

LOCATION: Gloucester County Solid Waste Complex
Monroeville Road (Rt. 694), S. Harrison
Gloucester County Roads Department
N. Delsea Drive, Clayton (8:00 a.m. –2:00 p.m.)

CALL OFFICE OF RECYCLING AT [856]-478-6045, EXT. 13 FOR DATES
The Westville Police Department would like to welcome you to town. We are a full time police department that provides 24-hour police service seven (7) days a week. Our Police Officers educate students at Parkview Elementary School and Gateway Regional High School, on drug awareness and juvenile problems.

Parents should also be aware that the Borough of Westville has a curfew for juveniles under the age of 18 that is enforced from 9:30 p.m. to 6:00 a.m. by the police department.

In an effort to help us provide better police service to you, we would like to ask the following. Please make sure that your address is clearly displayed on your house. In the event you need our services, responding officers will be able to save valuable time in an emergency and quickly find your house by simply having your address clearly displayed. Please make sure shrubs are trimmed away from doors and windows. Night lighting around your home deters problems and make sure your locks work and use them. If you like, a member of our police department will be glad to come to your home and give you advice on security and point out areas of concern that need improvement. Please call the police department at 456-9444 to make arrangements for this free service.

If you have any questions about local ordinances or New Jersey State Laws feel free to call us. Again, the police department welcomes you to Westville.
BUILDING INSPECTIONS:
Permits for new construction work and any alterations or other types of construction work are required by Borough Ordinance. Applications for construction permits, such as building, electrical, plumbing, heater replacement and fire protection work are available any weekday at the Municipal Offices.

CONSTRUCTION OFFICE
To schedule Inspections, or obtain permits, please call 456-0030, Ext. 14
Code Enforcement Office is located at 165 Broadway, at the Municipal building.

Inspection Hours are: Tues. & Thurs. 12:00 p.m. to 4:00 p.m.

The Borough of Westville observes the following holidays:

New Year’s Day  Independence Day
Martin Luther King’s Birthday  Labor Day
Lincoln’s Birthday  Columbus Day
Washington’s Birthday  Election Day
Veterans Day  Good Friday
Memorial Day  Thanksgiving & Day After Christmas Day
Bus Schedules for the Westville Bus Shuttle are available at the Public Works Building, located at 114 Crown Point Road (Brick Building behind the Old Borough Hall) & at 1035 Broadway. (456-7785)

Where to Vote? For Primary & General Elections:
ALL Voting Districts (1, 2 & 3) VOTE at the Community Center (1035 Broadway). Any questions, please call the Borough Clerk at 456-0030, ext. 13.

Borough of Westville

Municipal Court & Police Administration Offices are located at -167 Broadway
Borough Offices are located at 165 Broadway.
Area 1.3 Square Miles ~ Population approximately 4500

Form of Government: Governing body has a mayor and six council members.
The mayor, serves for four years and the council members serve three-year terms.
Government salaries: None

Mayor: Russell W. Welsh, Jr. (D) 456-2185
Council President: Michael O. Ledrich (D) 456-7557
Council Members: Paul C. Mailley (D) 456-7853
                        Donna Moan (D) 609-617-4708
                        Charles D. Murtaugh (D) 742-0009
                        Bruce Nordaby (D) 456-8960
                        Fritz H. Sims (D) 456-9098

BOROUGH OFFICIALS:
Borough Administrator William J. Bittner, Jr. 456-6938
Emergency Mgmt. Coordinator William J. Bittner, Jr.
Borough Clerk Christine A. Helder 456-8631
Chief Financial Officer John A. Bruno, Jr. 428-4963
Tax Collector Christine A. Helder 456-8631
Solicitor Timothy D. Scaffidi 848-2950
Engineer Federici & Akin 589-1400
Auditor Petroni & Assoc. 881-1600
Construction Official Anthony Dariano 456-0030, Ext. 14
Police Chief William Whinna 456-0028
Municipal Court Judge Thomas North 384-8799
Public Works Manager Donna Domico 456-1101
Land Use Board Chairman Bruce Nordaby 456-8960
Housing Official Wm. Bittner 456-0030
Fire District Chairman Fritz H. Sims, Jr. 456-9432
Board of Health Chmn. Thomas Donnelly 456-8900
Environmental Comm., Joyce A. Lovell 456-2308
Chairwoman

Cah 3/2/16
Westville Fire Department

The Westville Fire Commission is composed of five elected members with staggered terms of office. The Commission meets on the 2nd floor of the Fire Department (handicap accessible) on Broadway & Olive Street. Telephone Number for the District Office is 456-9432.

**FIRE COMMISSIONERS**
Fritz Sims, Chairman  456-9098  
Patrick Moan  609-517-6847  
Bryan Miller  856-349-7859  
Debbie Holick  742-1231  
Fire Chief/Fire Official:  Eric Farley:  456-5057  
Administrator  Chuck Murtaugh  742-0009

Meetings are held 2nd Tuesday at 7:00 p.m.

**Board of Education**
Office:  456-0235  
Parkview School is located at Birch & High Streets  
School Supt.:  456-0235  Ext. 110  
Principal:  Renee Egan  Ext. 117  
Board Secretary/Administrator:  Donna Contrevo:  848-8200

**School Board Members:**
Office  456-0235  Ext. 119  
Robert W. Miller, President  456-5051  Paul Mailley  456-4840  
J. Lynn Lucas  456-5649  Robert Black  456-5051  
Robert Shaw, VP  742-0821  Stephanie Devage  456-8567  
William J. Bittner, III  742-7161  Jesse McCullough  742-8804  
Donna Domico  456-1101  
School Board meets the third Wednesday of the month at 7:30 p.m. in Parkview School.

**Municipal Court**  Honorable Judge Thomas North  
Court Administrator  Amanda Cubbler  456-0066  
Prosecutor  Charles Fiore  856-875-1166  
Public Defender  Lawrence Hubert  856-384-6553

**Land Use Board Members**
Solicitor, Gary Thompson  589-6300  Bruce Nordaby  456-8960  
William J. Bittner, Jr.  456-6938  Russell W. Welsh, Jr.  456-2185  
Charles Murtaugh  742-0009  Dawn Leamy  742-1796  
Vincent DiCicco  456-1406  John Louis  456-8837  
Joseph Baldwin  856-981-1397  
George K. Baker  456-4988  
Travis Lawrence  856-718-2462  Raymond Berry  856-217-7872
Environmental Commission Meets 1st Wednesday of each month @ 7:00 p.m. (Community Center)

Joyce A. Lovell 456-2308  Virginia Horn 456-8019
Bill Bittner 456-6938  Louanna Sills 742-0113
Marie Callaghan 456-7756  Lia Domico 609-481-5845
Kelly Baker 610-585-0945  Lenore Adams 456-2629

Board of Health Members
Thomas Donnelly 456-8900
Christine A. Helder 456-8631
Russell W. Welsh, Jr. 456-2185
Donna M. Domico 456-1101
Kathleen Carroll, Sec. 456-0030, Ext. 10

Are you entitled to a Veteran Deduction on your property taxes?

VETERAN’S DEDUCTION: $250.00 each year
You must have been in active service during specific times.
- A copy of DD214 Papers or Honorable Discharge Papers is required
- Proof of residency (Drivers License, etc.)
- Obtain a form in the Tax Collector’s Office or Gloucester Co. Office of Tax Assessment
  http://www.co.gloucester.nj.us/depts/b/botcounty/concoassessor.asp
- Must be the owner as of October 1st of the pre-tax year
- No Age restrictions

SENIOR CITIZEN’S/DISABILITY/SURVIVING SPOUSE PROPERTY TAX DEDUCTION:
The Borough also offers a Water/Sewer Deduction for those eligible.
- Apply in the Tax Office (forms are available) or
  http://www.co.gloucester.nj.us/depts/b/botcounty/concoassessor.asp
- For a $250. Senior Citizen Deduction you must meet income requirements...
- You do not include, as income, your social security or Federal/State Pension....Whichever is the higher figure, you DO NOT INCLUDE as income.
- You must be the owner of property, and have lived in this residency as of October 1st of the prior year.
- Proof of ownership
- Proof of Age
- Age requirement for Senior Citizen is 65, as of December 31st of the prior year.
- Age requirement for disability is different – Call the Tax Office

REMINDER: The Property Tax Reimbursement Form (PTR-1 For persons applying for the first time & PTR-2, if you applied in previous years and became eligible.) must be filed with the State each year by June 1st. When you become eligible, the State will freeze property taxes on your base year (year which you were eligible) and refund you the difference. Refunds are due in July of each year. These forms become available from the State around the same time income tax forms do.

http://www.state.nj.us/treasury/taxation/ptr/index.shtml
Cah 3/2/16
COUNCIL COMMITTEES

CELEBRATION OF PUBLIC EVENTS
Paul C. Mailley, Chair
Donna Moan
Bruce Nordaby

PLANNING & BUSINESS DEVELOPMENT
Donna Moan, Chair
Bruce Nordaby
Michael O. Ledrich
Travis Lawrence, Ex-Officio

FINANCE & ACCOUNTING
Michael O. Ledrich - Chair
Fritz H. Sims
Charles D. Murtaugh

PUBLIC BLD, GROUNDS, PARKS AND PLAYGROUNDS
Charles D. Murtaugh – Chair
Michael O. Ledrich
Paul C. Mailley

ORDINANCE & CODE ENFORCEMENT
Bruce Nordaby, Chair
Fritz H. Sims, Jr.
Paul C. Mailley

PUBLIC SAFETY
Charles D. Murtaugh - Chair
Michael O. Ledrich
Fritz H. Sims

WEB-SITE
Donna Moan- Chair
Bruce Nordaby
Charles D. Murtaugh

WATER & SEWER, HIGHWAY, STREET LIGHTING, AND RECYCLING
Fritz H. Sims, – Chair
Michael O. Ledrich
Donna Moan

PERSONNEL
Fritz H. Sims - Chair
Michael O. Ledrich
Charles D. Murtaugh
**Council Meeting Dates for 2016**

7:00 p.m. on the second Monday of each month, (unless noted) and as listed below shall constitute the regular meeting dates of Mayor and Borough Council for the year 2016.

January 4, 2016 – Reorganization Meeting

January 11
February 8
March 14
April 11
May 9
June 13
July 11
August 8
September 12
October 10
November 14
December 12

December 29 ~ (Thursday) Wrap Up Meeting