

BOROUGH OF WESTVILLE

Regular Council Meeting  
165 Broadway  
January 16, 2017 - 7:00 p.m.  
*Meeting Minutes*

Mayor Welsh called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

The Deputy Clerk read the public notice and roll call was taken, with the following persons in attendance:

Mayor Russell W. Welsh, Jr., Council President Michael O. Ledrich,  
Council Members: Paul C. Mailley, Donna Moan, Charles D. Murtaugh, Bruce Nordaby  
Administrator William J. Bittner, Jr., Public Works Superintendent Donna Domico, Engineer Jon Bryson, Chief William Whinna, Lt. Michael Packer and Solicitor Timothy Scaffidi

Absent: Councilman Fritz H. Sims, Jr. and Clerk Christine Helder

A motion to approve the meeting minutes from the December 12, 2016 meeting was made by Councilman Mailley and seconded by Councilman Nordaby. *Motion was unanimously approved by voice vote.*

**PUBLIC COMMENT ON AGENDA ITEMS ONLY:** No Comments were received.

**REPORTS OF THE COMMITTEES FOR DECEMBER:**

A motion to approve the reports, as submitted, was made by Councilwoman Moan and seconded by Councilman Murtaugh. *The motion was unanimously approved by voice vote.*

**FLOODING & TRAIN ISSUES:** Administrator Bittner advised there were no updates on the train issue

**PRESENTATION** by Chief William Whinna on Bail Reform

Chief Whinna advised on January 1, 2017 Bail Reform began in the State of New Jersey and discussed the new lengthy procedures Police Departments are required to follow in order to process prisoners. Chief Whinna commented Officers are required to stay with prisoners until they are relieved by Sheriff Deputies which could take up to 12 hours. He stated patrol officers now have to contact Supervising Officers in order to complete the summons process and that reports must be completed within 48 hours which means overtime hours will be increased. Chief Whinna stated processing prisoners will take longer because of the additional steps required with the new procedure. Lt. Packer addressed the glitches in the system that are currently being addressed and that bail hearings are now seven (7) days a week. Discussion took place regarding the increase in expenses specific to the revised Bail Reform program.

Councilman Murtaugh asked for a personnel session to discuss the new procedures and possible staffing issues.

**NEW BUSINESS:**

*Introduction of:*

- ❖ **ORDINANCE NO. 1-2017 ~ 2017 SALARY AND WAGE ORDINANCE OF THE BOROUGH OF WESTVILLE**  
At Mayor Welsh's recommendation, Ordinance No. 1-2017 was postponed until after the Executive session.
- ❖ **RESOLUTION NO. 38-2017 ~ AUTHORIZING A REFUND TO SOLARCITY IN THE AMOUNT OF \$175.00 FOR A CANCELLED CONSTRUCTION PROJECT** *(Recommended by the Construction Official)*  
A motion to approve Resolution No. 38-2017 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by roll call vote.*
- ❖ **RESOLUTION NO. 39-2017 ~ AUTHORIZING AN INCREASE OF CASH FUNDS IN THE TAX COLLECTOR'S OFFICE**  
A motion to approve Resolution No. 39-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*
- ❖ **RESOLUTION NO. 40-2017 ~ AUTHORIZING THE TAX COLLECTOR TO REFUND A TAX OVERPAYMENT IN THE AMOUNT OF \$1709.72 TO ENDURANCE ABSTRACT, LLC ON THE 4<sup>th</sup> QUARTER TAXES FOR 305 SUMMIT AVENUE, BLOCK 15, LOT 15**  
A motion to approve Resolution No. 40-2017 was made by Councilwoman Moan and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote.*
- ❖ **APPLICATION FOR 2017 USED CAR LICENSE** (Ryan Bogos, Delaney's Auto Sales, located at 108 Broadway) Administrator Bittner advised this is a new business and the request has already been reviewed by the Land Use Sub Committee.)  
A motion to approve the license was made by Council President Ledrich and seconded by Councilman Nordaby. *Motion unanimously approved by voice vote.*
- ❖ **REQUEST from Shane Rettig, Public Works Department, to waive Medical Coverage and receive reimbursement per the Personnel Policy.**  
A motion to approve Mr. Rettig's request was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*
- ❖ **REQUEST from Jonathan Coffin, Public Works Department, to waive Medical Coverage and receive reimbursement per the Personnel Policy.**  
A motion to approve Mr. Coffin's request was made by Councilman Mailley and seconded by Councilwoman Moan. *Motion unanimously approved by roll call vote.*

**NEW BUSINESS: (Continued)**

❖ **DISCUSSION** took place on the condition of Water Mains throughout the Borough. Public Works Manager Domico talked about the deteriorating condition of the Water Main on Walnut Street and advised she had three contractors come out and only received a price from one to date. She advised she spoke with CFO Bruno about declaring an emergency so that they can replace the Walnut Street main now because she doesn't believe the main will last through the winter. Public Works Manager Domico estimated the project to replace the main on Walnut Street will cost approximately \$250,000. Administrator Bittner asked if this will include the storm sewer and Public Works Manager Domico stated the cost did not include the storm sewer. CFO Bruno joined the meeting and a lengthy discussion took place regarding funding replacement of water mains throughout the town via a Bond Ordinance. Public Works Manager Domico stated she feels that all the mains that need to be replaced could be done in 2017 at a cost of approximately \$2 million dollars. A discussion took place regarding how to fund the project, when to increase taxes and when to introduce the Bond Ordinance. It was decided not to declare an emergency at this time but that if another break occurs, an Emergency will be declared. It was decided that CFO Bruno will prepare the financial information for the Bond Ordinance that will be introduced at the February 13, 2017 council meeting. Public Works Manager Domico also advised the generator in the Public Works Water Department needs to be replaced.

A motion to (1) authorize CFO Bruno to develop a funding plan for repairs to the infrastructure and (2) authorize Engineer Bryson to develop Bid Specs for the same project was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

Councilman Murtaugh confirmed with Public Works Manager Domico that all new mains will be a minimum of 8 inches.

**MONEY COLLECTED BY CLERK FOR THE MONTH OF DECEMBER**

Police	\$89.38
Rent	\$1,825.00
Death Certificates	\$290.00
Marriage Licenses	\$112.00
Certified Copies-Marriage Licenses	\$10.00
Amusement License	\$10.00
Liquor License	\$4,800.00
200 Ft. List	\$10.00
<b>TOTAL</b>	<b>\$7,146.38</b>

**BILLS & VOUCHERS:**

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

A motion to dispense with reading of the bills was made by Councilwoman Moan and seconded by Council President Ledrich. *Motion unanimously approved by voice vote.* (Councilman Murtaugh asked Public Works Manager Domico if she received the invoice from the contractor who worked on Walnut Street a few weeks back. She advised she did, but is disputing the amount requested.)

A motion to pay all bills and vouchers that were in order, was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

**COMMUNICATIONS:**

1. Report from the Gloucester County Utilities Authority regarding a Public Hearing Notice on a Proposed Rate Schedule to be held January 11, 2017
2. Thank you note from the American Red Cross for hosting a Winter Blood Drive
3. Notice from the Township of Deptford regarding a public hearing on their Master Plan scheduled for January 11, 2017 at 7 pm in Council Chambers
4. Letter from Senate President Sweeney's office acknowledging receipt of the Borough of Westville's Resolution No. 122-2016, in support of Bill 2663 and Assembly Bill 4234
5. Letters from Federici & Akin regarding Resurfacing & Safety Improvements to Ryan Avenue
6. Letter from Senator Corey Booker regarding State Senate bill 2663

**PUBLIC PORTION: FIVE (5) MINUTE LIMIT**

Mayor Welsh advised those in attendance, wanting to address Council, to speak into the microphone, provide their name and address and reminded those wanting to speak, there was a five (5) minute time limit.

- ❖ Joyce Lovell, 328 Summit Avenue, asked about Resolution No. 39-2017 and the increase in funds in the Tax Collector's office. Mayor Welsh confirmed the request is to increase the funds from \$300 to \$600. Ms. Lovell asked what the money is used for and Administrator Bittner replied "petty cash". Ms. Lovell asked why the Salary Ordinance was being postponed until after the Executive Session. Mayor Welsh advised there were changes in the Ordinance that council needed to review. Ms. Lovell asked about the status of the Senior Citizen Complex on Broadway and requested Ginger Horn be appointed to the Land Use Board. Mayor Welsh advised he will interview Ms. Horn and consider her appointment. Ms. Lovell commented that if the Borough considers drones that they be used to monitor shore erosion. Councilman Murtaugh stated the area around the pond will be mowed down and the area will be beautified.
- ❖ Brian Waters, 226 Summit Avenue, stated he appreciated that the meeting minutes were uploaded to the web site and that the notice for the cancelation of the January 9, 2017 meeting was also promptly posted on the web site. Mr. Waters also commented on the financing of the Water Main project.

**COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS:**

- ❖ Councilman Murtaugh advised he received a request from the Little League organization to have their belongings returned to the clubhouse and asked Public Works Manager Domico when her staff had the opportunity, could they accommodate the request to return items to the clubhouse.

- ❖ Deputy Municipal Clerk Bittner read RESOLUTION NO. 41-2017 ~ AUTHORIZING AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITHIN THE POLICE DEPARTMENT, ADMINISTRATIVE OFFICE AND EMPLOYMENT MATTERS WITHIN THE PUBLIC WORKS DEPARTMENT

A motion to approve Resolution No. 41-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

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*Time In: 7:49 p.m.      Time Out: 8:48 p.m.*

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- ❖ Authorization for Public Works Manager Domico to interview for a part-time Laborer position. (Public Works Manager Domico is required to submit the name of the individual to the Personnel Committee for their approval prior to hiring the individual for the position.)

A motion to approve filing the part-time Laborer position was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

(It was noted that if Councilman Sims is unable to attend the upcoming Personnel meeting, Mayor Welsh will assign another Council Member to the Committee.)

- ❖ Authorization for Public Works Manager Domico to temporarily hire JR Cifuni, as a special Laborer, in the event of a major snowstorm to plow snow at a rate of \$14.00 per hour

A motion to approve hiring JR Cifuni as a temporary special Laborer was made by Council President Ledrich and seconded by Councilwoman Moan. *Motion unanimously approved by voice vote.*

*Introduction of:*

- ❖ ORDINANCE NO. 1-2017 ~ 2017 SALARY AND WAGE ORDINANCE OF THE BOROUGH OF WESTVILLE

A motion to approve Ordinance No. 1-2017 was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

- ❖ RESOLUTION NO. 42-2017 ~ AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE BOROUGH OF WESTVILLE AND WILLIAM BITTNER, ADMINISTRATOR

A motion to approve Resolution No. 42-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *Motion unanimously approved by roll call vote*

- ❖ Mayor Welsh asked the Personnel Committee to review a 2% salary increase for all non-contractual employees.

*Meeting Minutes ~ January 16, 2017*

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

*The meeting was adjourned at 8:59 p.m.*

*Respectively Submitted,*

*William J. Bittner, Jr.  
Deputy Municipal Clerk*

*Next Meeting Scheduled for February 13, 2017*