

## BOROUGH OF WESTVILLE

Regular Council Meeting

165 Broadway

May 8, 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 Borough 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 and Fritz H. Sims, Jr., Municipal Clerk/Tax Collector Christine Helder, Administrator Ryan J. Giles, Public Works Manager Donna Domico, Engineer Jon Bryson, Chief William Whinna and Solicitor Timothy Scaffidi**

**Solicitor Scaffidi administered the Oath of Office to Part Time Borough Administrator Ryan J. Giles**

**Mayor Welsh administered the Oath of Office to the following Parkview students elected as Borough Officials:**

Mayor - Selma Svitak  
Council Member - Dakota Avellino  
Council Member - Kailey Finlayson  
Council Member - Christopher Howarth  
Council Member - Christofer Lee  
Council Member - Dominick Perry  
Council Member - Ellissa Waites  
Municipal Clerk - Hailee Smith  
Tax Collector - Olivia Ericsson  
Chief Financial Officer - Kylee McCullough  
Borough Administrator - Gabriella Orsini  
Chief of Police - David Friedman  
Housing/Code Enforcement/Zoning Official - Brooke Williams  
Court Administrator - Tyler DiCamillo  
Municipal Judge - Herbert Gaskill  
Municipal Prosecutor - Alex Seber  
Public Defender - Marina Muller  
Lions Club Tail Twister - Taniyah Hill  
Lions Club President - Brooke Evans  
Solicitor - Olivia Lynch  
Superintendent of Public Works - Savanna Bozarth  
Fire Chief - Rian Rishel  
Fire Marshall - Abigail Williams

**A motion to approve the meeting minutes of April 10, 2017 was made by Councilman Sims and seconded by Councilman Mailley. *Motion was unanimously approved by voice vote.***

**PUBLIC COMMENT ON AGENDA ITEMS ONLY:**

- ❖ Brian Miller, 706 Broadway, spoke on behalf of the Lions Club thanking Mayor and Council for all they do for the students for the Youth in Government activities. He also thanked Principal Egan and the teachers at Parkview for the great work they do with the students. Mr. Miller addressed the students by stating he hopes they enjoy the week-long Youth in Government activities.
- ❖ Joyce Lovell, 328 Summit Avenue, referred to Resolution No. 88-2017 and asked which properties were scheduled to be discussed. Mayor Welsh advised the rental properties at 114 Crown Point Road were planned for discussion.

**REPORTS OF THE COMMITTEES FOR APRIL:**

A motion to approve the reports, as submitted, was made by Council President Ledrich and seconded by Councilman Nordaby. *The motion was unanimously approved by voice vote.*

**Flooding & Train Issues:** Administrator Giles advised he had no new updates.

**OLD BUSINESS:**

*Public Hearing On:*

- ❖ **ORDINANCE NO. 4-2017 ~ AMENDING 2017 SALARY AND WAGE ORDINANCE NO. 1-2017**

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

Hearing no comment from the public, a motion to close the meeting to the public was made by Councilman Nordaby and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote.*

A motion to approve Ordinance No. 4-2017 was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

*Public Hearing On:*

- ❖ **ORDINANCE NO. 5-2017 ~ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45-14)**

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

Hearing no comment from the public, a motion to close the meeting to the public was made by Councilman Nordaby and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote.*

A motion to approve Ordinance No. 5-2017 was made by Council President Ledrich and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

**NEW BUSINESS:**

- ❖ **RESOLUTION NO. 78-2017 ~ APPROVING THE 2016 AUDIT AND GROUP AFFIDAVIT**  
A motion to approve Resolution No. 78-2017 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *The motion was unanimously approved by roll call vote.*
  
- ❖ **RESOLUTION NO. 79-2017 ~ AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY AT TIME OF THE PUBLIC HEARING**  
A motion to approve Resolution No. 79-2017 was made by Councilman Sims and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*
  
- ❖ **RESOLUTION NO. 80-2017 ~ AUTHORIZING THE MAYOR/OR HIS DESIGNEE TO SIGN A CONTRACT WITH INTERNATIONAL FIREWORKS (for June 24, 2017 Independence Day Celebration)**  
A motion to approve Resolution No. 80-2017 was made by Council President Ledrich and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*
  
- ❖ **RESOLUTION NO. 81-2017 ~ APPOINTING WILLIAM E. WHINNA, IV AND MICHAEL PACKER AS DEPUTY EMERGENCY MANAGEMENT COORDINATORS**  
A motion to approve Resolution No. 81-2017 was made by Councilwoman Moan and seconded by Councilman Sims. *The motion was unanimously approved by roll call vote.*

**CONSENT AGENDA:** The items listed below were considered to be routine by the Borough of Westville and enacted by one motion. There was no formal discussion of these items. If discussion was desired, items would be removed from the Consent Agenda and considered separately.

- ❖ **RESOLUTION NO. 82-2017 ~ APPROVING THE BOROUGH OF WESTVILLE'S POLICE DEPARTMENT'S APPLICATION AND PARTICIPATION FOR ENROLLMENT IN THE LAW ENFORCEMENT SUPPORT OFFICE (LESO) 1033 PROGRAM**
  
- ❖ **RESOLUTION NO. 83-2017 ~ APPROVING CHANGE ORDER NO. 1 FINAL FOR THE FY2014 MUNICIPAL AID RESURFACING AND SAFETY IMPROVEMENTS TO CROWN POINT ROAD AS PER THE ATTACHED DOCUMENT RESULTING IN A NET DECREASE IN THE CONTRACT PRICE OF \$7,340.50**
  
- ❖ **RESOLUTION NO. 84-2017 ~ AUTHORIZING THE TRANSFER OF A PAYMENT RECEIVED FROM KELLY AND ROBERT BICKING, 517 HIGHLAND AVENUE THAT WAS APPLIED TO THE TAX ACCOUNT TO THEIR WATER/SEWER ACCOUNT**
  
- ❖ **RESOLUTION NO. 85-2017 ~ AUTHORIZING THE WATER CLERK TO CREDIT WATER ACCOUNT #225, 148 CROWN POINT ROAD, FOR JULIA LUCAS, IN THE AMOUNT OF \$381.54 DUE TO A METER READING ERROR**
  
- ❖ **RESOLUTION NO. 86-2017 ~ AUTHORIZING THE TRANSFER OF PAYMENTS RECEIVED FROM CHARLES AND GINGER STRANO, 313 BROADWAY THAT WERE APPLIED TO THEIR TAX ACCOUNT, BE TRANSFERRED TO THE WATER/SEWER ACCOUNT**

❖ **RESOLUTION NO. 87-2017 ~ AUTHORIZING THE HIRING OF JOSIAH D. DOMICO TO THE POSITION OF FULL TIME LABORER I WITHIN THE PUBLIC WORKS DEPARTMENT**

A motion to approve Resolution Nos. 82 through No. 87-2017 was made by Councilman Mailley and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote.*

-----*End of Consent Agenda.*-----

❖ **SHARED SERVICES AGREEMENT** from the Gloucester County Purchasing Department for Family Entertainment (*Movie in the Park, insurance, etc. ~ Friday evening, June 23<sup>rd</sup> at dusk at Galbraith Park on River Drive*)

A motion to approve the Shared Services Agreement was made by Councilman Nordaby and seconded by Council President Ledrich. *The motion was unanimously approved by voice vote.*

❖ **REQUEST** from the Westville Fire Department to hold a coin drop on May 26, 2017 and September 1, 2017 from 3:00 p.m. to 7:00 p.m. at Broadway and Olive Street. (*Request sent to Chief Whinna and Public Safety Committee for review/ Insurance Received.*)

A motion to approve two coin drops for the Westville Fire Department was made by Councilman Nordaby and seconded by Council President Ledrich. *The motion was approved by voice vote with Councilmen Murtaugh and Sims abstaining.*

❖ **APPLICATION FOR 2017 AMUSEMENT GAME.** Gateway Diner, 106 Broadway (*application was approved by Chief Whinna and Fire Official Tucker*)

A motion to approve the Amusement License was made by Councilwoman Moan and seconded by Councilman Sims. *The motion was unanimously approved by voice vote.*

❖ **REQUEST** from Michael Hess, 301 Broadway, to connect his sump pump to the sewer line and be assessed the fees according to Borough Ordinance.

A motion to approve the request was made by Councilman Nordaby and seconded by Council President Ledrich. *The motion was unanimously approved by voice vote.*

❖ **REQUEST** from Gloucester County Division of Senior Services to have Westville’s bus available for the Golden Follies Entertainment Show scheduled for May 23, 2017 at Auletto Caterers.

A motion to approve the request was made by Councilman Sims and seconded by Council President Ledrich. *The motion was unanimously approved by voice vote.*

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

Police	\$69.60
Rent	\$1,225.00
Notary	\$2.55
Death Certificates	\$360.00
Marriage Licenses	\$104
Cat Licenses	\$15.00
Street Opening	\$10.00
200 Ft. List	\$20.00
<b>TOTAL</b>	<b>\$1,806.15</b>

**BILLS & VOUCHERS:**

The 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 Councilman Mailley. *Motion unanimously approved by voice vote.*

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

**PUBLIC PORTION:**

- ❖ Renee Egan, Principal of Parkview Elementary School, thanked Mayor and Council, Police, Public Works and Lions Club for their assistance and continued support of the Youth in Government activities.

**COMMUNICATIONS:**

1. **Letter from Remington & Vernick regarding Freshwater Wetland Permit Extension** (information available for review at Borough Hall)
2. **Letter and Resolution from JIF Honoring William Bittner for his years of service as JIF Fund Commissioner**  
Mayor Welsh read the Resolution
3. **Letter from Petroni & Associates regarding 2016 Borough Audit**
4. **Resolution from Monroe Township supporting the filing of a complaint regarding the New Jersey Criminal Justice Reform Act**  
Councilwoman Moan asked if Mayor and Council would consider supporting this resolution. Solicitor Scaffidi recommended supporting the Resolution. (Resolution No. 64-2017, supporting the Criminal Justice Reform Act, was approved at the March 13, 2017 meeting.)
5. **Letter from PSE&G regarding contact information for Electric Emergencies**
6. **GCUA Meeting Minutes from March 8, 2017**

- ❖ **Parkview Students elected to positions other than council read their job descriptions at this time.**

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

- ❖ **Councilwoman Moan reminded those in attendance that the Memorial Day service is scheduled for Monday, May 29<sup>th</sup> at Thomas West Park starting at 10 a.m. and asked audience members to contact her if they knew of anyone who would like to participate. Councilwoman Moan congratulated the students on participating in the Youth in Government activities and Ryan Giles on his appointment as Borough Administrator.**
- ❖ **Councilman Nordaby congratulated the students on their election to Borough positions and for participating in the Youth in Government activities.**

**COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS: (Continued)**

- ❖ Council President Ledrich thanked all those who participated in the Youth in Government initiative.
- ❖ Municipal Clerk Helder welcomed Administrator Giles to Westville and thanked all of the Parkview students for their participation during Youth in Government Week.
- ❖ Mayor Welsh thanked the Parkview students who attended the March 13, 2017 council meeting to express their desire to have Fireworks this year. He advised that a Fireworks show will be held this year on June 24<sup>th</sup>.
- ❖ Councilman Sims congratulated the students for being elected to Borough positions. Councilman Sims also thanked the Westville Lions Club, Parkview teachers, Clerk Helder and her organization for their support of the Youth in Government activities.
- ❖ Councilman Sims thanked the Public Works Department for placing the new flower pots throughout the downtown area.
- ❖ Councilman Murtaugh acknowledge the benefits of the Youth in Government activities.
- ❖ Councilman Mailley thanked everyone for participating in the Youth in Government program.
- ❖ Public Works Manager Domico discussed the clean-up for the Mars Graphics property on Deadline Drive and asked for permission to accept a proposal that was submitted by Accent Garden Market (formerly Phil Franchi Demolition).  
*A motion to table the request was made by Councilman Murtaugh and seconded by Councilman Sims. The motion to table the request was unanimously approved by voice vote.*
- ❖ Public Works Manager Domico advised she received approval from CFO Bruno to move forward with the purchase of the dump truck that will be delivered next week and discussed the clean-up of River Drive.
- ❖ Administrator Giles thanked everyone for the opportunity to work as Borough Administrator and promised to do the best for the residents of Westville.
- ❖ Chief Whinna thanked the students and the teachers and congratulated Ryan Giles on his appointment as Borough Administrator.

Mayor Welsh expressed his appreciation for the Youth in Government program and stated the students did a wonderful job.

**MEETING RECESSED AT 7:42 p.m. for refreshments  
for the Parkview Students Elected as Borough Officials.**

**Meeting resumed at 8:00 p.m. in Public Session**

❖ **ORDINANCE COMMITTEE REPORT**

(The Committee reported on the recommendations made by the State of New Jersey, Division of Fire Safety as a result of the Fire District's 2016 Audit)

Councilman Nordaby advised the report was based on an increase in fees that were identified in the Fire District's audit and the Committee recommends proceeding with the fee increases. Councilman Murtaugh clarified that it was not the Fire District's Audit but rather the Division of Fire Safety.

A motion to accept the recommendation was made by Councilman Nordaby and seconded by Council President Ledrich. *The motion was unanimously approved by roll call vote with Councilmen Murtaugh and Sims abstaining from the vote.*

**Public Hearing On:**

❖ **2017 MUNICIPAL BUDGET**

A motion to open the meeting to the public was made by Council President Ledrich and seconded by Councilman Sims. *The motion was unanimously approved by voice vote.*

Mayor Welsh acknowledged there was no one in attendance for the Public Hearing so a motion to close the meeting to the public was made by Councilwoman Moan and seconded by Councilman Nordaby. *The motion was unanimously approved by voice vote.*

❖ **2017 MUNICIPAL BUDGET**

A motion to ADOPT the 2017 Municipal Budget was made by Council President Ledrich and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

❖ **RESOLUTION NO. 88-2017 ~ AUTHORIZING AN EXECUTIVE SESSION FOR DISCUSSION OF CONTRACT NEGOTIATIONS FOR BOROUGH OWNED PROPERTIES**

A motion to approve Resolution No. 88-2017 was made by Councilman Mailley and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

**Solicitor Scaffidi read the notice that the meeting was in Executive session and would reconvene in Public Session, at the conclusion of the Executive session.**

A motion to go into Executive Session was made by Councilman Murtaugh and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*

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*Time In: 8:04 p.m.      Time Out: 8:35 p.m.*

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❖ **Councilman Sims recommended that Council Chambers be named after William C. Packer, III for his dedication to the Borough of Westville. Solicitor Scaffidi mentioned that the Municipal Building could also be named after Mr. Packer. Discussion took place on ways to acknowledge William C. Packer.**

- ❖ **Councilman Murtaugh requested that the phones listed in the May 2017 Auction, that did not sell, be given to the Fire District.**

A motion to make an interdepartmental switch, by giving all the unsold phone systems to the Fire Department, was made by Council President Ledrich and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote with Councilmen Murtaugh, Nordaby and Sims abstaining. Mayor Welsh voted yes to make it a majority decision to give the unsold phones to the Fire Department.*

- ❖ **Councilman Murtaugh asked for permission to discuss, with Borough Administrator Giles, switching to a different cell phone provider (from Verizon to Sprint) to save money for the Borough.**
- ❖ **Councilman Murtaugh asked the Celebrations Committee for an Incident Accident Plan for the May 29, 2017 Memorial Day Service so that the Public Safety Committee can review the report.**

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

*The meeting was adjourned at 8:45 p.m.*

*Respectively Submitted,*

*Christine A. Helder  
CMC/Municipal Clerk*

**Next Council meeting scheduled for June 12, 2017 @ 7:00 p.m.**