

# **BOROUGH OF WESTVILLE**

Regular Council Meeting

165 Broadway

December 12, 2018 ~ 7:00 p.m.

Meeting Minutes

---

**Council President Ledrich 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:**

**Council President Michael O. Ledrich, Council Members: Paul C. Mailley, Donna Moan, Charles D. Murtaugh, Bruce Nordaby and Fritz H. Sims, Jr., Deputy Clerk Kathleen Carroll, Administrator/Clerk Ryan J. Giles, Public Works Manager Donna Domico, Engineer Jon Bryson, Lt. Michael Packer and Solicitor Timothy Scaffidi**

**Absent: Mayor Russell W. Welsh, Jr., Councilman Bruce Nordaby and Police Chief William Whinna**

A motion to approve the Regular and Executive meeting minutes of November 7, 2018 was made by Councilwoman Moan and seconded by Councilman Sims. *Motion was unanimously approved by voice vote.*

## **PUBLIC COMMENT ON AGENDA ITEMS ONLY:**

- ❖ Joyce Lovell, 328 Summit Avenue expressed her concern about the Borough doing a Shared Services Agreement with the County of Gloucester for Emergency Medical Services (EMS) as indicated in Resolution No. 129-2018. Council President Ledrich advised Ms. Lovell that more information about this issue would be addressed later in the meeting.
- ❖ Jane Guillaume, Executive Director of People for Animals in Gloucester County commended Council for their TNR (Trap, Neuter and Release) Ordinance.

Council President Ledrich advised the Swearing in of Officer Herrmann was rescheduled to the Reorganization meeting to be held on Saturday, January 5, 2019 at 5:30 p.m.

## **COMMITTEE REPORTS FOR OCTOBER 2018:**

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

**OLD BUSINESS:**

***Public Hearing***

*(2<sup>nd</sup> Reading - Introduced November 7, 2018)*

- ❖ **ORDINANCE No. 19-2018** – Authorizing the Implementation of a Community Cat Program (CCP) in the Borough of Westville

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

Hearing no comments from the public, a motion to close the meeting to the public was made by Councilman Sims and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

A motion to adopt Ordinance No. 19-2018 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

***Public Hearing:***

*(2<sup>nd</sup> Reading - Introduced November 7, 2018)*

- ❖ **ORDINANCE No. 20-2018** – Amending Chapter 282. Sewer Rents of the Code of the Borough of Westville

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

Hearing no comments from the public, a motion to close the meeting to the public was made by Councilman Sims and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

A motion to adopt Ordinance No. 20-2018 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

***Public Hearing:***

*(2<sup>nd</sup> Reading - Introduced November 7, 2018)*

- ❖ **ORDINANCE No. 21-2018** – Amending Chapter 373 of the Code of the Borough of Westville, Vehicle and Traffic, Section 373-35, Schedule 7, one-way Streets

*Solicitor Scaffidi, noted for the record, that Councilman Murtaugh left the dais and was sitting in the audience.*

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

Hearing no comments from the public, a motion to close the meeting to the public was made by Councilman Sims and seconded by Councilman Mailley. *The motion was unanimously approved by voice vote.*

A motion to adopt Ordinance No. 21-2018 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote. (Councilman Murtaugh was in the audience and did not vote on this Ordinance.)*

*Solicitor Scaffidi, noted for the record, that Councilman Murtaugh returned to the dais after the vote.*

**NEW BUSINESS**

**CONSENT AGENDA**

The items listed below 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/deny all Resolutions listed under the Consent Agenda by Roll Call Vote)*

**RESOLUTION No. 121-2018** – Accepting request for waiver of medical insurance coverage and for reimbursement from Justin Cifuni of the Public Works Department

**RESOLUTION No. 122-2018** – Authorizing the Tax Collector to issue a refund in the amount of \$1,292.28 to Dovenmuehle Mortgage for a payment made in error for 10 Cedar Avenue *(this is the mortgage company for the previous owner who made the payment by mistake)*

**RESOLUTION No. 123-2018** – Authorizing the Tax Collector to issue a refund in the amount of \$1,298.30 to CoreLogic for a payment that was incorrectly posted to 5 Willow Road rather than 10 Cedar Avenue, Block 78, Lot 20

**RESOLUTION No. 124-2018** – Refunding Robert Coleman, a totally disabled veteran, \$180.97 for the Homestead Tax Rebate received for block 15, lot 13, 301 Summit Avenue

**RESOLUTION No. 125-2018** – Authorizing Appropriation of Transfers

**RESOLUTION No. 126-2018** – Appointing Jason A. Cassel to the position of full time/part time Laborer with the Public Works Department effective November 13, 2018.

A motion to approve Resolutions Nos. 121-126-2018 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

**CONCLUSION OF CONSENT AGENDA**

**NEW BUSINESS: (Continued)**

**JIF Dividend Announcement** regarding eligibility to share in the surplus generated from strong safety programs, claims management and other cost control programs. (Recommendation from Chief Financial Officer Bruno is to accept the \$41,378.00 Dividend amount.)

A motion to approve the CFO's recommendation to accept the \$41,378.00 Dividend amount was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ **BIDS** were received by the Deputy Clerk for AccuTab SI Tablets and CES PAC1 900S on December 5, 2018 for the 2019 Water Purification process. The only bidder was Coyne Chemical and the Bids are as follows:

AccuTab SI Tablets	\$124.66/ pail (Borough’s estimated purchase – approximately 24 pails per month)
CES PACL 900S	\$245.01/ drum (Borough’s estimated purchase – approximately 84-100 drums for the year)

- ❖ **RESOLUTION No. 127-2018** – Awarding the lowest bid for AccuTab SI Tablets for 2019 to Coyne Chemical (\$124.66/ pail)  
 A motion to approve Resolution No. 127-2018 was made by Councilwoman Moan and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*
  
- ❖ **RESOLUTION No. 128-2018** – Awarding the lowest bid for CES-PACL 900S for 2019 to Coyne Chemical (\$245.01/ drum)  
 A motion to approve Resolution No. 128-2018 was made by Councilman Sims and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*
  
- ❖ **REQUEST** from a resident for consideration of adding a street light on Willow Road.  
 Councilman Murtaugh spoke on behalf of the Street Lighting Committee and advised Committee members did go out to Willow and agreed it is a dark area and that a street light should be installed. Councilman Murtaugh stated PSE&G was advised of the situation.  
 A motion to approve the request was made by Councilman Murtaugh and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote.*
  
- ❖ **REQUEST** from business owner at 907 Broadway (Deli Stop Foodmarket) to forgive the 3<sup>rd</sup> quarter late fee for non-payment of property taxes due to technical issues associated with his payment of taxes  
 Administrator Giles advised the Business Owner sent a letter indicating that there was a technical glitch, on the business owner’s end, in paying their taxes. Administrator Giles recommended to Council that they not waive the interest fee.  
 A motion to decline the request was made by Councilman Sims and seconded by Councilman Murtaugh. *The motion was unanimously approved by roll call vote.*

- ❖ **LETTER** from the Westville Fire District regarding the move of the Borough's Emergency Medical Services (EMS) to Gloucester County Regional EMS.

Councilman Sims provided a brief history of the Westville Fire District and advised the Fire District no longer has enough volunteers to cover Emergency Medical Services and that because of the lack of volunteers, the Fire District will sign a Shared Services Agreement with the County of Gloucester to provide Emergency Medical Services (EMS) effective January 1, 2019 to insure the residents of Westville will have ambulance services when needed. Councilman Sims assured residents that the paid employees of the Fire District, who work 7 a.m. to 6 p.m., will continue to respond to Ambulance calls in addition to the Gloucester County EMS workers and further, if available, volunteers will respond to ambulance calls after regular work hours in addition to the Gloucester County EMS team.

Fire Chief Eric Farley confirmed Councilman Sims statement that there's a lack of volunteers to run the Ambulance.

Joyce Lovell asked about billing for ambulance services and was told by Fire Chief Farley that only one ambulance will transport.

A motion to accept the letter from the Fire District was made by Councilman Mailley and seconded by Councilwoman Moan. *The motion was unanimously approved by voice vote with Councilman Murtaugh abstaining from the vote.*

- ❖ **RESOLUTION No. 129-2018** - Authorizing execution of a Shared Services Agreement by and between the County of Gloucester, New Jersey and the Borough of Westville for the provision of Basic Life Support Emergency Medical Service

*Solicitor Scaffidi noted, for the record, that Councilman Murtaugh left the dais and was sitting in the audience.*

A motion to approve Resolution No. 129-2018 was made by Councilman Mailley and seconded by Councilwoman Moan. *The motion was unanimously approved by roll call vote. (Councilman Murtaugh was in the audience and did not vote on this Resolution.)*

*Solicitor Scaffidi noted, for the record, that Councilman Murtaugh returned to the dais after the vote.*

-----**CONCLUSION OF NEW BUSINESS**-----

**APPROVAL OF THE BILL LIST:**

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

A motion to pay all bills and vouchers that were in order, was made by Councilman Mailley and seconded by Councilman Sims. *Motion unanimously approved by roll call vote. (Councilwoman Moan abstained from approving check #27164.)*

**COMMUNICATIONS:**

- ❖ Public Notice from American Water regarding their acquisition of Roxbury Water Company
- ❖ Letter from the State of New Jersey, Department of Transportation regarding the Route 130 Bridge over Big Timber Creek  
Administrator Giles advised this letter addressed environmental testing and the building of retaining walls that will be completed in this area. Administrator Giles confirmed he will be contacting the Department of Transportation for additional information.
- ❖ Notification from Tax Collector, Nicole O'Hara that the 2019 Tax Sale is scheduled for Wednesday, February 27, 2019.

**PUBLIC PORTION:** (Individuals must state their name and address for the record and respect the five minute time limit while addressing the Governing Body. In order to be heard, individuals must go to the podium and speak into the microphone.)

- ❖ Joyce Lovell, 328 Summit Avenue, thanked the Rolling Badges for the delicious turkey dinner they made for seniors. Ms. Lovell also advised the Environmental Commission recycled 1,000 pounds of non-recyclable plastic and as a result of their efforts, the Environmental Commission will receive a bench that Ms. Lovell asked to be placed in front of the Light of the Living in memory of Reverend Doughty.

A motion to approve the request to have the bench placed in front of the Light of the Living sign in memory of Reverend Doughty, was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ Rachael Ogden, 214 Woodbine Avenue, thanked Council for adopting the Community Cat Ordinance.
- ❖ Sally Martino, 426 Summit Avenue, expressed her disappointment that the Westville Fire District would not have ambulance services starting in 2019.

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

- ❖ Administrator Giles provided an update on the River Drive project and confirmed he is still moving forward with the sale of the Mars Graphics property. Administrator Giles also confirmed that the regular Council meeting date has been moved to the first Monday of each month and asked Council if they wanted to have a regular meeting in January or move to February.

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

- ❖ Public Works Manager Domico stated she needed information about meeting dates for the calendar by Wednesday. Public Works Manager Domico advised the Deli Stop on Broadway has asked Public Works to start picking up their trash. Public Works Manager Domico advised council that under State Law she must pick up the trash but informed the owner that they are required to supply their own dumpster and that if there are any issues with trash pickup, the trash service will cease after one warning. Public Works Manager Domico confirmed the trash at 712 Broadway was no longer picked up by Public Works because of non-compliance issues. Public Works Manager Domico advised council of the holiday trash schedule.
- ❖ Engineer Bryson provided an update on the 2018 Water Main project by stating a bid opening was scheduled for Wednesday, December 14, 2018. Engineer Bryson also gave an update on the “punch list” for the Senior housing project. Public Works Manager Domico discussed allowing homeowners to tie into the sanitary sewer system for the winter to avoid sidewalk and street icing conditions. General discussion took place regarding sump pumps pouring water into the streets during the winter and the icing hazards it creates. Discussion took place regarding the opening of the Senior housing facility.
- ❖ Councilwoman Moan thanked the volunteers and members of the Celebrations Committee for their hard work on Borough Celebration projects and wished everyone a Merry Christmas and Happy New Year.
- ❖ Councilman Murtaugh asked Administrator Ryan to notify the resident on Willow, who requested a street light that a request will be made to PSEG for the light. Councilman Murtaugh advised the 5<sup>th</sup> Legislative District members asked the Borough to put together a flooding profile, which was completed by Public Works Manager Domico and that he submitted the report to the 5<sup>th</sup> district representatives. Councilman Murtaugh made a brief statement on the lack of Fire and EMS volunteers. Councilman Murtaugh provided an explanation of why he left the dais during the voting process on a specific Ordinance and Resolution (he lives on Ambler so left the dais for the vote on Ordinance No. 21-2018 and since works for Gloucester County, he left the dais for the vote to join the County EMS which was Resolution No. 129-2018.)
- ❖ Councilman Sims thanked the Celebrations Committee for the good work they did organizing the Christmas Tree Lighting ceremony and thanked the members for all they do throughout the year. Councilman Sims also thanked the Volunteers, Police, Public Works and sponsors for their support of the Celebration projects. Councilman Sims wished everyone Happy Holidays.
- ❖ Councilman Mailley advised Council about the House Decorating Contest scheduled for December 17, 2018 and wished everyone Happy Holidays.
- ❖ Council President Ledrich wished everyone Happy Holiday.

A motion to adjourn the meeting was made by Councilman Mailley and seconded by Councilman Sims. *Motion unanimously approved by voice vote.*

*The meeting was adjourned at 7:58 p.m.*

*Respectively Submitted,*

*Kathleen Carroll  
Deputy Municipal Clerk*

*Next Council meeting scheduled for  
January 5, 2019 - Reorganizaton*