

BOROUGH OF WESTVILLE

Emergency Council Meeting

165 Broadway

March 16, 2020

Agenda

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

The 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: Travis J. Lawrence, Paul C. Mailley, Charles D. Murtaugh, Bruce Nordaby, and Fritz H. Sims, Jr. Administrator/Clerk Ryan J. Giles, Public Works Manager Martin Finger, Police Lt. Michael Packer and Solicitor Timothy Scaffidi.

Absent: Deputy Clerk Kathleen Carroll

Mayor Welsh advised that these are unprecedented times and advised schools, bars and restaurants are closing.

NEW BUSINESS:

Discussion of the COVID-19 Virus

❖ **Shuttle Bus Service**

Public Works Superintendent Finger advised the bus ran today to give seniors an opportunity to get to the grocery store. He also advised that the bus driver is willing to continue to drive seniors to the grocery store and he would find a way to sanitize the bus for trips to Walmart and Shop Rite and give the seniors another week to purchase groceries. Discussion took place regarding options to keeping the bus operating, limiting the number of passengers and the days the bus will operate.

❖ **Future Council Meetings**

Discussion took place regarding the feasibility of a virtual meeting and Administrator Giles talked about Zoom meetings and how they can be conducted. Administrator Giles advised Council that the April meeting should be canceled.

Motion to cancel the April 6, 2020 meeting due to the COVID-19 virus and to make the next council meeting date May 4, 2020 was made by Councilman Murtaugh and seconded by Councilman Sims. *Motion unanimously approved by voice vote.*

Motion to allow Administrator Giles to pay the bills that would have been approved at the April 6, 2020 meeting was made by Councilman Murtaugh and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

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NEW BUSINESS:

Discussion of the COVID-19 Virus *(continued)*

❖ **Future Borough sponsored meetings** (Land Use Board, etc.)

Council confirmed that all future Borough sponsored meetings will be canceled until further notice. Committees and Celebrations committee can hold meetings since only three members are present or participants adhere to the 6 foot rule.

❖ **Public Works concerns and issues**

Administrator Giles suggested splitting up the Public Works employees during the pandemic to keep staff available. Administrator Giles also suggested employees not go into homes for meter readings and purchasing equipment (glasses, gloves, etc.) to better protect employees. Public Works Superintendent Finger confirmed he has enough masks, gloves on hand for the employees.

❖ **Police Update**

Lt. Packer advised he attended an OEM conference call and advised that as of today, the County did not have any confirmed cases in Gloucester County. Lt. Packer advised he put in a request for masks, sanitizers and other equipment and described the measures that are in place to protect the officers and arrests that can be made. Lt. Packer advised he asked the Chief if personal time off for officers can be suspended unless they are sick. Discussion took place regarding walk in reports or individuals needing to speak with a police officer.

❖ **Emergency Management Update**

Steve Cope provided an update specific to Emergency Management Services and that he receives daily updates from the Gloucester County Office of Emergency Management.

❖ **Modified hours for Administration and Court**

Mayor Welsh suggested the Borough building be closed to the public but that employees can still continue to work. Administrator Giles advised that based on a conference call with Rep. Donald Norcross, all Camden County Borough facilities are being closed as of Monday but that employees will still continue to report to work. General discussion took place regarding changing hours of Administrative employees and limiting the time when employees are in the office and continuing salaries for employees. Lt. Packer stated he would work with the Police Secretary to set up a schedule for working. Discussion took place on how to communicate office hours to residents.

❖ Councilman Nordaby commented that council and department heads needed to continue to communicate with one another.

❖ Councilman Sims talked about communicating information to residents.

❖ Councilman Murtaugh stated the Borough needs to communicate closings to organizations.

Agenda

- ❖ Mayor Welsh highlighted decision that were made:
 - Shuttle bus service will be limited to this Wednesday and Thursday with Thursday being the last trip but with information supplied to seniors on other resources available to them
 - No April council meeting; however will plan on having a May council meeting
 - All upcoming Borough sponsored meetings are postponed
 - Good job by Public Works by splitting up the workforce to work in different towns
 - Police will continue to provide updates to Council
 - Emergency Management will continue to provide updates
 - Close Borough buildings to the public and place Borough office employees on modified hours with Administrator Giles having the authority to set the schedule. The situation will be reevaluated in two weeks
 - Advise organizations that have reserved Borough facilities that all Borough facilities are closed to the public until further notice

PUBLIC PORTION:

- ❖ An individual from the audience asked about setting up a volunteer group to help the seniors. Councilman Murtaugh stated those volunteers would have to be screened (i.e. background check). Discussion took place regarding how seniors and other residents can be helped and how to avoid scams.

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

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

Respectively Submitted,

Ryan J. Giles

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Municipal Clerk/Administrator

Next Meeting Scheduled for May 4, 2020