

# BOROUGH OF WESTVILLE

165 Broadway

Westville, NJ 08093

## Regular Council Meeting

August 20, 2020

*Meeting Minutes*

Mayor Fritz H. Sims, Jr. called the August 20, 2020 council meeting to order at 7:00 p.m.

The **Pledge of Allegiance** was recited

**The Deputy Clerk read the notice.** Adequate notice of this meeting has been given by notifying the South Jersey Times and the Courier Post, posting the meeting date on the official bulletin board of the Municipality and the municipal web site. Additional written Public Notice was given and printed in the South Jersey Times on July 28, 2020 and uploaded to the Municipal web site regarding the public meeting format change from an in-person public meeting to a video/teleconference public meeting due to COVID-19.

**Roll Call:** Mayor Fritz H. Sims, Jr., Council Members: Travis R. Lawrence, Paul C. Mailley, Charles D. Murtaugh and Bruce Nordaby. Administrator/Municipal Clerk Ryan J. Giles, Deputy Clerk Kathleen Carroll, Public Works Manager Martin Finger, Engineer Jon Bryson, Police Chief William Whinna and Solicitor Timothy Scaffidi. Council President Michael O. Ledrich joined the meeting at 8:45 p.m. ABSENT: Council Member Donna M. Domico

**MEETING MINUTES:** Regular and Executive meeting minutes from July 16, 2020 were approved by Councilman Nordaby and seconded by Councilman Lawrence with Councilman Lawrence advising his middle initial is R. *Motion was unanimously approved by voice vote.*

**OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:** Motion to open the meeting to the public for agenda items only was made by Councilman Lawrence and seconded by Councilman Murtaugh. *The motion was unanimously approved by voice vote.* Hearing no comments from the Public, Councilman Mailley motioned to close the meeting to the public, Councilman Lawrence seconded and his motion carried unanimously.

### COMMITTEE REPORTS FOR MAY 2020

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

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**OLD BUSINESS:**

***Public Hearing:***

*(2<sup>nd</sup> Reading – Introduced July 16, 2020)*

- ❖ **Ordinance No. 8-2020** – Bond Ordinance authorizing the completion of various road improvements in the Borough of Westville, County of Gloucester, New Jersey; appropriating the sum of \$335,000 therefor; authorizing the issuance of general obligation bonds or bond anticipation notes of the Borough of Westville, County of Gloucester, New Jersey, in the aggregate principal amount of up to \$90,250 making certain determinations and covenants; and authorizing certain related actions in connection with the foregoing

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

A motion to adopt Ordinance No. 8-2020 was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by roll call 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. 85-2020** – Accepting the resignation of Jeff Chestnut from the Public Works Water Department July 23, 2020

**RESOLUTION No. 86-2020** – Accepting the resignation of Patrick Helms from the Public Works Highway Department, effective August 21, 2020

**RESOLUTION No. 87-2020** – Accepting the resignation of Stephen M. Cattell from the Public Works Highway Department, effective August 21, 2020.

**RESOLUTION No. 88-2020** – Authorizing the Borough of Westville to rescind Resolution No. 75-2020 that authorized the mailing of estimated tax bills in accordance with P.L. 1994, C.7

**RESOLUTION 89-2020** – Approving Renewal of Plenary Retail Consumption Licenses for 2020-2021 for the Westville Boat Club *(This Resolution was rescinded for further consideration at the September 17, 2020 council meeting.)*

A motion to approve Resolution Nos. 85 thru 88-2020 was made by Councilman Murtaugh and seconded by Councilman Lawrence. *The motion was unanimously approved by roll call vote.*

**END CONSENT AGENDA**

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**NEW BUSINESS:** (Continued)

❖ **RESOLUTION No. 89-2020** – Approving the 2019 Audit and Group Affidavit

A motion to approve Resolution No. 89-2020 was made by Councilman Nordaby and seconded by Councilman Lawrence. *The motion was unanimously approved by roll call vote.*

❖ **RESOLUTION No. 90-2020** – Authorizing the appointment of Daniel R. Kelhower to the position of full time Water Operator with the Borough of Westville Water Department effective August 17, 2020

A motion to approve Resolution No. 90-2020 was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

❖ **RESOLUTION No. 91-2020** – Authorizing a private sale of vacant land known as block 59, lot 6 a/k/a, 235 Edgewater Avenue to contiguous property owners pursuant to N.J.S.A. 40A:12-13(b)(5) by sealed bid

Administrator Giles added that this is a property where there was an in rem foreclosure and both residents on either side of the lot are interested in the property so sealed bids will be submitted to Borough.

A motion to approve Resolution No. 91-2020 was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

❖ **RESOLUTION No. 92-2020** – Authorizing the Tax Collector to issue a refund in the amount of \$5,741.11 to CORELOGIC for an overpayment made on the 4<sup>th</sup> quarter 2019 taxes and 1<sup>st</sup> and 2<sup>nd</sup> quarter 2020 taxes for block 60, lot 4, 307 Edgewater Avenue

A motion to approve Resolution No. 92-2020 was made by Councilman Mailley and seconded by Councilman Lawrence. *The motion was unanimously approved by roll call vote.*

❖ **RESOLUTION No. 93-2020** – Authorizing the Placement of Property Maintenance Liens

<u>Block/Lot</u>	<u>Owner of Record</u>	<u>Address</u>	<u>Amount</u>	<u>Date</u>
19/18	Irene Zane	317 Highland Avenue	\$211.82	7/19/20
45/1	Frances Silenzio	714 Gateway Blvd.	\$211.82	7/19/20
50/19	IHS2 LLC	322 High Street	\$186.82	7/19/20
66/12	Kimberly Cianciola	125 Hunter Avenue	\$211.82	7/19/20

A motion to approve Resolution No. 93-2020 was made by Councilman Murtaugh and seconded by Councilman Lawrence. *The motion was unanimously approved by roll call vote.*

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### NEW BUSINESS: *(Continued)*

- ❖ **REQUEST** from the Gloucester County Women's Slowpitch league to use the Helene Walker field at Almonesson and Klinger for their fall ball season that starts September 13 through November 1. *(All required paperwork has been submitted.)*

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

### **TOPICS FOR DISCUSSION:**

- ❖ Change the name of Deadline Drive to 4 Heroes Way
  - Councilman Murtaugh questioned whether or not the renaming was for the entire Deadline Drive and Mayor Sims responded that he thought it was. Councilman Murtaugh suggested that the side street (around the corner) still maintain the name of Deadline Drive and that if the Rolling Badges want to change the name of the side street then they would have to clean up that property. A lengthy discussion took place regarding boundaries of the property occupied by the Rolling Badges. Councilman Lawrence confirmed that 4 Heroes Way would extend to the curb and along the side it would be Deadline Drive. A second lengthy discussion took place regarding the boundaries of the property occupied by the Rolling Badges with a request to Administrator Giles to check the building boundaries and confirmation that some of the property in the back of the building is wetlands. Administrator Giles advised he would research the deed to check the property boundaries.

A motion to approve the request to change the name of the street, upon confirmation of the property boundaries, was made by Councilman Murtaugh and seconded by Councilman Mailley. *The motion was unanimously approved by roll call vote.*

- ❖ Club License for Rolling Badges
  - Mayor Sims advised this is a continuing project. Deputy Clerk Carroll advised she is waiting for confirmation from the State to schedule a conference call to discuss the process for approving a Club License. Deputy Clerk Carroll confirmed the Borough would have to adopt a Resolution approving a Club License that would cost the organization \$150 and that once approved, the organization then would file with the ABC and that charge would be \$200.

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

### BILLS & VOUCHERS: List of Bills:

A motion to dispense with reading of the bills was made by Councilman Nordaby and seconded by Councilman Murtaugh. *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 Lawrence. *Motion was unanimously approved by roll call vote with Councilman Mailley abstaining from Check #28850.*

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### **COMMUNICATIONS:**

- ❖ Letter from the State of New Jersey regarding the federally funded 2020 Transportation Alternative Set-Aside Program

### **PUBLIC PORTION:**

Councilman Lawrence motioned to open the meeting to the public, Councilman Nordaby seconded his motion that was approved by the entire Council.

- Wendy Baxter, 10 Third Avenue inquired about the Club License for the Rolling Badges and wondered if the Club would make a profit from selling the liquor and if they were getting the property rent fee. Mayor Sims advised the Rolling Badges have upgraded and fixed the building and he was under the impression they were recouping some of their expenses. Mayor Sims also stated it would be the same license as the Boat Club. Further discussion took place regarding the Club and Councilman Lawrence confirmed the Rolling Badges are a non-profit organization and highlighted the good deeds the organization does for communities.
- William Bittner, 317 Summit Avenue, spoke about the Rolling Badges organization and their good deeds.
- Susan Troya, 316 Summit Avenue, expressed her concerns about people parking the wrong way on her street and that the police don't issue tickets. Chief Whinna commented, when warranted, the Police Department warns the resident before issuing parking tickets and that he will upload a post on Facebook reminding people about facing the correct way when parking.
- William Bittner, 317 Summit Avenue, added his comments regarding parking issues.

Hearing no comments from the Public, Councilman Lawrence motioned to close the meeting to the public, Councilman Murtaugh seconded and his motion carried unanimously by voice vote.

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

- ❖ Councilman Murtaugh commented on the Emergency Management Plan and that electronic signatures will be permitted and that the Borough may be eligible for a \$10,000 grant.
- ❖ Councilman Nordaby asked about opening up the parks that would include the swings. Councilman Murtaugh responded saying that the swings would have to be sanitized after each use. Discussion took place regarding JIF guidelines for sanitizing playgrounds and Administrator Giles advised some towns opened their basketball courts.
- ❖ Councilman Nordaby also talked about the old Borough Hall. Administrator Giles advised the Borough is waiting for Verizon to come out to remove the underground phone lines that must be removed before the building can be demolished. Public Works Manager Finger advised he will reach out to Verizon to see if he can get a firm date to remove the line.

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

#### ❖ Councilman Lawrence:

- discussed creating a Shade Tree Commission that was suggested by resident Ed Green. Administrator Giles advised that as long as the municipality has an Ordinance, the committee could be recommissioned and the Mayor could appoint members. Mayor Sims added that he's received calls from residents who want to volunteer and he's asked them to submit a plan in writing for his review
- asked Chief Whinna about connecting Ring accounts to the Police Department alerts. Chief Whinna advised his department is already working on this issue
- asked what can be done about individuals trespassing on the Mars Graphics property. Chief Whinna advised the Police cannot drive back on the property because it is chained up but did confirm that the property is patrolled and they keep trespassers out as much as possible. Mayor Sims advised there is a big fence on the property that is not locked and asked Public Works Manager Finger to investigate
- asked if a Borough Committee could be formed to open the lines of communication with the School Board regarding school taxes and other issues such as Shared Services Agreement between the municipalities and school boards. Mayor Sims advised Administrator Giles also asked the same questions to improve communications. Further discussion took place regarding answering questions about non Borough issues as it relates to taxes. Mayor Sims advised he could create a committee
- spoke about the condition of the pond and asked what can be done to improve its appearance. Mayor Sims advised Public Works has cleaned and cleared the area and talked about general issues specific to cleaning the area. Mayor Sims stated that Council is going to have to make a hard decision on how they want the pond to appear and that they will have to meet with the Environmental Commission to discuss the Borough's plans for the pond and the fact that the Environmental Commission does not have the necessary volunteers to maintain the area. Mayor Sims confirmed he will reach out to Joyce Lovell, Chairman of the Environmental Commission to schedule a meeting about the pond.
- talked about the bump-out by Woodbine Avenue and what purpose it serves. Councilman Nordaby advised he spoke with Engineer Bryson who stated that if the bump were removed, it would help with the flooding situation in that area.

Motion to remove the bump-out at Woodbine and Broadway was made by Councilman Lawrence and seconded by Councilman Mailley. *The motion carried unanimously by roll call vote.*

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

- ❖ Administrator Giles:
  - ❖ mentioned that he had an issue for Engineer Bryson regarding a resident on Delsea Drive who complained that his house shakes from traffic as a result of the recent construction project on Delsea Drive and wanted to know when Pioneer Pipe would pave the road. Engineer Bryson advised he met with Pioneer Pipe who confirmed they were scheduled to start the paving the first week of September. Engineer Bryson also advised that the Delsea Drive paving is not a complete full road length project but is only hitting those spots that settled out and need to be addressed and that it's being done this way because of the DOT project to repave the entire road. Engineer Bryson also confirmed that the project is guaranteed for two years should any road issues develop.
  - ❖ advised that a few people in Public Works either retired or voluntarily terminated and that he and Public Works Manager Finger are reviewing resumes and will begin the interview process.
- ❖ Engineer Bryson provided an update on the Delsea Drive paving that is scheduled to start the first week of September and confirmed the Hazel Avenue project is completely finished.

Councilman Murtaugh asked Engineer Bryson to have the dust removed from the house at the corner of Center Street and Delsea Drive. Public Works Manager Finger advised his employees tried to remove the dust but it didn't come off so perhaps an acid wash is needed.

Councilman Murtaugh asked Engineer Bryson to check the crack in the valve at the railroad crossing.

- ❖ Public Works Manager Marty Finger advised the new trash and recycling schedule started and mentioned that only 40 people did not put their trash out using the new schedule.
- ❖ Deputy Clerk Carroll asked council members to stop at her desk to sign the Group Audit Affidavit along with bill lists. Councilman Murtaugh asked if in the future, they could sign these types of documents electronically. Deputy Clerk Carroll stated she would talk with the Borough Auditor and email council their recommendation.
- ❖ Police Chief Whinna advised signs for the park hours were posted and that the police were putting up chains at the park entrances to deter people from entering after hours. Chief Whinna also confirmed that PSE&G will install a light pole at the parking lot but facing towards the river so that the light does not shine in homes.
- ❖ Mayor Sims:
  - thanked Department Heads for responding to residents' calls
  - stated he received calls from residents complaining about Code Enforcement and confirmed the Borough is responding to concerns and followed up with a meeting with Administrator Giles which may result in updating some Ordinances
  - reminded residents to complete the Borough online survey and thanked Administrator Giles for putting the survey together

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### EXECUTIVE SESSION:

The Deputy Clerk read **RESOLUTION No. 94-2020** - Authorizing an Executive Session to discuss purchase/sale of property.

A motion to approve Resolution No. 94-2020 was made by Councilman Murtaugh and seconded by Councilman Nordaby. *Motion unanimously approved by voice vote.*

*Time In: 8:45 p.m.*

*Time Out: 10:33 p.m.*

Let the record reflect that Council President Ledrich joined the meeting at 8:45 p.m. in the Closed Session and is now present in the Open portion of the meeting.

Motion to approve the hiring of Sandra Kelley for putting together a Marketing Plan and Branding Development was made by Councilman Lawrence and seconded by Councilman Murtaugh. *Motion unanimously approved by voice vote.*

- ❖ Resolution 95-2020 - Authorizing and directing the Planning Board to undertake a preliminary investigation to determine if 910 Gateway is an area in need of redevelopment.

A motion to approve Resolution No. 95-2020 was made by Councilman Nordaby and seconded by Councilman Mailley. *Motion unanimously approved by roll call vote.*

Motion to **Rescind the Adoption of RESOLUTION No. 89-2020** "Approving Renewal of Plenary Retail Consumption Licenses for 2020-2021 for the Westville Boat Club" for further consideration at the September 17, 2020 meeting was made by Councilman Nordaby and seconded by Council President Ledrich. *Motion unanimously approved by roll call vote.*

Mayor Sims advised he will be reviewing the Committee List and make changes within the next week or two.

A motion to adjourn the meeting was made by Councilman Lawrence and seconded by Councilman Mailley.

The meeting was adjourned at 10:50 p.m.

Respectively Submitted,



Kathleen Carroll  
Deputy Municipal Clerk

*Next Council Meeting Scheduled for  
Thursday, September 17, 2020 at 7:00 p.m.*