BOROUGH OF WESTVILLE

Regular Council Meeting
165 Broadway
October 26, 2026
Agenda

Fritz H. Sims, Jr., Mayor
Council Members:
Joe Bobiak
Donna M. Domico
Travis R. Lawrence
Mandi McCullough
Bruce Nordaby
Tracy Van Acker

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC NOTICE

In compliance with the "Open Public Meetings Act," Chapter 231, P.L. 1975, adequate notice of this meeting has been provided in the following manner: the annual notice was forwarded to the official Borough newspapers and was posted in the Westville Municipal Building and web site. All notices are on file with the Borough Clerk

ROLL CALL

SALE OF VACANT LAND for Block 59, Lot 16, a/k/a 235 Edgewater Avenue facilitated by Solicitor Scaffidi

MEETING MINUTES:

September 28, 2026 – Council Meeting Minutes
October 13, 2026 – Special Meeting Minutes

Motion _____Second _____(vv)

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Motion to Open_____By _____Sec. _____(vv)
Motion to Close_____By _____ Sec. _____ (vv)

COUNCIL COMMITTEE REPORTS

Motion _____Second _____(vv)

COMMITTEE UPDATES FROM CHAIRPERSON

Celebration of Public Events
Council Members: Lawrence (C), Nordaby, McCullough
Finance and Accounting
Council Members: Nordaby (C), Lawrence, Van Acker
Ordinance and Code Enforcement
Council Members: Van Acker (C), Domico, Nordaby
Personnel-Contracts
Council Members: Domico (C), Nordaby, Lawrence
Redevelopment Liaison
Council Members: Nordaby (C), Domico, Lawrence
Planning & Business Development
Council Members: Lawrence (C), McCullough, Nordaby
Public Buildings, Grounds/Parks & Playgrounds
Council Members: Bobiak (C), Domico, McCullough
Public Safety & Municipal Court
Council Members: Nordaby (C), Domico, Lawrence
Water/Sewer/Highway/Street
Council Members: Domico (C), McCullough, Van Acker

NEW BUSINESS

RESOLUTION CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the governing body requests that an item be removed for separate consideration. If discussion is requested, the item will be removed from the Consent Agenda and considered separately.

RESOLUTION No. 133-2026 – Authorizing Approval of the Bill List for October 26, 2026

RESOLUTION No. 134-2026 – Grant Agreement Between the Borough of Westville and the State of New Jersey by and for the Department of Environmental Protection

RESOLUTION No. 135-2026 – Resolution Establishing and Implementing a Fair and Open Process for the Selection of Various Professional Service Providers for the Borough of Westville for the Year 2027

RESOLUTION CONSENT AGENDA

Motion to Adopt Resolutions Numbers 133 through 135

Motion _____Second _____ (rcv)
END OF RESOLUTION CONSENT AGENDA

NEW BUSINESS (continued)

RESOLUTION No. 136-2026 – A Resolution Authorizing the Borough of Westville to Enter Into the New Jersey Cooperative Purchasing Agreement

Motion _____Second _____ (rcv)

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 $50,405 Dividend amount.)

Motion _____Second _____ (rcv)

REQUEST from the Parkview Panthers Robotics Team to place a bat house designed for the endangered little brown bat that is native to New Jersey around the pond in Thomas West Park.

Motion _____Second _____ (vv)

NOTICE of resignation submitted by Darlene Powell from her position as Crossing Guard within the Police Department, effective October 30, 2026.

Motion _____Second _____ (vv)

ITEMS OF DISCUSSION

Best Practices Review – Administrator Giles

Open Position for Administrative Office Assistant – Administrator Giles

COMMUNICATIONS

PUBLIC PORTION

Individuals must state their name and address for the record and respect the five-minute time limit while addressing the Governing Body. (Individuals wanting to speak need to wait for the Mayor to acknowledge them, once acknowledged, individuals must speak into the microphone and address their questions to the Mayor.)

*Motion to Open_____By _____Sec. _____**(vv)***
*Motion to Close_____By _____ Sec. _____ **(vv)***

COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS

EXECUTIVE SESSION

RESOLUTION No. 137-2026 - Authorizing an Executive Session Pursuant to N.J.S.A. 10:4-12, 13 for the Discussion of Personnel Matters

Motion _____ *Second* _____ ***(vv)***

ADJOURNMENT

Motion _____ *Second* _____ ***(vv)***

Next Meeting
Monday, November 23, 2026

NOTICE OF SALE OF VACANT LAND IN THE BOROUGH OF WESTVILLE (BLOCK 59, LOT 16)

On October 26, 2026 at 6:00 p.m. at the Westville Municipal Building, 165 Broadway, Westville, New Jersey, the Borough of Westville will offer for public sale, pursuant to N.J.S.A. 40A:12-13, Borough owned property described on the Borough Tax Map as Block 59, Lot 16, which vacant land is not needed for public purposes. Pursuant to Resolution 127-2026 adopted on September 28, 2026, the Borough of Westville established a price of Twenty Five Thousand Dollars ($25,000.00), which has been approved and will constitute the opening bid for said land.

The property will be sold at public auction at the above time and place subject to the following terms and conditions:

1. That the property shall be sold under and subject to any and all easements; restrictions and covenants of record.
2. The property is being sold in the existing as-is condition.
3. The property is being sold subject to all provisions of the Borough of Westville zoning and land use laws.
4. The successful bidder shall be required to either fix, repair and/or replace the existing bulkhead on the property within six (6) months of the recording date of the Deed to the Buyer. In the event the bulkhead is not fixed, repaired and/or replaced within six (6) months from the recording date of the Deed conveying the property to the Buyer, then the property shall automatically revert back to the Borough of Westville.
5. The successful bidder shall not be permitted to sell the lot until the successful bidder has paid the Borough the full purchase price.
6. At the conclusion of the bidding, the property will be struck off and sold to the highest bidder. The said highest bidder shall then immediately pay to the Borough Clerk a non-refundable deposit in the amount of 10% of the sale price in cash or certified or bank check. Immediately upon payment of the said 10% deposit, the Mayor and Council shall adopt a Resolution confirming sale to said bidder for said price.
7. Within thirty (30) days of confirmation of sale, the purchaser shall pay the balance of the purchase price in full together with all legal and advertising expenses, at which time the Borough will execute and deliver to the purchaser a Quit Claim Deed conveying the property.
    a. The Mayor and Council of the Borough of Westville reserve the right to reject any and all bids for any reason whatsoever.
    b. The purchase, regardless of the method of payment used, shall pay all closing costs, fees for preparation of deeds, or other transfer documents, escrow fees, if any, and all recording fees.

8. If the purchaser fails to make such payment within such thirty (30) day period he shall be in default, as a result of which his 10% deposit shall be forfeited to the Borough and the sale shall be void.

The Mayor and Council of the Borough of Westville reserve the right to reject any and all bids for any reason whatsoever.

RYAN GILES
MUNICIPAL CLERK
BOROUGH OF WESTVILLE

BOROUGH OF WESTVILLE

Regular Council Meeting
165 Broadway
September 28, 2026
Meeting Minutes

Mayor Sims called the September 28, 2026, meeting to order at 6:00 pm

The **Pledge of Allegiance** was recited.

The Deputy Clerk read the notice. Adequate notice of this meeting has been provided in accordance with the requirements of the New Jersey Open Public Meetings Act. Notice of the date, time, and location of this meeting was properly advertised, posted in a public place, and filed with the Office of the Municipal Clerk.

Roll Call was Answered by: Mayor Fitz H. Sims, Jr., Council Members: Joe Bobiak, Donna Domico, Travis Lawrence, and Tracy Van Acker

Absent: Council Members: Mandi McCullough and Bruce Nordaby

Also Present: Solicitor Timothy Scaffidi, Administrator/Municipal Clerk Ryan Giles, Deputy Clerk Sydney Packer, Public Works Superintendent Marty Finger, Police Chief Michael Packer, and Engineer Jon Bryson

MEETING MINUTES: Minutes from the meetings listed below were approved by Council Member Van Acker, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote**.**

August 24, 2026 – Council Meeting Minutes
August 24, 2026 – Executive Session Meeting

OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:
Motion to **open** the meeting to the public for agenda items only was made by Council Member Lawrence, seconded by Council Member Van Acker and the motion was carried by a unanimous voice vote.

There were no Public Comments.

Council Member Domico motioned to **close** the meeting to the public, seconded by Council Member Lawrence, and the motion was carried by a unanimous voice vote.

COMMITTEE REPORTS FOR AUGUST 2026
A motion to approve all reports, as submitted, was made by Council Member Van Acker, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

COMMITTEE UPDATES FROM CHAIRPERSON

Celebration of Public Events
Council Members: Lawrence (C), Nordaby, McCullough
The tree lighting event will be held on the first Friday in December.

Finance and Accounting
Council Members: Nordaby (C), Lawrence, Van Acker
No Update

Ordinance and Code Enforcement
Council Members: Van Acker (C), Domico, Nordaby
Residents have inquired about rental regulations, and a code committee meeting will need to be scheduled to discuss.

Personnel-Contracts
Council Members: Domico (C), Nordaby, Lawrence
No Update

Planning & Business Development
Council Members: Lawrence (C), McCullough, Nordaby
No Update

Public Buildings, Grounds/Parks & Playgrounds
Council Members: Bobiak (C), Domico, McCullough
Requests were received to be discussed in 'New Business'.

Public Safety & Municipal Court
Council Members: Nordaby (C), Domico, Lawrence
No Update

Water/Sewer/Highway/Street
Council Members: Domico (C), McCullough, Van Acker
A water main break occurred on Rt 130 by the railroad tracks that Pioneer Pipe repaired due to safety concerns. There is a need to prioritize phase 3 of the water main replacement program, citing 16 breaks in recent years in New Bold and a dozen on Rt 130, with 3 occurring in the past year. CCMUA indicated duckbills for flood mitigation on Rt 130 at Lake Martha and Woodbine Ave. would be installed by month's end, but Council Member Domico planned to follow up on the timeline.

Redevelopment Liaison
Council Members: Nordaby (C), Domico, Lawrence
No Update

Municipal Alliance
Council Members: McCullough (C), Van Acker, Bobiak
Mayor Sims noted that the Municipal Alliance is now defunct at the county level and moved to remove it from the committee list.

OLD BUSINESS:

Adoption of:
ORDINANCE No. 10-2026 – Bond Ordinance Authorizing the Completion of Various Capital Improvements and Acquisition of Various Capital Equipment in and for the Borough of Westville, County of Gloucester, New Jersey; Appropriating the Sum of $600,000 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 $430,000 Making Certain Determinations and Covenants; and Authorizing Certain Related Actions in Connection with the Foregoing

Administrator Giles explained that the bond would fund capital improvements to Parkview Dr., police department vehicles, borough property improvements, the second phase of the River Dr. walking path, and handicap accessibility renovations at the senior center.

Motion to **open** the meeting to the public was made by Council Member Domico, seconded by Council Member Lawrence and the motion carried unanimously by voice vote.

Hearing no comments from the public, a motion to **close** the meeting to the public was made by Council Member Bobiak, seconded by Council Member Lawrence and the motion carried unanimously by voice vote.

A motion to **Adopt** Ordinance No. 10-2026 was made by Council Member Domico, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

Adoption of:
ORDINANCE No. 11-2026 – Bond Ordinance Authorizing Various Capital Improvements for the Water Utility System in the Borough of Westville, County of Gloucester, New Jersey; Appropriating the Sum of $200,000 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 $200,000 Making Certain Determinations and Covenants; and Authorizing Certain Related Actions in Connection with the Foregoing

Administrator Giles explained that the bond would address several water utility infrastructure needs including reconstruction of the softener tank for approximately $30,000, GAC filtration system pole barn installation, and water tank improvements for $85,000.

Motion to **open** the meeting to the public was made by Council Member Domico, seconded by Council Member Lawrence and the motion carried unanimously by voice vote.

Hearing no comments from the public, a motion to **close** the meeting to the public was made by Council Member Bobiak, seconded by Council Member Lawrence and the motion carried unanimously by voice vote.

A motion to **Adopt** Ordinance No. 11-2026 was made by Council Member Lawrence, seconded by Council Member Domico and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

NEW BUSINESS:

RESOLUTION CONSENT AGENDA:

RESOLUTION No. 118-2026 – Authorizing Approval of the Bill List for September 28, 2026

RESOLUTION No. 119-2026 – Amending Designated Individuals as Authorized Signers on Borough Bank Accounts

RESOLUTION No. 120-2026 – Resolution Supporting Assembly Resolution 149 2026 to Support All Law Enforcement Officers

RESOLUTION No. 121-2026 – Requesting Approval of Items of Revenue and Appropriation N.J.S.A. 40a: 4-87 (2026 Drive Sober or Get Pulled Over)

RESOLUTION No. 122-2026 – Resolution Authorizing the Submission of a Local Aid Award Extension Request to the New Jersey Department of Transportation for the Resurfacing of Parkview Drive

A motion to **Adopt** Resolutions 118-2026 through 122-2026 was made by Council Member Lawrence, seconded by Council Member Bobiak and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

END OF RESOLUTION CONSENT AGENDA

RESOLUTION No. 123-2026 – Approving Change Order No. 3-Water Treatment Plant Modifications-GAC Filtration-PFNA Removal

A motion to **Adopt** Resolution 123-2026 was made by Council Member Domico, seconded by Council Member Bobiak and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 124-2026 – Approving Change Order No.1 (Final) for Reconstruction of High Street

A motion to **Adopt** Resolution 124-2026 was made by Council Member Lawrence, seconded by Council Member Domico and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 125-2026 – Approving Change Order No.1 (Final) for Resurfacing of Chestnut Street

A motion to **Adopt** Resolution 125-2026 was made by Council Member Domico, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 126-2026 – Canceling the Sale of Vacant Land to Hector Ramirez for Borough Owned Vacant Land Known as Block 59, Lot 16

A motion to **Adopt** Resolution 126-2026 was made by Council Member Van Acker, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 127-2026 – Resolution of the Borough of Westville Reauthorizing Vacant Land Sale of Certain Block and Lot Within the Borough of Westville, County of Gloucester, State of New Jersey

Administrator Giles asked whether Council wished to maintain the $25,000 base bid threshold or consider lowering it, noting only one bidder had bid previously. Council agreed to retain the $25,000 amount.

A motion to **Adopt** Resolution 127-2026 was made by Council Member Van Acker, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 128-2026 – Resolution of the Borough Council of the Borough of Westville, County of Gloucester, Authorizing the Borough to Pay $43,000.00 or Such Other Sum as Directed by the Court with a Declaration of Taking to Acquire 185 Broadway

Council Member Domico asked for clarification on the "such other sum" language. Solicitor Scaffidi explained that the property owner may challenge the Borough's appraisal with their own appraisal for review by court appointed condemnation commissioners. Council Member Van Acker inquired about a cap on costs and what recourse existed if the Borough disagreed with the determination. Solicitor Scaffidi indicated there is no cap and that the Borough would have a right of appeal.

A motion to **Adopt** Resolution 128-2026 was made by Council Member Van Acker, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 129-2026 – Resolution to Join Southern New Jersey Regional Employee Benefits Fund and Appoint Fund Commissioner

A motion to **Adopt** Resolution 129-2026 was made by Council Member Van Acker, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, Van Acker*
Nays – None
Motion Carried

REQUEST from the Westville Home and School Association (HASA) to use fields and snack stand at the Almonesson complex for a Trunk or Treat fundraising event for Parkview School on October 23rd. *(Request sent to Grounds Committee for review.)*

A motion to **Approve** the Request was made by Council Member Bobiak, seconded by Council Member Domico and the motion was carried by a unanimous voice vote.

REQUEST from the Westville Home and School Association (HASA) to hold a COACH/KORS Bag Bingo on November 14, 2026 at the Parkview Elementary School.

A motion to **Approve** the Request was made by Council Member Van Acker, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

REQUEST from the West Deptford Scouts Pack 9 to use fields and bathrooms at the Almonesson complex for a Tent or Treat event for their cub scouts overnight from October 30th to October 31st. *(Request sent to Grounds Committee for review.)*

A motion to **Approve** the Request was made by Council Member Bobiak, seconded by Council Member Domico and the motion was carried by a unanimous voice vote.

REQUEST from Deptford Township to use the Borough's Shuttle Bus on October 10th from 11 am to 6 pm to transport residents to their Annual Fall Festival. Deptford is also asking for a driver and will reimburse gas and the driver's salary. *(Pending complete application. Request sent to the Highway Committee for review.)*

Deputy Clerk Packer reported that the application was completed as of earlier that day. Superintendent Finger confirmed that the Borough's driver would operate the bus.

A motion to **Approve** the Request was made by Council Member Van Acker, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

ITEMS OF DISCUSSION:

Mayor Sims reported on the county redevelopment presentation "30 Mayors & 30 Vendors" event held on August 16 at Rowan College attended by Administrator Giles, Council Member Lawrence, Council President Nordaby, Superintendent Finger, committee member Renee Gay, and himself. The 2 hour session was also attended by 55 vendors seeking business opportunities. The Borough distributed packets containing local history, information about available properties, and development opportunities. Mayor Sims thanked office staff for assembling the materials and noted that Administrator Giles would follow up with attendees. Administrator Giles reported that one vendor had already requested a tour of the town.

Mayor Sims introduced an update regarding the petition received at the August meeting concerning the Borough's reassessment and reevaluation program. He read the petition's requests and explained that while the Council was fulfilling the first two requests tonight, the formal resolution would not appear on this agenda because the Council was still researching the costs involved, including potential impacts. Mayor Sims summarized a meeting held on August 31 with 3 county assessors, himself,

Council Members Van Acker and Domico, administrative staff, and 2 residents as requested by the petition signers in a PowerPoint presentation. The discussion covered extensive ground regarding the history of reevaluations, equalization ratios, the mechanics of the annual reassessment program, the appeal process, comparable property analysis, and the relationship between property values and tax rates. Mayor Sims noted that 41 residents who appealed their assessments had their assessments reduced without a hearing, emphasizing the importance of allowing inspectors into homes. Administrator Giles addressed a resident's suggestion to spread tax increases over 3 years, explaining that the municipal budget structure and collection rate constraints made such an arrangement impractical and potentially counterproductive. Council Member Domico characterized the county assessors as conducive and noted that the 2 residents were well-versed and contributed meaningfully to the discussion.

Deputy Clerk Packer indicated that the engineers requested a special meeting on October 6 at 5 p.m. to award the bid for the GAC Filter Pole Barn Installation. Mayor Sims canvassed the Council for any objections before proceeding.

A motion to **Approve** a special meeting was made by Council Member Domico, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

Deputy Clerk Packer presented the typical Halloween curfew hours of 4 pm to 8 pm for trick or treat and mischief night activities. Chief Packer confirmed the hours align with past practice and raised no objection.

A motion to **Adopt** Halloween curfew hours was made by Council Member Lawrence, seconded by Council Member Van Acker and the motion was carried by a unanimous voice vote.

Resident Cassidy Napoli presented a QR code mapping project designed to promote downtown Westville businesses and direct visitors to local services and attractions. Cassidy Napoli, a longtime resident with thirty years of experience maintaining websites for local schools and institutions, explained that the project creates a free, user-friendly digital portal. The interactive map includes many features and generates customizable QR codes that individual businesses can print and display in their windows. Napoli emphasized that the portal is a living project designed to evolve over time and demonstrated the site's functionality, including features for sharing information via text message and displaying the map on digital screens. He committed to maintaining the site for at least two years at minimal annual cost and requested the Council's approval to share the source code on an open-source platform as a matter of digital citizenship, while keeping all borough branding and business data proprietary. Napoli answered that he had invested over 50 volunteer hours into the project when asked. Mayor Sims and Council Member Lawrence praised the effort and discussed plans to promote the site through social media and the borough website while ordering physical signage to direct residents to the QR codes.

A motion to **Approve** releasing the source code was made by Council Member Domico, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

COMMUNICATIONS:

Letter regarding Cable Television Franchise Renewal from the Board of Public Utilities

Letter from Dottie Zold about the Annual Reassessment Program and a Companion Letter

Dottie Zold emphasized the impact on residents facing property tax increases and advocated for a resolution expressing the Borough Council's support for residents in addressing the reassessment issue with county and state officials. She suggested that the state should be responsible for the cost of her proposed 3-year extension. Dottie Zold also raised concerns about public access to meeting documents and agendas, noting difficulty locating information on the website and requesting continued engagement and transparency. Mayor Sims clarified that council meeting documents are posted on both the website and Facebook page, though he advised that any access issues that may have occurred will be investigated. Mayor Sims stated that while the Borough stands with its residents, the Council must complete due diligence regarding costs before passing any resolution and indicated the matter would be revisited.

PUBLIC PORTION:

Council Member Lawrence made a motion to **open the meeting to the public**, which was seconded by Council Member Van Acker was unanimously approved by voice vote.

Eugene Gorin of South Bound Brook and the property owner 500 Gateway Blvd. presented a request for municipal approval to open and operate a class 5 cannabis retailer at the Gateway location. Administrator Giles explained that the applicants own the property and already operate a manufacturing facility in an adjacent municipality, giving them established experience in the cannabis industry. The proposed retail space would have separate entrances and secure access controls between the cannabis retail operation and the existing liquor store on the premises. Giles noted the applicants have implemented odor control, security measures, and plan to operate from 10 a.m. to 10 p.m. daily. Solicitor Scaffidi indicated the Council's support would be conditioned on the applicants obtaining zoning approval from the planning board as a prerequisite to state licensing. The matter was discussed at length regarding the procedural requirements, with Administrator Giles and Solicitor Scaffidi outlining the sequence: site control, a municipal resolution of support, zoning approval, and then state licensure application.

A motion to **Adopt** a resolution of support for the Class 5 cannabis retailer application at 500 Gateway Boulevard, by title only, was made by Council Member Lawrence, seconded by Council Member Domico and the motion was carried by a unanimous voice vote.

Resident Scott Boulden addressed a code enforcement matter regarding his property at 45 Burr Ave., where he has parked recreational vehicles on his property for over 20 years. Mr. Boulden stated that in 2003, the previous code enforcement officer had instructed him that he could comply by laying gravel and using railroad ties, and he followed that guidance. He expressed concern that the ordinance and its interpretation had now changed. Mayor Sims explained that the matter originated from neighbor complaints received over the past two years and had been referred to the code enforcement officer for investigation. Council Member Van Acker offered to discuss the situation with the code enforcement officer and continue researching the matter.

Resident Bill Brody of 1028 Broadway then spoke favorably about recent interactions with the Borough's housing inspectors, particularly praising their professional and courteous approach to a property inspection on his rental. He also commended the work performed at the pond recently. Mr. Brody readdressed his ongoing issue with back-to-back fences on his neighbors property and advised Council that he had shared an ordinance with Tax Collector Nicole O'Hara that could remedy the issue if adopted. Council Member Van Acker answered that she would review the ordinance he had provided.

Resident Stacey Murphy of 320 Highland Ave. raised concerns about the marketing of Borough properties available for sale, arguing that listings should be placed on commercial real estate sites rather than marketed only through direct vendor outreach. She also questioned details of the property on Deadline Dr., asking about the redevelopment agreement timeline and expressing concern that the current owner was profiting significantly. Administrator Giles answered that the owners of Deadline Dr. had 5 years to open operations and that the property was deed restricted for use as a cannabis business. Ms. Murphy questioned what property Resolution No. 127-2026 was in reference to. Administrator Giles confirmed the resolution was in relation to block 59 lot 16. She also inquired about the value and availability of the property at 185 Broadway. Solicitor Scaffidi responded that the Borough is currently in the process of obtaining the property and the value was determined by appraisal. Mayor Sims spoke on the process that has been in the works for years to obtain the rundown property.

Resident Stephanie Rechter of 116 Locust Ave. thanked the Borough for updating website information and waiving interest on tax assessments for the year but expressed concern about her significantly increased property tax burden resulting from a tripled assessment value. Ms. Rechter encouraged residents to attend meetings in person to engage with local governance and expressed gratitude for the Borough's transparency.

Hearing no further comments, Council Member Lawrence motioned to **close the meeting to the public**, seconded by Council Member Domico, and the motion was carried by a unanimous voice vote.

COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS:

Engineer Bryson reported that the bid opening for the GAC filter pole barn is scheduled for Thursday, October 1, the resurfacing of Parkview Dr. through the New Jersey Department of Transportation remains pending approval to advertise for bids, and the Community Development Block Grant project for the senior center has been submitted to the county for approval of plans and specifications, after which bidding can be advertised.

Council Member Domico commended the recent water tower and pond improvements.

Council Member Lawrence thanked residents for their participation and inquired about the timeline for parking signage using Mr. Napoli's QR codes.

Mayor Sims announced a tax filing assistance event on October 20 at the senior center, requiring RSVP through Borough Hall. He provided updates on the Rt 47 bridge pedestrian crosswalk closure and detour plans, noting that the Borough had proposed an alternative to the state's initial options involving new sidewalks on both sides of Little River Drive. Mayor Sims concluded with remarks on civic engagement and volunteerism, emphasizing that all qualified, experienced resident volunteers who complete proper forms have been approved.

ADJOURNMENT:

Motion to adjourn the meeting was made by Council Member Van Acker and seconded by Council Member Lawrence and the motion carried unanimously by voice vote.

The meeting was adjourned at 8:08 pm.

Respectfully Submitted,

Sydney Packer

Sydney Packer
Deputy Municipal Clerk

Next meeting
Monday, October 26, 2026

BOROUGH OF WESTVILLE

Special Council Meeting
165 Broadway
October 13, 2026
Meeting Minutes

Mayor Sims called the October 13, 2026, meeting to order at 5:00 pm

The **Pledge of Allegiance** was recited.

The Deputy Clerk read the notice. Adequate notice of this special meeting has been provided in accordance with the requirements of the New Jersey Open Public Meetings Act. Notice of the date, time, and location of this meeting was properly advertised, posted in a public place, and filed with the Office of the Municipal Clerk.

Roll Call was Answered by: Mayor Fitz H. Sims, Jr., Council Members: Joe Bobiak, Donna Domico, Travis Lawrence, Mandi McCullough, Bruce Nordaby, and Tracy Van Acker

Also Present: Solicitor Timothy Scaffidi, Administrator/Municipal Clerk Ryan Giles, Deputy Clerk Sydney Packer, Public Works Superintendent Marty Finger

OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:
Motion to **open** the meeting to the public for agenda items only was made by Council President Nordaby, seconded by Council Member Lawrence and the motion was carried by a unanimous voice vote.

There were no Public Comments.

Council President Nordaby motioned to **close** the meeting to the public, seconded by Council Member McCullough, and the motion was carried by a unanimous voice vote.

NEW BUSINESS:

Before the resolutions had been read, Administrator Giles explained what both resolutions were doing and why this was the path being recommended. He stated the bids opened on October 1, 2026, were deficient or significantly exceeded the estimated costs, and that Solicitor Scaffidi had recommended the rejection of both bids received. Administrator Giles then explained that given the risk of pipes freezing in winter weather, the emergent need to award a contract to protect the water utility system arose. He elaborated that bid specifications were altered to provide for a timelier completion date, and that proposals were received from both bidders in lesser amounts than the original bids. Multiple Council Members questioned why the bidding process was not completed sooner. Administrator Giles speculated that the process was drawn out due to piecemealing the project to achieve lower costs and delayed further due to manufacturing issues with the pipes but advised he is unable to answer for the Engineers that had not attended the meeting even though he agreed that it should have been bid out sooner in hindsight. Council Member Domico questioned if we were sacrificing integrity with the change of the bid specs and if the shell of a building would be enough to protect the equipment from winter weather. Superintendent Finger answered that he would be able to make do with the shell of the building if it were not fully completed by the end of the year with some temporary modifications to

prevent the pipes from freezing. Other clarifying questions were discussed before moving to vote on the resolutions.

RESOLUTION No. 131-2026 – Authorizing the Rejection of All Bids for the GAC Filter Pole Barn Installation Project

A motion to **Adopt** Resolution 131-2026 was made by Council Member Lawrence, seconded by Council President Nordaby and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, McCullough, Nordaby, Van Acker*
Nays – None
Motion Carried

RESOLUTION No. 132-2026 – Authorizing an Emergency Purchase Pursuant to and in Accordance with N.J.S.A. 40A:11-5(1)(gg) and N.J.S.A. 40A:11-6 for the GAC Filter Pole Barn Installation

A motion to **Adopt** Resolution 132-2026 was made by Council Member Domico, seconded by Council Member Lawrence and the vote was as follows:

Roll Call: *Ayes – Council Members: Bobiak, Domico, Lawrence, McCullough, Nordaby, Van Acker*
Nays – None
Motion Carried

PUBLIC PORTION:

Council President Nordaby made a motion to **open the meeting to the public**, which was seconded by Council Member Lawrence was unanimously approved by voice vote.

There were no Public Comments.

Council President Nordaby motioned to **close the meeting to the public**, seconded by Council Member Domico, and the motion was carried by a unanimous voice vote.

COMMENTS FROM MAYOR/COUNCIL/DEPARTMENT HEADS:

Council Member Bobiak addressed safety concerns around the ball fields with the current parking situation on Almonesson Rd. and proposed opening the grassy area for parking. Discussion was had regarding the current usage of the field and how packed the parking can become at times. Superintendent Finger advised he would be able to cone off the field and surrounding areas as needed.

Council Member Bobiak motioned to open the gate to allow parking on the field, seconded by Council Member Domico contingent on not allowing people to drive through the infield, and was carried by unanimous voice vote.

ADJOURNMENT:

Motion to adjourn the meeting was made by Council Member Lawrence and seconded by Council Member McCullough and the motion carried unanimously by voice vote.

The meeting was adjourned at 5:21 pm.

Respectfully Submitted,

Sydney Packer

Sydney Packer
Deputy Municipal Clerk

Next meeting
Monday, October 26, 2026

Resolution

No. 133-2026

AUTHORIZING APPROVAL OF BILL LIST

WHEREAS, the Borough of Westville Governing Body has received and reviewed the "Bill List" as prepared by the Borough's Chief Financial Officer for the monthly period ending October 26, 2026.

NOW, THEREFORE BE IT RESOLVED that said "Bill List" as prepared by the Borough's Chief Financial Officer be approved and said Officials are authorized to render payment to each vendor appearing on the October 26, 2026 "Bill List".

ADOPTED and PASSED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey at a regular meeting held on Monday, October 26, 2026.

BOROUGH OF WESTVILLE

Fritz H. Sims, Jr.
MAYOR

ATTEST:

Sydney Packer
DEPUTY MUNICIPAL CLERK

Range of Checking Accts: First to Last Range of Check Dates: 09/29/26 to 12/31/26
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
BD OF HEALTH		BD. OF HEALTH - 1ST COLONIAL				
1143	10/08/26	TRE21	TREASURER, STATE OF NJ-MARRIAG	475.00		6983

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	475.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	475.00	0.00

CAPITAL 1ST COL		CAPITAL - 1ST COLONIAL				
1964	10/08/26	SUP05	SUPERIOR COURT OF NEW JERSEY	43,000.00		6982
1965	10/22/26	BRY02	BRYSON & YATES CONSULTING ENG.	2,145.00		6988

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	45,145.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	45,145.00	0.00

CURRENT - 1ST		CURRENT - 1ST COLONIAL				
33970	10/08/26	AME05	SOUTHERN NJ EMP. BENEFITS FUND	51,380.00		6980
33971	10/08/26	AME19	CAROLE AMEY	35.00	10/22/26 VOID	6980
33972	10/08/26	AND04	JAILYN ANDINO	35.00		6980
33973	10/08/26	BOC04	CYNTHIA BOCCUTO	35.00		6980
33974	10/08/26	COH01	JOAN COHETS	35.00		6980
33975	10/08/26	COM11	COMCAST BUSINESS	2,215.90		6980
33976	10/08/26	COM14	COMCAST BUSINESS	713.62		6980
33977	10/08/26	DAN06	ANNETTA DANLEY	35.00		6980
33978	10/08/26	DEL04	LISA DELPAZZO	35.00		6980
33979	10/08/26	GAT01	GATEWAY BOARD OF EDUCATION	348,990.00		6980
33980	10/08/26	HAR03	ASHLEY HARTNETT	35.00		6980
33981	10/08/26	HEN02	ANN HENTRICH	35.00		6980
33982	10/08/26	KEE02	DARLENE KEEGAN	35.00		6980
33983	10/08/26	MAR20	STACEY MARTELLA-FERRIS	35.00		6980
33984	10/08/26	ONE03	ONE EXIT MOBILE ESCAPE ROOM	1,400.00		6980
33985	10/08/26	TOR01	PAUL TORITTO	35.00		6980
33986	10/08/26	VER03	VERIZON	1,833.93		6980
33987	10/08/26	WES05	WESTVILLE BOARD OF EDUCATION	268,136.50		6980
33988	10/08/26	WES10	WESTVILLE FIRE DISTRICT NO. 1	66,048.94		6980
33989	10/22/26	ACT02	ACTION UNIFORM COMPANY INC	2,897.00		6986
33990	10/22/26	AMA07	AMAZON CAPITAL SERVICES, INC.	354.70		6986
33991	10/22/26	ATT02	AT& T MOBILITY	1,015.56		6986
33992	10/22/26	AUT05	AUTO ZONE, INC	386.75		6986
33993	10/22/26	BET02	BETHEL MILL CONTRACTING, LLC	5,400.00		6986
33994	10/22/26	BRY02	BRYSON & YATES CONSULTING ENG.	2,905.55		6986
33995	10/22/26	BUD01	BUD'S AUTO & TRUCK REPAIR, INC	14,796.99		6986
33996	10/22/26	COU03	COUNTY CONSERVATION CO. LLCORP	200.00		6986
33997	10/22/26	DIM03	DiMEGLIO SEPTIC INC.	125.00		6986
33998	10/22/26	DRA02	DRAEGER INC.	80.00		6986
33999	10/22/26	EAG01	EAGLE POINT GUN	1,509.54		6986
34000	10/22/26	EAR04	WALTER R. EARLE-COLLINGSWOOD	345.60		6986
34001	10/22/26	ENG03	ENGINEERED HYDRAULICS, INC.	215.76		6986
34002	10/22/26	FRE04	FREEDOM AMMO LLC	359.99		6986

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT - 1ST	CURRENT - 1ST COLONIAL		Continued			
34003	10/22/26	GAL07	GALL'S, AN ARAMARK COMPANY	230.60		6986
34004	10/22/26	GLO11	GLO. CO. IMPROVEMENT AUTHORITY	4,452.10		6986
34005	10/22/26	GLO14	GLO. CO. UTILITIES AUTHORITY	63,099.38		6986
34006	10/22/26	HAR11	J. HARTE ASSOCIATES, LLC	424.00		6986
34007	10/22/26	HUT04	S. DANIEL HUTCHISON	700.00		6986
34008	10/22/26	INS01	INST. FOR PROF. DEVELOPMENT	50.00		6986
34009	10/22/26	LEW01	LEW ENVIRONMENTAL SERVICES	240.90		6986
34010	10/22/26	LOM01	GARY H. LOMANNO	1,250.00		6986
34011	10/22/26	LOW01	LOWE'S BUSINESS ACCOUNT	165.60		6986
34012	10/22/26	MAG01	J. C. MAGEE SECURITY SOLUTIONS	35.00		6986
34013	10/22/26	MAJ01	MAJESTIC OIL COMPANY, INC.	14,601.12		6986
34014	10/22/26	MAS02	W.B. MASON CO., INC	167.17		6986
34015	10/22/26	MCS04	MCS AUTO LLC	375.00		6986
34016	10/22/26	OHA01	NICOLE O'HARA	49.86		6986
34017	10/22/26	OLD01	OLD DOMINION BRUSH, INC.	446.49		6986
34018	10/22/26	OMN01	OMNI RECYCLING GROUP, LLC.	3,427.16		6986
34019	10/22/26	PAR06	PARKER MCCAY	3,353.56		6986
34020	10/22/26	PAU06	PAUL'S CUSTOM AWARDS & TROPHIE	1,538.00		6986
34021	10/22/26	PHI06	PHILADELPHIA 76ERS, L.P.	3,000.00		6986
34022	10/22/26	PIT06	PITNEY-BOWES BANK INC-PUR POW	1,550.00		6986
34023	10/22/26	PKF01	PKF O'CONNOR DAVIES, LLP	14,550.00		6986
34024	10/22/26	PUB02	PUBLIC SERVICE ELECTRIC & GAS	12,637.59		6986
34025	10/22/26	SAL03	ROSEMARY SALMIERI	150.00		6986
34026	10/22/26	SCA01	TIMOTHY D. SCAFFIDI, ESQ	3,067.78		6986
34027	10/22/26	SER01	SERVICE STATION SERVICE, INC.	1,130.49		6986
34028	10/22/26	STA15	STATE TOXICOLOGY LABORATORY	450.00		6986
34029	10/22/26	THO05	THOMSON REUTERS-WEST	733.50		6986
34030	10/22/26	TIR02	TIRE CORRAL OF AMERICA	1,275.20		6986
34031	10/22/26	TRE24	TREASURER, STATE OF NJ-CONSTR	2,210.00		6986
34032	10/22/26	VER03	VERIZON	1,799.77		6986
34033	10/22/26	VIR02	VIRTUA MEDICAL GROUP, P.A.	265.00		6986
34034	10/22/26	WES10	WESTVILLE FIRE DISTRICT NO. 1	3,255.00		6986
34035	10/22/26	WHE01	PNC BANK-WHEELABRATOR TECHNOLO	16,488.88		6986
34036	10/22/26	WOR02	WNG RETAIL LLC	994.21		6986
34037	10/22/26	XER01	XEROX CORPORATION	459.13		6986
34038	10/22/26	YEL01	YELLOWSTONE LANDSCAPE	10,755.55		6986

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	68	1	941,039.37	35.00
Direct Deposit:	0	0	0.00	0.00
Total:	68	1	941,039.37	35.00

CURRENT - WIRES	CURRENT WIRES					
10050	10/15/26	JPMORGAN	JP MORGAN FOR DTC	31,955.00		6990

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	31,955.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	31,955.00	0.00

DOG TAX TRUST						
418	10/08/26	TRE10	TREASURER, STATE OF NEW JERSEY	59.40		6984

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
DOG TAX TRUST				Continued		
Checking Account Totals		Paid	Void	Amount Paid	Amount Void	
	Checks:	1	0	59.40	0.00	
	Direct Deposit:	0	0	0.00	0.00	
	Total:	1	0	59.40	0.00	
ESCROW 1ST COL	CASH -- 1ST COLONIAL					
476	10/21/26	PAR06	PARKER MCCAY	752.50		6985
477	10/21/26	BAC02	BACH ASSOCIATES, P.C.	1,280.00		6985
Checking Account Totals		Paid	Void	Amount Paid	Amount Void	
	Checks:	2	0	2,032.50	0.00	
	Direct Deposit:	0	0	0.00	0.00	
	Total:	2	0	2,032.50	0.00	
WATER - 1ST COL	WATER - 1ST COLONIA;					
11584	10/08/26	AME05	SOUTHERN NJ EMP. BENEFITS FUND	22,020.00		6981
11585	10/08/26	COM14	COMCAST BUSINESS	68.80		6981
11586	10/08/26	HAR08	THE HARTFORD-PRIORITY ACCOUNTS	97.74		6981
11587	10/08/26	STA04	STATE OF NEW JERSEY-WATER TAX	470.90		6981
11588	10/08/26	VER07	VERIZON WIRELESS	40.01		6981
11589	10/22/26	AMA07	AMAZON CAPITAL SERVICES, INC.	486.93		6987
11590	10/22/26	AUT05	AUTO ZONE, INC	197.15		6987
11591	10/22/26	CAR10	CARUS LLC	3,415.50		6987
11592	10/22/26	EAR04	WALTER R. EARLE-COLLINGSWOOD	571.04		6987
11593	10/22/26	ENG03	ENGINEERED HYDRAULICS, INC.	669.54		6987
11594	10/22/26	EVO01	EVOQUA WATER TECHNOLOGIES LLC	651.26		6987
11595	10/22/26	HAR11	J. HARTE ASSOCIATES, LLC	4,330.35		6987
11596	10/22/26	LOW01	LOWE'S BUSINESS ACCOUNT	149.03		6987
11597	10/22/26	ONE01	ONE CALL CONCEPTS, INC.	94.90		6987
11598	10/22/26	PUB02	PUBLIC SERVICE ELECTRIC & GAS	9,297.49		6987
11599	10/22/26	RAR01	RARITAN GROUP	2,219.37		6987
11600	10/22/26	SOU15	SOUTH JERSEY WATER TEST, LLC	3,187.00		6987
11601	10/22/26	TIR02	TIRE CORRAL OF AMERICA	1,180.00		6987
11602	10/22/26	UNI04	UNIVAR SOLUTIONS, INC.	10,435.57		6987
11603	10/22/26	WOR02	WNG RETAIL LLC	1,115.21		6987
Checking Account Totals		Paid	Void	Amount Paid	Amount Void	
	Checks:	20	0	60,697.79	0.00	
	Direct Deposit:	0	0	0.00	0.00	
	Total:	20	0	60,697.79	0.00	
WATER - WIRES	WIRE TRANSFERS					
10053	10/15/26	JPMORGAN	JP MORGAN FOR DTC	72,185.00		6991
Checking Account Totals		Paid	Void	Amount Paid	Amount Void	
	Checks:	1	0	72,185.00	0.00	
	Direct Deposit:	0	0	0.00	0.00	
	Total:	1	0	72,185.00	0.00	
WATER CAP - 1ST	WATER CAPITAL - 1ST COLONIAL					
655	10/22/26	BRY02	BRYSON & YATES CONSULTING ENG.	8,664.20		6989
656	10/22/26	LEV02	LEVEL-1 CONSTRUCTION, INC.	102,500.50		6989
657	10/22/26	PIO02	PIONEER PIPE CONTRACTING, INC	42,304.00		6989

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
WATER CAP - 1ST WATER CAPITAL - 1ST COLONIAL Continued						
658	10/22/26	PIO03	PIONEER POLE BUILDINGS, INC	60,000.00		6989
659	10/22/26	TDB02	TD WEALTH OPERATIONS	1,000.00		6989

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	214,468.70	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	214,468.70	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	101	1	1,368,057.76	35.00
Direct Deposit:	0	0	0.00	0.00
Total:	101	1	1,368,057.76	35.00

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	969,994.37	0.00	0.00	969,994.37
WATER UTILITY	6-05	132,882.79	0.00	0.00	132,882.79
Year Total:		1,102,877.16	0.00	0.00	1,102,877.16
	C-04	45,145.00	0.00	0.00	45,145.00
	C-06	214,468.70	0.00	0.00	214,468.70
Year Total:		259,613.70	0.00	0.00	259,613.70
	D-17	59.40	0.00	0.00	59.40
	E-15	2,032.50	0.00	0.00	2,032.50
	G-02	3,000.00	0.00	0.00	3,000.00
BOARD OF HEALTH ACCOUNT	H-25	475.00	0.00	0.00	475.00
Total Of All Funds:		1,368,057.76	0.00	0.00	1,368,057.76

Resolution

No. 134-2026

GRANT AGREEMENT BETWEEN THE BOROUGH OF WESTVILLE AND THE STATE OF NEW JERSEY BY AND FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER: SLVY2024-00012

WHEREAS, the governing body of Borough of Westville desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately $4,955,047.50 to fund the following project:

WHEREAS, the governing body resolves that Ryan Giles is authorized (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the state for a grant in an amount not less than 4,955,047.50 and not more than 4,955,047.50 and (c) to execute: no amendments thereto;

THEREFORE, BE IT RESOLVED by the MAYOR AND COUNCIL authorizes and hereby agrees to match 0% of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified

Up To Exactly 0 % of the match will be made up of in-kind services (if allowed by grant program requirements and the agreement).

BE IT FURTHER RESOLVED, that Grantee agrees to comply with all applicable Federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

ADOPTED and PASSED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey at a regular meeting held on Monday, October 26, 2026.

ATTEST: **BOROUGH OF WESTVILLE**

Sydney Packer
DEPUTY MUNICIPAL CLERK

Fritz H. Sims, Jr.
MAYOR

Resolution

No. 135-2026

RESOLUTION ESTABLISHING AND IMPLEMENTING A FAIR AND OPEN PROCESS FOR THE SELECTION OF VARIOUS PROFESSIONAL SERVICE PROVIDERS FOR THE BOROUGH OF WESTVILLE FOR THE YEAR 2027

WHEREAS, the Borough of Westville requires the services of various professional service providers; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N.J.S.A.40A:11-5; and

WHEREAS, the Borough of Westville continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the Borough of Westville; and

WHEREAS, the Borough of Westville has determined that it is appropriate to implement a fair and open process for the awarding of professional service contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the Borough of Westville has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the Borough of Westville has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A. 40A:11-5.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Borough Council of the Borough of Westville as follows:

1. All professional service appointments contained in Exhibit A attached to and made a part hereof shall be subject to a fair and open process as set forth below.

2. The Borough Clerk shall cause a legal notice to be published on the Borough Website at westville-nj.com stating a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications no later than November 5, 2026

3. The criteria for each position contained on Exhibit A follows immediately subsequent to the listing on Exhibit A.

4. The website posting shall inform potential applicants that all submissions must be made to the Office of Borough Clerk and received not later than 10:00 a.m. December 3, 2026.

5. Commencing at 10:01 a.m. on December 3, 2026, or as soon thereafter as may be possible, the Borough Clerk or his designee shall publicly open and announce all submissions in the Borough's public meeting room.

6. The Mayor and Borough Council shall thereafter review all submissions.

7. Appointments shall thereafter be made at a public meeting of the Mayor and Borough Council no sooner than its annual reorganization meeting.

8. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council have determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

ADOPTED and PASSED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey at a regular meeting held on Monday, October 26, 2026.

ATTEST: **BOROUGH OF WESTVILLE**

Sydney Packer **Fritz H. Sims, Jr.**
DEPUTY MUNICIPAL CLERK **MAYOR**

(Exhibit A)

REQUEST FOR PROPOSALS FOR MUNICIPAL PROFESSIONALS

Minimum Qualifications

Applicant vendors must establish that they meet the following minimum qualifications:

Minimum Requirements

Bond Counsel:

1. Law firm experienced in municipal bonding, pooled financing procedures, bond law, and arbitrage. The applicant must meet and possess all certifications necessary to practice as a bond counsel in the State of New Jersey. Additionally, as a minimum, the applicant shall have seven (7) years experience as a bond counsel for municipalities in the State of New Jersey with similarly sized bonds. The applicant must demonstrate a high degree of knowledge and experience with municipal bonds of at least five million dollars ($5,000,000.00), pooled financing with an improvement authority, refinancing of existing bonds and helping the town to structure its debt service so as to minimize impact on the taxpayers. The applicant needs to have experience appearing before the Local Finance Board.

2. The applicant must also meet all certifications necessary to practice in the State of New Jersey.

3. Please provide fee schedule for services.

Borough Auditor:

1. Multi-disciplined firm experienced in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of the following:
    a. The finance and operation of local government in New Jersey
    b. Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration
    c. New Jersey State financial statutes, including but not limited to:
        i. N.J.S.A. 40A:11 (Local Public Contracts Law)
        ii. N.J.S.A. 40A:4 (Local Budget Law)
        iii. N.J.S.A. 40A:2 (Local Bond Law)
        iv. N.J.S.A. 40A:9-22.1 (Government Ethics Law)

d. All other financial matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The applicant must also meet all certifications necessary to practice in the State of New Jersey.

2. Auditor shall complete the Annual Financial Statement and the Annual Debt Statements by Statutory due dates as a manner of convenience from data provided by the Finance Department.

3. Please provide fee schedule for services.

Borough Engineer:

1. All applicable licenses to perform general engineering in New Jersey. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi- disciplined with expertise in road construction, construction management, dams, and with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, and hydrologic studies), GIS, materials testing, surveying, traffic studies and drainage.

2. The applicant must demonstrate the ability to:
    a. Prepare, or cause to be prepared, plans, designs and specifications for Public Works projects and improvement
    b. Provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects in the Borough
    c. Provide technical and engineering advice and assistance to the Mayor and Council and Borough Administrator
    d. Ability to update the Tax Map as per the County Tax Assessor's needs
    e. Attend all Mayor and Council meetings as requested by the Borough Administrator
    f. Administer and oversee road opening permits on behalf of the Public Works Director
    g. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Administrator
    h. Successful record of applying for and receiving road improvement grants
    i. Ability to respond to resident concerns when an engineering project impacts their property as requested by the Borough Administrator
    j. Experience in engineering inspections of both residential developments and large commercial /industrial projects (over 20,000 sq/ft)
    k. Experience administering performance bond and maintenance bonds on behalf of the Borough
    l. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than $1 million
    m. Documented experience with design, inspection and contract administration of large and small recreation projects
    n. Please provide fee schedule for services

o. Work with Borough officials as needed for OPRA requests

3. Each individual project throughout the year will require a "not to exceed" proposal.

Borough Solicitor:

1. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 & 40A of N.J.S.A. The applicant shall have five (5) year of experience as a municipal Borough Attorney for a municipality in the State of New Jersey, three (3) years of which should be in a similarly-sized municipality.

2. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
    a. The operation of local governmental units in New Jersey
    b. Acquisition of real-estate (Open Space)
    c. Assisting with acquiring and administering grants
    d. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
    e. Extensive Experience working with municipal Open Public Records Act requests (OPRA)
    f. Municipal Land Use Law
    g. Extensive knowledge of Local Public Contracts Law
    h. Selling of Borough real estate and/or property
    i. Experience working in a municipality that is self-insured via a Joint Insurance Fund
    j. Putting together Employment Practices Liability (EPL) policies to protect the Borough
    k. Experience in a Borough Form of government is a plus
    l. Knowledgeable in Election Law, "Pay to Play" Laws and Government Ethics Laws

3. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.

4. Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP.

5. Annual Retainer amount to cover: compensation for attendance at all regularly scheduled monthly Council Meetings and Council Work Session Meetings, and for any and all telephone conversations between elected officials and/or employees of the Borough.

6. Please provide fee schedule for all other legal services.

Employee Assistance Provider:

1. To provide professional short-term counseling, consultation and referrals for the Borough's full-time Employees and their immediate family.

2. The applicant must have on staff Professional Counselor, licensed in the State of New Jersey with at least five years experience.

3. Counseling Services provided will include but not limited to the following:
    a. Personal and Emotional Problems
    b. Marital and Family Problems
    c. Substance Abuse
    d. Psychological Difficulties
    e. Psychiatric Diseases

4. Include a list of any other professional qualification, experience and/or credentials you feel are relevant to this RFP.

5. Proposal should include annual fee, which will be paid on a quarterly basis.

Labor Counsel:

1. Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing public sector management. The applicant shall have five (5) years experience as a municipal labor attorney for a municipality in the State of New Jersey, five (5) years of which should be in a municipality with at least three (3) CBAs, at least one of which should be a police or fire union.

2. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
    a. Collective Bargaining with major public sector unions (ex: FOP, CWA, UFCW) representing management
    b. Interest arbitration with Public Employees Relations Commission (PERC)
    c. Grievance arbitration with PERC
    d. PERC directed mediation and/or fact finding
    e. Formulating management proposals
    f. Employer-Employee Relations Act, ADA, FMLA, NJ FMLA

3. Applicant must list any public sector labor union clients they are currently representing.

4. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP.

5. Please provide fee schedule for services.

Land Use Board Engineer:

1. Must be licensed engineer in the State of New Jersey; must have at least five years experience in representing Land Use Boards in the State of New Jersey; must have the ability to demonstrate experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and to Minor and Major Subdivision applications.

2. Please provide fee schedule for all services.

3. Please provide fee schedule for any litigation matters.

4. Please provide fee schedule for all services for Borough related matters not covered by applicant escrows.

Land Use Board Planner:

1. Must be licensed professional planner by the State of New Jersey; must have at least five years experience in serving as a municipal or county planner in the State of New Jersey; must be familiar with New Jersey Land Use Regulations; and must have experience in conducting redevelopment investigations and drafting redevelopment plans.

2. Please provide fee schedule for all services.

3. Please provide fee schedule for any litigation matters.

4. Please provide fee schedule for all services for Borough related matters not covered by applicant escrows.

Land Use Board Solicitor:

1. Must be a licensed attorney in the State of New Jersey; must have at least five years experience in representing Land Use Boards and/or municipalities; and must have experience in preparing decisions and resolutions of approval and denial.

2. Please provide fee schedule for all services to be paid through applicant escrows.

3. Please provide fee schedule for any litigation matters.

4. Please provide fee schedule for all services for Borough related matters not covered by applicant escrows.

Prosecutor and Conflict Prosecutors:

1. Firm or attorney experienced in municipal government prosecuting. At least five (5) years of experience preferred as prosecutor or in related experience in Municipal Court.

2. Must be admitted to and a member in good standing of the Bar of the State of New Jersey.

3. Be available to prosecute or provide prosecutorial coverage for the 2027 municipal court calendar which is as follows:

    a. Mondays and Tuesdays (virtual and in person)
    b. Flexibility of schedule for any special trials as needed (not frequent)
    c. Ending times listed above are the norm, however sometimes the court sessions finish earlier and sometimes they run a little longer

4. Provide access to Westville Police Department by phone on as-needed basis.

5. Perform all discoveries needed (NJ State Police) for Court sessions.

6. Provide an annual cost proposal to perform all of the duties of Municipal Prosecutor for 2027.

7. Conflict Prosecutors would be utilized on an as-needed basis, and paid at a rate not to exceed $200.00 per session.

8. Please provide fee for services.

Public Defender and Conflict Public Defenders:

1. Firm or attorney experienced in municipal public defending. At least three (3) years experience preferred as public defender or related experience in Municipal Court.

2. Must be admitted to and a member in good standing of the Bar of the State of New Jersey.

3. Be available to Public Defend or provide PD coverage for the 2027 municipal court calendar, which is as follows:
    a. Mondays and Tuesdays (virtual and in person)
    b. Flexibility of schedule for any special trials as needed (not frequent)
    c. Ending times listed above are the norm; however, sometimes the court sessions finish earlier and sometimes they run a little longer

4. Provide an annual cost proposal to perform all of the duties of Municipal Public Defender for 2027.

5. Conflict Public Defenders will be utilized on an as-needed basis and paid at a rate not to exceed $100.00 per completed case.

6. Please provide fee for services

Redevelopment Counsel:

1. The Redevelopment Attorney shall be an attorney at law in the State of New Jersey with a sound understanding of the New Jersey Redevelopment Process and at least five (5) years experience in representing public entities in large redevelopment and rehabilitation projects, land use, condemnation, real estate transactions and extensive knowledge of condominium law.

2. Redevelopment Attorney shall be responsible for all redevelopment matters. The representation must be complete and include, but not limited to, providing legal opinions, defending the Borough against claims that arise relating to the Borough's redevelopment plans, negotiation and recommending settlement of claims after review, and appearance at arbitration and/or court hearings and trials, as necessary. The Redevelopment Attorney shall draft all legal documents as may be required, including preparation of the Developers Agreement, review of deeds, covenants, easements, etc. The Redevelopment Attorney will also be expected to prepare ordinances and resolutions relevant to the redevelopment, in addition to working with the Borough's Solicitor.

3. Please provide fee schedule for all services.

Risk Management Consultant:

1. Firm or agent specializing in public sector Joint Insurance Funds and who has at least five (5) years experience representing municipalities as an RMC. Experience in municipalities of a similar scope and size is preferred.

2. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
    a. Loss Control
    b. Risk Management
    c. Claims Review
    d. Attendance at JIF Meetings
    e. Safety Programs
    f. Identifying insurable exposures
    g. Certificates of Insurance
    h. Claims processing and assistance

3. Applicant shall submit quarterly bill/reports to the Borough Administrator delineating duties performed, projects worked on and any other efforts on behalf of the Borough of Westville.

4. Applicant must list any other public sector JIF clients they are currently representing as RMC.

5. Provide an annual percentage amount to perform all of the duties of Risk Management Consultant for 2027.

Special OPRA Counsel:

1. Provide legal guidance to the Borough regarding Open Public Records Act ("OPRA") requests in the form of legal representation in OPRA litigation matters, Government Record Council representation, and internal legal opinions as to disclosure requirements of documents when requested.

2. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.

3. Include a list of any other professional qualifications, experience and/or credentials, you feel are relevant to this RFP.

4. Please provide a fee schedule for all other legal services.

Special Counsel:

1. Provide special legal guidance as directed by the Borough.

2. Legal research and/or advisory as needed.

3. Research and draft of ordinances and/or resolutions

4. Review and/or draft contracts, bids specifications and legal notices.

5. Attend Borough Council meetings and/or individual meetings upon request.

6. Represent the Borough in litigation in Federal, State and Municipal Courts and administrative forums upon request.

7. Conduct programs on specified legal issues for appropriate elected officials and/or Borough employees upon request.

8. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.

9. Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to the RFP.

10. Please provide fee schedule for all other legal services.

CYBER SECURITY SERVICES:

A Cyber Security Service who will protect computer systems, networks, applications, and data from cyberattacks for the Borough of Westville.

1. Must have a minimum of five (5) years experience in the general representation of cyber security services.

2. Must list past and present municipal or government authorities represented.

3. Must have sufficient support staff available to provide all general cybersecurity services required by the Borough including, but not limited to, Datto monthly server, Westville Police Datto, duo monthly server, workstation management plan, unlimited online support, unlimited remote-control support. Maintenance: Online asset management, online trouble ticket management, desktop optimization & management, VPN client management, Microsoft patch management, event log monitoring, log file maintenance, drive space monitoring, printer setting management, quarterly on-site maintenance.

4. Security: user account administration, file sharing permission administration, security administration, online asset management, online trouble ticket management, online license management, desktop optimization & management, 24/7/365 security operations center, monitoring with threat management, windows patch management, antivirus software management & update

5. Must maintain a bona fide principal office in the State of New Jersey.

Resolution

No. 136-2026

A RESOLUTION AUTHORIZING THE BOROUGH OF WESTVILLE TO ENTER INTO THE NEW JERSEY COOPERATIVE PURCHASING ALLIANCE COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency " has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 26th, 2026, the governing body of the Borough of Westville, County of Gloucester, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Borough of Westville

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor of Westville is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

ADOPTED and PASSED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey at a regular meeting held on Monday, October 26, 2026.

BOROUGH OF WESTVILLE

Fritz H. Sims, Jr.
MAYOR

ATTEST:

Sydney Packer
DEPUTY MUNICIPAL CLERK

COOPERATIVE PRICING SYSTEM AGREEMENT

New Jersey Cooperative Purchasing Alliance # CK04

AGREEMENT FOR A COOPERATIVE PRICING SYSTEM

This Agreement made and entered into this 26 day of October 2026, by and between the, **COUNTY OF BERGEN** and Borough of Westville, who desire to participate in the # CK04, NJ Cooperative Purchasing Alliance.

W I T N E S S E T H

WHEREAS, *N.J.S.A. 40A:11-11(5)*, specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

WHEREAS, the County of Bergen is conducting a voluntary Cooperative Pricing System known as the New Jersey Cooperative Purchasing Alliance with other contracting units; and

WHEREAS, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

WHEREAS, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or services to be priced cooperatively may include all goods and services which may be bid under the laws and stipulations of the State of New Jersey and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.

2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter ON THE ANNIVERSARY OF THE REGISTRATION OF THE SYSTEM publish a legal ad in such format as required by *N.J.A.C. 5:34-7.9(a)* in its official newspaper normally used for such purposes by it to include such information as:

   (A) The name of Lead Agency soliciting competitive bids or informal quotations.

   (B) The address and telephone number of Lead Agency.

   (C) The names of the participating contracting units.

(D) The State Identification Code assigned to the Cooperative Pricing System.

(E) The expiration date of the Cooperative Pricing System.

4. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired [IF NOT AN OPEN ENDED CONTRACT], the location for delivery and other requirements, to permit the preparation of specifications as provided by law.

5. The specifications shall be prepared and approved by the Lead Agency and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7. The Lead Agency when advertising for bids or soliciting informal quotations shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:

   (A) The quantities ordered for the Lead Agency's own needs, and

   (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.

8. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.

9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.

10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

11. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.

13. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.

14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.

15. This Agreement shall become effective on the date adopted on the resolution subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation.

16. The County of Bergen shall on behalf of all local units participating in the cooperative pricing system renew the system every 5 years in perpetuity; unless all parties give written notice that there is no longer a desire or a need for participation in the system.

17. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

18. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE LEAD AGENCY

BY: _____

(NAME AND TITLE))

BOROUGH OF WESTVILLE

BY: _____

(NAME AND TITLE)

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
Established in 1991
South Jersey Communities Securing Their Future

Date: October 20, 2026

To: Fund Commissioner

From: Melissa Bush, Financial Analyst

Re: **JIF 2026 Dividend Announcement - WESTVILLE BOROUGH**

Congratulations! We are pleased to inform you that on September 28, 2026, the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (JIF) authorized the release of a **$2,000,000** dividend to help offset rising costs. Your municipality's share of this **Total is $50,405**

Your continued commitment to the JIF program ensures that your municipality and all participating members continue to benefit from the strength and stability of the Joint Insurance Fund.

Your municipality may choose to receive this dividend through one of the following options:

1) **Credit Toward JIF Assessment Installment** (First installment due February 15, 2027)
   - If your municipality would like to apply the full dividend and/or a portion of your AELCF balance as a credit toward your 2027 JIF assessment, please check the appropriate box on the enclosed Dividend Release Form, obtain the Mayor's signature, and return the completed form to our office no later than **December 18, 2026**.

2) **Receive Dividend via Check**
   - If your municipality prefers to receive the full dividend as a check, please mark the appropriate box on the Dividend Release Form, obtain the Mayor's signature, complete a TRICO JIF voucher (available at tricojif.org), and email all completed documents to our office no later than **December 2, 2026**, to ensure inclusion on the bill list and be available to you before the end of the year.

3) **Deposit into Aggregate Excess Loss Contingency Fund (AELCF)**
   - If your municipality wishes to deposit all or part of the dividend into the AELCF, your governing body must adopt a resolution specifying the amount to be deposited. This money can be used in future years to cover EPL/POL co-pays, deductibles, Retrospective Program invoices, or to offset future JIF assessments. If applicable, your current AELCF balance is listed on the next page.

     Please request a sample resolution via email from Melissa_bush@RPAdmin.com. Once adopted, forward the executed resolution and completed Dividend Release Form to our office no later than **December 18, 2026**.

4) **Combination/Split Option**
   - If your municipality prefers to split the dividend among multiple options, please indicate the exact amounts on the Dividend Release Form, check the appropriate boxes, obtain the Mayor's signature, and submit all applicable documents (voucher and/or resolution) to Melissa Bush at Melissa_bush@RPAdmin.com.

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
Established in 1991
South Jersey Communities Securing Their Future

JIF 2026 Dividend Release Form for WESTVILLE BOROUGH

TOTAL 2026 DIVIDEND AMOUNT: $50,405

AELCF Balance as of 9/30/26 (Separate from above): $6,186

Note: AELCF balance is inclusive of the pending transfer of 2026 E-JIF dividends; however, balance does NOT include any pending investment income including unrealized gains or losses

Please indicate your municipality's preference for receipt of your dividend below:

1) ☐ Apply the dividend (**$50,405**) as a **credit** against my 2027 JIF assessment. (Mayor's signature required. No resolution required.)

   ☐Apply $_____ of my AELCF balance (**$6,186**) as a **credit** against my 2027 JIF assessment. (Mayor's signature required. No resolution required.)

2) ☐ Receive the dividend (**$50,405**) in the form of a **check**. (Mayor's signature and signed voucher required. No resolution required.)

3) ☐ Deposit the dividend (**$50,405**) into the **AELCF** for future use. (Resolution required. Please contact Melissa_bush@RPAdmin.com for a sample.)

4) ☐ **Split my dividend** as follows:
   - Dividend Credit: $_____ (Requires signed Dividend Release Form only)
   - AELCF Credit: $_____ (Requires signed Dividend Release Form only)
   - Dividend Check: $_____ (Requires signed Dividend Release Form and signed voucher)
   - AELCF Deposit: $_____ (Requires signed Dividend Release Form and resolution)

Please return this form, along with any required documents (voucher and/or resolution), via email to **Melissa_Bush@RPAdmin.com**.

DEADLINES: December 2, 2026, for CHECK Option. Credit or AELCF deadline is December 18, 2026.

_____ _____

Signature of Mayor | Print Name of Mayor

cc: Municipal Clerk
Risk Management Consultant

File: TRICOJIF/2026/Dividend Distribution - Tab: WESTVILLE BOROUGH

Outlook

Re: Parkview Panthers

From F Sims <fsims@westville-nj.com>
Date Tue 10/6/2026 7:03 AM
To Elizabeth Drumm <edrumm@westvillesd.com>
Cc Joe Bobiak <jbobiak@westville-nj.com>; D Domico <ddomico@westville-nj.com>; Mandi McCullough <MMcCullough@westville-nj.com>; Sydney Johnson <sjohnson@westville-nj.com>

GM Elizabeth,

Your Parkview Panther Bat House Project sounds very interesting and educational for your students. Your request will have to be reviewed by our Public Buildings and Grounds Committee for them to make a recommendation to Council to have your request approved or not. I have copied those committee members on this email. Can you please provide any further information on your project, i.e, size, location to be installed at the pond and who would be responsible for maintaining the bat house, along with any safety concerns that we should be aware of. Once that information is received and reviewed by the committee they will make a recommendation to Council. Your request will be placed on our October 26 council meeting agenda to take action on.

Thank you.

Fritz H. Sims, Jr.
Mayor
Borough of Westville
165 Broadway
Westville, NJ 08093
Office: 856-456-0030

On Oct 5, 2026, at 1:34 PM, Drumm, Elizabeth <edrumm@westvillesd.com> wrote:

CAUTION: THE FOLLOWING EMAIL WAS SENT FROM OUTSIDE OF YOUR ORGANIZATION. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS. WHEN IN DOUBT, PLEASE CONTACT J. HARTE SUPPORT.

Hello Mayor Sims,

We are writing on behalf of the Parkview Panthers Robotics Team. Our team is competing in the FIRST LEGO League Robotics competition, and this year's theme focuses on biodiversity. Our students have chosen to narrow their research and project focus to bats, specifically the little brown bat.

The little brown bat is considered endangered in New Jersey and is one of our cave-hibernating bat species that has been greatly affected by White-Nose Syndrome (WNS). WNS is a fungal pathogen that affects cave-hibernating bats and has had a significant impact on bat populations. Thankfully, WNS does not spread to humans.

As part of our project, our students are hoping to help support local bat conservation by building and installing bat houses. We are interested in possibly placing one of these bat houses around the pond at Parkview Elementary and wanted to reach out to see if this would be something the township would support.

We would love the opportunity to discuss our project with you and learn about any guidelines, permissions, or recommendations we should consider before moving forward. Our students are very excited about the possibility of making a positive impact on local wildlife and helping raise awareness about the importance of bats in our ecosystem.

Thank you for your time and for considering our students' project. We look forward to hearing from you!

PS More Bats = Less Mosquitos

Sincerely,
Parkview Panthers Robotics Team

Resolution

No. 137-2026

AUTHORIZING EXECUTIVE SESSION PURSUANT TO N.J.S.A. 10:4-12, 13

WHEREAS, the Public shall be excluded from this meeting pursuant to N.J.S.A. 10:4-12, 13 for the discussion of the following:

[X]	Personnel Matters	Administration
[ ]	Employment Matters	
[ ]	Negotiation/Contractual Matters	
[ ]	Purchase, Sale, Lease of Property	
[ ]	Individual Privacy (10:4-12(6)3)	
[ ]	Federal Funds	
[ ]	Protection of Public Safety & Property	
[ ]	Pending Litigation	
[ ]	Contract Negotiations	

BE IT FURTHER RESOLVED that the disclosure to the public of the discussion conducted in closed session shall not be made until such matters have been resolved; and that this meeting

[ ] Shall not reconvene this evening or;
[X] Shall reconvene in public session at the conclusion of the Executive Session.

THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Westville that this meeting be in Executive adjournment.

ADOPTED and PASSED by the Governing Body of the Borough of Westville, County of Gloucester, State of New Jersey at a regular meeting held on Monday, October 26, 2026.

BOROUGH OF WESTVILLE

ATTEST:

Fritz H. Sims, Jr.
MAYOR

Sydney Packer
DEPUTY MUNICIPAL CLERK

WESTVILLE POLICE ACTIVITY REPORT - SEPTEMBER 2026

Motor Vehicle Stops- **364**
Assaults - **4**
Motor Vehicle Thefts – **1**
Burglary/Theft Reports – **8**
Property Checks – **99**
Added Patrols – **698**
Motor Vehicle Crashes – **11**
Arrests – **24**
Foot Patrols – **78**
Domestic Violence Incidents – **7**
Parking Enforcement – **9**
Community Policing – **64**
Abandon Vehicles/Local Ordinances – **6**
Possession of Weapon – **0**
Radar CADS – **37**
DUI Arrests - **4**
Juvenile Complaints/Stationhouse Adjustments - **0**
Possession of CDS (Drug Arrests) - **2**
Motor Vehicle Theft (Recovered) – **1**
Reports received and typed by officers – **70**

Total Calls for Service - **1978**

ARREST REPORT

Please note that certain police activities/details are not going to be made public due to confidentiality reasons. Examples are cases pertaining to domestic violence, juvenile complaints, specific addresses, and other investigations that are ongoing and sensitive in nature. The Westville Police Department will share with the community what we are allowed to by law. If a citizen is requesting specific information, they will have to complete an OPRA request. However, certain reports are still prohibited from being released even with an OPRA request.

- On 09-01-2026 Angelic Ortiz-Rivera from Camden was arrested for active warrants during a municipal court session.
- On 09-04-2026 Anthony Lancello from West Deptford was arrested for Shoplifting, Hindering His Apprehension, and active warrants during a shoplifting investigation.
- On 09-04-2026 Edward Johnson from Woodbury was arrested for Driving Under the Influence during a motor vehicle stop.
- On 09-05-2026 Jontay Talley from Camden was arrested for active warrants during a motor vehicle stop.
- On 09-05-2026 Bryan Morrison from Sicklerville was arrested for active warrants during a motor vehicle stop.

- On 09-05-2026 Brian McCoy from National Park was arrested for active warrants after turning himself into Westville Police.
- On 09-05-2026 Odalis Alonzo-Torres from Westville was arrested for active warrants during a motor vehicle stop.
- On 09-05-2026 Timothy McCoy from National Park was arrested for Possession of a Controlled Dangerous Substance during a motor vehicle stop.
- On 09-05-2026 Timothy McCoy from National Park was arrested for active warrants during a motor vehicle stop.
- On 09-07-2026 Alvin Hand III from Westville was arrested active warrants after turning himself into Westville Police.
- On 09-07-2026 a male from Westville was arrested for Simple Assault during a domestic violence investigation.
- On 09-08-2026 Matthew Gaffney Westville was arrested for Hindering His Own Apprehension, active warrants, Possession of a Controlled Dangerous Substance, Possession of Drug Paraphernalia, and Failure to Give CDS to Police during a motor vehicle crash investigation.
- On 09-12-2026 Dishon Dallan from Camden was arrested for active warrants during a motor vehicle stop.
- On 09-12-2026 Timothy McCoy from National Park was arrested for active warrants during an investigation.
- On 09-15-2026 Female from Blackwood was arrested for Simple Assault and Resisting Arrest during a domestic violence investigation.
- On 09-16-2026 Jamie Bhupan from Camden was arrested for active warrants during a motor vehicle stop.
- On 09-17-2026 Deyana Coley-Seijo from Vineland was arrested for active warrants during a motor vehicle stop.
- On 09-20-2026 Janay Stratton from Bellmawr was arrested for Driving Under the Influence during a motor vehicle stop.
- On 09-24-2026 Erick Santos from Camden was arrested for active warrants during a motor vehicle stop.
- On 09-24-2026 David Casillas from Philadelphia, Pennsylvania was arrested for active warrants during a motor vehicle stop.
- On 09-25-2026 Tavener Miller from Westville was arrested for Driving Under the Influence during a motor vehicle stop.
- On 09-27-2026 James Aresnault from Erial was arrested for being a Wanted Person out of Camden County Probation.
- On 09-30-2026 Talia Rivera from Camden was arrested for active warrant during a motor vehicle stop.
- On 09-30-2026 Charles Thomas from Deptford was arrested for Driving Under the Influence during a motor vehicle stop.

CODE ENFORCEMENT/RENTAL/HOUSING

ACTIVITY REPORT SEPTEMBER 2026

- Violation letter sent to 100 block of Gateway Blvd for work without permits.
- Violation letter sent to Unit block of Pine St for work without permits.

- Violation letter sent to Unit block of Avon Ave for property maintenance.
- Violation letter sent to Unit block of Deadline Dr for property maintenance.
- Violation letter sent to 200 block of Broadway for unsafe structure.
- Violation letter sent to Unit block of Parkview Dr for property maintenance.
- Violation letter sent to 300 block of Summit Ave for work without permits.
- Violation letter sent to 200 block of Maple Ave for property maintenance.
- Violation letter sent to 300 block of High Street for property maintenance.
- Violation letter sent to 800 Block of Broadway for property maintenance.
- Violation letter sent to 500 Block of Delsea Dr for property maintenance.
- Violation letter sent to 100 block of Avon Ave for work without permits.

91 inspections were completed in the month of September.

28 Annual Inspections, 6 CO Inspections, 14 Sale Inspections

43 Annual Re-Inspections

WESTVILLE FIRE DEPARTMENT ACTIVITY REPORT – SEPTEMBER 2026

September 1st thru September 5th

- Fire Department handled 40 calls for service, 31 Fire related Incidents and 9 Medical Incidents.

September 6th thru September 12th

- Fire Department handled 34 calls for service, 14 Fire related Incidents and 20 Medical Incidents.

September 13th thru September 19th

- Fire Department handled 34 calls for service, 22 Fire related Incidents and 12 Medical Incidents.

September 20th thru September 26th

- Fire Department handled 24 calls for service, 14 Fire related Incidents and 10 Medical Incidents.

September 27th thru September 30th

- Fire Department handled 18 calls for service, 14 Fire related Incidents and 4 Medical Incidents.

The Westville Fire Department handled a total of 150 calls for service in the month of **September.**

Members participated in 3 drills during the month of **September**.

"GET INVOLVED, MAKE A DIFFERENCE."

REPORT OF THE CHIEF FINANCIAL OFFICER **2026**

CURRENT FUND # 2536 & 2737		**SEPTEMBER**	**SEPTEMBER**
BALANCE BEG MONTH	tax	$ 690,706.66	$ 1,179,050.60
MONTHLY RECEIPTS	curr	579,782.30	5,255,045.47
MONTHLY DISBURSED			5,163,607.11
ENDING BALANCE		$ 1,270,488.96	$ 1,270,488.96
			$ 1,270,488.96

WATER OPERATING	**0223-000-076**	
BALANCE BEG MONTH		$ 924,803.62
MONTHLY RECEIPTS		164,936.45
MONTHLY DISBURSED		225,359.77
ENDING BALANCE		$ 864,380.30

CASH BALANCES -- OTHER ACCOUNTS			**SEPTEMBER**	
COMBINED AGENCY & PAYROLL	**0223-00-0274**	R	$ 81,660.72	R
BOARD OF HEALTH	**0223-00-0126**	R	1,342.52	R
GENERAL CAPITAL	**0223-00-0142**	R	26,003.08	R
CELEBRATION ACCOUNT	**0223-00-0365**	R	11,458.17	R
CLERK	**0223-00-0134**	R	888.37	R
DOG	**0223-00-0100**	R	12,745.16	R
TRUST - FLEX SPENDING	**0223-00-1280**	R	667.80	R
TRUST- K-9 DONATIONS	**0223-00-1801**	R	3,457.91	R
PLANNING & ZONING ESCROW	**0223-00-0340**	R	47,132.72	R
TRUST -- FIELDSTONE	**0023-00-0316**	R	732.57	R
TRUST - FORFEITURE	**0223-00-0381**	R	1,165.57	R
MUNICPAL ALLIANCE	**0223-00-0373**	R	4,910.35	R
RECREATION	**0223-00-1298**	R	574.53	R
SEWER	**0223-00-0092**	R	473,016.21	R
SMALL CITIES	**0223-00-0357**	R	35,557.20	R
SUNOCO - ESCROW	**0223-00-2023**	R	251.25	R
UNEMPLOYMENT	**0223-00-0399**	R	15,089.60	R
WATER CAPITAL	**0223-00-0324**	R	22,314.26	R
TAX COLLECTOR - TTL	**0223-00-0167**	C	231,876.78	C
			$ 889,184.05	

John A. Bruno, Jr.
Chief Financial Officer

INTEREST REPORT -- 2026

			YTD TOTAL	2026 JULY	2026 AUGUST	2026 SEPTEMBER
CURRENT FUND						
AGENCY/PAYROLL ACCOUNT	**0223-00-0274**		$ 620.71	$ 52.20	$ 63.22	$ 56.13
BOARD OF HEALTH	**0223-00-0126**		5.14	0.52	0.56	0.52
GENERAL CAPITAL	**0223-00-0142**		357.93	41.68	50.99	38.23
CELEBRATION ACCOUNT	**0223-00-0365**		107.45	13.90	9.55	7.16
CLERK	**0223-00-0134**		11.11	1.93	0.61	0.22
CURRENT (2) Accounts	**0223-00-0084**		5,134.88	188.23	338.77	725.44
DOG	**0223-00-0100**		55.50	6.52	6.56	6.24
TRUST -- FLEX SPENDING	**0223-00-1280**	**#21**	2.95	0.33	0.33	0.32
TRUST -- K-9 DONATIONS	**0223-00-1801**		15.34	1.73	1.73	1.68
PLANNING & ZONING ESCROW	**0223-00-0340**	**# 15**	183.98	22.29	21.67	21.23
TRUST -- OTHER (FIELDSTONE)	**0023-00-0316**	**#21**	3.58	0.41	0.41	0.39
TRUST -- FORFEITURE	**0223-00-0381**	**#21**	5.15	0.58	0.58	0.56
MUNICPAL ALLIANCE	**0223-00-0373**	**# 13**	21.71	2.46	2.46	2.38
RECREATION	**0223-00-1298**	**# 14**	2.54	0.29	0.29	0.28
SEWER	**0223-00-0092**	**# 01**	2,563.18	232.12	175.15	188.50
SMALL CITIES	**0223-00-0357**	**# 23**	157.69	17.79	17.80	17.23
SUNOCO - ESCROW	**0223-00-2023**	**# 15**	1.14	0.13	0.13	0.12
UNEMPLOYMENT	**0223-00-0399**	**# 18**	67.18	7.60	7.55	7.29
TAX COLLECTOR REPORT	**0223-00-0159**		1,837.25	34.22	142.55	434.75
TAX COLLECTOR REPORT TTL	**0223-00-0167**		946.24	96.76	96.34	105.97
			$ 12,100.65	$ 721.69	$ 937.25	$ 1,614.64
WATER UTILITY FUND						
WATER CAPITAL	**0223-00-0324**		3,984.34	288.78	184.30	18.89
WATER OPERATING	**0223-00-0076**		5,540.08	602.21	511.89	442.10
			$ 9,524.42	$ 890.99	$ 696.19	$ 460.99
YTD TOTAL			$ 21,625.07	$ 10,010.87	$ 10,707.06	$ 11,168.05

TAX COLLECTOR'S YEAR TO DATE CASH RECEIPTS REPORT

SEPTEMBER 2026 ~ FINANCE COMMITTEE

Chariman Bruce Nordaby, Travis Lawrence, Tracy Van Acker, John A. Bruno, CFO

DESCRIPTION	Arrears/Other	2025	2026	Interest	Totals
Property Taxes		$ 49,885.05	$ 10,034,331.05	$ 11,262.29	$ 10,095,478.39
SC/D Ded Repay		$ 1,249.46		$ 0.54	$ 1,250.00
Added Assessment			$ 436.83		$ 436.83
6% YEP		$ 1,230.94		$ 30.16	$ 1,261.10
Tax Sale Taxes		$ 35,680.88		$ 2,406.72	$ 38,087.60
Tax Sale Penalty		$ 612.37		$ 256.36	$ 868.73
Subsequent Taxes			$ 48,684.84	$ 720.62	$ 49,405.46
Municipal Lien	$ 1,153.99			$ 28.83	$ 1,182.82
Outside Lien	$ 125,812.16			$ 13,276.02	$ 139,088.18
Recording Fee	$ 684.00				$ 684.00
Foreclosure Fee	$ 4,418.92				$ 4,418.92
Cost of Sale				$ 2,296.87	$ 2,296.87
Tax Sale Premium	$ 145,500.00				$ 145,500.00
Cost of Sale				$ 791.68	
TOTALS	$ 276,415.08	$ 88,658.70	$ 10,083,452.72	$ 31,070.09	$ 10,479,958.90

Respectfully Submitted,

Nicole L. O'Hara, Certified Tax Collector

TAX COLLECTOR'S YEAR TO DATE CASH RECEIPTS REPORT

SEPTEMBER 2026 ~ FINANCE COMMITTEE

Chariman Bruce Nordaby, Travis Lawrence, Tracy Van Acker, John A. Bruno, CFO

DESCRIPTION	Arrears/Other	2025	2026	Interest	Totals
Property Taxes			$ 2,488,344.20	$ 302.42	$ 2,488,646.62
TTL Year End Penalty	$ 1,230.94			$ 2,848.81	$ 4,079.75
Outside Lien	$ 65,499.93			$ 7,534.98	$ 73,034.91
TTL Foreclosure	$ 4,418.92				$ 4,418.92
Lien Recording Fee	$ 124.00				$ 124.00
TOTALS	$ 71,273.79		$ 2,488,344.20	$ 10,686.21	$ 2,570,304.20
Balance as of 9/30/26:	Tax Account:	$ 665,795.30			
	Lien Account:	$ 231,876.78			

Respectfully Submitted,

Nicole L. O'Hara, Certified Tax Collector

2026 YEAR TO DATE CLERK'S REPORT

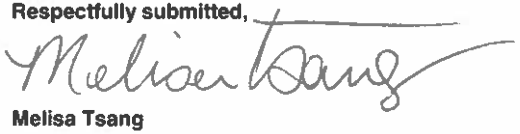
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Police Reports	$43.00	$47.85	$120.10	$33.25	$67.80	$48.95	$46.10	$129.25	$332.15				**$868.45**
Rent													**$0.00**
Notary				$2.50									**$2.50**
Death Certificates	$795.00	$865.00	$1,020.00	$790.00	$595.00	$1,090.00	$445.00	$580.00	$245.00				**$6,425.00**
Fetal Death Cert													**$0.00**
Fetal Burial Permit													**$0.00**
Marriage Licenses		$28.00	$140.00	$56.00	$56.00	$56.00	$112.00	$84.00	$84.00				**$616.00**
Certified Marriage		$30.00	$70.00	$30.00	$30.00	$70.00	$30.00	$110.00	$70.00				**$440.00**
Birth Certificates			$10.00										**$10.00**
Amusement Licenses		$10.00	$220.00										**$230.00**
Used Cars Licenses		$500.00	$950.00										**$1,450.00**
Taxi Licenses													**$0.00**
Liquor Licenses						$14,418.00							**$14,418.00**
OPRA													**$0.00**
Peddler Permits		$35.00	$35.00	$275.00		$50.00	$125.00						**$520.00**
Peddler Badges				$10.00	$90.00		$70.00						**$170.00**
Maps													**$0.00**
Firearms Permits			$2,601.65		$1,550.00	$725.00		$50.00					**$4,926.65**
Cat Licenses		$13.00	$10.00										**$23.00**
Street Opening			$5,043.65		$200.00		$200.00		$400.00				**$5,843.65**
200 ft. List		$20.00	$10.00						$10.00				**$40.00**
3rd Lien													**$0.00**
Copies													**$0.00**
Raffles/Bingo		$25.00							$20.00				**$45.00**
	$838.00	**$1,573.85**	**$10,230.40**	**$1,196.75**	**$2,588.80**	**$16,457.95**	**$1,028.10**	**$953.25**	**$1,161.15**	**$0.00**	**$0.00**	**$0.00**	$36,028.25

Mayor and Council
Construction Report
Housing Fees Collected

October 1, 2026

2026	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YEAR TO DATE
Subcode Inspections										
Building	14	7	6	19	12	22	7	14	15	116
Electric	21	6	8	20	15	20	15	7	11	123
Plumbing	12	2	7	7	8	15	11	3	2	67
Fire	7	0	2	4	1	6	3	3	2	28
Mechanical	7	3	3	5	6	7	6	4	8	49
Complaints Issues										
Fees Collected	$2,178.00	$ 3,555.00	$ 8,251.00	$5,627.00	$7,369.00	$6,409.00	$4,500.00	$3,364.00	$7,536.00	$48,789.00
Commercial CO	$0.00	$0.00	$0.00	$0.00	$0.00	$175.00	$175.00	$0.00	$0.00	$350.00
Violations / Penalties	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total fees collected	$2,178.00	$ 3,555.00	$ 10,251.00	$5,627.00	$7,369.00	$6,584.00	$4,675.00	$3,364.00	$7,536.00	$51,139.00
Permits Issued	11	13	19	22	24	22	18	19	29	177
Cert. Of Approval	25	8	8	16	11	9	22	17	23	139
Housing CO & REG.FEES	$39,261.00	$ 20,915.00	$ 18,013.00	$ 10,349.00	$ 16,174.00	$ 16,262.00	$ 6,141.00	$ 3,448.00	$ 3,450.00	$134,013.00
Total Fees Collected	$39,261.00	$ 20,915.00	$ 18,013.00	$ 10,349.00	$ 16,174.00	$ 16,262.00	$ 6,141.00	$ 3,448.00	$ 3,450.00	$134,013.00

Respectfully submitted,



Melisa Tsang
CONSTRUCTION ADMIN

Range: First to Last Issue Date Range: 09/01/26 to 09/30/26 **Indicates payment is in batch

	Alteration Cost	New Volume		BUILDING ELECTRICAL OTH DCA	DISCOUNT FIRE PLUMBING	TOTAL MECHANICAL SALE
Grand Totals:	345,768.00	0	PAID:	3,990.00	0.00	7,536.00
			0.00	1,625.00	75.00	525.00
				0.00	330.00	350.00
				641.00		
			WAIVED:	0.00	0.00	490.00
				80.00	0.00	0.00
				0.00	410.00	0.00
				0.00		
			PERMIT COUNT:	14	0	29
				11	1	6
				0	4	3
				0		

*NOTE: This report contains only PAID & WAIVED fees.

BOROUGH OF WESTVILLE
Permit Activity Report Totals

Range: First to Last — Range of Building Codes: First to Last
Activity Date Range: 09/01/26 to 09/30/26 Activity Type Range: First to Last

Application Id / Building Code	Block/Lot/Qual / Activity Type	Property Location / Inspector	Owner Name / Date	Phone / Start Time	Permit No / End Time	Actual Time	Status

Activity Type Totals:

CCO:	1	CO:	13	FIN:	37	FOOT:	1

Building Code Totals:

BUILDING:	15	ELECTRICAL:	11	FIRE:	2	MECHANICAL:	8	PLUMBING:	2
SALE:	14								

Total Activities: 52 Total Permits: 41

Inspector Totals:

AD:	17
SEE:	13
FF:	10
FD1:	1
ML:	11

Cert Date Range: 09/01/26 to 09/30/26
Cert Type Ids Included: CA

		CCO	CO	NON	TCO
Total CA	Certificates:	23			
Total CCO	Certificates:	0			
Total CO	Certificates:	0			
Total NON	Certificates:	0			
Total TCO	Certificates:	0			

Range: Block: First to Last
Lot:
Qual:
Range of Util Accounts: First to Last
Range of Customers: First to Last
Range of Codes: First to Last
Range of Years: First to 2027
Range of Periods: 1 to 12
Range of Batch Ids: First to Last
Range of Dates: 09/01/26 to 09/30/26
Range of Reference #s: First to Last
Range of Sections: First to Last
Name to Print: Bill To
Range of Spec Tax Codes: First to Last
Print Ref Num: N
Print Utility w/Block/Lot/Qual: N
Payment Type Includes: Tax: N Sp Charges: N Lien: N Sp Assmnt: N Water: N Sewer: N
Voucher Agency: N Invoice: Y Animal: N
Misc: N
Payment Method Includes: Cash: Y Check: Y Credit: Y Voucher: N

Print Only Miscellaneous w/Block/Lot/Qual: N
Sort Miscellaneous Payments by Block/Lot/Qual/Utility Account: N
Print Only Miscellaneous w/Utility Id: N

Code	Description	Count	Principal Arrears/Other	Principal 2025	Principal 2026	Principal 2027	Interest	Total
BLD	BUILDING DEPT.	89	8,136.00	0.00	0.00	0.00	0.00	8,136.00
HOU	Housing	39	3,050.00	0.00	0.00	0.00	0.00	3,050.00
LBF	Lead Base Fee	16	400.00	0.00	0.00	0.00	0.00	400.00
	Invoice Payments	144	11,586.00	0.00	0.00	0.00	0.00	11,586.00
	Payments Total:	144	11,586.00	0.00	0.00	0.00	0.00	11,586.00
	Cash O/S Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
	NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
	Total:	144	11,586.00	0.00	0.00	0.00	0.00	11,586.00

Total Cash:	2,572.00
Total Check:	8,179.00
Total Credit:	835.00

Borough of Westville
Sewer

To: Donna Domico, Chairperson
Tracy Van Acker
Mandi McCullough

Description	September	Year to Date
Arrears/ Other	$849.15	$8,988.21
2025	$0.00	$32,279.89
2026	$86,666.26	$776,752.70
Interest	$214.90	$4,474.08
Totals	**$87,730.31**	**$822,494.88**

Respectfully,



Erin Herrmann

Borough of Westville
Water

To: Donna Domico, Chairperson
Tracy Van Acker
Mandi McCullough

Description	September	Year to Date
Arrears/ Other	$1,955.22	$31,375.76
2025		$33,233.15
2026	$131,906.04	$1,148,335.87
Interest	$317.56	$6,786.88
Lab Fees	$406.42	$195,424.88
Payment Plans	$100.90	$404.29
Totals	**$134,686.14**	**$1,415,156.54**

Respectfully,

Erin Herrmann

Erin Herrmann

BOROUGH OF WESTVILLE, PUBLIC WORKS DEPARTMENT

SEWER DIVISION

TO: Ms. Donna M. Domico ~ Chairperson
Ms. Tracy Van Acker
Ms. Mandi McCullough
Ms. Sydney Packer~ Deputy Municipal Clerk

SUBJECT: Operation report for the month of September 2026

	2026	*2025*
Gallons of Sewage Pumped to the GCUA	17,860,000	9,780,000
Average Per Day	595,000	326,000
Cost for Treatment of Sewage	$63,099.38	$33,907.26
Average Per Day	$2,103.31	$1,130.24
Rainfall	8.15	2.24
Number of Service Calls	5	9

Sewer mains and manholes were cleaned and maintained as necessary and/or requested. Preventive maintenance was done on Broadway & Duncan Ave., Harvard Ave, Hazel Ave, E. Olive Street & High St, E. Olive Street & Cypress Court, 200 Block of Elm St, W. Olive Street, Walnut and Edgewater Avenues, Yale & Harvard. Cleaned out storm sewers throughout town.

3 sewer issues. 2 were homeowners' issues on Almonesson Rd. and Highland Ave., jetted both lines anyway but it did not help with the homeowners' issues. 1 backed up sewer on Broadway. Jetted line to clear blockage and ran the line out for maintenance.

Respectfully submitted,

Martin E, Finger, Jr. CPWM
Superintendent
Public Works Department

BOROUGH OF WESTVILLE PUBLIC WORKS DEPARTMENT

HIGHWAY DIVISION

TO: Ms. Donna M. Domico ~ Chairperson
Ms. Tracy Van Acker
Ms. Mandi McCullough
Ms. Sydney Packer~ Deputy Municipal Clerk

SUBJECT: Operation report for the month of September 2026

	2026	*2025*
Tons of Trash Collected	239.7	187.51
Cost of Trash Disposal	$20,638.56	$16,264.62
Average Cost Per Ton	$86.10	$86.74
Number of Service Calls	12	21

All equipment in the Public Works Department was cleaned, washed, checked and maintained. Filled various pot holes throughout Borough. Trimmed, cut and disposed of all overgrown areas on the roadside throughout the Borough. Cleared storm grates of debris. Installed repaired speed sign Broadway and replaced damaged Locust Ave and Center St street signs.

Picked up corn stalks, and mums for fall festival. Set-up and prepared for the fall festival, worked the festival and cleaned up afterwards.

Completed work orders for Borough Hall and Library. Collected clothing bags from residents on 2nd Monday of each month. Shuttle Bus resumed three-day schedule for the fall season.

SHUTTLE BUS	*2026*	*2025*
Number of Passengers	125	132
Days Operated	12	11
Number of Runs	32	27
Avg. Passengers Per Day	10.42	12
Gallons of Gas Used	36.9	22.5
Average Per Day	3.075	2.05

Respectfully submitted,

Martin E, Finger, Jr. CPWM
Superintendent
Public Works Department

BOROUGH OF WESTVILLE PUBLIC WORKS DEPARTMENT

RECYCLING DIVISION

TO: Ms. Donna M. Domico ~ Chairperson
Ms. Tracy Van Acker
Ms. Mandi McCullough
Ms. Sydney Packer ~ Deputy Municipal Clerk

SUBJECT: Operation report for the month of September 2026

	2026	*2025*
Tons of Waste NOT Taken to the Incinerator	46.895	41.10
Cost if Waste Was Taken to the Incinerator	$4,067.67	$3,564.58
Amount Received from Recyclable Material	$450.00	$184.00
Cost to Dispose of Recyclable Material	$3,577.16	$3,557.04
Amount Saved by Recycling	**$940.51**	**$191.54**

Respectfully submitted,

Martin E. Finger, Jr. CPWM
Superintendent
Public Works Department

*** Includes amount <u>Paid</u> to OMNI for Recycling - Single Stream**

BOROUGH OF WESTVILLE PUBLIC WORKS DEPARTMENT
WATER DIVISION

TO: Ms. Donna M. Domico ~ Chairperson
Ms. Tracy Van Acker
Ms. Mandi McCullough
Ms. Sydney Packer ~ Deputy Municipal Clerk

SUBJECT: Operation report for the month of September 2026

	2026	*2025*
Gallons of Water Treated and Delivered	15,745,000	15,433,000
Average Per Day	524,833	514,400
Hours Plant Operated	421.8	467.1
Average Per Day	14.1	15.57
Gallons of Water Recycled	156,062	201,892
Average Per Week	31,212	40,378
Yearly Water Allocation	192.909	192.909
Well Water Pumped for Month	15.745	14.623
Remaining Water Allocation	53.9833	73.599
Total Allocation Used YTD	138.9257	119.310
Number of Service Calls	38	55
Number of Sensus Water Meters Installed	4	9
Number of Radio Read Remotes Installed	7	7

Quarterly meter readings were completed. Rereads, remote/meter replacement were completed as necessary. Implemented meter doorhangers. All equipment in the water treatment plant was maintained. Continued GLO initiative to check unknown service line materials.

Respectfully submitted,

Martin E, Finger, Jr. CPWM
Superintendent
Public Works Department

BRYSON & YATES
CONSULTING ENGINEERS, LLC

Jonathan A. Bryson, P.E., C.M.E.
President
Bret T. Yates
Vice President

307 Greentree Road
Sewell, New Jersey 08080
Phone 856-589-1400
Fax 856-582-7976

October 20, 2026
File No. 26003

Mr. Ryan Giles, Borough Administrator
Borough of Westville
165 Broadway
Westville, New Jersey 08093

Re: **Borough of Westville**
Monthly Status Report – Municipal Engineering Services

Dear Mr. Giles:

Bryson & Yates is pleased to submit this summary status report for the various projects of concern to the Borough. Please note, headings and new items for action are indicated in bold face type.

Should any questions or comments arise, please do not hesitate to contact this office.

Very truly yours,
BRYSON & YATES
CONSULTING ENGINEERS LLC

Jonathan A. Bryson, P.E., C.M.E.
Borough Engineer

JAB

cc: Mayor & Council
Sydney Packer, Deputy Borough Clerk (w/enc)
Martin Finger, Certified Public Works Manager (w/enc)
Timothy Scaffidi, Esq., Borough Solicitor (w/enc)

BOROUGH OF WESTVILLE
ENGINEER'S REPORT

I. GENERAL

A. Bond Release Requests:

1. None received this period.

B. Water Treatment via G.A.C. Filtration:

1. Installation is complete
2. Media has been delivered.
3. Pressure and bacteria tests have passed.
4. Start-up training is scheduled for 8/19/26.
5. System is online.
6. The Pole Barn building project was awarded to Pioneer Pole Barns.
7. Work is anticipated to start the first week of December.

II. MUNICIPAL AID PROJECTS

C. NJDOT FY22 – Lehigh & State Road:

1. Project has been closed out by the NJDOT.

D. NJDOT FY23 – High Street:

1. A grant in the amount of $234,900.00 was received from the NJDOT.
2. Survey work has been completed.
3. Design plans have been completed and submitted to the NJDOT for approval for bids.
4. The NJDOT has approved the project to go out for bids.
5. A request for a six month extension has been submitted to the NJDOT. The request would allow time for the replacement of water services.
6. A six month extension has been granted by the NJDOT.
7. The project must be bid awarded by 5/22/25.
8. The bid opening was held on 4/16/25.
9. Thinkpavers was the low bidder with a bid in the amount of $310,752.00
10. Contracts have been executed; we will schedule a pre-construction meeting with the Contractor.
11. A pre-construction meeting was held on 9/3/25.
12. Flatwork is complete.

13. Final paving is complete.
14. We are closing out with the NJDOT.
15. The NJDOT has issued a punchlist.

E. NJDOT FY24 – Chestnut Street:

1. A grant in the amount of $205,210.00 was received from the NJDOT.
2. Survey work has been completed
3. Plans, specifications and estimate have been submitted to the NJDOT for approval for bids.
4. NJDOT has approved to go out for bids.
5. The bid opening was held on 4/16/25.
6. Thinkpavers was the low bidder with a bid in the amount of $166,734.00
7. Contracts have been executed; we will schedule a pre-construction meeting with the Contractor.
8. A pre-construction meeting was held on 8/19/25.
9. Flatwork is complete.
10. Final paving is complete.
11. We are closing out with the NJDOT.
12. The NJDOT has issued a punchlist.

F. NJDOT FY25:

1. An application has been submitted for Parkview Drive.
2. A grant in the amount of $181,744.00 was received.
3. Preliminary plans are complete.
4. Plans have been submitted to the NJDOT for approval for bids.

G. NJDOT FY26:

1. An application has been submitted for Parkview Drive – Phase 2.
2. A grant in the amount of $97,286.00 was received.
3. Preliminary plans are complete.
4. Plans have been submitted to the NJDOT for approval for bids.

K. River Drive Walking Path – Phase 1:

1. The bid opening was held on 10/22/25.
2. Contracts have been forwarded to Landberg Construction.
3. The contractor is available for a preconstruction meeting on 3/25/26.
4. The walking path has been final paved.
5. We are awaiting building delivery.
6. We have requested that Landberg Construction prepare the site for building delivery.