

*Dear Resident,*

We would like to take this opportunity to welcome you as a new resident and taxpayer to the Borough of Westville. We are very proud of our town and we are sure you will be also. Westville is very responsive to all of its residents and property owners.

In the past, we have had some problems with new property owners receiving tax bills, water bills and sewer bills. Therefore, the following is a list of when these bills are due:



*Taxes* are due on a quarterly basis ~ February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup>, of the current tax year.

*Water* bills are due on a quarterly basis ~ January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>.

*Sewer* bills are sent out quarterly and due ~ March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>.

*Interest* on all accounts will be charged after the 10<sup>th</sup> of the month in which the payment is due.

Information concerning trash, recycling, Borough Meetings, important telephone numbers and other general information is provided on the following pages. Again, "Welcome to Westville" and if we may be of any help, please give us a call, drop us a note, or attend a council meeting.

*Best Wishes,*

*Mayor Russell W. Welsh, Jr.  
Council President Michael O. Ledrich  
Councilman Charles D. Murtaugh  
Councilman James A. Pennington, Jr.  
Councilman William C. Rebel  
Councilwoman Colleen T. Archer  
Councilman William C. Packer, III*

# BOROUGH OF WESTVILLE

## Numbers to Remember:

|   |          |                         |                |
|---|----------|-------------------------|----------------|
| Fire/Ambulance/Police Emergency:          | Dial 911 | Poison Control:         | 1-800-962-1212 |
| Police:                                   | 456-0028 | Underwood Hospital:     | 845-0100       |
| Public Works Department:                  | 456-7785 | Animal Control Officer: | 881-2828       |
| Municipal Court:                          | 456-0066 | Library:                | 456-0357       |
| (Court is held EVERY Wednesday @ 1:30 pm) |          | Gateway Regional H.S.   | 848-8200       |
| Parkview Elementary School:               | 456-0235 | Fire District:          | 456-9432       |

## Construction Office

### Woodbury, Wenonah, Woodbury Heights & Westville have an Inter-Local Service Agreement

To schedule Inspections, or obtain permits, please contact Deidra Stagliano at 845-1300, Ext. 27.

Woodbury Code Enforcement Office is located at 33 Delaware Street.

Hours: Monday through Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 1:30a.m.

#### Inspection Hours are:

Building/Fire: Monday to Friday from 8:30 a.m. to 4:30 p.m. (Robert Kunkel)

Electric: Monday to Thursday from 11:00 a.m. to 3:00 p.m. (Charlie Bastow)

Plumbing: Monday to Thursday from 1:30 p.m. to 4:30 p.m. (Mike Grecco)

Westville Housing/Certificate of Occupancy ~ Bruce Wasson at 456-0030, Ext. 16

## Borough Municipal Offices

456-0030

Administrator: Ext. 11

Chief Financial Officer: Ext. 12

Taxes, Water & Sewer ~ Ext. 14 and 15

Vital Statistics ~ Ext. 14

Borough Clerk: Ext. 13

Tax Assessor: Ext. 17 (Mondays)

Borough Secretary: 10

Housing & C/O: Ext. 16

## MEETINGS: (All Meetings are held at 114 Crown Point Road, unless noted.)

Council: 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of Each Month at 7:00 p.m.

(Except June through August meetings are held the 2<sup>nd</sup> Wednesday only.) Meetings subject to change

Fire District: 2<sup>nd</sup> Tuesday at Firehouse

Land Use Board: 1<sup>st</sup> Monday of each month at 7:00 p.m.

Library Trustees: 4<sup>th</sup> Monday of each month at 7:00 p.m.

Environmental Committee: 1<sup>st</sup> Wednesday of each month @7:00 p.m.

Board of Health: When necessary ~ 2<sup>nd</sup> Thursday at 10:00a.m.: Jan., April, July & Oct. (1035 Broadway)

Downtown Redevelopment: 3<sup>rd</sup> Thursday at 7:30 p.m., When necessary

Visit our Web site: [www.westville-nj.com](http://www.westville-nj.com)



## TRASH SCHEDULE:



LARGE ARTICLES: *1<sup>st</sup> & 3<sup>rd</sup> Monday of Each Month*

Monday: *Entire Town ~ Large items, vegetative waste, branches, wood, concrete, metal items (white goods, ranges, refrigerators, washers, etc.) only. Tree branches should be tied in six ft. lengths. Please place these items at your curb line the evening before the collections*

Tuesday: *East of Railroad ~ Including Crown Pt., Woodbine, Pine, Timber, New, West, Delsea (North of Almonesson), Broadway (North of Birch), Poplar, Center, Duncan, Birch, Oak, Spruce, Edgewater (North of West), and Maple.*

Wednesday: *East of Railroad to Delsea from Cedar to Lehigh*

Thursday: *Delsea to Timber Creek from Snyder to Hillside.*

Friday: *West of Railroad ~ all Newbold & South Westville*

**NOTE:** On holidays trash will be collected the following day, except for Friday Holiday, which will be collected on Thursday & Monday Holiday trash pickup will resume the following Monday.

*“Please Conserve Water”*

### Public Works

**SNOW REMOVAL:** Plowing will commence when three (3) or more inches have fallen. Please park your vehicle in driveways when possible, or move vehicles when streets are being cleared.

**Trash & recycling containers should NOT be placed at the curb line earlier than 6:00 p.m. the evening before your scheduled trash collection day. All receptacles should be removed from the curb line by 7:00 p.m. the day of collection.**

**Recycling “It Pays To Recycle in Westville!”** Recycling reduces the amount of trash taken to the incinerator or landfill and is mandated in the State. **Recycle Bank** provides Blue recycling containers. **Place all of your recyclables including newspapers, paper, plastic, glass, aluminum and tin into your BLUE recycling container.** Your bin has an I.D. code that is recorded by the recycling truck. **REWARD:** The amount you recycle is translated into RecycleBank Dollars that you can use to shop for rewards and discounts at local stores. **REDEEM:** call 1-888-727-2978 or log into your personal account at [www.RecycleBank.com](http://www.RecycleBank.com) to view your rewards! (Over 40 stores.)

**LEAF COLLECTION:** *October 1<sup>st</sup> to December 31<sup>st</sup> ~ Same as Trash Schedule. Rake to street along curblines for collection on **Regular Trash Day.***

**Leaves (*mid-December to mid-October*) Placed in plastic bags and tied or in trash cans with lids on 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.**

## PUBLIC WORKS

All metal items such as ranges, refrigerators (door removed), washers, dryers, hot water heaters, etc. Place at curblines. **Collected 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month. (Large Articles) If a holiday falls on either day, trash will be collected the following Monday.**

Batteries & tires (cars & trucks only) Place at curb line on 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.

Motor oil ~ Bring to Public Works Highway Garage between 7:30 a.m. and 4:30 p.m. on Mondays ONLY.

Concrete, bricks, cinder blocks, etc. ~ Place large chunks at curb or in containers not heavier than 50 pounds on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month.

RESIDENTS HAVING HOME REMODELING DONE SHOULD MAKE SURE THE CONTRACTOR PROVIDES A **PRIVATE** TRASH CONTAINER. The Public Works Department WILL **NOT** collect trash from private contractors doing home remodeling work.

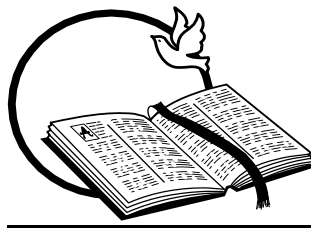
### **NOTE:**

Grass clippings are not permitted to be dumped or incinerated. Homeowners should recycle their grass clippings by using them around trees, plants and bushes for mulch or leave on lawn.

## HOUSEHOLD SPECIAL WASTE COLLECTION:

Materials accepted for disposal: Paints, stains, motor oil, antifreeze, lead acid and/or/ni-cad batteries, fluorescent tubes and ballasts, solvents, pesticides, cleaners, kerosene, herbicides, gasoline, turpentine, varnish, fertilizers, rat poisons, auto & floor care products, weed killers, lighter fluid, propane tanks, photographic and pool chemicals.

**Location:** Gloucester County Solid Waste Complex  
Monroeville Road (Rt. 694), S. Harrison  
Gloucester County Roads Department  
N. Delsea Drive, Clayton (8:00 a.m. -2:00 p.m.)  
**Call Office of Recycling at 856-478-6045, ext. 13 for DATES**



## CHURCHES:

|   |          |
|---|----------|
| Church of Eternal Life ~ Olive Street & Folsom    | 456-2196 |
| St. Anne's Catholic ~ Route 130 & Highland Avenue | 456-4136 |
| St. John's Lutheran ~ Duncan & High               | 456-4347 |
| St. Luke's Episcopal ~ 3 <sup>rd</sup> & Highland | 456-5969 |
| The Bible Church of Westville ~ Delsea Drive      | 456-3791 |
| Westville Baptist ~ Route 130 & Summit Avenue     | 456-0033 |
| Westville Methodist ~ Broadway & Center           | 456-4375 |

**POLICE DEPARTMENT:** The Westville Police Department would like to welcome you to town. We are a full time police department that provides 24-hour police service seven (7) days a week. Our police department provides a D.A.R.E. program at Parkview Elementary School that is conducted by one of our police officers specializing in drug awareness and juvenile problems. Parents should also be aware that the Borough of Westville has **a curfew for juveniles under the age of 18 that is enforced from 9:30 p.m. to 6:00 a.m. by the police department.**

In an effort to help us provide better police service to you, we would like to ask the following. Please make sure that your **address is clearly displayed on your house. In the event you need our services, responding officers will be able to save valuable time** in an emergency and quickly find your house by simply having your address clearly displayed. Please make sure shrubs are trimmed away from doors and windows. Night lighting around your home deters problems and make sure your locks work and use them. If you like, a member of our police department will be glad to come to your home and give you advice on security and point out areas of concern that need improvement. Please call the police department at 456-9444 to make arrangements for this free service.

If you have any questions about local ordinances or New Jersey State Laws feel free to call us. Again, the police department welcomes you to Westville.

## **BUILDING INSPECTIONS:**

The building inspection department issues permits (through our Inter-Local Service Program with Woodbury) for new construction work and any alterations or other types of construction work. Applications for construction permits, such as building, electrical, plumbing, heater replacement and fire protection work are available any weekday at 33 Delaware Avenue, Woodbury (behind the Fire House).

# BOROUGH OF WESTVILLE

Municipal Court & Police Administration Offices are located at 114 Crown Point Road  
Borough Offices are located at 1035 Broadway (Behind the Public Library)  
Area 1.3 Square Miles ~ Population approximately 4500

Form of Government: Borough council with mayor and six council members.  
The Mayor serves for four years and the council members serve three-year terms. Government salaries:           None

|                           |                              |          |
|---------------------------|------------------------------|----------|
| <u>Mayor:</u>             | Russell W. Welsh, Jr. (D)    | 456-2185 |
| <u>Council President:</u> | Michael O. Ledrich (D)       | 456-7557 |
| <u>Council Members:</u>   | James A. Pennington, Jr. (D) | 742-0679 |
|                           | William C. Rebel (D)         | 742-1804 |
|                           | Charles D. Murtaugh (D)      | 742-0009 |
|                           | William C. Packer, (D)       | 456-7853 |
|                           | Colleen T. Archer (D)        | 349-2617 |

## Borough Officials:

|                                    |                         |                    |
|------------------------------------|-------------------------|--------------------|
| Borough Administrator              | William J. Bittner, Jr. | 456-6938           |
| Emergency Mgmt. Coordinator        | William E. Whinna, IV   | 456-9444           |
| Borough Clerk                      | Christine A. Helder     | 456-8631           |
| Chief Financial Officer            | John A. Bruno, Jr.      | 428-4963           |
| Tax Assessor                       | Roy A. Duffield         | 769-0748           |
| Tax Collector                      | Christine A. Helder     | 456-8631           |
| Solicitor                          | Timothy D. Scaffidi     | 245-2950           |
| Engineer                           | Norman Rodgers          | 224-2200           |
| Auditor                            | Petroni & Assoc.        | 881-1600           |
| Construction Official              | Robert Kunkel           | 845-1300, Ext. 124 |
| Police Chief                       | Frederick Lederer       | 456-0028           |
| Municipal Court Judge              | Thomas North            | 384-8799           |
| Public Works Manager               | Donna Domico            | 456-1101           |
| Land Use Board Chairman            | Michael Sautter         | 456-4505           |
| Housing Official                   | Bruce Wasson            | 456-0030           |
| Fire District Chairman             | Fritz H. Sims, Jr.      | 456-9432           |
| Board of Health Chmn.              | Thomas Donnelly         | 456-8900           |
| Environmental Comm.,<br>Chairwoman | Joyce A. Lovell         | 456-2308           |



## WESTVILLE FIRE DEPARTMENT

The Westville Fire Commission is composed of five elected members with staggered terms of office. The Commission meets at 23 W. Olive Street in the rear of the Fire Station on Broadway & Olive Street. Telephone Number for the District Office is 456-9432.

### Fire Commissioners

|  |              |          |
|--|--------------|----------|
| Fritz Sims, Chairman                       | 456-9098     |          |
| Charles Murtaugh, Admn.                    | 742-0009     |          |
| William Packer                             | 456-7853     |          |
| Bruce Nordaby                              | 456-8960     |          |
| Bryan Miller                               | 856-349-7859 |          |
| Debbie Holick                              | 742-1231     |          |
| Fire Chief/Fire Official:<br>Administrator | Eric Farley: | 456-5057 |

*Meetings are held 2<sup>nd</sup> Tuesday at 7:30 p.m.*

## Board of Education

|                               |                 |  |
|-------------------------------|-----------------|--|
| Office:                       | 456-0235        | Parkview School is located at Birch & High Streets |
| School Supt.:                 | 456-0235        | Ext. 110   |
| Principal:                    | Renee Egan      | Ext. 117   |
| Board Secretary/Administrator | Donna Contrevo: | 848-8200   |

### School Board Members:

|                         |          |                  |          |
|-------------------------|----------|------------------|----------|
| Office                  | 456-0235 | Ext. 119         |          |
| Tracy Domico, President | 456-8687 | Eric Farley      | 456-5057 |
| Deborah Eichman, VP     | 456-2560 | J. Lynn Lucas    | 456-5649 |
| Robert Miller           | 456-5051 | Claire Taylor    | 456-7810 |
| Margaret A. O'Neill     | 456-1051 | Angelo Natoli    | 456-6280 |
| Robert Shaw             | 742-0821 | Jesse McCullough | 742-8804 |

School Board meets the third Wednesday of the month at 7:30 p.m. in Parkview School.

### Municipal Court

|                            |                      |              |
|----------------------------|----------------------|--------------|
| Court Administrator        | Tina Sheppard        | 456-0066     |
| Deputy Court Administrator | Sammantha Bellabuono | 456-0066     |
| Prosecutor                 | Lawrence Hubert      | 856-384-6553 |
| Public Defender            | Kelly A. Conroy      | 856-845-4600 |
| Municipal Judge            | Thomas North         |              |

### Land Use Board Members

|                         |              |                                   |
|-------------------------|--------------|-----------------------------------|
| Russell W. Welsh, Jr.   | 456-2185     |                                   |
| Michael Sautter         | 456-4505     | Solicitor, Gary Thompson 589-6300 |
| William J. Bittner, Jr. | 456-6938     | Ronald Muhlbaier 742-0893         |
| Charles Murtaugh        | 742-0009     | Dawn Leamy 742-1796               |
| Vincent DiCicco         | 456-1406     | John Louis 456-8837               |
| Eric Farley             | 456-5057     | George K. Baker 456-4988          |
| Bruce Nordaby           | 456-8960     |                                   |
| Therese Eckel, Sec.     | 856-742-1324 |                                   |

**Environmental Commission Meets 1<sup>st</sup> Wednesday of each month @ 7:00 p.m.**

|                        |          |                  |              |
|------------------------|----------|------------------|--------------|
| Joyce A. Lovell Chair: | 456-2308 | Michael Sautter: | 456-4500     |
| Virginia Horn:         | 456-8019 | Lorna Flowers    | 215-272-6173 |
| Louanna Sills:         | 742-0113 | Marie Callaghan: | 456-7756     |
| Joshua Elton           | 456-7040 |                  |              |

**Downtown Redevelopment Committee - Meets When Necessary**

|                          |          |
|--------------------------|----------|
| James A. Pennington, Jr. | 742-0679 |
| Lynn Lucas               | 456-5649 |
| Russell W. Welsh, Jr.    | 456-2185 |
| Jerry & Joyce Stein      | 667-9543 |
| Robert Miller            | 456-5051 |
| John Gillespie           | 456-3900 |
| Theresa Eckel, Secretary | 742-1324 |

**Board of Health Members**

|                          |                   |
|--------------------------|-------------------|
| Thomas Donnelly          | 456-8900          |
| James A. Pennington, Jr. | 742-0679          |
| Christine A. Helder      | 456-8631          |
| Russell W. Welsh, Jr.    | 456-2185          |
| Donna M. Domico          | 456-1101          |
| Kathleen Carroll, Sec.   | 456-0030, Ext. 10 |

**Neighborhood Dispute Committee**

Meets the 3<sup>rd</sup> Tuesday at 7:30 p.m. at 114 Crown Point Road

**Town Watch Program: [www.wtwronm@yahoo.com](mailto:www.wtwronm@yahoo.com)**

Meets the 3<sup>rd</sup> Thursday of each month at Parkview School Library



**Senior Citizens, Veterans, Disabled, surviving spouses.**

**Property Tax/Sewer Deductions are available**

Are you entitled to a Veteran Deduction on your property taxes?

**VETERAN'S DEDUCTION:** \$250.00 each year

You must have been in active service during specific times.

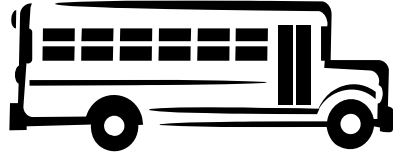
- A copy of DD214 Papers or Honorable Discharge Papers is required
- Proof of residency (Drivers License, etc.)
- Obtain a form in the Tax Collector's Office.
- Must be the owner as of October 1<sup>st</sup> of the pre-tax year
- No Age restrictions

**SENIOR CITIZEN'S/DISABILITY/SURVIVING SPOUSE PROPERTY TAX DEDUCTION:**  
[Certain Criteria must be met.] The Borough also offers a Sewer Deduction for those eligible.

- Apply in the Tax Office (forms are available)
- For a \$250. Senior Citizen Deduction you must meet income requirements...
- You do not include, as income, your social security or Federal/State Pension....Which ever is the higher figure, you **DO NOT INCLUDE** as income.
- You must be the owner of property, and have lived in this residency as of October 1<sup>st</sup> of the prior year.
- Proof of ownership (deed, etc.)
- Proof of Age (License, etc.)
- Age requirement for Senior Citizen is 65, as of December 31<sup>st</sup> of the prior year.
- Age requirement for disability is different – apply in tax office

**REMINDER:** The Property Tax Reimbursement Form (*PTR-1* for persons applying for the first time & *PTR-2*, if you applied in previous years and became eligible.) Must be filed with the State each year by June 1<sup>st</sup>. When you become eligible, the State will freeze property taxes on your base year (year which you were eligible) and refund you the difference. Refunds are due in July of each year. These forms become available from the State around the same time income tax forms do.

**Bus Schedules** for the Westville Bus Shuttle are available at the Public Works Building, located at 114 Crown Point Road (Brick Building behind the Old Borough Hall) & at 1035 Broadway or Municipal Building @ 1035 Broadway



**Where to Vote For Primary & General Elections?**

**ALL Voting Districts vote at St. John's Lutheran Church Hall, located at High and Willow Streets. Any questions, please call the Borough Clerk at 456-0030, ext. 13.**

**Fire District Elections remain at the Firehouse (Saturday, February 19, 2011)**

**&**

**School Board Elections (Wednesday, April 27, 2010) remain at Parkview School.**

## 2011 COUNCIL COMMITTEES

### Celebration of Public Events

William C. Rebel ~ Chair  
Colleen T. Archer  
Charles D. Murtaugh

### Finance & Accounting

Michael O. Ledrich ~ Chair  
Charles D. Murtaugh  
William C. Packer, III

### Ordinance & Code Enforcement

Charles D. Murtaugh, Chair  
James A. Pennington, Jr.  
Colleen Archer

### Personnel

Michael O. Ledrich ~ Chair  
William C. Packer, III  
Charles D. Murtaugh

### Planning & Business Development

James A. Pennington, Jr., Chair  
William C. Rebel  
Michael O. Ledrich

### Public Bldgs. Grounds, Parks & Playgrounds

Charles D. Murtaugh, Chair  
William C. Rebel  
James A. Pennington, Jr.

### Safety Committee, Public Safety & Municipal Court

Michael O. Ledrich ~ Chair  
Charles D. Murtaugh  
James A. Pennington, Jr.

### Water, Sewer, Highway, Street Lighting & Recycling

William C. Packer, III ~ Chair  
Michael O. Ledrich  
William C. Rebel

### Web-Site

Colleen Archer ~ Chair  
William C. Rebel  
James A. Pennington, Jr.

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# Resolution

No. 10 - 2011

## DESIGNATING REGULAR MEETING DATES

WHEREAS, it is necessary and proper to list the regular meeting dates of the Mayor and Borough Council for the year 2011.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westville that at 7 pm on the second and fourth Wednesdays of each month as listed below shall constitute the regular meeting dates (unless otherwise listed) of Mayor and Borough Council for the year 2011.

|                    |                            |
|--------------------|----------------------------|
| January 12, 2011   | January 26, 2011           |
| February 9, 2011   | February 23, 2011          |
| March 9, 2011      | March 23, 2011             |
| April 13, 2011     | April 27, 2011             |
| May 11, 2011       | May 25, 2011               |
| June 8, 2011       | No scheduled meeting       |
| July 13, 2011      | No scheduled meeting       |
| August 10, 2011    | No scheduled meeting       |
| September 14, 2011 | September 28, 2011         |
| October 12, 2011   | October 26, 2011           |
| November 9, 2011   | November 21, 2011 (Monday) |
| December 14, 2011  | December 28, 2011          |

*ADOPTED by the Governing Body of the Borough of Westville, County of Gloucester and State of New Jersey on Sunday, January 2, 2011.*

**BOROUGH OF WESTVILLE**

**Russell W. Welsh, Jr.  
MAYOR**

**ATTEST:**

**Christine A. Helder  
MUNICIPAL CLERK**

**The Borough of Westville observes the following holidays:**

*New Year's Day*

*Martin Luther King's Birthday*

*Lincoln's Birthday*

*Washington's Birthday*

*Good Friday*

*Memorial Day*

*Independence Day*

*Labor Day*

*Columbus Day*

*Election Day*

*Veterans Day*

*Thanksgiving Day*

*Christmas Day*

# Holidays