

**OCTOBER**

**2015**

**REGULAR**

**MEETING**

*Copy of Minutes of Meeting*

*"Small town Charm on the Back Bay"*

**AGENDA**  
**REGULAR MEETING – OCTOBER 2, 2015**  
**7:00pm – ACTION MEETING**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT**

THIS REGULAR MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING HAS BEEN ESTABLISHED IN AN ANNUAL MEETING NOTICE RESOLUTION NO. 2014-116 ADOPTED ON DECEMBER 4, 2014. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD.

**ROLL CALL:**

**CORRESPONDANCE:**

2015 Best Practices Inventory Questionnaire was completed and will be filed; the Borough does qualify for state aid under the provisions of the Best Practices Inventory formula. Commissioners were presented the questionnaire for review.

**APPROVAL OF MINUTES:**

- September 4, 2015 - Regular Meeting
- September 28, 2015 - Workshop Meeting

**APPROVAL OF CLOSED (EXECUTIVE) SESSION MINUTES:**

- September 4, 2015 – Per Resolution 2015-105

**ORDINANCES:**

**SECOND READING/PUBLIC HEARING – ORDINANCE 546(2015) – BOND ORDINANCE FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$ 765,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$ 765,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

*Minutes of West Wildwood*

*October 31, 2015*

*Small Room Closed for the Day*

SECOND READING/PUBLIC HEARING -- ORDINANCE 547(2015) AMENDING ORDINANCE 326 TITLED AN ORDINANCE TO ESTABLISH GENERAL TRAFFIC REGULATIONS WITHIN THE BOROUGH OF WEST WILDWOOD IN CONFORMANCE WITH TITLE 39 OF THE REVISED STATUTES OF NEW JERSEY AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS

RESOLUTIONS:

2015-106 - DECLARING TRICK OR TREAT TO BE HELD ON SATURDAY, OCTOBER 31, 2015 FROM 5:00pm TO 8:00pm

2015-107 - AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO PARTICIPATE IN THE CAPE MAY COUNTY HAZARD MITIGATION PLAN (CMP) UPDATE PROJECT

2015-108 - AUTHORIZING THE APPOINTMENT AND AWARDING OF A CONTRACT FOR THE PROFESSIONAL SERVICES OF A MUNICIPAL ENGINEER UNDER COMPETITIVE CONTRACT PROCESS

APPROVAL TO PAY BILLS

REPORTS FROM COMMISSIONERS

OPEN TO THE FLOOR FOR PUBLIC COMMENT

ADJOURNMENT

Donna L. Frederick, RMC  
Municipal Clerk

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 2, 2015  
7:00PM – ACTION MEETING

**MINUTES:**

Mayor Fox called the meeting to order, led the Pledge of Allegiance and read the OPMA statement

**ROLL CALL: Present**

Comm. Golden  
Comm. Maxwell  
Mayor Fox  
Municipal Clerk Donna L. Frederick

**ABSENT:**

Solicitor Cafiero

**CORRESPONDANCE:**

Clerk informed the Commissioners that the 2015 Best Practices Inventory Questionnaire was completed and will be filed; the Borough does qualify for state aid under the provisions of the Best Practices Inventory formula. Commissioners were presented the questionnaire for review.

**APPROVAL OF MINUTES:**

Clerk asked for a motion for the approval of the minutes of previous meetings as presented  
September 4, 2015 - Regular Meeting  
September 28, 2015 - Workshop Meeting  
Motion by Comm. Maxwell; Second by Comm. Golden  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Motion Adopted

**APPROVAL OF CLOSED (EXECUTIVE) SESSION MINUTES:**

Clerk asked for a motion for the approval of the closed (executive) session minutes as presented  
September 4, 2015 – Per Resolution 2015-105  
Motion by Comm. Maxwell; Second by Comm. Golden  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, abstain.  
Motion Adopted

**ORDINANCES:**

**SECOND READING/PUBLIC HEARING – ORDINANCE 546(2015) – BOND ORDINANCE FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$ 765,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$ 765,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

Mayor opened the meeting for comments on the public hearing on Ordinance 546(2015), hearing none; the Mayor closed the public hearing and asked for a motion to adopt Ordinance 546(2015).

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Ordinance 546(2015) finally adopted on the second reading/public hearing by not less than 2/3rds of the full membership of the governing body.

**SECOND READING/PUBLIC HEARING – ORDINANCE 547(2015) AMENDING  
ORDINANCE 326 TITLED AN ORDINANCE TO ESTABLISH GENERAL TRAFFIC  
REGULATIONS WITHIN THE BOROUGH OF WEST WILDWOOD IN CONFORMANCE  
WITH TITLE 39 OF THE REVISED STATUTES OF NEW JERSEY AND THE MANUAL OF  
UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS**

Mayor opened the meeting for comments on the public hearing on Ordinance 547(2015), hearing none; the Mayor closed the public hearing and asked for a motion to adopt Ordinance 547(2015).

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Ordinance 547(2015) finally adopted.

**RESOLUTIONS: READ BY NUMBER & TITLE**

**2015-106 – DECLARING TRICK OR TREAT TO BE HELD ON SATURDAY, OCTOBER 31, 2015**

**FROM 5:00pm TO 7:00pm – note time amended to 8:00pm**

Clerk asked for a motion to adopt resolution, Mayor asked if the hours could be extended to 8:00pm since it was a weekend. Other Commissioners agreed to extend the hours, clerk re-read Resolution 2015-106 to incorporate the extended time, and asked for a motion to adopt.

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Resolution Adopted

**2015-107 – AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO PARTICIPATE IN THE  
CAPE MAY COUNTY HAZARD MITIGATION PLAN (HMP) UPDATE PROJECT**

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Resolution Adopted

**2015-108 – AUTHORIZING THE APPOINTMENT AND AWARDING OF A CONTRACT FOR THE  
PROFESSIONAL SERVICES OF A MUNICIPAL ENGINEER UNDER COMPETITIVE  
CONTRACT PROCESS**

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Resolution Adopted

**Clerk asked for a motion for the APPROVAL TO PAY BILLS WHEN PROPERLY SIGNED AND  
ENDORSED: (list attached)**

Motion by Comm. Maxwell; Second by Comm. Golden.

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Motion Carried

Reports from Commissioners:

Mayor gave the Police Activity Report for the month of September (copy attached).  
Comm. Golden stated that the DPW activity list is available.

Comm. Maxwell inquired about the possibility of installing pumps in the stormwater drainage pits, and/or to mount a pump on a trailer, Brigantine has one on a five ton trailer it can be moved to where it is needed. This would help the island drain off quicker and the Fire Company could man it. Mayor said to look into the cost of the pumps, it would be done as a capital improvement project bond. The main thing is to try to get the water off the island quicker. Both Comm. Golden and Administrator Ridings took photos of the 26<sup>th</sup> Street peninsula to document the storm. This may help with the possible project from Coastal Coalition/Rutgers to build up 26<sup>th</sup> Street for the protection of the Island. Storm related matters were discussed, including trash pickup on Monday, if it is flooded, the clerk contacted Earthtech and they said they would come on Tuesday. The Fire Company personnel are in their high water emergency vehicle to do transports of anyone in need. The Police Department duty officers are in the Humvee as is the OEM Coordinator and Administrator. The Public Works personnel are in the army dump truck taking care of the flood valves.  
In other business the Mayor and Commissioners went over the meeting dates for the 2016 calendar.

Mayor opened the meeting to floor for public comment. Hearing none the Mayor closed the public portion

**Motion to Adjourn:**

Motion by Comm. Golden; Second by Comm. Maxwell

Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes

Motion carried.

Respectfully submitted



Donna L. Frederick, RMC  
Municipal Clerk

**THESE MINUTES WERE APPROVED AT THE NOVEMBER 6, 2015 REGULAR COMMISSION MEETING**



\_\_\_\_\_  
MAYOR CHRISTOPHER J. FOX



\_\_\_\_\_  
COMMISSIONER SCOTT W. GOLDEN

*ABSENT*

\_\_\_\_\_  
COMMISSIONER CORNELIUS J. MAXWELL



Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
	<b>General Management - GM</b>		
1 Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u>		
2 Yes	If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof.</u> This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.		
3 Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>		
4 Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?		

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	
	N/A	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term?	
	Yes	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a> , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a> . <u>Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</u>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
9 Yes	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10 Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</u>	
N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
		<b>Finance &amp; Audit - FA</b>	
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u>	Discussion was held on June 4, 2015
13	N/A	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?	The Mayor does not performed marriage or civil union ceremonies.
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least <u>quarterly</u> and discusses all significant financial issues? <b>If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</b>	Disucssion was held with Commissioner of Finance/Administor and Deputy CFO in September 2015
	No	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</u>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
16 Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm.</u> Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</p>	
Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513		Please see Color Key at bottom of sheet for limits on answers
Answer	Question	Comments
18 Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> <b>You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</b>	
19 Yes	For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20 Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u>	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
<b>Procurement - P</b>			
23	No	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at <a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a> . <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u>	
24	N/A	Pursuant to <u>N.J.S.A. 52:15C-10(a)</u> , municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u>	The Borough does not have any contracts greater than \$2 million.

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
25	Yes	The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u>	
26	Yes	Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?	
27	Yes	<u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u>	



Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
	<b>Budget Preparation and Presentation - BP</b>		
28 Yes	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u>		
29 Yes	In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u>		
0 N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u>		
1 Yes	Do elected officials receive a <b>written</b> status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?		

West Wildwood Borough (Cape May)		
0513		Please see Color Key at bottom of sheet for limits on answers
Answer	Question	Comments
32	Yes In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	No N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered N/A if your municipality is under State Supervision.</b>	
34	No N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b>	
	<b>Health Insurance - HI</b>	
5	No Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b>	Scott Golden - Commissioner of Public Works

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
56	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
57	N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	
58	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
Yes	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>		

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
	<b>Personnel - PE</b>	
40 Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> <i>In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</i></p>	
N/A	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. <u>Has your municipality filed all current contracts with PERC?</u></p>	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
42	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?	
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
	No	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)			
513		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
47	Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$604 for disabilities beginning on or after 1/1/15. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b>	
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
50	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years?</u> <b>If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</b>	12-Jan-15

Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
0	Select	
35	Yes	
7	No	
8	N/A	
0	Prospective	
50	<b>Total Answered:</b>	
43	Score (Yes + N/A + Prospective)	
86%	Score %	
0%	Percent Withheld	
<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Christopher Ridings, Administrator</b>	N/A
		10/1/2015
<b>Chief Financial Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Neil Young</b>	N-0917
		10/1/2015
<b>Municipal Clerk's Certification</b>		
	I hereby certify that the Governing Body of the Borough of West Wildwood in the County of Cape May County discussed/will discuss the CY 2015/SFY 2016 Best Practice Inventory as completed herein at a public meeting on 10/02/15, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	<b>Donna L. Frederick</b>	C-1730
		10/1/2015



Best Practices Worksheet CY 2015/SFY2016

West Wildwood Borough (Cape May)		
0513	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
	Red = Repeat Question; Prospective answers not permitted	
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
	No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	
# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid
Question	Table of Weblinks	
4	<a href="http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf">http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf</a>	
8	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>	
8	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>	
13	<a href="http://www.nj.gov/dca/divisions/dlqs/lfns/07/2007-5.doc">http://www.nj.gov/dca/divisions/dlqs/lfns/07/2007-5.doc</a>	
20	<a href="http://www.nj.gov/dca/divisions/dlqs/lfns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlqs/lfns/13/2013-3.pdf</a>	
21	<a href="http://www.nj.gov/dca/divisions/dlqs/lfns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlqs/lfns/14/2014-09.pdf</a>	
23	<a href="http://www.nj.gov/dca/divisions/dlqs/resources/muni_st_docs/pay_to_pay_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlqs/resources/muni_st_docs/pay_to_pay_ordinance-contractor.doc</a>	
24	<a href="http://www.nj.gov/comptroller/compliance/index.htm">http://www.nj.gov/comptroller/compliance/index.htm</a>	
25	<a href="http://www.nj.gov/dca/divisions/dlqs/lfns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dlqs/lfns/06/2006-21.doc</a>	
33 & 34	<a href="http://www.nj.gov/dca/divisions/dlqs/lfns/14/2014-21.pdf">http://www.nj.gov/dca/divisions/dlqs/lfns/14/2014-21.pdf</a>	

BOROUGH OF WEST WILDWOOD  
COUNTY OF CAPE MAY  
STATE OF NEW JERSEY

RESOLUTION 2015-106

DECLARING TRICK OR TREAT TO BE HELD ON FRIDAY, OCTOBER 31, 2015  
FROM 5:00pm TO 8:00pm

**BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Trick or Treat, be and the same shall be observed in the Borough of West Wildwood, on Saturday, October 31, 2015, between the hours of 5:00pm and 8:00pm.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox			X			
Commissioner Scott A. Golden		X	X			
Commissioner Cornelius J. Maxwell	X		X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 2, 2015**.



Donna L. Frederick, RMC  
Municipal Clerk

**BOROUGH OF WEST WILDWOOD  
COUNTY OF CAPE MAY  
NEW JERSEY**

**RESOLUTION 2015-107**

**AUTHORIZING THE BOROUGH OF WEST WILDWOOD  
TO PARTICIPATE IN THE CAPE MAY COUNTY  
HAZARD MITIGATION PLAN (HMP) UPDATE PROJECT**

**WHEREAS**, it is necessary to periodically update the Borough's Hazard Mitigation Plan; and

**WHEREAS**, the County of Cape May Emergency Management Communications Center under the direction of Martin L. Pagliughi, County Emergency Coordinator is organizing a county wide update project for this process; and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough to participate in this project and hereby agrees to the following criteria:

1. Authorizes the Cape May County Hazard Mitigation Steering Committee ("Steering Committee"), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.

2. Agrees to meet the minimum requirements of municipal participation (a.k.a. the Planning Partner Expectations), specifically:

- Execute and return a "Authorization and Acknowledgement" letter to the Cape May County Office of Emergency Management, attention: Mr. Martin L. Pagliughi.
- Identify municipal representatives to serve as the planning point of contacts (POC), below. Who will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at municipal Planning Committee meetings (~ 3 to 4 meetings over 8-12 months, including a Kick-Off Meeting, Annex Workshop and a Mitigation Strategy Meeting).
- Provide data and information about our community as requested by the Steering Committee or the contract consultant, including:
  - Structure and facility inventory data
  - Identification of new development and anticipated development
  - Identification of natural hazard risk areas
  - Identification of natural hazard events and losses that have impacted our community in the last five years
  - Identification of plans, studies, reports and ordinances addressing natural hazard risk
  - Identify mitigation activity in our community in the last five years, including progress on previously identified mitigation actions.
- Support public outreach efforts in our community which may include:

- Providing notices of the planning project on our municipal website with links to a County project website
- Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
- Advertising and supporting public meetings in our area
- Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in our community.
- Assist with the identification of stakeholders within our community that should be informed and potentially involved with the planning process.
- Completing data and information collection survey forms in a timely manner.
- Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to our community.
- Involve our local NFIP Floodplain Administrator in the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Adopt the Plan by resolution of our governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

<b>Primary POC:</b> <b>Francis Pellegrino</b>	Position/Department: Emergency Management Coordinator
Phone Number: (609) 780-5463	Email Address: fpellegrino@westwildwood.org
<b>Alternate/Secondary POC:</b> <b>Christopher Ridings</b>	Position/Department: Emergency Management Deputy Coordinator
Phone Number: (609) 522-4845	Email Address: cridings@westwildwood.org

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA: Ray Poudtreir	Position/Department: Flood Plain Administrator
Phone Number: (609) 522-2444 ext 2911	Email Address: rpoudrier@wildwoodnj.com

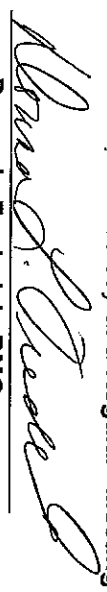
5. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby authorize Francis Pellegrino, Emergency Management Coordinator, and Christopher Ridings, Emergency Management Deputy Coordinator to perform the necessary actions to complete the Hazard Mitigation Plan Update for the Borough of West Wildwood.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to Mr. Martin L. Pagliughi, Cape May County Emergency Management Coordinator.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox			X			
Commissioner Scott W. Golden		X	X			
Commissioner Cornelius J. Maxwell	X		X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 2, 2015**.

  
**Donna L. Frederick, RMC**  
**Municipal Clerk**

BOROUGH OF WEST WILDWOOD  
COUNTY OF CAPE MAY  
STATE OF NEW JERSEY

RESOLUTION 2015-108

**AUTHORIZING THE APPOINTMENT AND AWARDING OF A CONTRACT FOR THE  
PROFESSIONAL SERVICES OF A MUNICIPAL ENGINEER  
UNDER COMPETITIVE CONTRACT PROCESS**

**WHEREAS**, the Borough advertised for proposals for Municipal Engineering services under a competitive contract process, pursuant to N.J.S.A. 40A:11-4.5; and

**WHEREAS**, proposals were received and reviewed by the Proposal review committee; and

**WHEREAS**, the Proposal Review Committee issued a report and recommendation, as per N.J.S.A. 40A:11-4.5(d), annexed hereto; and

**WHEREAS**, State Law requires an appointment be made consistent with the recommendation of the Proposal Review Committee;

**NOW, THEREFORE, BE IT RESOLVED** that in furtherance of the recommendation from the Proposal Review Committee, Marc DeBlasio, PE, PP, CME of Remington and Vernick Engineers, is hereby appointed Municipal Engineer for the Borough;

**BE IT FURTHER RESOLVED**, the Mayor and Clerk are authorized and directed to contract with Mr. DeBlasio and Remington, Vernick & Walberg Engineers for services consistent with the proposal submitted and reviewed, to the extent that services for the remainder of the calendar year are in furtherance of capital projects such that engineering costs are not paid from the general fund;

**BE IT FURTHER RESOLVED**, the Borough is authorized and directed to contract with Mr. DeBlasio and Remington Vernick & Walberg Engineers for services consistent with the proposal submitted and reviewed to be rendered past this calendar year, to the extent a Certification of Available Funds may be obtained for same;

**BE IT FURTHER RESOLVED**, the Borough is authorized and directed to contract with Mr. DeBlasio and Remington, Vernick & Walberg Engineers for aforementioned services for a term of three (3) years

**BE IT FURTHER RESOLVED**, this action be published as required by law.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox			X			
Commissioner Scott W. Golden		X	X			
Commissioner Cornelius J. Maxwell	X		X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 2, 2015**.

  
Donna L. Frederick, RMC  
Municipal Clerk

October 1, 2015  
02:57 PM

BOROUGH OF WEST WILWOOD  
Check Register By Check Id

Page No: 1

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 11604 to 11639  
Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	PO #	Item Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
11604	10/01/15	00207 ACA COMPUTERS, INC.							1057
15-00643	1	IT SERVICES FOR SEPTEMBER 2015			2,750.00	5-01-20-140-026	Budget		32
						Data Processing Maintenance			1
15-00643	2	MICROSOFT OFFICE LICENSE			12.00	5-01-20-140-026	Budget		33
						Data Processing Maintenance			1
					<u>2,762.00</u>				
11605	10/01/15	00308 ADP, INC.							1057
15-00659	1	PAVROLL SERVICES SEPT 2015			107.05	5-01-20-130-028	Budget		60
						Payroll Services			1
15-00659	2	PAVROLL SERVICES SEPT 2015			94.45	5-01-20-130-028	Budget		61
						Payroll Services			1
					<u>201.50</u>				
11606	10/01/15	019011 ATLANTIC CITY ELECTRIC							1057
15-00647	1	ELECTRIC CHARGES SEPT 2015			1,664.95	5-01-31-435-000	Budget		42
						Street Lighting			1
15-00647	2	ELECTRIC CHARGES SEPT 2015			15.60	5-01-31-430-000	Budget		43
						Electricity			1
15-00647	3	ELECTRIC CHARGES SEPT 2015			14.49	5-01-31-430-000	Budget		44
						Electricity			1
15-00647	4	ELECTRIC CHARGES SEPT 2015			431.42	5-01-31-430-000	Budget		45
						Electricity			1
15-00647	5	ELECTRIC CHARGES SEPT 2015			1,439.58	5-01-31-430-000	Budget		46
						Electricity			1
15-00647	6	ELECTRIC CHARGES SEPT 2015			462.75	5-01-31-430-000	Budget		47
						Electricity			1
15-00647	7	ELECTRIC CHARGES SEPT 2015			6.54	5-01-31-430-000	Budget		48
						Electricity			1
					<u>4,035.33</u>				
11607	10/01/15	01903 AT & T							1057
15-00645	1	LONG DISTANCE SEPT 2015			72.97	5-01-31-440-000	Budget		38
						Telephone			1
15-00645	2	LONG DISTANCE SEPT 2015			107.70	5-01-31-440-000	Budget		39
						Telephone			1
					<u>180.67</u>				
11608	10/01/15	01905 AT & T MOBILITY							1057
15-00649	1	CALL CARDS SEPT 2015			47.97	5-01-31-440-000	Budget		49
						Telephone			1
15-00649	2	CALL CARDS SEPT 2015			47.97	5-01-31-440-000	Budget		50
						Telephone			1
15-00649	3	CALL CARDS SEPT 2015			37.98	5-01-31-440-000	Budget		51
						Telephone			1
					<u>133.92</u>				
11609	10/01/15	03016 MATTHEW BENDER & CO., INC.							1057
15-00459	1	NJ CRIMINAL LAW & MOTOR			55.00	5-01-25-240-030	Budget		2
						Materials and Supplies			1

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BOROUGH OF WEST WILDMOOD  
Check Register By Check Id

Page NO: 2

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account
				Account Type
				Contract
				Ref Seq
				Acct
11609	MATTHEW BENDER & CO., INC.	Continued		
15-00459	2	SHIPPING	7.50	5-01-25-240-030
			<u>62.50</u>	Materials and supplies
				Budget
				3
11610	10/01/15	05203 C.M.C.M.U.A. WASTER WATER DIV.		
15-00574	1	DISPOSAL FEES FOR JULY 2015	2,837.45	5-01-32-465-000
				SOLID WASTE DISPOSAL
				Budget
				4
15-00670	1	DISPOSAL FEES FOR AUG 2015	2,837.46	5-01-32-465-000
			<u>5,674.91</u>	SOLID WASTE DISPOSAL
				Budget
				67
11611	10/01/15	05235 THE CARLSEN GROUP INC		
15-00672	1	BASIC SERVICES PACKAGE FOR	95.00	5-01-20-120-030
				Materials and Supplies
				Budget
				69
11612	10/01/15	06001 CITY OF WILDMOOD		
15-00638	1	GASOLINE CHARGES AUGUST 2015	1,392.98	5-01-31-460-000
				gasoline and diesel
				Budget
				20
15-00638	2	GASOLINE CHARGES AUGUST 2015	21.45	5-01-31-460-000
			<u>1,414.43</u>	gasoline and diesel
				Budget
				21
11613	10/01/15	08201 DELTA DENTAL PLAN OF N.J. INC.		
15-00668	1	MONTHLY CHARGES FOR OCT 2015	534.92	5-01-23-220-000
				EMPLOYEE GROUP INSURANCE
				Budget
				65
11614	10/01/15	11504 JACOBS & BARBONE, P.A.		
15-00666	1	PROFESSIONAL SERVICES RENDERED	3,445.94	5-01-20-155-027
				Legal Services
				Budget
				63
15-00667	1	PROFESSIONAL SERVICE RENDERED	1,566.43	5-01-20-155-027
			<u>5,012.37</u>	Legal Services
				Budget
				64
11615	10/01/15	11802 DE LAGE LANDEN		
15-00674	1	LEASE PAYMENT	229.00	5-01-25-240-038
				New Equipment
				Budget
				72
11616	10/01/15	13801 FIRE & SAFETY SERVICES LTD.		
15-00346	1	EMERGENCY MAINTENANCE ON	538.00	4-01-25-265-034
				Vehicle Maintenance
				Budget
				1057
11617	10/01/15	15603 GARDEN STATE HIGHWAY PRODUCTS		
15-00625	1	HANDICAP PARKING SIGNS-R8-8	108.00	5-01-26-290-062
				Street Signs
				Budget
				14
15-00625	2	HANDICAP PARKING SIGNS-R7-8	72.50	5-01-26-290-062
			<u>180.50</u>	Street Signs
				Budget
				15
11618	10/01/15	15616 CAFIERO & KAUFMANN		
15-00678	1	PROFESSIONAL SERVICES RENDERED	2,916.66	5-01-20-155-027
				Legal Services
				Budget
				1057
				74
				1



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BOROUGH OF WEST WILDWOOD  
Check Register by Check Id

Page No: 3

Check #	Date	Vendor	Reconciled/VOID Ref Num
PO #	Item	Description	Contract Ref Seq Acct
		Amount Paid	Charge Account
			Account Type
11619	10/01/15	16009 WEX BANK	Budget
15-00584	1	REMAINING BALANCE	Budget
		9.00	5-01-31-460-000
			Gasoline and Diesel
11620	10/01/15	16902 BLANEY & DONOHUE, PA	Budget
15-00669	1	TELEPHONE CONFERENCE WITH	Budget
		27.00	5-01-20-155-027
			Legal Services
11621	10/01/15	17009 OGLETHREE LIMITED PARTNERSHIP	Budget
15-00654	1	LEASE PAYMENT FOR	Budget
		981.89	5-09-55-513-000
			EQUIPMENT PURCHASE
11622	10/01/15	18611 JOYCE MEDIA	Budget
15-00695	1	WEB HOSTING FEE FOR SEPT 2015	Budget
		69.95	5-01-20-120-028
			Other professional service
11623	10/01/15	29008 LEADER PRINTERS	Budget
15-00589	1	MED. SELF-STAMPING STAMP	Budget
		53.00	5-01-20-100-036
			GEN. ADMIN. OFFICE SUPPLIES
11624	10/01/15	31220 MAX COMMUNICATIONS, INC.	Budget
15-00676	1	RECURRING CHARGES FOR SEPT	Budget
		204.86	5-01-31-440-000
			Telephone
11625	10/01/15	31402 MCMANIMON & SCOTLAND, L.L.C.	Budget
15-00680	1	PROFESSIONAL SERVICES RENDERED	Budget
		600.00	5-01-20-155-027
			Legal Services
11626	10/01/15	31801 MGL PRINTING SOLUTIONS	Budget
15-00658	1	MINUTE BOOK PAPER	Budget
		102.00	5-01-20-120-036
			Office Supplies
15-00658	2	SHIPPING	Budget
		13.00	5-01-20-120-036
			Office Supplies
		<u>115.00</u>	
11627	10/01/15	34220 NEXTEL COMMUNICATIONS	Budget
15-00619	1	CELL PHONE CHARGES FOR SEPT	Budget
		350.95	5-01-31-440-000
			Telephone
11628	10/01/15	44603 RENTAL COUNTRY	Budget
15-00624	1	CORE DRILL MACHINE RENTAL	Budget
		270.60	5-01-26-290-062
			Street Signs
11629	10/01/15	44606 REMINGTON, VERNICK & WALBERG	Budget
15-00671	1	PREPARE AND SUBMIT A CONCEPT	Budget
		330.00	5-01-20-165-028
			Professional Services
1630	10/01/15	44608 REEL FIRE PROTECTION, INC.	Budget
15-00639	1	FIRE EXTINGUISHER ANNUAL CERT 2	Budget
		35.00	5-01-26-310-029
			Maintenance contract
15-00639	2	FIRE EXTINGUISHER ANNUAL CERT 2	Budget
		154.00	5-01-26-310-029
			Maintenance contract

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Contract	Ref Seq Acct
			Account Type	
		Amount Paid	Charge Account	
11630	REEL FIRE PROTECTION, INC.	Continued		
15-00639	3	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 24 1
15-00639	4	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 25 1
15-00639	5	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 26 1
15-00639	6	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 27 1
15-00639	7	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 28 1
15-00639	8	FIRE EXTINGUISHER ANNUAL CERT 2	5-01-26-310-029	Budget 29 1
		<u>416.25</u>		
11631	10/01/15	45678 AUTO ZONE		1057
15-00673	1	ANTIFREEZE 50/50 FOR 5 TON	5-01-26-290-034	Budget 70 1
15-00673	2	R.V. ANTIFREEZE FOR VAC	5-01-26-290-034	Budget 71 1
		<u>115.84</u>		
11632	10/01/15	48201 SOUTH JERSEY GAS COMPANY		1057
15-00646	1	CHARGES SEPT 2015	5-01-31-446-000	Budget 40 1
15-00646	2	CHARGES SEPT 2015	5-01-31-446-000	Budget 41 1
		<u>97.34</u>		
11633	10/01/15	48207 SOUTH JERSEY WELDING SUPPLY CO		1057
15-00650	1	STARSON	5-01-26-290-030	Budget 52 1
15-00650	2	ACETELYN	5-01-26-290-030	Budget 53 1
15-00650	3	OXYGEN	5-01-26-290-030	Budget 54 1
15-00650	4	DELIVERY	5-01-26-290-030	Budget 55 1
15-00650	5	HAZMAT FEE	5-01-26-290-030	Budget 56 1
		<u>228.45</u>		
11634	10/01/15	48731 STATE OF NEW JERSEY, TREASURER		1057
15-00681	1	LOCAL ACTIVE EMPLOYER BILL	5-01-23-220-000	Budget 76 1
15-00681	2	LOCAL RETIRED EMPLOYER BILL	5-01-23-220-000	Budget 77 1
		<u>11,748.11</u>		
11635	10/01/15	50102 THE PRESS		1057
15-00642	1	LEGAL ADVERTISING 2015	5-01-20-120-021	Budget 31 1
		<u>84.14</u>		
			Legal Advertising	

Check #	Check Date	Vendor	Reconciled/Void	Ref Num				
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
11636	10/01/15	65405 W. B. MASON	36.95	5-01-20-100-036	Budget		1057	1
15-00617	1	WRITABLE CD'S		GEN. ADMIN. OFFICE SUPPLIES	Budget		7	1
15-00617	2	CD ENVELOPES	15.38	5-01-20-100-036	Budget		8	1
15-00618	1	8 1/2 X 11	57.98	5-01-20-100-036	Budget		9	1
15-00618	2	PORTABLE LETTER FILE BOX	33.98	5-01-20-100-036	Budget		10	1
15-00632	1	KRAFT ENVELOPES 9X12	17.98	5-01-20-100-036	Budget		16	1
15-00632	2	MED BINDER CLIPS	1.18	5-01-20-100-036	Budget		17	1
15-00632	3	LARGE BINDER CLIPS	2.98	5-01-20-100-036	Budget		18	1
15-00660	1	ONE-COLOR DATED MONTHLY	35.00	5-01-20-100-036	Budget		62	1
			<u>201.43</u>					
11637	10/01/15	654153 EARTHTECH CONTRACTING INC.					1057	
15-00640	1	TRASH COL. SEPT 2015	4,200.00	5-01-26-305-029	Budget		30	1
				Contractual-collection				
11638	10/01/15	66666 VERIZON					1057	
15-00644	1	CHARGES FOR SEPTEMBER 2015	285.87	5-01-31-440-000	Budget		34	1
15-00644	2	CHARGES FOR SEPTEMBER 2015	241.79	5-01-31-440-000	Budget		35	1
15-00644	3	CHARGES FOR SEPTEMBER 2015	33.88	5-01-31-440-000	Budget		36	1
15-00644	4	CHARGES FOR SEPTEMBER 2015	398.98	5-01-31-440-000	Budget		37	1
			<u>960.52</u>					
11639	10/01/15	03102 BANK OF AMERICA					1057	
15-00622	1	6X6 FLEX COUPLING	15.48	5-01-26-290-030	Budget		12	1
15-00635	1	CLEAR FLEX SEAL	27.30	5-09-55-502-030	Budget		19	1
			<u>42.78</u>	Materials and Supplies				
Report Totals								
	Checks:	Paid	Void	Amount Paid	Amount Void			
		36	0	45,078.82	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	<u>36</u>	<u>0</u>	<u>45,078.82</u>	<u>0.00</u>			

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	4-01	538.00	0.00	0.00	538.00
CURRENT FUND	5-01	43,531.63	0.00	0.00	43,531.63
UTILITY FUND	5-09	<u>1,009.19</u>	<u>0.00</u>	<u>0.00</u>	<u>1,009.19</u>
	Year Total:	44,540.82	0.00	0.00	44,540.82
	Total of All Funds:	<u>45,078.82</u>	<u>0.00</u>	<u>0.00</u>	<u>45,078.82</u>

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BOROUGH OF WEST WILDMOOD  
Check Register by Check Id

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Range of Checking Accts: ANIMAL CONTROL to ANIMAL CONTROL    Range of Check Ids: 1107 to 1107  
Report Type: All Checks    Report Format: Detail    Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
1107	10/01/15	654170 STATE OF NJ DEPT OF HEALTH	4.20	T-14-00-000-001	Budget		1058
15-00696	1	SEPT 2015 DOG LICENSE FEES		RESERVE FOR ANIMAL CONTROL EXPENDITURES			1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	4.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	4.20	0.00

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BOROUGH OF WEST WILMWOOD  
Check Register by Check Id

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-14	4.20	0.00	0.00	4.20
Total of All Funds:		<u>4.20</u>	<u>0.00</u>	<u>0.00</u>	<u>4.20</u>

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BOROUGH OF WEST WILLOWOOD  
Check Register by Check Id

Range of Checking Accts: TRUST OTHER to TRUST OTHER Range of Check Ids: 1097 to 1097  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Depositor: Y

Check #	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref	Seq	Acct
1097	10/01/15	44606 REMINGTON,VERNICK & WALBERG						1059	
15-00690	1	REVIEW, PROCESS AND INSPECT	52.50	T-12-00-000-013	Budget		1	1	
		RESERVE FOR STREET OPENINGS							
15-00691	1	STREET OPENING FOR 6 J AVE	52.50	T-12-00-000-013	Budget		2	1	
		RESERVE FOR STREET OPENINGS							
15-00692	1	STREET OPENING 753 W. GLENWOOD	52.50	T-12-00-000-013	Budget		3	1	
		RESERVE FOR STREET OPENINGS							
15-00693	1	REVIEW, INSPECT 510 W. POPLAR	165.00	T-12-00-000-013	Budget		4	1	
		RESERVE FOR STREET OPENINGS							
15-00694	1	REVIEW, INSPECT 510 W POPLAR	165.00	T-12-00-000-013	Budget		5	1	
		RESERVE FOR STREET OPENINGS							
15-00694	2	MILEAGE REIMBURSEMENT	5.10	T-12-00-000-013	Budget		6	1	
		RESERVE FOR STREET OPENINGS							
			492.60						

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	492.60	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	492.60	0.00

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BOROUGH OF WEST WILDMOOD  
Check Register By Check Id

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
	F-12	492.60	0.00	0.00	492.60
Total of All Funds:		<u>492.60</u>	<u>0.00</u>	<u>0.00</u>	<u>492.60</u>



Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 11640 to 11640  
 Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposits: Y

Check #	Check Date	Vendor	PO #	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
11640	10/01/15	06615			COMCAST					1060
15-00648	1				CHARGES FOR SEPTEMBER 2015	66.50	5-01-31-440-000	Budget		1
							Telephone			
15-00648	2				CHARGES FOR SEPTEMBER 2015	117.45	5-01-31-440-000	Budget		2
							Telephone			
15-00648	3				CHARGES FOR SEPTEMBER 2015	6.09	5-01-31-440-000	Budget		3
							Telephone			
15-00648	4				CHARGES FOR SEPTEMBER 2015	102.85	5-01-31-440-000	Budget		4
							Telephone			
15-00648	5				CHARGES FOR SEPTEMBER 2015	224.87	5-01-31-440-000	Budget		5
							Telephone			
15-00648	6				CHARGES FOR SEPTEMBER 2015	107.85	5-01-31-440-000	Budget		6
							Telephone			
						625.61				

Report Totals		Paid	Void	Amount Paid	Amount Void
Checks:	1	0	0	625.61	0.00
Direct Deposits:	0	0	0	0.00	0.00
Total:	1	0	0	625.61	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	625.61	0.00	0.00	625.61
Total of All Funds:		<u>625.61</u>	<u>0.00</u>	<u>0.00</u>	<u>625.61</u>

# WEST WILDWOOD PUBLIC WORKS

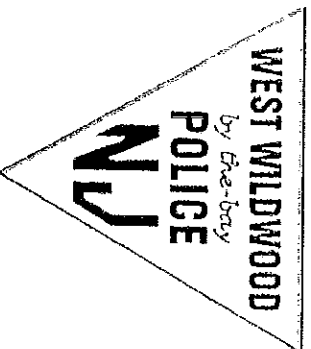
## ACTIVITY REPORT SEPTEMBER 2015

- 4 Work orders for maintenance of public works vehicles and equipment
- 4 Work orders for maintenance of public safety vehicles
- 4 Work orders to empty trash and recycling containers at boro parks
- 8 Work orders for inspections of boro parks and streets
- 4 Work orders to clean up trash on boro streets
- 4 Work orders to clean boro hall and remove trash and recycling
- 4 Work orders for maintenance of 26th ave pumping station
- 4 Work orders for maintenance of flood pump south end of Neptune ave
- 4 Work orders to empty doggi station containers at boro parks
- 2 Work orders for maintenance and inspection of flood gates
- 1 Work order to till and turnover mulch at the playground
- 9 Work orders to patch pot holes
- 4 Work orders to pick up yard waste

- 1 Work order to clear off catch basin tops of debris
- 2 Work orders for repairs to public works equipment
- 2 Work order to install new handicap parking signs and posts
- 1 Work order for service of public safety vehicle
- 1 Work order to take down pole decorations and flags on Glenwood Ave.
- 1 Work order to fix leak on air handler in the tax office
- 2 Work order to cut grass around public works yard and fire dept.
- 4 Work orders to cut lawns at boro hall and boro parks
- 2 Work order to pick up paid bulk trash
- 1 Work order to install new batteries in smoke detectors in police dept.
- 6 Work orders for sweeping of boro streets
- 1 Work order for maintenance and inspections of flood vehicles
- 2 Work orders for repairs of public safety vehicle
- 1 Work order to install new flourescent bulbs in police dept.
- 2 Work orders to clean beach
- 4 Work orders to pick up T.V.'S within the boro
- 3 Work orders for repairs and repainting Christmas pole decorations
- 5 Work orders for catch basin cleaning within the boro

- 1 Work order to fix leaking hose bib spigot public works garage
- 1 Work order for storm preparations within boro for upcoming storm

99 Total work orders for the month of SEPTEMBER 2015



## West Wildwood Police Department

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701 West Glenwood Avenue  
West Wildwood, New Jersey 08260  
Phone: (609) 522-4060 • Fax: (609) 522-7350

Jacquelyn Ferentz  
Chief of Police

Christopher J. Fox  
Director of Public Safety

### ACTIVITY REPORT SEPTEMBER 2015

4	Reported Abandoned Vehicles
4	Animal Complaints
6	Arrests
2	Assisting Other Agencies
1	Check the Well Being
1	CDS Possession/Distribution Arrests
1	Civil Matter
1	Driving Under the Influence Arrest
1	Reported Downed Wire
3	Fire Alarms turned over to Fire
1	Reported Gas Leak
7	General Complaints
1	Harassment Complaint
1	Intoxicated person Complaint
7	Local Ordinance Violations/Enforcement
8	Medical Assists
2	Missing Persons Reports (Returned)
74	Motor Vehicle Stops (58 Warnings/16 Summonses)
1	Motorist Assist
4	Noise Complaints
3	Opened Doors/Secured
4	Other Public Service Duties
26	Parking Complaints
2	Police Assists to Residents
71	Property Checks
6	Reports of Suspicious Activity/Person
6	Reports of Suspicious Vehicle
1	Theft Report
1	Report of Unhitched Trailer
2	Unwanted Guests
1	Verbal Argument

**TOTAL CALLS FOR SERVICE 575**

**This is an abridged version of actual calls for service.**