DECEMBER 2016

WORKSHOP MEETING

RESOLUTION 2016-128

A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT

WHEREAS, it is the desire of the Borough to appoint a Qualified Purchasing Agent;

WHEREAS, Judson Moore, Jr., is recognized as a Qualified Purchasing Agent in the State of New Jersey; and

WHEREAS, Judson Moore, Jr., has agreed to serve in said position without compensation for the year 2017.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Judson Moore, Jr, QPA, is appointed as the Qualified Purchasing Agent for the Borough of West Wildwood for a term from January 1, 2017 to December 31, 2017.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						X
Commissioner Scott W. Golden	X		Χ			
Commissioner Cornelius J. Maxwell		X	X			V-10-10-10-10-10-10-10-10-10-10-10-10-10-

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 **Workshop Meeting** held on **December 27, 2016**.

RESOLUTION 2016-129

ESTABLISHING THE ANNUAL MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2017

WHEREAS, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby establish the **Annual Meeting Dates** for the Year 2017 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings; and

WHEREAS, it is the desire of the Board of Commissioners to establish the date and time for the Regular Meeting in order to encourage the General Public's attendance and involvement.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Regularly Scheduled Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey beginning at **7:00 P.M.,** prevailing time unless otherwise noted, at which time Official Action may be taken.

Friday, January 6
Friday, February 3
Friday, March 3
Friday, April 7
Friday, May 5
Friday, June 2
Friday, July 7
Friday, August 4
Friday, September 1
Friday, October 6
Friday, November 3
Thursday, November 30 @ 6:00pm

BE IT FURTHER RESOLVED, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2017; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State Law.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						Х
Commissioner Scott W. Golden	X		Χ			
Commissioner Cornelius J. Maxwell		Х	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 **Workshop Meeting** held on **December 27, 2016.**

RESOLUTION 2016-130

ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2017

WHEREAS, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby establish the Workshop Meeting Dates for the Year 2017 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Workshop Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey beginning at 9:00am, prevailing time unless otherwise noted. Official Action may be taken.

Monday, January 30

Monday, February 27

Monday, April 3

Monday, May 1

Tuesday, May 30

Monday, July 3

Monday, July 31

Monday, August 28

Monday, October 2

Monday, October 30

Monday, November 27

Tuesday, December 26

BE IT FURTHER RESOLVED, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2017; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State Law.

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

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 **Workshop Meeting** held on **December 27, 2016.**

RESOLUTION 2016-131

AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR

WHEREAS, the Board of Commissioners of the Borough of West Wildwood has a need to acquire Professional Services of a Municipal Auditor; and

WHEREAS, the firm of Bowman and Company is qualified to serve as Municipal Auditor for the Borough of West Wildwood and has prepared a Proposal for said services as attached hereto; and

WHEREAS, Bowman and Company has completed and submitted a Business Entity Disclosure which certifies that they have not made any reportable contributions to a political or candidate committee in the name of West Wildwood Borough Commissioner within the previous year and that this Contract will prohibit Bowman and Company from making any reportable contributions for the term of this Contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby appoints Bowman and Company as Municipal Auditor for the Borough of West Wildwood for one (1) year commencing January 01, 2017; and

BE IT FURTHER RESOLVED that the Mayor or Deputy Mayor and Clerk are hereby authorized to execute a Contract with Bowman and Company for the providing of said services, which Contract Amount shall be in accordance with the Standard Hourly Rates and Minimum Fees established in said Engagement Contract presented on December 16, 2016; and

BE IT FURTHER RESOLVED that the aforesaid Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because N.J.S.A. 40A:11-5, which provides inter alia, that no local unit shall be required to advertise for bids for services rendered or performed by a person authorized by law to practice a recognized professional and whose practice is regulated by law, or to advertise for bids for services which are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids all of which classification the aforesaid contract falls within; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be published in the officially designated newspaper as required by law; and

BE IT FURTHER RESOLVED, that a Certification of Available Funds from the CFO is attached herewith.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						Х
Commissioner Scott W. Golden	X		Χ	1111		
Commissioner Cornelius J. Maxwell		X	Х			

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 their **Workshop Schedule Meeting** held on **December 27, 2016.**

CERTIFICATION OF AVAILABILITY OF FUNDS

As required by NJSA 40A:4-57, NJAC 5:30-14.5 and any other applicable requirement, I Elaine Crowley, Chief Financial Officer of the Borough of West Wildwood, NJ have ascertained that there are available sufficient uncommitted appropriations to award a contract to:

TO: BOWMAN AND COMPANY

FOR: 2017 AUDIT SERVICES

IN THE AMOUNT OF: \$39,000.00

Funds for Certification are therefore being made available and certified against the appropriation and/or Ordinance entitled:

AMOUNT:

\$39,000.00

ACCOUNT(S) 7-01-20-135-000

7-09-55-502-028

TOTAL AMOUNT OF CONTACT:

\$39,000.00

Amount Certified by this Certification:

\$39,000.00

TEMPORARY BUDGET CERTIFICATION @ 25% PERMANENT BUDGET CERTIFICATION @ 100%

X

CONTINGENCY CERTIFICATION: UPON ADOPTION OF

FINAL BUDGET.

Date: December 27, 2016

Chief Financial Officer:

Resolution # 2016-131

RESOLUTION 2016-132

AUTHORIZING THE CANCELLATION OF CHECKS ONE YEAR OR OLDER

WHEREAS, the Board of Commissioners of the Borough of West Wildwood deem it in the best interest of the Borough to void all outstanding checks.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Chief Financial Officer be and is hereby authorized to void the checks issued against Borough of West Wildwood's various Accounts at Crest Savings Bank

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

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 Workshop Meeting held on December 27, 2016.

Range of Checking Repor	■ 1		ange of Check Ids: 12469 to Detail Check Type:	12499 Computer: Y Manual: Y D	ir Deposit	: Y
Check # Check Dat	te Vendor Description	Amount Paid	Charge Account	Reconciled/V Account Type Contract	oid Ref Nu Ref Seq A	
12469 12/22/16 16-00929 1	00207 ACA COMPUTERS, INC. MONTLY IT SERVICES DEC 2016	2,790.00	6-01-20-140-026 Data Processing Maintenance	Budget	113 6	9 1
12470 12/22/16 16-00939 1	00307 ADVANCE AUTO PARTS STARTING FLUID	5.50	6-01-26-310-052 Janitorial Equipment	Budget	113 17	9
16-00939 2	WINDSHIELD WASHER FLUID	14.28	6-01-26-310-052	Budget	18	1
16-00939 3	OIL - FOR SNOW PLOW	19.30		Budget	19	1
16-00939 4	1 QT OIL - SNDOW PLOW	28.95	new equipment 6-01-26-310-052 Janitorial Equipment	Budget	20	1
		68.03				
12471 12/22/16 16-00952 1	00308 ADP, INC. PAYROLL SERVICES FOR	116.64	6-01-20-130-028 Payroll Services	Budget	113 43	9 1
12472 12/22/16 16-00935 1	019011 ATLANTIC CITY ELECTRIC CHARGES FOR DEC 2016		6-01-31-435-000 Street Lighting	Budget	113 13	9 1
16-00935 2	CHARGES FOR DEC 2016	4.22	6-01-31-435-000	Budget	14	1
16-00940 1	CHARGES FOR DEC 2016	7.24	Street Lighting 6-01-31-435-000	Budget	21	1
16-00940 2	CHARGES FOR DEC 2016	748.72	Street Lighting 6-01-31-435-000	Budget	22	1
16-00940 3	CHARGES FOR DEC 2016	494.96	Street Lighting 6-01-31-435-000	Budget	23	1
16-00940 4	CHARGES FOR DEC 2016	463.78	Street Lighting 6-01-31-435-000 Street Lighting	Budget	24	1
	_	3,558.55	Jerese Ergitering			
12473 12/22/16 16-00933 1	01903 AT & T LONG DISTANCE DEC 2016	53.38	6-01-31-440-000	Budget	1139 11	9
16-00947 1	LONG DISTANCE DEC 2016		Telephone 6-01-31-440-000 Telephone	Budget	36	1
		123.94				
12474 12/22/16 16-00934 1	01905 AT & T MOBILITY MOBILITY CHARGES DEC 2016	136.92	6-01-31-440-000 Telephone	Budget	1139 12	
12475 12/22/16	05202 CAPE MAY CNTY TREASURE 2016 ADDED & OMITTED TAXES		6-01-55-000-003 DUE COUNTY ADDED/OMITTED	Budget	1139 49	1

heck # Check Dat PO # Item	te Vendor Description	Amount Paid	Charge Account	Account		Reconciled/V Contract		
	ENTY TREASURERS OFF. Continued 2016 ADDED & OMITTED - OPEN —	67.06	6-01-55-000-003 DUE COUNTY ADDED/OMITTED	Budget			50	3.4 (2
12476 12/22/16	05203 C.M.C.M.U.A. WASTER WAT	•					11	30
	DISPOSAL FEE FOR OCT 2016		6-01-32-465-000 SOLID WASTE DISPOSAL	Budget			4	
16-00956 1	DISPOSAL FEE FOR NOV 2016	1,038.73	6-01-32-465-000	Budget			47	1
	1	2,234.37	SOLID WASTE DISPOSAL					
12477 12/22/16 16-00931 1	05227 CAPE MAY CO MUN.CLERK'S 2016 MEMBERSHIP DUES		6-01-20-100-044 GEN. ADMIN. DUES & MEMBERSH	Budget IPS			11 9	39 1
2478 12/22/16 16-00932 1	05235 THE CARLSEN GROUP INC BASIC SERVICE PACKAGE DEC 2016	95.00	6-01-20-120-028 Other professional service	Budget			11 10	39 1
2479 12/22/16 16-00959 1	06001 CITY OF WILDWOOD GAS/DIESEL FOR OCT AND NOV	2,385.04	6-01-31-460-000 Gasoline and Diesel	Budget			11 51	39 1
2480 12/22/16 16-00961 1	06101 RUTH SWEENEY REIMBURSEMENT FOR 4/\$5.00	20.00	6-01-20-100-030 GEN. ADMIN. MATERIALS & SUP	Budget PLIES			11 55	
2481 12/22/16 16-00930 1	06615 COMCAST CHARGES FOR DEC 2016	109.95	6-01-31-440-000	Budget			11 7	39 1
16-00930 2	CHARGES FOR DEC 2016	60.94	Telephone 6-01-31-440-000	Budget			8	1
16-00946 1	DEC 2016	465.42	Telephone 6-01-31-440-000	Budget			34	1
16-00946 2	DEC 2016	15.98	Telephone 6-01-31-440-000	Budget			35	1
2	_	652.29	Telephone					
2482 12/22/16 16-00938 1	07203 CUSTOM GRAPHICS SWEATSHIRTS FOR CLEAN	1,377.25	G-02-40-730-000 CLEAN COMMUNITIES	Budget			11: 16	
2483 12/22/16 16-00941 1	09205 JPMONZO MUNICIPAL CONSU WEBINAR - YEAR END PROCEDURES		6-01-20-100-042 GEN. ADMIN. EDUCATIONAL TRAI	Budget INING			113 25	
	10409 PHOENIX ADVISORS, LLC PROFESSIONAL SERVICES RENDERED	950.00	6-01-20-100-028 GEN. ADMIN. OTHER PROFESSION	Budget NAL SERVIO	CES		113 40	39 1

Theck # Check Dat PO # Item	e Vendor Description	Amount Paid	Charge Account	Account Type	Reconciled/\ Contract		
12485 12/22/16 15-00224 1	11509 GENUINE PARTS COMPANY 25' of 3/8 FUEL LINE FOR	66.12	5-01-26-290-034 Fleet Maintenance	Budget			139
12486 12/22/16 16-00944 1	13416 CONSTELLATION NEWENERGY CHARGES FOR DEC 2016		6-01-31-430-000	Budget		11 30	L39
16-00944 2	CHARGES FOR DEC 2016	2.88	Electricity 6-01-31-430-000 Electricity	Budget		31	
16-00944 3	CHARGES FOR DEC 2016	487.35	6-01-31-430-000 Electricity	Budget		32	10 1
		493.11	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
12487 12/22/16 16-00960 1	13805 CINTAS FIRST AID & SAFE FIRST AID SUPPLIES FOR P/W		6-01-20-100-030 GEN. ADMIN. MATERIALS & SU	Budget		11 52	.39 1
16-00960 2	FIRST AID SUPPLIES FOR P/D	54.22	6-01-20-100-030 GEN. ADMIN. MATERIALS & SU	Budget		53	
Í6-00960 3	FIRST AID SUPPLIES FOR P/W	33.26	6-01-20-100-030 GEN. ADMIN. MATERIALS & SU	Budget		54	
12488 12/22/16 16-00948 1	31801 MGL PRINTING SOLUTIONS SEWER BILLS	404.00	6-09-55-502-030	Budget		11: 37	
16-00948 2	SHIPPING	29.00	Materials and Supplies 6-09-55-502-030 Materials and Supplies	Budget		38	1
12489 12/22/16 16-00917 1	39002 PARAMOUNT CHEMICAL & PAR PAPER TOWELS		6-01-26-310-030 Materials and Supplies	Budget		113	
12490 12/22/16 16-00920 1	44606 REMINGTON, VERNICK & WALE PERPARING A SURVEY REPORT		6-01-20-165-028 Professional Services	Budget		113	39 1
16-00957 1	PREPARING A SURVEY REPORT FOR	1,680.00	6-01-20-165-028 Professional Services	Budget		48	1
12491 12/22/16 16-00962 1	47011 A.C.SCHULTES,INC. LABOR TO REMOVE THE EXISTING		6-09-55-502-029 Contractual Items-Software	Budget		113 56	
12492 12/22/16 16-00942 1	48201 SOUTH JERSEY GAS COMPANY CHARGES FOR DEC 2016		6-01-31-446-000	Budget		113 26	39 1
16-00942 2	CHARGES FOR DEC 2016	252.77	Natural Gas 6-01-31-446-000	Budget		27	1
16-00942 3	CHARGES FOR DEC 2016	190.81	Natural Gas 6-01-31-446-000 Natural Gas	Budget		28	1

eck # Che PO #		e Vendor Description	Amount Paid	Charge Account		Reconciled/ Contract		
2493 12, 16-0093;	1 15	48207 SOUTH JERSEY WELDING CYCLINDER CHARGES FOR DEC 2016		6-01-26-290-030 Materials and Supplies	Budget		113 15	
2494 12, 16-00951		48731 STATE OF NEW JERSEY, LOCAL ACTIVE HEALTH CARE		6-01-23-220-000	Budget		113 41	
16-00951	1 2	LOCAL RETIRED HEALTH CARE		EMPLOYEE GROUP INSURANCE 6-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget		42	1
			14,068.24					
2495 12/ 16-00945	7 (5)	50102 THE PRESS LEGAL ADVERTISMENTS DEC 2016	52.02	6-01-20-120-021 Legal Advertising	Budget		113 33	39 1
16-00963	3 1	LEGAL ADVERTISEMENT	33.66 85.68	6-01-20-120-021 Legal Advertising	Budget		57	1
2496 12/ 16-00928		58005 CITY OF WILDWOOD WATE 2016 TAX SALE PAYMENT DUE		6-01-55-000-021 DUE WILDWOOD TAX SALE COLL	,		113 5	39 1
2497 12/ 16-00949		654153 EARTHTECH CONTRACTING TRASH COLLECTION FOR DEC 2016		6-01-26-305-029 Contractual-collection	Budget		113 39	
16-00964	1	BALANCE DUE FOR 2016 AS PER	8,300.00	6-01-26-305-029	Budget		58	1
16-00965	5 1	BALANCE DUE FROM 2015 AS PER		Contractual-collection 5-01-26-305-029 Contractual-collection	Budget		59	1
			20,300.00					
2498 12/ 16-00943		66666 VERIZON CHARGES FOR DEC	303.82	6-01-31-440-000 Telephone	Budget		113 29	
2499 12/ 16-00953		03102 BANK OF AMERICA LED HDTV 50" SANYO	328.00	6-01-25-240-038	Budget		113 44	39 1
16-00953	3 2	TV MOUNT	69.96	New Equipment 6-01-25-240-038	Budget		45	1
16-00953	3	USB DRIVE	7.97	New Equipment 6-01-25-240-038 New Equipment	Budget		46	1
port Tota		Checks: 31 0 rect Deposit: 0 0 Total: 31 0	405.93 Amount P 60,873 0 60,873	aid Amount Void .82 0.00				

Totals by Year-Fund fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	7,866.12	0.00	0.00	7,866.12
CURRENT FUND	6-01	49,417.45	0.00	0.00	49,417.45
UTILITY FUND	6-09 Year Total:	2,213.00 51,630.45	0.00	0.00	2,213.00 51,630.45
GRANT FUND	G-02	1,377.25	0.00	0.00	1,377.25
Т	otal Of All Funds:	60,873.82	0.00	0.00	60,873.82

Page No: 1

Range of		Accts: UTILITE Type: All Ch		to UTILI				: 2166 t Check Typ	o 2166 e: Computer: Y	Manual: Y	Dir Deposit: Y
Check # 0 PO #		e Vendor Description			Amount Paid	Charge	Account		Account Type		Void Ref Num Ref Seq Acct
2166 1 16-009	12/22/16 913 1	47011 A.C 3HP MYERS LIF	C.SCHULTES		4,795.00		5-901-000 S WATER/S	EWER IMPRO	Budget		1140 1 1
Report To		Checks: rect Deposit: Total:	Paid 1 0 1	void 0 0 0	Amount P 4,795 0 4,795	.00	Amoun	0.00 0.00 0.00			

Totals by Year-Fund und Description	Fund	Budget Total	Revenue Total	G/L Total	Total
UTILITY CAPITAL	C-08	4,795.00	0.00	0.00	4,795.00
,	Total Of All Funds:	4,795.00	0.00	0.00	4,795.00

Range of		Accts: FIRE t Type: All (AFETY Ra eport Format:			.084 to 1085 k Type: Computer: Y	Manual: Y I	Dir Deposit: Y
Check # C PO #		e Vendor Description			Amount Paid	Charge	Account	Account Type		Void Ref Num Ref Seq Acct
1084 1 16-009	20 00		ANIEL F. SPE NT FOR I.C.C		199.00		-000-004 FOR UNIFORM	Budget FIRE SAFETY		1141 2 1
1085 1 16-006	2/22/16 44 1		TLANTIC CAPE SPECTOR CLASS				-000-004 FOR UNIFORM	Budget FIRE SAFETY		1141 1 1
Report To		Checks: rect Deposit: Total:	0	Void 0 0 0		2aid 3.00 0.00 3.00	Amount Voi 0.0 0.0 0.0	0 0		

Totáls by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total	
	T-12	798.00	0.00	0.00	798.00	
Total Of A	ll Funds:	798.00	0.00	0.00	798.00	

Range of Check	king Accts: eport Type:			to CURRE				12468 to Check Type:		Manual: Y	Dir Deposit: Y
PO # I1	Date Vendo tem Descri				Amount Paid	Charge Ac	count		Account Type		/Void Ref Num Ref Seq Acct
12468 12/16, 16-00955	/16 65419 1 BALANC		EN'S LIC 4 EXTRA	Total Control of the	144.00	6-01-20-1 GEN. ADMI		ERENCES & M	Budget IEETINGS		1138 1 1
Report Totals	Direct De	hecks:	Paid 1 0 1	<u>Void</u> 0 <u>0</u> 0	0	<u>Paid</u> 1.00 1.00 1.00	Amount	Void 0.00 0.00 0.00			-

Totals by Year-Fund und Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	144.00	0.00	0.00	144.00
Tota	l Of All Funds:	144.00	0.00	0.00	144.00