

**NOVEMBER**

**2016**

# **REGULAR MEETING**

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**REGULAR MEETING**  
NOVEMBER 4, 2016  
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  
Solicitor Cafiero  
Municipal Clerk Donna L. Frederick

**APPROVAL OF MINUTES:**

Clerk asked for a motion for the approval of the minutes of previous meetings as presented October 7, 2016 – Regular Meeting  
Motion by Comm. Maxwell; Second by Comm. Golden.  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Motion Carried

**COMMUNICATIONS:**

Clerk informed the Commissioners of the following:

DEP notification of Waterfront Permit Application approval for K&D Family Marina for the reconstruction of the bulkhead at 10 Lake Rd.

Best Practices was completed and filed by the CFO, the Borough qualifies for 100% of the available State Aid. Mayor was pleased with the filing.

**RESOLUTIONS: READ BY NUMBER & TITLE**

**2016-101 – CHAPTER 159 – INSERTION OF A GRANT FROM THE STATE OF NJ DIV. OF CRIMINAL JUSTICE – BODY ARMOR**

Clerk asked for a motion to adopt resolution  
Motion by Comm. Maxwell; Second by Comm. Golden.  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Resolution Adopted

**2016-102 – APPROVING BUDGET TRANSFERS FOR THE YEAR 2016**

Clerk asked for a motion to adopt resolution

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

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

Resolution Adopted

**2016-103 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW**

Clerk asked for a motion to adopt resolution

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

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

Resolution Adopted

**2016-104 - A RESOLUTION SUPPORTING SENATE BILL 2663 and ASSEMBLY BILL 4234**

Clerk asked for a motion to adopt resolution

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

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

Resolution Adopted

**2016-105 – AUTHORIZING THE APPOINTMENT OF A DEPUTY EMERGENCY MANAGEMENT COORDINATOR**

Clerk asked for a motion to adopt resolution

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 October 2016 total 863 calls. (copy attached).

Comm. Maxwell reported that the Borough audit was completed and there were no findings, which is down from 2010 when there were seven (7). Also the Borough now has a AA- bond rating. He commented on the filing Best Practices and the borough's eligibility to receive 100% of the available state aid. He announced that the Ladies Auxiliary's Children's Christmas Party will be held on December 10<sup>th</sup>. He informed the public that the shed on the property on Maple Avenue will be taken down by the WWFC as part of their Monday night drill training. Comm. Maxwell then stated although he doesn't report on items in "Spout Off" he wanted to clarify the comment about the Police having a revolving door of personnel costing the taxpayer's money for in their training. Comm. Maxwell informed the public that there is a statute governing these concerns and that if a police officer leaves a department within two (2) years of their completed training the agency in which they go must reimburse the borough for the cost of the training.

The Mayor commented that we recently lost an officer to the Prosecutor's Office and they will be reimbursing the Borough \$5,200.00 in training costs.

Comm. Golden reported 88 work orders for the DPW for the month of October, and the activity list is available. He informed the public that the Governor lifted the hold on spending the grant monies for DOT road projects and that we will now be moving forward with our road projects. The work will start in the Spring.

The Mayor commented that this is good news, and explained that if the Borough went ahead with these projects it would have jeopardized the grant funding that we received.

Mayor opened the meeting to floor for public comment.

JACK MEEHAN, 645 W. Poplar Avenue, stated he received a post card in the mail, and wanted to know where this person is getting these figures, someone making half a million dollars. Mayor Fox said if those postcards were accurate the person would have put their name on them.

DAN DRUMMOND, 9 Mueller Avenue, wanted to know if there is a construction schedule for the road projects. Comm. Golden stated that there was no schedule at this time, the borough has not went out to bid yet, it will be a spring project, but when one is available it will be in the tax office. Mr. Drummond then asked about the elevation changes. The Mayor told him that the grades will be going up and that the contractor may provide fill to those who want it at a reasonable cost.

RITA DURST, 534 W. Pine Avenue, asked if "R" Avenue is included in the road project. Comm. Golden informed her that R, S, Q and Mueller Avenues are on the project. Mayor Fox explained that the borough received two grants for Avenues R and Q. The Mayor believes that location of the two marina businesses may have aided the Borough in securing these grants. He also stated that grants were awarded to Wildwood and North Wildwood for outfall lines, and that the borough did apply for this grant but unfortunately did not receive any money, the ocean front towns got it.

LOU RIEMER, 537 W. Pine Avenue, inquired about the heights of bulkheads, enforcement. Comm. Golden informed him that the borough can't force people to raise their bulkheads, however if it is a new or replacement bulkhead then it has to come up to code, which is 8.5 feet. Mayor also said if a property owner has to come before the planning board for some issue, for example the bulkhead issue may be addressed as a condition of the granting of a variance.

JOE HICKEY, 718 Pine Avenue, stated he received his sample ballot and wanted to know if he still had to vote since you (Commissioners) were unopposed. Mayor would not discuss the election but did state that votes would need to be cast for any candidate running. Mr. Hickey then stated that rumor has it that there is going to be a bunch of write-ins.

Mayor stated that this is a Presidential Election and that everyone needs to vote.

Hearing no more public comment, the Mayor closed the public portion and thanked everyone for coming out. The Mayor informed everyone that the next regular meeting is on Thursday, December 1, 2016 at 6:00pm and the tree lighting ceremony will immediately follow the meeting, the ladies auxiliary will be serving refreshments.

Clerk asked for a motion to adjourn.

**Motion to Adjourn:**

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

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 DECEMBER 1, 2015 REGULAR COMMISSION MEETING**



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

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



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

West Wildwood Borough (Cape May)		Comments
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Question
General Management - GM		
1	Yes	<p>Has your municipality 1) explored all potential shared service opportunities; and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? <b>In the Comments section, please identify all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.</b></p> <p>Police Dispatch, Police Services, Municipal Court and Emergency Medical Services</p>
2	Yes	<p>Has your municipality adopted a written 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></p>
3	No	<p>Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?</p>

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
0513		
4	<p>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?</p>	
5	<p>A municipality's participation in FEMA's National Flood Insurance Program Community Rating System 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>. Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</p>	



West Wildwood Borough (Cape May)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Question	Answer	Comments
0513		
6	Yes	The Borough is currently in the process of a full tax revaluation.
7	Yes	
8	Yes	

The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?

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. Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?

While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Question
9	N/A	<p>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. N.J.S.A. 40A:5A-20 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 their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? <b>Please identify the meeting date under "Comments".</b></p>
		Comments
		The Borough does not have any authorities.

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
0513	<b>Finance &amp; Audit - FA</b>	
10	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit? <b>If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.</b>	
11	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?	The Borough does to have any PILOT.
12	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 their 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. 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? <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>	

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Comments
13	Yes	Pursuant to <u>N.J.S.A. 40A: 2-40</u> , the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its 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>
14	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>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u>
15	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>
16	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?
<b>Procurement - P</b>		

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
0513		
17	<p>Pursuant to N.J.S.A. 52:15C-10(a), 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, N.J.S.A. 52:15C-10(b) 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></p>	<p>The Borough does not have any contracts \$2 million or over.</p>
18	<p>Pursuant to N.J.S.A. 40A:11-25, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? <b>"N/A" is only applicable where the municipality has not adopted any prequalification regulations.</b></p>	
19	<p>N.J.S.A. 40A:11-5 (a)(i) 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></p>	

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
0513	<b>Budget Preparation and Presentation - BP</b>	
20	N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?	
21	Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, 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) and 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). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.	
22	<b>Health Insurance - HI</b> 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
23	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?	

	West Wildwood Borough (Cape May) <i>Please see Color Key at bottom of sheet for limits on answers</i>	
0513	Question	Comments
	<p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	
24	Yes	

West Wildwood Borough (Cape May)		Question	Comments
Please see Color Key at bottom of sheet for limits on answers			
Answer	Personnel - PE	Question	Comments
0513			
25	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring 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). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. 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. Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</p>	
26	Yes	<p>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? 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, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
27	Yes	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
28	No	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	<p>The Borough does not offer longevity.</p>



West Wildwood Borough (Cape May)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	
0513		
29	<p>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" 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. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
30	<p>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. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</p>	<p>The Borough handbook was last updated 10/7/16.</p>

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
0	Select	
24	Yes	
3	No	
3	N/A	
30	<b>Total Answered:</b>	
27	Score (Yes + N/A)	
90%	Score %	
	<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 # N/A
	<b>Christopher Ridings</b>	<b>10/17/2016</b>
	<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 # N-0917
	<b>Neil Young</b>	<b>10/17/2016</b>
	<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 discussed/will discuss the CY 2016/SFY 2017 Best Practice Inventory as completed herein at a public meeting on 11/4/16, 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 # C-1730 - CMR3680-
	<b>Donna L. Frederick</b>	<b>CPWM-M1683</b> <b>10/17/2016</b>

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
	Red = "Yes"; "No"; "N/A answers permitted Green = Only "Yes" and "No" answers permitted	
<b>Table of Weblinks</b>		
5	<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>	
5	<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/dlgs/lfns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf</a>	
14	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf</a>	
15	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc</a>	
17	<a href="http://www.nj.gov/comptroller/compliance/index.html">http://www.nj.gov/comptroller/compliance/index.html</a>	
18	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf</a>	
21	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-27.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-27.pdf</a>	
24	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/10/2010-12.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/10/2010-12.doc</a>	
24	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-10.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-10.pdf</a>	

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

RESOLUTION 2016-101

CHAPTER 159 - INSERTION OF A GRANT FROM THE STATE OF NEW JERSEY  
DIVISION OF CRIMINAL JUSTICE - BODY ARMOR

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount; and

**WHEREAS**, the Borough of West Wildwood is in receipt of \$ 981.19 from the State of New Jersey, Division of Criminal Justice and wishes to amend its 2016 Municipal Budget to include this amount of revenue.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, does hereby request the Director of the Division of Local Government services to approve the insertion of an item of revenue in the municipal budget of the Borough of West Wildwood for the year 2016 in the sum of.....\$ 981.19  
which is now available as a revenue from:

Miscellaneous Revenues	
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of the Division of Local Government Services - Public and Private Revenues Offset with Appropriations: New Jersey Division of Criminal Justice - 2016 Body Armor Grant	..... \$ 981.19

**BE IT FURTHER RESOLVED** that a like sum of ..... \$ 981.19  
be and the same is hereby appropriated under the caption of:

GENERAL APPROPRIATIONS	
(a) Operations Excluded from 5% Caps	
Public and Private Programs Offset by Revenues: 2016 Body Armor Grant	

**BE IT FURTHER RESOLVED** that the CFO will file a copy of this resolution electronically to the Director of the Division of Local Government Services.

	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 **November 4, 2016**.



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

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

RESOLUTION 2016-102

APPROVING BUDGET TRANSFERS FOR THE YEAR 2016


WHEREAS, the following transfers are necessary to make certain year end transfers to the CY 2016 budget.

NOW, THEREFORE, BE IT RESOLVED, that the following CY2016 budget transfers be made:

Budget Description	From	To	Budget Account
Worker Compensation Insurance	5,200.00		6-01-23-215-000
General Engineering		5,000.00	6-01-20-165-028
Celebration of Public Events		200.00	6-01-30-420-000
	5,200.00	5,200.00	

	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 **November 4, 2016**.


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

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

**RESOLUTION 2016-103**

**AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW**

**WHEREAS**, on August 26, 2016, a variance application was filed with the West Wildwood Planning Board for block 132, Lot 12 including an escrow in the amount of \$500.00.

**WHEREAS**, on September 22, 2016 the applicant withdrew the variance application, resulting in the need to return the escrow amount as follows:

<u>Name/address</u>	<u>Block/Lot</u>	<u>Refund Amount</u>
Norman & Rose Marie Jelke 108 Shank Ln Coatesville, PA 19320	132/12	\$ 500.00

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby authorizes the CFO to refund the escrow amount of \$500.00 to Norman & Rose Marie Jelke.

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Mayor Christopher J. Fox</b>			X			
<b>Commissioner Scott W. Golden</b>		X	X			
<b>Commissioner Cornelius J. Maxwell</b>	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 **November 4, 2016**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2016-104**

**A RESOLUTION SUPPORTING SENATE BILL 2663 and ASSEMBLY BILL 4234**

**WHEREAS**, almost all local units of government and Boards of Education in New Jersey including the Borough of West Wildwood secure insurance through governmental entities known as joint insurance funds (hereinafter JIFs); and

**WHEREAS**, existing law limits JIFs to investments otherwise authorized for local governmental entities and Boards of Education; and

**WHEREAS**, insurance mechanisms such as JIFs have different cash flow needs than local government and Boards of Education; and

**WHEREAS**, existing law greatly limits the potential investment earnings, currently less than 1% on investments of approximately \$1 billion; and

**WHEREAS**, S-2663 and A-4234 would permit JIFs to invest in debt obligations of any governmental entity established under the laws of the State of New Jersey and federal agencies or governmental corporations; and

**WHEREAS**, while the range of investments permitted by S-2663 and A-4234 is still very conservative, it would save the taxpayers at least \$10 million per year; and

**WHEREAS**, S-2663 and A-4234 would also reduce interest expense for local units of government and Boards of Education by creating an additional purchaser of their bonds; and

**WHEREAS**, S-2663 and A-4234 would also permit JIFs to join together and create a joint investment and cash management program further increasing investment income.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that:

1. The Legislature is urged to adopt S-2663 and A-4234 and;
2. A copy of this resolution shall be sent to all area legislators as well as the Governor, Commissioner of the Department of Banking and Insurance and the Commissioner of the (Department of Community Affairs or Department of Education as appropriate.



	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 **November 4, 2016**.

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

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

RESOLUTION 2016-105

**AUTHORIZING THE APPOINTMENT OF A DEPUTY  
EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, the Borough desires to appoint an additional Deputy Emergency Management Coordinator; and

**WHEREAS**, Danielle Aydelotte is willing to fill this volunteer position.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Danielle Aydelotte is hereby appointed as Emergency Management Deputy Coordinator with a term expiring December 31, 2016.

	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 **November 4, 2016**.



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

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 12362 to 12417  
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 Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
12362	11/04/16	00207 ACA COMPUTERS, INC.					1129		
16-00821	1	REPLACEMENT MOBILE PD IN CAR	2,328.00	6-01-20-140-059	Budget		93	1	
				Data Processing Equipment					
16-00821	2	MIS	54.00	6-01-20-140-059	Budget		94	1	
				Data Processing Equipment					
16-00821	3	MONTHLY CHARGES FOR OCT 2016	2,762.00	6-01-20-140-059	Budget		95	1	
				Data Processing Equipment					
			<u>5,144.00</u>						
12363	11/04/16	00307 ADVANCE AUTO PARTS					1129		
16-00784	1	FILTERS FOR PUMP ON NEPTUNE AV	29.43	6-09-55-502-030	Budget		26	1	
				Materials and Supplies					
16-00809	1	KNOCK SENSOR BANK 2	10.13	6-01-26-290-034	Budget		78	1	
				Fleet Maintenance					
16-00809	2	H-AA HEAD LIGHT	41.96	6-01-26-290-034	Budget		79	1	
				Fleet Maintenance					
16-00809	3	F.P. WELD	6.43	6-01-26-290-034	Budget		80	1	
				Fleet Maintenance					
16-00834	1	BATTERY FOR 2005 CROWN VIC	101.83	6-01-26-290-034	Budget		113	1	
				Fleet Maintenance					
			<u>189.78</u>						
12364	11/04/16	00308 ADP, INC.					1129		
16-00822	1	PAYROLL SERVICES FOR 10/14/16	119.52	6-01-20-130-028	Budget		96	1	
				Payroll Services					
16-00822	2	PAYROLL SERVICES FOR 10/28/16	105.12	6-01-20-130-028	Budget		97	1	
				Payroll Services					
			<u>224.64</u>						
12365	11/04/16	00313 BARNES & NOBLE #527					1129		
16-00534	1	HAT	8.75	6-01-25-240-032	Budget		9	1	
				Uniforms					
16-00534	2	SWEATSHIRTS	31.90	6-01-25-240-032	Budget		10	1	
				Uniforms					
16-00534	3	SWEAT PANTS	33.90	6-01-25-240-032	Budget		11	1	
				Uniforms					
16-00534	4	SHORTS	39.90	6-01-25-240-032	Budget		12	1	
				Uniforms					
16-00535	1	PT SHIRT	8.75	6-01-25-240-032	Budget		13	1	
				Uniforms					
16-00535	2	ACADEMY HAT	8.75	6-01-25-240-032	Budget		14	1	
				Uniforms					
16-00535	3	SWEATSHIRTS	47.85	6-01-25-240-032	Budget		15	1	
				Uniforms					
16-00535	4	SWEAT PNATS	50.85	6-01-25-240-032	Budget		16	1	
				Uniforms					
16-00535	5	PT SHORTS	59.85	6-01-25-240-032	Budget		17	1	
				Uniforms					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
12365		BARNES & NOBLE #527							
		Continued							
16-00535	6	PATCH	3.50	6-01-25-240-032	Budget		18		1
				Uniforms					
			<u>294.00</u>						
12366	11/04/16	019011 ATLANTIC CITY ELECTRIC							1129
16-00727	1	CHARGES FOR SEPT 2016	1,508.47	6-01-31-430-000	Budget		19		1
				Electricity					
16-00727	2	CHARGES FOR SEPT 2016	36.91	6-01-31-430-000	Budget		20		1
				Electricity					
16-00792	1	CHARGES FOR OCT 2016	1,818.95	6-01-31-435-000	Budget		47		1
				Street Lighting					
16-00792	2	CHARGES FOR OCT 2016	5.95	6-01-31-430-000	Budget		48		1
				Electricity					
16-00792	3	CHARGES FOR OCT 2016	635.75	6-01-31-430-000	Budget		49		1
				Electricity					
16-00792	4	CHARGES FOR OCT 2016	330.35	6-01-31-430-000	Budget		50		1
				Electricity					
			<u>4,336.38</u>						
12367	11/04/16	01903 AT & T							1129
16-00796	1	LONG DISTANCE OCT 2016	57.25	6-01-31-440-000	Budget		58		1
				Telephone					
16-00796	2	LONG DISTANCE OCT 2016	55.18	6-01-31-440-000	Budget		59		1
				Telephone					
			<u>112.43</u>						
12368	11/04/16	01905 AT & T MOBILITY							1129
16-00856	1	CHARGES FOR NOV 2016	136.92	6-01-31-440-000	Budget		130		1
				Telephone					
12369	11/04/16	04004 PETTY CASH							1129
16-00846	1	REPLENISH PETTY CASH	91.98	6-01-20-100-036	Budget		122		1
				GEN. ADMIN. OFFICE SUPPLIES					
12370	11/04/16	04005 BOY SCOUT TROOP 75							1129
16-00840	1	ATTENDANCE AT CLEAN COMMUNITY	500.00	G-02-40-730-000	Budget		116		1
				CLEAN COMMUNITIES					
12371	11/04/16	05202 CAPE MAY CNTY TREASURERS OFF.							1129
16-00802	1	4TH QTR 2016 COUNTY TAXES	113,687.20	6-01-55-000-000	Budget		67		1
				CAPE MAY COUNTY TAX					
16-00802	2	4TH QTR 2016 LIBRARY TAX	14,889.40	6-01-55-000-001	Budget		68		1
				CAPE MAY COUNTY LIBRARY TAX					
16-00802	3	4TH QTR 2016 OPEN SPACE TAX	5,126.14	6-01-55-000-002	Budget		69		1
				CAPE MAY COUNTY OPEN SPACE					
			<u>133,702.74</u>						
12372	11/04/16	05202 CAPE MAY CNTY TREASURERS OFF.							1129
16-00803	1	CMC ANIMAL SHELTER AND	867.00	6-01-27-340-029	Budget		70		1
				Contractual Services					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
12373	11/04/16	05202 CAPE MAY CNTY TREASURERS OFF.					1129
16-00833	1	ENVELOPES #10	288.00	6-01-20-120-036 Office Supplies	Budget		112 1
12374	11/04/16	05203 C.M.C.M.U.A. WASTER WATER DIV.					1129
16-00829	1	DISPOSAL FEE FOR SEPT 2016	1,613.85	6-01-32-465-000 SOLID WASTE DISPOSAL	Budget		104 1
16-00854	1	4th QTR 2016 MUA WASTEWATER	85,378.00	6-09-55-502-078 Contract Services-MUA	Budget		128 1
			<u>86,991.85</u>				
12375	11/04/16	05235 THE CARLSEN GROUP INC					1129
16-00816	1	BASIC MONTH PKG FOR OCT 2016	95.00	6-01-20-120-028 Other professional service	Budget		88 1
12376	11/04/16	06001 CITY OF WILDWOOD					1129
16-00823	1	GAS FOR SEPTEMBER	1,035.69	6-01-31-460-000 Gasoline and Diesel	Budget		98 1
12377	11/04/16	06003 CITY OF NORTH WILDWOOD					1129
16-00807	1	GREATER WILDWOOD MUNICIPAL	319.00	6-01-42-703-000 MUNICIPAL ALLIANCE PROGRAM	Budget		74 1
12378	11/04/16	06613 CONTRACTOR SERVICE					1129
16-00808	1	GUARD AND RAKES	44.00	6-09-55-502-038 Gen. Hardware & Minor Tools	Budget		75 1
16-00808	2	RAZOR BACK SHOVER/POINT	69.00	6-09-55-502-038 Gen. Hardware & Minor Tools	Budget		76 1
16-00808	3	RAZOR BACK SHOVEL/SQUARE	69.00	6-09-55-502-038 Gen. Hardware & Minor Tools	Budget		77 1
			<u>182.00</u>				
12379	11/04/16	06615 COMCAST					1129
16-00789	1	CHARGES FOR OCT 2016	229.40	6-01-31-440-000 Telephone	Budget		31 1
16-00789	2	CHARGES FOR OCT 2016	227.29	6-01-31-440-000 Telephone	Budget		32 1
16-00789	3	CHARGES FOR OCT 2016	7.99	6-01-31-440-000 Telephone	Budget		33 1
16-00789	4	CHARGES FOR OCT 2016	131.38	6-01-31-440-000 Telephone	Budget		34 1
16-00789	5	CHARGES FOR OCT 2016	104.85	6-01-31-440-000 Telephone	Budget		35 1
16-00789	6	CHARGES FOR OCT 2016	109.85	6-01-31-440-000 Telephone	Budget		36 1
			<u>810.76</u>				
12380	11/04/16	08201 DELTA DENTAL PLAN OF N.J. INC.					1129
16-00805	1	MONTHLY CHARGES FOR NOV 2016	864.92	6-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget		72 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
12381	11/04/16	11511 EASTERN AUTO PARTS WAREHOUSE					1129
16-00817	1	BATTERY FOR 5 TON TRUCK	359.90	6-01-26-290-061 Road Repairs/Maintenance	Budget		89 1
12382	11/04/16	11802 DE LAGE LANDEN					1129
16-00852	1	LEASE PAYMENT FOR COPIER	229.00	6-01-25-240-037 Communications	Budget		127 1
12383	11/04/16	13416 CONSTELLATION NEWENERGY INC					1129
16-00794	1	CHARGES FOR OCT 2016	184.35	6-01-31-430-000 Electricity	Budget		52 1
12384	11/04/16	13805 CINTAS FIRST AID & SAFETY					1129
16-00810	1	FIRST AID SUPPLIES FOR TAX	58.00	6-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		81 1
16-00810	2	FIRST AID SUPPLIES P/D	77.73	6-01-25-240-030 Materials and Supplies	Budget		82 1
16-00810	3	FIRST AID SUPPLIES P/W	63.90	6-01-26-290-030 Materials and Supplies	Budget		83 1
			<u>199.63</u>				
12385	11/04/16	14408 FORD MOTOR CREDIT COMPANY					1129
16-00786	1	POLICE VEHICLE LEASE	9,165.76	6-01-25-240-051 Police Vehicles	Budget		29 1
12386	11/04/16	15616 CAFIERO & KAUFMANN					1129
16-00847	1	PROFESSIONAL SERVICES RENDERED	2,916.66	6-01-20-155-027 Legal Services	Budget		123 1
16-00847	2	ADDITIONAL SERVICES RENDERED	420.00	6-01-20-155-027 Legal Services	Budget		124 1
			<u>3,336.66</u>				
12387	11/04/16	17009 OGLETREE LIMITED PARTNERSHIP					1129
16-00826	1	LEASE PAYMENT FOR	981.89	6-09-55-513-000 EQUIPMENT PURCHASE	Budget		101 1
12388	11/04/16	18611 JOYCE MEDIA					1129
16-00837	1	WEB HOSTING FEE	69.95	6-01-20-120-030 Materials and Supplies	Budget		115 1
12389	11/04/16	19602 THE HOME DEPOT #0943					1129
16-00832	1	BONDO - FOR MILITARY TRUCK	0.00	6-01-26-290-061 Road Repairs/Maintenance	Budget		106 1
16-00832	2	PLYWOOD 4X8 TREATED	98.91	6-01-26-310-082 Building Repairs	Budget		107 1
16-00832	3	CHRISTMAS RED PAINT	25.00	6-01-26-310-082 Building Repairs	Budget		108 1
16-00832	4	BONDO	9.51	6-01-26-310-082 Building Repairs	Budget		109 1
16-00832	5	BONDO HARDNER	9.94	6-01-26-310-082 Building Repairs	Budget		110 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
12389		THE HOME DEPOT #0943		Continued					
16-00832	6	BONDO PLASTIC SPEADERS	3.97	6-01-26-310-082	Budget		111	1	
				Building Repairs					
			<u>147.33</u>						
12390	11/04/16	31220 MAX COMMUNICATIONS, INC.					1129		
16-00835	1	RECURRING CHARGES FOR OCT 2016	223.14	6-01-31-440-000	Budget		114	1	
				Telephone					
12391	11/04/16	34220 NEXTEL COMMUNICATIONS					1129		
16-00855	1	CELL PHONE CHARGES OCT 2016	242.83	6-01-31-440-000	Budget		129	1	
				Telephone					
12392	11/04/16	34234 NEW JERSEY MOTOR VEHICLE					1129		
16-00825	1	CUSTOMER ABSTRACT ADDITIONAL	1.00	6-01-20-120-030	Budget		100	1	
				Materials and Supplies					
12393	11/04/16	39801 PITNEY BOWES					1129		
16-00804	1	POSTAGE MACHINE RENTAL FEE	387.00	6-01-20-100-053	Budget		71	1	
				GEN. ADMIN. NEW EQUIPMENT					
12394	11/04/16	40401 POLICE & FIREMEN'S RETIRE.SYS.					1129		
16-00851	1	SHORTAGE- NORMAL PENSION	145.90	6-01-20-100-042	Budget		126	1	
				GEN. ADMIN. EDUCATIONAL TRAINING					
12395	11/04/16	44606 REMINGTON,VERNICK & WALBERG					1129		
16-00811	1	2008 TO 2016 TAX MAP	1,230.00	6-01-45-894-000	Budget		84	1	
				EMERG. APPR.-TAX MAPS/REVAL					
12396	11/04/16	45005 RIGGINS OIL COMPANY					1129		
16-00818	1	DIESEL FUEL	220.88	6-01-31-460-000	Budget		90	1	
				Gasoline and Diesel					
12397	11/04/16	46804 SANDPIPER EMBROIDERY					1129		
16-00791	1	SHIRTS/JACKET FOR MAYOR FOX	472.50	6-01-25-240-032	Budget		44	1	
				Uniforms					
16-00791	2	SHIRTS FOR COMMISSIONER GOLDEN	81.00	6-01-26-310-030	Budget		45	1	
				Materials and Supplies					
16-00791	3	SHIRTS FOR COMMISS MAXWELL	81.00	6-01-20-100-030	Budget		46	1	
				GEN. ADMIN. MATERIALS & SUPPLIES					
			<u>634.50</u>						
12398	11/04/16	48201 SOUTH JERSEY GAS COMPANY					1129		
16-00793	1	CHARGES FOR OCT 2016	28.18	6-01-31-446-000	Budget		51	1	
				Natural Gas					
12399	11/04/16	48207 SOUTH JERSEY WELDING SUPPLY CO					1129		
16-00797	1	CYLINDER CHARGES FOR OCT 2016	48.30	6-01-26-290-030	Budget		60	1	
				Materials and Supplies					
12400	11/04/16	48302 SPRAY DOCK					1129		
16-00831	1	WIPER BLADES FOR MILITARY	50.40	6-01-26-290-030	Budget		105	1	
				Materials and Supplies					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
12401	11/04/16	48731 STATE OF NEW JERSEY, TREASURER					1129		
16-00798	1	LOCAL ACTIVE HEALTH CARE	12,103.99	6-01-23-220-000	Budget		61	1	
				EMPLOYEE GROUP INSURANCE					
16-00798	2	LOCAL RETIRED HEALTH CARE	1,621.36	6-01-23-220-000	Budget		62	1	
				EMPLOYEE GROUP INSURANCE					
			<u>13,725.35</u>						
12402	11/04/16	53804 US POSTAL SERVICE					1129		
16-00848	1	RENEWAL FOR P.O. BOX 644	130.00	6-01-20-100-022	Budget		125	1	
				GEN. ADMIN. POSTAGE					
12403	11/04/16	57604 WEST WILDWOOD VOL. FIRE CO.					1129		
16-00844	1	ATTENDANCE AT CLEAN COMMUNITY	370.00	G-02-40-730-000	Budget		120	1	
				CLEAN COMMUNITIES					
16-00844	2	ATTENDANCE AT CLEAN COMMUNITY	130.00	G-02-40-726-000	Budget		121	1	
				RECYCLING TONNAGE GRANT					
			<u>500.00</u>						
12404	11/04/16	57609 WEST WILDWOOD LADIES AUX.					1129		
16-00841	1	ATTENDANCE AT CLEAN COMMUNITY	500.00	G-02-40-730-000	Budget		117	1	
				CLEAN COMMUNITIES					
12405	11/04/16	57621 WEST WILDWOOD BIBLE CHURCH					1129		
16-00843	1	ATTENDANCE AT CLEAN COMMUNITY	500.00	G-02-40-730-000	Budget		119	1	
				CLEAN COMMUNITIES					
12406	11/04/16	58005 CITY OF WILDWOOD WATER UTILITY					1129		
16-00790	1	CHARGES FOR OCT 2016	302.25	6-01-31-455-000	Budget		37	1	
				WATER					
16-00790	2	CHARGES FOR OCT 2016	150.85	6-01-31-455-000	Budget		38	1	
				WATER					
16-00790	3	CHARGES FOR OCT 2016	148.15	6-01-31-455-000	Budget		39	1	
				WATER					
16-00790	4	CHARGES FOR OCT 2016	220.85	6-01-31-455-000	Budget		40	1	
				WATER					
16-00790	5	CHARGES FOR OCT 2016	2,600.00	6-01-25-265-057	Budget		41	1	
				FIRE HYDRANT SERVICE					
16-00790	6	CHARGES FOR OCT 2016	26.65	6-01-31-455-000	Budget		42	1	
				WATER					
16-00790	7	CHARGES FOR OCT 2016	26.65	6-01-31-455-000	Budget		43	1	
				WATER					
			<u>3,475.40</u>						
12407	11/04/16	65405 W. B. MASON					1129		
16-00465	1	LAMINATE COUNTER	1,285.00	6-01-26-310-082	Budget		1	1	
				Building Repairs					
16-00465	2	BASE CABINET	850.00	6-01-26-310-082	Budget		2	1	
				Building Repairs					
16-00465	3	DOUBLE SWING DOOR	645.00	6-01-26-310-082	Budget		3	1	
				Building Repairs					
16-00465	4	DESK RISERS	450.00	6-01-26-310-082	Budget		4	1	
				Building Repairs					



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
12407		W. B. MASON		Continued					
16-00465	5	DESK RISER	525.00	6-01-26-310-082 Building Repairs	Budget			5	1
16-00465	6	BASE FILLER	50.00	6-01-26-310-082 Building Repairs	Budget			6	1
16-00465	7	LATERAL FILES	100.00	6-01-26-310-082 Building Repairs	Budget			7	1
16-00465	8	INSTALLATION	595.00	6-01-26-310-082 Building Repairs	Budget			8	1
16-00799	1	KEY CABINET	40.00	6-01-25-240-030 Materials and Supplies	Budget			63	1
16-00799	2	DIGITAL SCALE	45.99	6-01-25-240-030 Materials and Supplies	Budget			64	1
16-00800	1	2017 YEARLY DESK CALENDARS	35.00	6-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget			65	1
			<u>4,620.99</u>						
12408	11/04/16	65406 STANDARD OFFICE SYSTEMS						1129	
16-00824	1	COPIER USAGE	237.23	6-01-20-100-036 GEN. ADMIN. OFFICE SUPPLIES	Budget			99	1
12409	11/04/16	654114 Vital Communications, Inc.						1129	
16-00827	1	ESTIMATED POSTAGE & HANDLING	332.18	6-01-20-145-023 printing	Budget			102	1
12410	11/04/16	654137 xylem Dewatering Solutions						1129	
16-00758	1	6" MALE GODWIN QDX6' 150#	324.00	6-09-55-502-029 Contractual Items-Software	Budget			25	1
12411	11/04/16	654144 All Industrial-Safety Prod Inc						1129	
16-00785	1	RAINCOATS FOR P/W	71.80	G-02-40-732-000 CMCMUA RECYCLING REBATE GRANT	Budget			27	1
16-00785	2	FREIGHT	19.17	G-02-40-732-000 CMCMUA RECYCLING REBATE GRANT	Budget			28	1
			<u>90.97</u>						
12412	11/04/16	654153 EARTHTECH CONTRACTING INC.						1129	
16-00801	1	TRASH COLLECTION FOR OCT 2016	4,200.00	6-01-26-305-029 Contractual-collection	Budget			66	1
12413	11/04/16	66666 VERIZON						1129	
16-00795	1	CHARGES FOR OCT 2016	303.82	6-01-31-440-000 Telephone	Budget			53	1
16-00795	2	CHARGES FOR OCT 2016	42.11	6-01-31-440-000 Telephone	Budget			54	1
16-00795	3	CHARGES FOR OCT 2016	382.62	6-01-31-440-000 Telephone	Budget			55	1
16-00795	4	CHARGES FOR OCT 2016	89.74	6-01-31-440-000 Telephone	Budget			56	1
16-00795	5	CHARGES FOR OCT 2016	266.65	6-01-31-440-000 Telephone	Budget			57	1
			<u>1,084.94</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
12414	11/04/16	679018 KAY LETTON					1129
16-00842	1	CLEAN COMMUNITY DAY SUPERVISOR	400.00	G-02-40-730-000 CLEAN COMMUNITIES	Budget		118 1
12415	11/04/16	694110 MARLIN BUSINESS BANK					1129
16-00857	1	LEASE FOR IN-CAR CAMERA	768.73	6-01-25-240-038 New Equipment	Budget		131 1
12416	11/04/16	694209 MCI COMM SERVICE					1129
16-00828	1	LONG DISTANCE FOR	58.41	6-01-31-430-000 Electricity	Budget		103 1
12417	11/04/16	03102 BANK OF AMERICA					1129
16-00753	1	DEFIBTECH DATA CARD	79.00	6-01-25-240-030 Materials and Supplies	Budget		21 1
16-00754	1	BLACK TIE	7.00	6-01-25-240-032 Uniforms	Budget		22 1
16-00754	2	511 L/S SHIRT	39.00	6-01-25-240-032 Uniforms	Budget		23 1
16-00754	3	511 STRYKE PANTS	60.00	6-01-25-240-032 Uniforms	Budget		24 1
16-00787	1	TITLE/REG 2016 POLICE VEHICLE	60.00	6-01-20-100-036 GEN. ADMIN. OFFICE SUPPLIES	Budget		30 1
16-00806	1	UNIFORMS FOR JOHN BLAKE	481.00	6-01-25-240-032 Uniforms	Budget		73 1
16-00813	1	LUMBER FOR GAZEBO IN PARK	13.43	6-01-28-375-030 materials & supplies	Budget		85 1
16-00814	1	SUPPLIES FOR PARK ON NEPTUNE	5.51	6-01-28-375-030 materials & supplies	Budget		86 1
16-00815	1	SUPPLIES FOR NEPTUNE PARK	147.08	6-01-28-375-030 materials & supplies	Budget		87 1
16-00819	1	SUPPLIES FOR NEPTUNE PARK	112.36	6-01-28-375-030 materials & supplies	Budget		91 1
16-00820	1	VARIOUS SUPPLIES	17.46	6-01-26-310-052 Janitorial Equipment	Budget		92 1
			<u>1,021.84</u>				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	0	286,043.73	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>56</u>	<u>0</u>	<u>286,043.73</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	196,657.44	0.00	0.00	196,657.44
UTILITY FUND	6-09	<u>86,895.32</u>	<u>0.00</u>	<u>0.00</u>	<u>86,895.32</u>
Year Total:		283,552.76	0.00	0.00	283,552.76
GRANT FUND	G-02	2,490.97	0.00	0.00	2,490.97
Total of All Funds:		<u><u>286,043.73</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>286,043.73</u></u>

Range of Checking Accts: CAPITAL to CAPITAL      Range of Check Ids: 1314 to 1315  
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
PO #	Item	Description				Contract	Ref Seq Acct
1314	11/04/16	44606 REMINGTON,VERNICK & WALBERG					1130
16-00812	1	PROVIDE SURVEYING, ENGINEERING	6,338.75	C-04-55-915-100	Budget		6 1
				ORDINANCE 546-\$765,000-VARIOUS ROADS			
1315	11/04/16	58015 WIRELESS COMMUNICATIONS &					1130
16-00788	1	MOTOROLA VHF 45W	719.00	C-04-55-912-008	Budget		1 1
				ORD 522H-2013-ACQUIRE COMPUTERS/TECH EQU			
16-00788	2	MOTOROLA LICENSE	32.00	C-04-55-912-008	Budget		2 1
				ORD 522H-2013-ACQUIRE COMPUTERS/TECH EQU			
16-00788	3	MOTOROLA VHF 1/4 WAVE ANT	19.00	C-04-55-912-008	Budget		3 1
				ORD 522H-2013-ACQUIRE COMPUTERS/TECH EQU			
16-00788	4	RADIO PROGRAMMING	30.00	C-04-55-912-008	Budget		4 1
				ORD 522H-2013-ACQUIRE COMPUTERS/TECH EQU			
16-00788	5	SHIPPING	12.00	C-04-55-912-008	Budget		5 1
				ORD 522H-2013-ACQUIRE COMPUTERS/TECH EQU			
			812.00				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	7,150.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	7,150.75	0.00

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Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND	C-04	7,150.75	0.00	0.00	7,150.75
Total of All Funds:		<u>7,150.75</u>	<u>0.00</u>	<u>0.00</u>	<u>7,150.75</u>

Range of Checking Accts: FIRE SAFETY to FIRE SAFETY Range of Check Ids: 1082 to 1082  
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
PO #	Item	Description				Contract	Ref Seq Acct
1082	11/04/16	11802 DE LAGE LANDEN					1131
16-00853	1	LEASE PAYMENT FOR COPIER IN	377.00	T-12-00-000-004	Budget		1 1
				RESERVE FOR UNIFORM FIRE SAFETY			

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	377.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	377.00	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-12	377.00	0.00	0.00	377.00
Total of All Funds:		<u>377.00</u>	<u>0.00</u>	<u>0.00</u>	<u>377.00</u>



# West Wildwood Police Department

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 OCTOBER 2016

2	Arrests
2	Animal Complaints
10	Assisting Other Agencies
5	Burglar Alarm Activations (Accidental)
1	Burglary/Theft Complaint
1	Custody Dispute
1	Disorderly Conduct Complaint
1	Driving Under the Influence Arrest
9	General Complaints
2	Landlord/Tenant Complaints
3	Local Ordinance Violations/Enforcement
8	Medical Assists
13	Motor Vehicle Stops (10 Warnings/3 Summonses)
1	Neighbor Dispute
4	Noise Complaints
4	Opened Doors/Secured
13	Other Public Service Duties/Police Assists
15	Parking Complaints
216	Property Checks
1	Reports of Suspicious Activity/Person
1	Report of Suspicious Vehicle
8	Reported Unattached Trailers
4	Utility/Downed Wire Complaints

**TOTAL CALLS FOR SERVICE 863**

This is an abridged version of actual calls for service.



# WEST WILDWOOD PUBLIC WORKS

## ACTIVITY REPORT OCTOBER 2016

- 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 sewer 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 winterize sprinkler systems at Boro Hall and parks
- 1 Work order to change oil and filters on flood pump
- 1 Work order to install a new discharge hose tube on flood pump

- 1 Work order to finish raising electric fuse panel box and outlets on gazebo at Neptune Ave park
- 1 Work order to remove a dock that broke loose in bay 500 block Poplar Ave.
- 1 Work order to reset float levels for flood pump
- 2 Work order to clear off catch basin tops of debris
- 1 Work order for maintenance of street sweeper
- 1 Work order to pick up bulk metal within boro
- 1 Work order to install a new toilet flush handle in Police Dept.
- 1 Work order to install new batteries 5 ton flood truck
- 4 Work orders to cut grass at boro hall and boro parks
- 1 Work order for maintenance of generator D.P.W. Building
- 4 Work order to weed flower beds boro hall and boro parks
- 2 Work orders to pick up paid bulk trash
- 4 Work orders to pick up yard waste
- 1 Work order to install a new weather proof box for computer board for flood pump
- 2 Work orders to cut grass D.P.W. Yard and Firehouse
- 4 Work orders to patch pot holes within boro
- 1 Work order to weed eat weeds growing along bulkhead and curbline 26<sup>th</sup> Ave.

- 1 Work orders for street sweeping zone 1 areas
- 1 Work orders for street sweeping zone 2 areas
- 1 Work orders for street sweeping zone 3 areas
- 1 Work order to weed eat weeds growing at bulkhead and old playground area
- 1 Work order to check tide flex valves within the Boro
- 1 Work order to remove move tree at Venice Ave park that was knocked over due to a vehicle accident
- 1 Work order for body work on 5 ton flood truck due to rusting
- 1 Work order to install a new battery in police vehicle
- 1 Work order to remove flowers from Boro Hall and parks
- 1 Work order to fuel up flood pump at Neptune Ave.
- 1 Work order to repair roof area of 5 ton flood truck that was leaking due to rusting of top of window

88 Total work orders for the month of OCTOBER 2016