

**OCTOBER**

**2016**

# **REGULAR MEETING**

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**REGULAR MEETING**  
OCTOBER 7, 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  
September 1, 2016 - Regular Meeting  
September 12, 2016 – Special Meeting  
Motion by Comm. Maxwell; Second by Comm. Golden  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Motion Adopted

Clerk asked for a motion for the approval of the closed (executive) session minutes as presented  
September 1, 2015 - Closed (Executive) Session per resolution 2016-090  
Motion by Comm. Maxwell; Second by Comm. Golden  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, abstain.  
Motion Adopted

**RESOLUTIONS: READ BY NUMBER & TITLE**

**2016-094 – AUTHORIZING THE RE-APPOINTMENT OF DONNA L. FREDERICK AS MUNICIPAL CLERK**

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

**2016-095 – DECLARING TRICK OR TREAT TO BE HELD ON OCTOBER 31, 2016 FROM 5:00-8:00PM**

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

**2016-096 – AUTHORIZING THE BOROUGH ENGINEER TO PREPARE PLANS AND PERMITTING DOCUMENTS FOR THE BULKHEAD REPAIR AT BAY AND POPLAR AVENUES**

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

**2016-097 - AUTHORIZING THE REVISION AND ADOPTION OF THE BOROUGH OF WEST WILDWOOD POLICY MANUAL**

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

**2016-098 – AUTHORIZING A CONTACT ADDENDUM BETWEEN THE BOROUGH OF WEST WILDWOOD AND VITAL COMMUNICATIONS TO PERFORM REVALUATION SERVICES**

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

**2016-099 - AUTHORIZING A LEASING AND MANAGEMENT AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE COUNTY OF CAPE MAY FOR BLOCK 103, LOTS 2.08, 2.09, 2.12 PURSUANT TO THE COUNTY'S OPEN SPACE AND FARMLAND PRESERVATION**

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

**2016-100 – AUTHORIZING THE REFUND OF OVERPAYMENT OF PROPERTY TAX AND UTILITY PAYMENTS**

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. Golden; Second by Mayor Fox

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

Motion Carried

Reports from Commissioners:

Mayor gave the police activity report for September, 2016.

Comm. Maxwell recognized several WWVFC members in the audience, and reported on the Fire Convention. He asked the Ladies Aux. President Maureen Smith if she had anything to report. Due to the raising of homes of members, and the holiday's coming up they will not have a soup fundraiser at this time. However, they will be participating in the Island wide clean-up on Oct. 29 and they will be hosting the Christmas party for the children.

Comm. Golden reported 102 work orders for September, list available if anyone wants a copy. If also informed the public of the Clean Community Clean up on Oct. 29, 2016 at 10:00am, and free bulk trash pick-up is on Monday, October 17, 2016.

Mayor opened the meeting to floor for public comment.

JIM QUINN, 712 W. Maple Avenue, wanted to know why last month's meeting was changed. Mayor and Clerk explained that it was advertised back in December, 2015 to be held on Thursday, September 1, 2016 at 9:00am, due to the holiday weekend.

Mayor spoke about the Special Meeting held on September 12, 2016. This was held to move forward road projects forward. However due to the pending bill at the state level, road projects are put on hold because the D.O.T. funding grants the borough was awarded would be in jeopardy if we go out to bid. Mayor spoke briefly about the CMC Open Space approval for Bay Avenue, and hopes to start working on the new park in the spring of 2017.

ELAINE SZYMKOWIAK, 555 W. Magnolia Avenue, asked if the damaged curbing after the paving was going to be fixed. Comm. Golden said that DPW would take care of it the next time that concrete work is taking place.

MAUREEN SMITH, 30 Venice Avenue, asked about the property re-valuation process and can assessments be appealed. Mayor stated it should be started and completed in 2017 and property owners do have the right to appeal.

SUSAN CZWALINA, 547 W. Maple Avenue, asked about the updated meeting minutes on the website. Clerk explained that there have been scanning issues and it will be addressed shortly.

BILL KOPAC, 217 R AVENUE, asked if there is or would be a scope for the street projects. Mayor informed him that there would be plans in the clerk's office and that most likely the Commissioners would be holding a pre-construction meeting to allow residents to see the project plans and ask questions.

**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

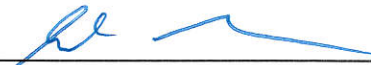


Donna L. Frederick, RMC  
Municipal Clerk

**THESE MINUTES WERE APPROVED AT THE NOVEMBER 4, 2016 REGULAR COMMISSION MEETING**



MAYOR CHRISTOPHER J. FOX



COMMISSIONER SCOTT W. GOLDEN



COMMISSIONER CORNELIUS J. MAXWELL

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

**RESOLUTION 2016-094**

**AUTHORIZING THE RE-APPOINTMENT OF  
DONNA L. FREDERICK AS MUNICIPAL CLERK**

**WHEREAS**, in accordance with N.J.S.A. 40A:9-133, Donna L. Frederick, was appointed as Municipal Clerk for the Borough of West Wildwood for a three (3) year term commencing October 24, 2013; and

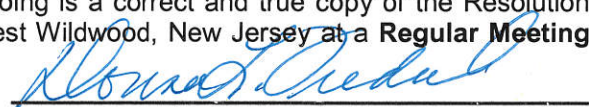
**WHEREAS**, Donna L. Frederick, RMC, has proven herself to be qualified, fully trained and certified as Municipal Clerk; and has been serving in this position since October 24, 2013 as a Certified Municipal Clerk, and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough of West Wildwood to re-appoint Donna L. Frederick as Municipal Clerk for a three (3) year term commencing October 24, 2016.

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of West Wildwood hereby re-appoints Donna L. Frederick, RMC, as Municipal Clerk for three (3) years commencing October 24, 2016.

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</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 the Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 7, 2016**.



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



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

RESOLUTION 2016-095

DECLARING TRICK OR TREAT TO BE HELD ON FRIDAY, OCTOBER 31, 2016  
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, 2016, 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 7, 2016**.

  
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Donna L. Frederick, RMC  
Municipal Clerk



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

RESOLUTION 2016-096

**AUTHORIZING THE BOROUGH ENGINEER TO PERFORM ENVIRONMENTAL  
PERMITTING AND SURVEY SERVICES NECESSARY TO PREPARE PLANS AND  
PERMITTING DOCUMENTS FOR THE BULKHEAD REPAIR AT  
BAY AND POPLAR AVENUES**

**WHEREAS**, the Board of Commissioners have requested the Borough Engineer to provide cost estimates for environmental permitting and survey services necessary to prepare plans and permitting documents for the bulkhead repair at Bay and Poplar Avenues; and

**WHEREAS**, the Borough Engineer has submitted a scope of work and budget to perform such services with an estimated cost of \$ 8,420.00; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey hereby authorize the Borough Engineer to proceed with the aforementioned services and authorized the CFO to execute payment for same.

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

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

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

RESOLUTION 2016-097

**AUTHORIZING THE REVISION AND ADOPTION OF THE  
BOROUGH OF WEST WILDWOOD POLICY MANUAL**

**WHEREAS**, the Board of Commissioners periodically review the Policy Manual of the Borough of West Wildwood; and


**WHEREAS**, periodically the MEL/JIF (Joint Insurance Fund) ask for revisions to be implemented regarding policy issues; and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough to revise and update the current Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey hereby authorize the necessary revisions requested by MEL/JIF and hereby adopts the Policy Manual effective October 7, 2016.

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

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

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

**RESOLUTION 2016-098**

**AUTHORIZING A CONTACT ADDENDUM BETWEEN THE  
BOROUGH OF WEST WILDWOOD AND VITAL COMMUNICATIONS, INC.  
TO PERFORM REVALUATION SERVICES**

**WHEREAS**, the Board of Commissioners authorized a contract on June 3, 2016 by Resolution 2016-074 to Vital Communications, Inc., to perform a municipal-wide revaluation; and

**WHEREAS**, a contract addendum is required to perform the revaluation for contract approval;  
and

**WHEREAS**, the contract addendum is as follows:

Vital Communications, Inc. shall, in addition to providing monthly reports, submit a work schedule to the Tax Assessor.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Mayor and Clerk are hereby authorized to execute said contract addendum.

**BE IT FURTHER RESOLVED**, that an original copy of the executed Contract Addendum along with a copy of this resolution be forwarded to Gloria von Schmidt, Field Representative, Revaluations/Reassessments and Assessor Compliance, State of New Jersey, Division of Taxation, PO Box 251, Trenton, NJ 08695-0251;

**BE IT FURTHER RESOLVED**, that a copy of the executed Contract Addendum and this resolution be forwarded to Vital Communications, Inc., and the Borough Tax Assessor.

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

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