

REGULAR MEETING

1/6/17

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA
REGULAR MEETING – JANUARY 6, 2017
7:00pm – ACTION MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

THIS REGULAR MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING HAS BEEN ESTABLISHED IN AN ANNUAL MEETING NOTICE RESOLUTION NO. 2016-129 ADOPTED ON DECEMBER 27, 2016. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD, AND THE BOROUGH WEBSITE.

ROLL CALL:

ADDITIONS/DELETIONS OF LATE AGENDA ITEMS:

2017-026 - AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR THE PROFESSIONAL SERVICES OF A SPECIAL PROJECT ENGINEER

APPROVAL OF MINUTES:

Regular Meeting – December 1, 2016
Workshop Meeting – December 27, 2016
Reorganization Meeting – January 1, 2017

COMMUNICATIONS:

RESOLUTIONS:

2017-005 – A RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO ENTER INTO A CONTRACT FOR ANIMAL CONTROL SERVICES WITH ANIMAL CONTROL OF SOUTH JERSEY

2017-006 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES OF LABOR COUNSEL

2017-007 - A RESOLUTION TO AFFIRM THE BOROUGH OF WEST WILDWOOD'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

Borough of West Wildwood

"Small town Charm on the Back Bay"

2017-008 – A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE COUNTY OF CAPE MAY (EQUIPMENT)

2017-009 – APPOINTMENT OF DEPUTY TAX COLLECTOR

2017-010 – AUTHORIZING THE APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT COORDINATORS

2017-011 – AUTHORIZING PURCHASES WITH VENDORS WHO ARE UNDER CURRENT N.J. STATE CONTRACTS

2017-012 – A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR POLICE DISPATCH

2017-013 - A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR EMERGENCY MEDICAL SERVICES

2017-014 - A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR MUNICIPAL COURT SERVICES

2017-015 - AUTHORIZING THE APPOINTMENT OF PHOENIX ADVISORS, LLC AS CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR

2017-016 - AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL, ASSISTANT CONSTRUCTION OFFICIAL AND MERCANTILE LICENSE INSPECTOR FOR THE BOROUGH OF WEST WILDWOOD

2017-017 - AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND EDMUNDS & ASSOCIATES FOR APPLICATION SOFTWARE AND SUPPORT UPGRADES

2017-018 - AUTHORIZING THE AWARDED OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF BOND COUNSEL

2017-019 - ACKNOWLEDGING THE AUTOMATIC RENEWAL OF THE COOPERATIVE AGREEMENT WITH HOUSTON-GALVESTON AREA COUNSEL PURCHASING PROGRAM

2017-020 - AUTHORIZING THE AWARDED OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES OF SPECIAL COUNSEL LOUIS M. BARBONE

2017-021 – AWARDED CONTRACT TO CHARLES MARANDINO, L.L.C. FOR THE ROAD CONSTRUCTION PROJECT TO BE PERFORMED ON AVENUE S, AVENUE P, MUELLER AVENUE, PINE AVENUE, AVENUE Q AND AVENUE R

Borough of West Wildwood

"Small town Charm on the Back Bay"

2017-022 – APPOINTMENT OF DEPUTY MUNICIPAL CLERK

2017-023 – APPOINTING BRIAN A. GIBSON FROM TEMPORARY POLICE OFFICER TO FULL TIME POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT

2017-024 – ACCEPTING THE RESIGNATION OF MUNICIPAL COURT JUDGE DOTSIE GARRABRANT, P.C.

2017-025 - AUTHORIZING THE APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF POPLAR AVENUE PROJECT HEREBY IDENTIFIED AS MA-2017-THE RECONSTRUCTION OF POPLAR AVENUE-00190

2017-026 - AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR THE PROFESSIONAL SERVICES OF A SPECIAL PROJECT ENGINEER

APPROVAL TO PAY BILLS

REPORTS FROM COMMISSIONERS

OPEN TO THE FLOOR FOR PUBLIC COMMENT

ADJOURNMENT

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

ADDITIONAL ITEMS ADDED TO THE AGENDA DURING THE COURSE OF THE MEETING:

2017-027 - ACCEPTING THE RESIGNATION OF ANDREW J. CAFIERO AS BOROUGH SOLICITOR

2017-028 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF A MUNICIPAL SOLICITOR

2017-029 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL JUDGE

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
REGULAR MEETING
JANUARY 6, 2017
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
Regular Meeting – December 1, 2016
Workshop Meeting – December 27, 2016
Reorganization Meeting – January 1, 2017
Motion by Comm. Maxwell; Second by Comm. Golden.
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.
Motion Carried

RESOLUTIONS: READ BY NUMBER & TITLE

2017-005 – A RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO ENTER INTO A CONTRACT FOR ANIMAL CONTROL SERVICES WITH ANIMAL CONTROL OF SOUTH JERSEY

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

2017-006 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES OF LABOR COUNSEL

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

2017-007 - A RESOLUTION TO AFFIRM THE BOROUGH OF WEST WILDWOOD'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE

PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

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

2017-008 – A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE COUNTY OF CAPE MAY (EQUIPMENT)

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

2017-009 – APPOINTMENT OF DEPUTY TAX COLLECTOR

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

2017-010 – AUTHORIZING THE APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT COORDINATORS

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

2017-011 – AUTHORIZING PURCHASES WITH VENDORS WHO ARE UNDER CURRENT N.J. STATE CONTRACTS

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

2017-012 – A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR POLICE DISPATCH

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, abstain.

Resolution Adopted

2017-013 - A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR EMERGENCY MEDICAL 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, abstain.

Resolution Adopted

2017-014 - A RESOLUTION ESTABLISHING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE CITY OF WILDWOOD FOR MUNICIPAL COURT 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, abstain.

Resolution Adopted

2017-015 - AUTHORIZING THE APPOINTMENT OF PHOENIX ADVISORS, LLC AS CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR

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

2017-016 - AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL, ASSISTANT CONSTRUCTION OFFICIAL AND MERCANTILE LICENSE INSPECTOR FOR THE BOROUGH OF WEST WILDWOOD

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

2017-017 - AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND EDMUNDS & ASSOCIATES FOR APPLICATION SOFTWARE AND SUPPORT UPGRADES

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

2017-018 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF BOND COUNSEL

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

2017-019 - ACKNOWLEDGING THE AUTOMATIC RENEWAL OF THE COOPERATIVE AGREEMENT WITH HOUSTON-GALVESTON AREA COUNSEL PURCHASING PROGRAM

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

2017-020 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES OF SPECIAL COUNSEL LOUIS M. BARBONE

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

2017-021 – AWARDING CONTRACT TO CHARLES MARANDINO, L.L.C. FOR THE ROAD CONSTRUCTION PROJECT TO BE PERFORMED ON AVENUE S, AVENUE P, MUELLER AVENUE, PINE AVENUE, AVENUE Q AND AVENUE R

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

2017-022 – APPOINTMENT OF DEPUTY 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

2017-023 – APPOINTING BRIAN A. GIBSON FROM TEMPORARY POLICE OFFICER TO FULL TIME POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT

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

2017-024 – ACCEPTING THE RESIGNATION OF MUNICIPAL COURT JUDGE DOTSIE GARRABRANT, P.C.

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

2017-025 - AUTHORIZING THE APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF POPLAR AVENUE PROJECT HEREBY IDENTIFIED AS MA-2017-THE RECONSTRUCTION OF POPLAR AVENUE-00190

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 read resolution 2017-026 by title as a late agenda item.

2017-026 - AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR THE PROFESSIONAL SERVICES OF A SPECIAL PROJECT ENGINEER

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

Mayor Fox apprised the public that our Solicitor Drew Cafiero was offered and has accepted the appointment of Municipal Judge for the City of Wildwood, he thanked Drew for his service and wished him much success as Judge. Solicitor Cafiero stated he is leaving with a heavy heart and thanked the Mayor and Commissioners for their support; thanked the public and the ladies auxiliary who made him feel at home and said that if he didn't like his new position he maybe be looking to come back as Solicitor, the Mayor said that if that happens they would talk.

The Mayor asked the clerk to take time to prepare resolutions accepting Drew's resignation; appointing a new solicitor Marcus Karavan and appointing Andrew Cafiero as municipal court judge, in the meantime the Mayor conversed with the public.

The clerk prepared the following resolutions in open session and read them by number and title.

2017-027 - ACCEPTING THE RESIGNATION OF ANDREW J. CAFIERO AS BOROUGH SOLICITOR

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

2017-028 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF A MUNICIPAL SOLICITOR

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

2017-029 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL COURT JUDGE

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: Clerk informed the Commissioners that the CFO has not yet rolled the year and will provide the bill list when completed.

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 December 2016 total 1156 calls. (copy attached). Comm. Maxwell thanked the Fire Chief Leon Woodruff for attending the meetings and asked Maureen Smith, the Ladies Auxiliary President to report on the auxiliary. Maureen informed the public that the auxiliary had a wonderful December. They had the children's Christmas party in cooperation with the Fire Company and supported a local family in need who had two children with gift cards. They are looking for membership and encourage anyone interested to reach out to the auxiliary. She also stated that North Wildwood ladies auxiliary no longer exists and some of their members have expressed interest in joining ours. They are thinking of a soup take out event sometime in March. She asked if the borough could post something on the website about new membership.

Comm. Golden reported 80 work orders for the DPW and the list is available. He reported that the contract for the 2016 road project has been awarded which is for reconstruction of streets, drainage and curbing. He reported that all the plows and salt is ready for the pending snow storm, and to move vehicles to aid with plowing operations.

SUSAN CZWALINA, 547 W. Maple Avenue, asked why the website doesn't have current meeting minutes posted. The clerk stated that it is a very busy due to the closing of a year and the beginning of a new year, and that several months minutes were very long and have to be scanned and broken down into sections. The clerk assured her that it would be updated as soon as she has a chance to do so.

JIM PERLOFF, 655 N. Drive informed everyone that John Blates passed away .

BOB KILGORE, 3 D Avenue, introduced himself to the audience, stating that he is a member of the planning board and a school board member. He continued, stating that a large sum of surplus money is coming to the borough from the school board and he suggested that the Mayor and Commissioners use this money to purchase caps (valves) for the storm drains.

Mayor will talk to the auditors. Comm. Golden stated they will look into it, as did Comm. Maxwell. Jim Perloff, also a school board member interjected they would like it used to minimize tax increases.

SUSAN CZWALINA, 547 W. Maple Avenue, asked how the reassessment was going. Mayor said it was moving forward, slowly.

JIM PERLOFF, 655 N. Drive asked if the revaluation would be in 2017. Mayor said it most likely would be for 2018.

Hearing no more public comment, the Mayor closed the public portion and thanked everyone for coming out.

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 FEBRUARY 3, 2017 REGULAR COMMISSION MEETING

ABSENT

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 2017-001

**DESIGNATION OF MAYOR AND
DIRECTOR OF PUBLIC AFFAIRS AND PUBLIC SAFETY**

WHEREAS, the Election for the Board of Commissioners for the Borough of West Wildwood was held on November 8, 2016; and

WHEREAS, Christopher J. Fox, Scott W. Golden, and Cornelius J. Maxwell have been duly elected and the election certified by the Municipal Clerk; and

WHEREAS, they have been properly administered the Oaths of Office and herewith holding a Reorganization Meeting of the Borough of West Wildwood; and

WHEREAS, N.J.S.A. 40:72-4 requires that the executive, administrative, judicial, and legislative powers, authority, and duties of the three Departments shall be distributed amongst the Commissioners.

WHEREAS, N.J.S.A. 40:72-10 requires that, at their first meeting after their election, the Board of Commissioners shall choose one of their members to preside at all meetings of the Board and shall be designated "Mayor".

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that **Commissioner Christopher J. Fox** is hereby chosen to be designated **Mayor** of the Borough of West Wildwood; and

BE IT FURTHER RESOLVED that, in accordance with N.J.S.A. 40:72-4 requiring the specific designation of the Departments of the Borough, **Mayor Christopher J. Fox** shall be designated as the Director of the **Departments of Public Affairs and Public Safety**.

	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 their **Reorganization Meeting** held on **January 1, 2017**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2017-002

**DESIGNATION OF DIRECTOR OF
PUBLIC WORKS, PARKS, AND PUBLIC PROPERTY**

WHEREAS, a Municipal Election for the Board of Commissioners for the Borough of West Wildwood was held on November 8, 2016; and

WHEREAS, Christopher J. Fox, Scott W. Golden, and Cornelius J. Maxwell have been duly elected and the election certified by the Municipal Clerk; and

WHEREAS, they have been properly administered the Oaths of Office and herewith holding a Reorganization Meeting of the Borough of West Wildwood; and

WHEREAS, N.J.S.A. 40:72-4 requires that the executive, administrative, judicial, and legislative powers, authority, and duties of the three Departments shall be distributed amongst the Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that **Commissioner Scott W. Golden** is hereby designated as Director of the **Department of Public Works, Parks, and Public Property**.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox		X	X			
Commissioner Scott W. Golden			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 their **Reorganization Meeting** held on **January 1, 2017**.



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

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

RESOLUTION 2017-003

**DESIGNATION OF DIRECTOR OF
REVENUE AND FINANCE**

WHEREAS, the Election for the Board of Commissioners for the Borough of West Wildwood was held at the General Election on November 8, 2017; and

WHEREAS, Christopher J. Fox, Scott W. Golden, and Cornelius J. Maxwell have been duly elected and the election certified by the Municipal Clerk; and

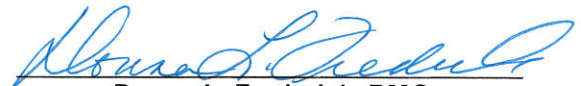
WHEREAS, they have been properly administered the Oaths of Office and herewith holding a Reorganization Meeting of the Borough of West Wildwood; and

WHEREAS, N.J.S.A. 40:72-4 requires that the executive, administrative, judicial, and legislative powers, authority, and duties of the three Departments shall be distributed amongst the Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that **Commissioner Cornelius J. Maxwell** is hereby designated as Director of the **Department of Revenue and Finance**.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox		X	X			
Commissioner Scott W. Golden	X		X			
Commissioner Cornelius J. Maxwell			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 their **Reorganization Meeting** held on **January 1, 2017**.



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

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

RESOLUTION 2017-004

**ASSIGNMENT OF DEPARTMENTAL POWERS
AND DUTIES**

WHEREAS, N.J.S.A. 40:72-6.1 provides for the Board of Commissioners to assign to each Department the powers and duties to be performed by each Department pursuant to **N.J.S.A. 40:72-5** that have the greatest relevancy to the subject matter as designated in the name of the respective Department and as will result in as nearly as possible, an equal distribution of powers to each Department; and

WHEREAS, it is determined that the following distribution of departmental powers and duties will meet the intent and purpose of **N.J.S.A. 40:72-6.1** as to the overall benefit of the Borough of West Wildwood.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Executive, Judicial, and Administrative powers, authority and duties of the Borough of West Wildwood are hereby distributed into and among the several Departments and elected Officials; as follows:

Board of Commissioners

The Board of Commissioners (Board) shall exercise all legislative powers, functions, and duties, conferred upon the Borough or its Officers. The Board shall make all orders for the doing of the work; shall levy all taxes; apportion and appropriate all funds; and audit and allow all bills, accounts, payrolls, and claims, and order payment thereof. The Board shall make or authorize the making of all contracts, and all ordinances and resolutions making or authorizing and making of contracts shall be drawn by the Municipal Solicitor or approved by such Officer before same is made or passed. The Board shall cause to be made all assessments for the cost of street improvements, sidewalks, sewers, drains, and other related work, improvement and repairs, which may, by law, be specifically assessed.

All Directors of Departments and Officers are the agents of the Board, and their acts shall be subject to the review and the approval of the Board subject to Law. Every Director or Officer shall, from time to time as required by Law or ordinance, or when requested by the Board as deemed necessary for the good of the Public, report to the Board, in writing, respecting the business of the Department or office on matters concerned therewith

Department of Public Affairs and Public Safety

The Mayor shall be designated as the Director of this Department, which Department shall have the right to exercise of all powers, and perform all the duties, provided or prescribed by Law or the Ordinance of the Borough not in conflict with the provisions of this Resolution. As Director of this Department, the Mayor shall be the President of the Board of Commissioners and have general supervision over all Departments and Officers of the Borough. He shall have charge of the supervision and direction over all Officers and employees assigned to said Department; he shall have charge of all purchases of all vehicles, apparatus, and suppliers for said Department. He shall, in the absences of the Commissioner of Revenue and Finance, sign all checks and contracts on behalf of the Borough. He shall have charge of, and direction over, the Department of Public Affairs, the Municipal Solicitor, Planning Board, Preparation of Master Plan, Zoning Board, Zoning Officer, Chief of Police and all policeman, officers, and employees of the Police Department, and all Police Stations and property and apparatus used by the Police Department, the Chief of the Fire Department and the Fire Stations and property and apparatus belonging thereto, Fire Official, Dog Warden, Emergency Management Services, Municipal Court, Court Administrator, Public Safety Maintenance, Housing Inspections, Code Enforcement , Mercantile Licenses, Public Defender, Municipal Prosecutor, Harbor Master, Ambulance Corps, Emergency Medical Center, Lifeguards, Beach Patrol, Communications, Department of Health, Local Assistance Director and Public Assistance, and all Officers and employees assigned to said Departments.

Department of Revenue and Finance

The Commissioner assigned to the Department of Revenue and Finances shall have charge of, and supervision and direction over, all Officers and employees assigned to said Department; shall have charge of, and cause to be prepared and published, all statements and reports required by Law or ordinance or by resolution of the Board of Commissioners. The Commissioner of the Department of Revenue and Finance shall be the Vice President of the Board of Commissioners and, in the case of vacancy in the Office of the Mayor, shall perform the duties of that Office. He shall sign all checks of the Borough. The Commissioner of the Department of Revenue and Finance shall have charge of, and supervision over, all accounts and records of the Borough and all Officers, Boards, or Departments required to keep or make said accounts and records or reports. He shall inspect, or cause to be inspected, all records or accounts required to be kept in any of the Offices of Departments of the Borough; and shall cause proper accounts and records to be made. He shall have charge of the purchases, care and distribution of all supplies or other articles not otherwise provided by Law or herein. He shall have charge of, and supervision over, all printing by or for the Borough. He shall examine, or cause to be examined, and report to the Board of Commissioners upon all bills, accounts, payrolls, and claims before they are acted upon or allowed, unless otherwise provided for by Law. The Municipal Clerk, Municipal Assessor, Commissioners of Assessment, Municipal Tax Collector, Chief Financial Officer, Insurance, Group Insurance for Employees, Other Insurance, Codification of Ordinances, Tourism, Advertising, and Utilities Billing are all distributed and assigned to the Department of Revenue and Finance. The Commissioner of the Department of Revenue and Finance shall cause to be collected all taxes, assessments, franchise taxes, license fees, or other monies which may become due to the Borough, with such recommendation in relation thereto as he may deem proper.

Department of Public Works, Parks and Public Property

The Commissioner of the Department of Public Works, Parks, and Public Property shall have the exercise of all powers and perform all the duties provided or prescribed by Law or the ordinances of the Borough not in conflict with the provisions of this Resolution. The Commissioner shall have charge of, and supervision and direction over, all public buildings, all recreation facilities, and all other property and apparatus and supplies for said departments and the Officers and department assigned thereto. Beach Maintenance, Municipal Engineer, Landfill, Parks, Public Works, Sanitation, Sewer Systems, Street Lighting, Utilities, Gas, Electric, Heat, Water, Recycling, and Public Buildings are all distributed and assigned to the Department of Public Works, Parks, and Public Property

	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 their **Reorganization Meeting** held on **January 1, 2017**.

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

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

RESOLUTION 2017-005

**A RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO ENTER
INTO A CONTRACT FOR ANIMAL CONTROL SERVICES
WITH ANIMAL CONTROL OF SOUTH JERSEY**

WHEREAS, the Borough of West Wildwood has need to enter into an animal control services contract for the year 2017; and

WHEREAS, Steve Serwatka, owner of Animal Control of South Jersey with offices located at 2353 Delsea Drive, Delmont, NJ 08314, has submitted a contract proposal dated December 18, 2017 indicating he will provide animal control services for a yearly sum of \$2,400; and

WHEREAS, Steve Serwatka of Animal Control of South Jersey has the State of New Jersey licensing, certifications and experience necessary to perform the required services under the terms and conditions of the proposed contract, herewith attached; and

WHEREAS, all animal control services will be conducted in accordance with NJSA Title 4, 8, 19 and 26, Revisions and Borough Ordinances; and

WHEREAS, the award of this contract is contingent upon receipt and annexation hereto a Certification of Availability of Funds from the Chief Financial Officer of the Borough of West Wildwood.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of West Wildwood, County of Cape May, New Jersey, that the Mayor be and is hereby authorized to enter into a contract with Steve Serwatka, owner of Animal Control of South Jersey effective January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED that a copy of this Resolution and the contract are on file and available for public inspection in the office of the Borough Clerk during normal business hours.

BE IT FURTHER RESOLVED that this contract be published as provided by law.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox			X			
Commissioner Scott W. Golden			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 **January 6, 2017**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2017-006

**AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT
FOR PROFESSIONAL SERVICES OF LABOR COUNSEL**

WHEREAS, the Borough of West Wildwood is seeking Professional Services for labor relations; and

WHEREAS, Mr. William G. Blaney, Esq., of the Law Firm of Blaney & Karavan, P.C., having offices located at 2123 Dune Drive, Avalon, New Jersey, 08202 is qualified to serve as Labor Counsel for the Borough of West Wildwood and has submitted a Proposal which is attached hereto; and

WHEREAS, a Professional Services Contract Agreement for Legal Services along with the terms of the representation has been submitted with an estimate not to exceed of \$20,000.00, for the term commencing January 1, 2017 through December 31, 2017.

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 is hereby authorized on behalf of the Borough to sign the Professional Services Contract Agreement; and

BE IT FURTHER RESOLVED, that a Certificate of Availability of Funds from the Chief Financial Officer is attached hereto in the amount of \$20,000.00.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be published by the Municipal Clerk in accordance with the requirements of Law.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **January 6, 2017**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION NO. 2017-007

**A RESOLUTION TO AFFIRM THE BOROUGH OF WEST WILDWOOD'S
CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES,
EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND
MEMBERS OF THE PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES,
OFFICIALS, AND VOLUNTEERS**

WHEREAS, it is the policy of the Borough of West Wildwood to treat the Public, employees, prospective employees, appointees, volunteers, and independent contractors in a manner consistent with all applicable civil rights, laws, and regulations including, but not limited to, the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act, and the Conscientious Employee Protection Act; and

WHEREAS, the Governing Body of the Borough of West Wildwood has determined that certain procedures need to be established to accompany this policy.

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

SECTION I No official, employee, appointee, or volunteer of the Borough of West Wildwood, by whatever title known, or any entity that is in any way a part of the Borough of West Wildwood, shall engage, either directly or indirectly in any act, including the failure to act that constitutes discrimination, harassment, or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in, or acting on behalf of, the Borough of West Wildwood's business or using facilities or property of the Borough of West Wildwood; and

SECTION II The prohibitions and requirements of this Resolution shall extend to any person or entity, including, but not limited to, any volunteer organization or inter-organization, whether structured as a government entity or a private entity, that receives authorization or support in any way from the Borough of Westwood to provide services that otherwise could be performed by the Borough of West Wildwood; and

SECTION III Discrimination, harassment, and civil rights shall be defined for purposes of this Resolution using the latest definitions contained in the applicable Federal and State Laws concerning discrimination, harassment, and civil rights; and

SECTION IV The Mayor and Commissioners shall establish written procedures for any person to report alleged discrimination, harassment, and violations of civil rights prohibited by this Resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints; and

SECTION V No person shall retaliate against any person who reports any alleged discrimination, harassment, or violation of civil rights, provided, however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline; and

SECTION VI The Mayor and Commissioners shall establish written procedures that require officials, employees, appointees, and volunteers of the Borough of West Wildwood as well as all other entities subject to this Resolution to periodically complete training concerning their duties, responsibilities, and rights pursuant to this Resolution; and

SECTION VII The Mayor and Commissioners shall establish a system to monitor compliance and shall report at least annually to the governing Body the results of the monitoring; and

SECTION VIII At least annually, the Mayor and Commissioners shall cause a summary of this Resolution and the procedures established pursuant to this resolution to be communicated within the Borough of West Wildwood. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this Resolution. This summary shall also be posted on the Borough of West Wildwood's Web Site.

	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 **January 6, 2017**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2017-008

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND THE COUNTY OF CAPE MAY

WHEREAS, the County has been the recipient of various grants from the Office of Homeland Security and the Federal Emergency Management Agency for the purchase of various vehicles, equipment, materials and control devices hereinafter referred to as equipment; and

WHEREAS, the equipment as identified in 'Schedule A' of the Shared Services Agreement, was purchased with the intent to be shared with the various municipalities in the County; and

WHEREAS, from time to time the Borough of West Wildwood has a need to use some of the Equipment for a short duration when the County is not in need for the use of the Equipment; and

WHEREAS, the Board of Commissioners of the Borough of West Wildwood desire to enter into an agreement with the County to use the Equipment identified in 'Schedule A' of the Shared Services Agreement; and

WHEREAS, N.J.S.A. 40A:65-1 et. seq. authorizes local government units, including municipalities and counties to enter into agreements for the exchange of services pursuant to the provisions of that statute known as the "Uniform Shared Services and Consolidation Act";

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, hereby authorizes the Mayor, on behalf of the Borough, to enter into a Shared Services Agreement with the County of Cape May; and

BE IT FURTHER RESOLVED, that upon the receipt of the Insurance Certificate for the year January 1 to December 31, 2017 it shall be forwarded to the County of Cape May and be subsequently attached to this Resolution along with the executed agreement.

	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, 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 **January 6, 2017**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2017-009

APPOINTMENT OF A DEPUTY TAX COLLECTOR

WHEREAS, the Board of Commissioners deem it in the best interest of the Borough to appoint a Deputy Municipal Tax Collector; and

WHEREAS, Ruth M. Sweeney, who is currently serving as Deputy Tax Collector; and

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of West Wildwood, County of Cape May, State of New Jersey, hereby appoints Ruth M. Sweeney as the Deputy Municipal Tax Collector for a term expiring on December 31, 2017.

	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 **January 6, 2017**.



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

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

RESOLUTION 2017-010

**AUTHORIZING THE APPOINTMENT OF DEPUTY
EMERGENCY MANAGEMENT COORDINATORS**

WHEREAS, the Borough Deputy Emergency Management Coordinator; and

WHEREAS, the Board of Commissioners hereby authorizes the following persons be appointed to the position of Deputy Emergency Management Coordinators:

- 1.) Francis Pellegrino
- 2.) Thomas Miceli
- 3.) Nicole Fox
- 4.) Danielle Aydelotte

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the aforementioned persons are hereby appointed as Emergency Management Deputy Coordinators with terms expiring December 31, 2017.

	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 **January 6, 2017**.



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