

# REORGANIZATION MEETING

1/1/17

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**REORGANIZATION MEETING**  
SUNDAY – JANUARY 1, 2017  
12:00 PM

**MINUTES:**

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

**ROLL CALL: Present**

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

Clerk confirmed the Statement of Determination of the results of the November 2016 Election Certified by the County Clerk and the Board of County Canvassers.

Clerk administered the Oaths of Office as Members of the Board of Commissioners of the Borough of West Wildwood to the following individuals:

CHRISTOPHER J. FOX  
SCOTT W. GOLDEN  
CORNELIUS J. MAXWELL

Clerk congratulated the Commissioners and read the following:

**RESOLUTIONS: READ BY NUMBER & TITLE**

**2017-001 – DESIGNATION OF MAYOR AND DIRECTOR OF THE DEPARTMENT OF PUBLIC AFFAIRS AND PUBLIC SAFETY**

Motion by Comm. Maxwell; Second by Comm. Golden  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes  
Resolution adopted.

**2017-002 – APPOINTMENT OF DIRECTOR OF PUBLIC WORKS, PARKS AND PUBLIC PROPERTY**

Motion by Comm. Maxwell; Second by Mayor Fox  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes  
Resolution adopted.

**2017-003 – APPOINTMENT OF DIRECTOR OF REVENUE AND FINANCE**

Motion by Comm. Golden; Second by Mayor Fox  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes  
Resolution adopted.

**2017-004 – ASSIGNMENT OF DEPARTMENTAL DUTIES**

Motion by Comm. Maxwell; Second by Comm. Golden

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

Resolution adopted.

Mayor opened up the meeting to the floor for public comment. Hearing none the Mayor closed the public portion of the meeting and thanked everyone for coming out.

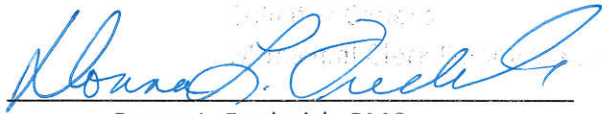
**Clerk asked Motion to Adjourn:**

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 JANUARY 6, 2017 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 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
<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 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			

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