

# REGULAR MEETING

*DEC. 6, 2018*

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

**NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – DECEMBER 6, 2018**

**6:00pm – ACTION MEETING**

**This is a proposed agenda which is subject to change by Commissioners without further notice.**

### **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. 2018-031 ADOPTED ON APRIL 4, 2018. 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.

### **ROLL CALL:**

### **ADDITIONS/DELETIONS OF LATE AGENDA ITEMS:**

### **COMMUNICATIONS:**

2018 Best Practices Inventory Questionnaire was completed and was filed; the Borough qualifies for state aid under the provisions of the Best Practices Inventory formula.

### **APPROVAL OF MINUTES:**

Regular Meeting – November 1, 2018

### **RESOLUTIONS:**

**2018-077 – AUTHORIZING A THIRTY DAY CONTRACT EXTENSION FOR ENGINEERING SERVICES**

**2018-078 – AUTHORIZING BUDGET TRANSFERS FOR THE CY2018**

### **APPROVAL TO PAY BILLS**

### **REPORTS FROM COMMISSIONERS**

### **OPEN TO THE FLOOR FOR PUBLIC COMMENT**

### **ADJOURNMENT**

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

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

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

**NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – DECEMBER 6, 2018  
6:00pm – ACTION MEETING**

**This is a proposed agenda which is subject to change by Commissioners without further notice.**

### **ADDITIONS/DELETIONS OF LATE AGENDA ITEMS:**

**2018-079 - APPOINTING CLASS II POLICE OFFICER ON THE WEST WILDWOOD POLICE  
DEPARTMENT**

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**REGULAR MEETING**  
December 6, 2018  
6:00PM – 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 Blaney  
Municipal Clerk Donna L. Frederick

**APPROVAL OF MINUTES:**

Clerk asked for a motion for the approval of the minutes of previous meetings as presented December 6, 2018 - Regular Meeting  
Motion by Comm. Maxwell; Second by Comm. Golden.  
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes.  
Motion Carried

**ADDITIONS/DELETIONS OF LATE AGENDA ITEMS: (Clerk will call for a vote in resolution order)**

**2018-079 - APPOINTING CLASS II POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT**

**COMMUNICATIONS:**

2018 Best Practices Inventory Questionnaire was completed review by Commissioners and was filed to the State by the CFO; the Borough qualifies for state aid under the provisions of the Best Practices Inventory formula.

**RESOLUTIONS: CLERK READ BY NUMBER & TITLE**

**2018-077 – AUTHORIZING A THIRTY DAY CONTRACT EXTENSION FOR ENGINEERING SERVICES**

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

**2018-078 – AUTHORIZING BUDGET TRANSFERS FOR THE CY2018**

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

**2018-079 - APPOINTING CLASS II POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT**

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 asked to dispense with the reports from commissioners, due to the tree lighting ceremony.

Mayor opened the meeting to floor for public comment.

JOE SEGREST, 2 I Avenue, asked why the list of previously presented questions was not answered.

TRISH SINNOTT, 739 W. Poplar Avenue, stated that they (CTWW) are following the directions given about presenting questions to be answered at the next meeting, follow-up to the questions and asked why this is not being done. Mayor stated that he wants to get the answers back as soon as possible that is why the Administrator or Clerk provides the answers. Ms. Sinnott continued about the modified Roberts Rules of Order that the meetings follow. Solicitor informed Ms. Sinnott that the borough has been answering the questions.

TOM FLORKOWSKI, 609 W. Poplar Avenue, questioned how to get a real meeting with Roberts Rules of Order, so it is clearly spelled out. Solicitor informed the public that the Order of Business is set each year, it's a modified Robert's Rules of Order and is acceptable.

BOB SINNOTT, 739 W. Poplar Avenue, stated that they (CTWW) want to improve cooperation and make the island better, and stated the commissioners don't want to hear anything. Mayor stated that the commissioner's do not ignore anyone.

JOE SEGREST, 2 I Avenue, voiced concerns over water flowing into the sewer system which will result in higher sewer bills.

TRISH SINNOTT, 739 W. Poplar Avenue, stated that her house was affected by Jonas in 2016 and is not habitable and is still paying sewer bills. She had the line capped in April 2018. The clerk informed her she would not be billed in 2019.

DOLORES BORKOWSKI, 517 W. Poplar Avenue, questioned why the previous minutes were not read out in full. The Clerk explained that they are posted on the official borough web-site. Solicitor also stated that it would not be productive, as you would be going through an entire previous meeting.

SUSAN CZWALINA, 547 W. Maple Avenue, questioned several resolutions; transfers; Class II Officers hourly rate; the workshop meetings and Friday monthly meeting dates.

MARY ELLEN ZAJAC, 7653 W. Poplar Avenue, directed two questions to the clerk asking if she gets angry people yelling on phone calls and in the office. Clerk replied yes, noting that the entire office staff does. Ms. Zajac then stated that the anger is miss-directed and should be directed towards the three commissioners, not the office staff.

SUSAN CZWALINA, 547 W. Maple Avenue, questioned if any decisions were made regarding employee's salaries and wages for the New Year, and a fixed percentage should be considered. Solicitor stated that there will be a new union contract for the police. Ms. Czwalina requested an update on the Mawhinney suit. Solicitor stated that JIF counsel is handling the matter and he has no update.

TRISH SINNOTT, 739 W. Poplar Avenue, questioned the Palombaro suit. Mayor stated JIF is handling that matter, no new update.

DAN GIFFEAR, 641 W. Glenwood Avenue, stated that Mr. Palombaro's house was a RREM project and he has two years to complete it and doesn't know why the borough has to defend it, who stopped the project; was there a code violation. Solicitor stated JIF decides who defends the suit; Wildwood construction official stopped the job.

SUSAN CZWALINA, 547 W. Maple Avenue, questioned OPRA request regarding million dollar surplus ; \$1.7 million dollar Ferentz suit and asked what needs to be done to avoid these lawsuits. Mayor stated that you can't stop anyone from suing.

TRISH SINNOTT, 739 W. Poplar Avenue, questioned why police officers resigned; if new hired officers are in the academy; and asked if the new hired officer was the mayor's daughter. Commissioner Golden stated it was Brandon Turner and no officers are in the academy. Mayor Fox stated that if his daughter applied and was duly qualified, grew up here, went through the school system and still lives here, why would she not be hired. Commissioner Golden stated officer resign for full-time positions and better pay.

SUSAN CZWALINA, 547 W. Maple Avenue, questioned the payments made to Bowman & Company under legal matters and how much do the auditors cost. Commissioner Maxwell and Solicitor Blaney explained that Bowman & Company who are the borough auditors had to attend the hearings in Trenton regarding the Ferentz judgement; Bowman & Company Auditors contract is \$39,000.00. Ms. Czwalina asked if the Chief agreed to the furlough. Commissioner Maxwell confirmed she did.

CHARLES CHEPAK, 507 W. Poplar Avenue, stated that anyone can see the lack of confidence in this administration; stated to think in terms of customer service, please people; transparency, need to build bridges.

NANCY DOHERTY, 215 R Avenue, commented, a lot of chiefs, hire an accounting firm to run borough. Solicitor explained that the borough has a CFO, (Chief Financial Officer), a statutory required position, who handles those matters.

Hearing no more public comment, the Mayor closed the public portion.  
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 on January 7, 2019



Donna L. Frederick, RMC  
Municipal Clerk

*This is a generalization of the Regular meeting on December 6, 2018 and not a verbatim transcript.*

**THESE MINUTES WERE APPROVED AT THE JANUARY 9, 2019 REGULAR COMMISSION MEETING**

*- ABSENT -*

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



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COMMISSIONER SCOTT W. GOLDEN



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



		<b>West Wildwood Borough (Cape May)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0513	Answer	Question	Comments		
		Core Competencies			
1	Yes	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?			
2	Yes	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?			
3	Yes	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.			
4	Yes	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 2018 that covers the 2017 calendar year?			

		<b>West Wildwood Borough (Cape May)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0513	Answer	Question	Comments		
5	Yes	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?			
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.			
7	N/A	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?	The Borough does not have a LOSAP program.		
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?			
9	N/A	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	No Findings in 2017 Report of Audit		
10	N/A	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	No Findings in 2016 Report of Audit		
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? 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)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
	Answer	Question	Comments		
0513	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?			
12	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?			
11	N/A	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 reflects inequitable assessments and the 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 retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?			
15	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?			
16	No	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.			

		<b>West Wildwood Borough (Cape May)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0513	Answer	Question	Comments		
17	N/A	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?	The Borough has a Shared Service Agreement with the City of Wildwood.		
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.	The Borough has not adopted any prequalification regulations.		
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?			
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a> . Has your municipality filed all current contracts with PERC?			
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?			
		<b>Additional Best Practices</b>			

		<b>West Wildwood Borough (Cape May)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0513	Answer	Question	Comments		
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	Police Dispatch, OEM, Municipal Court Service, MUA Services, EMS, Animal Shelter, Taxi Services, UCC Services		
23	Yes	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or Insurance carrier?			

		<b>West Wildwood Borough (Cape May)</b>			
		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
0513	Answer	Question	Comments		
	No	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.			
	N/A	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?	The Borough does not have any Authorities		
	N/A	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?	The Borough does not have any Authorities		
	N/A	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	The Borough does not have any Authorities		

		<b>West Wildwood Borough (Cape May)</b>			
0513	Answer	<i>Please see Color Key at bottom of sheet for limits on answers</i>		Comments	
	Question				
28	N/A	<p>Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term 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.?</p>		The Borough does not have any PILOT Programs.	
29	N/A	<p>Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?</p>		The Borough does not have any PILOT Programs.	
30	Yes	<p>In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency?                      For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.</p>			
31	Yes	<p>If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.</p>			
32	Yes	<p>Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.</p>			
33	Yes	<p>Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?</p>			
34	Yes	<p>Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?</p>			

		West Wildwood Borough (Cape May)			
		Please see Color Key at bottom of sheet for limits on answers			
0513	Answer	Question	Comments		
35	Yes	Does your municipality have a current community and/or economic development plan with established metrics?			
36	Prospective	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?	The Borough will set-up committee to address this.		
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?			
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?			
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.			
40	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 and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?			
41	Prospective	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?	A discussion will be held with the government body.		
42	Prospective	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?	A discussion will be held with the government body.		



		<b>West Wildwood Borough (Cape May)</b>	
		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
0513	Answer	Question	Comments
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?	
	No	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?	
45	No	Does your municipality have a professional planner on staff?	
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?	
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?	
48	No	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.	
49	No	Does your municipality own any electric vehicles?	
50	Yes	Is your municipality adhering to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?	
51	No	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?	
52	No	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? 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."	

		<b>West Wildwood Borough (Cape May)</b>	
		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
0513	Answer	Question	Comments
53	Yes	<p>Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or \$5,000, after deducting the employee's required contribution from the premium cost?</p>	
54	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires 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). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u></p>	
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?	
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?	
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?	

West Wildwood Borough (Cape May)			
Please see Color Key at bottom of sheet for limits on answers			
0513	Answer	Question	Comments
58	Yes	Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?	
59	Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?	
60	Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?	
61	Yes	Employee personnel manuals 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 municipal vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.	7-Oct-16
<b>Opportunity Zones Survey</b>			
If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:			
The Opportunity Zones program was enacted as part of the 2017 Federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.			

0513	West Wildwood Borough (Cape May) Please see Color Key at bottom of sheet for limits on answers	Comments
Answer	Question	Comments
	This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.	
	For more information about Opportunity Zones, click the following link:	<a href="https://www.state.nj.us/dca/divisions/ds3000_zone3.html">https://www.state.nj.us/dca/divisions/ds3000_zone3.html</a>
	For an interactive map of New Jersey Opportunity Zones, click the following link:	<a href="http://olcica.maps.arcgis.com/apps/webappviewer/index.html?id=86c72b34d6845d091c5b52a039999">http://olcica.maps.arcgis.com/apps/webappviewer/index.html?id=86c72b34d6845d091c5b52a039999</a>
62	No Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?	
63	No If "No", would you like help developing a strategy?	
64	No Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?	
65	No Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?	
66	If "Yes", who were you specifically approached by (check all that apply)? <input type="checkbox"/> Local Business Owner <input type="checkbox"/> Other Business Owner <input type="checkbox"/> Local Investor <input type="checkbox"/> Other Investor <input type="checkbox"/> Local Developer <input type="checkbox"/> Other Developer	
67	If approached by a developer or business owner, which category would they fall into? <input checked="" type="checkbox"/> Residential developer, real estate development, or property management company <input type="checkbox"/> Retail	

		West Wildwood Borough (Cape May)		
0513	Answer	Please see Color Key at bottom of sheet for limits on answers	Question	Comments
			<input type="checkbox"/> Light Industrial <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Restaurant, entertainment, or hospitality <input type="checkbox"/> Professional services <input type="checkbox"/> Informational technology <input type="checkbox"/> Other (please describe in column E)	
			<b>What information were they seeking from your municipality (if applicable)?</b> <input type="checkbox"/> Info on zoning permitting and approval process <input type="checkbox"/> Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds <input type="checkbox"/> Info on vacant land and available properties <input type="checkbox"/> Info on redevelopment areas <input type="checkbox"/> Info on existing development activity <input type="checkbox"/> Other (please describe in column E)	
69	N/A		If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?	
70	Housing- neighborhood		In terms of real estate and economic development, which area (if any) is your top priority?	
71	Development of existing structures		Which is more important, development of vacant sites and land or redevelopment of existing structures?	
72	Road Surface Work		What type of capital improvement does your municipality see as its top priority?	
73			After people, what are your municipality's distinctive assets? <input type="checkbox"/> Education <input type="checkbox"/> Tourism <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Transit Access <input type="checkbox"/> Industrial Hub	

		West Wildwood Borough (Cape May)			
OS13	Answer	Question	Comments		
		<input type="checkbox"/> Transportation Hub <input type="checkbox"/> Business Hub <input type="checkbox"/> Cultural Center <input type="checkbox"/> Entertainment Venue <input type="checkbox"/> Other (please describe in column E)			
74		What are the major challenges to development in your municipality? <input type="checkbox"/> Lack of employment opportunities <input type="checkbox"/> Limited range of housing options <input checked="" type="checkbox"/> Lack of developable sites <input type="checkbox"/> Preserving existing community character <input type="checkbox"/> Limited access to public services <input type="checkbox"/> Poor public infrastructure <input type="checkbox"/> Poor access to transportation <input type="checkbox"/> Access to essential services reachable within 10 min. by foot or other mode of transport <input type="checkbox"/> Below average math and language arts proficiency scores <input type="checkbox"/> Lack of child care facilities <input type="checkbox"/> Stranded assets <input type="checkbox"/> Lack of high speed internet connectivity <input type="checkbox"/> Environmental contamination <input type="checkbox"/> Lack of interest from developers and investors			
75		What type of economic development is your municipality actively pursuing? <input type="checkbox"/> Retail <input type="checkbox"/> Light industrial <input type="checkbox"/> Heavy industrial <input type="checkbox"/> Transportation/logistics <input type="checkbox"/> Tourism <input type="checkbox"/> Transit <input type="checkbox"/> Restaurants/entertainment/leisure activity <input type="checkbox"/> Office space <input type="checkbox"/> Tech <input type="checkbox"/> Higher Ed			

		<b>West Wildwood Borough (Cape May)</b>			
0513	Answer	<i>Please see Color Key at bottom of sheet for limits on answers</i>			
	Question	Comments			
	<input type="checkbox"/> Energy				
	<input checked="" type="checkbox"/> Not pursuing economic development				
	Do you have an up-to-date list of:				
76	Yes	Distinctive community assets			
77	Yes	Abandoned and blighted properties			
78	Yes	Foreclosed properties			
79	No	Commercial projects planned to begin within 1 year			
80	No	Municipal projects planned to begin within 1 year			
81	No	Planned business expansions			
82	No	The 10 largest private employers in your municipality			
83	No	Stalled projects due to funding gaps			
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.			
	Name	Address (street number, street name, town, zip code)	Description and Developer	Estimated Value	Reason for Lack of Progress
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
85	No	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries): <a href="http://mdeca.maps.arcgis.com/apps/View/index.html?appid=92c72634c9e45cd91c3ca52ab309989">http://mdeca.maps.arcgis.com/apps/View/index.html?appid=92c72634c9e45cd91c3ca52ab309989</a>			
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)			

		West Wildwood Borough (Cape May)			
0513		Please see Color Key at bottom of sheet for limits on answers			
	Answer	Question	Comments	Estimated Value	Status
1	Name	Address (street number, street name, town, zip code)			Select
2					Select
3					Select
4					Select
5					Select
6					Select
7					Select
8					Select
9					Select
10					Select
11					Select
12					Select
13					Select
14					Select
15					Select
16					Select
17					Select
18					Select
19					Select
20					Select
21					Select
22					Select
23					Select
24					Select
25					Select



0513	West Wildwood Borough (Cape May) Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
0	Select	
39	Yes	
8	No	
11	N/A	
3	Prospective	
61	Total Answered:	
53	Score (Yes + N/A + Prospective)	
87%	Score %	
0%	Percent Withheld	
	<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 #(s)
	Christopher Ridings, Administrator	11/8/2018
	<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 #(s)
	Elaine Crowley	11/8/2018
	<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 2018/SFY 2019 Best Practice Inventory as completed herein at a public meeting on 12/6/2018, 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 #(s)
	Donna L. Frederick	C-1730, M-1683, CMR3680
		11/8/2018

		<b>West Wildwood Borough (Cape May)</b>		
		<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0513	Answer	Question	Comments	
		Red = Repeat Question; Prospective answers not permitted Blue = Questions where neither "not applicable" nor "N/A" answers are permitted Green = Questions where neither "Prospective" nor "Not Applicable" are permitted No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers		
	<b>Score</b>	<b>Aid Withheld</b>		
	46-61	No aid withholding		
	36-45	25% of final aid payment withheld		
	26-35	50% of final aid payment withheld		
	0-25	100% of final aid payment withheld		
	<b>Question</b>	<b>Table of Weblinks</b>		
	8	<a href="https://www.nj.gov/dca/divisions/dqs/lns/172017-07.pdf">https://www.nj.gov/dca/divisions/dqs/lns/172017-07.pdf</a>		
	13	<a href="http://www.nj.gov/dca/divisions/dqs/lns/142014-09.pdf">http://www.nj.gov/dca/divisions/dqs/lns/142014-09.pdf</a>		
	15	<a href="https://www.nj.gov/dca/divisions/dqs/lns/172017-6R.pdf">https://www.nj.gov/dca/divisions/dqs/lns/172017-6R.pdf</a>		
	16	<a href="https://www.nj.gov/dca/divisions/dqs/lns/172017-26.pdf">https://www.nj.gov/dca/divisions/dqs/lns/172017-26.pdf</a>		
	17	<a href="https://www.nj.gov/dca/divisions/dqs/lns/172017-15.pdf">https://www.nj.gov/dca/divisions/dqs/lns/172017-15.pdf</a>		
	18	<a href="https://www.nj.gov/dca/divisions/dqs/lns/162016-12.pdf">https://www.nj.gov/dca/divisions/dqs/lns/162016-12.pdf</a>		
	41	<a href="https://www.nj.gov/dca/divisions/dqs/lns/182018-13.pdf">https://www.nj.gov/dca/divisions/dqs/lns/182018-13.pdf</a>		
	51	<a href="http://www.nj.gov/dca/divisions/dqs/ressourcas/muni_sl_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dqs/ressourcas/muni_sl_docs/pay_to_play_ordinance-contractor.doc</a>		
	58	<a href="https://www.nj.gov/dca/divisions/dqs/lns/172017-27.pdf">https://www.nj.gov/dca/divisions/dqs/lns/172017-27.pdf</a>		

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

**RESOLUTION 2018-077**

**AUTHORIZING A THIRTY DAY CONTRACT EXTENSION  
FOR ENGINEERING SERVICES**

**WHEREAS**, on October 23, 2018 sealed bids were received and opened per the bid instructions;  
and

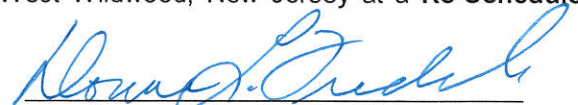
**WHEREAS**, the review process of the aforementioned bids is still in progress, thus initiating the requirement of an additional thirty (30) day extension of the contract with Remington & Vernick Engineers.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Remington & Vernick Engineers are hereby authorized a thirty day contract extension.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be published according to law.

	<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 **Re-Scheduled Regular Meeting** held on **December 6, 2018**.

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

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

**RESOLUTION 2018-078**

**APPROVING BUDGET TRANSFERS FOR THE CY 2018**

**WHEREAS**, the following transfers are necessary to make certain year end transfers to the CY 2018 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the following CY2018 budget transfers be made:

Budget Description	From	To	Budget Account
Engineering O/E	4,320.00		8-01-20-165-020
Fire O/E	1,000.00		8-01-25-265-030
Street & Roads O/E	2,800.00		8-01-26-290-061/8-01-31-440-000
Animal Control O/E		1,500.00	8-01-27-340-029
Commissioner S/W		2,820.00	8-01-20-110-012
Police O/E		2,500.00	8-01-25-240-020
Telephone		1,300.00	8-01-31-440-000
	8,120.00	8,120.00	

	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 a **Regular Meeting** held on **December 6, 2018**.



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

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

**RESOLUTION 2018-079**

**APPOINTING CLASS II POLICE OFFICER ON THE  
WEST WILDWOOD POLICE DEPARTMENT**

**WHEREAS**, the following appointments have been reviewed by the Director of Public Safety, in consultation with the Chief of Police, and

**WHEREAS**, it is the recommendation of the Chief of Police to appoint the following individuals as Class II Police Officers on the West Wildwood Police Department with the appointment dates as follows:

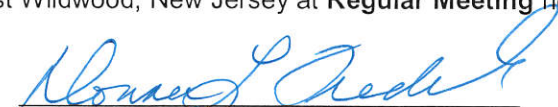
<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE APPOINTMENT DATE</u>
Brandon Turner	Class II Police Officer	December 6, 2018 – March 1, 2019

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, New Jersey hereby authorizes the aforementioned Class II Police Officer for the West Wildwood Police Department.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Chief of Police.

	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 **Regular Meeting** held on **December 6, 2018**.



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

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 13578 to 13622  
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
PO #	Item	Description					Ref Seq Acct
13578	12/06/18	00101 THE HERALD					1258
18-00812	1	LEGAL ADVERTISEMENT TAX SALE	187.60	8-01-20-120-021 Legal Advertising	Budget		84 1
13579	12/06/18	00207 ACA COMPUTERS, INC.					1258
18-00808	1	IT SERVICES FOR NOV 2018	2,882.00	8-01-20-140-026 Data Processing Maintenance	Budget		81 1
13580	12/06/18	00304 ADVANTAGE RENTAL & SALES					1258
18-00764	1	HYDRAULIC CYLINDER PINS	97.46	8-01-26-290-034 Fleet Maintenance	Budget		25 1
18-00764	2	PINS FOR LOADER (LOWER)	48.84	8-01-26-290-034 Fleet Maintenance	Budget		26 1
18-00764	3	PINS FOR LOADER (LOWER)	13.00	8-01-26-290-034 Fleet Maintenance	Budget		27 1
			<u>159.30</u>				
13581	12/06/18	00308 ADP, INC.					1258
18-00779	1	PAYROLL NOV 2018	121.94	8-01-20-130-028 Payroll Services	Budget		54 1
18-00779	2	PAYROLL NOV 2018	109.26	8-01-20-130-028 Payroll Services	Budget		55 1
			<u>231.20</u>				
13582	12/06/18	00312 DAVE GREENLAND					1258
18-00794	1	REPAIRS TO 2015 FORD F-450	1,800.00	8-01-26-290-034 Fleet Maintenance	Budget		69 1
18-00794	2	REPAIRS TO 2015 FORD F-450	640.75	8-01-26-290-038 Gen. Hardware-maint. supplies	Budget		70 1
18-00795	1	REPAIRS-HWV 5 TON TRUCK	600.00	8-01-26-290-038 Gen. Hardware-maint. supplies	Budget		71 1
18-00795	2	REPAIRS-HWV 5 TON TRUCK	102.00	8-01-26-290-030 Materials and Supplies	Budget		72 1
18-00796	1	REPAIRS TO HWV 5 TON TRUCK	388.80	8-01-26-290-030 Materials and Supplies	Budget		73 1
			<u>3,531.55</u>				
13583	12/06/18	019011 ATLANTIC CITY ELECTRIC					1258
18-00774	1	CHARGES FOR NOV 2018	0.00	8-01-31-435-000 Street Lighting	Budget		44 1
18-00774	2	CHARGES FOR NOV 2018	179.74	8-01-31-435-000 Street Lighting	Budget		45 1
18-00774	3	CHARGES FOR NOV 2018	399.76	8-01-31-435-000 Street Lighting	Budget		46 1
18-00774	4	CHARGES FOR NOV 2018	458.31	8-01-31-435-000 Street Lighting	Budget		47 1
18-00774	5	CHARGES FOR NOV 2018	1,612.21	8-01-31-435-000 Street Lighting	Budget		48 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
13583		ATLANTIC CITY ELECTRIC							
	18-00774	6 CHARGES FOR NOV 2018	51.80	8-01-31-435-000	Budget		49	1	
		Continued		Street Lighting					
			<u>2,701.82</u>						
13584	12/06/18	01903 AT & T					1258		
	18-00781	1 CHARGES FOR NOV 2018	70.32	8-01-31-440-000	Budget		61	1	
				Telephone					
13585	12/06/18	05202 CAPE MAY CNTY TREASURERS OFF.					1258		
	18-00820	1 5,000 #10 WINDOW ENVELOPES	143.28	8-01-20-100-030	Budget		91	1	
				GEN. ADMIN. MATERIALS & SUPPLIES					
13586	12/06/18	05203 C.M.C.M.U.A. WASTER WATER DIV.					1258		
	18-00782	1 DISPOSAL FEES FOR OCT 2018	2,821.92	8-01-32-465-000	Budget		62	1	
				SOLID WASTE DISPOSAL					
13587	12/06/18	05235 THE CARLSEN GROUP INC					1258		
	18-00776	1 CHARGES FOR NOV 2018	95.00	8-01-20-120-030	Budget		51	1	
				Materials and Supplies					
	18-00776	2 CHARGES FOR NOV 2018	495.00	8-01-20-120-030	Budget		52	1	
			<u>590.00</u>	Materials and Supplies					
13588	12/06/18	06001 CITY OF WILDWOOD					1258		
	18-00824	1 4TH QTR EMERGENCY MEDICAL	3,750.00	8-01-42-251-000	Budget		95	1	
				WILDWOOD AMBULANCE FEES					
	18-00825	1 4TH QTR POLICE DISPATCH	8,750.00	8-01-42-250-000	Budget		96	1	
				INTERLOCAL SERVICE 911					
	18-00826	1 4TH QTR MUNICIPAL COURT FEE	4,875.00	8-01-43-490-039	Budget		97	1	
			<u>17,375.00</u>	WILDWOOD COURT O.E.					
13589	12/06/18	06615 COMCAST					1258		
	18-00772	1 CHARGES FOR NOV 2018	271.05	8-01-31-440-000	Budget		39	1	
				Telephone					
	18-00772	2 CHARGES FOR NOV 2018	23.98	8-01-31-440-000	Budget		40	1	
				Telephone					
	18-00772	3 CHARGES FOR NOV 2018	155.95	8-01-31-440-000	Budget		41	1	
				Telephone					
	18-00772	4 CHARGES FOR NOV 2018	119.95	8-01-31-440-000	Budget		42	1	
			<u>570.93</u>	Telephone					
13590	12/06/18	08201 DELTA DENTAL PLAN OF N.J. INC.					1258		
	18-00807	1 CHARGES FOR DEC 2018	796.30	8-01-23-220-000	Budget		80	1	
				EMPLOYEE GROUP INSURANCE					
13591	12/06/18	09205 JPMONZO MUNICIPAL CONSULTING					1258		
	18-00827	1 WEBINAR FOR CFO	50.00	8-01-20-100-041	Budget		98	1	
				GEN. ADMIN. CONFERENCES & MEETINGS					



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
13592	12/06/18	10409 PHOENIX ADVISORS, LLC					1258
18-00783	1	PROFESSIONAL SERVICES RENDERED	950.00	8-01-20-130-029 Contractual Services	Budget		63 1
13593	12/06/18	11509 GENUINE PARTS COMPANY					1258
18-00759	1	BRAKE PART FOR DUMP TRUCK	340.51	8-01-26-290-034 Fleet Maintenance	Budget		15 1
18-00759	2	PREVIOUS BALANCE DUE	27.67	8-01-26-290-034 Fleet Maintenance	Budget		16 1
			<u>368.18</u>				
13594	12/06/18	11802 DE LAGE LANDEN					1258
18-00822	1	LEASE PAYMENT FOR COPIER	302.00	8-01-20-100-053 GEN. ADMIN. NEW EQUIPMENT	Budget		93 1
13595	12/06/18	13416 CONSTELLATION NEWENERGY INC					1258
18-00770	1	CHARGES FOR NOV 2018	379.58	8-01-31-435-000 Street Lighting	Budget		36 1
18-00770	2	CHARGES FOR NOV 2018	4.01	8-01-31-435-000 Street Lighting	Budget		37 1
			<u>383.59</u>				
13596	12/06/18	14408 FORD MOTOR CREDIT COMPANY					1258
18-00806	1	POLICE VEHICLE LEASE	2,725.30	8-01-25-240-038 New Equipment	Budget		79 1
13597	12/06/18	14702 DONNA L. FREDERICK					1258
18-00799	1	REIMBURSEMENT FOR PARKING FOR	60.00	8-01-20-100-041 GEN. ADMIN. CONFERENCES & MEETINGS	Budget		76 1
13598	12/06/18	16903 BLANEY & KARAVAN, P.C.					1258
18-00786	1	PROFESSIONAL SERVICES RENDERED	769.50	8-01-20-155-027 Legal Services	Budget		66 1
18-00809	1	PROFESSIONAL SERVICES RENDERED	678.00	8-01-20-155-027 Legal Services	Budget		82 1
18-00810	1	PROFESSIONAL SERVICES RENDERED	2,916.66	8-01-20-155-027 Legal Services	Budget		83 1
			<u>4,364.16</u>				
13599	12/06/18	18609 ANIMAL CONTROL OF SOUTH JERSEY					1258
18-00829	1	4th QTR 2018 - ANIMAL CONTROL	600.00	8-01-27-340-029 Contractual Services	Budget		99 1
13600	12/06/18	18611 JOYCE MEDIA					1258
18-00766	1	WEB-HOSTING FOR AUG, SEPT, OCT	279.80	8-01-20-120-028 Other professional service	Budget		29 1
18-00803	1	WEB-HOSTING FOR DEC 2018	69.95	8-01-20-120-028 Other professional service	Budget		78 1
			<u>349.75</u>				
13601	12/06/18	31220 MAX COMMUNICATIONS, INC.					1258
18-00798	1	RECURRING CHARGES FOR NOV 2018	247.88	8-01-31-440-000 Telephone	Budget		75 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
13602	12/06/18	31801 MGL PRINTING SOLUTIONS					1258
18-00758	1	MINUTE BOOK PAPER FOR CLERK	182.00	8-01-20-120-036 Office Supplies	Budget		14 1
13603	12/06/18	34220 NEXTEL COMMUNICATIONS					1258
18-00816	1	CHARGES FOR NOV 2018	594.00	8-01-31-440-000 Telephone	Budget		88 1
13604	12/06/18	39002 PARAMOUNT CHEMICAL & PAPER CO.					1258
18-00756	1	BLACK TRASH BAGS	35.34	8-01-26-310-030 Materials and Supplies	Budget		13 1
13605	12/06/18	44606 REMINGTON,VERNICK & WALBERG					1258
18-00814	1	PREPARE AND SUBMIT 2019 NJDOT	700.00	8-01-20-165-028 Professional Services	Budget		87 1
13606	12/06/18	45005 RIGGINS OIL COMPANY					1258
18-00821	1	DIESEL FUEL FOR P/W	1,141.63	8-01-31-460-000 Gasoline and Diesel	Budget		92 1
13607	12/06/18	47212 SECLUDED ACRES FARM GARDEN					1258
18-00787	1	CHRISTMAS TREE FOR PARK	300.00	8-01-28-375-030 materials & supplies	Budget		67 1
13608	12/06/18	48201 SOUTH JERSEY GAS COMPANY					1258
18-00771	1	CHARGES FOR NOV 2018	5.13	8-01-31-446-000 Natural Gas	Budget		38 1
13609	12/06/18	48207 SOUTH JERSEY WELDING SUPPLY CO					1258
18-00775	1	CHARGES FOR NOV	56.25	8-01-26-290-030 Materials and Supplies	Budget		50 1
18-00823	1	CHARGES FOR DEC 2018	83.13	8-01-26-290-030 Materials and Supplies	Budget		94 1
			<u>139.38</u>				
13610	12/06/18	50102 THE PRESS					1258
18-00813	1	LEGAL ADVERTISEMENTS FOR OCT	29.98	8-01-20-100-021 GEN. ADMIN. LEGAL ADVERTISING	Budget		85 1
18-00813	2	LEGAL ADVERTISEMENTS FOR NOV	62.16	8-01-20-100-021 GEN. ADMIN. LEGAL ADVERTISING	Budget		86 1
			<u>92.14</u>				
13611	12/06/18	53804 US POSTAL SERVICE					1258
18-00802	1	RENEWAL OF P.O. BOX 644	140.00	8-01-20-100-022 GEN. ADMIN. POSTAGE	Budget		77 1
13612	12/06/18	57209 WAWA INC.					1258
18-00767	1	GAS P/D	12.00	8-01-31-460-000 Gasoline and Diesel	Budget		30 1
18-00767	2	GAS P/D	34.03	8-01-31-460-000 Gasoline and Diesel	Budget		31 1
			<u>46.03</u>				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
13613	12/06/18	65405 W. B. MASON					1258
18-00732	1	10 DESK CALENDARS	46.90	8-01-20-120-036 Office Supplies	Budget		5 1
13614	12/06/18	65406 STANDARD OFFICE SYSTEMS					1258
18-00773	1	CHARGES FOR NOV 2018	177.61	8-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		43 1
13615	12/06/18	654114 Vital Communications, Inc.					1258
18-00765	1	ESTIMATED POSTAGE & HANDLING	343.70	8-01-20-145-023 printing	Budget		28 1
13616	12/06/18	654153 EARTHTECH CONTRACTING INC.					1258
18-00778	1	CHARGES FOR NOV 2018	4,950.00	8-01-26-305-029 Contractual-collection	Budget		53 1
13617	12/06/18	66666 VERIZON					1258
18-00780	1	CHARGES NOV 2018	369.40	8-01-31-440-000 Telephone	Budget		56 1
18-00780	2	CHARGES NOV 2018	421.30	8-01-31-440-000 Telephone	Budget		57 1
18-00780	3	CHARGES NOV 2018	83.51	8-01-31-440-000 Telephone	Budget		58 1
18-00780	4	CHARGES NOV 2018	39.38	8-01-31-440-000 Telephone	Budget		59 1
18-00780	5	CHARGES NOV 2018	296.76	8-01-31-440-000 Telephone	Budget		60 1
			<u>1,210.35</u>				
13618	12/06/18	694110 MARLIN BUSINESS BANK					1258
18-00819	1	LEASE FOR IN-CAR CAMERA	884.04	8-01-20-100-053 GEN. ADMIN. NEW EQUIPMENT	Budget		90 1
13619	12/06/18	694227 CAPE MINING					1258
18-00818	1	BALANCE DUE ON FILL DIRT	18.72	8-01-28-375-030 materials & supplies	Budget		89 1
13620	12/06/18	694231 FAIL SAFE TESING, INC					1258
18-00594	2	LADDER TEST	220.50	8-01-25-265-034 Vehicle Maintenance	Budget		1 1
18-00594	3	HOSE TESTING	40.00	8-01-25-265-034 Vehicle Maintenance	Budget		2 1
18-00594	4	HOSE TESTING	1,590.75	8-01-25-265-056 Fire & other safety equipment	Budget		3 1
			<u>1,851.25</u>				
13621	12/06/18	964463 CREATIVE CULTURE INSIGNIA, LLC					1258
18-00762	1	MEDAL, CUTO OUT CROSS	65.00	8-01-25-240-030 Materials and Supplies	Budget		21 1
18-00762	2	MEDAL, WREATH ROUND MERITORIOUS	130.00	8-01-25-240-030 Materials and Supplies	Budget		22 1
18-00762	3	MEDAL, ENAMEL CROSS	65.00	8-01-25-240-030 Materials and Supplies	Budget		23 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
13621 CREATIVE CULTURE INSIGNIA, LLC Continued									
18-00762	4	SHIPPING	66.60	8-01-25-240-030	Budget		24	1	
				Materials and Supplies					
			<u>326.60</u>						
13622 12/06/18 03102 BANK OF AMERICA 1258									
18-00731	1	GAS P/D	35.11	8-01-31-460-000	Budget		4	1	
				Gasoline and Diesel					
18-00748	1	GAS P/D	25.00	8-01-31-460-000	Budget		6	1	
				Gasoline and Diesel					
18-00748	2	GAS P/D	24.55	8-01-31-460-000	Budget		7	1	
				Gasoline and Diesel					
18-00749	1	GAS P/D	26.50	8-01-31-460-000	Budget		8	1	
				Gasoline and Diesel					
18-00749	2	GAS P/D	23.00	8-01-31-460-000	Budget		9	1	
				Gasoline and Diesel					
18-00749	3	GAS P/D	17.80	8-01-31-460-000	Budget		10	1	
				Gasoline and Diesel					
18-00755	1	BOLTS	21.89	8-01-26-310-030	Budget		11	1	
				Materials and Supplies					
18-00755	2	DRILL BIT COBALT	16.78	8-01-26-310-030	Budget		12	1	
				Materials and Supplies					
18-00760	1	GAS P/D	24.00	8-01-31-460-000	Budget		17	1	
				Gasoline and Diesel					
18-00761	1	GAS P/D	34.34	8-01-31-460-000	Budget		18	1	
				Gasoline and Diesel					
18-00761	2	GAS P/D	56.68	8-01-31-460-000	Budget		19	1	
				Gasoline and Diesel					
18-00761	3	GAS P/D	30.01	8-01-31-460-000	Budget		20	1	
				Gasoline and Diesel					
18-00768	1	GAS P/D	61.24	8-01-31-460-000	Budget		32	1	
				Gasoline and Diesel					
18-00769	1	GAS P/D	32.70	8-01-31-460-000	Budget		33	1	
				Gasoline and Diesel					
18-00769	2	GAS P/D	32.24	8-01-31-460-000	Budget		34	1	
				Gasoline and Diesel					
18-00769	3	GAS P/D	20.77	8-01-31-460-000	Budget		35	1	
				Gasoline and Diesel					
18-00784	1	GAS P/D	32.00	8-01-31-460-000	Budget		64	1	
				Gasoline and Diesel					
18-00785	1	GAS P/D	23.18	8-01-31-460-000	Budget		65	1	
				Gasoline and Diesel					
18-00788	1	GAS FOR FIRE TRUCK	32.00	8-01-31-460-000	Budget		68	1	
				Gasoline and Diesel					
18-00797	1	FRUIT, VEGGIES FOR WELLNESS	19.07	8-01-20-100-030	Budget		74	1	
				GEN. ADMIN. MATERIALS & SUPPLIES					
			<u>588.86</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
		13622 BANK OF AMERICA	Continued					
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
	Checks:		45	0	56,235.76	0.00		
	Direct Deposit:		<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>		
	Total:		45	0	56,235.76	0.00		

Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	8-01	56,235.76	0.00	0.00	56,235.76
Total of All Funds:		<u>56,235.76</u>	<u>0.00</u>	<u>0.00</u>	<u>56,235.76</u>

*State of NJ  
Health Care*

*\$ 13,485.<sup>15</sup>*

*\$ 69,720.<sup>91</sup>*

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 13624 to 13624  
 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
13624	12/06/18	03102 BANK OF AMERICA					1261
18-00830	1	GAS	49.74	8-01-31-460-000 Gasoline and Diesel	Budget		1 1

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	49.74	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>49.74</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	8-01	49.74	0.00	0.00	49.74
Total of All Funds:		<u>49.74</u>	<u>0.00</u>	<u>0.00</u>	<u>49.74</u>



Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 13572 to 13577  
 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
13572	11/29/18	09805 LORI J. PERLOFF					1257
18-00753	1	POLL WORKER 11/6/18 ELECTION	200.00	8-01-20-120-029 Election Workers	Budget		3 1
13573	11/29/18	13409 JACQUELYN FERENTZ					1257
18-00790	1	JUDGMENT DOCKET #CPM-L797-08	5,040.60	8-01-37-480-001 JUDGMENTS	Budget		6 1
13574	11/29/18	18608 CAROLYNN R. THOMPSON					1257
18-00754	1	POLL WORKER 11/6/18 ELECTION	200.00	8-01-20-120-029 Election Workers	Budget		4 1
13575	11/29/18	19607 LYNN M. HOCKER					1257
18-00752	1	POLL WORKER 11/6/18 ELECTION	200.00	8-01-20-120-029 Election Workers	Budget		2 1
13576	11/29/18	694447 MY RIGHTS LAWYERS, LLC					1257
18-00789	1	JUDGMENT DOCKET #CPM-L797-08	17,589.96	8-01-37-480-001 JUDGMENTS	Budget		5 1
13577	11/29/18	694454 ANNA M DOHERTY					1257
18-00751	1	POLL WORKER 11/6/18 ELECTION	225.00	8-01-20-120-029 Election Workers	Budget		1 1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	23,455.56	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	23,455.56	0.00

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Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	8-01	23,455.56	0.00	0.00	23,455.56
Total of All Funds:		<u>23,455.56</u>	<u>0.00</u>	<u>0.00</u>	<u>23,455.56</u>

Range of Checking Accts: CAPITAL to CAPITAL      Range of Check Ids: 1379 to 1379  
 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
1379	12/06/18	44606 REMINGTON, VERNICK & WALBERG					1259
18-00815	1	PERFORM ENGINEERING AND	1,872.50	C-04-55-916-200	Budget		1 1
				ORDINANCE 549 - BULKHEADS/STREET/PLAYGRN			
18-00817	1	PERFORM ENGINEERING AND	11,628.50	C-04-55-917-104	Budget		2 1
				ORD 555-D VARIOUS IMPROV TO STREETS			
			<u>13,501.00</u>				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	13,501.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>13,501.00</u>	<u>0.00</u>

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Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND	C-04	13,501.00	0.00	0.00	13,501.00
Total of All Funds:		<u>13,501.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,501.00</u>

Range of Checking Accts: TRUST OTHER to TRUST OTHER      Range of Check Ids: 1146 to 1146  
 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
PO #	Item	Description					Ref Seq Acct
1146	12/06/18	44606 REMINGTON,VERNICK & WALBERG					1260
18-00800	1	SOUTH JERSEY GAS ROAD OPENING	18,042.79	T-12-00-000-013	Budget		1 1
				RESERVE FOR STREET OPENINGS			
18-00801	1	SOUTH JERSEY GAS ROAD OPENING	2,142.94	T-12-00-000-013	Budget		2 1
				RESERVE FOR STREET OPENINGS			
			<u>20,185.73</u>				

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	20,185.73	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>20,185.73</u>	<u>0.00</u>

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Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-12	20,185.73	0.00	0.00	20,185.73
Total of All Funds:		<u>20,185.73</u>	<u>0.00</u>	<u>0.00</u>	<u>20,185.73</u>

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