

# WORKSHOP MEETING

*DEC. 31, 2018*

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

**NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING**

**DECEMBER 31, 2018 - 9:00am**

**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 WORKSHOP MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING HAS BEEN ESTABLISHED IN AN ANNUAL WORKSHOP MEETING NOTICE RESOLUTION 2017-107 ADOPTED ON DECEMBER 29, 2017. NOTICES OF THIS MEETING WERE SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD.

### **ROLL CALL:**

### **RESOLUTIONS:**

**2018-080 – DESIGNATING OFFICIAL NEWSPAPERS FOR THE YEAR 2019**

**2018-081 – ESTABLISHING THE ANNUAL MEETING DATES FOR YEAR 2019**

**2018-082 – A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT – JUD MOORE**

**2018-083 – APPOINTMENT OF CLEAN COMMUNITIES COORDINATOR JUDSON MOORE, JR.**

**2018-084 – ESTABLISHING THE WORKSHOP MEETING DATES FOR YEAR 2019**

**2018-085 – APPOINTMENT OF MUNICIPAL ALLIANCE REPRESENTATIVE**

**2018-086 – AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR FOR THE CALENDAR YEAR 2019**

**2018-087 – APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

**2018-088 – ADOPTION OF A TEMPORARY BUDGET FOR CY2019**

**2018-089 – APPOINTMENT OF CODE ENFORCMENT OFFICERS**

**2018-090 – APPOINTMENT OF LPS INFORMATION COORDINATORS**

**2018-091 – APPROVING THE 2019 CASH MANAGEMENT PLAN FOR THE BOROUGH OF WEST WILDWOOD**

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2018-092 – AUTHORIZING THE CANCELLATION OF CHECKS ONE YEAR OR OLDER

2018-093 – CANCELLATION OF 2018 TAX AND OR SEWER BALANCES OF \$5.00 OR LESS

2018-094 – DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY

2018-095 – ESTABLISHING INTEREST RATE AND GRACE PERIOD FOR TAX AND SEWER COLLECTION FOR CY2019

2018-096 – JIF APPOINTMENTS

2018-097 – APPOINTING CLASS II POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT

2018-098 – APPOINTING A LOCAL HOUSING INSPECTOR

2018-099 – APPOINTING MEMBERS OF THE WEST WILDWOOD PLANNING BOARD

2018-100 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF MUNICIPAL SOLICITOR

2018-101 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF LABOR COUNSEL

2018-102 - DESIGNATING ORDER OF BUSINESS AT MEETINGS

2018-103 - AUTHORIZING THE CANCELLATION OF CY2018 OPERATING BUDGET LINE ITEMS

2018-104 - APPROVING BUDGET TRANSFERS FOR THE YEAR 2018

2018-105 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF SPECIAL COUNSEL

2018-106 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF BOND COUNSEL

2018-107 – AUTHORIZING THE APPOINTMENT OF THE CUSTODIAN OF RECORDS FOR THE WEST WILDWOOD POLICE DEPARTMENT

2018-108 – AUTHORIZING THE APPOINTMENT OF A MUNICIPAL HUMANE LAW ENFORCEMENT OFFICER

2018-109 – AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF WEST WILDWOOD AND EDMUNDS & ASSOCIATES FOR APPLICATION SOFTWARE AND SUPPORT UPGRADES

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**2018-110 – AUTHORIZING THE APPOINTMENT OF A MUNICIPAL COURT JUDGE**

**2018-111 – A RESOLUTION AUTHORIZING THE MANDATORY FURLOUGH/TEMPORARY LAYOFF OF NON-UNION AND NON-TENURED EMPLOYEES OF THE BOROUGH OF WEST WILDWOOD AND THE VOLUNATARY FURLOUGH/LAYOFF OF UNION AND TENURED EMPLOYEES**

**OPEN TO THE FLOOR FOR PUBLIC COMMENT**

**ADJOURNMENT**

**OFFICAL ACTION MAY BE TAKEN**

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

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**WORKSHOP MEETING**  
DECEMBER 31, 2018

9:00AM – MEETING – ADVERTISED THAT ACTION MAY BE TAKEN

**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

Engineer James Oris

Municipal Clerk Donna L. Frederick

Clerk informed the Commissioner's that the Planning Board previously notified the borough a Master Plan Review and Update is necessary, and have issued another letter advising the Commissioners that a review is required. Mayor Fox asked Engineer Oris to submit a proposal for the cost of the Master Plan Review and any required updates.

Clerk informed the Commissioners that she prepared routine meeting resolutions as well as appointment resolutions necessary for the New Year for discussion and possible action to be taken. Clerk informed the Commissioners that she received proposals from the professionals prior to the Dec. 31, 2018 workshop meeting as has been standardly done in the past, and that at this point it would not be fair to do the RFQ since the previously submitted proposals are now OPRAable and would give unfair advantage for other possible professionals at this point in time.

Mayor stated that he would like to RFQ next year, clerk will notate that for next year.

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

**2018-080 – DESIGNATING OFFICIAL NEWSPAPERS FOR THE YEAR 2019**

Mayor asked if the Leader could replace the CMC Herald, Comm. Maxwell thought that the Leader no longer publishes legal publications, Clerk stated she is unaware of that matter and can look into the Leader. Commissioner Golden stated he didn't have an issue leaving the Herald, as did Commissioner Maxwell. Clerk asked for a motion to adopt the resolution as prepared designating the AC Press and The CMC Herald as the Borough's official newspapers.

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

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

**2018-081 – ESTABLISHING THE ANNUAL MEETING DATES FOR YEAR 2019**

Brief discussion, Mayor asked to come back to this resolution, clerk tabled resolution.

Clerk asked for a motion

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

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

**2018-082 – A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT – JUD MOORE**

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.

**2018-083 – APPOINTMENT OF CLEAN COMMUNITIES COORDINATOR JUDSON MOORE, JR.**

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.

**2018-084 – ESTABLISHING THE WORKSHOP MEETING DATES FOR YEAR 2019**

Clerk asked if the Monday before the regular meeting at 9:00am as it stands now is okay, and if Monday is a holiday move the workshop meeting to Tuesday at 9:00am. Commissioners agreed.

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.

**2018-085 – APPOINTMENT OF MUNICIPAL ALLIANCE REPRESENTATIVE**

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.

**2018-086 – AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR FOR THE CALENDAR YEAR 2019**

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.

**2018-087 – APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

Clerk explained that she is appointed to this position, basically regards DPW contracts and making sure that agency is in compliance with the laws governing DPW contracts, like prevailing wage.

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.

**2018-088 – ADOPTION OF A TEMPORARY BUDGET FOR CY2019**

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.

**2018-089 – APPOINTMENT OF CODE ENFORCMENT OFFICER**

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.

**2018-090 – APPOINTMENT OF LPS INFORMATION COORDINATORS**

Clerk explained that she is appointed to this position DCA requirement contact for Local Panning Services information and distribution.

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.

**2018-091 – APPROVING THE 2019 CASH MANAGEMENT PLAN FOR THE BOROUGH OF WEST WILDWOOD**

Clerk explained that per State Statutes governs permitted investments of certain public funds.

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.

**2018-092 – AUTHORIZING THE CANCELLATION OF CHECKS ONE YEAR OR OLDER**

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.

**2018-093 – CANCELLATION OF 2018 TAX AND OR SEWER BALANCES OF \$5.00 OR LESS**

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.

**2018-094 – DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY**

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.

**2018-095 – ESTABLISHING INTEREST RATE AND GRACE PERIOD FOR TAX AND SEWER COLLECTION FOR CY2019**

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.

**2018-096 – JIF APPOINTMENTS**

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.

**2018-097 – APPOINTING CLASS II 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.

**2018-098 – APPOINTING A LOCAL HOUSING INSPECTOR**

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.

**2018-099 – APPOINTING MEMBERS OF THE WEST WILDWOOD PLANNING BOARD**

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.

**2018-100 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF 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.

**2018-101 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE 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.

**2018-102 - DESIGNATING ORDER OF BUSINESS AT MEETINGS**

Mayor asked to add Old Business to the Order of Business.  
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.

**2018-103 - AUTHORIZING THE CANCELLATION OF CY2018 OPERATING BUDGET LINE ITEMS**

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.



**2018-104 - APPROVING BUDGET TRANSFERS FOR THE YEAR 2018**

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.

**2018-105 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF SPECIAL 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.

**2018-106 – 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.

**2018-107 – AUTHORIZING THE APPOINTMENT OF THE CUSTODIAN OF RECORDS FOR 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.

**2018-108 – AUTHORIZING THE APPOINTMENT OF A MUNICIPAL HUMANE LAW ENFORCEMENT OFFICER**

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.

**2018-109 – 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.

**2018-110 – 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.

**2018-111 – A RESOLUTION AUTHORIZING THE MANDATORY FURLOUGH/TEMPORARY LAYOFF OF NON-UNION AND NON-TENURED EMPLOYEES OF THE BOROUGH OF WEST WILDWOOD AND THE VOLUNATARY FURLOUGH/LAYOFF OF UNION AND TENURED EMPLOYEES**

Clerk asked for a motion to adopt resolution

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

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

Resolution Adopted.

**Clerk asked for a motion for the APPROVAL TO PAY BILLS WHEN PROPERLY SIGNED AND ENDORSED: (list attached)**

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

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

Motion Carried

Prior to opening the meeting to the floor for public comment the Mayor motion to take resolution 2018-081 of the table, the time and date of the regular meeting was discussed the Commissioner's agreed to establish the annual meeting dates for regular meeting to be held on the first Wednesday of the month at 3:00pm, noting if Wednesday is a holiday it would be on Thursday at 3:00pm. The clerk informed the commissioners that our 2019 calendar is printed and has the meeting stated for Thursday, December 5, 2019 at 6:00pm, with notations that dates are subject to change, and asked the Commissioners for clarification on this date. The Commissioner's decided that the December meeting will be held on the first Wednesday, December 4<sup>th</sup>, 2019 at 3:00pm and the Tree Lighting Ceremony will go forward on Thursday, December 5, 2019, at 6:00pm.

The clerk then read out resolution 2018-081 as follows:

**2018-081 – ESTABLISHING THE ANNUAL MEETING DATES FOR YEAR 2019**

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 opened the meeting to floor for public comment.

ANNA DOHERTY, 215 R Avenue, wanted an explanation for the meeting changes. Mayor stated that Friday night meetings are inconvenient due to the continuing employee furloughs.

JOE KLINE, 750 W. Poplar Avenue, commented to make furloughs on Wednesday's not Fridays; asked if employees are eligible for unemployment. Solicitor stated that employees are not eligible.

DAN GIFFEAR, 641 W. Glenwood Avenue, questioned union affiliations. Solicitor stated non, other than the FOP.

TRISH SINNOTT, 739 W. Poplar Avenue, commented to re-visit the furloughs then reinstate the meetings to Friday. Mayor would consider it. Ms. Sinnott stated a 3:00pm meeting is difficult, and asked if the CTWWW can live-stream the meeting if they bring the necessary equipment, to accommodate the change and let the people know what is going on. The CTWWW has over 400 people; but the CTWWW's primary goal is to end the furloughs and have Friday night meetings restored. Solicitor stated that there are logistical issues that will have to be followed when live-streaming, for example, cameras will face

commissioners, it can be done on a trial basis. Mayor stated no live-stream questions. Solicitor stated should set ground rules for live-streaming. Commissioner Golden has concerns, but is okay with it. Ms. Sinnott stated there may be some hiccups in the beginning.

JOE KLINE, 750 W. Poplar Avenue, questioned the RFQ process. Solicitor explained that some appointments are internal and don't go out to bid; professional appointments can go to RFQ's which are advertised; submitted and opened on an advertised date and time. Mayor stated they will consider RFQ's for next year. Mr. Kline questioned Robert's Rules of Order, old business. The Mayor explained that old business is for the use of the Board of Commissioners not the public.

TRISH SINNOTT, 739 W. Poplar Avenue, stated that Robert's Rules helps keep things organized, with open ended topics and follow-up with questions and answers; it gives time to give reports and list questions. Solicitor stated that he will look into the matter and have information at the next meeting.

JOE KLINE, 750 W. Poplar Avenue, commented that he thought Judges were elected, not appointed. Solicitor informed him Pennsylvania elects judges, in NJ it is a three year appointment. Mr. Kline questioned the master plan. Engineer Oris explained that the master plan must be reexamined/reviewed every ten years.

DAN GIFFEAR, 641 W. Glenwood Avenue, questioned who is responsible for handling dog complaints, WWPD or Middle Twp; asked if the code enforcement official Brian Vergantino, is the same person who was a police officer here before; and stated that there is a German Shepard who is leashed by a clothes line and is going to hurt someone someday. Comm. Golden asked to be given the address of the dog complaint after the meeting and he will turn it over to the police department.

KATE SAMSON, 205 O Avenue, commented about the change of meeting, stating that it was done knowing that the majority of taxpayers don't live here, and can't make the meeting mid-week, and questioned if it is legal. Ms. Samson continued stating that she doesn't care about the employees; the furloughs are not our fault, and not our responsibility, and it is not fair to us, this is why we are angry and frustrated, the Commissioner's are responsible to all of us, the town can't run without us. Solicitor stated the commissioners set the meeting every year.

TRISH SINNOTT, 739 W. Poplar Avenue, questioned who can leave their job at 3:00pm on Wednesday's and asked the commissioner's if they have full time jobs. Mayor Hearing no more public comment, the Mayor closed the public portion.

SUSAN CZWALINA, 647 W. Maple Avenue, asked if the meetings could be 7:00pm on Wednesday's and commented that the governing body should try to schedule so all Commissioner's can be in attendance; asked if she can get a bill list prior to the meeting; asked if her requests for RFQ's were ignored, since she asked at several meetings starting in July; asked about the temporary budget; asked about legal fees paid to the auditor's; asked if she can OPRA the contracts; asked why the Ladies Auxiliary can use the borough hall for free; questioned where the purchase of a flood valve and where was it installed; questioned expenditure of \$11,250.00 for emergency repairs paid to K and D; questioned the water bill for \$800.00 paid in October. Solicitor stated that the bills are not official until they are voted upon. Mayor stated the bill list can be released after approved; he stands by the decision on the meeting schedule; the Ladies Auxiliary is part of the borough and will not pay; he will consider RFQ's for next year; legal fees were due to the representation of the auditors at the DCA regarding the Judgement. Clerk stated the contracts are OPRAable. Comm. Golden stated the emergency repairs are to the bulkhead for broken

whalers at the end of Poplar Avenue, the flood valve repaired was at Neptune Avenue, and the higher water bill was for the summer months due to the park sprinkler systems.

KATE SAMSON, 205 O Avenue, commented that Carl (Deputy Clerk) compiled an explanation of the spending of a million dollar surplus, and it was spend on lawsuits. Solicitor stated that these lawsuits were from the prior administration.

TRISH SINNOTT, 739 W. Poplar Avenue, questioned if attorney Barbone is still here. Solicitor explained that he represents the borough, due to the filing of the appeal.

MATT KSLIAZEK, 538 W. Magnolia Avenue, questioned the planning board appointments and if he could be considered for an appointment and feels he can help, and stated we need to move forward. Mayor stated he appoints along with the consideration of the other two commissioners. Clerk stated that some members have been on the board for fifteen years, and generally the openings occur due to people resigning. Mayor agreed, referring to the fact that Mick Bader use to be a member on the Planning Board. Mayor stated that he can disagree on certain things but work together.

JOE KLINE, 750 W. Poplar Avenue, commented about the cost of the lawsuits, and JIF deductible costs.

JOE SEGREST, 2 I Avenue, commented on the replacement of the K Avenue valve and stated that sewer bills will increase. Mayor stated that the only way to inspect the sanitary sewer is through the use of video cameras, which is extremely expensive, so he is looking into other agencies who have the system such as the County, possibly through a shared services agreement of sorts.

JOE KLINE, 750 W. Poplar Avenue, inquired with the engineer if there is any better system out there such as smoke test that would work. Engineer Oris, informed him that a smoke test is to locate illegal connections, not used for infiltration and the only way to properly determine any issues is through the use of a video camera system. Mr. Kline questioned the high water bill, as previously asked; and the excess sewer flow costs. Clerk explained how the CCMUA bills are estimated and about the excess charges. Mr. Kline asked what process is in place to bring matters to the attention of the Commissioner's. Mayor stated the office staff professionals bring matters to the commissioner's attention.

KATE SAMSON, 205 O Avenue, inquired about a possible rumor of an increase in water bill, overall costs for water usage. Mayor explained that the sale of the water utility was a huge mistake, it off-set sewer charges. Mayor confirmed that the City of Wildwood is going to have a water rate increase.

SUSAN CZWALINA, 647 W. Maple Avenue, questioned excess water bill, \$107,621 for a quarter, excess of \$67,000. Mayor asked for clarification, stating it would be sewer not water.

TRISH SINNOTT, 739 W. Poplar Avenue, asked if Chris Ridings is back to work and if he is working on sewer information. Mayor stated he is back and has been working on the sewer information.

DAN GIFFEAR, 641 W. Glenwood Avenue, questioned inspections of existing sewer lines; reported a water meter leak at Palombaro's meter. Mayor stated that the borough DPW already does it.

JOE KLINE, 750 W. Poplar Avenue, commented about sanitary clean-outs and believes they are required by law; asked if a letter could be sent out informing taxpayers of these matters. Clerk informed the public that every year in December accompanying the sewer bills a letter is included stating ordinances that are in place, it is a required part of the DEP Storm Water Reporting requirement that is filed annually.

MATT KSLAZEK, 538 W. Magnolia Avenue, commented that the amount of infiltration is most likely coming from the streets not the private lines, but residential can add to it, and added that it is very expensive he paid \$30,000.00 for a video camera to go ten feet at his house. Comm. Golden stated that flood tides add to the mix and manholes do leak.

JEAN MAC DONALD, 224 Q Avenue, stated it is not fair to put the commissioners on the spot asking questions, and suggested to submit questions before the meeting. Both the Mayor and Solicitor stated that answers will be provided to questions if necessary.

KATE SAMSON, 205 O Avenue, asked to post the answers on the web-site and asked if individuals can be contacted if there are problems with their properties, trash etc. these are quality of life issues, are there fines. Mayor stated that the borough already does it through employees and code enforcement.

DAN GIFFEAR, 641 W. Glenwood Avenue, questioned grass cutting and condemned properties. Mayor informed him that the borough has always taken care of these issues and put a lien on the properties involved for the costs.

MICK BADER, 636 W. Glenwood Avenue, asked if there is any discussion with the County on paving Glenwood Avenue. Mayor stated that there are no discussions but will contact the County.

JOE KLINE, 750 W. Poplar Avenue, asked who was doing the spot paving around the island. Mayor informed him that it is South Jersey Gas.

TRISH SINNOTT, 739 W. Poplar Avenue, asked if the meetings are videotaped. Solicitor stated the borough has security cameras. Ms. Sinnott stated she is thinking positively; furlough's done in March, and that all commissioners will be in attendance at meetings. Mayor stated the Commissioner's are part-time positions and if he has a scheduled vacation he will not be in attendance. Ms. Sinnott questioned how many times the commissioners meet with employees. Mayor stated on a regular basis if there is an issue. Comm. Maxwell stated two to four times a week. Comm. Golden stated almost every day.

BOB SINNOTT, 739 W. Poplar Avenue, asked if the commissioners were receptive to the creation of a volunteer advisory committee, and suggested implementing Roberts Rules of Order and wanted reports on what commissioners oversee. Mayor stated he was not receptive, in his opinion there are professionals in place and reports will be read out at monthly meetings.

SUSAN CZWALINA, 647 W. Maple Avenue, stated she OPRAed officials reports and the last one given was in March.

BOB SINNOTT, 739 W. Poplar Avenue questioned each commissioner what their goals and concerns are moving forward. Mayor stated budget and roads. Comm. Maxwell stated budget. Comm. Golden stated Budget, Police Dept. and improving the island.

KATE SAMSON, 205 O Avenue, commented that the reason to have an advisory committee it would give a voice to the taxpayers that can't vote, and we need to work together.

SUSAN CZWALINA, 647 W. Maple Avenue, questioned the water on the lot at Arion and Maple Avenues; regular manhole inspections and repairs; salary increases and if the budget would be passed earlier.

TRISH SINNOTT, 739 W. Poplar Avenue, wanted it on record that on behalf of the CTWWW, moving forward into 2019 – transparent, no conflict, work together, level playing field. Mayor agreed

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 22, 2019



Donna L. Frederick, RMC  
Municipal Clerk

*This is a generalization of the Regular meeting on December 31, 2018 and not a verbatim transcript.*

**THESE MINUTES WERE APPROVED AT THE FEBURARY 6, 2019 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 2018-080

**DESIGNATING OFFICIAL NEWSPAPERS  
FOR THE YEAR 2019**

**WHEREAS**, the Borough of West Wildwood is required to designate an official newspaper for the publication of the Borough meetings and other official business; and

**WHEREAS**, the **Cape May County Herald** and **The Press of Atlantic City** have been deemed qualified for use as the official newspapers of the Borough of West Wildwood.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, as follows, that the Cape May County Herald and the Press of Atlantic City be designated as the official newspapers of the Borough of West Wildwood, County of Cape May, New Jersey, and all ordinances or other public notices which the Borough of West Wildwood may be required by law to publish, where the manner of publication is not otherwise specifically provided, shall be published in either one of the said newspapers.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-081  
ESTABLISHING THE ANNUAL MEETING DATES OF THE BOROUGH OF WEST  
WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2019**

**WHEREAS**, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby establish the **Annual Meeting Dates** for the Year 2019 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings; and

**WHEREAS**, it is the desire of the Board of Commissioners to establish the date and time for the Regular Meeting in order to encourage the General Public's attendance and involvement.

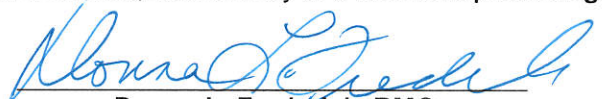
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Regularly Scheduled Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey beginning at **3:00 P.M.**, prevailing time unless otherwise noted, at which time Official Action may be taken.

**January 9  
February 6  
March 6  
April 3  
May 1  
June 5  
July 3  
August 7  
September 4  
October 2  
November 6  
December 4**

**BE IT FURTHER RESOLVED**, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2019; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State 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 **Workshop Meeting** held on **December 31, 2018**.



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



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

**RESOLUTION 2018-082**

**A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT**

**WHEREAS**, it is the desire of the Borough to appoint a Qualified Purchasing Agent;

**WHEREAS**, Judson Moore, Jr., is recognized as a Qualified Purchasing Agent in the State of New Jersey; and

**WHEREAS**, Judson Moore, Jr., has agreed to serve in said position without compensation for the year 2018.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Judson Moore, Jr, QPA, is appointed as the Qualified Purchasing Agent for the Borough of West Wildwood for a term from January 1, 2019 to December 31, 2019.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-083**

**APPOINTMENT OF A CLEAN COMMUNITIES COORDINATOR**

**WHEREAS**, it is necessary and essential for the Borough of West Wildwood to appoint a Clean Communities Coordinator; and

**WHEREAS**, Judson Moore, Jr., CFO has agreed to serve in said position from January 1, 2019 to December 31, 2019; and

**WHEREAS**, Judson Moore, Jr., CFO has agreed to the sum of \$ 450.00 in the performance of said duties.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Judson Moore, Jr. is appointed as the Clean Communities Coordinator; and

**BE IT FURTHER RESOLVED**, that a Certificate of Availability of funds be attached to this resolution.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-084**

**ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST  
WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2019**

**WHEREAS**, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby establish the **Workshop Meeting Dates** for the Year 2019 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Workshop Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey beginning at **9:00am, prevailing time unless otherwise noted. Official Action may be taken.**

**Feb. 4  
March 4  
April 1  
April 29  
June 3  
July 1  
August 5  
September 3  
September 30  
November 4  
December 2  
December 30**

**BE IT FURTHER RESOLVED**, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2019; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State 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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-085**

**APPOINTMENT OF A MUNICIPAL ALLIANCE REPRESENTATIVE**

**WHEREAS**, The Borough of West Wildwood is a member of the Greater Wildwood Alliance consisting of West Wildwood, North Wildwood, Wildwood and Wildwood Crest; and

**WHEREAS**, to improve the communications between the Alliance and the Borough, it is the desire of the Borough to appoint a formal Borough Representative to said Alliance; and

**WHEREAS**, Maureen Kelly-Smith, of the Borough of West Wildwood is currently the representative and has agreed to serve as same.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Maureen Kelly-Smith shall herewith be appointed as the Municipal Representative to the Greater Wildwood Municipal Alliance for the term January 1, 2019 and ending December 31, 2019.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-086**

**AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR**

**WHEREAS**, the Board of Commissioners of the Borough of West Wildwood has a need to acquire Professional Services of a Municipal Auditor; and

**WHEREAS**, the firm of Bowman and Company is qualified to serve as Municipal Auditor for the Borough of West Wildwood and has prepared a Proposal for said services as attached hereto; and

**WHEREAS**, Bowman and Company has completed and submitted a Business Entity Disclosure which certifies that they have not made any reportable contributions to a political or candidate committee in the name of West Wildwood Borough Commissioner within the previous year and that this Contract will prohibit Bowman and Company from making any reportable contributions for the term of this Contract.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby appoints Bowman and Company as Municipal Auditor for the Borough of West Wildwood for one (1) year commencing January 1, 2019; and

**BE IT FURTHER RESOLVED** that the Mayor and/or Deputy Mayor and Clerk are hereby authorized to execute a Contract with Bowman and Company for the providing of said services, which Contract Amount shall be in accordance with the Standard Hourly Rates and Minimum Fees established in said Engagement Contract presented on November 29, 2018; and

**BE IT FURTHER RESOLVED** that the aforesaid Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because N.J.S.A. 40A:11-5, which provides inter alia, that no local unit shall be required to advertise for bids for services rendered or performed by a person authorized by law to practice a recognized professional and whose practice is regulated by law, or to advertise for bids for services which are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids all of which classification the aforesaid contract falls within; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be published in the officially designated newspaper as required by law; and

**BE IT FURTHER RESOLVED**, that a Certification of Available Funds from the CFO is attached herewith.

	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 **Workshop Schedule Meeting** held on **December 31, 2018**.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by NJSA 40A:4-57, NJAC 5:30-14.5 and any other applicable requirement, I Elaine Crowley, Chief Financial Officer of the Borough of West Wildwood, NJ have ascertained that there are available sufficient uncommitted appropriations to award a contract to:

**TO: BOWMAN AND COMPANY**

**FOR: CONTRACT YEAR 2019 AUDIT SERVICES**

**IN THE AMOUNT OF: \$39,000.00**

Funds for Certification are therefore being made available and certified against the appropriation and/or Ordinance entitled:

AMOUNT: \$39,000.00

ACCOUNT(S) 9-01-20-135-000  
9-09-55-502-028

TOTAL AMOUNT OF CONTACT: \$39,000.00


Amount Certified by this Certification: \$39,000.00

\_\_\_\_\_ TEMPORARY BUDGET CERTIFICATION @ 25%

\_\_\_\_\_ PERMANENT BUDGET CERTIFICATION @ 100%

  X   CONTINGENCY CERTIFICATION: UPON ADOPTION OF  
FINAL BUDGET.

Date: December 31, 2018

Chief Financial Officer: 

Resolution # 2018-086

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

**RESOLUTION 2018-087**

**APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

**WHEREAS**, New Jersey Statutes provide that no public work contracts can be awarded nor any moneys paid until the prospective contractor has agreed to contract performance which complies with the approved affirmative action program; and

**WHEREAS**, the law applies to each political subdivision and agency of the State and includes service and procurement contracts and construction contracts (N.J.A.C. 17:27-1.1); and

**WHEREAS**, each public agency shall annually designate an officer or employee to serve as its public agency compliance officer (P.A.C.O) (N.J.A.C. 17:27-3.5); and

**WHEREAS**, the officer shall perform the duties prescribed in the Administrative Code, be responsible for ensuring the agencies' compliance with the rules and may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Municipal Clerk be and is hereby designated as the P.A.C.O. for 2019.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution shall be given to the Department of the Treasury, State Affirmative Action Office, Division of Purchase & Property, 33 W. State St., P.O. Box 206, Trenton, NJ, 08625, by January 10<sup>th</sup>, 2019.

	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 **Workshop Meeting** held on **December 31, 2018**.

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



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

**RESOLUTION 2018-088**

**ADOPTION OF A TEMPORARY BUDGET FOR CY2019**

**WHEREAS**, the Borough of West Wildwood is authorized under N.J.S.A. 40A:4-19 to adopt a Temporary Budget prior to January 31 of the CY in order to provide for any contracts, commitments, or payments which are required to be made during the period between the beginning of the CY and the formal adoption of the CY Budget; and

**WHEREAS**, the Borough of West Wildwood is authorized to appropriate a sum in said Temporary Budget which shall not exceed 26.25% of the Total Appropriations made for all purposes in the Budget for the preceding Year, excluding however, appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey that the attached statement to this Resolution entitled **Temporary Appropriations – 2019** shall be and is hereby approved in order to meet obligations of any contract, commitment, or payment required to be made between January 1, 2019 and the formal adoption and approval of the CY2019 Budget in accordance with, and as permitted by, the New Jersey Statutes.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-089**

**APPOINTMENT OF A CODE ENFORCEMENT OFFICER**

**WHEREAS**, it is necessary and essential for the Municipality to appoint a Code Enforcement Officer;  
and

**WHEREAS**, Brian Vergantino is currently serving in that capacity and has agreed to continue to perform the duties of Code Enforcement Officers for 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 Brian Vergantino shall hereby be re-appointed as Code Enforcement Officers with a term ending December 31, 2019.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-090**

**APPOINTMENT OF LPS INFORMATION COORDINATORS**

**WHEREAS**, it is necessary to provide the Department of Community Affairs Local Planning Services (LPS) with primary and secondary contacts on behalf of the Municipality in this regard

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the Municipal Clerk shall be the designated Primary Contact with the LPS with regard to the receipt and distribution of information with the LPS; and

**BE IT FURTHER RESOLVED** that the Deputy Clerk shall be designated as the Secondary Contact with regard to receipt and information with the LPS; and

**BE IT FURTHER RESOLVED** that the Mayor and/or Deputy Mayor and Municipal Clerk are hereby directed to execute any and all forms and documents effectuating this contact information and transmit same to the Local Planning Services of the N.J. Division of Community Affairs.

	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 **Workshop Meeting** held on **December 31, 2018**.



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

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

**RESOLUTION 2018-091**

**APPROVING THE 2019 CASH MANAGEMENT PLAN  
FOR THE BOROUGH OF WEST WILDWOOD**

**WHEREAS**, N.J.S.A. 40A:5-14 requires the Borough of West Wildwood to adopt a Cash Management Plan, authorized by Resolution and passed by a majority of the full membership of the governing body; and

**WHEREAS**, the attached Cash Management Plan will guide the investment of funds of the Borough of West Wildwood; and


**WHEREAS**, the Chief Financial Officer will administer the Plan; and

**WHEREAS**, the Plan is subject to an annual audit.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood that the attached Cash Management Plan of the Borough of West Wildwood, County of Cape May, New Jersey is approved and adopted for the period beginning January 1, 2019 and ending December 31, 2019.

	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 **Workshop Meeting** held on **December 31, 2018**.

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

**CASH MANAGEMENT PLAN OF THE BOROUGH OF WEST  
WILDWOOD,  
IN THE COUNTY OF CAPE MAY, NEW JERSEY**

I. STATEMENT OF PURPOSE:

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investments (“Permitted Investments”) of certain public funds of the Borough of West Wildwood, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of West Wildwood:

1. Current Fund
2. Water-Sewer Utility Operating Fund
3. General Capital Fund
4. Water-Sewer Utility Capital Fund
5. Payroll Account
6. Trust Other Fund
7. Park and Recreation Fund
8. Fire Safety Fund
9. Any fund or account maintained by the Borough of West Wildwood not specifically listed in Section “B” below.

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of West Wildwood, specifically:

1. Developer Escrow Accounts

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF WEST WILDWOOD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Borough of West Wildwood (Treasurer) (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of West Wildwood are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

1. Crest Savings Bank
2. New Jersey Cash Management
3. MBIA Municipal Investors Service Corp
4. Any other financial institution located in the State of New Jersey which meets the requirements of the Governmental Unit Deposit Protection Act.

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Borough of West Wildwood referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

1.

VI. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - b. the custody of collateral is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days;
  - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and

- e. a master repurchase agreement providing for the custody and security of collateral is executed.

For the purpose of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- a. which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270-2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- b. which is rated in the highest category by a nationally recognized statistical rating organization;
- c. which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270-2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- d. which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, C410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall



provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity, and yield of the investments;

- e. which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- f. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967, c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

- 1. Current Fund
- 2. Water-Sewer Utility Operating Fund
- 3. General Capital Fund
- 4. Water-Sewer Utility Capital Fund
- 5. Payroll Account
- 6. Trust Other Fund
- 7. Park and Recreation Trust Fund
- 8. Fire Safety Fund
- 9. Any fund or account maintained by the Borough of West Wildwood not specifically excluded.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of West Wildwood, then such

instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of West Wildwood to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough of West Wildwood or by a third party custodian prior to or upon the release of the Borough of West Wildwood’s funds. To assure that all parties with whom the Borough of West Wildwood deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. REPORTING REQUIREMENTS.

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough of West Wildwood a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough of West Wildwood as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough of West Wildwood.

IX. TERM OF PLAN.

This Plan shall be in effect from January 1, 2019, to December 31, 2019. Attached to this Plan is a resolution of the governing body of the Borough of West Wildwood approving this Plan for such period of time. The Plan may be adopted by the Commissioners, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.