

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

RESOLUTION 2021-001

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

WHEREAS, the Election for the Board of Commissioners for the Borough of West Wildwood was held on November 4, 2020; and

WHEREAS, John J. Banning, Matthew J. Ksiazek and Joseph D. Segrest, have been duly elected and the election certified by the County Clerk; and

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

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

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

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

BE IT FURTHER RESOLVED that, in accordance with N.J.S.A. 40:72-4 requiring the specific designation of the Departments of the Borough, **Mayor Matthew J. Ksiazek** shall be designated as the Director of the Department of Public Works, Parks and Public Property.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-002

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

WHEREAS, a Municipal Election for the Board of Commissioners for the Borough of West Wildwood was held on November 4, 2021; and

WHEREAS, John J. Banning, Matthew J. Ksiazek and Joseph D. Segrest, have been duly elected and the election certified by the County Clerk; and

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

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that **Commissioner John J. Banning** is hereby designated as Director of the Department of Public Affairs and Public Safety.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek	X		X			
Commissioner John J. Banning			X			
Commissioner Joseph D. Segrest		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-003

**DESIGNATION OF DIRECTOR OF
REVENUE AND FINANCE**

WHEREAS, the Election for the Board of Commissioners for the Borough of West Wildwood was held at the General Election on November 4, 2020; and

WHEREAS, John J. Banning, Matthew J. Ksiazek and Joseph D. Segrest, have been duly elected and the election certified by the County Clerk; and

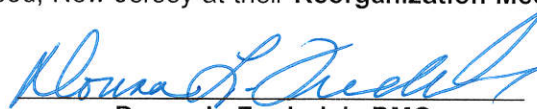
WHEREAS, they have been properly administered the Oaths of Office and herewith holding a Reorganization Meeting of the Borough of West Wildwood; and

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

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

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek		X	X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest			X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-004

ASSIGNMENT OF DEPARTMENTAL POWERS AND DUTIES

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

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

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

Board of Commissioners

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

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

Department of Public Affairs and Public Safety

The Commissioner of the Department of Public Affairs and Public Safety shall have the right to exercise of all powers, and perform all the duties, provided, or prescribed by Law or the Ordinance of the Borough not in conflict with the provisions of this Resolution. As Director of this Department, the Commissioner shall have charge of the supervision and direction over all Officers and employees assigned to said Department; he shall have charge of all purchases of all vehicles, apparatus, and suppliers for said Department. He shall, in the absences of the Commissioner of Revenue and Finance, sign all checks and contracts on behalf of the Borough. He shall have charge of, and direction over, the Department of Public Affairs, the Municipal Solicitor, Chief of Police and all policeman, officers, and employees of the Police Department, and all Police Stations and property and apparatus used by the Police Department, the Chief of the Fire Department and the Fire Stations and property and apparatus belonging thereto, Fire Official, Dog Warden, Emergency Management Services, Municipal Court, Court Administrator, Public Safety Maintenance, Public Defender, Municipal Prosecutor, Harbor Master, Ambulance Corps, Emergency

Medical Center, Lifeguards, Beach Patrol, Code Enforcement, Communications, Department of Health, Local Assistance Director and Public Assistance, and all Officers and employees assigned to said Departments.

Department of Revenue and Finance

The Commissioner assigned to the Department of Revenue and Finances shall have charge of, and supervision and direction over, all Officers and employees assigned to said Department; shall have charge of, and cause to be prepared and published, all statements and reports required by Law or ordinance or by resolution of the Board of Commissioners. The Commissioner of the Department of Revenue and Finance shall be the Vice President of the Board of Commissioners and, in the case of vacancy in the Office of the Mayor, shall perform the duties of that Office. He shall sign all checks of the Borough. The Commissioner of the Department of Revenue and Finance shall have charge of, and supervision over, all accounts and records or reports. He shall inspect, or cause to be inspected, all records or accounts required to be kept in any of the Offices of Department of the Borough; and shall cause proper accounts and records to be made. He shall examine, or cause to be examined, and report to the Board of Commissioners upon all bills, accounts, payrolls and claims before they are acted upon or allowed, unless otherwise provided by Law. The Municipal Clerk, Municipal Assessor, Commissioners of Assessment, Municipal Tax Collector, Chief Financial Officer, Insurance, Group Insurance for Employees, Other insurance, Codification of Ordinances, tourism, Advertising, and Utilities Billing are all distributed and assigned to the Department of Revenue and Finance. The Commissioner of the Department of Revenue and Finance shall cause to be collected all taxes, assessments, franchise taxes, license fees, or other monies which may become due to the Borough, with such recommendation in relation thereto as he may deem proper.

Department of Public Works, Parks and Public Property

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

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek		X	X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest			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-Organization Meeting** held on **January 1, 2021**.


 Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2021-005

ADOPTION OF A TEMPORARY BUDGET FOR CY2021


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 – 2021** shall be and is hereby approved in order to meet obligations of any contract, commitment, or payment required to be made between January 1, 2021 and the formal adoption and approval of the CY2021 Budget in accordance with, and as permitted by, the New Jersey Statutes.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-006

APPROVING A DATE/TIME FOR A WORKSHOP MEETING

WHEREAS, it is necessary to set a date and time for a Workshop Meeting of the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that January 11, 2021 at 9:00am will be set for a workshop meeting.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-007

APPROVING A DATE/TIME FOR A REGULAR MEETING

WHEREAS, it is necessary to set a date and time for a Regular Meeting of the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that January 15, 2021 at 7:00pm will be set for a regular meeting.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek		X	X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest			X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at their **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-008

**ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST
WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2021**

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 2021 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 at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey or online access through Zoom.us, which notice and Zoom link will be posted on the official Borough website @ www.westwildwood.org, beginning at 9:00am **prevailing time unless otherwise noted. Official Action may be taken.**

**January 11
February 2
March 2
March 30
May 4
June 1
June 29
August 3
August 31
September 28
November 2
November 30
December 28**

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 2021; 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 Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 **Reorganization Meeting** held on **January 1, 2021**.


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

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

RESOLUTION 2021-009

ESTABLISHING THE ANNUAL MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2021

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 2021 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.

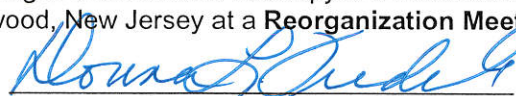
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Regularly Scheduled Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey or via online access through Zoom.us, which notice and Zoom link will be posted on the official borough website @ www.westwildwood.org, beginning at **7:00 P.M.**, prevailing time unless otherwise noted, at which time Official Action may be taken.

- Friday, January 15**
- Friday, February 5**
- Friday, March 5**
- Thursday, April 1**
- Friday, May 7**
- Friday, June 4**
- Friday, July 2**
- Friday, August 6**
- Friday, September 3**
- Friday, October 1**
- Friday, November 5**
- Friday, December 3**

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 2021; 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 Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 **Reorganization Meeting** held on **January 1, 2021**.



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

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

RESOLUTION 2021-010

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

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

WHEREAS, Gebhardt & Kiefer, PC having offices located at 1318 Rte. 31, Clinton, New Jersey, 08809 is qualified to serve as Borough Solicitor for the Borough of West Wildwood and has submitted a Proposal which is attached hereto; and

WHEREAS, Gebhardt & Kiefer, PC, completed and submitted a Business Entity Disclosure Certification which certifies that Gebhardt & Kiefer, PC, has not made any reportable contributions to a political or candidate committee in the name of West Wildwood Borough Commissioners within the previous year and that this Contract will prohibit the Law Firm of Gebhardt & Kiefer, PC 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, Cape May County, New Jersey that the Mayor and/or Deputy Mayor be and he is hereby authorized to execute a Contract with Gebhardt & Kiefer, PC, to serve as Municipal Solicitor for the Borough of West Wildwood; and

BE IT FURTHER RESOLVED that the term of appointment shall commence on January 1, 2021 and expire on December 31, 2021; and

BE IT FURTHER RESOLVED that this 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 bids for services rendered or performed by a person authorized by law to practice a recognized profession 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 by the Municipal Clerk in accordance with the requirements of Law; and

BE IT FURTHER RESOLVED, that a Certificate of Availability of Funds from the Chief Financial Officer is attached hereto.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 **Reorganization Meeting** held on **January 1, 2021**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-011

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING FOR
CONTRACTUAL MATTERS**

WHEREAS, in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-12(b), it is permissible by resolution for the Governing Body to enter into a Closed (Executive) Session in order to discuss matters falling within one or more of the permitted nine exemptions; and

WHEREAS, the Borough anticipates discussion of contractual matters which constitutes one of the permitted exemptions; and

WHEREAS, the minutes of this meeting shall remain confidential until after such time as Legal Counsel determines that the need of confidentiality no longer exists and provided that the matter(s) discussed can be legally disclosed.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of West Wildwood, Cape May County, New Jersey that a Closed (Executive) Session of the Governing Body shall convene to discuss the aforementioned matters.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 11, 2021**.



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

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

RESOLUTION 2021-012

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 2021.

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.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			x			
Commissioner John J. Banning	x		x			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-013

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 Matthew J. Ksiazek			x			
Commissioner John J. Banning	x		x			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.



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

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

RESOLUTION 2021-014

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, 2021 to December 31, 2021; and

WHEREAS, Judson Moore, Jr., CFO has agreed to the sum of \$ 595.00 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

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-015

APPOINTING A LOCAL HOUSING INSPECTOR

WHEREAS, the Borough of West Wildwood has requested and received authorization to conduct the State mandated inspections of hotels and multiple dwellings within its jurisdiction on behalf of the Bureau of Housing Inspection; and

WHEREAS, this authorization is based upon the requirement that these inspections and their related activities be conducted in strict accordance with the Conditions of Authorization provided by the State of New Jersey, Department of Community Affairs; and

WHEREAS, Lewis M. Ostrander is qualified to perform inspections and related activities as the Borough Housing Inspector.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Lewis M. Ostrander is hereby appointed as the Borough Housing Inspector for a term commencing January 1, 2021 to December 31, 2021.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-016

AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL

WHEREAS, it is necessary and essential to appoint a Fire Code Official for the Borough of West Wildwood; and

WHEREAS, Lewis Ostrander is duly certified and has the required State of New Jersey DCA Licenses and experience to hold this position.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that Lewis Ostrander is hereby appointed as Fire Code Official, for a term effective January 1, 2021 and expiring on December 31, 2021.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-017

AUTHORIZING THE APPOINTMENT OF MERCANTILE LICENSE INSPECTOR

WHEREAS, it is necessary and essential for the Borough to appoint a Mercantile License Inspector and Lewis Ostrander has the experience to hold this position,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that Lewis Ostrander is hereby appointed as Mercantile License Inspector, for a term effective January 1, 2021 and expiring on December 31, 2021.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-018

APPOINTMENT OF A DEPUTY TAX COLLECTOR

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

WHEREAS, Ruth M. Sweeney is currently serving as Deputy Tax Collector and is willing to continue in her capacity as such.

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of West Wildwood, County of Cape May, State of New Jersey, hereby appoints Ruth M. Sweeney as the Deputy Municipal Tax Collector for a term expiring on December 31, 2021.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION NO. 2021-019

APPOINTMENT OF DEPUTY MUNICIPAL CLERK

WHEREAS, NJSA 40A:9-135 provides for the unclassified appointment of a Deputy Municipal Clerk by the governing body, as well as the compensation, term of office, the powers, duties and functions of such office; and

WHEREAS, the Deputy Municipal Clerk, “during the absence or disability of the Municipal Clerk, shall have all the powers of the Municipal Clerk and shall perform the functions and duties of such office” as set forth in NJSA 40A:9-135; and

WHEREAS, the specific powers, duties, and functions to be exercised and/or performed are fully contained in the job specifications for the position of Deputy Municipal Clerk; and

WHEREAS, Carl O’Hala has been serving as the Deputy Municipal Clerk; and

WHEREAS, the Board of Commissioners of the Borough of West Wildwood has determined that it is in the best interest of the Borough to confirm and ratify the appointment of Carl O’Hala.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of West Wildwood, County of Cape May, New Jersey as follows:

- 1.) That the full-time appointment of Carl O’Hala as Deputy Municipal Clerk effective January 1, 2021, at an annual rate of pay as permitted within the parameters of the range established in the Salary Ordinance of the Borough of West Wildwood.
- 2.) That said unclassified appointment shall extend for a period of three (3) years commencing effective January 1, 2021, is in accordance with NJSA 40A:9-135, and all provisions pertaining thereto.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek		X	X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest			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 via online access through Zoom.us on **January 15, 2021**.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-020

APPOINTING MEMBERS TO THE WEST WILDWOOD PLANNING BOARD

WHEREAS, the term of appointment for certain members of the West Wildwood Planning Board will be expiring and it is essential to maintain a full board; and

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

- 1.) That all allegations of the preamble are incorporated herein as if set forth in full.
- 2.) The following shall be and are hereby appointed as members of the Borough of West Wildwood Planning Board for the terms to expire as indicated:

<u>Class I Member</u>	<u>Expiration of Term</u>
Matthew J. Ksiazek, Mayor	December 31, 2021

<u>Class II Member</u>	<u>Expiration of Term</u>
Lewis Ostrander	December 31, 2021


<u>Class III Member</u>	<u>Expiration of Term</u>
Joseph D. Segrest	December 31, 2021

<u>Class IV Member</u>	<u>Expiration of Term</u>
Russ Rohrman	December 31, 2023

<u>Alternate Member</u>	<u>Expiration of Term</u>
Vacant	December 31, 2022
Joseph Kline	December 31, 2021

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.


 Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2020-021

**A RESOLUTION APPOINTING CERTAIN MUNICIPAL REPRESENTATIVES
TO THE ATLANTIC COUNTY JOINT INSURANCE FUND**


WHEREAS, it has been formally requested by the Atlantic County Joint Insurance Fund for the Borough to provide an updated listing of the Municipal Representatives to the Atlantic County Joint Insurance Fund; and

NOW, THEREFORE BE IT RESOLVED that the following Municipal Representatives are hereby appointed to the respective positions with terms expiring on December 31, 2021.

Fund Commissioner	Elaine Crowley
Claims Coordinator	Elaine Crowley
Alternate Claims Coordinator	Donna L. Frederick
Alternate Fund Commissioner	Carl O'Hala
Safety Coordinator	Lewis Ostrander
EPL Hotline	Donna L. Frederick
EPL Hotline	Carl O'Hala

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.


 Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2021-024

DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY

WHEREAS, the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey deem it necessary and advisable to designate official signatures in connection with depositories of the Borough of West Wildwood for funds being designated general, trust account, bond and interest account, school funds account, public assistance one and two accounts, dedicated by rider accounts, and/or dog license account; and

WHEREAS, **Crest Savings Bank** is considered a reputable bank for such purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that Crest Savings Bank shall be designated as the official depository of the Borough of West Wildwood, Cape May County, New Jersey; and

BE IT FURTHER RESOLVED that **Crest Savings Bank** be and hereby is authorized to honor withdrawals on behalf of the Borough of West Wildwood upon utility funds, general funds, trust funds, bond and interest funds, and public assistance accounts when signed by two (2) of the following, at least one (1) of which must be either the Mayor or the Commissioner of Revenue and Finance:

Mayor of the Borough
Commissioner of Revenue and Finance
Commissioner of Public Works
Municipal Clerk of the Borough
Deputy Municipal Clerk
CFO

BE IT FURTHER RESOLVED that **Crest Savings Bank** be and hereby is authorized to honor withdrawals from the school funds on deposit when such are countersigned by the custodian of the school funds; and

BE IT FURTHER RESOLVED that **Crest Savings Bank** be and hereby is authorized to honor withdrawals on behalf of the Borough of West Wildwood upon the dog license account when such withdrawals are signed by the Municipal Clerk of the Borough; and

BE IT FURTHER RESOLVED that **Crest Savings Bank** be and hereby is authorized to honor withdrawals on behalf of the Borough of West Wildwood upon the tax lien redemption account with one (1) signature by either the Municipal Tax Collector or the Municipal Clerk of the Borough being authorized to sign checks; and

BE IT FURTHER RESOLVED that the Municipal Clerk be and hereby is authorized to secure bonding insurance to cover all of the above noted signees in each of the different categories and capacities as noted above; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be delivered to **Crest Savings Bank** located in the City of Wildwood, Cape May County, New Jersey.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on **January 15, 2021**.

Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-025

**ESTABLISHING INTEREST RATE AND GRACE PERIOD
FOR TAX AND SEWER COLLECTION FOR CY2021**

WHEREAS, N.J.S.A 54:4-67 et seq. permits the Governing Body of a Municipality to fix the rate of interest to be charged for the nonpayment of taxes, assessments, and sewer bills.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of West Wildwood, that for CY2021 the rate of interest on unpaid taxes and assessments shall be eight percent per annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year; and

BE IT FURTHER RESOLVED that the rate of interest for CY2021 on unpaid sewer bills shall be eight percent per annum up to One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable. and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Municipal Tax Collector upon adoption.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		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 via online access through Zoom.us on January 15, 2021.


Donna L. Frederick, RMC
Municipal Clerk