

**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

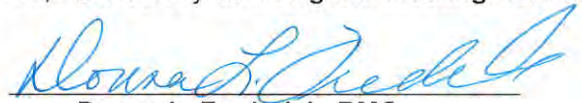
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the Municipal Clerk shall be the designated Primary Contact with the LPS with regard to the receipt and distribution of information with the LPS; and

**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

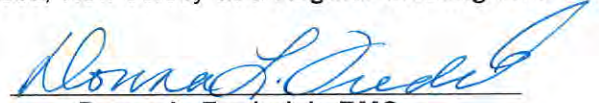
**WHEREAS**, Judson Moore, Jr., CFO has agreed to serve in said position from January 1, 2021 to December 31, 2021; and

**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:

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

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

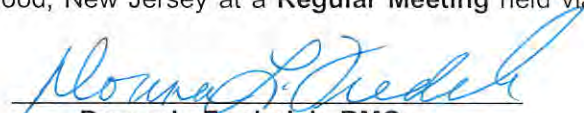
<b><u>Class III Member</u></b>	<b><u>Expiration of Term</u></b>
Joseph D. Segrest	December 31, 2021

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

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held 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  
Claims Coordinator  
Alternate Claims Coordinator  
Alternate Fund Commissioner  
Safety Coordinator  
EPL Hotline  
EPL Hotline

Elaine Crowley  
Elaine Crowley  
Donna L. Frederick  
Carl O'Hala  
Lewis Ostrander  
Donna L. Frederick  
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

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

**RESOLUTION 2021-026**

**APPROVING THE 2021 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

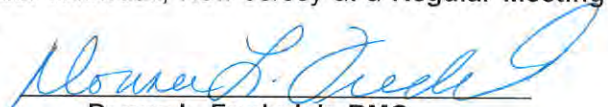
**WHEREAS**, the Chief Financial Officer will administer the Plan; and

**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, 2021 and ending 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**

**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, 2021, to December 31, 2021. 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.

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

**RESOLUTION 2021-023**

**DESIGNATING OFFICIAL NEWSPAPERS  
FOR THE YEAR 2021**

**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
<b>Mayor Matthew J. Ksiazek</b>			X			
<b>Commissioner John J. Banning</b>	X		X			
<b>Commissioner Joseph D. Segrest</b>		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held 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 2021-027**

**AUTHORIZING PURCHASES WITH VENDORS WHO ARE  
UNDER CURRENT N.J. STATE CONTRACTS**

**WHEREAS**, the Borough of West Wildwood routinely purchase certain supplies and equipment; and

**WHEREAS**, certain vendors have been awarded State Contracts, through an open and competitive bidding process through the State of New Jersey and hold a valid State Contract which allows the Borough of West Wildwood to purchase from those vendors without going to bid, saving the taxpayers money.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Borough hereby authorizes purchases with vendors holding current State Contracts pursuant to the Laws of the State of New Jersey:

	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  
CAPE MAY COUNTY  
NEW JERSEY**

**RESOLUTION NO. 2021-028**

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

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

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

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

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

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

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

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

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



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

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

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

	Motion	Second	Yes	No	Abstain	Absent
Mayor 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 2021-029**

**AUTHORIZING THE TAX ASSESSOR OF THE BOROUGH OF WEST WILDWOOD  
TO FILE REGULAR APPEALS ON BEHALF OF THE BOROUGH OF WEST  
WILDWOOD TO THE CAPE MAY COUNTY BOARD OF TAXATION FOR THE YEAR  
2021**

**WHEREAS**, by the directive of the Cape May County Board of Taxation and pursuant to N.J.A.C. 18:12A-1.6 (C), the governing body of the Borough of West Wildwood may designate that any and all tax appeals for an increase or a decrease of assessments may be submitted to the County Board of Taxation by the Tax Assessor of the Borough of West Wildwood.

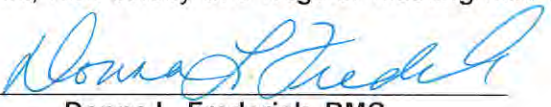
**WHEREAS**, it is deemed to be in the best interest of the Borough of West Wildwood that the Tax Assessor be authorized to file same on behalf of the Borough of West Wildwood for the year 2021, for disposition by the County Board of Taxation.

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

- 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2) The Tax Assessor of the Borough of West Wildwood hereby is authorized, empowered and directed to file regular appeals with the Cape May County Board of Taxation on behalf of the Borough of West Wildwood for the year 2021.
- 3) A certified copy of this resolution shall be forwarded to the Borough Tax Assessor, the Borough Tax Collector and the Cape May County Board of Taxation.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held 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 2021-030**

**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, 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 2021-031**

**AUTHORIZING THE APPOINTMENT OF THE CUSTODIAN OF RECORDS  
FOR THE WEST WILDWOOD POLICE DEPARTMENT**

**WHEREAS**, it is required by New Jersey's law governing access to government records maintained by public agencies N.J.S.A. 47:1A-1 et. seq. to have a custodian of records; and

**WHEREAS**, it is necessary to appoint a custodian of records for the West Wildwood Police Department due to the nature and confidentiality of police records; and

**WHEREAS**, Sergeant James Dodd is hereby appointed as the Custodian of Records for the West Wildwood Police Department and Officer Brian Gibson is hereby appointed as Custodian of Records in the absence of Sergeant Dodd.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Sergeant James Dodd and Officer Brian Gibson be and are hereby appointed as the custodians of records for the West Wildwood Police Department.

	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 2021-032**

**AUTHORIZING THE APPOINTMENT OF MUNICIPAL HUMANE LAW  
ENFORCEMENT OFFICERS**

**WHEREAS**, the State of New Jersey requires the Borough to appoint Municipal Humane Law Enforcement Officers.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of West Wildwood, County of Cape May, State of New Jersey, that Sgt. James Dodd and Police Officer Brian Gibson are hereby appointed to the position of Municipal Humane Law Enforcement Officers for the West Wildwood Police Department.

	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 2021-033**

**AUTHORIZING THE APPOINTMENT OF A DEPUTY  
EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, the Borough of West Wildwood Emergency Management Coordinator has determined the need to appoint a Deputy Emergency Management Coordinator; and

**WHEREAS**, the Emergency Management Coordinator has determined it would be beneficial to appoint Sgt. James Dodd as Deputy Emergency Management Coordinator.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Sgt. James Dodd is hereby appointed as Emergency Management Deputy Coordinator for a term expiring December 31, 2021.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held 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 2021-034**

**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; 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, 2021; 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 January 11, 2021; 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 the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of Law.

**BE IT FURTHER RESOLVED**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with Bowman and Company contingent upon adoption of final budget, in the amount of \$39,750.00 from account(s) 1-01-20-135-000 and 1-09-55-502-028.

	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**



**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 2021 AUDIT SERVICES**

**IN THE AMOUNT OF: \$39,750.00**

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

AMOUNT: \$39,750.00

ACCOUNT(S) 1-01-20-135-000  
1-09-55-502-028

TOTAL AMOUNT OF CONTACT: \$39,750.00

Amount Certified by this Certification: \$39,750.00

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

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

  X   CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer:



Resolution # 2021-034

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

**RESOLUTION 2021-035**

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

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

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

**WHEREAS**, a Professional Services Contract Agreement for Legal Services along with the terms of the representation has been submitted with an estimate not to exceed of \$20,000.00, for the term commencing January 1, 2021 through December 31, 2021.


**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Mayor and/or Deputy Mayor is hereby authorized on behalf of the Borough to sign the Professional Services Contract Agreement; and

**BE IT FURTHER RESOLVED**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with William G. Blaney, Esq, of the Law Firm of Blaney, Donohue, Karavan & Weinberg, P.C. contingent upon adoption of final budget, in the amount of not to exceed \$20,000.00 from account 1-01-20-155-027.

**BE IT FURTHER RESOLVED** that the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of Law.

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Mayor Matthew J. Ksiazek</b>			x			
<b>Commissioner John J. Banning</b>	x		x			
<b>Commissioner Joseph D. Segrest</b>		x	x			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held via online access through Zoom.us on **January 15, 2021**.

  
**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: WILLIAM G. BLANEY – BLANEY, DONOHUE, KARAVAN & WEINBERG**  
**FOR: LABOR COUNSEL**

**IN THE AMOUNT OF: NOT TO EXCEED \$20,000.00**

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

AMOUNT: NOT TO EXCEED \$20,000.00

ACCOUNT(S) 1-01-20-155-027

TOTAL AMOUNT OF CONTACT: NOT TO EXCEED \$20,000.00

Amount Certified by this Certification: NOT TO EXCEED \$20,000.00


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

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

✓

\_\_\_\_\_ CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer: 

Resolution # 2021-035

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

**RESOLUTION 2021-036**

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

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

**WHEREAS**, McManimon, Scotland & Baumann, LLC, Attorneys at Law with offices at 75 Livingston Avenue, Roseland, New Jersey, 07068, hereinafter referred to as "Counsel" has submitted a Proposal for said services, which is on file with the Municipal Clerk; and

**WHEREAS**, McManimon, Scotland & Baumann has completed and submitted a Business Entity Disclosure which certifies that no 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 McManimon, Scotland & Baumann from making any reportable contributions for the term of this Contract.

**WHEREAS**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with McManimon, Scotland & Baumann, LLC, contingent upon adoption of final budget, as per fee schedule, from account 1-01-20-155-027.

**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 is hereby authorized to execute a Contract with McManimon, Scotland & Baumann, to serve a Bond Counsel for the Borough of West Wildwood and the term of appointment shall commence on January 1, 2021 and expire on December 31, 2021.

**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 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 the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of 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 **Regular Meeting** held via online access through Zoom.us on **January 15, 2021**.

  
**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: MCMANIMOM, SCOTLAND & BAUMANN, LLC**

**FOR: BOND COUNSEL SERVICES**

**IN THE AMOUNT OF: PER FEE SCHEDULE**

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

AMOUNT: AS PER FEE SCHEDULE

ACCOUNT(S) 1-01-20-155-027

TOTAL AMOUNT OF CONTACT: AS PER FEE SCHEDULE

Amount Certified by this Certification: AS PER FEE SCHEDULE

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

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

  X   CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer: 

Resolution # 2021-036

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

**RESOLUTION 2021-037**

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

**WHEREAS**, Phoenix Advisors, LLC, 4 West Park Street, Bordentown, NJ 08505, has served the Borough of West Wildwood as Continuing Disclosure Agent and Independent Registered Municipal Advisor (“IRMA”); and

**WHEREAS**, the Borough has recognized the vital nature of staying in compliance with Secondary Market Disclosure obligations and having the advisory expertise and resources of Phoenix Advisors; and

**WHEREAS**, Phoenix Advisors has submitted an agreement defining the terms and conditions of the services that will be provided to the Borough, which is attached hereto.

**WHEREAS**, a contract is being awarded without competitive bidding in accordance with N.J.S.A. 40A:11(l)(a)(ii) because such services are considered extraordinary and unspecifiable in their nature; and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Phoenix Advisors, LLC is hereby retained to provide specialized financial advisory services necessary in connection with the authorization and issuance of the Bonds by the Borough for a term commencing January 1, 2021 and expiring on December 31, 2021.

**BE IT FURTHER RESOLVED**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with Phoenix Advisors, LLC, contingent upon adoption of final budget, in the amount of \$1,050.00 from account 1-01-20-130-029.

**BE IT FURTHER RESOLVED** that the award of this contract be published by the Municipal Clerk in accordance with the requirements of 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 **Regular Meeting** held via online access through Zoom.us on **January 15, 2021**.

  
\_\_\_\_\_  
**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: PHOENIX ADVISORS, LLC**

**FOR: DISCLOSURE AGENT/MUNICIPAL ADVISOR**

**IN THE AMOUNT OF: \$1,050.00**

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

AMOUNT: \$1,050.00

ACCOUNT(S) 1-01-20-130-029

TOTAL AMOUNT OF CONTACT: \$1,050.00

Amount Certified by this Certification: \$1,050.00

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

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

✓

\_\_\_\_\_ CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer:



Resolution # 2021-037

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

**RESOLUTION 2021-038**

**AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT  
FOR THE PROFESSIONAL SERVICES OF GENERAL HEARING OFFICER**

**WHEREAS**, the Board of Commissioners of the Borough of West Wildwood has a need to acquire Professional Services of a General Hearing Officer; and

**WHEREAS**, Steven Secare, Esq., of the Law Firm Secare & Hensel having offices located at 16 Madison Avenue, Toms River, New Jersey, is qualified to serve as General Hearing Officer for the Borough of West Wildwood; and

**WHEREAS**, Steven Secare, has completed and submitted a Business Entity Disclosure Certification which certifies that Steven Secare., 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 Steven Secare, Esquire and the Law Firm of Secare & Hensel, 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 is hereby authorized to execute a Contract Agreement for Professional Services with Steven Secare, Esq., to serve as General Hearing Officer 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 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 the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of Law.

**BE IT FURTHER RESOLVED**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with Steven Secare, Esq., of Secare & Hensel, contingent upon adoption of final budget, in the amount not to exceed \$3,000.00 from account 1-01-20-155-027.

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Mayor Matthew J. Ksiazek</b>			x			
<b>Commissioner John J. Banning</b>	x		x			
<b>Commissioner Joseph D. Segrest</b>		x	x			



I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held via online access through Zoom.us on **January 15, 2021**.



**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: STEVEN SECARE, ESQ OF THE LAW FIRM SECARE & HENSEL**

**FOR: GENERAL HEARING OFFICE**

**IN THE AMOUNT OF: NOT TO EXCEED \$3,000.00**

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

AMOUNT: NOT TO EXCEED \$3,000.00

ACCOUNT(S) 1-01-20-155-027

TOTAL AMOUNT OF CONTACT: NOT TO EXCEED \$3,000.00


Amount Certified by this Certification: NOT TO EXCEED \$3,000.00

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

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

  X   CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer: 

Resolution # 2021-038

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

**RESOLUTION 2021-039**

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

**WHEREAS**, the Borough of West Wildwood is seeking Professional Services for Special Counsel; and

**WHEREAS**, Jeffrey R. Surenian, of the Surenian, Edwards & Nolan, LLC, having offices located at 707 Union Avenue, Suite 301, Brielle, New Jersey 08730 has submitted a proposal and fee schedule to act as Special Counsel; and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough to appoint Jeffrey R. Surenian as Special Counsel with a term commencing January 1, 2021 and expiring on December 31, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Mayor and/or Deputy Mayor is hereby authorized on behalf of the Borough to sign the Contract for Professional Services of Special Counsel.

**BE IT FURTHER RESOLVED**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with Surenian, Edwards & Nolan, LLC, contingent upon adoption of final budget, in the amount not to exceed \$15,000.00 from account 1-01-20-155-027.

**BE IT FURTHER RESOLVED**, that the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of 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 **Regular Meeting** held via online access through Zoom.us on **January 15, 2021**.



**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: SURENIAN, EDWARDS & NOLAN**

**FOR: SPECIAL COUNSEL**

**IN THE AMOUNT OF: NOT TO EXCEED \$15,000.00**

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

AMOUNT: NOT TO EXCEED \$15,000.00

ACCOUNT(S) 1-01-20-155-027

TOTAL AMOUNT OF CONTACT: NOT TO EXCEED \$15,000.00

Amount Certified by this Certification: NOT TO EXCEED \$15,000.00

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

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

  X   CONTINGENCY CERTIFICATION: UPON ADOPTION OF FINAL BUDGET.

Date: January 14, 2021

Chief Financial Officer: 

Resolution # 2021-039

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

**RESOLUTION 2021-040**

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

**WHEREAS**, the Borough of West Wildwood has need to enter into an animal control services contract for the year 2021; and

**WHEREAS**, Steve Serwatka, owner of Animal Control of South Jersey with offices located at 2353 Delsea Drive, Delmont, NJ 08314, has submitted a contract proposal dated January 11, 2021 indicating he will provide animal control services for a yearly sum of \$2,400; and

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

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

**WHEREAS**, the Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract with Animal Control of South Jersey contingent upon adoption of final budget, in the amount of \$2,400.00 from account 1-01-27-340-029.


**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of West Wildwood, County of Cape May, New Jersey, that the Mayor and/or Deputy Mayor be and is hereby authorized to enter into a contract with Steve Serwatka, owner of Animal Control of South Jersey effective January 1, 2021 through December 31, 2021.

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

**BE IT FURTHER RESOLVED** that the award of this contract shall be published by the Municipal Clerk in accordance with the requirements of 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 **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 2021-041**

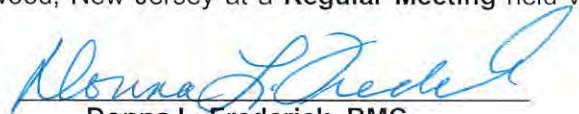
**AUTHORIZING THE ADVERTISEMENT FOR QUALIFICATIONS AND  
PROPOSALS FOR INFORMATION TECHNOLOGY SUPPORT SERVICES**

**WHEREAS**, the Borough of West Wildwood is requesting qualifications and proposals from contractors for Information Technology Support Services for a term not to exceed one year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Clerk be and is hereby authorized to proceed with the legal advertisement for Qualification and Proposals for Information Technology Support Services.

	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 2021-042**

**APPROVING BUDGET TRANSFERS FOR THE CY2020**

**WHEREAS**, the following transfers are necessary to make certain year end transfers to the CY 2020 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the following CY2020 budget transfers be made:

**GENERAL BUDGET:**

<u>Budget Description</u>	<u>From</u>	<u>To</u>	<u>Budget Account</u>
Solid Waste O/E		6,557.00	0-01-26-305-029
Land Use O/E	800.00		0-01-21-180-021
Professional Services	601.00		0-01--21-180-028
Code P/T	600.00		0-01-22-195-003
Group Health	2,000.00		0-01-23-220-000
Police S/W	2,556.00		0-01-25-240-012
	<u>6,557.00</u>	<u>6,557.00</u>	

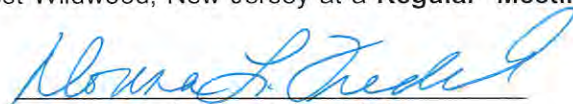
**SEWER BUDGET:**

<u>Budget Description</u>	<u>From</u>	<u>To</u>	<u>Budget Account</u>
Contractual Software	6,562.00		0-09-55-502-029
Sewer - S/W		6,562.00	0-09-55-501-012
	<u>6,562.00</u>	<u>6,562.00</u>	

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby authorize the Chief Financial Officer to make the aforementioned CY2020 budget transfers.

	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 2021-043**

**A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT**

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

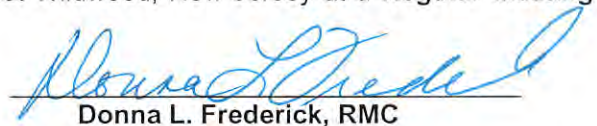
**WHEREAS**, Judson Moore, Jr., is recognized as a Qualified Purchasing Agent in the State of New Jersey; and

**WHEREAS**, Judson Moore, Jr., has agreed to serve in said position without compensation for the year 2021.

**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, 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**

Range of Checking Accts: CURRENT to CURRENT      Range of Check Ids: 14688 to 14696  
Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
14688	12/31/20	00101 THE HERALD					1379
20-00724	1	LEGAL ADVERTISING	37.10	0-01-20-100-021	Budget		7 1
				GEN. ADMIN. LEGAL ADVERTISING			
14689	12/31/20	05202 CAPE MAY CNTY TREASURERS OFF.					1379
20-00726	1	2020 ADDED & OMITTED TAXES	1,004.84	0-01-55-000-003	Budget		9 1
				DUE COUNTY ADDED/OMITTED			
20-00726	2	2020 ADDED & OMITTED TAXES	40.59	0-01-55-000-003	Budget		10 1
				DUE COUNTY ADDED/OMITTED			
			<u>1,045.43</u>				
14690	12/31/20	06001 CITY OF WILDWOOD					1379
20-00723	1	GASOLINE FOR DEC 2020	525.15	0-01-31-460-000	Budget		6 1
				Gasoline and Diesel			
14691	12/31/20	14702 DONNA L. FREDERICK					1379
20-00721	1	REIMBURSEMENT FOR RE-ORG	57.20	0-01-20-100-030	Budget		4 1
				GEN. ADMIN. MATERIALS & SUPPLIES			
14692	12/31/20	16903 BLANEY & KARAVAN, P.C.					1379
20-00725	1	PROFESSIONAL SERVICES RENDERED	135.00	0-01-20-155-027	Budget		8 1
				Legal Services			
20-00729	1	PROFESSIONAL SERVICES RENDERED	27.00	0-01-20-155-027	Budget		12 1
				Legal Services			
20-00729	2	PROFESSIONAL SERVICES RENDERED	67.50	0-01-20-155-027	Budget		13 1
				Legal Services			
			<u>229.50</u>				
14693	12/31/20	18611 JOYCE MEDIA					1379
20-00728	1	WEB HOSTING FOR DEC 2020	89.95	0-01-20-100-028	Budget		11 1
				GEN. ADMIN. OTHER PROFESSIONAL SERVICES			
14694	12/31/20	29502 LIFE SAVERS, INC.					1379
20-00630	1	AED MOBILE RESPONDER PACKAGE	798.72	0-01-25-240-030	Budget		1 1
				Materials and Supplies			
14695	12/31/20	964646 GOLD MEDAL ENVIRONMENTAL					1379
20-00722	1	DISPOSAL FEES FOR DEC AND	14,167.40	0-01-26-305-029	Budget		5 1
				Contractual-collection			
14696	12/31/20	964654 ARTISTIC CUSTOM BADGES					1379
20-00666	1	AWARD OF MERIT	120.00	0-01-25-240-030	Budget		2 1
				Materials and Supplies			
20-00666	2	SHIPPING	24.30	0-01-25-240-030	Budget		3 1
				Materials and Supplies			
			<u>144.30</u>				

January 14, 2021  
11:37 AM

BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

Page No: 2

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Check #	Check Date	Vendor					Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct

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14696	ARTISTIC CUSTOM BADGES		Continued					
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
	Checks:		9	0	17,094.75	0.00		
	Direct Deposit:		<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>		
	Total:		9	0	17,094.75	0.00		

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	17,094.75	0.00	0.00	17,094.75
Total of All Funds:		<u>17,094.75</u>	<u>0.00</u>	<u>0.00</u>	<u>17,094.75</u>

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Range of Checking Accts: TRUST OTHER to TRUST OTHER      Range of Check Ids: 1184 to 1184  
 Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
1184	12/31/20	44606 REMINGTON,VERNICK & WALBERG					1380
20-00730	1	REVIEW AND INSPECTION OF	272.50	T-12-00-000-017	Budget		1 1
				RESERVE FOR ELECTRIC POLE INSTALLATION			
20-00731	1	28-30 LAKE ROAD - INSPECTION	120.00	T-12-00-000-013	Budget		2 1
				RESERVE FOR STREET OPENINGS			
20-00732	1	724 W. PINE - INSPECTION	120.00	T-12-00-000-013	Budget		3 1
				RESERVE FOR STREET OPENINGS			
20-00733	1	ACE - MAPLE,NEPTUNE, MAGNOLIA	60.00	T-12-00-000-013	Budget		4 1
				RESERVE FOR STREET OPENINGS			
20-00734	1	ACE POLE UPGRADE - UTILITY SER	1,900.00	T-12-00-000-013	Budget		5 1
				RESERVE FOR STREET OPENINGS			
			<u>2,472.50</u>				

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	2,472.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>2,472.50</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-12	2,472.50	0.00	0.00	2,472.50
Total of All Funds:		<u>2,472.50</u>	<u>0.00</u>	<u>0.00</u>	<u>2,472.50</u>

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January 14, 2021  
11:46 AM

BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

Page No: 1

Range of Checking Accts: ANIMAL CONTROL to ANIMAL CONTROL    Range of Check Ids: 1152 to 1152  
Report Type: All Checks    Report Format: Detail    Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
1152	12/31/20	654170 STATE OF NJ DEPT OF HEALTH					1381
20-00727	1	DOG LICENSE FEE FOR DEC 2020	1.20	T-14-00-000-002 DUE TO STATE OF NEW JERSEY	Budget		1 1

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	1.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>1.20</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-14	1.20	0.00	0.00	1.20
Total of All Funds:		<u>1.20</u>	<u>0.00</u>	<u>0.00</u>	<u>1.20</u>

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# January 2021 Commissioner Report

## Finance and Revenue

### Tax Assessor Report

There are 803 Residential properties with a total value of \$197,725,300 for the 2021 tax year. Average residential assessment is \$246,233.25.

### Tax Collector Report

Below is an extract from the tax collector's report of key collection accounts.

TAXES	CURRENT MONTH	TO DATE
2020 Tax	\$68,898.21	\$3,654,371.76
2019 Tax	\$14,345.87	\$91,476.85
Prepaid Taxes 2021	\$27,623.61	\$70,905.69

Sewer Utility	CURRENT MONTH	TO DATE
Sewer Rents Delinquent	\$6,042.98	\$40,766.59
Sewer Rents	\$16,262.44	\$560,765.91
Prepaid Sewer Rents	\$14,833.77	\$19,502.50
Sewer Interest	\$1,431.65	\$6,687.22

### Operating Budget

- 2020 Budget and Account Status - Year end closing wrapping up. Once that is finalized the budget development process can start for 2021.
- 2021 Budget Account Status - Nothing to report this month. Once we get further into the accounting year the total expenditure versus budget will be reported for each of the departments.
- 2021 Budget Process – Expect to start the 2021 budget process next week.

### Capital Projects

- General Capital– There are no available funds to start any new capital projects from the general capital fund at this time. We will work to resolve a cash flow issue to complete the police ramp.
- Sewer Utility Capital – Poplar sewer upgrade project is underway. Future reports will include financial status of the project.



# Activity for the Month of December 2020

<b>Offs for Service: 339</b>	<b>MVA's State Roads:</b>	<b>MVA's County Roads: 1</b>	<b>MVA's Municipal Roads:</b>
<b>Arrests: 1</b>	<b>Juv. Arrested: 1</b>	<b>CDS Arrests: 1</b>	<b>DWI Arrests: 1</b>
		<b>Summonses:</b>	<b>911 Calls: 19</b>

Property Check	125	Noise Complaint	1
Directed Patrol	48	Neighbor Trouble	1
Property Check	40	Motor Vehicle Accident - No Injuries	1
Back-up Officer	27	Message Delivery	1
General Compliants	9	Mental Case	1
Assist Other Agency	7	Local Ordinance	1
Parking Complaint/ Violation	6	Juvenile Complaint	1
Directed Walking Beat	6	Fraud	1
MV Stop	5	Found CDS/Paraphanalial	1
Medical Emergency / Assistance	5	Firearms Application	1
Follow-Up Investigation	5	Criminal Mischief 2C:17-3	1
Animal Complaint	5	Community Policing	1
Vehicle Maintenance	4	CDS Investigation	1
Department Services	4	911 Abandoned	1
Gas Leak (odor)	3		0
Burglary 2C:18-2	3		
Wires / Pole / Tree Down	2		
Welfare Check	2		
Suspicious Activity/ Auto/ Person	2		
Other Public Service	2		
Lockout	2		
Harassment 2C:33-4	2		
Attempt/Burglary 2C:18-2	2		
Water Leak	1		
Theft 2C:20-3	1		
Suspicious Vehicle	1		
Relay Person/Paper	1		
Property Damage	1		
Police Information	1		
Open Door/Window/Property	1		
Open Door/ Window	1		

# WEST WILDWOOD PUBLIC WORKS

## ACTIVITY REPORT DECEMBER 2020

- 4 WORK ORDERS FOR MAINTENANCE OF PUBLIC WORKS VEHICLES
- 4 WORK ORDERS FOR MAINTENANCE OF POLICE VEHICLES
- 4 WORK ORDERS FOR MAINTENANCE OF PUBLIC WORKS EQUIPMENT
- 8 WORK ORDERS TO EMPTY TRASH AND RECYCLING CONTAINERS AT BORO PARKS
- 8 WORK ORDERS FOR INSPECTIONS OF BORO PARKS AND STREETS
- 4 WORK ORDERS TO CLEAN UP TRASH ON BORO STREETS
- 4 WORK ORDERS TO CLEAN BORO HALL AND REMOVE TRASH AND RECYCLING
- 4 WORK ORDERS FOR MAINTENANCE OF 26TH AVE. SEWER PUMPING STATION
- 4 WORK ORDERS FOR MAINTENANCE OF FLOOD PUMP SOUTH END OF NEPTUNE AVE.
- 8 WORK ORDERS TO EMPTY DOGGI STATION CONTAINERS AT BORO PARKS AND PLAYGROUND
- 2 WORK ORDERS FOR MAINTENANCE AND INSPECTIONS OF FLOOD GATES

- 3 WORK ORDERS TO CLEAR OFF CATCH BASIN TOPS OF DEBRIS AND TRASH
- 2 WORK ORDERS TO PATCH POT HOLES ON BORO STREETS
- 1 WORK ORDER FOR OIL CHANGE POLICE VEHICLE
- 1 WORK ORDER FOR MAINTENANCE OF FLOOD TRUCK
- 2 WORK ORDERS TO PICK UP T.V.'S WITH IN THE BORO
- 1 WORK ORDER TO HANG LIGHTS ON CHRISTMAS TREE NEPTUNE AVE. PARK
- 1 WORK ORDER TO HOOK UP SALT SPREADER, AND MAINTENANCE TO SPREADER
- 1 WORK ORDER TO HOOK UP SNOW PLOWS TO MAKE SURE THEY ARE IN PROPER WORKING ORDER
- 1 WORK ORDER TO INSTALL A NEW SUCTION HOSE ON THE FLOOD PUMP
- 1 WORK ORDER TO OPEN AND CLOSE FLOOD GATES DUE TO FLOODING
- 1 WORK ORDER TO CHECK TIDE FLEX VALVES
- 1 WORK ORDER TO REMOVE KAYAK RACKS FROM BEACH AREA AND BRING BACK TO D.P.W. YARD
- 4 WORK ORDERS TO PICK UP YARD WASTE

- 1 WORK ORDER TO FUEL UP FLOOD PUMP
- 1 WORK ORDER TO CLEAN UP SALT HAY ON STREETS FROM FLOODING
- 1 WORK ORDER TO CLEAN UP SAND ON BAY AVE FROM THE FLOODING

77 TOTAL WORK ORDERS FOR DECEMBER 2020