

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

**RESOLUTION 2021-049**

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING FOR  
EMPLOYMENT/PERSONNEL MATTERS**

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

**WHEREAS**, the Borough anticipates discussion of employment/personnel matters which constitutes one of the permitted exemptions; and

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

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held via online access through Zoom.us on **February 2, 2021**.

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

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

**RESOLUTION 2021-050**

**RESCINDING SHARED SERVICES AGREEMENT  
WITH THE CITY OF WILDWOOD,  
THE BOROUGH OF WILDWOOD CREST AND THE CITY OF NORTH WILDWOOD**

**WHEREAS**, on February 2, 2018 Borough Commissioners authorized, via Resolution #2018-016, a Shared Services Agreement between the Borough of West Wildwood, City of Wildwood, City of North Wildwood and Borough of Wildwood Crest regarding the licensing of taxicabs on an island-wide basis; and

**WHEREAS**, the City of Wildwood, as the lead agency in said Agreement, issued taxicab licenses that were valid anywhere on Five Mile Beach; and

**WHEREAS**, on January 27, 2021, the City of Wildwood, via its Resolution #55-1-21 titled "Resolution Rescinding Shared Services Agreement with North Wildwood, Wildwood Crest and West Wildwood Regarding Regulations Of Taxicabs," unilaterally withdrew from said Agreement; and

**WHEREAS**, as the lead agency of said Agreement is no longer participating, the Board of Commissioners deem it advisable to authorize the rescission of said Agreement by the Borough of West Wildwood and revise its procedures regarding taxicab regulation.

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

1. The Borough of West Wildwood hereby rescinds the Shared Services Agreement entered into on February 2, 2018 between the Borough of West Wildwood, City of North Wildwood, City of Wildwood and the Borough of Wildwood Crest.
2. The Borough Clerk shall forward this resolution to the Municipal Clerks of the other municipalities on Five Mile Beach

	<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 **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.

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

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

**RESOLUTION 2021-051**

**AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT  
FOR THE PROFESSIONAL SERVICES OF AFFORDABLE HOUSING PLANNER  
TO T & M ASSOCIATES**

**WHEREAS** it is deemed necessary for the Borough of West Wildwood to hire a Professional Planner to serve as the Affordable Housing Planner; and

**WHEREAS**, T&M Associates, with offices located at 1455 Broad Street, Suite 250, Bloomfield, NJ 07003, have submitted a proposal to serve as Affordable Housing Planner; and

**WHEREAS**, Kendra Lelie, PP, AICP, LLA, a current employee of T&M Associates has been appointed as the Affordable Housing Planner and shall be designated as the Planner in Responsible Charge for the Borough of West Wildwood for a term of one year, commencing on March 5, 2021.


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Mayor is hereby authorized to execute a Contract with T&M Associates to serve as Affordable Housing Planner for the Borough of West Wildwood.

**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, a 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 **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-052**

**ADOPTION OF A SECOND TEMPORARY BUDGET FOR CY2021**

**WHEREAS** the Borough of West Wildwood adopted a Temporary Budget as authorized under N.J.S.A. 40A:4-19 in accordance with Resolution 2021-005 adopted on January 1, 2021, to provide for any contracts, commitments, or payments which are required to be made during the period between the beginning of the Calendar Year and the formal adoption of the Calendar Year Budget; and

**WHEREAS** the adoption of the CY2021 Municipal Budget will not occur prior to April 30, 2021 which will necessitate the adoption of a Second Temporary Budget Allocation of 26.25% of the Total Appropriations made for all purposes in the Budget for the preceding Calendar Year, excluding however, appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance; and

**WHEREAS**, the Chief Financial Officer has prepared the Second Emergency Temporary Budget for CY2021 for both the Municipality and Utility; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey that this Resolution entitled Second Emergency Temporary Budget for CY2021 shall be and is hereby approved to meet obligations of any contract, commitment, or payment required to be made between January 1, 2021 and the formal adoption and approval of the CY2021 Budget in accordance with, and as permitted by, the New Jersey Statutes.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.

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

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

**RESOLUTION 2021-055**

**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:

**March 2021 Transfer for Gen Budget**

<u>Budget Description</u>	<u>From</u>	<u>To</u>	<u>Budget Account</u>
Defined Contribution		1,800.00	0-01-36-480-000
Legal O/E	1,800.00		0-01-20-155-027
	<u>1,800.00</u>	<u>1,800.00</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 **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.

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

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

**RESOLUTION 2021-054**

**AUTHORIZING THE APPOINTMENT OF TRIAD ASSOCIATES AS THE  
ADMINISTRATIVE AGENT AS GOVERNED BY THE NEW JERSEY FAIR SHARE  
HOUSING ACT (N.J.S.A. 52:27D-301, et seq.)**

**WHEREAS**, the Board of Commissioners desire to engage the professional services of Consultant to assist the Borough of West Wildwood to perform the duties and responsibilities of Administrative Agent as are governed by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.) (hereinafter referred to as "Act") and Section 5:80-26.1 et seq. of the regulations promulgated there under (the Rules); and

**WHEREAS**, TRIAD Associates has submitted a proposal dated January 12, 2021, detailing the Scope of Services to meet the obligations of the Act, with compensation for such services not to exceed \$7,500.00 per year; and

**WHEREAS**, the Chief Financial Officer has ascertained there are available sufficient appropriations to award this contract to TRIAD contingent upon adoption of the final budget, in the amount not to exceed \$7,500.00 from General Administration account 1-01-20-100-028.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey that the Mayor be and is hereby authorized to execute a Contract Agreement with TRIAD Associates as Administrative Agent for a term of one year commencing March 5, 2021 with compensation not to exceed \$7,500.00.

**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

	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 **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.



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

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

**RESOLUTION 2021-053**

**APPOINTING A FLOODPLAIN MANAGER**

**WHEREAS**, certain areas of the Borough of West Wildwood are subject to period flooding creating hazards to the Borough and its residents; and

**WHEREAS**, accordingly, the Borough of West Wildwood has adopted a Flood Damage Prevention Ordinance to promote the public health safety and general welfare and to minimize public and private losses due to flood conditions; and

**WHEREAS**, the Borough of West Wildwood deem it necessary to appoint a Floodplain Manager to enforce and maintain the Flood Damage Prevention Ordinance and to coordinate FEMA Flood Hazard Area Mapping updates for the Borough; and

**WHEREAS**, John A. Fairheller, P.E. is certified and qualified to serve as Floodplain Manager.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey that John A. Fairheller is hereby appointed as the Floodplain Manager for the Borough of West Wildwood for a term ending December 31, 2021.

	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 **Regular Meeting** held by online access through Zoom.com on **March 5, 2021**.

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



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

**RESOLUTION 2021-056**

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING FOR  
LITIGATION MATTERS INVOLVING DOCKET NUMBER CPM-L-797-08**

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

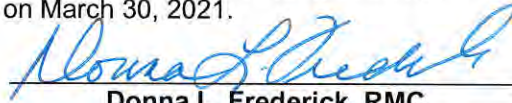
**WHEREAS**, the Borough anticipates discussion of litigation matters involving Judgment Docket Number CPM-L-797-08, which constitutes one of the permitted exemptions; and

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

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

	<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 **Workshop Meeting** via online access through Zoom.us on March 30, 2021.

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

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

**RESOLUTION 2021-057**

**AUTHORIZING THE FILING OF THE 2020 RECYCLING TONNAGE GRANT**

**WHEREAS**, the mandatory Source Separation and Recycling Act (P.L. 1987,c.102) has established a recycling fund from which tonnage grants may be made to Municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use tonnage grants to develop new Municipal Recycling Programs and to continue and expand existing programs; and

**WHEREAS**, the recycling regulations impose on Municipalities certain requirements as a Condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the Municipality; and

**WHEREAS**, a resolution authorizing the Borough of West Wildwood to apply for the 2020 Recycling Tonnage Grant will memorialize the commitment of the Borough to recycling and to indicate the assent of the Borough to the efforts undertaken and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, Linda Thomas, Certified Recycling Professional, for a fee not to exceed \$100.00 in accordance with the attached Letter of Intent, is hereby designated as the individual authorized to ensure the application is properly completed and timely filed.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that it hereinafter accepts and approves the Letter of Intent with Linda Thomas, CRP, and further endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection; and

**BE IT FURTHER RESOLVED** that the Borough's Recycling Coordinator is hereby directed to coordinate with Linda Thomas to assure that the application is properly and timely filed.

**BE IT FURTHER RESOLVED** that monies received through said Recycling Tonnage Grant shall be deposited in a dedicated recycling trust fund in accordance with said Grant requirements.

	<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** via online access through Zoom.us on April 1, 2021.

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

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

**RESOLUTION 2021-058**

**AUTHORIZING AN INDEMNIFICATION AGREEMENT BETWEEN  
THE BOROUGH OF WEST WILDWOOD AND THE  
COUNTY OF CAPE MAY TO PERMIT THE BOROUGH  
TO HOLD A FOURTH OF JULY PARADE ON GLENWOOD AVENUE**

**WHEREAS**, the Borough is holding a Fourth of July Parade on Sunday, July 4, 2021, which route will be on Glenwood Avenue, a County road; and


**WHEREAS**, the County of Cape May requires that the Borough execute an Indemnification Agreement to permit the event to traverse over the aforementioned road.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that they hereby authorized the Mayor to execute the Indemnification Agreement between the Borough of West Wildwood and the County of Cape May.

**BE IT FURTHER RESOLVED**, that a copy of the executed Indemnification Agreement be attached hereto.

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

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

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

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

**RESOLUTION 2021-059**

**AUTHORIZING A TOWN-WIDE YARD SALE**

**WHEREAS**, the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey deem it in the best interest of its Residents to hold a town-wide yard sale; and

**WHEREAS**, yard sales are permitted in the Borough for the sale of small personal household items that are typically sold by at individual yard sales after having first obtained a license through the Municipal Clerk's Office; and

**WHEREAS**, Ordinance No. 422 prescribes the means and methods for the conduct of yard sales within the Borough; and

**WHEREAS**, the Borough deems it in the best interest of its residents to waive the required five (5) dollar fee for such town-wide sale in order to encourage the most participation in said event.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissions of the Borough of West Wildwood, Cape May County, New Jersey that a town-wide yard sale be permitted on June 5, 2021; and

**BE IT FURTHER RESOLVED** that, in the event of inclement weather on June 5, 2021 the event shall be held on June 6, 2021, and

**BE IT FURTHER RESOLVED** that the five (5) dollar fee as required in Ordinance No. 422 is hereby waived for these dates.

	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 **April 1, 2021**.

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

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

**RESOLUTION 2021-060**

**AUTHORIZING THE READING OF THE CY2021 MUNICIPAL BUDGET BY TITLE ONLY**

**WHEREAS**, N.J.S.A.40A:4-8, as amended by L.2015, C 95, & 14, 2015, provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing, a complete copy of the budget has been made available for public inspection, and has been made available to each person upon request; and

**WHEREAS**, these two conditions have been met;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the CY2021 budget shall be read by title only.

	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 **April 1, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

**SECOND READING – PUBLIC COMMENT**

	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 **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-061**

**AUTHORIZING THE REFUND OF SEWER ESCROW CONNECTION FEES**

**WHEREAS**, the property owner listed below paid for a sewer disconnection/connection for the said property; and

**WHEREAS**, it is deemed that all the inspection requirements have been met; and


**WHEREAS**, the newly constructed building has been erected and a certificate of occupancy has been issued by the Construction Office.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Chief Financial Officer is hereby authorized to make the following payment in the amount indicated; as follows:

OWNER	ADDRESS	BLOCK	LOT	SEWER CONNECT (Escrow)
Louis & Carolrae Surovick	208 P Ave.	144	7	\$ 200.00

	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 Frederick, 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 **April 1, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-062**

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

**WHEREAS**, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby re-establish the **Workshop Meeting Dates** for the remainder of the Year 2021 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Workshop Meetings** of the West Wildwood Board of Commissioners at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey or online access through Zoom.us, which notice and Zoom link will be posted on the official Borough website @ [www.westwildwood.org](http://www.westwildwood.org), beginning at 9:00am **prevailing time unless otherwise noted**.


**Official Action may be taken.**

**April 21  
May 19  
June 23  
July 21  
August 18  
September 22  
October 20  
November 23  
December 28**

**BE IT FURTHER RESOLVED**, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2021; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State Law.

	<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 **April 1, 2021**.

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

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

**RESOLUTION 2021-063**

**APPROVING INTERLOCAL GOVERNMENT TRANSFER  
OF A VEHICLE FROM THE CITY OF WILDWOOD**

**WHEREAS**, the Department of Public Works of the City of Wildwood (the “City”) is in possession of several used military vehicles for use within the City; and

**WHEREAS**, specifically, the City is in possession of a 1984 American General Corp. Army surplus 5 Ton, 66 Cargo Truck Vin # NLOJ3W0523-06878 (“vehicle”); and

**WHEREAS**, the Borough of West Wildwood is in need of said vehicle and the City desires to transfer said vehicle to West Wildwood.

**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 agrees to the transfer of the Vehicle from the City of Wildwood for the sum of One (\$1.00) Dollar, and other good and valuable consideration.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to take any and all other actions necessary to effectuate the purposes thereof.

	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 **April 1, 2021**.

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



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

**RESOLUTION 2021-064**

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING FOR  
EMPLOYMENT/PERSONNEL MATTERS**

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

**WHEREAS**, the Borough anticipates discussion of employment/personnel matters which constitutes one of the permitted exemptions; and

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

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

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek		X	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 **Workshop Meeting** held via online access through Zoom.us on **April 21, 2021**.

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

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

**RESOLUTION 2021-065**

**APPOINTING AN ALTERNATE MEMBER TO THE  
WEST WILDWOOD PLANNING BOARD**

**WHEREAS**, the West Wildwood Planning Board needs to fill Alternate #1 position; and

**WHEREAS**, the Board of Commissioners received a letter from Edward Farrell expressing his interest in participating as a member on the planning board; and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough to fulfill the position of Alternate #1.

**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 a member of the Borough of West Wildwood Planning Board for the term to expire as indicated:

<b>Alternate Member</b>	<b>Expiration of Term</b>
Edward Farrell – Alternate #1	December 31, 2022

	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 **May 7, 2021**.

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

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

**RESOLUTION 2021-066**

**RESOLUTION ENDORSING HOUSING ELEMENT AND FAIR SHARE PLAN**

**WHEREAS**, on April 15, 2021, the West Wildwood Borough’s Planning Board adopted an Amended Housing Element and Fair Share Plan that addresses the Borough’s Rehabilitation Need, Prior Round and Third Round “fair share” obligations; and

**WHEREAS**, the New Jersey Supreme Court invalidated COAH’s Third Round rules and ordered COAH to adopt new rules based upon its Prior Round rules and methodologies (see In re Adoption of N.J.A.C. 5:96 and 5:97, 215 N.J. 578 (2013)); and

**WHEREAS**, COAH failed to adopt new rules, and on March 10, 2015, the Supreme Court transferred responsibility to review and approve housing elements and fair share plans from COAH to designated Mount Laurel trial judges within the Superior Court; and

**WHEREAS**, on April 2, 2019, the Borough submitted a Declaratory Judgement Action to the New Jersey Superior Court; and

**WHEREAS**, the Borough’s Affordable Housing Planning Consultant Kendra Lelie, PP, AICP, LLA of T & M Associates, LLC, prepared a Third Round Housing Element and Fair Share Plan; and

**WHEREAS**, upon notice duly provided pursuant to N.J.S.A. 40:55D-13, the Planning Board held a public hearing on the Housing Element and Fair Share Plan and adopted the Plan on April 15, 2021; and

**WHEREAS**, COAH’s Prior Round rules at N.J.A.C. 5:91-2.2(a), requires that the Borough Commission endorse the Third Round Housing Element and Fair Share Plan adopted by the Planning Board.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of West Wildwood Borough in the County of Cape May, and the State of New Jersey hereby endorses the Housing Element and Fair Share Plan as adopted by the Planning Board on April 15, 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 **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-067**

**A RESOLUTION OF THE COMMISSION OF THE  
BOROUGH OF WEST WILDWOOD EXPRESSING ITS  
INTENT TO PROVIDE THE FUNDS NECESSARY TO  
SATISFY THE BOROUGH'S AFFORDABLE HOUSING  
OBLIGATIONS**

**WHEREAS**, on April 15, 2021, the West Wildwood Borough Planning Board adopted a Housing Element and Fair Share Plan, which the Borough contends fully addresses the Borough's Rehabilitation Need, Prior Round and Third Round "fair share" obligations; and

**WHEREAS**, on May 4, 2021, the Borough Commission held a properly-noticed public meeting to consider endorsing the Housing Element and Fair Share Plan adopted by the Planning Board on April 15, 2021 and, after consideration of any questions or concerns raised by members of the governing body or the public, the Borough Commission determined that it is in the best interest of the Borough and the region's low- and moderate-income households to endorse said Housing Element and Fair Share Plan and to direct the Borough's professionals to file said Plan with the Court and to take any and all reasonable actions to secure a Judgment of Compliance and Repose approving said plan to protect the Borough from any unnecessary Mount Laurel lawsuits; and

**WHEREAS**, the Borough's Housing Element and Fair Share Plan includes a number of compliance mechanisms, such as a Rehabilitation Program to be administered by an Administrative Agent and overlay zoning;

**WHEREAS**, pursuant to the State's affordable housing regulations and policies, and the conditions of the Court-approved FSHC Settlement Agreement, in order to assure the

creditworthiness of the various compliance techniques included in its Housing Element and Fair Share Plan, the Borough must demonstrate adequate and stable funding sources; and

**WHEREAS**, since the Borough is committed to securing judicial approval of its Affordable Housing Plan, in order to provide an adequate and stable funding source for the components of the Borough's Housing Element and Fair Share Plan, the Borough shall rely on the funds in its Affordable Housing Trust Fund, established by its Development Fee Ordinance; and

**WHEREAS**, if -- after exhausting every potential funding source and every valid compliance technique -- the Borough still cannot secure sufficient financing to completely satisfy its affordable housing obligations within the timeframes agreed upon in the Court-approved FSHC Settlement Agreement without being forced to raise or expend municipal revenues in order to provide low- and moderate-income housing, the Borough will cover such costs through bonding and/or other legal means; and

**WHEREAS**, the Court has indicated its intent to review the Borough's Housing Element and Fair Share Plan, and the Borough wishes to leave no question as to the Borough's intent to cover the cost of implementing its Housing Element and Fair Share Plan or any modification thereof that may be necessary as a result of the Court's review.

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

1. In order to provide adequate and stable funding for the rehabilitation and supportive and special needs housing in its Housing Element and Fair Share Plan, West Wildwood Borough shall make a *bona fide*, diligent, and good faith effort to exhaust the potential funding sources, included those listed in "A Guide to Affordable Housing Funding

Sources” (“Funding Guide”), dated October 28, 2008, and currently posted on COAH’s official website.

2. The Borough shall also maximize use of the funds from its Development Fee Ordinance to facilitate the economic feasibility of the Borough’s Housing Element and Fair Share Plan; and
3. If, after exhausting every potential funding source in the Funding Guide and its Development Fee Ordinance, the Borough still cannot secure sufficient financing to completely satisfy its affordable housing obligations, within the time frames agreed upon in the Court-approved FSHC Settlement Agreement, the Borough will fully fund any gaps in financing including by bonding if necessary, to assure the economic feasibility of the rehabilitation and affordable compliance techniques included in the Borough’s 2020 Third Round Housing Element and Fair Share Plan.
4. The Borough reserves the right to recoup any subsidy provided through future collections of development fees as such funds become available.

	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 **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-068**

**RESOLUTION ADOPTING AN AFFORDABILITY ASSISTANCE  
MANUAL**

**WHEREAS**, a Mount Laurel Compliance Hearing is scheduled to take place during which the Court will consider whether to approve the Borough's Round 3 Housing Element and Fair Share Plan, its implementing ordinances and ancillary documents; and

**WHEREAS**, as part of the compliance process, an Affordability Assistance Manual has been prepared by Affordable Housing Alliance, which will administer the program; and

**WHEREAS**, the Affordability Assistance Manual outlines the policies and procedures of the Affordability Assistance Program including the basic content and operation of the various program components; and

**WHEREAS**, the manual is a mandatory element of the Borough's package of documents to be considered by the Court at the Fairness and Compliance Hearing referenced above.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, approves and adopts its Affordability Assistance Manual, attached hereto as Exhibit A, so that the Borough can implement its Affordability Assistance Program.



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

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 **May 7, 2021**.

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

TABLED

FOR-SALE UNIT AFFORDABILITY ASSISTANCE PROGRAM  
AND RENTAL UNIT AFFORDABILITY ASSISTANCE PROGRAM

FOR-SALE UNIT AFFORDABILITY ASSISTANCE PROGRAM

**Down Payment Loan Program**

The Borough may offer a Down Payment Assistance Loan program to qualified purchasers of households earning 80% or less of median income of the housing region. To be eligible for the loan, the qualified Buyer must be able to supply 3% of the down payment with the Buyer's own funds, plus additional closing costs that exceed the amount of the loan. No gifts or other loans may be used to fund the 3% down payment amount, but may be used to fund additional closing costs. The loan amount may be made up to ten percent (10%) of the purchase price.

The Borough must approve the Buyer's qualifications and need for the loan. The loan has no prepayment penalty. It is due and payable when the Buyer resells, borrows against the property or refinances the First Purchase Money Mortgage. The loan may be subordinated only to the First Purchase Money Mortgage. When calculating the borrowing capacity of the homeowner and the equity in the property, this loan must be included. The Buyer must sign a mortgage and mortgage note to the Borough.

**Payment of Closing Costs**

Eligible Buyers may receive payment of closing costs, i.e., title work and policy, reasonable attorney's fees for closing of title, preparation of survey, homeowners insurance, recording fees and other necessary closing expenses to third parties, not to exceed one thousand five hundred dollars (\$1,500.00) per unit. This assistance shall be in the form of a grant. Total buyer assistance grants, which include Payment of Closing Costs and Payment of Lender Fees, shall not exceed three thousand dollars (\$3,000.00) per unit. Utility deposits, i.e., gas and electric, paid to utility companies are to be returned to the Borough Affordable Housing Trust Fund upon resale of the unit. The buyer will execute documents required to secure payment to West Wildwood Borough.

**Payment of Lender Fees**

Eligible Buyers may receive payment of lender fees, i.e., mortgage points, application fees, appraisal fees, bank attorney review fees, and necessary mortgage closing expenses, not to exceed one thousand five hundred dollars (\$1,500.00) per unit. This assistance shall be in the form of a grant. Total buyer assistance grants, which include Payment of Closing Costs and Payment of Lender Fees, shall not exceed three thousand dollars (\$3000.00) per unit.

**Administration**

West Wildwood's Affordability Assistance Program is managed by the West Wildwood Borough's Affordable Housing Administrative Agent. The availability of the program shall be advertised continually on the Borough's website. The following administrative process is applied to the For-Sale Unit Affordability Assistance Program:

1. The Buyer contacts the Administrative Agent to confirm that he/she wants to receive Down Payment Assistance.
2. The Buyer must present proof to the Administrative Agent that he/she is qualified for Affordable Housing in the West Wildwood Borough.
3. Buyer must produce an exact copy of a signed Real Estate Contract for an affordable housing unit in West Wildwood Borough, which indicates clearly the full amount of the purchase price. Buyer must provide the Administrative Agent with the full name, address, phone number, and fax number of the Buyer's Attorney or Settlement Agent so that the Attorney or Settlement Agent can review and approve any and all documents required for the loan.
4. The Administrative Agent contacts the Realtor or Developer for confirmation of the sale of the unit, and the name of the Attorney handling the sale for the Developer at closing.
5. The amount of the Down Payment Assistance loan is verified (not to exceed ten percent of the Purchase Price) so that a Mortgage Note, Mortgage, and Repayment Agreement can be prepared by the Administrative Agent.
6. The amount of the Down Payment Assistance must be disclosed to the Lender, so that the Lender can accurately prepare the First Mortgage documents. The Buyer must give a copy of the First Mortgage Commitment to the Administrative Agent upon receipt of same, so that the Lender can receive full information about the Down Payment Assistance Loan, which shall constitute a Second Mortgage on the premises. The Lender must approve the secondary financing. The West Wildwood Borough Affordable Housing Attorney will contact the Lender once the Affordable Housing Attorney has a copy of the First Mortgage Commitment.
7. The West Wildwood Borough Finance Department will generate the necessary forms and obtain West Wildwood Borough Commission approval for it to issue an Affordable Housing Trust Fund check payable to the Seller's Attorney or Settlement Agent, so that the Down Payment Assistance check can be deposited into the Seller's Attorney Trust Account or Settlement Agent Trust Account pending Closing of Title. The letter and check to the Seller's Attorney or Settlement Agent shall state that the deposit money must be returned to the West Wildwood Borough if the closing is canceled, or if the sale is declared null and void. If there is a Closing of Title, the Down Payment Assistance money shall be released to the Seller. This money shall be shown on the Closing Statement as a deposit, with credit given at closing to the Buyer. The Buyer must fully execute the Mortgage Note, Mortgage, and Repayment Agreement at the Closing of Title before any money is released.
8. The Seller's Attorney or Settlement Agent shall verify that the Mortgage Note, Mortgage, and Repayment Agreement have been properly executed, and shall file the original Mortgage with the County Clerk to protect the West Wildwood Borough Second Mortgage on the property and return the Filed Mortgage to Affordable Housing Attorney along with the original Mortgage Note and Repayment Agreement.

## RENTAL UNIT AFFORDABILITY ASSISTANCE PROGRAM

### Rental Assistance

West Wildwood Borough may offer a Rental Assistance Program that is managed by the Administrative Agent. Eligible recipients of the program are renters who qualify for a very-low, low- or moderate-income rental unit. The following assistance is available to very-low, low- and moderate-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed one thousand five hundred dollars (\$1,500.00) per family.
2. Rent subsidies based upon size of household and number of bedrooms in apartment
  - a) One-bedroom, low-income unit: \$55.00 per month subsidy.
  - b) One-bedroom, moderate-income unit: \$100.00 per month subsidy.
  - c) Two-bedroom, low-income unit: \$100.00 per month subsidy.
  - d) Two-bedroom, moderate-income unit: \$200.00 per month subsidy.
  - e) Three-bedroom, low-income unit: \$150.00 per month subsidy.
  - f) Three-bedroom, moderate-income units: \$250.00 per month subsidy

The following assistance is available to very low-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed one thousand five hundred dollars (\$1,500.00) per household.
2. Rental security deposit -Deposits paid to landlord to be returned to the Borough's Affordable Housing Trust Fund upon termination of tenancy.
3. Rent subsidies based upon size of household and number of bedrooms in apartment
  - a) One-bedroom: \$75.00 per month subsidy.
  - b) Two-bedroom: \$125.00 per month subsidy.
  - c) Three-bedroom: \$175.00 per month subsidy,

Rental assistance does not need to be repaid by the tenant. The amount of the rental supplement will be calculated initially based on the tenant's actual income and the rent level of the affordable units to help bring the total shelter costs down to 30% of the total household income or lower, if warranted by the particular household circumstances. If the tenant wishes to renew the lease, he/she must be re-income qualified and the rental supplement will be recalculated. If the tenant no longer qualifies for the rental assistance, he/she may renew the lease and stay in the unit, but will no longer receive rental assistance.

## Administration

West Wildwood Borough's Rental Unit Affordability Assistance Programs will be administered by the Borough's Administrative Agent. The availability of the program shall be advertised continually on the Borough's website. After an applicant is income-qualified by the Administrative Agent pursuant to the Uniform Housing Affordability Controls, the applicant will complete and provide an affordability assistance application to the Administrative Agent.

For qualified and approved payment of moving expenses, the Administrative Agent will follow the Borough purchasing and requisition process for generating a check that is made out to the applicant. Once the check is produced, the Administrative Agent provides it to the applicant.

For qualified and approved payment of utility deposit, the Administrative Agent follows the Borough purchasing and requisition process for generating a check that is made out to the utility company. Once the check is produced, the Administrative Agent provides it to the applicant for payment to the utility company.

The affordability assistance recipient will sign a contract with West Wildwood Borough which states, at a minimum: the amount of funds granted, interest information, procedures, duration and conditions of affordability assistance, and repayment information if required.

The availability of any Affordability Assistance Programs must be noticed to all tenants of affordable units within West Wildwood Borough and provided to all administrative agents of affordable units within West Wildwood Borough and advertised on the Borough's website.

An income eligible occupant or applicant for an affordable unit within Borough may not be denied participation in the Affordability Assistance Program(s) unless funding is no longer available.

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

**RESOLUTION 2021-069**

**ADOPTION OF AN AFFIRMATIVE MARKETING PLAN FOR THE BOROUGH OF  
WEST WILDWOOD**

**WHEREAS**, the Borough of West Wildwood’s Housing Element and Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.), the New Jersey Uniform Housing Affordability Controls (“UHAC”) (N.J.A.C. 5:80-26.1 et. seq.) and the Council on Affordable Housing (“COAH”) Rules (N.J.A.C. 5:93-1, et. seq.); and

**WHEREAS**, in accordance with applicable COAH Rules and the provisions of UHAC, the Borough of West Wildwood is required to adopt by resolution an Affirmative Marketing Plan to ensure that all affordable housing units created, including those created or re-rented through rehabilitation, are affirmatively marketed to very low-, low- and moderate-income households, particularly those living and/or working within Housing Region 6, the Housing Region encompassing the Borough of West Wildwood.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Commission of the Borough of West Wildwood, County of Cape May, State of New Jersey, do hereby adopt the Affirmative Marketing Plan set forth as attached hereto.

	<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 **May 7, 2021**.



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

# AFFIRMATIVE FAIR HOUSING MARKETING PLAN

## For Affordable Housing in (REGION 6)

### I. APPLICANT AND PROJECT INFORMATION

(Complete Section I individually for all developments or programs within the municipality.)

1a. Administrative Agent Name, Address, Phone Number <b>Triad Associates</b> 1301 W. Forest Grove Road Vineland, NJ (856) 690-9590		1b. Development or Program Name, Address  <b>Borough of West Wildwood</b> <b>Rental Housing Rehabilitation Program</b>	
1c. Number of Affordable Units:  Number of Rental Units:  Number of For-Sale Units:	1d. Price or Rental Range From To be determined  To To be determined	1e. State and Federal Funding Sources (if any)  <p style="text-align: center;">N/A</p>	
1f. <input type="checkbox"/> Age Restricted  <input type="checkbox"/> Non-Age Restricted	1g. Approximate Starting Dates  Advertising: To be Determined Occupancy: To be Determined		
1h. County <b>Atlantic, Cape May, Cumberland, Salem</b>		1i. Census Tract(s):	
1j. Managing/Sales Agent's Name, Address, Phone Number			
1k. Application Fees (if any):    Application fee applies. Credit and Criminal Background Check Fees may apply.			

(Sections II through IV should be consistent for all affordable housing developments and programs within the municipality. Sections that differ must be described in the approved contract between the municipality and the administrative agent and in the approved Operating Manual.)

### II. RANDOM SELECTION

**2. Describe the random selection process that will be used once applications are received.**

**Initial Randomization**

Applicants are selected at random before income-eligibility is determined, regardless of household size or desired number of bedrooms. The process is as follows:

After advertising is implemented, applications are accepted for 60 days.

At the end of the period, sealed applications are selected one-by-one through a lottery (unless fewer applications are received than the number of available units, then all eligible households will be placed in a unit).

An applicant pool is created by listing applicants in the order selected.

Applications are reviewed for income-eligibility. Ineligible households are informed that they are being removed from the applicant pool or given the opportunity to correct and/or update income and household information.



Eligible households are matched to available units based upon the number of bedrooms needed (and any other special requirements, such as the need for an accessible unit).

If there are sufficient names remaining in the pool to fill future re-rental, the applicant pool shall be closed.

When the applicant pool is close to being depleted, the Administrative Agent will re-open the pool and conduct a new random selection process after fulfilling the affirmative marketing requirements. The new applicant pool will be added to the remaining list of applicants.

### III. MARKETING

3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)

- White (non-Hispanic)   
  Black (non-Hispanic)   
  Hispanic   
  American Indian or Alaskan Native  
 Asian or Pacific Islander   
  Other group:

3b. Commercial Media (required) (Check all that applies)

	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL NEWSPAPER(S)	CIRCULATION AREA
<b>TARGETS ENTIRE COAH REGION 6</b>			
Daily Newspaper			
X	One display ad beginning at the start of the marketing process	Press of Atlantic City	
X	Continuous	www.triadhousingprogram.com	
X	As Needed	Craigslist/Zillow	
<b>TARGETS PARTIAL COAH REGION 6</b>			
Daily Newspaper			
<input type="checkbox"/>		Atlantic Daily Sentinel	Atlantic
<input type="checkbox"/>		Press of Atlantic City	Atlantic, Cape May, Cumberland, Ocean
<input type="checkbox"/>		Bridgeton News	Cumberland
<input type="checkbox"/>		Daily Journal	Cumberland
<input type="checkbox"/>		Today's Sunbeam	Salem
Weekly Newspaper			
<input type="checkbox"/>		Atlantic County Record	Atlantic
<input type="checkbox"/>		Beachcomber News	Atlantic
<input type="checkbox"/>		Current of Absecon and Galloway Township	Atlantic
<input type="checkbox"/>		Current of Down Beach	Atlantic
<input type="checkbox"/>		Current of Egg Harbor Township	Atlantic
<input type="checkbox"/>		Current of Mays Landing and Hamilton Township	Atlantic

<input type="checkbox"/>		Current of Northfield, Linwood and Somers Point	Atlantic
<input type="checkbox"/>		Egg Harbor News	Atlantic
<input type="checkbox"/>		Hammonton Gazette	Atlantic
<input type="checkbox"/>		Hammonton News	Atlantic
<input type="checkbox"/>		Mainland Journal	Atlantic
<input type="checkbox"/>		Record Journal	Atlantic
<input type="checkbox"/>		Atlantic City Weekly	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		Cape May County Herald	Cape May
<input type="checkbox"/>		Cape May Gazette	Cape May
<input type="checkbox"/>		Cape May Star & Wave	Cape May
<input type="checkbox"/>		Gazette of Upper Township	Cape May
<input type="checkbox"/>		Ocean City Gazette	Cape May
<input type="checkbox"/>		Wildwood Leader	Cape May
<input type="checkbox"/>		Cumberland Reminder	Cumberland

	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL TV STATION(S)	CIRCULATION AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
--	----------------------------------	---------------------------------	--

**TARGETS ENTIRE COAH REGION 6**

<input type="checkbox"/>		3 KYW-TV CBS Broadcasting Inc.	
<input type="checkbox"/>		6 WPVI-TV American Broadcasting Companies, Inc (Walt Disney)	
<input type="checkbox"/>		23 WNJS New Jersey Public Broadcasting Authority	
<input type="checkbox"/>		61 WPPX Paxson Communications License Company, LLC	

**TARGETS PARTIAL COAH REGION 6**

<input type="checkbox"/>		8 WPSJ-LP Engle Broadcasting	Atlantic
<input type="checkbox"/>		52 WNJT New Jersey Public Broadcasting Authority	Atlantic
<input type="checkbox"/>		40 WMGM-TV Access 1 New Jersey License Company	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		62 WWSI Hispanic Broadcasters of Philadelphia, Llc	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		10 WCAU NBC Telemundo License Co.	Atlantic, Cumberland, Salem

		(General Electric)	
<input type="checkbox"/>		12 WHYI-TV WHYY, Inc.	Atlantic, Cumberland, Salem
<input type="checkbox"/>		17 WPHL-TV Tribune Company	Atlantic, Cumberland, Salem
<input type="checkbox"/>		29 WTXF-TV Fox Television Stations, Inc. (News Corp.)	Atlantic, Cumberland, Salem
<input type="checkbox"/>		35 WYBE Independence Public Media Of Philadelphia, Inc.	Atlantic, Cumberland, Salem
<input type="checkbox"/>		48 WGTW-TV Trinity Broadcasting Network	Atlantic, Cumberland, Salem
<input type="checkbox"/>		57 WPSG CBS Broadcasting Inc.	Atlantic, Cumberland, Salem
<input type="checkbox"/>		65 WUVP-TV Univision Communications, Inc.	Atlantic, Cumberland, Salem
<input type="checkbox"/>		64 WDPB WHYY, Inc.	Cape May
<input type="checkbox"/>		2 WMAR-TV Scripps Howard Broadcasting Company	Cumberland, Salem
<input type="checkbox"/>		13 WJZ-TV CBS Broadcasting Inc.	Cumberland, Salem
<input type="checkbox"/>		43 WPMT Tribune Company	Salem

	DURATION & FREQUENCY OF OUTREACH	NAMES OF CABLE PROVIDER(S)	BROADCAST AREA
<b>TARGETS PARTIAL COAH REGION 6</b>			
X	One ad beginning at the start of the marketing process	Comcast of Avalon, South Jersey, Wildwood	All Atlantic, Cape May, Cumberland and Salem Counties

	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL RADIO STATION(S)	BROADCAST AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
<b>TARGETS ENTIRE COAH REGION 6</b>			
<b>AM</b>			
<input type="checkbox"/>		WFIL 560	Christian
<input type="checkbox"/>		WIP 610	
<input type="checkbox"/>		WNTP 990	
<input type="checkbox"/>		WWJZ 640	
<b>FM</b>			
<input type="checkbox"/>		WFPG-FM 96.9	
<input type="checkbox"/>		WIXM 97.3	
<input type="checkbox"/>		WMGM 103.7	
<input type="checkbox"/>		WSJO 104.9	
<input type="checkbox"/>		WZXL 100.7	

**TARGETS PARTIAL COAH REGION 6**

AM

<input type="checkbox"/>		WIBG 1020	Christian
<input type="checkbox"/>		WKXW 1450	
<input type="checkbox"/>		WMID 1340	
<input type="checkbox"/>		WOND 1400	
<input type="checkbox"/>		WTKU 1490	
<input type="checkbox"/>		WURD 900	
<input type="checkbox"/>		WGYM 1580	
<input type="checkbox"/>		KYW 1060	
<input type="checkbox"/>		WNJC 1360	
<input type="checkbox"/>		WPHT 1210	
<input type="checkbox"/>		WWDB 860	
<input type="checkbox"/>		WNWR 1540	
<input type="checkbox"/>		WPEN 950	
<input type="checkbox"/>		WCMC 1230	
<input type="checkbox"/>		WMVB 1440	
<input type="checkbox"/>		WTMR 800	
<input type="checkbox"/>		WDEL 1150	
<input type="checkbox"/>		WFAI 1510	
<input type="checkbox"/>		WMIZ 1270	Hispanics
<input type="checkbox"/>		WSNJ 1240	
<input type="checkbox"/>		WVCH 740	Christian
<input type="checkbox"/>		WPWA 1590	

FM

<input type="checkbox"/>		WLFR 91.7	Atlantic
<input type="checkbox"/>		WTKU-FM 98.3	Atlantic
<input type="checkbox"/>		WAJM 88.9	Atlantic, Cape May
<input type="checkbox"/>		WJSE 102.7	Atlantic, Cape May
<input type="checkbox"/>		WKOE 106.3	Atlantic, Cape May
<input type="checkbox"/>		WTTH 96.1	Atlantic, Cape May
<input type="checkbox"/>		WZBZ 99.3	Atlantic, Cape May

<input type="checkbox"/>		WAYV 95.1	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		WPUR 107.3	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		WRTQ 91.3	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		WXGN 90.5	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		WXXY-FM 88.7	Atlantic, Cape May, Cumberland
<input type="checkbox"/>		WNJN-FM 89.7	Atlantic, Cumberland, Salem
<input type="checkbox"/>		WAIV 102.3	Cape May
<input type="checkbox"/>		WBZC 88.9	Cape May
<input type="checkbox"/>		WCZT 98.7	Cape May
<input type="checkbox"/>		WGBZ 105.5	Cape May
<input type="checkbox"/>		WILW 94.3	Cape May
<input type="checkbox"/>		WWCJ 89.1	Cape May
<input type="checkbox"/>		WRDX 94.7	Cape May, Cumberland, Salem
<input type="checkbox"/>		WVLT 92.1	Cape May, Cumberland, Salem
<input type="checkbox"/>		WRTI 90.1	Cape May, Salem
<input type="checkbox"/>		WBEB 101.1	Cumberland, Salem
<input type="checkbox"/>		WBEN-FM 95.7	Cumberland, Salem
<input type="checkbox"/>		WDAS-FM 105.3	Cumberland, Salem
<input type="checkbox"/>		WIOQ 102.1	Cumberland, Salem
<input type="checkbox"/>		WJBR-FM 99.5	Cumberland, Salem
<input type="checkbox"/>		WJJZ 106.1	Cumberland, Salem
<input type="checkbox"/>		WJKS 101.7	Cumberland, Salem
<input type="checkbox"/>		WKDN 106.9	Cumberland, Salem (Christian)
<input type="checkbox"/>		WMGK 102.9	Cumberland, Salem
<input type="checkbox"/>		WMMR 93.3	Cumberland, Salem
<input type="checkbox"/>		WNJB-FM 89.3	Cumberland, Salem
<input type="checkbox"/>		WOGL 98.1	Cumberland, Salem
<input type="checkbox"/>		WPHI-FM 100.3	Cumberland, Salem
<input type="checkbox"/>		WRDW-FM 96.5	Cumberland, Salem
<input type="checkbox"/>		WSTW 93.7	Cumberland, Salem
<input type="checkbox"/>		WUSL 98.9	Cumberland, Salem

<input type="checkbox"/>		WXTU 92.5	Cumberland, Salem
<input type="checkbox"/>		WYSP 94.1	Cumberland, Salem
<input type="checkbox"/>		WHYY-FM 90.9	Salem

3c. Other Publications (such as neighborhood newspapers, religious publications, and organizational newsletters)  
(Check all that applies)

DURATION & FREQUENCY OF OUTREACH	NAME OF PUBLICATIONS	OUTREACH AREA	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
<b>TARGETS ENTIRE COAH REGION 6</b>			
Weekly			
<input checked="" type="checkbox"/>	One display ad during the marketing process	Al Dia	Philadelphia Area Spanish-Language
<input type="checkbox"/>		Nuestra Comunidad	Central/South Jersey Spanish-Language

**TARGETS PARTIAL COAH REGION 6**

Weekly

<input type="checkbox"/>		Jewish Times of the South Jersey Shore	South Shore area Jewish community
<input type="checkbox"/>		Ukrainian Weekly	New Jersey Ukrainian community

3d. Employer Outreach (names of employers throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing) (Check all that applies)

DURATION & FREQUENCY OF OUTREACH	NAME OF EMPLOYER/COMPANY	LOCATION
Atlantic County		
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	AtlantiCare Health System 2500 English Creek Ave, Egg Harbor Twp, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Shore Memorial Hospital 700 Shore Rd, Somers Point, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Atlantic City Electric 2542 Fire Rd, Egg Harbor Township, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Wawa various locations
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Wal-mart various locations
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Shoprite various locations
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Kessler Memorial Hospital 600 S White Horse Pike, Hammonton, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	South Jersey Industries Inc. 1 South Jersey Plz, Hammonton, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Flagship Resort 60 N Maine Ave, Atlantic City, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Bacharach Institute for Rehabilitation 61 West Jimmie Leeds Road Pomona, NJ
<input checked="" type="checkbox"/>	Flyers to be mailed at beginning of Marketing	Lowes Home Improvement various locations
<input checked="" type="checkbox"/>	Flyers to be mailed at	Home Depot various locations

	beginning of Marketing		
X	Flyers to be mailed at beginning of Marketing	Comar Inc.	1 Comar Pl, Buena, NJ
X	Flyers to be mailed at beginning of Marketing	Marriot Seaview Resorts	401 S New York Rd, Galloway, NJ
X	Flyers to be mailed at beginning of Marketing	Ole Hansen & Sons	100 Old Port Republic Rd, Galloway, NJ
X	Flyers to be mailed at beginning of Marketing	Acme Markets	various locations
X	Flyers to be mailed at beginning of Marketing	Atlantic City Linen	18 N New Jersey Ave, Atlantic City, NJ
X	Flyers to be mailed at beginning of Marketing	The Press of Atlantic City	1000 W Washington Ave, Pleasantville, NJ

#### Cape May County

X	Flyers to be mailed at beginning of Marketing	Cape Regional Medical Center	2 Stone Harbor Blvd, Cape May Court House, NJ 08210
X	Flyers to be mailed at beginning of Marketing	Cold Spring Rush Fish and Supply Co	906 Schellenger St, Cape May, NJ
X	Flyers to be mailed at beginning of Marketing	Acme Markets	various locations
X	Flyers to be mailed at beginning of Marketing	Wawa	various locations
X	Flyers to be mailed at beginning of Marketing	Cape Counseling Services	687 Route 9, Cape May, NJ
X	Flyers to be mailed at beginning of Marketing	Shores at Wesley Manor	2201 Bay Ave, Ocean City, NJ
X	Flyers to be mailed at beginning of Marketing	Shop Rite	various locations
X	Flyers to be mailed at beginning of Marketing	Verizon	various locations
X	Flyers to be mailed at beginning of Marketing	Holy Redeemer Visiting Nurse Association	6727 Delilah Rd # F, Egg Harbor Twp, NJ

#### Cumberland County

X	Flyers to be mailed at beginning of Marketing	South Jersey Healthcare	333 Irving Ave, Bridgeton, NJ
X	Flyers to be mailed at beginning of Marketing	Durand Glass Manufacturing Co.	901 S. Wade Blvd, Millville, NJ
X	Flyers to be mailed at beginning of Marketing	Training School at Vineland	1667 E. Landis Ave Vineland, NJ 08361
X	Flyers to be mailed at beginning of Marketing	Alcan Global Pharmaceutical Packaging Inc.	1101 Wheaton Ave, Millville, NJ
X	Flyers to be mailed at beginning of Marketing	Kimble Glass Inc./ Kontes Glass Co.	537 Crystal Ave, Vineland, NJ and 1300 Wheaton Ave, Millville, NJ 1022 Spruce St, Vineland, NJ
X	Flyers to be mailed at beginning of Marketing	Wawa	various locations
X	Flyers to be mailed at beginning of Marketing	Wheaton Science Products	1501 N 10th St, Millville, NJ
X	Flyers to be mailed at beginning of Marketing	ShopRite	various locations
X	Flyers to be mailed at beginning of Marketing	Progresso Quality Foods	3501 S East Blvd, Vineland, NJ
X	Flyers to be mailed at beginning of Marketing	Seabrook Brothers & Sons Inc.	1031 Parsonage Rd, Bridgeton, NJ
X	Flyers to be mailed at beginning of Marketing	Sheppard Bus Service	35 Rockville Rd, Bridgeton, NJ and 212 L St, Millville, NJ
X	Flyers to be mailed at beginning of Marketing	Acme Markets Inc.	101 Bluebird Ln, Millville, NJ

X	Flyers to be mailed at beginning of Marketing	Wal-Mart	various locations
X	Flyers to be mailed at beginning of Marketing	Leone Industries	443 S East Ave, Bridgeton, NJ
X	Flyers to be mailed at beginning of Marketing	Silverton Marine Corp.	301 Riverside Dr, Millville, NJ
X	Flyers to be mailed at beginning of Marketing	Sun National Bank	various locations
X	Flyers to be mailed at beginning of Marketing	F&S Produce	913 Bridgeton Ave, Rosenhayn, NJ
X	Flyers to be mailed at beginning of Marketing	Tri-County Community Action Partnership	110 Cohansey Street, Bridgeton

**Salem County**

X	Flyers to be mailed at beginning of Marketing	PSE&G	162 Route 45 Salem, NJ 08079
X	Flyers to be mailed at beginning of Marketing	Dupont De Nemours E I & Co.	Penns Grove, NJ 08069
X	Flyers to be mailed at beginning of Marketing	Mannington Mills	Frog Ocean Rd, Salem, NJ and 75 Mannington Mills Rd
X	Flyers to be mailed at beginning of Marketing	Memorial Hospital of Salem county	310 Woodstown Rd, Salem, NJ
X	Flyers to be mailed at beginning of Marketing	Conectiv	5 Collins Dr, Penns Grove, NJ
X	Flyers to be mailed at beginning of Marketing	Anchor Glass Container Corp.	83 Griffith St, Salem, NJ
X	Flyers to be mailed at beginning of Marketing	SJH Elmer Hospital	501 Front St, Elmer
X	Flyers to be mailed at beginning of Marketing	GEON Company	Porcupine Rd & US Highway, Pedricktown, NJ
X	Flyers to be mailed at beginning of Marketing	B&B Poultry	Almond Rd, Norma, NJ

**3e. Community Contacts (names of community groups/organizations throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing)**

Name of Group/Organization	Outreach Area	Racial/Ethnic Identification of Readers/Audience	Duration & Frequency of Outreach
Atlantic County Board of Realtors			Flyers to be mailed at beginning of Marketing
Cape May County Board of Realtors			Flyers to be mailed at beginning of Marketing
Cumberland County Board of Realtors			Flyers to be mailed at beginning of Marketing

**3f. Community Contacts (names of community groups/organizations throughout the housing region who will receive direct notification of the availability of affordable housing units and who will be asked to post advertisements and distribute flyers and application forms regarding available affordable housing to their constituencies).**

Name of Group/Organization	Outreach Area	Racial/Ethnic Identification of Readers/Audience	Duration & Frequency of Outreach
Fair Share Housing Center	510 Park Blvd., Cherry Hill, NJ 08002	Region 6 - Multi-racial/ethnic	When affordable housing units become available, notice of such availability to be provided,
NJ State Conference of NAACP	15 W Front St, Trenton, NJ 08608	Multi-racial/ethnic	
Latino Action Network	2560 U.S. Highway 22, Suite Number 322 Scotch Plains, NJ 07076	Multi-racial/ethnic	
Mainland/Pleasantville Mizpah		Multi-racial/ethnic	



Atlantic City NAACP	<a href="https://www.facebook.com/NAACPAC">https://www.facebook.com/NAACPAC</a>	Multi-racial/ethnic	and application forms, flyers and advertising posters to be mailed at the initiation of Marketing
Cape May County NAACP	<a href="https://www.facebook.com/cmznaacp">https://www.facebook.com/cmznaacp</a>	Multi-racial/ethnic	
Supportive Housing Association	185 Valley St, South Orange, NJ 07079	Multi-racial/ethnic	

#### IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:

4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that applies)

	BUILDING	LOCATION
X	Atlantic County	5901 Main Street, Mays Landing, NJ 08330 (609)625-4011
X	Cape May County Main Library	30 Mechanic Street, Cape May Courthouse, NJ
X	Cumberland County Library	800 East Commerce Street, Bridgeton, NJ 08302
X	Salem County Court House	92 Market Street, Salem, NJ 08079 (609)935-7510 Ext:8202

4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)

West Wildwood Borough Hall  
701 West Glenwood Avenue  
West Wildwood, NJ 08260  
609-522-4845

Cape May county Library – Wildwood Crest Branch  
6300 Atlantic Avenue, Wildwood Crest, NJ 08260  
609-522-0564

4c. Sales/Rental Office for units (if applicable)

To be determined

#### V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the (select one: Municipality's COAH substantive certification or DCA Balanced Housing Program funding or HMFA UHORP/MONI funding).

*Katherine Paclowski, Triad Associates*

\_\_\_\_\_  
Name (Type or Print)

Administrative Agent for Housing Rehabilitation Program

\_\_\_\_\_  
Title/Municipality

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**RESOLUTION 2021-070**

**AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN  
CONTRACT FOR CODIFICATION SERVICES  
TO GENERAL CODE**

**WHEREAS**, it is deemed necessary for the Borough to contract for Codification Services; and

**WHEREAS**, General Code with offices located at 781 Elmgrove Road, Rochester, NY 14624, submitted a Proposal for Codification Services dated April 27, 2021, in the amount of \$24,300.00; and

**WHEREAS**, General Code has over 55 years of experience in this area and is qualified to perform such services; and

**WHEREAS**, the Chief Financial Officer has ascertained there are available sufficient appropriations to award this contract with General Code from the Capital Account # C-04-55-917-101 in the amount of \$24,300.00 and a Certificate of Availability of Funds from the Chief Financial Officer is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, State of New Jersey, that the Mayor/Deputy Mayor be and is hereby authorized to execute a Contract Agreement on behalf of the Borough of West Wildwood to General Code for Codification Services in the amount of \$24,300.00.

**BE IT FURTHER RESOLVED** that this contract for "Codification Services" is awarded without competitive bidding under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-5(1)(x), which provides inter alia, that no local unit shall be required to advertise for bids for services which fall within one of the exceptions permitted, of which classification the aforesaid contract falls within. Specifically, that the printing of municipal ordinances or other services necessarily incurred in connection with the revision and codification of municipal ordinances.

**BE IT FURTHER RESOLVED** the awarding 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		X			
Commissioner John J. Banning			X			
Commissioner Joseph D. Segrest		X	X			

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May, and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held via online access through zoom.us on **May 7, 2021**.

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

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

**RESOLUTION 2021-071**

**RESOLUTION OF THE BOARD OF THE BOROUGH OF WEST WILDWOOD  
APPOINTING COMMISSIONER JOSEPH D. SEGREST  
AS MUNICIPAL HOUSING LIAISON**

**WHEREAS**, The Borough of West Wildwood’s Housing Element and Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.), applicable Council on Affordable Housing (“COAH”) regulations and Uniform Housing Affordability Controls (“UHAC”) regulations; and

**WHEREAS**, the Borough of West Wildwood has chosen to appoint a Municipal Housing Liaison for the administration of West Wildwood’s affordable housing program to enforce the requirements of applicable COAH and UHAC regulations; and

**WHEREAS**, West Wildwood’s Borough Ordinance provides for the appointment of a Municipal Housing Liaison to administer the Borough’s affordable housing program.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, and the State of New Jersey, that Commissioner Joseph D. Segrest, is hereby appointed by the Board of Commissioners of the Borough of West Wildwood as the Municipal Housing Liaison for the administration of the Borough’s affordable housing program.

	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 **May 7, 2021**.

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

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

**RESOLUTION 2021-072**

**RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO  
ACCEPT A SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2020 OF  
EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY  
MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Borough of West Wildwood Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY20-EMPG-EMAA-0513 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the Borough's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the Borough will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2020 to June 30, 2021; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

**WHEREAS**, the West Wildwood Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Borough accepts the award of the FFY20 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolutions shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

	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 **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

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

**RESOLUTION 2021-073**

**AUTHORIZING THE APPROVAL OF EIGHT DAYS OF EXTENDED PAID  
SICK LEAVE AND APPROVING THE REQUEST FOR UNPAID LEAVE OF ABSENCE**

**WHEREAS**, the Board of Commissioners deem it appropriated to approve eight days of extended paid sick leave to long-time public works employee Francis A. Pellegrino; and

**WHEREAS**, Mr. Pellegrino has submitted a letter requesting an unpaid leave of absence from May 6, 2021 until July 1, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby approve eight days of extended paid sick leave to long-time employee Francis A. Pellegrino and approve his unpaid leave of absence request.

	<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		X			
<b>Commissioner John J. Banning</b>			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 **May 7, 2021**.

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

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

**RESOLUTION 2021-074**

**RESOLUTION OF THE BOROUGH OF WEST  
WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW  
JERSEY, MAKING APPLICATION TO THE LOCAL  
FINANCE BOARD PURSUANT TO N.J.S.A. 40A:2-51**

**WHEREAS**, the Borough of West Wildwood, in the County of Cape May, New Jersey (the "Borough") desires to make application to the Local Finance Board pursuant to the provisions of N.J.S.A. 40A:2-51 et seq. for its approval of the following entitled bond ordinance:

"REFUNDING BOND ORDINANCE PROVIDING FOR THE FUNDING OF THE REMAINING PORTION OF A LITIGATION JUDGMENT IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$800,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$800,000 REFUNDING BONDS OR NOTES OF THE BOROUGH FOR FINANCING THE COST THEREOF."

**WHEREAS**, the Borough believes that:

- (a) it is in the public interest to accomplish such purposes;
- (b) said purposes are for the health, welfare, convenience or betterment of the inhabitants of the local unit or units;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the local unit or units and will not create an undue financial burden to be placed upon the local unit or units;

**NOW THEREFORE, BE IT RESOLVED BY BOROUGH BOARD OF COMMISSIONERS OF THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY**, as follows:

Section 1. The application to the Local Finance Board is hereby approved, and the Borough's Bond Counsel and Auditor, along with other representatives of the Borough, are hereby authorized to prepare such application and to represent the Borough in matters pertaining thereto.

Section 2. The Clerk of the Borough is hereby directed to prepare and file copies of this resolution and refunding bond ordinance with the Local Finance Board as part of such application.

Section 3. The Local Finance Board is hereby respectfully requested to consider such application and to record its approval as provided by the applicable New Jersey Statutes.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held via online access through Zoom.us on **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk



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

**RESOLUTION 2021-075**

**RESOLUTION OF THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, PROVIDING FOR AN EMERGENCY APPROPRIATION IN THE AMOUNT OF \$800,000 PURSUANT TO THE PROVISIONS OF N.J.S.A. 40A:4-46 TO PROVIDE THE FUNDING OF A LITIGATION JUDGMENT**

WHEREAS, an emergency has arisen requiring the appropriation of funds of the Borough of West Wildwood, in the County of Cape May, New Jersey (the "Borough"), in the amount of \$800,000 to provide for the remaining portion of a judgment in the matter Jacquelyn Ferentz v. Mayor Herbert Frederick and the Borough of West Wildwood, Superior Court of New Jersey Law Division, Docket No: CPM-L-797-08, and the costs and expenses associated therewith (collectively, the "Judgment"); and

WHEREAS, adequate provision was not made in the 2021 budget of the Borough for the aforesaid purposes, and N.J.S.A. 40A:4-46 provides authorization for the undertaking of emergency appropriations for the purpose mentioned above; and

WHEREAS, the Borough intends to finance such improvement by a refunding bond ordinance; and

WHEREAS, the total amount of emergency appropriations created, including the appropriation to be created by this resolution, is \$800,000, and 3% of the total current and utility operating appropriations in the budget for CY 2021 is \$108,270; and

WHEREAS, the foregoing emergency appropriation, together with prior emergency appropriations, exceeds 3% of the total operating appropriations (including utility operation appropriations) in the budget for CY 2021.

**NOW THEREFORE, BE IT RESOLVED BY THE BOROUGH BOARD OF COMMISSIONERS OF THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:**

Section 1. In accordance with N.J.S.A. 40A:4-49, petition shall be made to the Director of the Division of Local Government Services for permission to exceed the statutory limitation of 3 percent for the creation of one or more appropriations for the purposes set forth in the preamble in accordance with this Resolution.

Section 2. Pursuant to N.J.S.A. 40A:4-46, an emergency appropriation is hereby made in the amount of \$800,000 providing for the Judgment.

Section 3. Said emergency appropriation is anticipated to be provided in full pursuant to a refunding bond ordinance entitled, "REFUNDING BOND ORDINANCE PROVIDING FOR THE FUNDING OF THE REMAINING PORTION OF A LITIGATION JUDGMENT IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$800,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$800,000 REFUNDING BONDS OR NOTES OF THE BOROUGH FOR FINANCING THE COST THEREOF" to be introduced on the date hereof and finally adopted hereafter.

Section 4. An emergency note not in excess of \$800,000 is hereby authorized to be issued pursuant to N.J.S.A. 40A:4-51.

Section 5. The Borough Board of Commissioners hereby determines that the expenditures authorized in Section 2 hereof will meet a pressing need for public expenditure to protect and promote the public health, safety, morale or welfare of the residents of the Borough.

Section 6. The emergency note authorized herein, if issued, shall be executed by the Mayor and the Chief Financial Officer of the Borough and attested by the Borough Clerk.

Section 7. The Chief Financial Officer of the Borough is hereby delegated the authority to sell and award the note, if any, and such note, if issued, may be renewed from time to time by the Chief Financial Officer provided that any such renewals shall be payable on or before December 31, 2022.

Section 8. Two certified copies of this resolution shall be filed with the Director of the Division of Local Government Services.

Section 9. This resolution shall take effect immediately.

	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 **May 7, 2021**.

  
 Donna L. Frederick, RMC  
 Municipal Clerk

## CERTIFICATION OF CHIEF FINANCIAL OFFICER

**Purpose of emergency appropriation:** To provide for the funding of the remaining portion of a judgment in the matter Jacquelyn Ferentz v. Mayor Herbert Frederick and the Borough of West Wildwood, Superior Court of New Jersey Law Division, Docket No: CPM-L-797-08, and the costs and expenses associated therewith

**Date(s) of occurrence:**

Have any **contracts** been awarded or purchase orders placed in connection with this emergency appropriation? *NO*

IN WITNESS WHEREOF, I have hereunto set my hand as of this 7th day of May, 2021.



Elaine Crowley  
Chief Financial Officer  
Borough of West Wildwood

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

**RESOLUTION 2021-076**

**RESOLUTION TO AMEND CAPITAL BUDGET**

**WHEREAS**, the Board of Commissioners of the Borough of West Wildwood, County of Cape May desires to amend the 2021 Capital Budget by inserting thereon or correcting the item therein as shown in such budget:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, County of Cape of May that the following change be made to the Capital Budget of the year 2021:

**AMENDMENT TO  
CAPITAL BUDGET OF THE  
BOROUGH OF WEST WILDWOOD  
COUNTY OF CAPE MAY, NEW JERSEY**  
Project Schedule for 2021  
Method of Financing


<u>NEW PROJECT</u>	<u>TOTAL COST</u>	<u>CAPITAL IMPROVEMENT FUND</u>	<u>GRANTS IN AID AND OTHER FUNDS</u>	<u>DEBT AUTHORIZED</u>
Refunding Bond Ordinance for Funding of the Remaining Portion of a Litigation Judgment	\$800,000	\$0	\$0	\$800,000

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the office of the Director of the Division of Local Government Services.

It is hereby certified that this is a true copy of a resolution amending the capital budget adopted by the governing body on the 7th day of May, 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 **May 7, 2021**.

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

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

**RESOLUTION 2021-077**

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING FOR  
EMPLOYMENT/PERSONNEL MATTERS**

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

**WHEREAS**, the Borough anticipates discussion of employment/personnel matters which constitutes one of the permitted exemptions; and

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

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held via online access through Zoom.us on **May 19, 2021**.

  
Donna L. Frederick, RMC  
Municipal Clerk