REGULAR MEETING MINUTES

July 2, 2021

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
REGULAR MEETING
JULY 2, 2021
7:00pm – ACTION MEETING

MINUTES:
Mayor Ksiazek called the meeting to order, led the Pledge of Allegiance and read the OPMA statement

ROLL CALL: Present
Comm. Banning
Comm. Segrest
Mayor Ksiazek
Solicitor Lyons
Deputy Clerk Carl O'Hala
Municipal Clerk Donna L. Frederick

ADDITIONS/DELETIONS OF AGENDA ITEMS:
Clerk stated Resolutions #2021-091 & 2021-092 have been added to the agenda and will announce them as additions to the agenda and read in order.

APPROVAL OF MINUTES:
Regular Meeting – June 4, 2021
Workshop Meeting – June 23, 2021
Motion by Mayor Ksiazek; Second by Comm. Segrest.
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Motion Carried

Clerk announced the following: Borough received legal notification from Van Note-Harvey engineers of a NJDEP Submission for a Coastal Zone Management General Permit & Waterfront Development Individual Permit for a Single family home or duplex and floating dock for Block 101, Lots 16 & 17 (666 & 664 W. 26th St.)

ORDINANCES:
Clerk read the following Ordinance for the second reading and public hearing:

ORDINANCE 594(2021) Second Reading/Public Hearing – ORDINANCE TO PROHIBIT SMOKING IN PUBLIC PLACES - Mayor gave a description of the ordinance stating due to the legalization of cannabis this ordinance bans all smoking in public places. Mayor called for a motion to open the meeting for public comment on Ordinance 594(2021). Motion by Comm. Banning; Second by Mayor Ksiazek. Roll Call, all in favor.

Hearing no public comment, Mayor called for a motion to close the public hearing. Motion by Comm. Segrest; Second by Comm. Banning. Roll call, all in favor.

Clerk called for a motion to adopt Ord. 594(2021). Motion by Comm. Segrest; Second by Mayor Ksiazek. Roll call, all in favor.

Ordinance 594(2021) adopted on the second reading/public hearing.

RESOLUTIONS: CLERK READ BY NUMBER & TITLE

2021-087 – AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER "ESTIMATED" TAX BILL, DUE AUGUST 1, 2021

Clerk asked for a motion to adopt resolution.
Motion by Comm. Segrest; Second by Mayor Ksiazek
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Resolution Adopted.

2021-088 - A RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF WEST WILDWOOD AUTHORIZING THE ADOPTION OF THE 2021 CAPE MAY COUNTY, NEW JERSEY HAZARD MITIGATION PLAN UPDATE

Clerk asked for a motion to adopt resolution.
Motion by Comm. Banning; Second by Comm. Segrest
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Resolution Adopted.

2021-089 – A RESOLUTION SUPPORTING PARTICIPATION IN THE SUSTAINABLE JERSEY MUNICIPAL CERTIFICATION PROGRAM

Clerk asked for a motion to adopt resolution.
Motion by Comm. Banning; Second by Comm. Segrest
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, abstain.
Resolution Adopted.

Prior to reading the next resolution the clerk suggested to Mayor Ksiazek to abstain from resolution 2021-089 since he is named as the agent. Mayor agreed and revoted as abstained, clerk noted the vote change.

2021-090 –APPROVAL TO SUBMIT GRANT APPLICATION AND EXECUTE GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE LAKE ROAD ROADWAY AND DRAINAGE IMPROVEMENTS PROJECT MA-2022-LAKE ROAD ROADWAY AND DRAINAGE IMPRO-00452

Clerk asked for a motion to adopt resolution.
Comm. Segrest request to table this for further discussion at the next workshop meeting.
Clerk asked for a motion to table Resolution 2021-090
Motion by Comm. Banning; Second by Comm. Segrest
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Resolution Tabled.

Clerk announced the two following resolutions are additions to the agenda.

2021-091 – RESOLUTION ADOPTING AN AFFORDABLE HOUSING TRUST FUND SPENDING PLAN

the $12,000.00 cost to get the survey finished. Mayor will discuss that option and stated this is a slow-moving process and it needs to be shovel ready to get funding. Comm. Segrest commented the borough is getting money from COVID funds which are eligible to be used for sewer/water projects going forward, $27,000.00 this year and $27,000.00 next year.

NANCY DOHERTY, 215 R Avenue, commented about the mud filling in on one side of the canal. Mayor stated it is a complex issue, it is a process getting on the Army Corps list for dredging the intercoastal.

KATE SAMSON, 205 O Avenue, suggested a fundraiser, selling t-shirts, to buy benches. Mayor stated he set up a beautification fund. Solicitor stated there are limitations as to what a municipality is permitted, such as selling bricks or hosting events. When selling products there is accountability, cash handling, a lot of additional labor, recording problems. Mayor asked anyone with suggestions please email him.

Hearing no more public comment Mayor closed the meeting to the floor and the clerk asked for a motion to adjourn.

Motion to Adjourn:

Motion by Comm. Segrest; Second by Comm. Banning.
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Motion Carried

Respectfully submitted

Donna L. Frederick, RMC
Municipal Clerk

This is a generalization of the Regular meeting on JULY 2, 2021 and not a verbatim transcript.

THESE MINUTES WERE APPROVED AT THE AUGUST 6, 2021 REGULAR COMMISSION MEETING

MAYOR MATTHEW J. KSIAZEK

COMMISSIONER JOHN J. BANNING

COMMISSIONER JOSEPH D. SEGREST

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY, NEW JERSEY

ORDINANCE 594(2021)

ORDINANCE TO PROHIBIT SMOKING IN PUBLIC PLACES

WHEREAS, the dangers of smoking and the effects of second hand smoke are well documented health hazards; and

WHEREAS, the Borough of West Wildwood, through adoption of this Ordinance to prohibit smoking activities in public places with the Borough of West Wildwood; and

WHEREAS, the Borough Commissioners of Borough of West Wildwood wish to create this Ordinance – "Smoking Ban, " prohibiting smoking in public places.

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

Section 1.

Chapter Smoking

§ 1. Definitions

As used in this chapter, the following terms shall have the meanings indicated:

PUBLIC BUILDINGS
Any Borough-owned or leasing building, including but not limited to all municipal buildings, beaches, parks and playgrounds, etc., in which the public is invited, or the public is permitted.

SMOKING
The burning or use of a lighted cigar, cigarette, pipe, e-cigarette, vape or any other matter or substance, including cannabis, which emits a vapor or smoke.

§ 2. Smoking prohibited in public places; signs to be posted.

A. Smoking in public buildings and on Borough properties as herein defined within the Borough of West Wildwood is prohibited.
B. "No Smoking" signs or the international no smoking symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a diagonal red line through its cross-section) shall be posted at each public building entrance and within said building, as well as at conspicuous locations on recreation properties, in a number and in

a manner determined by the administrator in charge of each such building or recreation property to be sufficient to inform the public that there is no smoking allowed within the building or on any such recreation property. The signs may contain a warning that smoking within the building or on any such recreation property is subject to a fine. The failure to post any such sign shall not be a defense to a violation of this chapter.

§ 3. Enforcement

The enforcement authority of this chapter shall be the Police Department of the Borough of West Wildwood.

§ 4. Violations and penalties.

A. Any person who violated any provision of this chapter shall be subject to the following:
   1) A fine in the maximum amount of $125 for the first violation.
   2) A fine in the maximum amount of $200 for the second violation.
   3) A fine in the maximum amount of $300 for each additional violation.

Section 2.

If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 3.

This ordinance shall take effect upon its passage and publication and filing with the Borough of West Wildwood Planning Board, and as otherwise provided for by law.

COMMISSIONERS:

MAYOR MATTHEW J. KSIAZEK

COMMISSIONER JOHN J. BANNING

COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2021 06-04
Publication: 2021 06-10

	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** of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the June 4, 2021 Regular Meeting held via online access through Zoom.us, and will be considered for final passage after a public hearing to be held on July 2, 2021 at 7:00pm prevailing time.

Donna L. Frederick, RMC
Municipal Clerk

COMMISSIONERS:

MAYOR MATTHEW J. KSIAZEK

COMMISSIONER JOHN J. BANNING

COMMISSIONER JOSEPH D. SEGREST

Second Reading/Public Hearing: 2021 07-02
Publication: 2021 07-12

	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** of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the June 4, 2021 Regular Meeting held via online access through Zoom.us, and finally adopted after a public hearing held on July 2, 2021 at 7:00pm prevailing time.

Donna L. Frederick, RMC
Municipal Clerk

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
NEW JERSEY

RESOLUTION 2021-087

AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER "ESTIMATED" TAX BILLS, DUE AUGUST 1, 2021

WHEREAS, N.J.S.A. 54:4-66.3, pursuant to Section 3 of P.L. 1994 c. 72 and 54:4-66.2, the Governing Body of the Borough of West Wildwood has determined that the Tax Collector will be unable to complete the mailing and delivery of the tax bills due to the absence of a certified tax rate; and

WHEREAS, due to the late adoption of the municipal budgets, the County Board of Taxation will be unable to certify the tax rate at this time and the municipal Tax Collector will be unable to mail the tax bills on a timely basis; and

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy in accordance with N.J.S.A. 54:4-66.3, necessary to bill third quarter taxes due August 1, 2021.

WHEREAS, in accordance with Chapter 72, P.L. 1994, the Tax Collector requests the Governing Body of the Borough of West Wildwood to approve the estimated tax levy; which is between the mandated estimated ranges proposed by the Division of Local Government Services. Approval will enable the Borough to meet its financial obligations, maintain the tax collection rate, provide uniformity for the tax payments and save the unnecessary costs of interest on borrowing,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of West Wildwood authorizes the Tax Collector to process estimated tax bills for the third quarterly installment of 2021 taxes; and

BE IT FURTHER RESOLVED that, the third quarterly installment of 2021 taxes shall not be subject to interest until the later of August 10, 2021 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

	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 on **July 2, 2021.**

Donna L. Frederick, RMC
Municipal Clerk

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
NEW JERSEY

RESOLUTION 2021-088

A RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF WEST WILDWOOD AUTHORIZING THE ADOPTION OF THE 2021 CAPE MAY COUNTY, NEW JERSEY HAZARD MITIGATION PLAN UPDATE

WHEREAS, all jurisdictions within Cape May County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Cape May County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Cape May County; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the Borough of West Wildwood:

1) Adopts in its entirety, the 2021 Cape May County Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.

2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.

3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.

4) Will continue its support of the Mitigation Planning Committee as described within the Plan.

5) Will help to promote and support the mitigation successes of all participants in this Plan.

6) Will incorporate mitigation planning as an integral component of government and partner operations.

7) Will provide an update of the Plan in conjunction with the County no less than every five years.

	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 on **July 2, 2021.**

Donna L. Frederick, RMC
Municipal Clerk

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
NEW JERSEY

RESOLUTION 2021-089

A RESOLUTION SUPPORTING PARTICIPATION IN THE SUSTAINABLE JERSEY MUNICIPAL CERTIFICATION PROGRAM

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic, and social objectives are balanced and mutually supportive; and

WHEREAS, the Borough of West Wildwood strives to save tax dollars, assure clean land, air, and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, the Borough of West Wildwood hereby acknowledges that the residents of West Wildwood desire a stable, sustainable future for themselves and future generations; and

WHEREAS, the Borough of West Wildwood wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically-sound, local government practices; and

WHEREAS, by endorsing a sustainable path the Borough of West Wildwood is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

WHEREAS, as elected representatives of the Borough of West Wildwood, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community.

NOW, THEREFORE, BE IT RESOLVED that to focus attention and effort withing the Borough of West Wildwood on matters of sustainability, the Governing Body wishes to pursue local initiatives and actions that will lead to Sustainable Jersey Municipal Certification.

BE IT FURTHER RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that we do hereby authorize Mayor Matthew J. Ksiazek to serve as the Borough of West Wildwood's agent for the Sustainable Jersey Municipal Certification process and authorize him to complete the Municipal Registration on behalf of the Borough of West Wildwood.

	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 on **July 2, 2021.**

Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-090

APPROVAL TO SUBMIT GRANT APPLICATION AND EXECUTE GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE LAKE ROAD ROADWAY AND DRAINAGE IMPROVEMENTS PROJECT MA-2022-LAKE ROAD ROADWAY AND DRAINAGE IMPRO-00452

NOW, THEREFORE, BE IT RESOLVED that Board of Commissioners of the Borough of West Wildwood formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2022-Lake Road Roadway and Drainage Impro-00452 to the New Jersey Department of Transportation on behalf of West Wildwood.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of West Wildwood and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

	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 on **July 2, 2021.**

Donna L. Frederick, RMC
Municipal Clerk

TABLED

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
NEW JERSEY

RESOLUTION 2021-091

RESOLUTION ADOPTING AN AFFORDABLE HOUSING TRUST FUND SPENDING PLAN

WHEREAS, on April 15, 2021, the West Wildwood Borough's Planning Board adopted a Housing Element and Fair Share Plan that 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 Mount Laurel lawsuits; and

WHEREAS, the adopted and endorsed Plan includes a Spending Plan component, as required by the Council on Affordable Housing's Rules at N.J.A.C. 5:93-5.1(c), which projects anticipated revenues to the Borough's Affordable Housing Trust Fund, and describes anticipated expenditures of funds to address its fair share obligation as set forth in the Fair Share Plan; and

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of West Wildwood in the County of Cape May, and the State of New Jersey hereby adopts the Spending Plan component of the Housing Element and Fair Share Plan, 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 on **July 2, 2021.**

Donna L. Frederick

Donna L. Frederick, RMC
Municipal Clerk

BOROUGH OF WEST WILDWOOD

AFFORDABLE HOUSING SPENDING PLAN

INTRODUCTION

To comply with the March 10, 2015 Mt. Laurel IV decision, West Wildwood Borough petitioned the Superior Court on April 2, 2019, for a Declaratory Judgment and temporary immunity from builder's remedy suits.

The Borough adopted a 2021 Housing Element and Fair Share Plan amendment and executed a Settlement Agreement with FSHC which was the result of the amicable resolution of meeting the Borough's fair share affordable housing obligation.

On February 5, 2021, the Borough adopted a mandatory development fee ordinance. The 2021 ordinance included the establishment of residential development fees in the amount of 1% of the equalized assessed value of residential development and nonresidential development fees in the amount of 2.5% of the equalized assessed value of nonresidential development.

All development fees, payments in lieu of constructing affordable units on site, "other" income, and interest generated by the fees are deposited in one (1) separate interest-bearing account dedicated toward the creation of affordable housing. These funds shall be spent in accordance with N.J.A.C. 5:93-8.16, as described in the sections that follow.

This spending plan is submitted to the Superior Court of New Jersey for approval to expend Affordable Housing Trust Fund monies that will contribute to the rehabilitation program. All initial funds will be expended toward the Borough's rehabilitation program. Additionally, once affordable units are produced within the Borough, it will expend funds on affordability assistance (including infrastructure grants), including expenditures to create very-low

income units or to render existing units more affordable, and toward administrative expenses.

REVENUES FOR CERTIFICATION PERIOD

To calculate a projection of revenue anticipated during the period of Third Round Judgment of Repose, West Wildwood considered the following:

(a) Development fees: $70,000

1. Residential and nonresidential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
2. All projects currently before the planning and zoning boards for development approvals that may apply for building permits and certificates of occupancy; and
3. Future development that is likely to occur based on historical rates of development.

(b) Payment in lieu (PIL): $0

Actual and committed payments in lieu of construction from developers. The Borough does not anticipate receiving payment-in-lieu of construction through the Third Round.

(c) Other funding sources: $0

The Borough does not anticipate future funds from this category at this time. Funds from other sources, include, but are not limited to the sale of units with extinguished controls, repayment of affordable housing program loans, rental income, and proceeds from the sale of affordable units. All monies in the

Affordable Housing Trust fund are anticipated to come from development fees and interest.

(d) Projected interest: $ 700

Based on interest earned in recent years and projected rates of development fee revenue, West Wildwood anticipates collecting $700 in interest through 2025.

Table SP-1 indicates the anticipated revenue to be generated from development impact fees and interest. West Wildwood Borough projects a Total of $70,700 to be collected between May 2021 and December 31, 2025, including interest, to be used for affordable housing purposes. All interest earned on the account shall accrue to the account to be used only for the purposes of affordable housing.

Source of Funds – Housing Trust Fund 2020 through 2025

Year Source of Funds	2021	2022	2023	2024	2025	2020-2025 Total
Projected Residential Development	$14K	$14K	$14K	$14K	$14K	$70K
Projected Non-Residential Development	-	-	-	-	-	-
Interest	$140	$140	$140	$140	$140	$700
Total	$14,140	$14,140	$14,140	$14,140	$14,140	$70,700

Projected residential development is based on the estimate of 20 new homes being constructed over the next five (5) years; this is a rate of 4 new housing units per year. This estimate does not include affordable housing sites that will be producing affordable housing and may not be charged a residential development fee. Interest calculations are based on deposits, averaged and extrapolated through 2025.

ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by West Wildwood Borough:

a) Collection of development fee revenues:

All collection of development fee revenues will be consistent with local regulations which follow COAH administrative models for both residential and non-residential developments and in accordance with N.J.S.A. 40:55D-8.1 through 8.7.

(b) Distribution of development fee revenues:

The governing body may hear and decide upon a request for development fee revenues for the purpose of creating affordable housing. The governing body reviews the request for consistency with the Spending Plan and adopts the recommendation by resolution.

The release of funds requires the adoption of the governing body resolution. Once a request is approved by resolution, the Chief Financial Officer releases the requested revenue from the trust fund for the specific use approved in the governing body's resolution.

DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

(c) Rehabilitation: $35,350

West Wildwood Borough has a 3-unit rehabilitation obligation and intends to satisfy that obligation through participation in the Wildwood Regional Affordable Homeowner Repair Program. The Borough will devote the funds for rehabilitation assistance to the upgrade of a substandard unit for income-eligible homeowners qualified through the county program in accordance with N.J.A.C. 5:93-5.2. The

expenditure of funds on the Borough's rehabilitation program will be a priority over the remaining expenditures set forth in this Spending Plan.

(d) Affordability Assistance (N.J.A.C. 5:93-8.16(c))

The Borough will initially prioritize trust fund expenditures toward its rehabilitation obligation until affordable units are produced within the Borough that would qualify for the affordability assistance program. Once affordable units come online, West Wildwood Borough is required to spend a minimum of 30 percent of development fee revenue to render affordable units more affordable and at least one-third of that amount must be dedicated to very low-income households or to create very low-income units (i.e. households with incomes less than 30 percent of the regional median income). The actual affordability assistance minimums should be calculated based on actual revenues.

Projected Minimum Affordability Assistance Requirement		
Development Fees Projected 2021-2025	+	$70,000
Interest Projected 2021-2025	+	$700
Total	=	$70,700
30 Percent Requirement	x 0.30 =	$21,210
Projected Minimum Affordability Assistance Requirement	=	$21,210
Projected Minimum Very Low-Income Requirement	÷ 3 =	$7,070

Based on fees and interest for projected revenues, West Wildwood Borough will dedicate at least $21,210 from the affordable housing trust fund to render units more affordable, including $7,070 to render units more affordable to households with income at 30 percent or less of median income by region. This program will be subordinate to the Borough's Rehabilitation Program until such time as affordable units are created within the Borough, thus necessitating the affordability assistance program. Please refer to the affordability assistance

program manual provided as an appendix to the Spending Plan for details of how the affordability assistance funds are anticipated to be used. It may use a variety of vehicles to do this including, but not limited to the following:

- Emergency Repair Program;
- Down-payment assistance;
- Rental assistance;
- Security deposit assistance;
- Moving expenses;
- Low interest loans;
- Assistance with homeowners' association or condominium fees and special assessments; and/or
- Converting low-income units to very-low-income units or creating new very-low income units, etc.

The Borough will work with its affordable housing providers and administrator to expand outreach to ensure the existing and new households of very-low-, low- and moderate-income programs can take advantage of affordability assistance programs. Additionally, the Borough will work with affordable housing providers to convert low income units to very low-income units.

(e) Administrative Expenses (N.J.A.C. 5:93-8.16(e))

West Wildwood Borough may use Affordable Housing Trust Fund revenue for related administrative costs up to a 20 percent limitation pending funding availability after programmatic and affordability assistance expenditures. The actual administrative expense maximum is calculated on an ongoing basis based on actual revenues.

Projected Administrative Expenses		
Development Fees Projected 2021-2025	+	$70,000
Interest Projected 2021-2025	+	$700
Total	=	$70,700
20 Percent Maximum Permitted Administrative Expenses	x 0.20 =	$14,140
Projected Allowed Administrative Expenditures	=	$14,140

West Wildwood Borough projects that $14,140 may be available from the affordable housing trust fund to be used for administrative purposes. Projected administrative expenditures, subject to the 20 percent cap, are as follows:

- Borough Attorney, Engineer, and Planner fees related to plan preparation and implementation, and to obtaining Judgment of Compliance and Repose;
- Administration fees related to rehabilitation, extension of expiring controls, affordability assistance programs, and municipally-sponsored construction programs;
- Affirmative Marketing;
- Income qualification of households; and
- Administration of Borough's Affordable Housing Units.

EXPENDITURE SCHEDULE

West Wildwood Borough intends to use Affordable Housing Trust Fund revenues for its rehabilitation program, affordability assistance including the creation of very-low income units and making existing units more affordable, and administrations expenses. Additionally, this expenditure schedule meets the requirement that trust fund revenues are expended within four years of their collection.

Projected Expenditure Schedule 2021 Through 2025

Program	Units	2021	2022	2023	2024	2025	Total
Rehabilitation		$7,070	$7,070	$7,070	$7,070	$7,070	$35,350
Affordability Assistance		$4,242	$4,242	$4,242	$4,242	$4,242	$21,210
Administration		$7,000	$1,785	$1,785	$1,785	$1,785	$14,140
TOTAL		$18,312	$13,097	$13,097	$13,097	$13,097	$70,700

EXCESS OR SHORTFALL OF FUNDS

In the event that a shortfall of anticipated revenues occurs, West Wildwood will fund the shortfall through bonding or other funding mechanisms to satisfy the gap in funding. In the event that funds exceed projected expenditures, the Borough will devote any excess funds on additional affordability assistance above the 30 percent minimum requirement. Alternatively, the Borough reserves the opportunity to amend its Housing Element and Fair Share Plan, as well as this Spending Plan, to create additional affordable housing opportunities.

SUMMARY

The Borough of West Wildwood intends to spend Affordable Housing Trust Fund revenues pursuant to the extant regulations governing such funds and consistent with the housing programs outlined in the 2020 Third Round Housing Plan Element and Fair Share Plan. West Wildwood anticipates $70,700 in revenues before the expiration of a Third Round Judgment of Repose. The Borough may expend up to $14,140 of Trust Funds on administrative costs during the period of repose. At this time, the Borough estimates that approximately $7,070 of Trust Funds will be spent to create very low-income units, and to make units more affordable. The Borough intends to prioritize all trust fund money for its

rehabilitation program until such time as affordable housing units are created, which will necessitate the affordability assistance program.

Spending Plan Summary	
Revenues	
Projected Revenue from 2021 through 2025	
1. Development Fees	+ $70,000
2. Payments-In-Lieu of Construction	+ $0.00
3. Other Funds	+ $0.00
Interest	+ $700
Total Projected Balance	= $70,700
Expenditures	
Funds Used for Rehabilitation	- $35,350
Affordability Assistance	- $21,210
New Construction	- $0
Administration	- $14,140

Total Projected Expenditures	= $70,700
Remaining Balance	= $0.00

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
NEW JERSEY

RESOLUTION 2021-092

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			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 on **July 2, 2021.**

Donna L. Frederick, RMC
Municipal Clerk

OWNER UNIT AFFORDABILITY ASSISTANCE PROGRAM AND RENTAL UNIT AFFORDABILITY ASSISTANCE PROGRAM

OWNER UNIT AFFORDABILITY ASSISTANCE PROGRAM

Foreclosure Assistance Program

Eligible owners may receive payment of mortgage expenses for mortgages in the pre-foreclosure or foreclosure process, not to exceed one thousand five hundred dollars ($1.500.00) per unit. This assistance shall be in the form of a grant.

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 Owner Unit and Rental Unit Affordability Assistance Programs will begin once the first affordable unit is constructed and deed restricted. Until such time, the Borough's affordable housing trust fund money shall be prioritized for addressing the Borough's rehabilitation obligation.

West Wildwood Borough's Owner Unit and 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 foreclosure payment assistance, 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 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 owners and 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.

Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 14909 to 14956
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor					Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
14909	07/01/21	00101 THE HERALD						1408
21-00322	1	ADVERTISING - YARD SALE AD	50.00	1-01-20-100-021 GEN. ADMIN. LEGAL ADVERTISING	Budget		39	1
14910	07/01/21	00103 ABS ELECTRIC, INC.						1408
21-00308	1	2021 ANNUAL SERVICE CONTRACT	966.00	1-01-26-310-029 maintenance contract	Budget		11	1
14911	07/01/21	00208 ACTION UNIFORM CO LLC						1408
21-00283	1	UNIFORMS FOR MATT REILLY	748.96	1-01-25-240-032 Uniforms	Budget		2	1
21-00284	1	UNIFORMS FOR H. DENHAM	157.96	1-01-25-240-032 Uniforms	Budget		3	1
			906.92					
14912	07/01/21	00308 ADP, INC.						1408
21-00318	1	CHARGES FOR JUNE 2021	132.67	1-01-20-130-028 Payroll Services	Budget		34	1
21-00318	2	CHARGES FOR JUNE 2021	116.95	1-01-20-130-028 Payroll Services	Budget		35	1
			249.62					
14913	07/01/21	00312 DAVE GREENLAND						1408
21-00342	1	LABOR TO REPAIR GENSET	1,100.00	1-01-26-290-034 Fleet Maintenance	Budget		61	1
14914	07/01/21	01501 VICTORIA APPLEGATE						1408
21-00337	1	POLL WORKER 6/8/21	200.00	1-01-20-120-029 Election Workers	Budget		55	1
21-00337	2	JUDGE	25.00	1-01-20-120-029 Election Workers	Budget		56	1
			225.00					
14915	07/01/21	019011 ATLANTIC CITY ELECTRIC						1408
21-00313	1	CHARGES FOR JUNE 2021	2,007.78	1-01-31-435-000 Street Lighting	Budget		18	1
21-00313	2	CHARGES FOR JUNE 2021	408.29	1-01-31-430-000 Electricity	Budget		19	1
21-00313	3	CHARGES FOR JUNE 2021	242.19	1-01-31-430-000 Electricity	Budget		20	1
21-00313	4	CHARGES FOR JUNE 2021	11.38	1-01-31-430-000 Electricity	Budget		21	1
21-00313	5	CHARGES FOR JUNE 2021	12.27	1-01-31-430-000 Electricity	Budget		22	1
21-00313	6	CHARGES FOR JUNE 2021	714.80	1-01-31-430-000 Electricity	Budget		23	1
21-00313	7		72.80	1-01-31-430-000 Electricity	Budget		24	1

eck # Check Date Vendor PO # Item Description	Amount Paid	Charge Account	Account Type	Reconciled/Void Ref Num Contract Ref Seq Acct
14915 ATLANTIC CITY ELECTRIC Continued				
21-00313 8 CHARGES FOR JUNE 2021	16.71	1-01-31-440-000 Telephone	Budget	25 1
	3,486.22			
14916 07/01/21 04002 BOWMAN & COMPANY LLP				1408
21-00358 1 PROFESSIONAL SERVICES RENDERED	1,750.00	1-09-55-502-028 Professional Services	Budget	72 1
14917 07/01/21 05202 CAPE MAY CNTY TREASURERS OFF.				1408
21-00307 1 BUSINESS CARDS FOR	77.24	1-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget	10 1
14918 07/01/21 05203 C.M.C.M.U.A. WASTER WATER DIV.				1408
21-00329 1 2ND QTR 2021 MUA WASTEWATER	108,466.25	1-09-55-502-078 Contract Services-MUA	Budget	45 1
14919 07/01/21 05203 C.M.C.M.U.A. WASTER WATER DIV.				1408
21-00356 1 DISPOSAL FEES FOR MAY 2021	3,174.62	1-01-32-465-000 SOLID WASTE DISPOSAL	Budget	71 1
14920 07/01/21 05208 CAPE MAY CO.CLERK				1408
21-00335 1 PRINT SAMPLE BALLOTS	101.70	1-01-20-120-023 printing-election	Budget	51 1
21-00335 2 IMPRINT SAMPLE BALLOTS	31.29	1-01-20-120-023 printing-election	Budget	52 1
21-00335 3 POSTAGE	34.54	1-01-20-120-023 printing-election	Budget	53 1
	167.53			
14921 07/01/21 05233 CAPE 47 LUMBER				1408
21-00328 1 FLAGS/ZIP TIES	36.02	1-01-26-290-038 Gen. Hardware-maint. supplies	Budget	44 1
14922 07/01/21 05235 THE CARLSEN GROUP INC				1408
21-00325 1 CHARGES FOR JUNE 2021	95.00	1-01-20-120-026 Maintenance Contracts	Budget	43 1
14923 07/01/21 06001 CITY OF WILDWOOD				1408
21-00346 1 2nd QTR POLICE DISPATCH	9,500.00	1-01-42-250-000 INTERLOCAL SERVICE 911	Budget	62 1
21-00347 1 2ND QTR MUNICIPAL COURT FEES	5,500.00	1-01-43-490-039 WILDWOOD COURT O.E.	Budget	63 1
21-00348 1 2ND QTR EMS	4,250.00	1-01-42-251-000 WILDWOOD AMBULANCE FEES	Budget	64 1
	19,250.00			
14924 07/01/21 06001 CITY OF WILDWOOD				1408
21-00324 1 CHARGES FOR JUNE 2021	501.54	1-01-31-460-000 Gasoline and Diesel	Budget	42 1

Check #	Check Date	Vendor	PO #	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num	Contract	Ref Seq	Acct
14925	07/01/21	06615 COMCAST								1408			
			21-00314	1	CHARGES FOR JUNE 2021	88.40	1-01-31-440-000 Telephone	Budget			26	1	
			21-00314	2	CHARGES FOR JUNE 2021	15.02	1-01-31-440-000 Telephone	Budget			27	1	
			21-00314	3	CHARGES FOR JUNE 2021	309.75	1-01-31-440-000 Telephone	Budget			28	1	
			21-00314	4	CHARGES FOR JUNE 2021	82.46	1-01-31-440-000 Telephone	Budget			29	1	
			21-00314	5	CHARGES FOR JUNE 2021	108.35	1-01-31-440-000 Telephone	Budget			30	1	
						603.98							
14926	07/01/21	08201 DELTA DENTAL PLAN OF N.J. INC.								1408			
			21-00330	1	CHARGES FOR JULY 2021	807.25	1-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget			46	1	
14927	07/01/21	09805 LORI J. PERLOFF								1408			
			21-00339	1	POLL WORKER 6/8/21	200.00	1-01-20-120-029 Election Workers	Budget			58	1	
14928	07/01/21	13409 JACQUELYN FERENTZ								1408			
			21-00349	1	JUDGEMNET DOCKET #CPM-797-08	5,040.60	1-01-37-480-001 JUDGMENTS	Budget			65	1	
14929	07/01/21	13416 CONSTELLATION NEWENERGY INC								1408			
			21-00316	1	CHARGES FOR JUNE 2021	215.66	1-01-31-430-000 Electricity	Budget			32	1	
			21-00316	2	CHARGES FOR JUNE 2021	2.12	1-01-31-430-000 Electricity	Budget			33	1	
						217.78							
14930	07/01/21	16902 BLANEY & DONOHUE, PA								1408			
			21-00354	1	PROFESSIONAL SERVICES RENDERED	459.00	1-01-20-155-027 Legal Services	Budget			69	1	
14931	07/01/21	18609 ANIMAL CONTROL OF SOUTH JERSEY								1408			
			21-00352	1	2ND QTR ANIMAL CONTROL SERVICE	600.00	1-01-27-340-029 Contractual Services	Budget			68	1	
14932	07/01/21	18611 JOYCE MEDIA								1408			
			21-00360	1	WEB HOSTING FOR JUNE 2021	89.95	1-01-20-140-059 Data Processing Equipment	Budget			74	1	
14933	07/01/21	22106 INSTITUTE FOR FORENSIC								1408			
			21-00332	1	TESTING	1,000.00	1-01-25-240-026 Maintenance Contract	Budget			48	1	
14934	07/01/21	29502 LIFE SAVERS, INC.								1408			
			21-00285	1	LIFELINE AED ADULT DEFIB	138.88	1-01-25-240-030 Materials and Supplies	Budget			4	1	

Ck #	Check Date	Vendor	PO #	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num	Contract	Ref Seq	Acct
14935	07/01/21	31220 MAX COMMUNICATIONS, INC.								1408			
	21-00302			1	CHARGES FOR JUNE 2021	703.75	1-01-31-440-000 Telephone	Budget				5	1
14936	07/01/21	31801 MGL PRINTING SOLUTIONS								1408			
	21-00333			1	TAX BILLS	286.00	1-01-20-145-023 printing	Budget				49	1
14937	07/01/21	39002 PARAMOUNT CHEMICAL & PAPER CO.								1408			
	21-00310			1	BLACK TRASH BAGS	80.76	1-01-26-310-052 Janitorial Equipment	Budget				13	1
14938	07/01/21	39801 PITNEY BOWES GLOBAL FINANCIAL								1408			
	21-00359			1	POSTAGE MACHINE LEASE	426.00	1-01-20-100-053 GEN. ADMIN. NEW EQUIPMENT	Budget				73	1
14939	07/01/21	47210 SERVICE TIRE TRUCK CENTER								1408			
	21-00306			1	ROAD SERVICE	695.25	1-01-26-290-034 Fleet Maintenance	Budget				7	1
	21-00306			2	FUEL SURCHARGE	16.54	1-01-26-290-034 Fleet Maintenance	Budget				8	1
	21-00306			3	OTR SMLL INSTALL O RINGS	119.80	1-01-26-290-034 Fleet Maintenance	Budget				9	1
						831.59							
14940	07/01/21	48201 SOUTH JERSEY GAS COMPANY								1408			
	21-00312			1	CHARGES FOR JUNE 2021	138.07	1-01-31-446-000 Natural Gas	Budget				16	1
	21-00312			2	CHARGES FOR JUNE 2021	70.23	1-01-31-446-000 Natural Gas	Budget				17	1
						208.30							
14941	07/01/21	48207 SOUTH JERSEY WELDING SUPPLY CO								1408			
	21-00315			1	CHARGES FOR JUNE 2021	58.59	1-01-26-290-038 Gen. Hardware-maint. supplies	Budget				31	1
14942	07/01/21	48705 TREASURER/STATE OF NEW JERSEY								1408			
	21-00341			1	VEHICLE REGISTRATION RENEWAL	400.00	1-09-55-502-034 Fleet Maintenance	Budget				60	1
14943	07/01/21	60201 XEROX CORPORATION								1408			
	21-00321			1	COPIER LEASE IN BACK OFFICE	159.79	1-01-20-100-023 GEN. ADMIN. PRINTING	Budget				38	1
14944	07/01/21	65405 W. B. MASON								1408			
	21-00334			1	COPY PAPER	349.80	1-01-20-100-036 GEN. ADMIN. OFFICE SUPPLIES	Budget				50	1
14945	07/01/21	65406 STANDARD OFFICE SYSTEMS								1408			
	21-00323			1	CHARGES FOR JUNE 2021	212.07	1-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget				40	1

heck # Check Date Vendor PO # Item Description	Amount Paid	Charge Account	Account Type	Reconciled/Void Ref Num Contract Ref Seq Acct
14945 STANDARD OFFICE SYSTEMS Continued				
21-00323 2 CHARGES FOR JUNE 2021	33.20	1-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget	41 1
	245.27			
14946 07/01/21 66666 VERIZON				1408
21-00311 1 CHARGES FOR JUNE 2021	628.47	1-01-31-440-000 Telephone	Budget	14 1
21-00311 2 CHARGES FOR JUNE 2021	50.90	1-01-31-440-000 Telephone	Budget	15 1
	679.37			
14947 07/01/21 694224 AXON ENTERPRISES, INC.				1408
21-00336 1 MAINTENANCE AGREEMENT FOR	6,763.14	1-01-25-240-026 Maintenance Contract	Budget	54 1
14948 07/01/21 694337 JUNE C. KARP				1408
21-00340 1 POLL WORKER 6/8/21	200.00	1-01-20-120-029 Election Workers	Budget	59 1
14949 07/01/21 694454 ANNA M DOHERTY				1408
21-00338 1 POLL WORKER 6/8/21	200.00	1-01-20-120-029 Election Workers	Budget	57 1
14950 07/01/21 964644 SURENIAN, EDWARDS & NOLAN LLC				1408
21-00331 1 PROFESSIONAL SERVICES RENDERED	2,153.50	1-01-20-155-027 Legal Services	Budget	47 1
14951 07/01/21 964646 GOLD MEDAL ENVIRONMENTAL				1408
21-00355 1 CHARAGES FOR JUNE 2021	6,213.08	1-01-26-305-029 Contractual-collection	Budget	70 1
14952 07/01/21 964646 GOLD MEDAL ENVIRONMENTAL				1408
21-00304 1 30 YD DUMPSTER	450.00	1-01-26-290-030 Materials and Supplies	Budget	6 1
14953 07/01/21 964647 EQUITY TRUST COMPANY				1408
21-00351 1 JUDGMENT PARTIAL ASSIGNMENT	10,000.00	1-01-37-480-001 JUDGMENTS	Budget	67 1
14954 07/01/21 964673 DOUGLAS LAW GROUP, LLC				1408
21-00350 1 JUDGMENT DOCKET #CPC-L797-08	7,589.96	1-01-37-480-001 JUDGMENTS	Budget	66 1
14955 07/01/21 964679 GEBHARDT & KIEFER, P.C.				1408
21-00319 1 PROFESSIONAL SERVICES RENDERED	3,000.00	1-01-20-155-027 Legal Services	Budget	36 1
21-00320 1 ADDITIONAL SERVICES RENDERED	900.00	1-01-20-155-027 Legal Services	Budget	37 1
	3,900.00			

Check #	Check Date	Vendor		PO #	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num Contract	Ref Seq	Acct
14956	07/01/21	03102	BANK OF AMERICA								1408		
				21-00281	1	VARIOUS SUPPLIES FOR PARKS	107.84	1-01-28-375-030 materials & supplies	Budget		1	1	
				21-00309	1	WAX PAPER FOR PRETZELS FOR	15.53	1-01-30-420-000 CELEBRATION OF PUBLIC EVENTS	Budget		12	1	
				21-00364	1	BOROUGH MEETING DUE TO	15.98	1-01-20-100-041 GEN. ADMIN. CONFERENCES & MEETINGS	Budget		75	1	
							139.35						

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	48	0	191,697.65	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	48	0	191,697.65	0.00

tals by Year-Fund .nd Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	1-01	81,081.40	0.00	0.00	81,081.40
UTILITY FUND	1-09	110,616.25	0.00	0.00	110,616.25
Total Of All Funds:		191,697.65	0.00	0.00	191,697.65

State of NJ
Health Care

14,425.50
+206,123.15

Range of Checking Accts: CAPITAL to CAPITAL Range of Check Ids: 1418 to 1418
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num Contract	Ref Seq	Acct
PO #	Item	Description								
1418	07/01/21	964688	T & M ASSOCIATES	1,225.00	C-04-55-918-100	Budget		1409	1	1
21-00357	1	PROFESSIONAL SERVICES RENDERED			ORD 579(2020) FAIR SHARE HOUSING ELEMENT					

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	1,225.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	1,225.00	0.00

)tals by Year-Fund und Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND	C-04	1,225.00	0.00	0.00	1,225.00
Total Of All Funds:		1,225.00	0.00	0.00	1,225.00

Range of Checking Accts: SEWER CAPITAL to SEWER CAPITAL Range of Check Ids: 1053 to 1055
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor					Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type		Contract	Ref Seq Acct
1053	07/01/21	44606	REMINGTON,VERNICK & WALBERG					1410
21-00363	1	PREPARATION OF PRELIMINARY	11,435.00	C-08-55-905-002 IMPROVEMENTS TO POPLAR ,G, GLENWOOD AVES	Budget			3 1
1054	07/01/21	51103	TRIAD ASSOCIATES					1410
21-00327	1	USDA WATER/SEWER SYSTEM	10,500.00	C-08-55-905-002 IMPROVEMENTS TO POPLAR ,G, GLENWOOD AVES	Budget			2 1
1055	07/01/21	51103	TRIAD ASSOCIATES					1410
21-00326	1	USDA WATER/SEWER SYSTEM	10,500.00	C-08-55-905-002 IMPROVEMENTS TO POPLAR ,G, GLENWOOD AVES	Budget			1 1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	32,435.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	32,435.00	0.00

tals by Year-Fund d Description	Fund	Budget Total	Revenue Total	G/L Total	Total
UTILITY CAPITAL	C-08	32,435.00	0.00	0.00	32,435.00
Total Of All Funds:		32,435.00	0.00	0.00	32,435.00

Range of Checking Accts: TRUST OTHER to TRUST OTHER Range of Check Ids: 1194 to 1195
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor					Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
1194	07/01/21	44606	REMINGTON,VERNICK & WALBERG					1411
21-00362	1	530 W. MAGNOLIA BL 138 LT 7.02	152.50	T-12-00-000-013 RESERVE FOR STREET OPENINGS	Budget		2	1
1195	07/01/21	44606	REMINGTON,VERNICK & WALBERG					1411
21-00353	1	REVIEW AND INSPECTION OF	3,576.25	T-12-00-000-013 RESERVE FOR STREET OPENINGS	Budget		1	1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	3,728.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	3,728.75	0.00

tals by Year-Fund nd Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-12	3,728.75	0.00	0.00	3,728.75
Total Of All Funds:		3,728.75	0.00	0.00	3,728.75

Range of Checking Accts: ANIMAL CONTROL to ANIMAL CONTROL Range of Check Ids: 1158 to 1158
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description					Contract	Ref Seq Acct
1158	07/01/21	654170	STATE OF NJ DEPT OF HEALTH					1412
21-00361	1	DOG LICENSE FOR JUNE 2021		4.80	T-14-00-000-002 DUE TO STATE OF NEW JERSEY	Budget	1	1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	4.80	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	4.80	0.00

tals by Year-Fund nd Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-14	4.80	0.00	0.00	4.80
Total Of All Funds:		4.80	0.00	0.00	4.80

Activity for the Month of June 2021

C[illegible]s for Service: 335	MVA's State Roads:	MVA's County Roads:	MVA's Municpal Roads:			
[illegible]lts Arrested: 4	Juv. Arrested:	CDS Arrests:	DWI Arrests: 2	Summonses:	911 Calls: 20	

Directed Patrol	88	Theft 2C:20-3	1
Parking Complaint/ Violation	46	Suspicious Vehicle	1
MV Stop	40	Parking Complaint - Warning	1
Directed Walking Beat	32	Motor Vehicle Accident	1
Property Check	26	Missing Person – Lost / Found	1
Back-up Officer	16	Messsage Delivery	1
General Compliants	7	Mental Case	1
Assist Other Agency	6	Local Ordinance	1
Other Public Service	4	Land-Lord/Tenant Dispute	1
Noise Complaint	4	Illegal Dumping	1
Animal Complaint	4	Genereal Compliants	1
Administrative	4	Found Property	1
Welfare Check	3	Fireworks	1
[illegible]bal Dispute	3	Firearms Application	1
Relay Person/Paper	3	Family Trouble (Dispute)	1
Medical Emergency / Assistance	3	Blocked Driveway	1
Lockout	3	Attempt to Serve Warrant/Summons	1
Suspicious Vehicle	2	911 Abandoned	1
Suspicious Person(s)	2		
Property Check	2		
Open Door	2		
Lost/Found Property	2		
Juvenile Complaint	2		
Harassment 2C:33-4	2		
Follow-Up Investigation	2		
Alarm - Fire / CO	2		
Alarm - Burglar/ Panic	2		
9[illegible]-1 Calls	2		
V[illegible]es / Pole / Tree Down	1		
Vehicle Maintenance	1		
Tow Release	1		

July 2, 2021

Commissioner's Report

Finance and Revenue

Tax Assessor Report

- Nothing new to report this month.

Tax Collector Report

- June report not available for this meeting.

Operating Budget

July 1 Account Status

FCOA	Description	% Expended	Notes
20	General Government	48%	
21	Land-Use Administration	50%	Planning Board related costs
22	Uniform Construction Code	57%	
23	Insurance	36%	
25	Public Safety	44%	Fire Department costs usually paid in December
26	Public Works	44%	
27	H&HS (Animal Control)	31%	
28	Parks and Recreation	37%	
29	Education (Fire Prevention)	13%	
30	Unclassified (Public Events)	53%	July 4th Celebration
31	Utilities and Bulk Purchases	40%	Electric, Telephone, Fuel
32	Landfill / Solid Waste Disposal	42%	
36	Statutory Expenditures	78%	
37	Judgements	58%	Due monthly on 10th of the month
42	Shared Services	49%	
43	Court and Public Defender	50%	
44	Capital	0%	Contribution to Capital Fund
45	Debt	48%	Bonds and Bond Anticipation Notes
46	Deferred Charges	0%	Final payment on tax revaluation
	Total	**48%**	**Total of all accounts**

July 2, 2021

Capital Planning

- General Capital– The hold period for Ordinance 592 (2021) ended June 30. The bond process can now start. Timing for selling the bond is dependent on the bond market.
- Sewer Utility Capital – No updates this month.

Judgement Bond

- The hold period for Ordinance 593 (2021) ended June 30. We expect to be on the August agenda with Department of Community Affairs Local Finance Board. Bond Counsel is working the application package.
- Background - This bond is to create permanent financing for the remainder of judgement from Litigation Docket number CPM-L-797-08. Objectives of the permanent financing are as follows:
    - Reduce accelerated monthly payments from $22,630.56 for three years to about $14,000 monthly over 5 to 7 years providing $100,000 annual relief in the Borough operating budget.
    - Create a permanent financial instrument that eliminates the risk to the Borough of the Police Chief requesting accelerated payment with 60 days notice.

Fair Housing

- The Spending Plan and Affordability Assistance Manual are finalized. That completes the near-term documentation requirements.

WEST WILDWOOD PUBLIC WORKS

ACTIVITY REPORT JUNE 2021

4 WORK ORDERS FOR MAINTENANCE OF PUBLIC WORKS VEHICLES

4 WORK ORDERS FOR MAINTENANCE OF POLICE VEHICLES

4 WORK ORDERS FOR MAINTENANCE OF PUBLIC WORKS EQUIPMENT

8 WORK ORDERS TO EMPTY TRASH AND RECYCLING CONTAINERS AT BORO PARKS

8 WORK ORDERS FOR INSPECTIONS OF BORO PARKS AND STREETS

4 WORK ORDERS TO CLEAN UP TRASH ON BORO STREETS

4 WORK ORDERS TO CLEAN BORO HALL AND REMOVE TRASH AND RECYCLING

4 WORK ORDERS FOR MAINTENANCE OF 26TH AVE. SEWER PUMPING STATION

4 WORK ORDERS FOR MAINTENANCE OF FLOOD PUMP SOUTH END OF NEPTUNE AVE.

8 WORK ORDERS TO EMPTY DOGGI STATION CONTAINERS AT BORO PARKS AND PLAYGROUND

2 WORK ORDERS FOR MAINTENANCE AND INSPECTIONS OF FLOOD GATES

2 WORK ORDERS TO CLEAR OFF CATCH BASIN TOPS OF DEBRIS AND TRASH

4 WORK ORDERS TO PATCH POT HOLES ON BORO STREETS

2 WORK ORDERS FOR OIL CHANGES ON POLICE VEHICLES

1 WORK ORDER FOR MAINTENANCE OF FLOOD TRUCK

2 WORK ORDERS TO PICK UP T.V.'S WITH IN THE BORO FROM FREE BULK TRASH

3 WORK ORDERS TO CUT GRASS AT BORO HALL, PARKS AND PLAYGROUND

5 WORK ORDERS TO CLEAN BEACH OF SALT GRASS

1 WORK ORDER TO REPAIR FLAT TIRE D.P.W. TRUCK

1 WORK ORDER TO PICK UP FREE BULK THAT WAS MISSED FROM THE TRASH COMPANY

1 WORK ORDER TO FOR REPAIR TO WEED EATER

1 WORK ORDER TO CHECK TIDE FLEX VALVES

1 WORK ORDER TO WEED EAT AND CLEAN UP AT BULKHEAD NORTH END OF NEPTUNE AVE.

1 WORK ORDER TO SET UP BORO HALL FOR MONTHLY MEETING

1 WORK ORDERS TO PICK UP PAID BULK TRASH

1 WORK ORDER TO CUT GRASS AROUND E AVE. FLOOD GATE

4 WORK ORDERS TO PICK UP YARD WASTE

1 WORK ORDER TO INSTALL A NEW FUEL LINE ON SKID LOADER

1 WORK ORDER TO TAKE TV;S TO THE M.U.A. TRANSFER STATION

1 WORK ORDER TO PULL WEEDS GROWING AT KAYAK PARK

1 WORK ORDER TO CLEAN UP SAND ON STREET BAY AND POPLAR AVE.'S

3 WORK ORDERS TO CUT HIGH GRASS AT PROPERTIES DUE TO COMPLAINTS

1 WORK ORDER TO CUT GRASS AROUND D.P.W. YARD

93 TOTAL WORK ORDERS FOR JUNE 2021