

OCTOBER 1, 2021

REGULAR MEETING MINUTES

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - REGULAR MEETING - OCTOBER 1, 2021

7:00PM - ACTION MEETING

This is a proposed agenda which is subject to change by Commissioners without further notice.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

THIS REGULAR MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING HAS BEEN ESTABLISHED IN AN ANNUAL MEETING NOTICE RESOLUTION NO. 2020-013 ADOPTED ON JANUARY 8, 2020. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD.

ROLL CALL:

ADDITIONS/DELETIONS OF AGENDA ITEMS:

OLD BUSINESS

APPROVAL OF MINUTES:

Regular Meeting - September 3, 2021
Workshop Meeting - September 22, 2021

ORDINANCES:

ORDINANCE 596(2021) - AMENDING ORDINANCE NO. 564 (2017) AS TO THE RULES AND REGULATIONS FOR THE ED LUSK MEMORIAL PARK, THE GLENWOOD AVENUE PUBLIC BEACH, AND THE BAY AVENUE PLAYGROUND

ORDINANCE 597(2021) - Second Reading - Public Hearing - ORDINANCE TO CREATE THE POSITION OF MUNICIPAL ADMINISTRATOR

RESOLUTIONS:

2021-105 - AUTHORIZING THE REFUND OF ESCROW FEES TO ATLANTIC CITY ELECTRIC COMPANY

2021-106 - ASSESSMENT OF GRASS CUTTING COSTS

Borough of West Wildwood

"Small town Charm on the Back Bay"

2021-107 - KNOCK OUT OPIOID ABUSE DAY OCTOBER 6, 2021

2021-108 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12(b7) FOR PENDING AND/OR ANTICIPATED LITIGATION

APPROVAL TO PAY BILLS

REPORTS FROM COMMISSIONERS

OPEN TO THE FLOOR FOR PUBLIC COMMENT
ADJOURNMENT

Donna L. Frederick, RMC
Municipal Clerk

P.O. Box 644 * 701 West Glenwood Avenue * West Wildwood, NJ 08260
Telephone: (609)522-4845 * Fax (609)522-9055

ADDITIONAL AGENDA ITEM(S)
NOTICE OF TENTATIVE AGENDA - REGULAR MEETING - OCTOBER 1, 2021
7:00PM - ACTION MEETING
This is a proposed agenda which is subject to change by Commissioners without further notice.

RESOLUTIONS:

2021-109 - ADOPTION OF CY2020 AUDIT

2021-110 - MEMORIALIZING THE APPOINTMENT OF THE MAYOR AND
A BUSINESS COMMUNITY MEMBER TO THE ENTERPRISE ZONE DEVELOPMENT
CORPORATION OF THE WILDWOODS

2021-111 - DECLARING SUNDAY, OCTOBER 31, 2021 TRICK OR TREAT FROM
5:00PM TO 7:00PM

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 1, 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

Clerk announced the need to enter a closed (executive) session meeting in the beginning of the regular meeting.

Clerk then read by title the following resolution.

2021-108 – AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12(b) FOR PENDING AND/OR ANTICIPATED LITIGATION

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.

After the closed session Clerk called for a motion to reconvene the meeting.

Motion by Mayor Ksiazek; Second by Comm. Segrest.

Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.

Motion Carried

ADDITIONS/DELETIONS OF AGENDA ITEMS:

Clerk announced three additional resolutions have been added and will announce them as the meeting goes forward.

APPROVAL OF MINUTES:

Regular Meeting – September 3, 2021

Workshop Meeting – September 22, 2021

Motion by Mayor Ksiazek; Second by Comm. Segrest.

Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.

Motion Carried

ORDINANCES:

Clerk read the following Ordinances:

SUSAN CZWALINA, 547 W. Maple Avenue, commented the Chris Ridding was making about \$60,000 when he left for full-time so would it be around \$30,000 for part-time. Comm. Segrest stated it would depend on the number of hours and experience. Comm. Banning stated they would be looking for most qualified and be able to bring in more grants. Ms. Czwalina asked if this position would include benefits. Comm. Segrest state part-time employees do not get benefits and this position has not been posted.

ANDY HANNAH, 11 Neptune Avenue, asked the proposed salary for the administrator. Comm. Segrest stated the range is between \$28,000 and \$85,000. Mr. Hanna stated that is a big spectrum.
JOHN WELSH, 741 W. Poplar Avenue, commented it was up to the commissioners to look at what you can stop doing or do less to free up time with the existing staff.

DOROTHY DALTON, 741 W. Poplar Avenue, questioned if the position would be full or part-time. Comm Segrest stated this ordinance just creates the position, it does not establish if the position is full or part-time. Ms. Dalton stated she has no issue creating the position, just concerned if a full-time is required. Mayor stated full-time is not required. Comm. Segrest stated to start off slowly and see how it evolves, administrator will be the glue and go between for the commissioners three departments. Ms. Dalton stated because of the Sunshine Law. Comm. Banning it would be part-time to start and see how much is needed going forward. Comm. Segrest stated this topic was part of the application that went to the DCA regarding the judgment, part of the rational was to improve services, increase office staff and hire an administrator.

Mayor opened the meeting for public comment.

THE POSITION OF MUNICIPAL ADMINISTRATOR

ORDINANCE 597(2021) – Second Reading – Public Hearing – ORDINANCE TO CREATE

Ordinance 596(2021) adopted.
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Motion by Comm. Banning; Second by Comm. Segrest
ordinance 596(2021) on the second reading.
Hearing no more comments, Mayor closed the public hearing and called for a motion to adopt

SUSAN CZWALINA, 547 W. Maple Avenue questioned what the ordinance was about. Mayor stated to permit dogs on the beach. Comm. Banning stated from Nov. 1 to April 30.

Mayor opened the meeting for public comment.

AVENUE PLAYGROUND

MEMORIAL PARK, THE GLENWOOD AVENUE PUBLIC BEACH, AND THE BAY
NO. 564 (2017) AS TO THE RULES AND REGULATIONS FOR THE ED LUSK
ORDINANCE 596(2021) – Second Reading – Public Hearing – AMENDING ORDINANCE

HELEN RAO, 741 W. Poplar Avenue, requested the new position in the ta office, asking why it is needed now and not before. Comm. Segrest stated everyone in the tax department is part-time. Hearing no more public comments, Mayor closed the public hearing and called for a motion to adopt ordinance 597(2021) on the second reading.
Motion by Comm. Banning; Second by Comm. Segrest
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Ordinance 597(2021) finally adopted.

RESOLUTIONS: CLERK READ BY NUMBER & TITLE

2021-105 – AUTHORIZING THE REFUND OF ESCROW FEES TO ATLANTIC CITY ELECTRIC COMPANY

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.

2021-106 – ASSESSMENT OF GRASS CUTTING COSTS

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

2021-107 – KNOCK OUT OPIOID ABUSE DAY OCTOBER 6, 2021

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

Clerk announced the following resolutions are additions to the agenda.

2021-109 – ADOPTION OF CY2020 AUDIT

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

2021-110 - MEMORIALIZING THE APPOINTMENT OF THE MAYOR AND A BUSINESS COMMUNITY MEMBER TO THE ENTERPRISE ZONE DEVELOPMENT CORPORATION OF THE WILDOODS

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

2021-111 – DECLARING SUNDAY, OCTOBER 31, 2021, TRICK OR TREAT FROM 5:00PM TO 7:00PM

Motion by Comm. Segrest; Second by Comm. Banning.
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Kasiazek, yes.
Resolution Adopted.

Clerk asked for a motion for the **APPROVAL TO PAY BILLS WHEN PROPERLY SIGNED AND**

ENDORSED: (list attached)

Motion by Comm. Banning; Second by Comm. Segrest.

Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Kasiazek, yes.

Motion Carried

REPORTS FROM COMMISSIONERS:

Mayor gave a summary of the DPW report for September (copy attached). Stated he hired a full-time entry level employee at the end of September. The bond is in place and the DPW will be purchasing a new 2021 dump truck with plow, lights, tow package hoping to have it before the first of the year. The DPW is evaluating the power supplies on the poles for holiday decorations. Mayor stated he is working with Atlantic City electric to replace the pole outlets. DPW is getting estimates on repairs to the street sweeper. The skid steer was serviced. Mayor asked the public to help by keeping their gutters clean. Mayor announced free bulk trash collection is October 18; Clean Community Day is October 30; and reminded everyone about the snow shovel program, asking if any able bodies would like to help shovel, please let him know.

Comm. Segrest gave the finance report as of October 1, 2021 (copy attached); reported on the 2020 Audit with no findings noted. Comm. Segrest also reported on monitoring the sewer flow and sewer rates and the possible use of COVID funds to repair existing sewer manholes. Reported a meeting with the sewer superintendent, John Fairtheller and Donna (clerk) regarding the sewer flows. John will prepare an RFPQ to repair manholes. The hope is to get as many done with the funds prior to Memorial Day, because the rates are based on the summer flows.

Comm. Banning gave a summary of some of the calls the Police report for September 2021 (copy attached). Comm. Banning reminded residents to keep their motor vehicles locked and to sign up for property checks. Commissioner also informed the residents of the prescription drug drop off box located in the police department lobby, and if any shut-ins need their old prescriptions drugs picked up to call the PD. Reported the hiring of a new Class II Officer, Michael Bailey in September.

Mayor opened the meeting for public comment.

HELEN RAO, 741 W. Poplar Avenue asked if the Police Chiefs' judgment was paid off in full before she requested it. Comm. Segrest stated it was. Ms. Rao asked Comm. Banning the present number of officers in the PD. Comm. Banning stated six. Ms. Rao stated the Chief can't patrol. Comm. Banning stated the Chief has patrolled. Comm. Banning also stated another officer who is an currently in the academy via the alternate route was made an employment offer and should be starting this month. Ms. Rao commented six full-time and one part-time in the off-season.

ANDY HANNAH, 11 Neptune Avenue, asked for the cost of the proposed dump truck. Mayor stated it is on state contract approximately \$65,000 hopefully less.

SUSAN CZWALINA, 547 W. Maple Avenue, asked what the homeowners could do to help with the sewer flow issue. Comm. Segrest stated not a lot, engineers can do a study, but the big thing would be to

be willing to help find a solution. association about coming up with a concept plan to help with the water flow. Mr. Steich stated he would approached, also the street end is privately owned. Comm. Segrest has also talked to the condo DEF because no permits were applied for and the project was shut down, so that needs to be re- his radar. Comm. Segrest also added there was previous problems regarding the drain project with the plans are to address this matter. Mayor stated there have been discussions with the engineer and it is on of the area at Pine & J. Mr. Steich stated he talked to the engineer six months ago and asked what the and flowing into the outfall on the street, since the previous mayor raised his street, the water can't get out MATT STEICH, 205 J Avenue, complained about flooding issues on J Avenue, coming from the condo's the administrator position can aid with searching out grants.

job they are doing. Mayor stated there are talks about possible dredging for all the Wildwoods and hopes another \$100,000 to get to phase two. Mr. Hannah complimented the commissioners on the professional Mayor stated no updates, and is looking into other resiliency projects and funding, estimates it would be ANDY HANNAH, 11 Neptune Avenue, asked about the progress on the living shoreline project. courts showing it was satisfied. No filed claims at this point, there is a single pending tax appeal.

Solicitor stated there were no other judgments and a warrant to satisfy the judgment will be filed with the HELEN RAO, 741 W. Poplar Avenue, asked if there were any other judgments or potential lawsuits.

pipes. BILL MARTIN, 737 W. Poplar Avenue, inquired if concrete was the problem. Mayor stated it is the

contingencies and percentages for such change orders. light until the project breaks ground, which can impact the project. Comm. Segrest added that there are Solicitor explained there can be unknown/unforeseen circumstances at bid submission that don't come to SUSAN CZWALINA, 547 W. Maple Avenue, questioned the time frame for the change order.

which the borough engineer has verified. change order of around \$49,000 last month. Clerk explained it was for unforeseen conflicts and time, that was discussed at the last meeting. Solicitor confirmed it was. Ms. Welsh questioned the approved some problems with the sewer installation project. Ms. Welsh asked if it was related to the unlevel pipes content of the closed session meeting. Solicitor Lyons stated it was necessary to review with the engineers keep their promise. Mayor stated it will not be used to purchase sewer pipes. Ms. Welsh questioned the purchase the magnets, stating the money would go to planters, flags and holiday lights, and they want to MARYANN WELSH, 741 W. Poplar Avenue, state the CTWW was very specific when people

community engaged. workshop meeting it will be discussed as to where it will go. Mayor commented on a great job to see the stating 100% of the money collected is donated. Mayor stated to give the check to the clerk and at the net the borough with a check from the CTWW for the beautification fund in the amount of \$3,500.00, up for snow shoveling. Comm. Segrest stated to just call. Ms. Czwalina stated she would like to present shoveling program but if you're not a year-round resident and you happen to be down can you still sign employee. Mayor stated Stephon Thomas. Ms. Czwalina stated she knows there is criteria for the show reconstruction at Venice & Lake is all in motion. Ms. Czwalina asked the name of the new DPW unsafe, and bonding is in place for the replacement of bulkheads. Comm. Segrest stated that storm sewer bulkhead at the park and wanted to know about repairs. Mayor stated that nothing has been deemed SUSAN CZWALINA, 547 W. Maple Avenue, stated she read in spout-off about the sinkhole at the

repair the manholes. Ms. Czwalina questioned the quarterly review of sewer caps and asked if sub-pumps are an issue. Comm. Segrest stated code enforcement checks for the sewer caps and does not believe sub-pumps are a major driver of flow and will give an update next month. Mayor asked if anyone is aware of residents pumping into the sewer to please inform the borough.

Clerk asked for a motion to adjourn.


Motion to Adjourn:

Motion by Comm. Banning; Second by Comm. Segrest.

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 OCTOBER 1, 2021, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE NOVEMBER 1, 2021, REGULAR COMMISSION MEETING

MAYOR MATTHEW J. KSIAZEK

COMMISSIONER JOHN J. BANNING

COMMISSIONER JOSEPH D. SEGREST

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,

Section 2.

- 6. The Borough shall not provide lifeguards for the Glenwood Avenue Public Beach. Any persons swimming, kayaking or paddle boarding shall do so at his/her own risk.
- 5. No boat launching or moorings shall be permitted on the Glenwood Avenue Public Beach at any time, with the exception of kayaks and paddle boards. *Kayaks and paddle boards may be launched between May 1st and October 30th of each year.*
- 4. No fires or barbecues shall be permitted on the subject premises at any time.
- 3. No Alcoholic beverages shall be permitted on the subject premises at any time.
- 2. *Leashed dogs shall be permitted on the Glenwood Avenue Beach between November 1st and April 30th of each year.*
- 1. No dogs shall be permitted on the subject premises at any time *between May 1st and October 30th of each year.*

Section 1.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, that Ordinance No. 564 (2017) be and is revised with the following changes to Schedule "A" (additions indicated in boldface and italics *thus*; deletions indicated with strike-through ~~thus~~):

WHEREAS, the Mayor and Borough Commissioners of the Borough of West Wildwood wish to repeal and replace Ordinance No. 564 (2017) which established in its Schedule "A" the Rules and Regulations for the utilization of the Ed Lusk Memorial Park, the Glenwood Avenue Public Beach, and the Bay Avenue Playground.

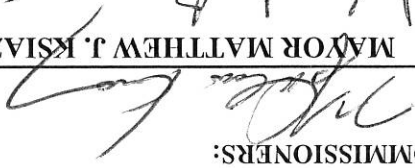


**BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY, NEW JERSEY
ORDINANCE NO. 596(2021)
AMENDING ORDINANCE NO. 564 (2017)
AS TO THE RULES AND REGULATIONS FOR
THE ED LUSK MEMORIAL PARK,
THE GLENWOOD AVENUE PUBLIC BEACH, AND
THE BAY AVENUE PLAYGROUND**

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 09-03
 Publication: 2021 09-09

	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 foregoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 will be considered for final adoption after a public hearing to be held on October 1, 2021 at 7:00pm prevailing time.

Donna L. Frederick, RMC

 Municipal Clerk

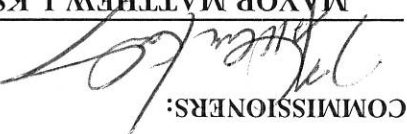

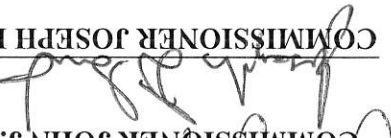
I, Donna L. Frederick, RMC, Municipal Clerk of the Borough of West Wildwood, Cape May County, do hereby certify the foregoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 and finally adopted after a public hearing held on October 1, 2021 at 7:00pm prevailing time.


 Donna L. Frederick, RMC
 Municipal Clerk

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

Second Reading/Public Hearing:
 Publication:

2021 10-01
 2021 10-07

COMMISSIONERS:

 MAYOR MATTHEW J. KSIAZEK

 COMMISSIONER JOHN J. BANNING

 COMMISSIONER JOSEPH D. SEGREST

- a. The Municipal Administrator shall be responsible for all bidding and vendor contracts coordination, including working with the Borough's QPA;
- b. The Municipal Administrator shall be responsible for the negotiation of all employee contracts, including union and non-represented contracts;

- 7. The Municipal Administrator shall coordinate the administrative affairs of all Borough Departments. Said duties of the Administrator will be inclusive of, but not limited to, the following:
 - 6. The Municipal Administrator shall, at a minimum, be experienced in local government affairs and administration and finance, as well as have demonstrated managerial skills, ability and experience.
 - 5. The Office of Municipal Administrator may be filled by Resolution on either a full-time or part-time basis, as may be determined by the Board of Commissioners, to be in the best interests of the Borough.
 - 4. The Municipal Administrator may be removed by a two-thirds vote of the Board of Commissioners pursuant to N.J.S.A. 40A:9-138.
 - 3. The municipal Administrator shall receive annual compensation as determined by the current Salary Ordinance.
 - 2. The Appointment of Municipal Administrator shall be made by the Board of Commissioners and shall be an at-will position. The Municipal Administrator shall serve a term of office at the pleasure of the governing body in accordance with N.J.S.A. 40A:9-137.
 - 1. There is hereby created the Office of Municipal Administrator to coordinate the administrative affairs of the Borough of West Wildwood and to have such powers and to receive such compensation as hereinafter provided.

WHEREAS, the Mayor and Borough Commissioners of the Borough of West Wildwood, in the County of Cape May, State of New Jersey, in accordance with the provision so N.J.S.A. 40A:9-136, does hereby ordain as follows:

ORDINANCE TO CREATE THE POSITION OF MUNICIPAL ADMINISTRATOR

ORDINANCE 597 (2021)




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

- c. The Municipal Administrator shall assist the CFO in coordinating the annual budget process and capital improvement plan;
- d. The Municipal Administrator shall conduct staff meetings as deemed necessary;
- e. The Municipal Administrator shall be the liaison to the Board of Commissioners for all Federal, State and local agencies and professionals, except where otherwise provided by statute, rule or regulation;
- f. The Municipal Administrator shall be responsible for implementing Borough policies with the approval of the Board of Commissioners and to provide oversight to insure compliance with the policies;
- g. The Municipal Administrator shall oversee all Borough insurance programs, including Joint Insurance Fund and Municipal Excess Liability Program, and shall work with the CFO in maintaining a health insurance program;
- h. The Municipal Administrator shall work with the CFO with all grant coordination;
- i. The Municipal Administrator shall coordinate with all Commissioners and Department Heads for ordinance development;
- j. The Municipal Administrator shall attend all public Borough meetings;
- k. The Municipal Administrator shall participate in the development and maintenance of a personnel system;
- l. The Municipal Administrator shall be responsible and coordinate with the Borough Clerk and the CFO on all workmen's compensation issues.
- m. The municipal Administrator shall review all ordinances and resolutions, as well as all other items on the agenda, for completeness prior to all Board of Commissioner meetings;
- n. The Municipal Administrator shall direct and assist the Borough Clerk's office for compliance with all statutory obligations;
- o. The Municipal Administrator shall be responsible to coordinate all publicly bid capital projects and to update the Board of Commissioners on at least a monthly basis or as-needed as to the status of all capital projects;
- p. The municipal Administrator shall be responsible for maintaining the Borough's Policy & Procedure Manual, and assisting the Borough Clerk's office in update the Borough Manual; and

g. The Municipal Administrator shall have other duties regarding all Departments and Offices within the Borough of West Wildwood as instructed by the Board of Commissioners.

8. The powers of the Municipal Administrator shall not supersede the powers of the Board of Commissioners or their powers as the Director of their individual departments.

COMMISSIONERS:

MAYOR MATTHEW J. KSIAZEK

COMMISSIONER JOHN J. BANNING

COMMISSIONER JOSEPH D. SEGREST


First Reading/Introduction:

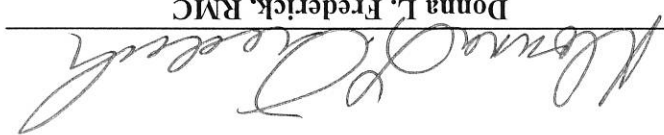
2021 09-03

Publication:



2021 09-09

	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 of the Borough of West Wildwood, Cape May County, do hereby certify the foregoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 will be considered for final adoption after a public hearing to be held on October 1, 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

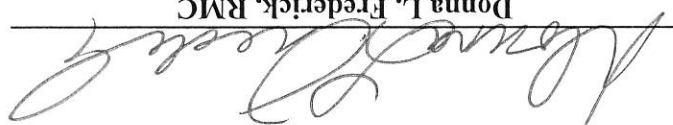
Second Reading/Public Hearing:

2021 10-01
2021 10-07

Publication:

	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 of the Borough of West Wildwood, Cape May County, do hereby certify the foregoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 and finally adopted after a public hearing held on October 1, 2021 at 7:00pm prevailing time.


 Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2021-105

AUTHORIZING THE REFUND OF ESCROW FEES TO ATLANTIC CITY ELECTRIC COMPANY

WHEREAS, the Borough of West Wildwood received escrow fees from Atlantic City Electric Company for off-duty police officers to be onsite at the project area for traffic safety issues; and

WHEREAS, the project has been completed, leaving a remaining balance of escrow fees to be refunded to Atlantic City Electric Company.

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:

**ATLANTIC CITY POLE PROJECT
OFF DUTY POLICE**

DATE	RECEIVED	AMOUNT	DISBURSEMENTS	DATE	ESCROW
DATE	RECEIVED	RECEIVED	DISB	DATE	DUE TO A/C
4/15/2020		1,730.00		MAY	1,424.50
7/2/2020		1,560.00		JUNE	2,205.14
12/15/2020		1,000.00		DEC	10,177.24
12/29/2020		1,680.00		JAN	1,442.75
12/29/2020		2,040.00		FEB	3,486.86
3/1/2021		1,590.00			
3/1/2021		3,540.00			
3/23/2021		2,670.00			
4/20/2021		3,900.00			
		\$ 19,710.00			\$18,736.49
					<u>\$973.51</u>

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 on October 1, 2021.

Donna L. Frederick

Donna L. Frederick, RMC
Municipal Clerk

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

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

RESOLUTION 2021-106

ASSESSMENT OF GRASS CUTTING COSTS

WHEREAS, Ordinance 434 of the Borough of West Wildwood authorizes the assessment of costs to properties associated with the elimination of certain growths, grass, materials, and/or debris as determined by the Supervisor of the Public Works Department; and

WHEREAS, said Supervisor has certified to the Governing Body a list of properties to be assessed with the associated costs.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that the following assessments and liens are hereby assigned to the listed properties

Block	Lot	Property Address	Amount
120	7	732 W. Maple Ave.	\$100.00
145	15 & 16	209 P Avenue	\$200.00

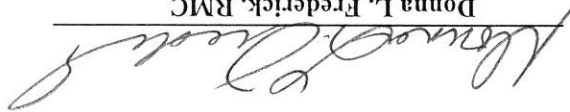
BE IT FURTHER RESOLVED that the Municipal Assessor and Tax Collector take the appropriate action in assigning such charges as liens to be added to and become a part of the taxes next to be assessed and levied upon said lands; and

BE IT FURTHER RESOLVED that the associated assessments and liens shall bear the same interest at the same rate as taxes and shall be collected and enforced by the same Municipal Officers and in the same manner as taxes; and

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

Motion	Second	Yes	No	Abstain	Absent
		X			
		X			
	X				
		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 October 1, 2021.


 Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2021-107

KNOCK OUT OPIOID ABUSE DAY OCTOBER 6, 2021

WHEREAS, New Jersey is in the midst of a life-threatening opioid abuse epidemic; and

WHEREAS, the State Senate and General Assembly jointly resolved that October 6 shall be permanently designated as Knock Out Opioid Abuse Day in New Jersey in order to raise awareness about the dangers of, and the link between, opioid abuse and heroin addiction and to educate health care providers, community leaders, state lawmakers and members of the public about the opioid abuse epidemic and its effects throughout the State of New Jersey and across the country; and

WHEREAS, there were 63 suspected overdose deaths in Cape May County in 2020 according to the NJ Office of the Attorney General and the majority of the County's treatment admissions were for heroin/other opiates in 2019 according to the NJ Department of Human Services Division of Mental Health and Addiction Services; and

WHEREAS, the Knock Out Opioid Abuse Day campaign is sponsored by the Partnership for a Drug Free New Jersey in cooperation with the Governor's Council for Alcoholism and Drug Abuse and the NJ Department of Human Services Division of Mental Health and Addiction Services to raise awareness of the potential for dependency on prescribed pain medicine and its link to heroin use rates in our state, reduce stigma of addiction and shine a light on the need for recovery support, and communicate to physicians information on safer prescribing messages found in the Centers for Disease Control and Prevention guidelines for prescribing opioids, which include considering other therapies, setting realistic treatment goals with patients and discussing with patients the positives and negatives of opioids; and

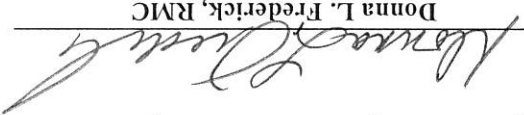
WHEREAS, the Board of Commissioners of the Borough of West Wildwood supports initiatives designed to raise awareness about opioid abuse in New Jersey and take steps to prevent addiction.

THEREFORE, BE IT RESOLVED encourages all residents to utilize the prescription drug drop boxes to dispose of unused and expired medications safely and securely. Prescription drug drop boxes are located at every Police Department in Cape May County.

BE IT FURTHER RESOLVED that October 6, 2021, be recognized as Knock Out Opioid Abuse Day in 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 on October 1, 2021.


 Donna L. Frederick, RMC
 Municipal Clerk

**BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
STATE OF NEW JERSEY
RESOLUTION 2021-108**

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING
PURSUANT TO N.J.S.A. 10:4-12(b7) FOR PENDING AND/OR ANTICIPATED LITIGATION**

WHEREAS, in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-12(b7), it is permissible by resolution for the Governing Body to enter a Closed (Executive) Session to discuss matters falling within one or more of the permitted nine exemptions; and

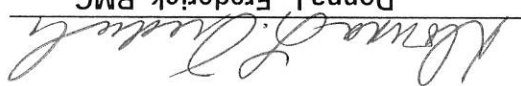
WHEREAS, the Borough anticipates discussion of pending and/or anticipated litigation matters which constitutes one of the permitted exemptions; and

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 the West Wildwood, Cape May County, New Jersey that a Closed (Executive) Session of the Governing Body shall convene to discuss the aforementioned matters.

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

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


Donna L. Frederick, RMC
 Municipal Clerk

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

RESOLUTION 2021-109

ADOPTION OF CY2020 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Findings and Recommendations" or "Findings and Questioned Costs"; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Findings and Questioned Costs" or "Findings and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

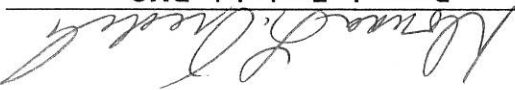
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office."

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of West Wildwood, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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 October 1, 2021.


 Donna L. Frederick, RMC
 Municipal Clerk

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

**BOROUGH OF WEST WILDWOOD
Cape May County, New Jersey**

RESOLUTION 2021-110

**MEMORIALIZING THE APPOINTMENT OF THE MAYOR AND
A BUSINESS COMMUNITY MEMBER TO THE ENTERPRISE ZONE
DEVELOPMENT CORPORATION OF THE WILDWOODS**

WHEREAS, Ordinance No. 2002-421 designated certain areas of the Borough of West Wildwood, North Wildwood, Wildwood and Wildwood Crest as an Urban Enterprise Zone; and

WHEREAS, Ordinance – 2208-478 created a non-profit corporation known as the Enterprise Zone Development Corporation of the Wildwoods, North Wildwood and Wildwood Crest, known as the Enterprise Zone Development Corporation of the Wildwoods; and

WHEREAS, the Board of Directors for the Enterprise Zone Development Corporation shall consist of 11 members as follows:

- A. One member of the local government from each of the municipalities of Wildwood, North Wildwood, Wildwood Crest and West Wildwood, each of whom shall serve as Chairman of the Board of Directors for one year beginning with the local government member from West Wildwood. The local government member from each municipality, at the option of each municipality shall be either the Mayor of the municipality or the Mayor's designee from the governing body of a member of the governing body as chosen by the affirmative vote of all of the members of the governing body.
- B. One member from the business community of each of the four municipalities. The Mayor of each municipality shall appoint the business community member with the advice and consent of the governing body of the municipality. Each member so appointed shall serve for a term of four years; however, the initial term of such member shall be staggered with the Wildwood Crest member serving an initial term of one year, the North Wildwood member serving an initial term of two years, and the Wildwood member serving an initial term of three years.

WHEREAS, the Borough of West Wildwood wishes to appoint Mayor, Matthew J. Ksiazek, or his designee, to serve as Chairman of the Board of Directors of the Enterprise Zone Development Corporation of the Wildwoods; and

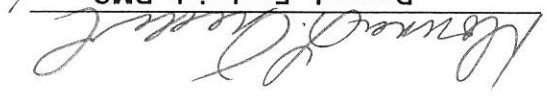
WHEREAS, the Borough of West Wildwood wishes to appoint business community member, Gus Tilsner, owner of the Bridgeport Family Marina, 227 Avenue R, West Wildwood, New Jersey, as the Business Community Member, to serve on the Board of Directors of the Enterprise Zone Development Corporation of the Wildwoods

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

1. Mayor, Matthew J. Ksiazek, Borough of West Wildwood, is hereby appointed to serve as the Chairman of the Board of Directors of the Enterprise Zone Development Corporation.
2. Gus Tilsner, owner of Bridgeport Family Marina, is hereby appointed to serve as the Business Community Member for the Borough of West Wildwood, on the Board of Directors of the Enterprise Zone Development Corporation.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek					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 on October 1, 2021.


 Donna L. Frederick, RMC
 Municipal Clerk

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

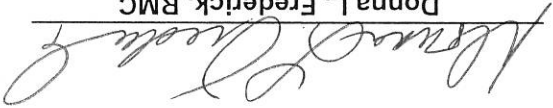
RESOLUTION 2021-III

**DECLARING TRICK OR TREAT TO BE HELD SUNDAY, OCTOBER 31, 2021
FROM 5:00pm TO 7:00pm**

BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Trick or Treat, be and the same shall be observed in the Borough of West Wildwood, on Sunday, October 31, 2021, between the hours of 5:00pm and 7:00pm.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning		X				
Commissioner Joseph D. Segrest	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 on October 1, 2021.


 Donna L. Frederick, RMC
 Municipal Clerk

Range of Checking Accts: CURRENT to CURRENT
 Report Type: All Checks
 Report Format: Detail
 Range of Check Ids: 15048 to 15085
 Check Type: Computer: Y Manual: Y Dir Deposit: Y

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

Check #	Check Date	Vendor	PO #	Item Description	Amount Paid	Charge Account	Account Type	Contract Ref Seq Acct	Reconciled/Void Ref Num
15048	10/01/21	ACTION UNIFORM CO LLC	00208	CLASS A PANTS FOR J. DODD	78.00	1-01-25-240-032	Budget		1422 11 1
15049	10/01/21	ADVANCE AUTO PARTS	00307	OIL FILTERS, VARIOUS SUPPLIES	318.81	1-09-55-502-034	Budget		1422 15 1
15050	10/01/21	ADP, INC.	00308		129.18	1-01-20-130-028	Budget		1422 22 1
21-00505			1	CHARGES FOR SEPT 2021	116.95	1-01-20-130-028	Budget		23 1
21-00505			2	CHARGES FOR SEPT 2021	116.95	1-01-20-130-028	Budget		24 1
21-00505			3	CHARGES FOR SEPT 2021	116.95	1-01-20-130-028	Budget		24 1
15051	10/01/21	DAVE GREENLAND	00312		34.80	1-09-55-502-034	Budget		1422 52 1
21-00520			1	E - PM1000 CAPACITOR	300.00	1-09-55-502-034	Budget		53 1
21-00520			2	LABOR - DIAGNOSE AND REPLACE	334.80	1-09-55-502-034	Budget		53 1
15052	10/01/21	ATLANTIC CITY ELECTRIC	019011		45.81	1-01-31-430-000	Budget		1422 25 1
21-00506			1	CHARGES FOR SEPT 2021	971.72	1-01-31-430-000	Budget		26 1
21-00506			2	CHARGES FOR SEPT 2021	9.05	1-01-31-430-000	Budget		27 1
21-00506			3	CHARGES FOR SEPT 2021	10.58	1-01-31-430-000	Budget		28 1
21-00506			4	CHARGES FOR SEPT 2021	18.94	1-01-31-430-000	Budget		29 1
21-00506			5	CHARGES FOR SEPT 2021	490.22	1-01-31-430-000	Budget		30 1
21-00506			6	CHARGES FOR SEPT 2021	936.60	1-01-31-430-000	Budget		31 1
21-00506			7	CHARGES FOR SEPT 2021	1,988.09	1-01-31-435-000	Budget		32 1
21-00506			8	CHARGES FOR SEPT 2021	4,471.01	1-01-31-435-000	Budget		32 1
15053	10/01/21	AT & T MOBILITY	01905		229.18	1-01-31-440-000	Budget		1422 45 1
21-00513			1	CHARGES FOR SEPT 2021	3,890.51	1-01-32-465-000	Budget		50 1
15054	10/01/21	C.M.C.M.U.A. WASTER WATER DIV.	05203		3,890.51	1-01-32-465-000	Budget		1422 50 1
21-00518			1	DISPOSAL FEES FOR AUG 2021			Budget		50 1

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

15055	10/01/21	05235	THE CARLSEN GROUP INC	1	CHARGES FOR SEPT 2021	95.00	1-01-20-120-026	Budget	1422	44	1
15056	10/01/21	06001	CITY OF WILWOOD	1	GASOLINE CHARGES FOR SEPT 2021	749.97	1-01-31-460-000	Budget	1422	42	1
15057	10/01/21	06615	COMCAST	1	CHARGES FOR SEPT 2021	82.46	1-01-31-440-000	Budget	1422	35	1
21-00508				2	CHARGES FOR SEPT 2021	15.02	1-01-31-440-000	Budget		36	1
21-00508				3	CHARGES FOR SEPT 2021	310.24	1-01-31-440-000	Budget		37	1
21-00508				4	CHARGES FOR SEPT 2021	15.02	1-01-31-440-000	Budget		38	1
21-00508				5	CHARGES FOR SEPT 2021	108.35	1-01-31-440-000	Budget		39	1
						<u>531.09</u>					
15058	10/01/21	09504	DRAEGER INC	1	SIMULATOR TEMP PROBE AND	514.50	1-01-25-240-030	Budget	1422	17	1
15059	10/01/21	10811	STEFANKIEWICZ & BELASCO LLC	1	PROFESSIONAL SERVICES RENDERED	238.00	1-01-21-180-028	Budget	1422	56	1
15060	10/01/21	13304	CUSTOM BANDAG INC.	1	GOOD YEAR EAGLE RSA TIRES	540.08	1-01-26-290-034	Budget	1422	13	1
15061	10/01/21	13409	JACQUELYN FERENTZ	1	TO PAYOFF JUDGMENT IN THE	785,249.29	1-01-37-480-001	Budget	1422	58	1
15062	10/01/21	13416	CONSTELLATION NEWENERGY INC	1	CHARGES FOR SEPT 2021	304.72	1-01-31-430-000	Budget	1422	40	1
21-00509				2	CHARGES FOR SEPT 2021	3.36	1-01-31-430-000	Budget		41	1
						<u>308.08</u>					
15063	10/01/21	15602	GANN LAW BOOKS	1	2021 EDITION - NJ TITLE 40A	199.00	1-01-20-100-042	Budget	1422	3	1
21-00475				2	SHIPPING	11.00	1-01-20-100-042	Budget		4	1
						<u>210.00</u>					

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

15064	10/01/21	16702	GLOCK PROFESSIONAL INC.	250.00	1-01-25-240-042	Educational Training	Budget	1422	60	1
15065	10/01/21	16902	BLANEY & DONOHUE, PA	351.00	1-01-20-155-027	Legal Services	Budget	1422	49	1
15066	10/01/21	18611	JOYCE MEDIA	89.95	1-01-20-100-030	GEN. ADMIN, MATERIALS & SUPPLIES	Budget	1422	63	1
15067	10/01/21	31220	MAX COMMUNICATIONS, INC.	668.46	1-01-31-440-000	Telephone	Budget	1422	55	1
15068	10/01/21	31402	MCANIMON, SCOTLAND & BAUMANN	43.00	1-01-20-155-027	Legal Services	Budget	1422	51	1
21-00519			PROFESSIONAL SERVICES RENDERED				Budget			
21-00521			PROFESSIONAL SERVICES RENDERED				Budget			
				643.00						
069	10/01/21	39801	PITNEY BOWES GLOBAL FINANCIAL	426.00	1-01-20-100-053	GEN. ADMIN, NEW EQUIPMENT	Budget	1422	59	1
21-00530			POSTAGE MACHINE LEASE				Budget			
15070	10/01/21	44606	REMINGTON, VERNICK & WALBERG	83.95	1-01-20-165-028	Professional Services	Budget	1422	9	1
21-00487			COMPLETE AN EXISTING TOPOGRAPH				Budget			
15071	10/01/21	45005	RIGGINS OIL COMPANY	710.79	1-01-31-460-000	Gasoline and Diesel	Budget	1422	14	1
21-00496			DIESEL FUEL				Budget			
15072	10/01/21	48201	SOUTH JERSEY GAS COMPANY	1.35	1-01-31-446-000	Natural Gas	Budget	1422	33	1
21-00507			CHARGES FOR SEPT 2021				Budget			
21-00507			CHARGES FOR SEPT 2021				Budget			
21-00507			CHARGES FOR SEPT 2021				Budget			
15073	10/01/21	48207	SOUTH JERSEY WELDING SUPPLY CO	58.59	1-01-26-290-038	Gen. Hardware-maint. supplies	Budget	1422	43	1
21-00511			CHARGES FOR SEPT 2021				Budget			
15074	10/01/21	50102	THE PRESS	1,006.96	1-01-20-100-021	GEN. ADMIN, LEGAL ADVERTISING	Budget	1422	16	1
21-00498			VARIOUS LEGAL ADVERTISEMENTS				Budget			
15075	10/01/21	60201	XEROX CORPORATION	150.24	1-01-20-100-023	GEN. ADMIN, PRINTING	Budget	1422	48	1
21-00516			COPIER LEASE BACK OFFICE				Budget			

Check #	Check Date	Vendor	PO #	Item Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
15076	10/01/21	W. B. MASON	65405	VARIOUS OFFICE SUPPLIES	159.37	1-01-20-100-036	Budget		10	1422
15077	10/01/21	STANDARD OFFICE SYSTEMS	65406	SERVICE SUPPLY CHARGES	277.48	1-01-20-100-030	Budget		61	1422
21-00534			1	SERVICE SUPPLY CHARGES		1-01-20-100-030	Budget			
21-00534			2	SERVICE SUPPLY CHARGES	75.71	1-01-20-100-030	Budget		62	1
					<u>353.19</u>					
15078	10/01/21	VERIZON	66666	CHARGES FOR SEPT 2021	430.02	1-01-31-440-000	Budget		19	1422
21-00504			1	CHARGES FOR SEPT 2021		1-01-31-440-000	Budget			
21-00504			2	CHARGES FOR SEPT 2021	50.66	1-01-31-440-000	Budget		20	1
21-00504			3	CHARGES FOR SEPT 2021	54.18	1-01-31-440-000	Budget		21	1
					<u>534.86</u>					
15079	10/01/21	NEW JERSEY E-ZPASS	679002	PARKWAY TOLLS P/D	27.90	1-01-25-240-034	Budget		57	1422
21-00525			1	PARKWAY TOLLS P/D		1-01-25-240-034	Budget			
15080	10/01/21	GOLD MEDAL ENVIRONMENTAL	96466	CHARGES FOR SEPT 2021	6,213.08	1-01-26-305-029	Budget		47	1422
21-00515			1	CHARGES FOR SEPT 2021		1-01-26-305-029	Budget			
15081	10/01/21	GOLD MEDAL ENVIRONMENTAL	96466	20 YD DUMPMSTER	200.00	1-01-26-290-030	Budget		2	1422
21-00460			1	20 YD DUMPMSTER		1-01-26-290-030	Budget			
15082	10/01/21	GERHARDT & KIEFER, P.C.	964679	PROFESSIONAL SERVICES RENDERED	3,000.00	1-01-20-155-027	Budget		18	1422
21-00501			1	PROFESSIONAL SERVICES RENDERED		1-01-20-155-027	Budget			
15083	10/01/21	SECURE SHREDDING LLC	964690	SHRED EVENT DAY SEPT 11TH	94.90	1-01-30-420-000	Budget		6	1422
21-00485			1	SHRED EVENT DAY SEPT 11TH		1-01-30-420-000	Budget			
21-00485			2	SHRED EVENT DAY SEPT 11TH	500.00	1-01-20-120-030	Budget		7	1
21-00485			3	SHRED EVENT DAY SEPT 11TH	290.10	1-01-20-100-030	Budget		8	1
					<u>885.00</u>					
15084	10/01/21	SERVPRO	964692	TAX OFFICE SANITIZING DUE	304.84	1-01-26-290-030	Budget		5	1422
21-00480			1	TAX OFFICE SANITIZING DUE		1-01-26-290-030	Budget			
15085	10/01/21	BANK OF AMERICA	03102	FRUIT & VEGGIES/JIF WELLNESS	78.99	1-01-20-100-030	Budget		1	1422
21-00459			1	FRUIT & VEGGIES/JIF WELLNESS		1-01-20-100-030	Budget			

Reconciled/Void Ref Num Account Type Contract Ref Seq Acct

Check #	Vendor	Check Date	Item Description	PO #	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct	Reconciled/Void	Ref Num																																																																																																																																		
21-00514	1	21-00514	BOROUGH MEETING DUE TO		15.98	1-01-20-100-041	Budget		46	1																																																																																																																																				
21-00494	1	21-00494	VARIOUS SUPPLIES		45.87	1-01-26-310-082	Budget		12	1																																																																																																																																				
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Totals by year-fund	nd Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	CURRENT FUND	1-01	813,729.67	0.00	0.00	813,729.67
	UTILITY FUND	1-09	653.61	0.00	0.00	653.61
Total of All Funds:			<u>814,383.28</u>	<u>0.00</u>	<u>0.00</u>	<u>814,383.28</u>

\$15,380.28
\$829,763.62

*State of NJ
Health Care*

Range of Checking Accts: CURRENT to CURRENT
 Report type: All Checks
 Report Format: Detail
 Range of Check Ids: 15086 to 15086
 Check Type: Computer: Y Manual: Y Dir Deposit: Y

check # check date vendor PO # Item Description Amount Paid Charge Account Reconciled/Void Ref Num Contract Ref Seq Acct

15086 10/01/21 964646 GOLD MEDAL ENVIRONMENTAL 21-00515 1 CHARGES FOR SEPT 2021 6,213.08 1-01-26-305-029 Contractual-collection Budget 1423 1 1

Report Totals

Checks:	1	0	0	6,213.08	0.00
Direct Deposit:	0	0	0	6,213.08	0.00
Total:	1	0	0	6,213.08	0.00

Totals by Year-Fund	d Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND		1-01	6,213.08	0.00	0.00	6,213.08
Total of All Funds:			<u>6,213.08</u>	<u>0.00</u>	<u>0.00</u>	<u>6,213.08</u>

Range of Checking Accts: CAPITAL to CAPITAL
 Report Type: All Checks
 Report Format: Detail
 Range of Check Ids: 1421 to 1422
 Check Type: Computer: Y Manual: Y Dir Deposit: Y
 Reconciled/Void Ref Num

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

1421	10/01/21	31402	MCMANIMON, SCOTLAND & BAUMANN	1,616.79	C-04-55-919-101	Budget	1424	2	1
21-00533	1	PROFESSIONAL SERVICES RENDERED							
1422	10/01/21	964688	T & M ASSOCIATES	43.75	C-04-55-918-100	Budget	1424	1	1
21-00500	1	PROFESSIONAL SERVICES RENDERED							

ORD 579(2020) FAIR SHARE HOUSING ELEMENT

Report Totals

Checks:	2	0	1,660.54	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,660.54	0.00
Amount Paid		Amount Void		

Totals by Year-Fund	Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND		C-04	1,660.54	0.00	0.00	1,660.54
Total of All Funds:			<u>1,660.54</u>	<u>0.00</u>	<u>0.00</u>	<u>1,660.54</u>

Range of Checking Accts: TRUST OTHER to TRUST OTHER
Report Type: All Checks
Report Format: Detail
Range of Check Ids: 1200 to 1200
Check Type: Computer: Y Manual: Y Dir Deposit: Y

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

1200 10/01/21 964693 ATLANTIC CITY ELECTRIC CO 21-00542 1 REFUND OF ESCROW FOR 973.51 T-12-00-000-018 Budget 1425 1 1
RESERVE FOR OFF DUTY POLICE

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks: 1	0	0	973.51	0.00
Direct Deposit: 0	0	0	0.00	0.00
Total: 1	0	0	973.51	0.00

Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
T-12	973.51	0.00	0.00	973.51	973.51
Total of All Funds:	<u>973.51</u>	<u>0.00</u>	<u>0.00</u>	<u>973.51</u>	<u>973.51</u>

Range of Checking Accts: FIRE SAFETY to FIRE SAFETY
 Report Type: All Checks
 Report Format: Detail
 Range of check Ids: 1097 to 1097
 Check type: Computer: Y Manual: Y Dir Deposit: Y

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

1097	10/01/21	11701	ENFORSYS	21-00528	1	MAINTENANCE RENEWAL FOR	1,075.00	T-12-00-000-004	Budget	1	1	1427
RESERVE FOR UNIFORM FIRE SAFETY												

Report Totals

checks:	1	0	0	1,075.00	0.00
Direct Deposit:	0	0	0	1,075.00	0.00
Total:	1	0	0	1,075.00	0.00

Totals by Year-Fund	Description	Fund	Budget Total	Revenue Total	G/L Total	Total
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T-12			1,075.00	0.00	0.00	1,075.00
Total of All Funds:			<u>1,075.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,075.00</u>

October 1, 2021

Commissioner's Report - Finance and Revenue

Tax Assessor Report

No updates this month

Tax Collector Report

No updates this month

Operating Budget

- The audit of the 2020 financial year was completed. There were no findings noted.

October 1 Operating Account Status

FCOA	Description	%	Notes
20	General Government	66%	
21	Land-Use Administration	72%	Planning Board related costs
22	Uniform Construction Code	78%	
23	Insurance	73%	
25	Public Safety	61%	Fire Department costs usually paid in December
26	Public Works	62%	
27	H&HS (Animal Control)	44%	
28	Parks and Recreation	37%	
29	Education (Fire Prevention)	30%	
30	Unclassified (Public Events)	100%	July 4th Celebration, shred day
31	Utilities and Bulk Purchases	63%	Electric, Telephone, Fuel
32	Landfill / Solid Waste	86%	
36	Disposal	85%	
37	Statutory Expenditures	85%	
42	Judgements	92%	Due monthly on 10th of the month
43	Shared Services	74%	
44	Court and Public Defender	75%	
44	Capital	0%	Contribution to Capital Fund
45	Debt	54%	Bonds and Bond Anticipation Notes
46	Deferred Charges	0%	Final payment on tax revaluation
	Total	73%	Total of all accounts

October 1, 2021

Judgement Bond

- Financing for the 5-year bond was completed this month. The final payment of the judgement to the Chief will be included in this month's bill list.

CMCMUA Forecast Rates

- 2021 forecasted rate was \$434K.
- 2022 Rate Setting Report shows increase of \$56k to \$490K.
- Expect a \$56k bill for 2021 excess flow.

Sewer System Intrusion and Infiltration Repairs

- Funds are now available for repairs to reduce the excess flow
- An RFP will be released with specific manholes to be repaired.
- A subsequent RFP will be released for additional manholes as we see the results from the first group.
- Goal is to significantly reduce the I&I before Memorial Day when the in-season rate period starts.

WEST WILDWOOD PUBLIC WORKS

ACTIVITY REPORT SEPTEMBER 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

1 WORK ORDER FOR OIL CHANGE ON POLICE VEHICLE

1 WORK ORDER FOR MAINTENANCE OF FLOOD TRUCK

4 WORK ORDERS TO PICK UP TV'S WITH IN THE BORO

4 WORK ORDERS TO CUT GRASS AT BORO HALL, PARKS AND

PLAYGROUND

3 WORK ORDERS TO CLEAN BEACH OF SALT GRASS

1 WORK ORDER TO CHECK TIDE FLEX VALVES

1 WORK ORDER TO WEED EAT WEEDS GROWING AT THE KAYAK PARK

4 WORK ORDERS TO PICK UP PAID BULK TRASH

4 WORK ORDERS TO PICK UP YARD WASTE

1 WORK ORDER TO REPAIR TIRE ON POLICE VEHICLE THAT HAD A NAIL

IN IT

2 WORK ORDERS TO CUT HIGH GRASS AT PROPERTIES WITHIN THE

BORO DUE TO COMPLAINTS

1 WORK ORDER FOR MAINTENANCE OF LAWN EQUIPMENT

1 WORK ORDER TO MARK OUT WATER AND SEWER LATERALS BORO

HALL

1 WORK ORDER SECURE LOOSE BOARDS ON BULKHEAD NORTH END

OF NEPTUNE AVE.

1 WORK ORDER FOR OIL CHANGE D.P.W. TRUCK

1 WORK ORDER TO REPAIR LAWN EDGER

1 WORK ORDER TO REPAIR CATCH BASIN BACKING AT K AND

MAGNOLIA AVES.

1 WORK ORDER TO INSTALL A NEW FAUCET IN D.P.W. BATHROOM

3 WORKORDERS TO STACK PAVERS ON TO PALETS D.P.PW. YARD

1 WORK ORDER TO INSTALL NEW FILTERS IN AIR HANDLERS AT BORO
HALL AND THE TAX OFFICE

1 WORK ORDER TO WEED EAT WEEDS GROWING AT CURBLINES ON
THE BRIDGE

98 TOTAL WORK ORDERS FOR SEPTEMBER 2021



Activity for the Month of September 2021

430	MVA's State Roads:	1	Juv. Arrested:	1	CDS Arrests:	1	DWI Arrests:	Summonses:	MVA's Municipal Roads:	14	911 Calls:
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162	Property Check	1	Simple Assault 2C:12-1a	1
74	Directed Patrol	1	Property Check Requested	1
30	Directed Walking Beat	1	Other Public Service	1
29	Parking Complaint/ Violation	1	Open Door	1
22	Directed Patrol - Vehicle	1	Noise Complaint	1
17	MV Stop	1	Missing Person - Lost / Found	1
15	Property Check	1	Juvenile Complaint	1
13	Foot Patrol - Walking Beat	1	Harassment 2C:33-4	1
8	Back-up Officer	1	Gas Leak (odor)	1
5	General Compliants	1	Firearms Application	1
3	Welfare Check	1	Error CAD	1
3	Suspicious Activity/ Auto/ Person	1	Disorderly Conduct- Disputes	1
3	Medical Emergency / Assistance	1	Burglary 2C:18-2	1
3	Assist Other Agency	1	Background Check	1
3	Administrative			
2	Tow Release			
2	Relay Person/Paper			
2	Police Information			
2	Open Door/Window/Property			
2	Local Ordinance			
2	Land-Lord/Tenant Dispute			
2	Follow-Up Investigation			
2	Animal Complaint			
2	Alarm - Burglar/ Panic			
2	911 Abandoned			
1	Wires / Pole / Tree Down			
1	Training			
1	Offic Detail			
3	Offic Detail			
1	Suspicious Person(s)			
1	Stand By			