

WORKSHOP MEETING MINUTES

DEC. 28, 2021

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING – DECEMBER 28, 2021

9:00AM – OFFICIAL ACTION SHALL TAKE PLACE

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

CALL TO ORDER

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. 2021-009 ADOPTED ON JANUARY 1, 2021. 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.

PLEDGE OF ALLEGIANCE

ROLL CALL:

ADDITIONS/DELETIONS OF AGENDA ITEMS:

OLD BUSINESS

APPROVAL OF MINUTES:

Workshop Meeting – November 23, 2021

Closed Session Meeting – Nov. 23, 2021 (per resolution 2021-121) minutes shall remain confidential until matters have concluded.

Closed Session Meeting – Nov. 23, 2021 (per resolution 2021-122) minutes shall remain confidential until matters have concluded.

Regular Meeting – December 3, 2021

RESOLUTIONS:

2021-126 – ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2022

2021-127 - DESIGNATING ORDER OF BUSINESS AT MEETINGS

2021-128 - DESIGNATING OFFICIAL NEWSPAPERS FOR THE YEAR 2021 (Atlantic City Press & Cape May County Herald)

2021-129 – AUTHORIZING THE CANCELLATION OF UNEXPENDED BALANCES FROM THE OPERATING BUDGET FOR THE CY2021

Borough of West Wildwood

"Small town Charm on the Back Bay"

2021-130 - APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) (Clerk)

2021-131 - APPOINTMENT OF LPS INFORMATION COORDINATORS (Clerk & Deputy Clerk)

2021-132 - APPOINTMENT OF A CLEAN COMMUNITIES COORDINATOR (Jud Moore)

2021-133 - APPOINTING A LOCAL HOUSING INSPECTOR (Lew Ostrander)

2021-134 - AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL (Lew Ostrander)

2021-135 - AUTHORIZING THE APPOINTMENT OF A MERCANTILE LICENSE INSPECTOR (Lew Ostrander)

2021-136 - APPOINTMENT OF A DEPUTY TAX COLLECTOR (Ruth Sweeney)

2021-137 - A RESOLUTION APPOINTING CERTAIN MUNICIPAL REPRESENTATIVES TO THE ATLANTIC COUNTY JOINT INSURANCE FUND

2021-138 - DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY

2021-139 - ESTABLISHING INTEREST RATE AND GRACE PERIOD FOR TAX AND SEWER COLLECTION FOR CY2022

2021-140 - APPROVING THE 2022 CASH MANAGEMENT PLAN FOR THE BOROUGH OF WEST WILDWOOD

2021-141 - APPOINTMENT OF A CODE ENFORCEMENT OFFICER (Brian Vergantino)

2021-142 - AUTHORIZING THE APPOINTMENT OF THE CUSTODIAN OF RECORDS FOR THE WEST WILDWOOD POLICE DEPARTMENT (Chief & Sgt)

2021-143 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL HUMANE LAW ENFORCEMENT OFFICERS (Sgt.)

2021-144 - AUTHORIZING THE APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT COORDINATOR (Sgt)

2021-145 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR FOR THE CALENDAR YEAR 2021 (Bowman & Co.)

2021-146 - AUTHORIZING THE AWARDED OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF LABOR COUNSEL CY2021(Blaney, Donohue, Karavan & Weinberg, P.C.)

Borough of West Wildwood

"Small town Charm on the Back Bay"

2021-147 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF BOND COUNSEL CY2022 (McManimom-Scotland-Baumann)

2021-148 - AUTHORIZING THE APPOINTMENT OF PHOENIX ADVISORS, LLC AS CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR CY2022

2021-149 - A RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO ENTER INTO A CONTRACT FOR ANIMAL CONTROL SERVICES WITH ANIMAL CONTROL OF SOUTH JERSEY 2022

2021-150 - A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT (Jud Moore)

2021-151 - APPROVING THE APPOINTMENT OF ELAINE CROWLEY AS CHIEF FINANCIAL OFFICER

2021-152 - A RESOLUTION TO AFFIRM THE BOROUGH OF WEST WILDWOOD'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

2021-153 - APPOINTING MEMBERS TO THE WEST WILDWOOD PLANNING BOARD

2021-154 - AUTHORIZING THE CANCELLATION OF CHECKS ONE YEAR OR OLDER

2021-155 - CANCELLATION OF 2021 TAX AND/OR SEWER BALANCES OF \$5.00 OR LESS

2021-156 - AUTHORIZING PURCHASES WITH VENDORS WHO ARE UNDER CURRENT N.J. STATE CONTRACT

2021-157 - AUTHORIZING THE TAX ASSESSOR OF THE BOROUGH OF WEST WILDWOOD TO FILE REGULAR APPEALS ON BEHALF OF THE BOROUGH OF WEST WILDWOOD TO THE CAPE MAY COUNTY BOARD OF TAXATION FOR THE YEAR 2022

2021-158 - ADOPTION OF A TEMPORARY BUDGET FOR CY2022

2021-159 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF A MUNICIPAL SOLICITOR CY2022 (Gebhardt & Kiefer, P.C.)

2021-160 - APPROVING BUDGET TRANSFERS FOR THE CY2021

2021-161 - ESTABLISHING THE ANNUAL MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2022

2021-162 - AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF MUNICIPAL ENGINEER CY2022 (Remington & Vernick)

Borough of West Wildwood

"Small town Charm on the Back Bay"

2021-163 – AUTHORIZING THE AWARDING OF A CONTRACT FOR IT SERVICES TO BARBER CONSULTING SERVICES

2021-164 – AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES TO TRIAD ASSOCIATES

APPROVAL TO PAY BILLS

OPEN TO THE FLOOR FOR PUBLIC COMMENT

ADJOURNMENT

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

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken
DECEMBER 28, 2021
9:00 AM

MINUTES:

Mayor Ksiazek called the meeting to order, read the OPMA statement:

THIS WORKSHOP MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING WAS RE-ESTABLISHED IN RESOLUTION 2021-062. 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 AND BOROUGH WEBSITE

Mayor led the Pledge of Allegiance

Meeting was held in public as well as via online access through Zoom.us due to Covid exposure.

ROLL CALL: Present

Comm. Banning
Comm. Segrest, via online access
Mayor Ksiazek, via online access
Solicitor Lyons
Deputy Clerk Carl O'Hala
CFO Elaine Crowley
Engineer James Oris
Sr. Surveyor RVE Charles Adamson, via online access
Municipal Clerk Donna L. Frederick

Clerk announced the following: CAVEAT TO THE OPEN PUBLIC MEETING ACT – NOTICE OF THIS ZOOM MEETING WAS SENT ELECTRONICALLY TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD AND POSTED ON THE OFFICIAL BOROUGH WEBSITE

APPROVAL OF MINUTES:

Clerk called for a motion to adopt the minutes of previous meetings as presented.
Workshop Meeting – November 23, 2021
Closed Session Meeting – Nov. 23, 2021 (per resolution 2021-121) minutes shall remain confidential until matters have concluded.
Closed Session Meeting – Nov. 23, 2021 (per resolution 2021-122) minutes shall remain confidential until matters have concluded.
Regular Meeting – December 3, 2021
Motion by Comm. Banning; Second by Comm. Segrest.
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Motion Carried

RESOLUTIONS: Clerk read by Number and Title:

2021-126 – ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-127 - DESIGNATING ORDER OF BUSINESS AT MEETINGS

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-128 - DESIGNATING OFFICIAL NEWSPAPERS FOR THE YEAR 2021 (Atlantic City Press & Cape May County Herald)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-129 – AUTHORIZING THE CANCELLATION OF UNEXPENDED BALANCES FROM THE OPERATING BUDGET FOR THE CY2021

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-130 - APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) (Clerk)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-131 - APPOINTMENT OF LPS INFORMATION COORDINATORS (Clerk & Deputy Clerk)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-132 - APPOINTMENT OF A CLEAN COMMUNITIES COORDINATOR (Jud Moore)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-133 - APPOINTING A LOCAL HOUSING INSPECTOR (Lew Ostrander)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-134 - AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL (Lew Ostrander)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-135 - AUTHORIZING THE APPOINTMENT OF A MERCANTILE LICENSE INSPECTOR (Lew Ostrander)

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

2021-136 - APPOINTMENT OF A DEPUTY TAX COLLECTOR (Ruth Sweeney)

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

2021-137 - A RESOLUTION APPOINTING CERTAIN MUNICIPAL REPRESENTATIVES TO THE ATLANTIC COUNTY JOINT INSURANCE FUND

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

2021-138 - DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY

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

2021-139 - ESTABLISHING INTEREST RATE AND GRACE PERIOD FOR TAX AND SEWER COLLECTION FOR CY2022

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

2021-140 - APPROVING THE 2022 CASH MANAGEMENT PLAN FOR THE BOROUGH OF WEST WILDWOOD

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

2021-141 - APPOINTMENT OF A CODE ENFORCEMENT OFFICER (Brian Vergantino)

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

2021-142 - AUTHORIZING THE APPOINTMENT OF THE CUSTODIAN OF RECORDS FOR THE WEST WILDWOOD POLICE DEPARTMENT (Chief & Sgt)

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

2021-143 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL HUMANE LAW ENFORCEMENT OFFICERS (Sgt.)

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

Resolution Adopted.

2021-144 - AUTHORIZING THE APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT COORDINATOR (Sgt)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-145 - AUTHORIZING THE APPOINTMENT OF A MUNICIPAL AUDITOR FOR THE CALENDAR YEAR 2021 (Bowman & Co.)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted.

2021-146 - AUTHORIZING THE AWARDED OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF LABOR COUNSEL CY2021(Blaney, Donohue, Karavan & Weinberg, P.C.)

Clerk called for a motion; Mayor Ksiazek asked this appointing resolution to be tabled at this time.

Clerk called for a motion to table resolution 2021-146

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution tabled

2021-147 - AUTHORIZING THE AWARDED OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF BOND COUNSEL CY2022 (McManimom-Scotland-Baumann)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-148 - AUTHORIZING THE APPOINTMENT OF PHOENIX ADVISORS, LLC AS CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR CY2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-149 - A RESOLUTION AUTHORIZING THE BOROUGH OF WEST WILDWOOD TO ENTER INTO A CONTRACT FOR ANIMAL CONTROL SERVICES WITH ANIMAL CONTROL OF SOUTH JERSEY 2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-150 - A RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT (Jud Moore)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-151 – APPROVING THE APPOINTMENT OF ELAINE CROWLEY AS CHIEF FINANCIAL OFFICER

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-152 - A RESOLUTION TO AFFIRM THE BOROUGH OF WEST WILDWOOD'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-153 - APPOINTING MEMBERS TO THE WEST WILDWOOD PLANNING BOARD

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-154 – AUTHORIZING THE CANCELLATION OF CHECKS ONE YEAR OR OLDER

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-155 – CANCELLATION OF 2021 TAX AND/OR SEWER BALANCES OF \$5.00 OR LESS

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-156 - AUTHORIZING PURCHASES WITH VENDORS WHO ARE UNDER CURRENT N.J. STATE CONTRACT

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-157 - AUTHORIZING THE TAX ASSESSOR OF THE BOROUGH OF WEST WILDWOOD TO FILE REGULAR APPEALS ON BEHALF OF THE BOROUGH OF WEST WILDWOOD TO THE CAPE MAY COUNTY BOARD OF TAXATION FOR THE YEAR 2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-158 – ADOPTION OF A TEMPORARY BUDGET FOR CY2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-159 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF A MUNICIPAL SOLICITOR CY2022 (Gebhardt & Kiefer, P.C.)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-160 - APPROVING BUDGET TRANSFERS FOR THE CY2021

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-161 – ESTABLISHING THE ANNUAL MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2022

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-162 – AUTHORIZING THE AWARDING OF A NON-FAIR AND OPEN CONTRACT FOR THE PROFESSIONAL SERVICES OF MUNICIPAL ENGINEER CY2022 (Remington & Vernick)

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-163 – AUTHORIZING THE AWARDING OF A CONTRACT FOR IT SERVICES TO BARBER CONSULTING SERVICES

Motion by Comm. Banning; Second by Comm. Segrest

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

Resolution Adopted

2021-164 – AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES TO TRIAD ASSOCIATES

Motion by Comm. Banning; Second by Comm. Segrest

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

Motion Carried

Clerk turned the meeting over to the Commissioners for their comments.

Mayor Ksiazek presented a brief engineer's report. Bids came in high for the Police ADA ramp. Engineer has presented three options to consider. First change the scope of the project; second reach out to small cities to secure additional funding; third search out more bond funding, Commissioners will further discuss this at a future workshop meeting. Regarding the manhole project, five of the worst manholes have been identified, fortunately two have been corrected with the Poplar & G Avenue project. Mayor will talk with sewer superintendent Joe Mendo and Engineer Representative Tony Donofrio to select additional problematic manholes. Discussions on the bulkhead and stormwater ordinance updates will be further discussed at the next workshop meeting. Mayor presented suggestions for amendments to the Land Use Ordinance, regarding side yard setbacks, for obstructions to egress, mechanicals, trash receptacles and staircases to electric meters. Both Commissioner Banning and Commissioner Segrest are fine with the mayor's recommendations. Mayor asked the borough solicitor to prepare an ordinance with the amendments for the January 7, 2022, regular meeting.

Comm. Segrest discussed municipal liens and the re-assignment of a lien that has significant value. An individual has contacted the borough tax collector requesting a re-assignment of a municipal lien which is close to \$100,000.00. Comm. Segrest is looking into fifteen other municipal liens on undeveloped property, hoping to get them off the books, which would remove them from the county taxes, a discussion ensued. Solicitor stated there are statutes that provide for the re-assignment of municipal liens, and it can also be done through public auction. Solicitor would like to know more background and history of the properties involved. Comm. Segrest asked the solicitor if he could move forward independently researching this matter. Solicitor stated there is work to be done to prepare a comprehensive plan prior to any formal action being taken. Solicitor asked if the other commissioners do not have any objection to the plan, steps can be taken for action in the near future. Comm. Segrest polled the commissioner's opinion to move forward internally. Comm. Banning stated no objections to move forward at this time. Mayor Ksiazek stated the borough must perform due diligence for any lien considerations and know the history of the filled in areas. Comm. Segrest will work with the solicitor after the first of the year. Comm. Segrest inquired about going into closed session regarding salary changes. Solicitor stated in this format (two commissioners attending meeting virtually) it would be difficult and has security concerns.

Mayor opened the meeting up for public comment.

Clerk asked participants to state their name and address for the record.

SUSAN CZWALINA, 647 W. Maple Avenue, questioned several resolutions, asking for details as to the workshop meeting and regular meeting dates and time as well as the order of business to be conducted at the meetings. Clerk stated workshop meetings are the third Wednesday of the month at 9:00am, unless noted differently; regular meetings are the first Friday of the month at 7:00pm; order of business is based on a modified version of Robert's Rules. Clerk stated all these items will be posted on the borough website and published according to law.

Ms. Czwalina asked the cost for animal control; the solicitor term and cost; the engineer term. Clerk stated the animal control is \$2,400.00/yr. Solicitor term is one year at a cost of \$35,000.00 and the engineer is appointed for a one-year term. Ms. Czwalina questioned the amount of the temporary budget, which Comm. Segrest addressed. Ms. Czwalina asked Comm. Segrest about the progress of hiring the borough administrator. Comm. Segrest informed her interviews were held and an offer has been made to an individual and will be appointed at the January 7, 2022, meeting. Ms. Czwalina asked the status of the J Avenue flooding issue. Mayor Ksiazek stated he is actively addressing this situation. He has met with members of the Condo Association, since it is their property creating this situation. Since it is privately owned property the borough can't

intervene. The Condo Association is getting a plan/proposal together with ideas on what they can do to address this matter. Ms. Czwalina asked if the Poplar & G Avenue projects are now completed. Engineer representative Charles Adamson stated the project is completed, there is a minimal punch list of items to be addressed and it should be certified within the next month or so. Ms. Czwalina asked if the debris at the end of Neptune Avenue left by the contractor will be cleaned up. Charles stated it would be addressed. Ms. Czwalina questioned Comm. Banning as to why a police officer who is incarcerated is still being paid. Comm. Banning stated he is limited in what can be stated by advice of counsel. Comm. Banning stated the advice of counsel is being followed at this time. Ms. Czwalina questioned several more times regarding this matter why this officer is being paid while incarcerated. Solicitor Lyons informed her that this matter is continuing to be monitored and the borough can't speak to the criminal proceedings, it will be monitored for additional appropriate steps. Ms. Czwalina stated the Cape May County Herald reported other police officers arrested from other towns, and they are not being paid. Ms. Czwalina stated on behalf of the CTWW she sent an email to the clerk, commissioners, and solicitor to put the officer on notice, so this matter could be discussed, but she received no reply to the email, and asked what the notification process is. Solicitor stated again that no specific answers can be given, employees have rights, and no factually specific answers will be discussed, there is a 48-hour written notice process. Ms. Czwalina continued her questioning stating the borough is continuing to pay this officer \$50,000.00 a year and benefits. then stated she was asking general for any employee. Solicitor again stated this can't be discussed at this meeting and that she was clearly referring to one individual, and this can place the borough in jeopardy.

Hearing no further comments Mayor called for a motion to adjourn.

Motion to Adjourn:

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 Workshop meeting on December 28, 2021, 2021 and not a verbatim transcript.

THESE MINUTES WERE APPROVED AT THE JANUARY 7, 2022, REGULAR COMMISSION MEETING



MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING



COMMISSIONER JOSPEH D. SEGREST

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

RESOLUTION 2021-126

ESTABLISHING THE WORKSHOP MEETING DATES OF THE BOROUGH OF WEST WILDWOOD BOARD OF COMMISSIONERS FOR THE YEAR 2022

WHEREAS, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby establish the **Workshop Meeting Dates** for the Year 2022 in accordance the Open Public Meeting Act (N.J.S.A. 10:4-1, et seq.), commonly referred to as the Sunshine Law, which establishes the right of all citizens to have adequate notice of all Public Meetings.

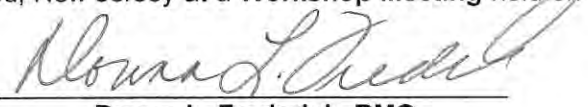
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, that the **Workshop Meetings** of the West Wildwood Board of Commissioners will be held at the Municipal Building, 701 West Glenwood Avenue, West Wildwood, New Jersey beginning at **9:00am, prevailing time unless otherwise noted. Official Action may be taken.**

- January 19**
- February 16**
- March 16**
- April 20**
- May 18**
- June 15**
- July 20**
- August 17**
- September 21**
- October 19**
- November 16**
- December 27**

BE IT FURTHER RESOLVED, that this Resolution shall be posted on the West Wildwood Municipal Hall Bulletin Board, to remain there for the full Calendar Year 2022; published in both Official Municipal Newspapers; and shall remain available from the Municipal Clerk's Office upon request; all in accordance with State Law.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021.**



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

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

RESOLUTION 2021-127

DESIGNATING ORDER OF BUSINESS AT MEETINGS

BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the following shall be the order of business at all meetings of said Borough:

1. Call to Order
2. Open Public Meeting Act Statement
3. Pledge of Allegiance
4. Roll Call
5. Additions/Deletions of Agenda Items
6. Old Business
7. Adoption of Previous Meeting Minutes
8. Reading and Adopting of Ordinances
9. Reading and Adopting of Resolutions
10. Motion to Pay Bills
11. Commissioners' Reports
12. Public Comments
13. Adjournment

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


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

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

RESOLUTION 2021-128

**DESIGNATING OFFICIAL NEWSPAPERS
FOR THE YEAR 2022**


WHEREAS, the Borough of West Wildwood is required to designate an official newspaper for the publication of the Borough meetings and other official business; and

WHEREAS, the **Cape May County Herald** and **The Press of Atlantic City** have been deemed qualified for use as the official newspapers of the Borough of West Wildwood.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, as follows, that the Cape May County Herald and the Press of Atlantic City be designated as the official newspapers of the Borough of West Wildwood, County of Cape May, New Jersey, and all ordinances or other public notices which the Borough of West Wildwood may be required by law to publish, where the manner of publication is not otherwise specifically provided, shall be published in either one of the said newspapers.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-129

**AUTHORIZING THE CANCELLATION OF UNEXPENDED BALANCES FROM THE
OPERATING BUDGET FOR THE CY2021**

WHEREAS, there exist unexpended balances in the CY2021 Operating Budget ; and

WHEREAS, there is no further need to retain said unexpended balances; and

WHEREAS, it is deemed to be in the best interest of the Borough of West Wildwood to cancel said unexpended balances and it is the desire of the Board of Commissioners to cancel these unexpended balances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that unexpended balances in the CY2021 Operating Budget be and are hereby cancelled.

General Admin

Other Professional Services	8,500.00
Maintenance Mail	500.00
Office Supplies	1,000.00
Education Training	2,000.00
New Equipment	800.00
Maintenance Contracts	500.00
Legal Services	35,000.00
Engineering- Professional Services	7,000.00
Land Use - Legal Advertising	500.00
Worker Compensation Insurance	1,500.00
Employee Group Health	20,000.00
Police Vehicles	5,000.00
Emergency Management M&S	1,000.00
Gen Hardward-Maint Supplies	8,000.00
Building Repairs	5,000.00
Parks and Recreation	500.00
Water	3,200.00
Judgment	72,000.00
Reserve for Revaluation	22,148.75
NJ Transportation Trust Fund Auth Act	136,453.11
Alcohol Ed and Rehab Fund	53.93
Drunk Driving Enforcement Fund	1,296.00
Joint Insurance Fund	193.12
CMCMUA Recycling Rebate Grant	4.77
Defib. Grant	55.84
SJ Gas First Responders	1,000.00


Joint Insurance Fund Grant	193.12
NJ Transportation Trust Fund Receivable	<u>(36,810.00)</u>
	<u>296,588.64</u>

2021 SEWER OPERATING BUDGET CANCELLATIONS

<u>Line Item</u>	<u>Amount</u>
Contractual Software	6,000.00
Gen Hardware & Minor Tools	2,500.00
Equipment Purchase	12,000.00
Contractual Services - MUA	<u>22,000.00</u>
	<u>42,500.00</u>

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-130

APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

WHEREAS, New Jersey Statutes provide that no public work contracts can be awarded nor any moneys paid until the prospective contractor has agreed to contract performance which complies with the approved affirmative action program; and

WHEREAS, the law applies to each political subdivision and agency of the State and includes service and procurement contracts and construction contracts (N.J.A.C. 17:27-1.1); and

WHEREAS, each public agency shall annually designate an officer or employee to serve as its public agency compliance officer (P.A.C.O) (N.J.A.C. 17:27-3.5); and


WHEREAS, the officer shall perform the duties prescribed in the Administrative Code, be responsible for ensuring the agencies' compliance with the rules and may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Municipal Clerk be and is hereby designated as the P.A.C.O. for 2022.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be given to the Department of the Treasury, State Affirmative Action Office, Division of Purchase & Property, 33 W. State St., P.O. Box 206, Trenton, NJ, 08625.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-131

APPOINTMENT OF LPS INFORMATION COORDINATORS

WHEREAS, it is necessary to provide the Department of Community Affairs Local Planning Services (LPS) with primary and secondary contacts on behalf of the Municipality in this regard

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

BE IT FURTHER RESOLVED that the Deputy Clerk shall be designated as the Secondary Contact with regard to receipt and information with the LPS; and

BE IT FURTHER RESOLVED that the Mayor and/or Deputy Mayor and Municipal Clerk are hereby directed to execute any and all forms and documents effectuating this contact information and transmit same to the Local Planning Services of the N.J. Division of Community Affairs.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.



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

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

RESOLUTION 2021-132

APPOINTMENT OF A CLEAN COMMUNITIES COORDINATOR

WHEREAS, it is necessary and essential for the Borough of West Wildwood to appoint a Clean Communities Coordinator; and

WHEREAS, Judson Moore, Jr., CFO has agreed to serve in said position from January 1, 2022 to December 31, 2022; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Judson Moore, Jr. is appointed as the Clean Communities Coordinator; and

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.



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

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

RESOLUTION 2021-133

APPOINTING A LOCAL HOUSING INSPECTOR

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


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

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Lewis M. Ostrander is hereby appointed as the Borough Housing Inspector for a term commencing January 1, 2022 to December 31, 2022.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.



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

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

RESOLUTION 2021-134

AUTHORIZING THE APPOINTMENT OF A FIRE CODE OFFICIAL

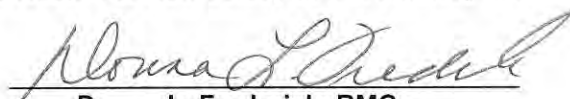
WHEREAS, it is necessary and essential to appoint a Fire Code Official for the Borough of West Wildwood; and

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that Lewis Ostrander is hereby appointed as Fire Code Official, for a three-year term effective January 1, 2022 and expiring on December 31, 2024.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-135


AUTHORIZING THE APPOINTMENT OF MERCANTILE LICENSE INSPECTOR

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey that Lewis Ostrander is hereby appointed as Mercantile License Inspector, for a term effective January 1, 2022 and expiring on December 31, 2022.

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

I, Donna L. Frederick, RMC, Municipal Clerk for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a Workshop Meeting held on December 28, 2021.



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-136

APPOINTMENT OF A DEPUTY TAX COLLECTOR

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

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

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of West Wildwood, County of Cape May, State of New Jersey, hereby appoints Ruth M. Sweeney as the Deputy Municipal Tax Collector for a term expiring on December 31, 2022.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on December 28, 2021.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-137

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

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

NOW, THEREFORE BE IT RESOLVED that the following Municipal Representatives are hereby appointed to the respective positions with terms expiring on December 31, 2022.

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-138

DESIGNATING SIGNATURES FOR OFFICIAL DEPOSITORY

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

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

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

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

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

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

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


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

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

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2021-139

**ESTABLISHING INTEREST RATE AND GRACE PERIOD
FOR TAX AND SEWER COLLECTION FOR CY2022**

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

NOW THEREFORE, **BE IT RESOLVED** by the Governing Body of the Borough of West Wildwood, that for CY2022 the rate of interest on unpaid taxes and assessments shall be eight percent per annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year; and

BE IT FURTHER RESOLVED that the rate of interest for CY2022 on unpaid sewer bills shall be eight percent per annum up to One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable. and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year; and

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

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.


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

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

RESOLUTION 2021-140

**APPROVING THE 2022 CASH MANAGEMENT PLAN
FOR THE BOROUGH OF WEST WILDWOOD**

WHEREAS, N.J.S.A. 40A:5-14 requires the Borough of West Wildwood to adopt a Cash Management Plan, authorized by Resolution and passed by a majority of the full membership of the governing body; and

WHEREAS, the attached Cash Management Plan will guide the investment of funds of the Borough of West Wildwood; and

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

WHEREAS, the Plan is subject to an annual audit.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood that the attached Cash Management Plan of the Borough of West Wildwood, County of Cape May, New Jersey is approved and adopted for the period beginning January 1, 2022 and ending December 31, 2022.

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

I, Donna L. Frederick, RMC, Municipal Clerk for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **December 28, 2021**.



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

**CASH MANAGEMENT PLAN OF THE BOROUGH OF WEST
WILDWOOD,
IN THE COUNTY OF CAPE MAY, NEW JERSEY**

I. STATEMENT OF PURPOSE:

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investments (“Permitted Investments”) of certain public funds of the Borough of West Wildwood, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of West Wildwood:

1. Current Fund
2. Water-Sewer Utility Operating Fund
3. General Capital Fund
4. Water-Sewer Utility Capital Fund
5. Payroll Account
6. Trust Other Fund
7. Park and Recreation Fund
8. Fire Safety Fund
9. Any fund or account maintained by the Borough of West Wildwood not specifically listed in Section “B” below.

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of West Wildwood, specifically:

1. Developer Escrow Accounts

- III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF WEST WILDWOOD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Borough of West Wildwood (Treasurer) (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of West Wildwood are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

- IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

1. Crest Savings Bank
2. New Jersey Cash Management
3. MBIA Municipal Investors Service Corp
4. Any other financial institution located in the State of New Jersey which meets the requirements of the Governmental Unit Deposit Protection Act.

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

- V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Borough of West Wildwood referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

1.

VI. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b. the custody of collateral is transferred to a third party;
 - c. the maturity of the agreement is not more than 30 days;
 - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and

- e. a master repurchase agreement providing for the custody and security of collateral is executed.

For the purpose of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- a. which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270-2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- b. which is rated in the highest category by a nationally recognized statistical rating organization;
- c. which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270-2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- d. which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, C410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall

provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity, and yield of the investments;

- e. which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- f. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967, c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

1. Current Fund
2. Water-Sewer Utility Operating Fund
3. General Capital Fund
4. Water-Sewer Utility Capital Fund
5. Payroll Account
6. Trust Other Fund
7. Park and Recreation Trust Fund
8. Fire Safety Fund
9. Any fund or account maintained by the Borough of West Wildwood not specifically excluded.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of West Wildwood, then such

instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of West Wildwood to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough of West Wildwood or by a third party custodian prior to or upon the release of the Borough of West Wildwood's funds. To assure that all parties with whom the Borough of West Wildwood deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. REPORTING REQUIREMENTS.

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough of West Wildwood a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough of West Wildwood as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough of West Wildwood.

IX. TERM OF PLAN.

This Plan shall be in effect from January 1, 2022, to December 31, 2022. Attached to this Plan is a resolution of the governing body of the Borough of West Wildwood approving this Plan for such period of time. The Plan may be adopted by the Commissioners, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.