

WORKSHOP MEETING MINUTES

MAY 17, 2023

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

MAY 17, 2023 - 9:00am

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

CALL TO ORDER

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

THIS WORKSHOP MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING WAS RE-ESTABLISHED IN RESOLUTION 2022-133. 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

PLEDGE OF ALLEGIANCE

ROLL CALL:

DISCUSSION:

Possible agenda items for regular meeting

RESOLUTIONS:

2023-052 – AUTHORIZING THE APPOINTMENT OF A FULL-TIME POLICE OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT

2023-053 – AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH ENGINEERING, PLANNING, AND DESIGN SERVICES IN CONNECTION WITH THE USDA FY2022 SANITARY SEWER REPLACEMENT PROJECT ON MAPLE AVENUE FROM ARION AVENUE TO NEPTUNE AVENUE

Open to the Floor for Public Comment

ADJOURNMENT

OFFICIAL ACTION MAY BE TAKEN

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

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken
WEDNESDAY – MAY 17, 2023
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 IN RESOLUTION 2022-133. 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

ROLL CALL: Present

Comm. Banning

Mayor Ksiazek

Deputy Clerk Carl O'Hala

Solicitor Lyons

CFO Crowley

Engineer Representative Anthony Chadwell & Stefanie Thonson (attended late)

Municipal Clerk Donna L. Frederick

ABSENT

Comm. Segrest

RESOLUTIONS: Clerk read the following resolution by title:

NOTE – Clerk reported a change in the original agenda. Resolution 2023-052 (appointing a full-time police officer) will be removed, and the number will be re-assigned changing 2023-053 to 2023-052 as follows:

2023-052 – AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH ENGINEERING, PLANNING, AND DESIGN SERVICES IN CONNECTION WITH THE USDA FY2022 SANITARY SEWER REPLACEMENT PROJECT ON MAPLE AVENUE FROM ARION AVENUE TO NEPTUNE AVENUE

The clerk called for a motion to adopt resolution 2023-052.

Motion by Comm. Banning; Second by Mayor Ksiazek

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

Resolution 2023-052 adopted.

The clerk presented the following items for discussion:

Discussion of possible agenda items for regular meeting.

In Comm. Segrest absence he has relayed some discussion items for the Administrator to present to the Mayor and Commissioner.

Constellation – 3rd party provider – Comm. Segrest would like to go back to AC Electric, savings are nominal and just another vendor to pay. Mayor and Comm. Banning have no issues with changing back to AC Electric. Clerk and CFO will follow up with this matter.

Comm. Segrest would like to use the remainder USDA funding from Poplar Avenue \$16,444 towards the design work at USDA Maple Avenue Project. Engineers will reach out to USDA to see if this is permitted. Both the Mayor and Commissioner agreed.

Overpayment of 2 Mercantile License fees – 2022. \$520.00, CFO will check with the auditor regarding re-imbursement.

Beach ramp railing update. Engineers are still waiting for a quote.

Codification update, Comm. Banning has reviewed, and Mayor is working on it.

Borough received an estimate for rain gutters at firehouse/dpw for \$24,454.00 – maybe a UEZ Project along with street signs.

Discussion for the engineers to prepare formal quotes to rehabilitate the 3 deepest manholes at the south end of Neptune Avenue.

Borough received notification for lead grant assistance, the grant would be \$400.00. Discussion ensued CFO and Administrator suggested the paperwork and record keeping would out way the grant amount. Mayor and Comm. agreed that the borough would pass on applying for this funding.

Possible agenda items for regular meeting:

ORDINANCE 612(2023) SECOND READING – AMENDING THE LAND USE REGS AS TO STREETS AND SIDEWALKS.

Anthony Chadwell of R&V Engineers provided updates for the following projects:
American Rescue Plan Act funding.

USDA Maple Avenue project, surveyors will be out in a few weeks.

Engineers are working on the NJDOT State Aid application for the west end of Maple Avenue.

Close out of the ADA ramp, still waiting on a quote for the handrail at the beach.

Lake Road drainage project should start this week.

Pine Avenue project is complete, just a couple of punch items.

Venice Avenue bulkhead replacement, working in coordination with AC Electric and Verizon regarding the removal of the telephone pole in the park area. A discussion ensued, Verizon owns both poles in that area and if they removed the southern pole, they would need to put in an anchor guide wire to the pole to the north. The engineers will keep working on this matter.

Mayor reported there is missing concrete around the fire hydrant on the Pine Avenue project. Suggested to fill it with stone up to grade level because it is a hazard even though it is coned off.

Discussion regarding the Wildwood Water Company working at Poplar and Bay Avenues to possibly put a large steel cover plate over the area. Administrator will contact the water department to discuss the situation.

Mayor discussed UEZ funding for camera project, it may need to be paired down due to connectivity matters. Discussion ensued. Administrator will reach out the county regarding the right of way for a camera to be installed at the bridge area by the borough sign, with possible upgrade to the signs modem to handle to camera too. Deputy Clerk suggested keeping the camera at the playground area for CRS and Coastal Coalition. A camera could possibly be installed on the tower at the FC/DPW area.

Comm. Banning suggested to have one installed on 26th St. possibly around our pump station, because a form of upgraded communication needs to be installed there anyway.

Solicitor commented that the camera at the FD/DPW can be hardwired. The biggest issue is the cost, if modems need to be used for each camera it could cost \$99.00 a month for each one.

Comm. Banning stated four possible placements, the bridge, 26th St., FD/DPW and one more, to try to avoid the costs.

Mayor reported the borough is still waiting on quote for the UEZ sign project.

Mayor reported the dredge project has been postponed until September, which may work out for the utilization of the dredge materials for our 26th St. project if the timing is right. A conversation will be needed with Mott MacDonald regarding this process.

Mayor discussed the re-start of the paver dedication. Mayor reported on the beautification fund and flowers will be purchased for the parks.

Mayor announced the spring clean-up scheduled for May 20, 2023, from 9:30 – 11:30 at the 26th St. marina is going to be postponed due to bad weather predictions.

Mayor opened the meeting up for public comment.

SUSAN CZWALINA, asked if there is a rain date for the clean-up. Mayor stated no.

Having no further matters Mayor called for a motion to adjourn.

Motion to Adjourn:

Motion by Comm. Banning; Seconded by Mayor Ksiazek

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

Motion Carried

Respectfully submitted,


Donna L. Frederick, RMC, Administrator/ Clerk

***This is a generalization of the Workshop meeting on MAY 17, 2023, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE JUNE 2, 2023, REGULAR COMMISSION MEETING***



MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING



COMMISSIONER JOSEPH D. SEGREST

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

RESOLUTION 2023-052

**AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH ENGINEERING,
PLANNING AND DESIGN SERVICES IN CONNECTION WITH THE USDA FY2022
SANITARY SEWER REPLACEMENT PROJECT ON MAPLE AVENUE FROM ARION
AVENUE TO NEPTUNE AVENUE**

WHEREAS, the Board of Commissioners has awarded, pursuant to N.J.S.A. 40A:11-4.4, a Professional Service Contract after publishing, advertisement, and request for proposals for General Engineering Services with Remington & Vernick Engineers, Inc.; and

WHEREAS the Board of Commissioners requires RVE to prepare the design and bid documents, and perform construction phase services for the FY2022 USDA Rural Development Program Sanitary Sewer Replacement Project on Maple Avenue from Arion Avenue to Neptune Avenue; and

WHEREAS, Remington & Vernick Engineers has submitted their proposal for the preparation of the design, bid documents and perform construction phases services for the Sanitary Sewer Replacement Project on Maple Avenue from Arion Avenue to Neptune Avenue in the amount of **FOUR HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED DOLLARS and 00/100 CENTS (\$496,400.00)**; and

WHEREAS, the Chief Financial Officer of the Borough of West Wildwood has certified that there are sufficient funds available to pay the above referenced vendor from Permanent budget certification account C-08-55-905-004.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Borough Engineer be and is hereby authorized to proceed with the preparation of the design and bid documents and perform the construction phase services the FY2022 USDA Rural Development Program Sanitary Sewer Replacement Project on Maple Avenue from Arion Avenue to Neptune Avenue; for an amount not to exceed **FOUR HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED DOLLARS and 00/100 CENTS (\$496,400.00)** and authorizes the Mayor to execute said agreements.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a Workshop meeting held on **May 17, 2023**.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

As required by NJSA 40A:4-57, NJAC 5:30-14.5 and any other applicable requirement, I Elaine Crowley, Chief Financial Officer of the Borough of West Wildwood, NJ have ascertained that there are available sufficient uncommitted appropriations to award a contract to:

TO: REMINGTON & VERNICK ENGINEERS

**FOR: PROCEED WITH ENGINEERING PLANNING AND DESIGN SERVICES
IN CONNECTION WITH THE USDA FY2022 SANITARY SEWER
REPLACEMENT PROJECT ON MAPLE AVE FROM ARION AVE TO NEPTUNE
AVE**

IN THE AMOUNT OF: \$496,400.00

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

AMOUNT: \$496,400.00

ACCOUNT(S) C-08-55-905-004 – SANITARY SEWER SYSTEM MAPLE AVE-USDA

TOTAL AMOUNT OF CONTACT: \$496,400.00

Amount Certified by this Certification: \$496,400.00

_____ TEMPORARY BUDGET CERTIFICATION @ 25%

 X PERMANENT BUDGET CERTIFICATION @ 100%

_____ CONTINGENCY CERTIFICATION: UPON ADOPTION OF
FINAL BUDGET.

Date: June 21, 2023

Chief Financial Officer:



Resolution # 2023-052