

WORKSHOP MEETING MINUTES

AUGUST 16, 2023

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

August 16, 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

Open to the Floor for Public Comment

ADJOURNMENT

OFFICIAL ACTION MAY BE TAKEN

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

ADDITIONAL AGENDA ITEM(S)

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING – AUGUST 16, 2023

9:00AM

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

RESOLUTIONS:

**2023-074 – CHAPTER 159 – INSERTION OF UEZ ADMINISTRATION GRANT IN THE SUM OF
\$16,969.00**

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken.
WEDNESDAY – AUGUST 16, 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
Comm. Segrest
Mayor Ksiazek
Deputy Clerk Carl O'Hala
Solicitor Lyons
CFO Crowley
Engineer Representative Lia Domico & Anthony Chadwell
Administrator/Clerk Donna L. Frederick

Clerk announced an addition to the agenda, resolution 2023-074

RESOLUTIONS: Clerk read the following resolution by title:

2023-074 – CHAPTER 159 – INSERTION OF UEZ ADMINISTRATION GRANT IN THE SUM OF \$16,969.00

The clerk called for a motion to adopt resolution 2023-074
Motion by Mayor Ksiazek; Second by Comm. Segrest
Roll Call: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Resolution 2023-074 adopted.

A discussion regarding fire inspection fees that were paid, the homeowner states the property is not rented, but has paid the \$50.00 fee since 2019. Solicitor stated review by a case-by-case basis for consideration. Clerk will ask the fire official to check his records. Comm. Banning suggested tabling this matter until the fire official has a chance to research it.

Clerk read out a letter received from the Lazarus House thanking the borough for the donation of our remaining refreshments from the July 4th parade.

Mayor reported on current projects. A discussion on the Venice Avenue bulkhead project and the waterline ensued. The contractor sent a letter to the borough engineers indicating the leak was pre-existing and provided several reasons for that opinion. After a lengthy discussion the engineers stated they

have a meeting with Wildwood water regarding a different municipality this week and will have a discussion on this matter. Comm. Segrest stated the borough solicitor should be copied in on any correspondence regarding the water main issue. Comm. Segrest stated to notify the fire company that the hydrant in that location is not currently in service. The problem is the borough wants to start restoration of the area and until this matter is resolved it is on hold.

Comm. Segrest expressed his opinion regarding the restoration process; remove the concrete walkways, leave the circle landscaping, fill, and grade as appropriate with topsoil and plant grass seed. Also, to keep people from walking on the top of the bulkhead, to put a decorative fence railing on top of it. Mayor suggested a handrail down the center of the bulkhead. Mayor discussed the adjacent property and the restoring of the wall. Comm. Segrest interjected that there is a court order regarding that easements and wall, which states the owner is responsible for the wall, and the taxpayers are not going against the court order. Engineer Anthony Chadwell stated he will speak with Tony Donofrio. Comm. Segrest stated that this is between R & V Engineers and the property owner.

Mayor agrees with Comm. Segrest assessment of removing the concrete, fill and grade.

Comm. Banning asked if this would involve any contract change orders. Engineer Anthony Chadwell stated the railing on the top of the bulkhead would require a change order.

Mayor discussed installing a pipe for a future electric service at the Venice Park prior to any concrete restoration.

Other project updates include the closing out of the police ADA ramp. The borough is waiting for the D.O.T. inspection of the Pine Avenue project. The manhole lids and frames are ordered and should be delivered shortly. Lake Rd. drainage project will be completed in the fall. Comm. Segrest asked the engineers when the contractors would be returning to do the trench restoration on Lake Rd. Engineer stated he has no specific date. Comm. Segrest instructed the engineer to get it scheduled in now so this project can get closed out.

Mayor discussed the USDA Maple Avenue project and asked the engineers when they expect to have design work completed for review prior to having an open informational meeting with the residents living in the construction area. Engineers stated they should have the design for review by mid-September.

Mayor requested to meet first, then the public meeting should be held on a Saturday.

Discussion ensued regarding the West end of Maple Avenue project. There may be the need to shift the street end onto the borough owned lot due to egress issues. Solicitor stated once the street is designed and if there is a need to shift it, due to egress issues, formal action in the form of an ordinance would be necessary. Comm. Segrest stated the design would not take place until a bond is in place, and if the borough is successful in obtaining the D.O.T. grant that was submitted for this project.

Comm. Segrest is investigating the budget to ascertain if the sewer control panel could be completed this year.

An extensive discussion ensued regarding the HVAC system, the roof replacement and repair. Engineers will have a conversation with their in-house HVAC professional over this matter to see options that may be available and get back to us. Comm. Banning stated the PD is sporadically running the air conditioner and we need a timeline so he can inform the Chief. Administrator stated she left a message for McAllister regarding their recent service call.

Comm. Segrest discussed the three manholes at the South end of Neptune Avenue, a resolution will be prepared to get quotes for the regular meeting in September.

ABS Electric provided a proposal for the auto dialer replacement for the 26th St. pump station. The cost is \$2,965.00 and the unit is transferable to a new panel when that gets replaced. Comm. Segrest said there is money in the sewer utility. Administrator will prepare a requisition and order the unit.

A discussion regarding the application to be provided for the newly adopted street ordinance, engineers provided a sample from another town to model it after.

Comm. Segrest presented a graph showing the sewer flow discrepancy in the month of July. Both the administrator and commissioner drove around the island looking for any noticeable or obvious problems that would have caused such an increase in flow, almost three million gallons, but did not detect anything. The graph shows after approximately a two-week period, the flow drops off to within normal ranges as

compared to last year. This may cause a significant increase in our billing from the CMCMUA washing out the savings created from manhole repairs. The county is aware of the borough's concerns and is checking on their end to see if anything was incorrect. One conclusion is someone was dewatering a construction site and pumped it directly into the sanitary sewer system. Solicitor stated this would be a violation and is an enforcement issue and suggested reviewing all open permits to see if it could be determined if it was related to a dewatering project. Administrator will get a list of permits issued from the construction office.

There was a discussion regarding flood valve replacement and the county valves that need to be worked on. Administrator has been continually in contact with Mr. Bob Church regarding this issue, he has informed her that he is aware of the situation and is working on it, hoping to address this issue in the fall. It was discussed if the borough should move forward with replacement of those valves and try to get reimbursed by the county. It was discussed to see if the county handles it this fall.

Mayor discussed the Phase II project costs for the railroad property and the possibility of preparing a resolution to award the contract to Carter Environmental.

Comm. Segrest discussed the fair share housing flyer, commissioners and solicitor discussed mailing out the flyer to all property owners as an effort to show compliance, clerk will post it on the official borough website. The postage can be taken out of the COAH developer fees, print out the receipt and provide a copy to TRIAD.

Clerk reported the final submittal was sent to General Code for the codification project. The borough should hear back from them in about a month with the final draft for approvals.

Comm. Segrest reported on cyber security compliance requirements through JIF. Comm. Segrest stressed the importance that all employees with email access must complete the cyber training. When the borough is in 100% compliance it will mean a reduction in our deductible should a cyber event occur.

Deputy Clerk/JIF Safety Coordinator Carl O'Hala has disseminated the information from JIF regarding mandatory supervisor training sessions.

Solicitor touched upon a bill affecting police training which would require four hours annually of unarmed self-defense training.

Comm. Segrest discussed the Sprint to T-Mobile change over and working on technical issues regarding hot spots.

Mayor reported an audit of UEZ project progress. Mayor has the updated quotes for the information electronic sign and would like to have the purchase order processed today so the sign can be ordered.

Administrator will get the requisition to the CFO.

Mayor is waiting for further information regarding the security camera project. This is the final part of the project that needs to be provided to AC Electric, so they can prepare the share services agreement for the camera installation. Comm. Segrest suggest the camera installer have a conversation with T-Mobile for connectivity. Mayor stated comcast modems are hard wired and weatherproof, which will be the most secure. Comm. Segrest will have a discussion with T-Mobile, but it may not be a benefit.

Mayor is working on getting pricing for trees which should be planted in the fall. Comm. Segrest suggested talking with Church's Nursery. CFO stated both Secluded Acres and Church's Nursery are both current vendors of the borough.

Administrator announced clean communities will be held on Saturday, October 21 from 10am – 12pm.

Comm. Banning stated one officer has resigned, interviews will finish up this week.

Mayor opened the meeting up for public comment.

Hearing no public comment, Mayor closed the meeting, and the clerk called for a motion to adjourn.

Motion to Adjourn:

Motion by Comm. Banning; Seconded by Comm. Segrest

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

Motion Carried

Respectfully submitted,


Donna L. Frederick, RMC, Administrator/ Clerk

***This is a generalization of the Workshop meeting on August 16, 2023, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE SEPTEMBER 1, 2023, REGULAR COMMISSION MEETING***


MAYOR MATTHEW J. KSIAZEK


COMMISSIONER JOHN J. BANNING


COMMISSIONER JOSPEH D. SEGREST

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

RESOLUTION 2023-074

**CHAPTER 159 – INSERTION OF UEZ ADMINISTRATION GRANT
IN THE SUM OF \$16,969.00**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount; and

WHEREAS, the Borough of West Wildwood is in receipt of \$16,969.00 from the UEZ Administration Budget and wishes to amend its 2023 Municipal Budget to include this amount of revenue.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, does hereby request the Director of the Division of Local Government services to approve the insertion of an item of revenue in the municipal budget of the Borough of West Wildwood for the year 2023 in the sum of.....\$16,969.00 which is now available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with
Prior Written Consent of the Director of the Division
of Local Government Services - Public and Private
Revenues Offset with Appropriations:

UEZ Administration Budget \$16,969.00

BE IT FURTHER RESOLVED that a like sum of \$16,969.00
be and the same is hereby appropriated under the caption of:

GENERAL APPROPRIATIONS

(a) Operations Excluded from 5% Caps
Public and Private Programs Offset by Revenues:
2023 Administration Budget

	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 s **Workshop Meeting** held on **August 16, 2023**.


Donna L. Frederick, RMC
Municipal Clerk