

# **WORKSHOP MEETING MINUTES**

July 19, 2023

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

### **NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING**

**July 19, 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)**

**WORKSHOP MEETING – JULY 19, 2023**

**9:00AM**

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

**RESOLUTIONS:**

**2023-069 – AUTHORIZING THE APPOINTMENT OF A FULL-TIME OFFICER ON THE  
WEST WILDWOOD POLICE DEPARTMENT**

BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**WORKSHOP MEETING**  
**Official Action may be taken.**  
WEDNESDAY – JULY 19, 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 Donofrio  
Administrator/Clerk Donna L. Frederick

Clerk introduced JIF representative Kamini Patel and Casey Byrne from Byrne Insurance. Ms. Patel spoke on the JIF and the value of renewing membership. She discussed cyber risk management, safety incentive programs, wellness programs, claims management, employment practices related to liability risk management, transitional duty, and the help line as well as what the borough can do to help control costs. Ms. Patel also talked about the rise in the insurance market. Comm. Segrest, who is the borough fund commissioner stated there is a lot of work involved with cyber security and stated there is a lot of in person training that the DPW can do. Ms. Patel will provide assistance to the employees to help them get into the system. Mayor and Commissioners thanked Ms. Patel and Mr. Byrne for taking the time to provide this information. Both left the meeting.

Clerk asked the mayor to do the action items first he agreed.

**RESOLUTIONS:** Clerk read the following resolution by title:

**2023-069 – AUTHORIZING THE APPOINTMENT OF A FULL-TIME OFFICER ON THE WEST WILDWOOD POLICE DEPARTMENT**

The clerk called for a motion to adopt resolution 2023-069  
Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.  
Resolution 2023-069 adopted.

Clerk stated there are numerous items for discussion that were just received from the engineer's office that could not be categorized, so we will just take them one at a time for discussion. Mayor and Commissioners agreed.

Mayor asked the engineer representatives for updates on the Venice Avenue bulkhead; Pine Avenue Project; Lake Avenue drainage and the USDA Poplar Avenue project.

Representatives reported the bulkhead sheeting and capping will be completed by Friday. Lake Avenue tide flex valve should be installed Monday or Tuesday next week along with the trash racks. Pine Avenue documents were submitted to the D.O.T. and they have not yet scheduled their inspection. Poplar Avenue remaining funds should be permitted to be used to purchase 20 manhole frames and covers. Comm. Segrest discussed ordering a total of 25, even if that means the borough may need to pay for a portion. Comm. Segrest stressed the importance to execute the purchasing of these manholes so that this project can be closed out, if this could not be expedited, then move on and close out this project since the interest and costs of rolling the bond would be a wash. Anthony will reach out to the contractor. Lia Domico will work on the change order and Anthony Donofrio will contact Avo from the USDA to make sure this purchase will be approved by the USDA. Comm. Segrest wants to set up a meeting with TRIAD to get the financials together for this USDA project.

Lia will have the change order prepared for the August regular meeting. Anthony Donofrio stated the borough is waiting on 25% cost from the D.O.T. for the G & Poplar project.

Comm. Segrest stated these projects must be closed out before the end of the year.

A Avenue project is closed out. Police ADA ramp should be closed out within the next month, there was an extension until September. Comm. Segrest requested it gets closed out not.

Discussion ensued regarding manhole repairs. Anthony Donofrio stated the contractor believes there is still a final payment due and has invoiced the borough. Comm. Segrest believes they were paid and will check with the CFO.

Lake Road drainage project will be finalized in the fall, it will be a trench restoration only, they will mill it and do an overlay.

Mayor discussed sending the letter out to the Maple Avenue property owners regarding the USDA sewer replacement project.

Comm. Segrest questioned the engineers' cost estimate for the J Avenue D.O.T. project and asked them to validate the number since it increased substantially, and the borough will need to bond for the funding.

Engineers informed the Commissioners the NJDOT application for West Maple Avenue was submitted.

Comm. Segrest asked the engineers to firm up cost for the West Maple Avenue D.O.T. project application, as he wanted to include this cost in the bond that will need to be implemented.

Discussion ensued regarding the Neptune Avenue north bulkhead replacement project. Engineers were instructed to give an estimate to submit the necessary DEP permits for the August regular meeting.

Commissioners discussed the building roof and asked the engineers to get a cost estimate together, Tony stated he should have that within two weeks.

Administrator reminded the engineers that the street opening ordinance was passed and to be mindful of the higher fees when issuing permits and escrow amounts.

Mayor discussed the improvements to the playground, and requested the engineers to update their proposal, hoping for spring construction. Comm. Segrest stated there is \$167,000.00 for the upgrades, which should be enough.

The engineer representatives left the meeting after all the project updates at 10:15am.

Further discussion regarding the living shoreline and the notification to the property owners regarding a construction/maintenance deed. Administrator will contact the property owners.

Administrator discussed the CRS program and is hoping to have some positive feedback regarding the borough being re-instated in the program in the near future.

Administrator discussed a FEMA program to help eligible residents elevate their homes. She discussed this program, it is a nation-wide competitive FEMA program, in which the individual application to each

eligible property would be a non-refundable fee of \$1,200.00. Administrator will get further information about this program. This is an annual application process due in September, it can be looked at for next year.

Mayor discussed the Phase II proposal for the old railroad property, the cost would be approximately \$16,000. This would require the borough to do some clearing of the area and to show lot boundaries, it may require survey work, with the installation of permanent markers. Administrator will reach out to John Fairheller for his opinion. Discussion ensued. Comm. Segrest suggests that Carter Associates who will be doing the work do an on-site visit, so the borough knows exactly what needs to be done.

Comm. Segrest discussed what steps would need to be taken to start the formal process for fair housing outreach. Discussion ensued; administrator will reach out to TRIAD to get further information.

Discussion about stormwater valve replacement, there is bond money available to purchase valves.

Administrator is already working with John Fairheller to get pricing.

Comm. Segrest is looking into the cost of switching our cell carrier to T-Mobile, which should improve communication issues. They have a free solution upgrade which will improve connectivity. However, a more complete solution cost estimate would be around \$8,000 which should be budgeted in for 2024.

Comm. Segrest asked to move forward with codification process as is and further review and amendments can be made afterwards, commissioners agreed.

A discussion regarding short-term disability renewal ensued. Comm. Segrest asked the opinion of the commissioners about transitioning to the state program, they agreed if it is a cost savings. Solicitor will check eligibility requirements and confirm regarding part-time workers coverage and will have a discussion with the CFO.

Comm. Banning discussed parking matters including boat trailers hitched to cars. Discussion to look evaluate ordinances for time frames. Further discussion recommended with the Chief of Police and Comm. Banning.

Mayor discussed UEZ projects and will get updated proposals for them so orders can be placed.

Mayor asked for input from the commissioners on ideas for the playground improvements.

Comm. Banning suggested some type of walkway around the bulkhead. Mayor will talk to the engineers for some thoughts on walkway materials. Comm. Banning stated it may be good to run some of these ideas in front of JIF, for safety reasons. Mayor will compile information for further discussion.

Commissioners discussed implementing a memorial bench program. After much discussion it was determined at this time since there is limited space for benches to not continue the memorial bench program. Commissioners discussed reviewing the memorial brick program. Solicitor will prepare the ordinance for the August meeting for first reading.

After reviewing the information for the Maple Avenue DOT project, Comm. Segrest observed there is a potential problem where the roadway exists the borough owned property, and last residence meet. A discussion ensued. There may need to be a relocation of the street right of way, so the last residence is not cut off from his driveway. Solicitor suggested the engineers may need to determine and adjust the right of way. Mayor suggested discussing this at the scheduled planning board meeting tomorrow. Comm. Segrest will get the information to the planning board secretary.

Mayor discussed the camera project, stating he is waiting for AC Electric approval for a shared services agreement to use their poles. Solicitor suggested exhausting every effort with AC Electric, which would be the most advantageous solution for the borough.

Ideas for utilizing the beautification funds were reviewed, Mayor discussed self-watering planters, tree planting or a shade structure at the playground.

The topic of emergency generators was discussed, including keeping a time log, possibility of applying for a grant to place a generator at the DPW/OEM/FC building. The CFO will check to see where the funding was acquired for the PD generator.

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,

  
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Donna L. Frederick, RMC, Administrator/ Clerk

***This is a generalization of the Workshop meeting on JUNE 19, 2023, and not a verbatim transcript.  
THESE MINUTES WERE APPROVED AT THE AUGUST 4, 2023, REGULAR COMMISSION MEETING***

  
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MAYOR MATTHEW J. KSIAZEK

  
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COMMISSIONER JOHN J. BANNING

  
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COMMISSIONER JOSPEH D. SEGREST

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

**RESOLUTION 2023-069**

**AUTHORIZING THE APPOINTMENT OF A FULL-TIME OFFICER ON THE  
WEST WILDWOOD POLICE DEPARTMENT**

**WHEREAS**, it has been determined by the Director of Public Safety, in consultation with the Chief of Police, that there is a need to hire a full time police officer; and

**WHEREAS**, the Ordinances of the Borough of West Wildwood establish the full time position of police officer; and

**WHEREAS**, it is deemed in the best interest of the Borough to appoint Gino Schifano as a full time police officer.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, New Jersey, that Gino Schifano be and is hereby appointed as a full-time police officer for the West Wildwood Police Department effective immediately.

**BE IT FURTHER RESOLVED** that Gino Schifano be and is hereby authorized to carry-out all of the duties, functions and responsibilities of a police officer as allowed by New Jersey Statutes, Titles and Ordinances and Resolutions of the Borough of West Wildwood, 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, 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 **July 18, 2023**.



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