

WORKSHOP MEETING MINUTES

JUNE 21, 2023

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

June 21, 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:

2023-054 – APPROVING THE RENEWAL OF A LIQUOR LICENSE FOR DEEP SEA LIQUOR STORE, LLC

2023-057 – AUTHORIZING THE APPOINTMENT OF A CODE ENFORCEMENT OFFICIAL

2023-061 – APPROVAL TO SUBMIT GRANT APPLICATION AND EXECUTE GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPROVEMENTS TO MAPLE AVENUE PROJECT MA-2024-IMPROVEMENTS TO MAPLE AVENUE-00071

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 – JUNE 21, 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 Anthony Chadwell & Anthony Donofrio

Administrator/Clerk Donna L. Frederick

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

RESOLUTIONS: Clerk read the following resolution by title:

2023-054 – APPROVING THE RENEWAL OF A LIQUOR LICENSE FOR DEEP SEA LIQUOR STORE, LLC

The clerk called for a motion to adopt resolution 2023-054

Motion by Comm. Banning; Second by Mayor Ksiazek

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

Resolution 2023-054 adopted.

2023-057 – AUTHORIZING THE APPOINTMENT OF A CODE ENFORCEMENT OFFICIAL

The clerk called for a motion to adopt resolution 2023-057

Motion by Comm. Banning; Second by Mayor Ksiazek

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

Resolution 2023-057 adopted.

2023-061 – APPROVAL TO SUBMIT GRANT APPLICATION AND EXECUTE GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE

IMPROVEMENTS TO MAPLE AVENUE PROJECT MA-2024-IMPROVEMENTS TO MAPLE AVENUE-00071

The clerk called for a motion to adopt resolution 2023-061
Motion by Comm. Banning; Second by Mayor Ksiazek
Roll Call: Comm. Banning, yes; Mayor Ksiazek, yes.
Resolution 2023-061 adopted.

Possible Agenda Items – Regular Meeting:

Second reading-public hearing – Ordinance 612(2015) – Street Encroachment & Openings – PLANNING BOARD REVIEWED AND PROVIDED A SUPPORTING RESOLUTION

Joint Insurance Fund Renewal Membership, JIF representatives will make a presentation at the regular meeting in July.

Land acquisition 639 W. Poplar

Resolution acknowledging current roster of active firefighters and ladies aux. members.

Resolution supporting senate bill – S-3906 Give it Back, a discussion ensued all commissioners agreed if the borough possibly will be eligible to receive debt relief. Solicitor stated the proposed Give It Back bill for debt relief is from COVID related funding and suggested having a formal vote. Solicitor will prepare a resolution. It is estimated the borough would receive \$174,000, if the bill passes.

Commissioners discussed the removal of the utility pole at the Venice Avenue Park. Atlantic City Electric has de-energized the pole and just waiting on Verizon since they own the pole. It was decided to formally engage with Verizon for the pole removal and the costs. Clerk called for a motion for Verizon to remove the pole. Motion by Comm. Banning; Seconded by Comm. Segrest. Roll call vote all in favor, motion carried. Clerk also called for a motion to pay Verizon if necessary, prior to the regular meeting. Motion by Comm. Banning; Seconded by Comm. Segrest. Roll Call vote all in favor, motion carried.

Two resolutions for UEZ funding – Chapter 159 for corridor parking, bike racks, and trash receptacles.

The clerk presented the following items for discussion:

Use of Facilities

Roof repairs

Letter to Verizon for the removal of the pole at Venice Avenue Park, so the bulkhead can be finished.

Discussion with engineers on project updates.

Comm. Segrest questioned the engineers as to the height of the bulkhead installation at Venice Avenue Park, stating it seems higher than 8.5 feet. Tony Donofrio will make a call to make sure of the height. Tony Donofrio stated the valve is ordered, in the meantime the outfall is plugged and a whisper pump in in the pit to handle any rainfall, not sure of the production timeframe for the valve. The vault will extend partway into the sidewalk area so DPW can reach it with the backhoe to clean and maintain it. Trash racks are ordered for the vault. Mayor suggested the engineers instruct the DPW personnel as to how to maintain and clean the vault.

Commissioners discussed closing out of the old projects. USDA Poplar Avenue remaining funds approx. \$16,000 will be utilized by purchasing regular size manhole lids and frames if the USDA approves the

expenditure. Mayor discussed the remaining funds for small cities ramp project, all commissioners agree to close it out.

Tony Donofrio stated the contractor will be back to fill under the ramp with concrete and install whiteboard around the perimeter to finalize the ADA PD ramp project.

Two items on the Pine Avenue project that need to be addressed are the crosswalks at Arion & Pine and R & Pine. Administrator will make arrangements with a sister community to paint them.

Discussion regarding the USDA Maple Avenue project, survey work is completed, and the engineers are working on the design. Mayor asked for a letter to be formulated and mailed to all the residents in the work area to let them know about the construction. Anthony Chadwell stated the design should be ready before Labor Day and ready to go to bid in October.

Anthony Chadwell is preparing proposals for quotes on the three manholes at the south end of Neptune Avenue.

Comm. Segrest informed the engineers to upgrade the manhole lids when ever there is a street paving project.

Administrator commented that the borough is still waiting on the FEMA Flood Study grant agreement.

Mayor discussed the work needed to be done in the PD to fix the roof leak. DPW will do the demo work. Mayor stated the AC unit is not level and the drain line is not draining properly all the water in running down the truck line into the building. Contractor is scheduled to look at the unit tomorrow.

Comm. Segrest asked Mayor for a list of projects for the next capital bond, will need firm costs to proceed. Mayor stated the total grants for the parks/parking is around \$166,000 and would like more funding. Discussion ensued, Administrator stated park improvements are nice, but the roof needs to be a priority.

No updates on the living shoreline. Solicitor was asked again to prepare letter to the property owners on the peninsula to sign off on regarding construction easements. Clerk will re-send the sample provided by Steve Morey from Mott-MacDonald Engineers.

Discussion on the J Avenue flooding by the condos. Mayor stated the landscaping that was installed by the condo association seems to be working, water is still coming through their sidewalk. The other property owner has not been responsive.

Comm. Segrest asked about tide flex valves replacement cycles, there is capital money available.

Administrator will work with John Fearheller on the valve replacement.

Comm. Segrest inquired about several items discussed at previous meetings. Truck rust protection; park benches, codification, and police server room expansion.

There are no updates on the progress of the CRS program, administrator will check with Jim Rutala.

Comm. Segrest voiced his support regarding the wind farm project and the resolution the Cape May County Board of Commissioners would like each municipality to adopt. A discussion ensued. Both Mayor Ksiazek and Comm. Banning would like more information. Comm. Segrest stated he would like this brought up for a formal vote at the next meeting. Clerk will prepare a resolution.

Discussion regarding ownership of forty square feet at 639 W. Poplar Avenue, where a bulkhead was installed two feet out beyond the current property line. Administrator will contact the engineers to get cost of survey work to include land description. Comm. Segrest suggested getting a cost estimate on memorializing the easement for the stormwater outfall pipe running through the lot. Solicitor stated now would be the time to do it, since it is an existing structure, it would all be part of the deed.

Mayor provided UEZ updates the money has been received and resolutions to bring it into the budget as a chapter 159 will be done at the regular meeting in July. Still reviewing the sign proposals along with the camera installation.

Mayor asked for any input for further projects to be considered for the UEZ funding. Administrator suggested the possibility of street signage replacement.

Discussion regarding memorial benches and the brick program. Solicitor will look into getting some sample ordinances and this will be further discussed at the next workshop meeting. Administrator suggested to really look at this bench program, there were a lot of issues after Superstorm Sandy and

Jonas with complaints regarding benches that were destroyed and is personally not in favor of the bench program.

Solicitor stated the public must be aware of the expectation of permanency, there is a lot to factor in to manage these expectations.

Discussion on the use of facilities and the management of them. Deputy Clerk had a resident call to inquire about having a block party. Solicitor and commissioners agree to expand this topic discussion at the next workshop meeting.

Discussion on the 4th of July event. Administrator stated everything is in place, decorations, banners and posting on the bridge sign.

Comm. Segrest discussed the Cyber Survey from JIF and that each department should have a business continuity plan, discussion ensued.

Mayor asked about the DPW personnel getting confined space training. Administrator suggested that if there is a job which warrants such training it should be outsourced to a professional contractor, since respirators are used along with proper safety equipment.

Mayor opened the meeting up for public comment.

BILL MARTIN, asked who is responsible for bulkhead on 26th St. east side of the marina. Mayor explained that the borough does not own it, and the DEP has permitted it as a natural shoreline which the four property owners must maintain.

SUSAN CZWALINA, asked what area would be ready for bid in October. Mayor informed her it was the USDA Maple Avenue sewer replacement project. Ms. Czwalina asked how the borough intended to pay for the roof; inquired about the hall rental; memorial brick program, block parties and asked what the residents are allowed to do.

Mayor stated the roof would be a capital improvement project. Solicitor stated regarding block parties there are things to consider such as closing a public right of way and the hours of the closure of the roadway.

Comm. Segrest informed the public there is an updated sewer flow chart and information posted on the borough website.

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

Motion to Adjourn:

Motion by Comm. Segrest; Seconded by Comm. Banning

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 JUNE 21, 2023, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE AUGUST 4, 2023, 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 2023-054

**APPROVING THE RENEWAL OF A LIQUOR LICENSE FOR
DEEP SEA LIQUOR STORE, LLC**

WHEREAS, an application has been made by the person(s) and/or corporation(s) hereinafter set forth, for the renewal of Plenary Distribution Licenses heretofore granted by this issuing Authority; and

WHEREAS, all things required to be done by said Applicant have been done, including the payment of any and all required fees; and

WHEREAS, the Borough of West Wildwood, as the Issuing Authority, having found that the Applicant is qualified to be licensed according to all statutory, regulatory and local governmental ABC laws and regulations; and

WHEREAS, no objections to the issuance thereof have been filed with the Municipal Clerk and this Governing Body is of the opinion that said Application should be granted and license issued.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the Plenary Retail Distribution License as hereinafter set forth be, and the same are, hereby granted for the period of one (1) year through June 30, 2024 unto each of the person and corporation and limited liability company recited, for the premises in West Wildwood, New Jersey, as listed below:


Name of Licensee and State assigned License No.	Premises Location	Type
Deep Sea Liquor Store, LLC #0513-44-003-005	654 W. Glenwood Avenue West Wildwood, NJ 08260	Plenary Retail Distribution License

BE IT FURTHER RESOLVED, that the Municipal Clerk be, and hereby is, authorized empowered and directed to sign such licenses by and on behalf of said Borough of West Wildwood, New Jersey and to complete same in accordance with directives received from the Division of Alcoholic Beverage Control of the State of New Jersey; and

BE IT FURTHER RESOLVED, that the Municipal Clerk shall forthwith forward a certified copy of this Resolution to the Director of the Division of Alcoholic Beverage Control pursuant to the Statutes and the rules and regulations of the Division in such cases made and provided and in accordance with the aforesaid directives issued by said Director.

	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 **June 21, 2023**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2023-057

APPOINTMENT OF A CODE ENFORCEMENT OFFICIAL

WHEREAS, Brian Vergantino resigned his position as Code Enforcement Official effective April 6, 2023;
and

WHEREAS, the unexpired term of the Code Enforcement Official runs through December 31, 2023; and


WHEREAS, it is necessary and essential for the Municipality to fill this unexpired position of Code Enforcement Official; and

WHEREAS, James Dodd is qualified to perform the duties of Code Enforcement Official for the Borough of West Wildwood.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that James Dodd shall hereby be appointed as Code Enforcement Official to fill the unexpired term, effective June 21, 2023 and ending on December 31, 2023.

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

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Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2023-061

**APPROVAL TO SUBMIT GRANT APPLICATION AND EXECUTE
GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR THE IMPROVEMENTS TO MAPLE AVENUE PROJECT
MA-2024-IMPROVEMENTS TO MAPLE AVENUE-00071**

NOW, THEREFORE, BE IT RESOLVED that Board of Commissioners of the Borough of West Wildwood formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2024-Improvements to Maple Avenue-00071 to the New Jersey Department of Transportation on behalf of West Wildwood.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of West Wildwood and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

	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 **June 21, 2023**.



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