

# **REGULAR MEETING MINUTES**

*Nov. 3, 2023*

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

**NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – NOVEMBER 3, 2023**

**7:00PM – ACTION MEETING**

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

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **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. 2022-165 ADOPTED ON DECEMBER 27, 2022. 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.

### **ROLL CALL:**

### **ADDITIONS/DELETIONS OF AGENDA ITEMS:**

### **OLD BUSINESS**

### **APPROVAL OF MINUTES:**

Workshop Meeting – September 20, 2023

Regular Meeting – October 6, 2023

Workshop Meeting – October 18, 2023

### **Discussion - Best Practices Inventory Filing**

### **ORDINANCES:**

**ORDINANCE 615 (2023): Second Reading-Public Hearing – ORDINANCE AMENDING ORDINANCE NO. 603(2022) TITLED REPEALING AND REPLACING ORDINANCE 566(2018) AND ESTABLISHING UNIFORM REGULATIONS FOR THE CONSTRUCTION AND REPAIR OF SHORE PROTECTION MEASURES, INCLUDING BULKHEADS**

**ORDINANCE 616(2023) Second Reading – Public Hearing – AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY AND THE STATE OF NEW JERSEY TO SELL BOROUGH OWNED LAND TO CONTIGUOUS OWNERS OF BLOCK 106, LOT 9**

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

**ORDINANCE 617 (2023): Second Reading – Public Hearing – BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$1,476,100 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,418,795 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

**RESOLUTIONS:**

**2023-092 – ADOPTION OF CY2022 AUDIT**

**2023-093 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

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**2023-095 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

**2023-096 – APPOINTING A MEMBER TO THE WEST WILDWOOD PLANNING BOARD**

**2023-097 – APPROVING BUDGET TRANSFERS FOR THE CY2023**

**2023-098 – ADOPTING AN PERSONNEL POLICIES MANUAL, EMPLOYEE HANDBOOK AND VOLUNTEER HANDBOOK**

**APPROVAL TO PAY BILLS**

**REPORTS FROM COMMISSIONERS**

**OPEN TO THE FLOOR FOR PUBLIC COMMENT**

**ADJOURNMENT**

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

**ADDITIONAL AGENDA ITEM(S)**

**NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – NOVEMBER 3, 2023**

**7:00PM – ACTION MEETING**

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

**RESOLUTIONS:**

**2023-099 - REQUESTING PERMISSION FOR THE DEDICATION BY RIDER  
FOR AFFORDABLE HOUSING TRUST FUND REQUIRED BY N.J.S.A. 40A:12A, et seq.,  
AND RESOLUTION 2021-091 OF THE BOROUGH OF WEST WILDWOOD**

**ORDINANCES:**

**ORDINANCE 618(2023) – First Reading – Introduction – AN ORDINANCE ACCEPTING A  
DRAINAGE EASEMENT OVER A PORTION OF BLOCK 106, LOT 9**

**BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
NOVEMBER 3, 2023  
7:00pm – ACTION MEETING**

**MINUTES:**

Mayor Ksiazek called the meeting to order, led the Pledge of Allegiance and read the OPMA statement

**ROLL CALL: Present**

Comm. Banning

Comm. Segrest

Mayor Ksiazek

Solicitor Lyons

Deputy Clerk Carl O'Hala

Engineer Representative Charles Adamson

Administrator/Clerk Donna L. Frederick

**ADDITIONS/DELETIONS OF AGENDA ITEMS:**

*Two additions to the agenda – a resolution and ordinance which will be noted as the agenda items are presented.*

**CLERK ANNOUNCED THE FOLLOWING:**

**BEST PRACTICE INVENTORY HAS BEEN FILED SUCCESSFULLY THE BOROUGH QUALIFIES FOR 100% OF THE STATE AID - \$40,000.00**

Borough received notification of an application submitted to the NJDEP Division of Land Resource Protection for the construction of a two-family home with a pool at 649 W. Poplar Avenue (Oct. 2)

Borough received notification from the NJDEP Division of Land Resource Protection for the issuance of a GP10 permit for the in-place installation of 100 linear feet of bulkhead 684-686 W. 26<sup>th</sup> St.

Borough received notice from the State of New Jersey DCA anticipated 2024 revenue of \$528.26 for Division of Fire Safety Life Hazard Unit inspection fees.

DPW Personnel have completed Training Lock Out Tag Out (Nov. 3, 2023), bucket truck training on (Oct. 20, 2023)

**APPROVAL OF MINUTES:**

Clerk called for a motion to adopt the minutes of the previous meeting as presented.

Workshop Meeting – September 20, 2023

Closed (Executive) Session Meeting – Workshop September 20, 2023, per resolution 2023-077 minutes will remain confidential until matters are concluded.

Closed (Executive) Session Meeting – Workshop September 20, 2023, per resolution 2023-078 minutes will remain confidential until matters are concluded.

Regular Meeting – October 6, 2023

Workshop Meeting – October 18, 2023

Motion by Comm. Banning; Second by Mayor Ksiazek

Roll Call: Comm. Banning, yes; Comm. Segrest, yes to all, but abstained on the October 18, 2023 Workshop Meeting; Mayor Ksiazek, yes.

Motion Carried

**ORDINANCES:**

**Clerk read the following Ordinances by title:**

**ORDINANCE 615 (2023): Second Reading – Public Hearing – REPEALING AND REPLACING IN ITS ENTIRETY ORDINANCE 603(2022), AND ESTABLISHING UNIFORM REGULATIONS FOR THE CONSTRUCTION AND REPAIR OF SHORE PROTECTION MEASURES, INCLUDING BULKHEADS**

Clerk explained that this ordinance had two additions, one was the omission of backfill requirement, and the other was changing the diameter of the piling requirement from 12” to 10” as twelve inches is a special order, not a stock milled piling as it is engineered, there may be the need for additional pilings.

Mayor opened the meeting to the floor for public comment on Ordinance 615 (2023).

Hearing none, Mayor closed the meeting to the floor.

Clerk called for a motion to adopt Ordinance 615(2023).

Motion by Comm. Banning; Second by Comm. Segrest.

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

Ordinance 615(2023) Adopted

**ORDINANCE 616(2023) Second Reading – Public Hearing – AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY AND THE STATE OF NEW JERSEY TO SELL BOROUGH OWNED LAND TO CONTIGUOUS OWNERS OF BLOCK 106, LOT 9**

Mayor opened the meeting to the floor for public comment on Ordinance 616 (2023).

Hearing none, Mayor closed the meeting to the floor.

Clerk called for a motion to adopt Ordinance 616(2023).

Motion by Comm. Banning; Second by Comm. Segrest.

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

Ordinance 616(2023) Adopted

**ORDINANCE 617 (2023): Second Reading – Public Hearing – BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$1,476,100 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,418,795 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

Mayor opened the meeting to the floor for public comment on Ordinance 617 (2023).

Hearing none, Mayor closed the meeting to the floor.

Clerk called for a motion to adopt Ordinance 617(2023).

Motion by Mayor Ksiazek; Second by Comm. Segrest.

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

Ordinance 617(2023) Adopted

**RESOLUTIONS: CLERK READ BY NUMBER & TITLE**

**2023-092 – ADOPTION OF CY2022 AUDIT**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-093 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-094 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-095 – AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-096 – APPOINTING MEMBERS TO THE WEST WILDWOOD PLANNING BOARD**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-097 – APPROVING BUDGET TRANSFERS FOR THE CY2023**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**2023-098 – ADOPTING A PERSONNEL POLICIES MANUAL, EMPLOYEE HANDBOOK AND VOLUNTEER HANDBOOK**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**Additions to the agenda:**

**RESOLUTION: Clerk read out by title:**

**2023-099 - REQUESTING PERMISSION FOR THE DEDICATION BY RIDER  
FOR AFFORDABLE HOUSING TRUST FUND REQUIRED BY N.J.S.A. 40A:12A, et seq., AND  
RESOLUTION 2021-091 OF THE BOROUGH OF WEST WILDWOOD**

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted

**ORDINANCE 618(2023) – First Reading – Introduction – AN ORDINANCE ACCEPTING A  
DRAINAGE EASEMENT OVER A PORTION OF BLOCK 106, LOT 9**

Clerk asked for a motion to adopt Ordinance 618(2023).

Motion by Comm. Banning; Second by Comm. Segrest.

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

Resolution Adopted.

Clerk announced the second reading and public hearing would be at the regular meeting on Wednesday, December 6, 2023, at 9:00am prevailing time.

**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

**Reports from Commissioners:**

Mayor reported DPW activities for October 2023 (copy attached). Mayor updated on projects from the engineer's report as follows: Engineers are working on the design/bid/inspection for the Cape May County ARPA Infrastructure Grant for the replacement of the North end Neptune Avenue bulkhead. UEZ funding for the parking improvements at the playground is in the engineering phase, with projected bid advertisement on 11/14, bid opening on 11/28 and tentative award on 12/6/2023. The borough received a grant for the 2024 NJDOT State Aid for Maple Avenue from E Avenue to Western Terminus in the amount of \$169,430.00 in a letter dated November 1, 2023. USDA Maple Avenue sanitary sewer improvements project bid advertisement on 11/28, 12/12, and 12/19, 2023 with a bid opening on 12/19/23 and a tentative award on 1/5/2024. TRIAD has submitted final requisition to USDA to close out the Poplar Avenue project, once closed out the borough should expect a final check in a couple of weeks. TRIAD is waiting for FSR report to be reviewed by DCA then the ADA police ramp project can be closed out. Perna should mobilize on the Lake Road and Bulkhead project the week of 11/6 to complete retaining walls, sidewalk, backfill and to install the valve at A Avenue. NJDOT Pine Avenue project was inspected, the ADA ramps at R Avenue need to be brought into compliance, Lexa will remobilize and install them in November.

The borough is waiting on one HVAC quotes, have received two and the roof can then be addressed sometime in the spring. Mayor reported dogs are now allowed on the beach; reminded residents to sign up for the shovels program and volunteer are needed; the new informational sign should be completed by the first of the year; election day is Tuesday, offices are closed; shred day is November 11<sup>th</sup> from 9-12pm; and reminded everyone the regular meeting is Wednesday, December 6, 2023, at 9:00am.



Comm. Segrest gave the finance report as of November 3, 2023 (copy attached). Comm. reported on manhole repairs, noting that one had significant deterioration, and this will be a bid option in the Maple Avenue USDA project, hoping to get a lower cost. The borough will be deferring the other two manhole repairs and the control panel on 26<sup>th</sup> St. at this time to help offset the cost of the total replacement of the manhole on the South end of Neptune Avenue. Fair Share Housing flyers will be mailed out next week. Comm. Segrest reported the 26<sup>th</sup> shoreline project could be another year before the borough knows about FEMA funding. FEMA has submitted questions regarding the application, which is a good sign that they are looking at it. Comm. Segrest informed the other commissioners that applications for FEMA funding is due by the end of November. Discussion ensued, consensus from all commissioners is that the borough has to execute the projects that are already going on. The borough can always apply next year. Comm. Segrest also reported that JIF will be on sight for facility inspections on Wednesday, November 8<sup>th</sup>, and he will be here.

Comm. Banning gave the Police Activity Report for the month of October 2023 (copy attached).

Mayor opened the meeting for public comment.

SUSAN CZWALINA, asked who was appointed per resolution #096 to the planning board, clerk provided that information. Ms. Czwalina questioned the manhole repairs and the excess flow from July. Comm. Segrest explained his theory, perhaps the manhole that is extremely deteriorated and closest to the old railroad line caused drainage into the system. The CMCMUA was working on the pump station, the breaker kept tripping and they were finding rocks, likely from the manhole issue. We will pay for the excess flow this year, forecast for 2024 could be higher than \$40,000, it is a significant impact, so we have to get it fixed.

VINCE DE SANTO, approached the dais and placed papers with information about a pump in front of the Mayor, stating here is information, you can buy this pump to pump off the street that is always flooding. Mr. DeSanto continued complaining that his street is always flooded, and he had to put his trash down to K Avenue because the trash truck didn't come through the water. Mayor informed him the borough is aware of this issue and has already looked at the outfall pipe and plugged the line. Administrator stated she has personally been watching that area since the plug was installed and except for the full-moon tide that area has not flooded. Mayor stated we are looking to get a cost to video the line to see exactly what is going on. There will need to be further discussion over logistics of placement of pumps and when it would come on and off.

BOB BACASH, asked about property inspectors regarding bulkheads. Mayor stated that home inspectors have no enforcement power, it would be a matter for code enforcement.

ED BAKER, complained about leaking bulkheads in the 700 block of W. Poplar Avenue, stating tide is not coming over the bulkhead, it is coming through it. Mr. Baker asked what the procedure is when the borough gets a complaint about a bulkhead. He stated he filed a complaint with the previous code enforcement officer, and he was the one subpoenaed to go to court, then COVID happened and the hearings were on zoom. Solicitor stated people have to go to court because you need witness testimony, the violation triggers the court process. Mr. Baker stated he didn't want to have a feud with a neighbor, why can't the borough do it. Mr. Baker stated there are gallons flowing into the street. Mayor pointed out there was a non-existing ordinance addressing these matters. Comm. Banning stated this is a multi-faceted issue, the water runs to the lowest property sometimes that is not the property with the problem; it is also the cost of the repair the ordinance gives a timeline. Commissioners will review the bulkhead ordinance at the next workshop meeting.

SUSAN CZWALINA, asked if other towns adopted the same ordinance with the same time frames and can it be amended to shorten the time frame. Solicitor stated the borough is encouraging this to be done and completed to gain compliance, there was no requirement prior as to how to do this, it is a fair job of balancing, challenges that can be brought.

HELEN RAO, questioned what if there is a new home built. Solicitor said that is a good idea, talk to other communities to see if the borough can propose something, it would add another tool to the tool kit.

JOHN WELSH, commented that if people don't have the money, they are not going to do it, can the borough offer credit, through FEMA or a partnership with the Borough and owner. Mayor has looked into FEMA funds for homeowners, the government will not do it. Mr. Welsh commented if FEMA is asking questions about the living shoreline, did they give timelines or a schedule. Comm. Segrest stated not that he is aware of, the borough did not expect that it would take this long, but Wildwood just received their funding, and it took two years. Mr. Welsh inquired about the water rescue. Comm. Banning stated it was actually behind North Wildwood, West Wildwood was a staging point at our park, it was two people on a jet ski, there were no injuries.

MARYANN WELSH, asked if Fair Share Housing money could be used to do bulkheads. Solicitor said no, the spending plan is audited. Ms. Welsh asked after the manhole is fixed will the CMCMUA give the borough credit for fixing it. Comm. Segrest stated he doesn't believe they can do that.

SUSAN CZWALINA, commented the borough was successful controlling the sewer flow with the repairs. Comm. Segrest stated, the forecast went down \$25,000.00 last year. Ms. Czwalina asked if code enforcement is shared with another town. Comm. Banning stated we have our own code enforcement officer since around July. Ms. Czwalina asked if it is part-time and how does he work. Comm. stated Sgt. Jim Dodd works on his days off from the police department. Ms. Czwalina asked what if there is a problem. Deputy Clerk stated normally all complaints come into the office and he goes out and checks them and relays it to code enforcement. Ms. Czwalina asked if code enforcement is doing anything (referencing bulkheads). Comm. Banning will re-evaluate it.

Hearing no more public comment, Mayor closed the meeting to the floor.

One audience member asked if she could make one comment.  
Mayor agreed.

DAWN BAKER, just wanted to recognize the West Wildwood Police Department giving out Halloween candy to Trick or Treaters, it was so nice and sweet.

Clerk asked for a motion to adjourn.

**Motion to Adjourn:**

Motion by Comm. Banning; Second by Comm. Segrest.

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 Regular meeting on November 3, 2023, and not a verbatim transcript.***  
**THESE MINUTES WERE APPROVED AT THE DECEMBER 6, 2023, REGULAR COMMISSION MEETING**

  
\_\_\_\_\_  
MAYOR MATTHEW J. KSIAZEK  
\_\_\_\_\_  
COMMISSIONER JOHN J. BANNING  
\_\_\_\_\_  
COMMISSIONER JOSEPH D. SEGREST

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

**ORDINANCE NO. 615 (2023)**

**REPEALING AND REPLACING IN ITS ENTIRETY  
ORDINANCE 603 (2022), AND  
ESTABLISHING UNIFORM REGULATIONS FOR THE CONSTRUCTION AND  
REPAIR OF SHORE PROTECTION MEASURES,  
INCLUDING BULKHEADS**

**WHEREAS**, the Mayor and Borough Commissioners of the Borough of West Wildwood have determined that it is necessary and proper for good government, order and the protection of persons and property, and for the preservation of the public health, safety, and welfare of the Borough and its inhabitants to repeal and replace in its entirety Ordinance 603 (2022) of the Borough of West Wildwood which regulates bulkheads, their construction, reconstruction, or repair of existing or new bulkheads within the Borough of West Wildwood; and

**WHEREAS**, the condition and height elevation of bulkheads in the Borough of West Wildwood impacts the frequency of tidal flooding and danger to persons and public and private property and the storm and tidal flooding mitigation policy of the Borough; and

**WHEREAS**, bulkheads below elevation 6.0 feet NAVD 1988 pose a significant threat to the flood frequency of the Borough and danger to persons and public and private property; and

**WHEREAS**, it is the purpose and intent of this ordinance to establish uniform regulations for the construction, reconstruction, or repair of existing or new bulkheads within the Borough of West Wildwood and to further the policy of the Borough to mitigate storm and tidal flooding and to promote the health, safety or welfare of the residents of the Borough and to protect public or private property within the Borough.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, the Governing Body of the Borough of West Wildwood, that Ordinance 603 (2022) of the Borough of West Wildwood is hereby repealed and replaced in its entirety as follows:

**Section I.**

**Purpose.** It is the purpose and intent of this Section to establish uniform regulations for the construction, reconstruction, or repair of existing or new bulkheads and to require the elevation of all bulkheads within the Borough of West Wildwood to further the policy of the Borough to

mitigate storm and tidal flooding and to promote the health, safety or welfare of the residents of the Borough and protect persons and public and private property within the Borough.

## **Section II.**

### **Applicability.**

- A. This Section applies to all properties adjacent to the Tidal Control Perimeter as defined in the West Wildwood Master Plan (attachment J) and has specific requirements to accomplish the methods of reducing flood losses defined in the Flood Damage Prevention Ordinance.
- B. This Section applies to all existing bulkheads in the Borough, as well as bulkheads that are newly constructed, reconstructed, replaced, renovated, and repaired.
- C. Bayfront Bulkhead and Tidal Control Perimeter Lots. Any property owned that demolishes an existing building or proposes to make "a substantial improvement" that requires compliance shall be required to bring the existing bayfront bulkhead into compliance with this Section notwithstanding the time periods set forth in Section X, Existing Nonconforming Flood Damage Prevention Compliance below. "Substantial improvement" shall mean any reconstruction, rehabilitation, addition, or other improvement of the structure, the cost of which equals or exceeds fifty (50%) percent of the market value before the start of construction of the improvement. This term includes structures which have incurred damage regardless of the actual repair work performed.

### **11-4.3 Permits.**

- A. Permit required. No person or legal entity shall construct, reconstruct, renovate or repair any bulkhead within the Borough without first obtaining and having in possession a valid permit to do such work that has been issued by the office of the Land Use Official, upon approval of the Borough Engineer.
- B. Permit Application.
  - 1. Applications for bulkhead permits shall be made on an application form obtained from the Land Use Official. Completed applications shall be returned to the Land Use Official with the required fee along with two (2) copies of the following items:
    - a) Plans and specifications of the bulkhead that have been prepared, signed and sealed by a New Jersey licensed professional engineer.
    - b) A property survey, prepared, signed and sealed by a New Jersey licensed professional land surveyor.

- c) Authorization for the New Jersey Department of Environmental Protection and any other state or federal agency having jurisdiction over the property affected by the proposed work.

*i. This requirement shall not apply to wherein the project qualifies for the "Zane Exemption" for having met the qualifications set forth in N.J.A.C. 7:7-2.4(d)6(i or ii) or 7.*

- d) Proof of notice of application to adjoining property owners.
2. The Borough Engineer may relax or waive any or all of the requirements that are set forth above within the application for a permit that pertains to reconstruction, renovation or repair work for which the cost of completion is less than \$10,000; however, in relaxing or waiving any such requirements, the Borough Engineer shall have the authority to require the submission of such plans, drawings and contract documents as the Engineer, in his sole and absolute discretion, determines will accurately depict the reconstruction, renovations or repair work to be performed.
  3. The Borough Engineer shall review the application and plans and grant or deny the application within 20 business days upon receipt of a complete application.

C. Notice of application.

1. Notice of application for a bulkhead permit, the form of which is to be obtained from the Land Use Official, shall be given by the applicant to the owners of all real property, as shown on the current tax duplicate, within 100 feet; provided that this requirement shall be deemed satisfied by notice to the condominium association. Notice shall be given by mailing a copy thereof by regular, first-class mail and by certified mail to the property owner at his address as shown on the said current tax duplicate. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Notice to a condominium association, horizontal property regime, community trust or homeowners' association because of its ownership of common elements or areas located within 100 feet of the property which is the subject of the bulkhead application may be made in the same manner as to a corporation without further notice to unit owners, co-owners or homeowners on account of such common elements or areas.
2. Upon written request of an applicant, the Tax Assessor, within seven days, shall make and certify a list from said current tax duplicate of names and addresses of owners to

whom the applicant is required to give notice pursuant to this section. A sum of \$25 may be charged for preparation of such list.

- D. Permit issuance. Upon receipt by the Land Use Official of an application for a bulkhead permit, the Land Use Official immediately shall transmit copies of the application and all accompanying documents to the Borough Engineer for review. No permit shall be issued by the Land Use Official unless the permit is approved for issuance by the Borough Engineer. In the event that, upon review of the permit application, deficiencies are noted by the Borough Engineer, the Borough Engineer shall provide written notice, by certified mail, of the deficiencies to the applicant at the address set forth on the application and the applicant then shall be afforded the opportunity to correct any application deficiencies.
- E. Permit fee. The nonrefundable permit fee shall be calculated in the following manner: for new construction, renovation, reconstruction and repairs: \$350.00 for the first 60 feet of bulkhead to be constructed, and thereafter, \$10 per foot or any portion thereof.
- F. Review and Inspection fee. The inspection and review fee shall be \$650.00 for any bulkhead up to 60 linear feet, and thereafter, \$10 per foot or any portion thereof.
  - 1. The review and inspection fees recited above is a minimum which must accompany the application. An application shall not be deemed complete until the review and inspection fee required has been paid.
  - 2. The review and inspection fee shall be made payable to the Borough of West Wildwood.
  - 3. If the initial review and inspection fee submitted by the applicant becomes insufficient due to excessive review of deficient plans or the number of required inspections increases due to deficient construction methods, then additional funds shall be required to be submitted by the applicant. The amount of additional funds needed shall be determined by the Borough Engineer. Additional funds required by the Borough Engineer shall be applied to professional costs charged to the Borough by the Borough Engineer for services.
  - 4. If the applicant has failed to pay any amounts due or has begun work prior to the issuance of a permit, the Borough may stop construction until such amounts are paid. No construction permit or certificate of occupancy may be issued if such amounts are due and payable. In addition, all fees which are due, and owing shall become a lien on the premises, with respect to which said charges are required, and shall remain so until paid. Said overdue charges shall accrue the same interest from time to time as taxes upon real estate in the Borough. The Borough shall have the same remedies for the collection thereof with interest, costs, and penalties as it has by law for the collection of taxes upon real estate.

5. The applicant shall agree to pay all reasonable costs associated with Borough shall agree in writing to pay all reasonable costs for professional review and processing of the application and for inspection of the improvements beyond the initial application charge.
- G. Appeal of permit denial. Any applicant aggrieved by the denial of a bulkhead permit may appeal the permit denial by submitting to the Borough Clerk written correspondence appealing the permit denial. Such written appeal correspondence shall describe the reason for the appeal. Such written appeal correspondence shall be submitted to the Borough Clerk within 20 days of the permit denial. Upon receipt of the appeal correspondence, the Borough Clerk shall transmit to the Borough Administrator copies of the permit application, all attachments thereto and any copies of any documents that have been generated by the Borough Engineer in connection with review of the permit application. Thereafter, upon direction by the Borough Administrator, the Borough Clerk shall schedule a date for the hearing of the appeal with a Hearing Officer and notice of the hearing date shall be provided to the permit applicant. In all instances the Borough Clerk shall endeavor to schedule the appeal hearing date not later than 30 days after receipt of the appeal correspondence. The hearing of the appeal shall be conducted by the Hearing Officer. The applicant shall be permitted to produce evidence to the Hearing Officer in support of the permit application. The Hearing Officer may consider evidence presented by the Borough Engineer or any other individual that the Hearing Officer deems to have relevant information. The decision of the Hearing Officer to approve or deny the permit application shall be through adoption of a formal resolution.

#### **11-4.4 Notification of commencement of construction; inspections.**

- A. The permittee shall provide to the Borough Engineer and to the Borough Construction Official notice of commencement of construction not less than two business days in advance of said commencement of construction. Not less than 10 days in advance of commencement of construction, the permittee shall provide notice of commencement of construction, on a form to be obtained from the Construction Official to all property owners to whom the permittee would be required to provide notice of bulkhead permit application if the permittee were, at the time, making application for a bulkhead permit. Such notice shall be given in the same manner as is required for notices of permit application.
- B. The Borough Engineer shall inspect the materials delivered to the job site and verify that they are in conformance with the permit issued for that work, in size, quantity and quality. If such materials do not conform to permit requirements, they shall be marked as "rejected" and removed from the job site by the permittee and shall not be incorporated into the bulkhead construction.



- C. Prior to backfilling, the Borough Engineer shall make periodic visits to the job site (up to 3) to verify that the work is proceeding in accordance with permit requirements. Backfill material to be approved by the Borough Engineer.
- D. Prior to final acceptance, the applicant shall provide an as-built plans prepared by a New Jersey Licensed Professional Land Surveyor to demonstrate compliance with the approved plan including but not limited to the minimum bulkhead height.

#### **11-4.5 Notification Final Inspection.**

Prior to the backfilling of any bulkhead construction, reconstruction, renovation or repair, the Borough Engineer shall perform an inspection to ascertain that the bulkhead has been constructed pursuant to the plans that were submitted with the permit application. Written notice of project completion shall be given to the Borough Engineer and to the Construction Official within seven business days of substantial completion of the project, but prior ~~to~~ backfilling, and that written notification shall be accompanied by a certification from a licensed Engineer or land surveyor of the elevations of the completed bulkhead height. If the Borough Engineer determines that the work that was performed pursuant to the bulkhead permit and the subject bulkhead fail to comply with the plans, drawings or documents that were submitted with the permit application or fail to comply with the provisions of this Chapter, then written notice of final inspection failure shall be transmitted by the Borough Engineer by regular first class mail to the permittee at the address set forth on the permit application. The notice of final inspection failure shall detail the reasons for inspection failure. Permittees shall correct all deficiencies that resulted in final inspection failure within 20 days of the date of the written notice of final inspection failure. If, upon the expiration of those 20 days, the bulkhead is not approved upon inspection by the Borough Engineer then the permittee is deemed to be in violation of the duty to maintain and repair the subject bulkhead as established by this chapter.

#### **11-4.6 Bulkhead Specifications.**

All bulkheads constructed, reconstructed renovated or repaired within the Borough shall conform to the following minimum specifications:

- A. All new bulkheads shall be designed by a New Jersey licensed professional Engineer.
- B. All piles shall have a butt diameter of not less than ~~12~~ 10 inches and a tip diameter of not less than eight inches. *It is recommended that butt diameter by 12 inches, when possible.*
- C. All piles will be Douglas Fir or Southern Yellow Pine and shall be treated with an acceptable preservative for marine construction according to the latest American Wood Preservers' Association (A.W.P.A.) specifications .

- D. All new sheet piles shall be vinyl unless approved by the Borough Engineer. Wales shall be Douglas Fir or Southern Yellow Pine. Wood sheet piles shall be a minimum of two inches thick. Wood sheet piles shall be constructed in two rows with staggered joints. All timber materials shall be treated with an acceptable preservative designed for use in a saltwater environment.
- E. All components of the bulkhead system up to the minimum required elevation shall be constructed to be watertight. Watertight may include backfilling up against the landward side of the bulkhead, water stop sealants for steel and PVC sheet piles, continuous and solid landward capping and any other methods approved by the Borough Engineer.
- F. All bulkhead construction, reconstruction, renovation or repair shall be constructed to the property line and shall tie in with bulkheading on the adjoining property and said tie in shall be made watertight. Where no adjoining bulkhead exists, the bulkhead shall be constructed in such manner that it can be tied in with any future adjoining bulkhead.
- G. All hardware shall be hot-dipped galvanized steel or stainless steel in accordance with latest standards for salt-water applications.
- H. All outfall piping shall be fitted with a tide-control device that is approved by the Borough Engineer.
- I. The means and methods for outfall piping extensions that are required to accommodate the new bulkhead shall be approved by the Borough Engineer.
- J. Bulkhead construction, reconstruction, renovation or repair shall not adversely affect adjoining property.
- K. All old, deteriorated sections of bulkhead shall be completely removed or cut off a minimum of 4" below the mudline.
- L. All existing utilities shall be protected from damage during any work performed pursuant to a bulkhead permit. The bulkhead permittee shall be responsible for obtaining current "utility markout" from all appropriate state and local agencies prior to commencement of work.
- M. Backfill material approved by the Borough Engineer pursuant to Section 11-4.4 must meet minimum finished grade to be at an elevation of 6.5 feet which shall run at this height for a minimum distance of six feet in the landward direction from the bulkhead.***
- N. Deviations from construction materials set forth herein are allowed so long as all specifications and technical data concerning the proposed construction material are submitted to the Borough and are approved in writing by the Borough Engineer prior to

installation. The use of any construction material that is not specifically set forth above or approved by the Borough Engineer is strictly prohibited.

- O. All design materials herein shall be subject to the requirements of the NJDEP and USACOE.

#### **11-4.7 Bulkhead connection to adjacent properties and municipal right-of-way.**

- A. All bulkheads shall be constructed to tie into existing bulkheads on either or both sides, if any exist, or shall be constructed with returns (at 90" to the main bulkhead) into the protected property, to prevent flanking of the main bulkhead. If the requirements of the New Jersey Department of Environmental Protection do not permit either of these alternatives, then the Department's determination shall govern.
- B. If the bulkhead is constructed of interlocking vinyl sheet piles and the adjacent bulkheads are also interlocking vinyl sheet piles, then every effort shall be made to connect both bulkheads thru their respective interlocking joints so as to provide a continuous connection.
- C. A construction detail illustrating the proposed connection method shall be provided on the plans and shall be subject to the approval by the Borough Engineer.

#### **11-4.8 Bulkhead height.**

- A. Bayfront bulkhead. The top elevation of any new bayfront bulkhead to be constructed or reconstructed shall be set at a minimum elevation of 8.50 NAVD 1988.

#### **11-4.8 Maintenance: duty to repair.**

All bulkheads within the Borough shall be maintained in such a condition so that they shall pose no danger to the health, safety or welfare of the residents of the Borough or to public or private property within the Borough. Bulkheads shall be kept in a state of repair so as to prevent erosion or damage to abutting, adjacent or adjoining properties. Whenever a bulkhead has deteriorated or suffered damage to such a degree that a danger to the property or adjoining properties is present, the Borough Engineer, Construction Official, Zoning Official or Code Enforcement Officer shall notify the property owner, in writing, by certified mail to the address that is set forth on the Borough's tax records, of the nature of the deterioration or damage and require the owner to make the necessary repairs. When notified by the Borough of a deteriorated bulkhead, a property owner shall submit a plan of corrective action to the Borough no later than 30 days from the receipt of this notice. Upon approval of the plan of corrective action by the Borough Engineer, the property owner shall complete all necessary repairs within 120 days. If permits are required from state or federal government agencies, such permits shall be immediately applied for upon receipt of Borough approval. Upon issuance of the bulkhead permit and approval of the plan of corrective action, the property owner immediately shall complete all necessary repairs. In the event that the

property owner fails to submit a corrective action plan, fails to obtain a bulkhead permit to implement the corrective action plan or fails to implement the corrective action plan, the property owner shall be subject to the penalties set forth herein.

#### **11-4.9 Repair by Borough; Cost to be Lien.**

In addition to the above, in the event that the property owner fails to submit a corrective action plan, fails to obtain a bulkhead permit to implement the corrective action plan or fails to implement the corrective action plan, the Borough of West Wildwood may implement a corrective action plan upon approval of a corrective action plan that has been prepared by the Borough Engineer or Special Projects Engineer. Such approval of a correction action plan to be undertaken by the Borough shall be evidenced by a resolution of approval duly adopted by the Board of Commissioners at any regular or special meeting of the Board of Commissioners. Upon adoption of such a resolution, a copy thereof shall be served by the Borough Clerk upon the affected property owner by certified mail to the address that is set forth on the City's tax records. Upon implementation of a corrective action plan by the city, the sum total of all costs incurred by the City in implementing the correction action plan shall be a lien upon the subject property and shall be added to and form a part of the taxes and municipal charges to be assessed and levied upon the subject property and that sum total amount shall bear the same rate of interest as unpaid municipal taxes and shall be enforced in the same manner. The costs of implementing the corrective action plan include, by way of example and not by way of limitation, the engineering costs incurred for preparation of the corrective action plan, preparation of bidding documents pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., publication costs incurred in connection with any contract subject to the bidding and publication requirements of the Local Public Contracts Law, legal expenses incurred in connection with the review of contract bids, construction permit fees, inspection fees and costs and all sums of money paid to contractors.

#### **11-4.10 Existing non-conforming flood damage prevention compliance.**

- A. All existing nonconforming bayfront bulkheads will be required to be structurally extended, replaced, repaired or reconstructed pursuant to the procedure set forth above in Section 11 4 .8, Maintenance: duty to repair, subject to the time requirements set forth in the below paragraphs. The elevation survey prepared for the Borough by the Borough Engineer, as may be amended, shall be utilized to determine the bulkhead heights of all existing bulkheads in the Borough and to establish the compliance of all existing nonconforming bulkheads with this Chapter.
- B. All bayfront bulkheads below elevation 6.0 feet NAVD88 pose a significant threat to the flood frequency of the Borough and will be required to be structurally extended to elevation 8.50 NAVD 1988, where possible, no later than January 2030 .

C. Bayfront bulkheads below elevation 6.0 feet NAVD88 that cannot be structurally extended shall be replaced in accordance with the standards set forth in Sections 11-4.6 and 11-4.7 of this Ordinance.

1. All Tidal Control Boundary lots with a ground elevation below 8.5 feet NAVD88 without bulkheading or other shore protection measure shall install a bulkhead or other shore protection measure that has been approved by the New Jersey Department of Environmental Protection no later than January 2030.

2. All lots outside of the Tidal Control Boundary with a ground elevation below 8.5 feet NAVD88 without bulkheading or other shore protection measure shall install a bulkhead or other shore protection measure that has been approved by the New Jersey Department of Environmental Protection as part of the development proposal.

D. All other existing nonconforming bayfront bulkheads within the Borough shall be structurally extended, replaced, repaired or reconstructed to a minimum elevation of 8.50 NAVD 1988, where possible, no later than January 2040.

E. All compliance mandates codified in this Section 11-4.10 of Ordinance #603 (2022) shall remain in effect as written unless the Borough of West Wildwood itself is not already in compliance with the height and structural requirements herein this Ordinance for all bayside public properties which are the responsibility of the Borough of West Wildwood.

F. If the Borough of West Wildwood is not already in compliance with any of the mandates referenced in Ordinance #603 (2022), according to the deadline(s) herein, a recurring 1-year extension shall be imposed until all public lands of the Borough of West Wildwood subject to this Ordinance meet the requirements herein.

#### **11-4.11 Violations and Penalties.**

Any person violating any provision of this chapter, upon conviction thereof, shall be punished by a fine not exceeding \$2,000 or by imprisonment for a term not exceeding 90 days, or both. A separate offense shall be deemed to be committed on each and every day during or on which a violation occurs or continues.

**Section III.** The remainder of all other sections and subsections of the aforementioned ordinance not specifically amended by this Ordinance shall remain in full force and effect.

COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2023 10-06  
Publication: 2023 10-12

	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 of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the October 6, 2023, Regular Meeting and will be considered for final passage after a public hearing to be held on November 3, 2023, at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

Second Reading/Public Hearing: 2023 11-03  
Publication: 2023 11-09

	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 an Ordinance finally adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey after a public hearing held on November 3, 2023, at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

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

**ORDINANCE 616 (2023)**

**AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF  
CAPE MAY, AND STATE OF NEW JERSEY TO SELL BOROUGH OWNED LAND  
TO CONTIGUOUS OWNERS OF BLOCK 106, LOT 9**

**BE IT ORDAINED** by the Borough Commission of the Borough of West Wildwood, County of Cape May, and State of New Jersey that it is necessary that Borough owned land be sold to contiguous owners.

**SECTION 1.**

**WHEREAS, N.J.S.A. 40A:12-13** provides the procedure for the sale of Borough owned land and allows for a private sale of land by ordinance when the sale is to the owner of the real property contiguous to the Borough owned parcel, provided that the property being sold is less than the minimum size required for development under the municipal zoning ordinance and is without any capital improvement thereon; and also provided that any such sale shall be for not less than the fair market value of the real property; and

**WHEREAS,** the Borough owns a parcel of land to be identified on the next revised tax map as Block 109, Lot 9.01 a parcel which is approximately 40 sq. feet which is less than the minimum size required for development; and

**WHEREAS,** the Borough has notified all contiguous landowners of the intention to sell the property and all but one have renounced any right to purchase the property

**WHEREAS,** the assessment of the parcel is \$ 800.00, and the Borough Tax Assessor has stated in writing that the fair market value of the land is \$ 800.00; and

**WHEREAS,** the statute also requires that the Borough file with the Director of the Division of Local Government Services in the Department of Community Affairs, sworn affidavits verifying the publications of advertisements for the Ordinance.

**NOW, THEREFORE, BE IT FURTHER ORDAINED,** as follows:

1. The Borough Commission of the Borough of West Wildwood shall sell the portion of real property identified as Block 106, Lot 9.01 on the next revised tax map to {insert buyers name}; and
2. The property being sold herein is being sold "As Is / Where Is".
3. Buyer shall agree to be solely responsible for all costs and legal responsibilities incurred to purchase property and must file a deed of consolidation.
4. Transfer of title from Borough to Buyer will be by a Quit Claim deed.



5. The purchase price shall be \$800.00; and
6. That the Clerk or the Clerk's representative is to file the necessary affidavits with the Director of the Division of Local Government Services, and
7. The Mayor, Clerk, and any and all other Borough Officials, are hereby authorized to sign those documents necessary to effectuate this transaction; and
8. Buyer shall be responsible for Borough Counsel's fee of \$330.00 for the preparation of all necessary documents, plus, the cost of preparation of deed.
9. Buyer shall pay all other costs associated with the transfer.

## SECTION 2.

All other ordinances in conflict or inconsistent with this ordinance are hereby repealed, to the extent of such conflict or inconsistency.

**SECTION 3.** Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared to be severable.

This ordinance shall become effective immediately upon final passage and publication, according to law.

### COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2023 10-06  
Publication: 2023 10-12

	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 of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the October 6, 2023, Regular Meeting and will be considered for final passage after a public hearing to be held on November 3, 2023, at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

Second Reading/Public Hearing: 2023 11-03  
Publication: 2023 11-09

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			<input checked="" type="checkbox"/>			
Commissioner John J. Banning	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Commissioner Joseph D. Segrest		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

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 an Ordinance finally adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey after a public hearing held on November 3, 2023, at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

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

**ORDINANCE NO. 617(2023)**

**BOND ORDINANCE PROVIDING FOR VARIOUS  
CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH  
OF WEST WILDWOOD, IN THE COUNTY OF CAPE MAY,  
NEW JERSEY, APPROPRIATING \$1,476,100 THEREFOR  
AND AUTHORIZING THE ISSUANCE OF \$1,418,795  
BONDS OR NOTES OF THE BOROUGH TO FINANCE  
PART OF THE COST THEREOF.**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF  
WEST WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY (not less than two-  
thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of West Wildwood, in the County of Cape May, New Jersey (the "Borough") as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$1,476,100, including a \$187,075 grant expected to be received from the State of New Jersey Department of Transportation (the "State Grant") and a \$400,000 grant expected to be received from the County of Cape May (the "County Grant") and further including the aggregate sum of \$57,305 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made

available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets. No down payment is required pursuant to N.J.S.A. 40A:2-11(c) for the improvement or purpose referred to in Section 3(A) since the improvement or purpose is being partially funded by the State Grant.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments and in anticipation of receipt of the State Grant and the County Grant referred to above, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,418,795 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation &amp; Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds &amp; Notes</u>	<u>Period of Usefulness</u>
A. The reconstruction of Avenue J from Poplar Avenue to Glenwood Avenue, including all work and materials necessary therefor and incidental thereto.	\$330,000 (including a \$187,075 grant expected to be received from the State of New Jersey Department of Transportation)	\$330,000	10 years
B. The reconstruction of Maple Avenue from E Avenue West to Terminus, including all work and materials necessary	\$400,000	\$380,000	10 years

therefor and incidental thereto.

C. The installation of new bulkhead at the north end of Neptune Avenue, including all work and materials necessary therefor and incidental thereto.	\$490,000 (including a \$400,000 grant expected to be received from the County of Cape May)	\$465,500	10 years
D. Improvements to various playgrounds located in the Borough, including all work and materials necessary therefor and incidental thereto.	\$81,100	\$77,045	10 years
E. The replacement of HVAC systems for the Municipal Building, including all work and materials necessary therefor and incidental thereto.	\$50,000	\$47,500	10 years
F. The sealing of the roof of the Municipal Building, including all work and materials necessary therefor and incidental thereto.	\$125,000	\$118,750	10 years
Total	\$1,476,100	\$1,418,795	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to

mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$1,418,795, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$295,220 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.



**COMMISSIONERS:**

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2023 10-06

Publication: 2023 10-12

	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** of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the October 6, 2023, Regular Meeting and will be considered for final passage after a public hearing to be held at a Regular Meeting on November 3, 2023 at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

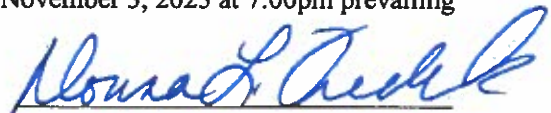
  
COMMISSIONER JOSEPH D. SEGREST

Second Reading/Public Hearing: 2023 11-03

Publication: 2023 11-09

	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 an Ordinance finally adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey after a public hearing held at a Regular Meeting on November 3, 2023 at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

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

**ORDINANCE NO. 618 (2023)**

**AN ORDINANCE ACCEPTING A DRAINAGE EASEMENT OVER A PORTION OF  
BLOCK 106, LOT 9**

**WHEREAS**, the Board of Commissioners of the Borough of West Wildwood, wish to accept a Drainage Easement for a portion of property designated as Block 106, Lot 9, on the Tax Maps of the Borough of West Wildwood, Cape May County (the "Property"), a copy of which is attached hereto as an exhibit; and

**WHEREAS**, N.J.S.A. 40A:12-4 authorizes the municipality to accept such easement; and

**WHEREAS**, attached hereto is a form of easement that have been reviewed by the Borough Engineer and Borough Attorney; and

**WHEREAS**, it appears to the Board of Commissioners that the public interest would be served by accepting the easement described herein.

**NOW, THEREFORE, BE IT ORDAINED** by the by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, the Governing Body of the Borough of West Wildwood as follows:

1. The Borough of West Wildwood hereby accepts the above-referenced easement over a portion of the property designated as Block 106, Lot 9, on the Tax Maps of the Borough of West Wildwood as more particularly described in the deed of easement attached hereto.

2. The Borough Mayor, Clerk, and such Borough Professionals as are necessary, are hereby authorized and directed to take such actions to effectuate the provisions of this Ordinance including, but not limited to, executing the above-referenced easement in a form substantially similar to that attached hereto and made a part hereof.

3. The Borough Clerk shall, within sixty (60) days of the effective date of this Ordinance, file a copy of this Ordinance certified by her under the seal of the municipality, to be a true copy thereof, together

with proof of publication thereof, in the office of the Clerk of the County of Cape May in accordance with the provisions of N.J.S.A. 40:67-21.

4. At least one (1) week prior to the time fixed for further consideration of this Ordinance for final passage, a copy thereof together with the notice of the introduction thereof, and the time and place when and where the Ordinance will be further considered for final passage shall be mailed to every person whose lands may be affected by this Ordinance so far as may be ascertained. Said notices shall be mailed by the Borough Clerk in accordance with the provisions of N.J.S.A. 40:49-6.

5. This Ordinance shall take effect immediately after final passage, approval and publication as provided by law.

6. All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

7. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**COMMISSIONERS:**

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2023 11-03  
Publication: 2023 11-09

	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** of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at the November 3, 2023, Regular Meeting and will be considered for final passage after a public hearing to be held on December 6, 2023, at 9:00am prevailing time.



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

**COMMISSIONERS:**

**MAYOR MATTHEW J. KSIAZEK**

**COMMISSIONER JOHN J. BANNING**

**COMMISSIONER JOSEPH D. SEGREST**

**Second Reading/Public Hearing:** 2023 12-06  
**Publication:** 2023 12-13

	Motion	Second	Yes	No	Abstain	Absent
<b>Mayor Matthew J. Ksiazek</b>						
<b>Commissioner John J. Banning</b>						
<b>Commissioner Joseph D. Segrest</b>						

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 an Ordinance finally adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey after a public hearing held on December 6, 2023, at 9:00am prevailing time.

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

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

**RESOLUTION 2023-092**

**ADOPTION OF CY2022 AUDIT**

**WHEREAS, N.J.S.A. 40A:5-4** requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS,** the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS, R.S. 52:27BB-34** authorizes the Local Finance Board of the State of New to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS,** the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Findings and Questioned Costs" or "Findings and Recommendations; and

**WHEREAS,** the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Findings and Questioned Costs" or "Findings and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS,** such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS,** all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS,** failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services). under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office."

**NOW, THEREFORE BE IT RESOLVED,** that the Governing Body of the Borough of West Wildwood, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

	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 **Regular Meeting** held on **November 3, 2023**.



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

**NO PHOTOCOPIES OF SIGNATURES**

**GROUP AFFIDAVIT FORM**

**CERTIFICATION OF GOVERNING BODY**

STATE OF NEW JERSEY  
COUNTY OF CAPE MAY

We, members of the governing body of the Borough of West Wildwood in the County of CAPE MAY,  
being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the COMMISSION of the Boro West Wildwood in  
the County of CAPE MAY.

2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves  
with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year  
2022.

3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of  
the Annual Report of Audit entitled FINDINGS AND RECOMMENDATIONS:

(L.S.) [Signature]  
(L.S.) [Signature]  
(L.S.) [Signature]  
(L.S.)  
(L.S.)  
(L.S.)

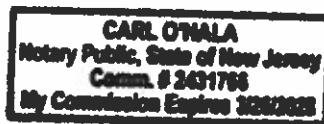
(L.S.)  
(L.S.)  
(L.S.)  
(L.S.)  
(L.S.)  
(L.S.)

[Signature]  
Clerk

Sworn to and subscribed before  
me this 3<sup>RD</sup> day of  
NOVEMBER, 2023

[Signature]

Notary Public of New Jersey



The Municipal Clerk (or Clerk of the Board of Commissioners as the case may be) shall set forth the reason for  
the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of  
Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.



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

**RESOLUTION 2023-093**

**AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

**WHEREAS**, the borough received escrow payments for the connection of planning board application; and

**WHEREAS**, it has been determined that all inspections were completed and therefore the escrow fee shall be returned to the following individuals as follows

**REFUND OF PLANNING BOARD ESCROW FOR  
DAVID AND PATRICIA CULLEN  
614 W. MAPLE AVE  
BLOCK 142 LOT 5**

Planning Board Escrow Received	\$ 1,250.00
Paid to Board Solicitor	<u>\$ 266.00</u>
<b>Balance Due to Applicant</b>	<b><u>\$ 984.00</u></b>

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Chief Financial Officer is hereby authorized to make the following refund of escrow payments in the amount indicated.

	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 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 **Regular Meeting** held on **November 3, 2023**.

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

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

**RESOLUTION 2023-094**

**AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

**WHEREAS**, the borough received escrow payments for the connection of planning board application: and

**WHEREAS**, it has been determined that all inspections were completed and therefore the escrow fee shall be returned to the following individuals as follows

**REFUND OF PLANNING BOARD ESCROW FOR  
STEVEN & TRACEY LANGAN  
640 W. PINE AVE  
BLOCK 128 LOT 2**

Planning Board Escrow Received	\$ 1,250.00
 Paid to Board Solicitor	 <u>\$ 350.00</u>
 <b>Balance Due to Applicant</b>	 <b><u>\$ 900.00</u></b>

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Chief Financial Officer is hereby authorized to make the following refund of escrow payments in the amount indicated.

	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 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 **Regular Meeting** held on **November 3, 2023**.

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

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

**RESOLUTION 2023-095**

**AUTHORIZING THE REFUND OF PLANNING BOARD ESCROW FUNDS**

**WHEREAS**, the borough received escrow payments for the connection of planning board application; and

**WHEREAS**, it has been determined that all inspections were completed and therefore the escrow fee shall be returned to the following individuals as follows

**REFUND OF PLANNING BOARD ESCROW FOR  
JAMES SCHICKLING  
650 W. GLENWOOD AVE  
BLOCK 119 LOT 4**

Planning Board Escrow Received	\$ 1,250.00
Paid to Board Solicitor	<u>\$ 322.00</u>
<b>Balance Due to Applicant</b>	<b><u>\$ 928.00</u></b>

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey that the Chief Financial Officer is hereby authorized to make the following refund of escrow payments in the amount indicated.

	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 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 **Regular Meeting** held on **November 3, 2023**.

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

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

**RESOLUTION 2023-096**

**APPOINTING MEMBERS TO THE WEST WILDWOOD PLANNING BOARD**

**WHEREAS**, the Planning Board has received the resignation of two Class IV board members; and

**WHEREAS**, it is deemed in the best interest of the planning board to elevate the two current Alternant board members to fill the vacancy of the Class IV members; and

**WHEREAS**, it is necessary to fill one of the two Alternate Member positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, as follows:

- 1.) The following shall be and are hereby appointed to the Borough of West Wildwood Planning Board as indicated:

**Class IV Member**

Mark Britton

Mark Zesnut

**Expiration of Term**

December 31, 2023

December 31, 2023

**Alternate Member**

Matt Steich

**Expiration of Term**

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 **Regular Meeting** held on **November 3, 2023**.



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

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

**RESOLUTION 2023-097**

**APPROVING BUDGET TRANSFERS FOR THE CY2023**

**WHEREAS**, the following transfers are necessary to make certain year end transfers to the CY 2023 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the following CY2023 budget transfers be made:

<u>Budget Description</u>	<u>From</u>	<u>To</u>	<u>Budget Account</u>
Legal Services	2,103.05		3-01-20-155-027
Land Use Board O/E		1,200.00	3-01-21-180-020
Unemployment Compensation Ins		817.00	3-01-23-225-000
Emergency Management O/E		86.05	3-01-25-252-020
	<u>2,103.05</u>	<u>2,103.05</u>	

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby authorize the Chief Financial Officer to make the aforementioned 2023 budget transfers.

	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 **Regular Meeting** held on **November 3, 2023**.

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

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

**RESOLUTION 2023-098**

**ADOPTING REVISIONS TO THE BOROUGH OF WEST WILDWOOD PERSONNEL POLICIES AND  
PROCEDURES MANUAL  
EMPLOYEE HANDBOOK AND VOLUNTEER HANDBOOK**

**WHEREAS**, the Atlantic County Municipal Joint Insurance Fund "ACMJIF" requires periodic review and updates to the Borough of West Wildwood Personnel Policies and Procedures Manual, Employee Handbook and Volunteer Handbook; and

**WHEREAS**, ACMJIF may impose a surcharge on the borough's assessment billing if the borough does not comply with these updated policies, resulting in additional costs to the borough for insurance coverage; and

**WHEREAS**, ACMJIF has provided model samples of Personnel Policies and Procedures Manual, Employee Handbook and Volunteer Handbook for guidance in accomplishing necessary updates and standards to make sure municipalities are in compliance with employment matters; and

**WHEREAS**, it is deemed in the best interest of the Borough to periodically review and revise its Personnel Policies and Procedures Manual and Employee & Volunteer Handbooks.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, hereby adopt the Borough of West Wildwood Personnel Policies and Procedures Manual, Employee Handbook and Volunteer Handbook.

**BE IT FURTHER RESOLVED**, that the clerk shall distribute copies to the Atlantic County Municipal Joint Insurance Fund, borough employees and volunteers..

	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 **Regular Meeting** held on **November 3, 2023**.



Donna L. Frederick, RMC  
Municipal Clerk

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

**RESOLUTION 2023-099**

**REQUESTING PERMISSION FOR THE DEDICATION BY RIDER  
FOR AFFORDABLE HOUSING TRUST FUND  
REQUIRED BY N.J.S.A. 40A:12A, et seq., AND RESOLUTION 2021-091  
OF THE BOROUGH OF WEST WILDWOOD**

**WHEREAS**, on April 15, 2021, the West Wildwood Borough's Planning Board adopted a Housing Element and Fair Share Plan that addresses the Borough's Rehabilitation Need, Prior Round and Third Round "fair share" obligations; and

**WHEREAS**, on May 4, 2021, the Borough Commission held a properly noticed public meeting to consider endorsing the Housing Element and Fair Share Plan adopted by the Planning Board on April 15, 2021, and, after consideration of any questions or concerns raised by members of the governing body or the public, the Borough Commission determined that it is in the best interest of the Borough and the region's low and moderate income households to endorse said Housing Element and Fair Share Plan and to direct the Borough's professionals to file said Plan with the Court and to take any and all reasonable actions to secure a Judgment of Compliance and Repose approving said plan to protect the Borough from any Mount Laurel lawsuits; and

**WHEREAS**, the adopted and endorsed Plan includes a Spending Plan component, as required by the Council on Affordable Housing's Rules at N.J.A.C. 5:93-5.1(c), which projects anticipated revenues to the Borough's Affordable Housing Trust Fund, and describes anticipated expenditures of funds to address its fair share obligation as set forth in the Fair Share Plan; and

**WHEREAS**, N.J.A.C. 5:97-8.10 requires a Spending Plan to include the following:

1. A projection of revenues anticipated from imposing fees on development, based on pending, approved and anticipated developments and historic development activity;
2. A projection of revenues anticipated from other sources, including payments in lieu of constructing affordable units on sites zoned for affordable housing, funds from the sale of units with extinguished controls, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, and interest earned;
3. A description of the administrative mechanism that the municipality will use to collect and distribute revenues;
4. A description of the anticipated use of all affordable housing trust funds pursuant to N.J.A.C. 5:97-8.7, 8.8, and 8.9;



5. A schedule for the expenditure of affordable housing trust funds;
6. If applicable, a schedule for the creation of rehabilitation of housing units;
7. A pro-forma statement of the anticipated costs and revenues associated with the development if the municipality envisions supporting or sponsoring public sector or non-profit construction of housing; and
8. A plan to spend the trust fund balance within four years of the approval of the Spending Plan and subsequently to spend trust fund monies within four years of collecting the funds, or in accordance with an implementation schedule approved by the Court;
9. The manner through which the municipality will address any expected or unexpected shortfall if the anticipated revenues from development fees are not sufficient to implement the plan; and
10. A description of the anticipated use of excess affordable housing trust funds, in the event more funds than anticipated are collected, or projected funds exceed the amount necessary for satisfying the municipal affordable housing obligation.

**WHEREAS**, permission is required by the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

**WHEREAS**, N.J.S.A. 40A:12A-3, et seq., provides for receipt of Affordable Housing Trust Fund related development fees by the municipality to provide for the operating costs to administer this act; and

**WHEREAS**, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Affordable Housing Trust Fund are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of West Wildwood, County of Cape May, New Jersey, as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Affordable Housing Trust Fund pursuant to N.J.S.A. 40A:12A, et seq.
2. The Clerk of the Borough of West Wildwood, County of Cape May, is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

	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 **Regular Meeting** held on **November 3, 2023**.

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

November 3, 2023  
02:00 PM

BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

Page No: 1

Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 16175 to 16223  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
PO #		Item Description						
16175	11/03/23	00208 ACTION UNIFORM CO LLC						1535
23-00650	1	UNIFORM - K.MATTHEWS	312.00	3-01-25-240-032	Budget		7	1
				Uniforms				
23-00673	1	PANTS, LONG SLEEVE POLOS	680.00	3-01-25-240-032	Budget		11	1
				Uniforms				
23-00676	1	UNIFORMS FOR ZACK GREGER	790.00	3-01-25-240-032	Budget		14	1
				Uniforms				
			1,782.00					
16176	11/03/23	00308 ADP, INC.						1535
23-00699	1	PAYROLL ENDING ENDING 10/06/23	161.07	3-01-20-130-028	Budget		43	1
				Payroll Services				
23-00699	2	PAYROLL ENDING ENDING 10/20/23	140.69	3-01-20-130-028	Budget		44	1
				Payroll Services				
			301.76					
16177	11/03/23	00312 DAVE GREENLAND						1535
23-00687	1	REPAIRS TO NEW HOLLAND BACKHOE	140.69	3-01-25-240-034	Budget		28	1
				Fleet Maintenance				
23-00687	2	LABOR	360.00	3-01-25-240-034	Budget		29	1
				Fleet Maintenance				
			500.69					
16178	11/03/23	019011 ATLANTIC CITY ELECTRIC						1535
23-00715	1	CHARGES FOR OCT 2023	2,314.62	3-01-31-435-000	Budget		56	1
				Street Lighting				
23-00715	2	CHARGES FOR OCT 2023	677.98	3-01-31-430-000	Budget		57	1
				Electricity				
23-00715	3	CHARGES FOR OCT 2023	744.65	3-01-31-430-000	Budget		58	1
				Electricity				
23-00715	4	CHARGES FOR OCT 2023	386.45	3-01-31-430-000	Budget		59	1
				Electricity				
23-00715	5	CHARGES FOR OCT 2023	15.14	3-01-31-430-000	Budget		60	1
				Electricity				
23-00715	6	CHARGES FOR OCT 2023	144.37	3-01-31-430-000	Budget		61	1
				Electricity				
23-00715	7	CHARGES FOR OCT 2023	7.64	3-01-31-430-000	Budget		62	1
				Electricity				
			4,290.85					
16179	11/03/23	01905 AT & T MOBILITY						1535
23-00727	1	CHARGES FOR OCT 2023	229.18	3-01-31-440-000	Budget		75	1
				Telephone				
16180	11/03/23	02613 BARBER CONSULTING SERVICES						1535
23-00697	1	ADDITIONAL SERVICES NEEDED	153.60	3-01-20-140-059	Budget		40	1
				Data Processing Equipment				

November 3, 2023  
02:00 PM

BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
16181	11/03/23	03401 BILL'S CORNER DELI					1535
23-00702	1	PIZZA FOR CLEAN COMMUNITY DAY	169.84	G-02-40-730-022 CLEAN COMMUNITIES - 2022	Budget		47 1
16182	11/03/23	04004 PETTY CASH					1535
23-00752	1	REPLENISH PETTY CASH	92.15	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		88 1
16183	11/03/23	05203 C.M.C.M.U.A. WASTER WATER DIV.					1535
23-00675	1	DISPOSAL FEES FOR SEPT 2023	2,299.19	3-01-32-465-000 SOLID WASTE DISPOSAL	Budget		13 1
23-00753	1	4TH QTR 2023 MUA WASTEWATER	127,111.50	3-09-55-502-078 Contract Services-MUA	Budget		89 1
			129,410.69				
16184	11/03/23	05235 THE CARLSEN GROUP INC					1535
23-00681	1	CHARGES FOR OCT 2023	95.00	3-01-20-120-026 Maintenance Contracts	Budget		26 1
16185	11/03/23	06001 CITY OF WILDWOOD					1535
23-00689	1	4TH QTR 2023 POLICE DISPATCH	9,500.00	3-01-42-250-000 INTERLOCAL SERVICE 911	Budget		31 1
23-00690	1	4TH QTR 2023 MUNICIPAL COURT	5,500.00	3-01-43-490-039 WILDWOOD COURT O.E.	Budget		32 1
23-00691	1	4H QTR 2023 EMS	4,250.00	3-01-42-251-000 WILDWOOD AMBULANCE FEES	Budget		33 1
23-00725	1	GASOLINE FOR SEPTEMBER 2023	636.34	3-01-31-460-000 Gasoline and Diesel	Budget		73 1
			19,886.34				
16186	11/03/23	06615 COMCAST					1535
23-00723	1	CHARGES FOR OCT 2023	243.70	3-01-31-440-000 Telephone	Budget		68 1
23-00723	2	CHARGES FOR OCT 2023	354.17	3-01-31-440-000 Telephone	Budget		69 1
23-00723	3	CHARGES FOR OCT 2023	226.70	3-01-31-440-000 Telephone	Budget		70 1
23-00723	4	CHARGES FOR OCT 2023	91.90	3-01-31-440-000 Telephone	Budget		71 1
			916.47				
16187	11/03/23	06908 ATLANTIC COUNTY TREASURER					1535
23-00751	1	OUT OF COUNTY TUITION FOR P/O	1,800.00	3-01-25-240-042 Educational Training	Budget		87 1
16188	11/03/23	08201 DELTA DENTAL PLAN OF N.J. INC.					1535
23-00748	1	CHARGS FOR NOV 2023	964.54	3-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget		83 1
16189	11/03/23	10811 STEFANKIEWICZ & BELASCO LLC					1535
23-00682	1	PROFESSIONAL SERVICES RENDERED	168.00	3-01-20-155-027 Legal Services	Budget		27 1

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
16190	11/03/23	13416 CONSTELLATION NEWENERGY INC					1535
23-00679	1	CHARGES FOR SEPT 2023	116.01	3-01-31-430-000 Electricity	Budget		23 1
23-00679	2	CHARGES FOR SEPT 2023	0.95	3-01-31-430-000 Electricity	Budget		24 1
			116.96				
16191	11/03/23	14408 FORD MOTOR CREDIT COMPANY					1535
23-00708	1	POLICE VEHICLE LEASE	5,056.44	2-01-25-240-051 Police Vehicles	Budget		52 1
23-00708	2	POLICE VEHICLE LEASE	39.05	3-01-25-240-051 Police Vehicles	Budget		53 1
			5,095.49				
16192	11/03/23	18609 ANIMAL CONTROL OF SOUTH JERSEY					1535
23-00688	1	3RD QTR ANIMAL CONTROL SERVICE	600.00	3-01-27-340-029 Contractual Services	Budget		30 1
23-00692	1	4TH QTR ANIMAL CONTROL SERVICE	600.00	3-01-27-340-029 Contractual Services	Budget		34 1
			1,200.00				
16193	11/03/23	18610 NORTHWESTERN UNIVERSITY					1535
23-00605	1	SCHOOL OF PUBLIC STAFF AND	4,200.00	3-01-25-240-042 Educational Training	Budget		2 1
16194	11/03/23	18611 JOYCE MEDIA					1535
23-00698	1	WEB HOST FOR OCT 2023	89.95	3-01-20-140-026 Data Processing Maintenance	Budget		41 1
23-00698	2	WEBSITE UPDATES	26.25	3-01-20-140-026 Data Processing Maintenance	Budget		42 1
			116.20				
16195	11/03/23	22106 INSTITUTE FOR FORENSIC					1535
23-00749	1	TEST FOR OFFICER Z. GREGER	525.00	3-01-25-240-026 Maintenance Contract	Budget		84 1
16196	11/03/23	28001 KUSTOM SIGNALS INC.					1535
23-00637	1	EAGLE 3 DUAL KA-BAND RADAR	7,262.46	3-01-25-240-038 New Equipment	Budget		3 1
23-00637	2	EAGLE 3 DUAL KA-BAND RADAR	1,296.00	G-02-40-806-000 DRUNK DRIVING ENFORCEMENT FUND	Budget		4 1
			8,558.46				
16197	11/03/23	31402 MCMANIMON, SCOTLAND & BAUMANN					1535
23-00726	1	PROFESSIONAL SERVICES RENDERED	600.00	3-01-20-155-027 Legal Services	Budget		74 1
16198	11/03/23	32606 JUD MOORE					1535
23-00706	1	CLEAN COMM DAY COORDINATOR	595.00	G-02-40-730-023 CLEAN COMMUNITIES - 2023	Budget		50 1

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
16199	11/03/23	44606 REMINGTON,VERNICK ENGINEERS					1535
23-00732	1	PARKING IMPROV-BAY & GLENWOOD	4,320.00	G-02-40-800-002	Budget		77 1
				UEZ-GLENWOOD AVE-CORRIDOR	PARKING PROJ		
23-00733	1	INSPECTION OF DEGRADED MANHOLE	390.00	3-01-20-165-028	Budget		78 1
				Professional Services			
			4,710.00				
16200	11/03/23	48207 SOUTH JERSEY WELDING SUPPLY CO					1535
23-00728	1	CHARGES FOR SEPT 2023	63.00	3-01-26-290-038	Budget		76 1
				Gen. Hardware-maint. supplies			
23-00754	1	CHARGES FOR OCT 2023	65.10	3-01-26-290-038	Budget		90 1
				Gen. Hardware-maint. supplies			
			128.10				
16201	11/03/23	50102 THE PRESS OF ATLANTIC CITY					1535
23-00714	1	LEGAL ADVERTISING	250.40	3-01-20-100-021	Budget		55 1
				GEN. ADMIN. LEGAL ADVERTISING			
16202	11/03/23	53804 US POSTAL SERVICE					1535
23-00713	1	RENEWAL OF P.O. BOX 644	248.00	3-01-20-100-022	Budget		54 1
				GEN. ADMIN. POSTAGE			
16203	11/03/23	57604 WEST WILDWOOD VOL. FIRE CO.					1535
23-00704	1	CLEAN COMMUNITY DAY	500.00	G-02-40-730-022	Budget		48 1
				CLEAN COMMUNITIES - 2022			
16204	11/03/23	57609 WEST WILDWOOD LADIES AUX.					1535
23-00705	1	CLEAN COMMUNITY DAY	500.00	G-02-40-730-022	Budget		49 1
				CLEAN COMMUNITIES - 2022			
16205	11/03/23	57621 WEST WILDWOOD BIBLE CHURCH					1535
23-00707	1	CLEAN COMMUNITY DAY	500.00	G-02-40-730-023	Budget		51 1
				CLEAN COMMUNITIES - 2023			
16206	11/03/23	58005 CITY OF WILDWOOD WATER UTILITY					1535
23-00677	1	CHARGES FOR 4TH QTR 2023	34.25	3-01-31-455-000	Budget		15 1
				WATER			
23-00677	2	CHARGES FOR 4TH QTR 2023	347.00	3-01-31-455-000	Budget		16 1
				WATER			
23-00677	3	CHARGES FOR 4TH QTR 2023	3,338.00	3-01-25-265-057	Budget		17 1
				FIRE HYDRANT SERVICE			
23-00677	4	CHARGES FOR 4TH QTR 2023	285.25	3-01-31-455-000	Budget		18 1
				WATER			
23-00677	5	CHARGES FOR 4TH QTR 2023	34.25	3-01-31-455-000	Budget		19 1
				WATER			
23-00677	6	CHARGES FOR 4TH QTR 2023	351.75	3-01-31-455-000	Budget		20 1
				WATER			
23-00677	7	CHARGES FOR 4TH QTR 2023	347.00	3-01-31-455-000	Budget		21 1
				WATER			
			4,737.50				

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Contract	Ref Seq Acct
Amount Paid	Charge Account	Account Type		
16207	11/03/23	60201 XEROX CORPORATION		1535
23-00678	1	CHARGES FOR OCT 2023		22 1
		146.18 3-01-20-100-023	Budget	
		GEN. ADMIN. PRINTING		
16208	11/03/23	65405 W. B. MASON		1535
23-00672	1	TONER CARTRIDGE		10 1
		70.99 3-01-20-100-030	Budget	
		GEN. ADMIN. MATERIALS & SUPPLIES		
16209	11/03/23	65406 STANDARD OFFICE SYSTEMS		1535
23-00750	1	CHARGES FOR OCT 2023		85 1
		112.44 3-01-20-100-023	Budget	
		GEN. ADMIN. PRINTING		
23-00750	2	CHARGES FOR OCT 2023		86 1
		64.90 3-01-20-100-023	Budget	
		GEN. ADMIN. PRINTING		
		177.34		
16210	11/03/23	654114 Vital Communications, Inc.		1535
23-00695	1	TAX UPDATE		37 1
		100.00 3-01-20-145-023	Budget	
		printing		
16211	11/03/23	654130 MUNICIPAL EMERGENCY SERV INC.		1535
23-00746	1	POINT BLANK - AXIIA-BODY ARMOR		79 1
		929.68 G-02-40-760-000	Budget	
		BODY ARMOR		
23-00746	2	POINT BLANK - AXIIA-BODY ARMOR		80 1
		717.88 G-02-40-760-014	Budget	
		BODY ARMOR 2021		
23-00746	3	POINT BLANK - AXIIA-BODY ARMOR		81 1
		848.44 G-02-40-760-015	Budget	
		BODY ARMOR - 2022		
		2,496.00		
16212	11/03/23	66666 VERIZON		1535
23-00696	1	CHARGES FOR OCT 2023		38 1
		47.40 3-01-31-440-000	Budget	
		Telephone		
23-00696	2	CHARGES FOR OCT 2023		39 1
		52.92 3-01-31-440-000	Budget	
		Telephone		
		100.32		
16213	11/03/23	694224 AXON ENTERPRISES, INC.		1535
23-00638	1	TASER 7 BUNDLE-2023 CONTRACT		5 1
		2,513.87 3-01-25-240-026	Budget	
		Maintenance Contract		
16214	11/03/23	964679 GEBHARDT & KIEFER, P.C.		1535
23-00693	1	PROFESSIONAL SVCIES RENDERED		35 1
		3,000.00 3-01-20-155-027	Budget	
		Legal Services		
23-00724	1	PROFESSIONAL SERVICES RENDERED		72 1
		580.00 3-01-20-155-027	Budget	
		Legal Services		
		3,580.00		
16215	11/03/23	964690 DOCUVAULT SECURE SHREDDING LLC		1535
23-00282	1	SHRED DAY - 3 HRS NOV 11, 2023		1 1
		992.95 3-01-30-420-000	Budget	
		CELEBRATION OF PUBLIC EVENTS		
16216	11/03/23	964698 TREASURER COUNTY OF ATLANTIC		1535
23-00680	1	POLICE ACADEMY - ZACH GREGER		25 1
		1,500.00 3-01-25-240-042	Budget	
		Educational Training		

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
16217	11/03/23	964703 ARCH INSURANCE COMPANY					1535
23-00747	1	NJ TEMPORARY DISABILITY INS	1,303.76	3-01-23-210-000 LIABILITY INSURANCE	Budget		82 1
16218	11/03/23	967725 MUNICIPAL CAPITAL FINANCE					1535
23-00700	1	LEASE - CHEVY SILVERADO	1,030.12	3-01-26-290-063 lease	Budget		45 1
16219	11/03/23	967731 PINELAND CONSTRUCTION, LLC					1535
23-00694	1	TRASH PICK UP FOR OCT 2023	10,083.33	3-01-26-305-029 Contractual-collection	Budget		36 1
16220	11/03/23	967732 HIGHLAND PRODUCTS GROUP, LLC					1535
23-00644	1	BIKE RACKS, RECYCLED	9,298.00	G-02-40-800-003 UEZ- BIKE RACK & TRASH RECEPTACLES	Budget		6 1
16221	11/03/23	976990 T-MOBILE USA, INC.					1535
23-00701	1	CHARGES FOR SEPT/CALL CARDS	254.93	3-01-31-440-000 Telephone	Budget		46 1
23-00722	1	CHARGES FOR OCT 2023	277.36	3-01-31-440-000 Telephone	Budget		67 1
			532.29				
16222	11/03/23	976995 NATIONAL HIGHWAY PRODUCTS, INC					1535
23-00671	1	BRACKET FOR POST - P/W	51.00	3-01-26-290-038 Gen. Hardware-maint. supplies	Budget		8 1
23-00671	2	SHIPPING	27.42	3-01-26-290-038 Gen. Hardware-maint. supplies	Budget		9 1
			78.42				
16223	11/03/23	03102 BANK OF AMERICA					1535
23-00674	1	FLAG	12.98	3-01-26-310-030 Materials and Supplies	Budget		12 1
23-00717	1	BOROUGH MEETING DUE TO	15.98	3-01-20-100-041 GEN. ADMIN. CONFERENCES & MEETINGS	Budget		63 1
23-00719	1	ANTIFREEZE	27.92	3-01-26-290-034 Fleet Maintenance	Budget		64 1
23-00720	1	VARIOUS SUPPLIES	60.16	3-01-26-290-030 Materials and Supplies	Budget		65 1
23-00721	1	VARIOUS SUPPLIES	14.98	3-01-26-290-030 Materials and Supplies	Budget		66 1
			132.02				

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	49	0	227,477.81	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	49	0	227,477.81	0.00



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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	2-01	5,056.44	0.00	0.00	5,056.44
CURRENT FUND	3-01	75,635.03	0.00	0.00	75,635.03
UTILITY FUND	3-09	127,111.50	0.00	0.00	127,111.50
Year Total:		202,746.53	0.00	0.00	202,746.53
GRANT FUND	G-02	19,674.84	0.00	0.00	19,674.84
Total of All Funds:		227,477.81	0.00	0.00	227,477.81

State of NJ  
Dept of Health Care

15,916.47  
243,394.38

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Range of Checking Accts: CAPITAL to CAPITAL      Range of Check Ids: 1465 to 1466  
Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
1465	11/03/23	44606 REMINGTON, VERNICK ENGINEERS					1536
23-00730	1	RECONSTRUCTION OF PINE AVE	750.00	C-04-55-919-102	Budget		2 1
				RECONSTRUCTION OF PINE AVE			
1466	11/03/23	976994 THE BANCORP BANK					1536
23-00683	1	2023 CHEVY TAHOE LEASE - P/D	19,527.94	C-04-55-919-107	Budget		1 1
				ACQUISITION OF POLICE UTILITY VEHICLE			

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	20,277.94	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	20,277.94	0.00

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Totals by Year-Fund  
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND C-04	20,277.94	0.00	0.00	20,277.94
Total of All Funds:	<u>20,277.94</u>	<u>0.00</u>	<u>0.00</u>	<u>20,277.94</u>

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Range of Checking Accts: SEWER CAPITAL to SEWER CAPITAL Range of Check Ids: 1076 to 1076  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #		Item Description				Contract	Ref Seq Acct
1076	11/03/23	44606 REMINGTON,VERNICK ENGINEERS					1537
23-00731	1	SANITARY SEWER IMPRO TO MAPLE	29,084.50	C-08-55-905-004	Budget		1 1
		SANITARY SEWER SYSTEM MAPLE AVE-USDA					

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	29,084.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	29,084.50	0.00

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Totals by Year-Fund  
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
UTILITY CAPITAL C-08	29,084.50	0.00	0.00	29,084.50
Total of All Funds:	<u>29,084.50</u>	<u>0.00</u>	<u>0.00</u>	<u>29,084.50</u>

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Range of Checking Accts: TRUST OTHER to TRUST OTHER Range of Check Ids: 1249 to 1254  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
1249	11/03/23	44606 REMINGTON,VERNICK ENGINEERS					1538
23-00734	1	522 W. MAGNOLIA BL 138/10	140.00	T-12-00-000-013	Budget		6 1
				RESERVE FOR STREET OPENINGS			
23-00735	1	N AVE - GARDEN STATE	140.00	T-12-00-000-013	Budget		7 1
				RESERVE FOR STREET OPENINGS			
23-00736	1	ACE-600 W 26TH ST	140.00	T-12-00-000-013	Budget		8 1
				RESERVE FOR STREET OPENINGS			
23-00737	1	649 W POPLAR	44.50	T-12-00-000-013	Budget		9 1
				RESERVE FOR STREET OPENINGS			
23-00738	1	724 W POPLAR - SJG	140.00	T-12-00-000-013	Budget		10 1
				RESERVE FOR STREET OPENINGS			
23-00739	1	613 W PINE - SJG	140.00	T-12-00-000-013	Budget		11 1
				RESERVE FOR STREET OPENINGS			
23-00740	1	POPLAR AVE-VARIOUS LOCATIONS	840.00	T-12-00-000-013	Budget		12 1
				RESERVE FOR STREET OPENINGS			
23-00741	1	514 W POPLAR AVE - SJG	136.50	T-12-00-000-013	Budget		13 1
				RESERVE FOR STREET OPENINGS			
23-00742	1	613B PINE AVE - MITCHELL PH22	223.00	T-12-00-000-013	Budget		14 1
				RESERVE FOR STREET OPENINGS			
23-00743	1	622 W PINE - SJG	223.00	T-12-00-000-013	Budget		15 1
				RESERVE FOR STREET OPENINGS			
23-00744	1	SJG -POPLAR - VARIOUS LOCATION	854.00	T-12-00-000-013	Budget		16 1
				RESERVE FOR STREET OPENINGS			
23-00745	1	F AVE-VARIOUS LOCATIONS SJG	150.00	T-12-00-000-013	Budget		17 1
				RESERVE FOR STREET OPENINGS			
			3,171.00				
1250	11/03/23	47212 SECLUDED ACRES FARM GARDEN					1538
23-00703	1	ORNAMENTAL DECORATIONS FOR	107.96	T-12-00-000-019	Budget		1 1
				RESERVE FOR BEAUTIFICATION FUND			
1251	11/03/23	964644 SURENIAN, EDWARDS & NOLAN LLC					1538
23-00716	1	PROFESSIONAL SERVICES RENDERED	73.78	T-12-00-000-020	Budget		5 1
				RESERVE FOR AFFORDABLE HOUSING			
1252	11/03/23	976996 DAVID & PATRICIA CULLEN					1538
23-00710	1	REFUND OF PLANNING BRD ESCROW	984.00	T-12-00-000-005	Budget		2 1
				RESERVE FOR PLANNING & ZONING			
1253	11/03/23	976997 STEVEN & TRACEY LANGAN					1538
23-00711	1	REFUND OF PLANNING BRD ESCROW	900.00	T-12-00-000-005	Budget		3 1
				RESERVE FOR PLANNING & ZONING			
1254	11/03/23	976998 JAMES SCHICKLING					1538
23-00712	1	REFUND OF PLANNING BRD ESCROW	928.00	T-12-00-000-005	Budget		4 1
				RESERVE FOR PLANNING & ZONING			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Reconciled/Void	Ref Num
PO #	Item	Description			Account Type	Contract Ref Seq Acct
1254	JAMES SCHICKLING	Continued				
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		6	0	6,164.74	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		6	0	6,164.74	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-12	6,164.74	0.00	0.00	6,164.74
Total of All Funds:		<u>6,164.74</u>	<u>0.00</u>	<u>0.00</u>	<u>6,164.74</u>



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Range of Checking Accts: UNEMPLOYMENT to UNEMPLOYMENT Range of Check Ids: 1016 to 1016  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #		Item Description				Contract	Ref Seq Acct
1016	11/03/23	34211 NJ DEPT. OF LABOR					1539
23-00729	1	FOR QTR ENDING 12/31/2021	2,087.39	T-12-00-000-001	Budget		1 1
				RESERVE FOR UNEMPLOYMENT FUND			

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	2,087.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	2,087.39	0.00

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Totals by Year-Fund  
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
T-12	2,087.39	0.00	0.00	2,087.39
Total of All Funds:	<u>2,087.39</u>	<u>0.00</u>	<u>0.00</u>	<u>2,087.39</u>

11/11/23  
11/11/23

OCTOBER

(2023)

- Police Veds to inspection (Two)
- Pick up SAND ON BAY AV. TWICE!
- Move shelf's AWAY FROM RAILING (P-OSHA)
- Fix P AV. FLOOD GATE
- 3 Times CUT GRASS
- Police ISLAND 4 Times
- Pick up YARD WASTE 4 Times
- 5 oil change's
- Pick up TRASH + Dogi Bag's - 8 Times
- Put sign BACK up AT BAY + POLAR
- Put hose ON LOADER
- Blow out SPRINKLERS,
- Fix 3 pot holes
- Get CERTIFIED on bucket TRUCK
- Set up hall.
- Pick up T.V. + other BULK (on free BULK)
- Put Light's in City Hall's
- Put Flood Light's AROUND YARD
- Sweep STREET'S.
- Open man hole cover (END OF MARK)
- Winterize Sweeper.
- ORGANIZE YARD.



## West Wildwood Police Department

701 West Glenwood Avenue  
West Wildwood, New Jersey 08260  
Phone: (609) 522-2396 • Fax: (609) 522-7350

Jacquelyn Ferentz  
Chief of Police

### Police Activity Report

October 1, 2023 to October 30, 2023

#### Calls for Service Breakdown:

1	Alarms
4	Animal Complaints
4	Assisting Other Agencies
6	Directed Patrols/Walking Beats
2	Follow-up Investigations
1	Gas Leak
8	General Complaints
2	Juvenile Problems
6	Local Ordinance Violations
13	Medical Assists/Check the Well-Being
1	Missing Person (Juvenile Located)
16	Motor Vehicle Stops
1	Neighbor Trouble
8	Other Public Service Calls
4	Parking Complaint/Violations
171	Property Checks
1	Theft
1	Verbal Dispute
1	Water Leak/Wires Down
1	Water Rescue

**Total Calls for Service: 293**

**This is an abridged version of actual calls for service.**

## Commissioner's Report - Finance and Revenue

### Tax Collector Report

- 2023 Taxes collected thru 10/31/2023: \$3,453,446
- Delinquent Taxes collected thru 10/31/2023: \$50,734
- 2023 Sewer Rents collected thru 10/31/2023: \$622,501
- Delinquent Sewer Rents collected thru 10/31/2023: \$30,131
- Miscellaneous Revenue collected thru 10/31/2023: \$162,065

### Operating Budget

#### November 1 Operating Account Status

FCOA	Description	% Expended	Notes
20	General Government	61%	
21	Land-Use Administration	97%	Planning Board related costs
22	Uniform Construction Code	34%	
23	Insurance	75%	
25	Public Safety	54%	
26	Public Works	49%	
27	H&HS (Animal Control)	93%	
28	Parks and Recreation	55%	
29	Education (Fire Prevention)	83%	
30	Public Events	69%	July 4th Celebration, shred day
31	Utilities and Bulk Purchases	66%	Electric, Telephone, Fuel
32	Landfill / Solid Waste Disposal	90%	
36	Statutory Expenditures	87%	
42	Shared Services	98%	
43	Court and Public Defender	10%	
44	Capital	0%	Contribution to Capital Fund
45	Debt	73%	Bonds and Bond Anticipation Notes
	<b>Total</b>	<b>66%</b>	<b>Total of all accounts</b>

### Sewer Utility

As stated last month, the net effect of the excess flow and our continued I&I issues has increased our forecast payments for 2024 by \$40,000 for a total cost of \$548,761.

Inspections of the three manholes by contractors as part of the renovation bidding process revealed that one of the manholes has major issues and will need to be replaced. We did not

**November 1, 2023**

receive any bids for renovation. The likely path forward is to start procurement actions to get the manhole replaced as soon as practical.

Sewer Utility Projects planned are:

- Renovation of 3 manholes. Delayed reserving budgeted funds for manhole replacement.
- Repairs/upgrades to pump station on 26<sup>th</sup> Street. Delayed reserving budgeted funds for manhole replacement.
- Maple Avenue USDA project design has started.

**Fair Share Housing Program**

An informational mailing was delayed.

**26th Street Wave Attenuation and Flood Reduction Project (Living Shoreline)**

We were notified that our projects have been identified for Further Review. This means our applications contain sufficient information for a preliminary determination of cost-effectiveness and feasibility. FEMA sent an RFI with some questions related to the Living Shoreline project that we have responded to for clarifications

**West Wildwood Flood Mitigation Project Scoping**

No updates at this time.