

WORKSHOP MEETING MINUTES

JAN 17, 2024

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

JANUARY 17, 2024 - 9:00am

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

CALL TO ORDER

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

THIS WORKSHOP MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING WAS RE-ESTABLISHED IN RESOLUTION 2023-133. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD AND BOROUGH WEBSITE

PLEDGE OF ALLEGIANCE

ROLL CALL:

DISCUSSION:

Possible agenda items for regular meeting

RESOLUTIONS:

2024-016 - AWARDING CONTRACT TO SOUTH STATE, INC. FOR FY2022 USDA SANITARY SEWER PROJECT RECONSTRUCTION OF MAPLE AVENUE

Open to the Floor for Public Comment

ADJOURNMENT

OFFICAL ACTION MAY BE TAKEN

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

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken
WEDNESDAY – JANUARY 17, 2024
9:00 AM

MINUTES:

Mayor Ksiazek called the meeting to order, read the OPMA statement:

THIS WORKSHOP MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING WAS IN RESOLUTION 2023-133. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD AND BOROUGH WEBSITE

Mayor led the Pledge of Allegiance

ROLL CALL: Present

Comm. Banning

Comm. Segrest

Mayor Ksiazek

Solicitor Lyons

Deputy Clerk Carl O'Hala

CFO Elaine Crowley

Engineer representatives: Anthony Chadwell, Theresa Gardino, Stefanie Thonson

Administrator/Clerk Donna L. Frederick

Clerk read the following Resolution by number and title.

**2024-016 - AWARDING CONTRACT TO SOUTH STATE, INC. FOR FY2022 USDA
SANITARY SEWER PROJECT RECONSTRUCTION OF MAPLE AVENUE**

Clerk called 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.

Discussion ensued regarding the award to South State and the USDA Maple Avenue Project. Comm. Segrest asked the solicitor his opinion about having the other manhole work done by South State. Solicitor stated the borough may need to solicit quotes.

Discussion between the engineers and the commissioner's regarding Poplar Avenue South Jersey Gas Project; timeline on asphalt paving; bulkhead leaking issues and inspections. Mayor asked the engineers to get a proposal of costs for them to do bulkhead inspections and recommendations. Discussion ensued Mayor and Commissioners requested the engineers provide a cost for their service regarding bulkhead inspections, so it can be budgeted.

Discussion on the 2025 D.O.T. Grant application which is due June 1.

Mayor discussed UEZ Camera Project, there have been issues with trying to get an agreement with Atlantic City Electric, so the borough needs to look in a different direction. Comm. Banning suggested looking at the bridge sign and at least try to get that camera installed. Engineer stated the borough may need to have a conversation with the county engineer since it may be in their right of way. Clerk will research to see if there is existing documentation regarding the right of way for the sign that is currently installed in that location. Comm. Segrest suggested looking at the pole where the siren is attached on Glenwood Avenue to see if that could be utilized for a camera, since the borough owns it.

Pre-construction meeting is scheduled for the parking improvements at the playground for Thursday, January 25 at 2:30pm.

Engineers report that Pine Avenue and Lake Avenue are just waiting for final D.O.T. inspections. Engineers have stated there are grants available for sewer system I & I.

Construction on J Avenue project should be in the fall and with the Maple Avenue Terminus project.

Clerk reviewed possible agenda items for the regular meeting.

Animal Shelter representative appointment, it was previously the clerk, commissioners agreed to let the appointment be the same.

Cape May County Mutual Aid Agreement, commissioners agreed to move forward with it.

The appointment of James M. Rutala for planning and grant consulting services for 2024 was discussed. Clerk received Mr. Rutala's proposal, cost is the same as last year, not to exceed \$15,000.00. Commissioners agreed to have the clerk prepare resolution.

Administrator asked the commissioners to review the kayak rental fees and consider raising the cost to \$150.00 per unit, which brings it up in comparison to our neighboring towns. Discussion ensued and it was determined to raise the fees starting January 2025.

A discussion regarding the billing of sewer for new construction ensued. Administrator suggested to have the sewer bill implemented after the connection is made to the sewer. At present billing does not occur until a C.O. is issued, which can take up to two years, and the sewer is usable. Commissioners agreed and the solicitor will prepare an ordinance which will state upon connection into the sewer the utility bill will be billed due on the first day of the next billing quarter.

A discussion regarding borough owned bulkheads and their use occurred. Mayor suggested installing something at the kayak park so the lifting of kayaks over the bulkhead does not potentially damage the top of the bulkhead. Solicitor will review current kayak ordinance. Mayor will investigate products for kayak launching areas.

A discussion regarding the memorial brick program ensued. Borough will need to get a price from the vendor for the engraving of the bricks. Administrator/clerk will contact vendors and get a formal quote.

Comm. Segrest suggested moving forward with the Phase II environmental study. Comm. Segrest would like to move forward with the sewer flow monitoring sensors. Comm. Banning agrees with the monitoring for the manholes. Commissioner Banning and Mayor agree with this monitoring project. Comm. Segrest also suggested to replace the manhole frames with the 30" lids and frames at the time of renovations and repairs.

Discussion regarding the roof and additional HVAC units which should be looked at for proper sealing around the units. Comm. Segrest suggest having the HVAC company look at the other units prior to the roof work.

Discussion on looking at the short-term disability policy and the possibility of opting into the state plan. Comm. Segrest will look into the open enrollment timeline and review the health care budgeting.

Mayor discussed the Godwin Pump and the feasibility of having it over-hauled. Both Commissioners Segrest and Banning suggest getting a cost so it can be properly evaluated. Administrator stated when the last repair was made, the technician stated the pump is worth rehabilitating.

Comm. Segrest discussed the budget introduction and asked the CFO to supply the commissioners with the templates for their departments. Comm. Segrest stated he will not be in attendance for the February meeting and would like to introduce the budget in March.

Mayor discussed UEZ projects for the next wave of funding. Some considerations are new holiday decorations; new sign at the bridge; street signs; parking; portable roll-up mats for the playground area by the bulkhead and switching out the light panels in the borough offices and hall area. Comm. Banning suggested contacting AC Electric to make sure of any restrictions on decoration size and requirements.

Comm. Segrest discussed planting a tree in the Neptune Park that could be decorated saving the cost of purchasing a Christmas tree every year.

Commissioners discussed getting survey elevations of borough owned bulkheads, administrator with check with John Fearheller. Commissioners also discussed the Venice Avenue bulkhead and the specifications on the as built height. Administrator will contact the engineers to get a copy of the as-built height measurement.

Mayor opened the meeting up to the floor for public comment. Hearing none, Mayor closed the public comment portion and clerk called for a motion to adjourn.

Motion to Adjourn:

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 Workshop meeting on JANUARY 17, 2024, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE FEBRUARY 2, 2024, REGULAR COMMISSION MEETING***



MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING

- ABSENT -

COMMISSIONER JOSPEH D. SEGREST

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

RESOLUTION 2024-016

**AWARDING CONTRACT TO SOUTH STATE, INC. FOR
FY2022 USDA SANITARY SEWER PROJECT
RECONSTRUCTION OF MAPLE AVENUE**

WHEREAS, seven (7) bids were received by the Borough of West Wildwood on January 4, 2024 in connection with a contract for *FY2022 USDA SANITARY SEWER PROJECT RECONSTRUCTION OF MAPLE AVENUE*; and

WHEREAS, *Landberg Construction, LLC., 82 Tuckahoe Road, Dorothy, NJ 08317*, was the lowest bidder for the Base Bid, Alternate Bid #1, Alternate Bid #2 and Alternate Bid #3; and

WHEREAS, *Landberg Construction, LLC., 82 Tuckahoe Road, Dorothy, NJ 08317*, officially withdrew their bid due to a substantial miscalculation in their bid pricing, creating a substantial financial burden that Landberg Construction, LLC would not be able to endure

WHEREAS, *South State, Inc., PO Box 68, Bridgeton, NJ 08302*, was the next lowest bidder for the Base Bid, Alternate Bid #1, Alternate Bid #2 and Alternate Bid #3; and

WHEREAS, the Borough Engineer and Borough Solicitor have reviewed the bid of *South State, Inc., PO Box 68, Bridgeton, NJ 08302*, and are satisfied that the bidder complies with the Instructions to Bidders and conditions of the award; and

WHEREAS, the Borough Engineer has recommended award of the subject contract to *South State, Inc., PO Box 68, Bridgeton, NJ 08302*; and

WHEREAS, the total bid price of the Base Bid is \$1,810,945.00, the total bid price of the Alternate Bid #1 is \$16,900.00, the total bid price of the Alternate Bid #2 is \$284,480.00, the total bid price of the Alternate Bid #3 is \$137,200.00, and

WHEREAS, the total of the Base Bid, Alternate Bid #1, Alternate Bid #2 and Alternate Bid #3 is \$2,249,525.00.

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. All of the statements of the preamble are incorporated herein by reference thereto as though the same were set forth at length.

2. A contract for the **FY2022 USDA SANITARY SEWER PROJECT RECONSTRUCTION OF MAPLE AVENUE** project to be performed by *South State, Inc., PO Box 68, Bridgeton, NJ 08302* for a cost not to exceed \$2,249,525.00.
3. On behalf of the Borough of West Wildwood, the Mayor and Borough Clerk be and they hereby are authorized to sign the contract that was included with the contract bidding materials and to deliver same to *South State, Inc.* for execution and return.
4. The Chief Financial Officer has ascertained that there are available sufficient appropriations to award this contract to South State, Inc., from permanent budget certification account C-04-55-905-004 – Bond Ordinance 617-2023, in the amount of \$1,810,945.00 and Account # 4-09-55-502-028 in the amount of \$16,900.00, contingent certification upon final budget adoption.
5. This award of contract is also contingent upon receipt of a certification of funds from the Wildwood Water Utility’s Chief Financial Officer in regard to Alternate Bid #3 for an amount of \$137,200.00.

The Borough Clerk shall return to all bidders whose bids have been rejected the bids and bid security that was posted.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on January 17, 2024.



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