

# REGULAR MEETING MINUTES

MAY 3, 2024

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

## **AGENDA**

**NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – MAY 3, 2024**

**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 ANNUAL MEETING NOTICE RESOLUTION NO. 2023-133 ADOPTED ON DECEMBER 27, 2023. 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:**

Regular Meeting – April 5, 2024

Workshop Meeting – April 17, 2024

### **ORDINANCES:**

**ORDINANCE 619(2024) – Second Reading – Public Hearing – ORDINANCE AMENDING ORDINANCE ENTITLED THE LAND DEVELOPMENT ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, CHAPTER 340 i.-v. ENTITLED MINIMUM SIDE YARD SETBACKS, ACCESSORY BUILDINGS, STRUCTURES, AND USES, CURB CUTS, STREETS v. LOTS § 28 (E)(2), 32 (E)(2), 37 (C)(2), 42(E)(2), 47(C)(2), 53(A), 54(G), 54(H), 58 (C), 58 (D) (4), 74(G), 75(D)**

**ORDINANCE 625(2024) – Second Reading – Public Hearing – AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY, STATE OF NEW JERSEY REPEALING ORDINANCE NO. 572(2019) – PROVIDING FOR THE USAGE OF THE VARIABLE MESSAGE SIGN BOARD AND ESTABLISHING THE RULES, REGULATIONS AND FEES**

**ORDINANCE 626(2024) – First Reading – Public Hearing – AN ORDINANCE AMENDING ORDINANCE 605(2022) DETERMINING THE SALARIES AND COMPENSATION TO BE PAID TO THE ELECTIVE AND APPOINTED OFFICIALS AND EMPLOYEES OF THE BOROUGH OF WEST WILDWOOD IN THE**

# *Borough of West Wildwood*

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*"Small town Charm on the Back Bay"*

COUNTY OF CAPE MAY, STATE OF NEW JERSEY, PROVIDING FOR THE RAISING OF THE AMOUNTS THEREOF BY TAXATION AND PROVIDING FOR THE TIME AND METHOD OF PAYMENT THEREOF

ORDINANCE 627(2024) – First Reading – Introduction - ORDINANCE TO ADOPT A CHAPTER IN THE CODE OF THE BOROUGH OF WEST WILDWOOD, APE MAY COUNTY, STATE OF NEW JERSEY ENTITLED "STORMWATER QUALITY" ARTICLE ENTITLED TREE REMOVAL AND REPLACEMENT

## RESOLUTIONS:

2024-046 - CHAPTER 159 – INSERTION OF (2021) RECYCLING TONNAGE GRANT

2024-047 – AUTHORIZING THE REVISION AND ADOPTION OF THE BOROUGH OF WEST WILDWOOD POLICY MANUAL AND EMPLOYEE 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 – MAY 3, 2024**

**7:00PM – ACTION MEETING**

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

**RESOLUTIONS:**

**2024-048 – AUTHORIZING THE APPOINTMENT OF A SUPERVISOR OF THE  
DEPARTMENT OF PUBLIC WORKS**



BOROUGH OF WEST WILDWOOD  
BOARD OF COMMISSIONERS  
**REGULAR MEETING**  
MAY 3, 2024  
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  
Engineer Representative Stefanie Thonson  
Deputy Clerk Carl O'Hala  
Administrator/Clerk Donna L. Frederick

**ADDITIONS/DELETIONS OF AGENDA ITEMS:**

Clerk announced an additional resolution #2024-048.

**Clerk announced the following information received.**

Borough received notification dated April 19, 2024, of an application submitted to the NJDEP, Div. of Land Use Regulation to demolish the existing bulkhead and install a new vinyl sheet pile bulkhead with tie-back anchors in the same location at 733 W. Poplar Avenue

**APPROVAL OF MINUTES:**

Clerk called for a motion to adopt minutes as presented.  
Regular Meeting – April 5, 2024  
Workshop Meeting – April 17, 2024  
Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, abstained; Mayor Ksiazek, yes.  
Motion Carried

**ORDINANCES:**

Clerk read out the ordinance by title:

**ORDINANCE 619(2024) – Second Reading – Public Hearing – ORDINANCE AMENDING  
ORDINANCE ENTITLED THE LAND DEVELOPMENT ORDINANCE OF THE BOROUGH OF  
WEST WILDWOOD, CHAPTER 340 i.-v. ENTITLED MINIMUM SIDE YARD SETBACKS,  
ACCESSORY BUILDINGS, STRUCTURES, AND USES, CURB CUTS, STREETS v. LOTS § 28  
(E)(2), 32 (E)(2), 37 (C)(2), 42(E)(2), 47(C)(2), 53(A), 54(G), 54(H), 58 (C), 58 (D) (4), 74(G), 75(D)**

Mayor opened the meeting to the floor for public comment.  
Hearing none, Mayor closed the hearing and called for a motion to adopt ord.

Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.  
Ordinance Adopted.

**ORDINANCE 625(2024) – Second Reading – Public Hearing – AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY, STATE OF NEW JERSEY REPEALING ORDINANCE NO. 572(2019) – PROVIDING FOR THE USAGE OF THE VARIABLE MESSAGE SIGN BOARD AND ESTABLISHING THE RULES, REGULATIONS AND FEES**

Mayor opened the meeting to the floor for public comment.  
Hearing none, Mayor closed the hearing and called for a motion to adopt ord.  
Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.  
Ordinance Adopted.

**ORDINANCE 626(2024) – First Reading – Public Hearing – AN ORDINANCE AMENDING ORDINANCE 605(2022) DETERMINING THE SALARIES AND COMPENSATION TO BE PAID TO THE ELECTIVE AND APPOINTED OFFICIALS AND EMPLOYEES OF THE BOROUGH OF WEST WILDWOOD IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY, PROVIDING FOR THE RAISING OF THE AMOUNTS THEREOF BY TAXATION AND PROVIDING FOR THE TIME AND METHOD OF PAYMENT THEREOF**

Clerk announced the second reading / public hearing will be at the regular meeting on June 7, at 7pm prevailing time.  
Mayor called for a motion to adopt ord.  
Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.  
Ordinance Adopted.

**ORDINANCE 627(2024) ORDINANCE TO ADOPT A CHAPTER IN THE CODE OF THE BOROUGH OF WEST WILDWOOD, CAPE MAY COUNTY, STATE OF NEW JERSEY ENTITLED “STORMWATER QUALITY” ARTICLE ENTITLED TREE REMOVAL AND REPLACEMENT**

Clerk announced the second reading / public hearing will be at the regular meeting on June 7, at 7pm prevailing time.  
Mayor called for a motion to adopt ord.  
Motion by Comm. Banning; Second by Comm. Segrest  
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.  
Ordinance Adopted.

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

**2024-046 - CHAPTER 159 – INSERTION OF (2021) RECYCLING TONNAGE GRANT**

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.

**2024-047 – AUTHORIZING THE REVISION AND ADOPTION OF THE BOROUGH OF WEST WILDWOOD POLICY MANUAL AND EMPLOYEE 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.

**ADDITION TO THE AGENDA**

**Clerk announced the following resolution as an addition to the agenda and read by number & title:**

**2024-048 – AUTHORIZING THE APPOINTMENT OF A SUPERVISOR OF THE DEPARTMENT OF PUBLIC WORKS**

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.

**APPROVAL TO PAY BILLS**

**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 gave the DPW report for the month of April 2024 (copy attached) Engineer representative reported the Maple Avenue contractor has two crews working, stormwater construction should start next week, completion date is still July. Administrator asked about the cost to remobilize the topcoat of paving if the commissioners choose to let the road settle longer. Engineer will contact the contractor and get back with the cost.

Mayor reported the playground parking lot is almost completed; additional playground equipment has been installed; trash cans and bike racks will be put in place; Venice Avenue Park sprinklers, topsoil and sod has been installed just need to install the benches. Mayor made several announcements, recycling of air conditioner event at Lowes tomorrow; Cape May County Community Day is May 30 from 1-6pm at Wildwood Convention Center; borough wide yard sale is Sat. June 1, rain date June 2; Free bulk trash is Monday, June 3, five household items, no construction or building materials; primary election is Tuesday, June 4, polls open 6am – 8pm.

Comm. Segrest gave the finance report as of May 3, 2024 (copy attached). Reminded residents of the fair share housing grants available and the borough is looking for applicants.

Comm. Banning gave the PD activity report for April 2024 (copy attached).

Mayor opened the meeting for public comment, asking to just provide their name.

MARYANN WELSH, asked for updates on sewer flow. Comm. Segrest commented its hard to tell since March had so much rain but is working on strategies. Ms. Welsh asked who was hired DPW. Mayor

stated John Fearheller. Ms. Welsh inquired about property assessments. Administrator/Clerk explained the county has ordered a reevaluation to begin in 2026 and to be completed by 2027.

DAWN BAKER commented that the new sign looks great and asked if anything can be done with the sign at the bridge. Mayor explained he is looking into upgrading that sign. Comm. Banning stated that sign is limited to what can be put on it.

JOHN WELSH asked for updates on the dredge project and if we heard from FEMA. Mayor stated the permit has been extended, they are running over schedule, but he has not received any updates in a few weeks. Comm. Segrest stated there was a kick-off meeting going over the rules of the contract, but nothing on the living shoreline.

PAM ATELOTTE, asked if the beach is going to be cleaned anytime soon and commented there is trash, tables, and chairs there; also inquired as a follow-up from a previous meeting in which she asked about no parking signs being installed and painting the curbs yellow. Comm. Banning stated the signs are in the right direction, the cars are parked facing the wrong way. Ms. Atelotte stated she has photos. Comm. Banning instructed her to call the police if there was an issue and stated he would meet with her after the meeting to look at the photos.

BOB BAILEY, commented that the house being torn down has debris, tar paper blowing around. Comm. Banning will turn it over to code enforcement.

Hearing no other public comment, Mayor closed the meeting to the floor.  
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 MAY 3, 2024, and not a verbatim transcript.***

**THESE MINUTES WERE APPROVED AT THE JUNE 7, 2024, 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. 619(2024)**

**ORDINANCE AMENDING ORDINANCE ENTITLED THE LAND DEVELOPMENT  
ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, CHAPTER 340 i.-v.  
ENTITLED MINIMUM SIDE YARD SETBACKS, ACCESSORY BUILDINGS,  
STRUCTURES, AND USES, CURB CUTS, STREETS v. LOTS § 28 (E)(2), 32 (E)(2), 37  
(C)(2), 42(E)(2), 47(C)(2), 53(A), 54(G), 54(H), 58 (C), 58 (D) (4), 74(G), 75(D)**

**WHEREAS**, the Mayor and Borough Commissioners of the Borough of West Wildwood have determined certain amendments to Ordinance entitled the Land Development Ordinance of the Borough of West Wildwood are in the best interest of the Borough.; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, that the Ordinance Entitled the Land Development Ordinance Chapter 340 i-iv § 28 (E)(2), 32 (E)(2), 37 (C)(2), 42(E)(2), 47(C)(2), 53(A), 54(G), 54(H), 58 (C), 58 (D)(4), 74(G), 75(D) of the Borough of West Wildwood is hereby amended as follows:

**i. Minimum Side Yard Setbacks**

1. § 340-28(E)(2) - Side. Each side yard shall be a minimum of one foot for each 10 feet of lot frontage, but in no event shall any side yard be less than five feet.
2. § 340-32(E)(2) - Side. Each side yard shall be a minimum of one foot for each 10 feet of lot frontage, but in no event shall any side yard be less than five feet.
3. § 340-37(C)(2) - Side yard: five feet.
4. § 340-42(E)(2) - Side. Each side yard shall be a minimum of one foot for each 10 feet of lot frontage, but in no event shall any side yard be less than five feet.
5. § 340-47(C)(2) - Side yard: five feet.
6. § 340-53(A) - Side and rear yard setback provisions maybe reduced in direct proportion to the difference in lot areas, but in all cases shall not be less than five feet for each side yard and four feet for rear yards.

**ii. Accessory Buildings, Structures, and Uses**

1. § 340-54(G) - The reference to “construction permit” is amended to reference “zoning permit.”
2. § 340-54(H) - Every accessory building shall be installed on poured concrete permanent foundation of sufficient area and depth to satisfy the Uniform Construction Code requirements at every point where such accessory building shall come in contact with the surface of the ground. In addition, accessory structures must comply with the provisions of Chapter 280, Floodplain Management.

iii. **Curb Cuts**

1. § 340-58(C) - The reference to “building permit” and “Construction Official” are amended to reference “zoning permit” and “Zoning Officer.”
2. § 340-58(D)(4) - Revise to read: Curb cuts shall be permitted to be a minimum of 10ft. wide and a maximum of 20ft. wide.

iv. **Streets**

1. § 340-74(G) - Revise to read: Improved (Paved) dead end streets(cul-de-sacs) shall not be longer than five hundred (500) feet and shall provide a turnaround at the end with a paved radius of not less than fifty (50) feet and tangent whenever possible, to the right side of the street.

v. **Lots**

1. § 340-75(D) - Revise to read: Lot Frontage and width - Each lot shall front on an approved street with improvements (paving, curb and sidewalk) accepted by the municipality. Frontage shall be measured along a straight line between points where sidelines meet street lines, e.g. the cord of a circle in a cul-du-sac.

All prior ordinances or parts of ordinances deemed to be inconsistent with this ordinance are hereby repealed.

If any word, phrase, clause, section or provision of this Ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause, section or provision shall be severable from the balance of the Ordinance and the remainder of the Ordinance shall remain in full force and effect.

This ordinance shall take effect 20 days after final passage and publications as required in accordance with the laws of the State of New Jersey

**COMMISSIONERS:**

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2024 04-05  
Publication: 2024 04-10

	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 April 5, 2024, Regular Meeting and will be considered for final passage after a public hearing to be held on May 3, 2024, 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: 2024 05-03  
Publication: 2024 05-08

	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 May 3, 2024, at 7:00pm prevailing time.

  
Donna L. Frederick, RMC  
Municipal Clerk

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

**ORDINANCE 625 (2024)**

**AN ORDINANCE OF THE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY,  
STATE OF NEW JERSEY REPEALING ORDINANCE NO. 572 (2019) - PROVIDING FOR THE  
USAGE OF THE VARIABLE MESSAGE SIGN BOARD AND  
ESTABLISHING THE RULES, REGULATIONS AND FEES**

**WHEREAS**, on July 3, 2019, the Board of Commissioners of the Borough of West Wildwood adopted Ordinance No. 572 (2019) Providing for the Usage of the Variable Message Sign Board and Establishing the Rules and Regulations and Fees; (See Exhibit A) and

**WHEREAS**, pursuant to N.J.S.A. 40:48-2, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or of the United States, as it may deem necessary and proper for the good of the government, order and protection of person and property, and for the preservation of public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

**WHEREAS**, the Borough of Commissioners of the Borough of West Wildwood deems it in the public interest to repeal Ordinance No. 572 (2019);

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

**Section 1.** Ordinance No. 572 (2019) is hereby repealed and shall be of no force and effect whatsoever.

**Section 2.** All sections of the Borough of West Wildwood Code not amended hereunder shall remain in full force and effect.

**Section 3.** In the event any section, part or provision of this Ordinance shall be held unconstitutional or invalid by any Court, such holding shall not affect the validity of this Ordinance or any remaining part of this Ordinance other than the part held unconstitutional or invalid.

**Section 4.** All ordinances or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of their inconsistencies.

**Section 5.** This Ordinance shall take effect immediately upon its final passage and publication as required by law.

COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

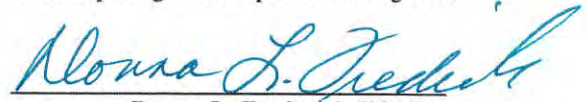
  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2024 04-05  
Publication: 2024 04-10

	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 April 5, 2024, Regular Meeting and will be considered for final passage after a public hearing to be held on May 3, 2024, 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: 2024 05-03  
Publication: 2024 05-08

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

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 May 3, 2024, at 7:00pm prevailing time.

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

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

**ORDINANCE NO. 626(2024)**

**AN ORDINANCE AMENDING ORDINANCE 605(2022)  
DETERMINING THE SALARIES AND COMPENSATION  
TO BE PAID TO THE ELECTIVE AND APPOINTED  
OFFICIALS AND EMPLOYEES OF THE BOROUGH OF  
WEST WILDWOOD IN THE COUNTY OF CAPE MAY,  
STATE OF NEW JERSEY, PROVIDING FOR THE  
RAISING OF THE AMOUNTS THEREOF BY TAXATION  
AND PROVIDING FOR THE TIME AND METHOD OF  
PAYMENT THEREOF.**

**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, as follows:

**Section 1.** The maximum salary range for Public Works Supervisor shall be amended to \$110,000.00.

**Section 2.** The Board of Commissioners of the Borough of West Wildwood are hereby directed to include in the annual Appropriation Ordinance the sum necessary to be raised to pay said salaries and compensations, and there shall be raised in the same manner and at the same time as other taxes are levied, a tax upon all taxable property in the Borough of West Wildwood, in the County of Cape May and State of New Jersey, sufficient to produce said amounts.

**Section 3.** All Ordinance or parts of ordinances deemed to be inconsistent with this ordinance are hereby repealed.

**Section 4.** This Ordinance shall be in effect upon its final passage and publication as provided by law.

**COMMISSIONERS:**

  
\_\_\_\_\_  
**MAYOR MATTHEW J. KSIAZEK**

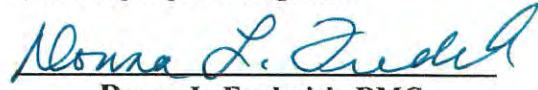
  
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**COMMISSIONER JOHN J. BANNING**

  
\_\_\_\_\_  
**COMMISSIONER JOSEPH D. SEGREST**

**First Reading/Introduction:** 2023 05-03  
**Publication:** 2023 05-08

	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 May 3, 2024, Regular Meeting and will be considered for final passage after a public hearing to be held on June 7, 2024, 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 06-07  
Publication: 2023 06-12

	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 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 held on June 7, 2024.

  
Donna L. Frederick, RMC  
Municipal Clerk



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

**ORDINANCE 627(2024)**

**ORDINANCE TO ADOPT A CHAPTER IN THE CODE OF THE BOROUGH OF WEST  
WILDWOOD, CAPE MAY COUNTY, STATE OF NEW JERSEY ENTITLED  
“STORMWATER QUALITY” ARTICLE ENTITLED TREE REMOVAL AND  
REPLACEMENT**

**WHEREAS**, the Mayor and Borough Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, wishes to adopt an Ordinance to establish a chapter in the code entitled “Stormwater Quality” Article entitled Tree Removal and Replacement and

**WHEREAS**, the Borough of West Wildwood has a Municipal Separate Storm Sewer System Permit from the State of New Jersey; and

**WHEREAS**, the Borough of West Wildwood is subject to the Community -wide Ordinance requirements of the Tier A Municipal Stormwater Permit; and

**WHEREAS**, the Community-Wide Ordinance requirements of the Borough of West Wildwood Tier A Municipal Stormwater Permit necessitate the adoption of the ordinance herein on or before May 1, 2024;

**WHEREAS**, the Mayor and Borough Commissioners deem it in the best interests of the Borough of West Wildwood to adopt Ordinance 627(2024);

**NOW, THEREFORE, BE IT ORDAINED**, by the Borough of West Wildwood, County of Cape May, State of New Jersey that Ordinance 627(2024) is hereby adopted and Chapter of the code of the Borough of West Wildwood entitled “Stormwater Quality” Article entitled Tree Removal and Replacement is adopted as follows:

**Chapter – Stormwater Quality**

**Article – Tree Removal and Replacement**

**§ . Scope and Purpose.**

An ordinance to establish requirements for tree removal and replacement in the Township of Holland to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

**§ . Definitions.**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

**APPLICANT**

Means any "person", as defined below, who applies for approval to remove trees regulated under this ordinance.

**CRITICAL ROOT RADIUS (CRR)**

Means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a  $CRR = 6" \times 1.5' = 9'$ .

**DIAMETER AT BREAST HEIGHT (DBH)**

Means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

**HAZARD TREE**

Means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees.

- A. Has an infectious disease or insect infestation;
- B. Is dead or dying;
- C. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
- D. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.);  
or
- E. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).

**PERSON**

Means any individual, resident, corporation, utility, company, partnership, firm, or association.

**PLANTING STRIP**



Means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

#### **RESIDENT**

Means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

#### **STREET TREE**

Means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

#### **TREE**

Means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

#### **TREE CALIPER**

Means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

#### **TREE REMOVAL**

Means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

### **§ Regulated Activities.**

#### **A. Application Process:**

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to the Borough of West Wildwood Zoning Officer. No tree shall be removed until municipal officials have reviewed and approved the removal.
2. Applicants will be subject to an application fee per tree to be removed in accordance with the Tree Replacement Requirements Table below.

#### **B. Tree Replacement Requirements**



1. Any person who removes one or more street tree(s) with a DBH of 2.5" or more, unless exempt under Section 145-53, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. Any person who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more per acre, unless otherwise detailed under Section 145-53, shall be subject to the requirements of the Tree Replacement Requirements Table.

The species type and diversity of replacement trees shall be in accordance with Appendix A.

Replacement tree(s) shall:

- a. Be replaced in kind with a tree that has an equal or greater DBH than tree removed or meet the Tree Replacement Criteria in the table below;
- b. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
- c. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
- d. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

**Tree Replacement Requirements Table:**

Category	Tree Removed (DBH)	Tree Replacement Criteria (See Appendix A)	Application Fee
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed	<i>\$10.00/ Tree</i>
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed	<i>\$20.00/ Tree</i>
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed	<i>\$40.00/ Tree</i>
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed	<i>\$50.00/ Tree</i>

**C. Replacement Alternatives:**

1. If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
  - a. Plant replacement trees in a separate area(s) approved by the municipality.
  - b. Pay a fee of \$250.00 per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

#### **§ Exemptions.**

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the municipality by all persons claiming an exemption. Exemptions shall be granted at the discretion of the Borough of West Wildwood Zoning Officer upon review of applications for tree removal.

- A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period.
- B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;
- C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;
- D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.
- E. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan;
- F. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;
- G. Hazard trees may be removed with no fee or replacement requirement.

#### **§ . Enforcement.**

This ordinance shall be enforced by the Borough of West Wildwood Zoning Officer during the course of ordinary enforcement duties.

#### **§ . Violations and Penalties.**

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine not to be less than the amount required under Section 145-52C.1.b. above.

**Appendix A**

Approved list of Replacement tree Species and Planting Standards for Borough of West  
Wildwood:



## Part Two – Severability

If any section, subdivision, paragraph, clause, or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to such section, subdivision, paragraph, clause, or provision and the remainder of this ordinance shall be deemed valid and effective. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

**Part Three** - This ordinance shall take effect upon posting, publication and final passage in the manner prescribed by law.

### COMMISSIONERS:

  
MAYOR MATTHEW J. KSIAZEK

  
COMMISSIONER JOHN J. BANNING

  
COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2023 05-03  
Publication: 2023 05-08

	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 May 3, 2024, Regular Meeting and will be considered for final passage after a public hearing to be held on June 7, 2024, 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 06-07  
**Publication:** 2023 06-12

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

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 held on June 7, 2024.

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

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

**RESOLUTION 2024-046**

**CHAPTER 159 – INSERTION OF (2021) RECYCLING TONNAGE GRANT**

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

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

**WHEREAS**, the Borough of West Wildwood is in receipt of \$1,315.20 from the State of New Jersey and wishes to amend its 2024 Municipal Budget to include this amount of revenue.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, does hereby request the Director of the Division of Local Government services to approve the insertion of an item of revenue in the municipal budget of the Borough of West Wildwood for the year 2024 in the sum of \$1,315.20 which is now available as a revenue from:

Miscellaneous Revenues

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

2021 Recycling Tonnage Grant.....\$1,315.20

**BE IT FURTHER RESOLVED** that a like sum of ..... \$1,315.20  
be and the same is hereby appropriated under the caption of:

GENERAL APPROPRIATIONS

(a) Operations Excluded from 5% Caps

Public and Private Programs Offset by Revenues:

2021 Recycling Tonnage Grant

	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 **May 3, 2024**.



Donna L. Frederick, RMC  
Municipal Clerk



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

**RESOLUTION 2024-047**

**AUTHORIZING THE REVISION AND ADOPTION OF THE  
BOROUGH OF WEST WILDWOOD POLICY MANUAL  
AND EMPLOYEE HANDBOOK**

**WHEREAS**, the Board of Commissioners periodically review the Policy Manual of the Borough of West Wildwood; and

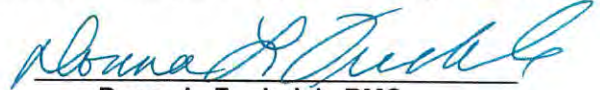
**WHEREAS**, periodically the MEL/JIF (Joint Insurance Fund) ask for revisions to be implemented regarding policy issues; and

**WHEREAS**, the Board of Commissioners deem it in the best interest of the Borough to revise and update the current Policy Manual and Employee Handbook.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey hereby authorize the necessary revisions requested by MEL/JIF and hereby adopts the Policy Manual and Employee Handbook effective May 3, 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 **May 3, 2024**.



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

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

**RESOLUTION 2024-048**

**AUTHORIZING THE APPOINTMENT OF A  
SUPERVISOR OF THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, it is essential that the position of Supervisor of the Department of Public Works be filled; and

**WHEREAS**, John A. Fearheller, Jr. P.E. is currently employed as the Assistant to the Public Works Supervisor, and

**WHEREAS**, John A. Fearheller, Jr. P.E. has all the necessary qualifications and experience to fulfill the duties of the position of Supervisor of the Department of Public Works.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that John A. Fearheller, Jr. P.E. shall hereby be appointed as Supervisor of the Department of Public Works effective April 18, 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 **May 3, 2024**.

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

May 2, 2024  
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Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 16462 to 16508  
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
16462	05/02/24	00103 ABS ELECTRIC, INC.					1567
23-00564	1	SIGMA CONTROL CELLULAR ALARM	2,965.00	3-09-55-502-038	Budget		2 1
				Gen. Hardware & Minor Tools			
24-00265	1	EMERGENCY GENERATOR SERVICE	999.26	4-09-55-502-028	Budget		41 1
				Professional Services			
			3,964.26				
16463	05/02/24	00308 ADP, INC.					1567
24-00293	1	PAYROLL ENDING 04/05/24	159.03	4-01-20-130-028	Budget		75 1
				Payroll Services			
24-00293	2	PAYROLL ENDING 04/19/24	136.61	4-01-20-130-028	Budget		76 1
				Payroll Services			
			295.64				
16464	05/02/24	01004 ABS SIGNS					1567
24-00238	1	LARGE DECALS FOR PW TRUCKS	200.00	4-01-26-290-034	Budget		14 1
				Fleet Maintenance			
16465	05/02/24	019011 ATLANTIC CITY ELECTRIC					1567
24-00295	1	CHARGES FOR APRIL 2024	158.89	4-01-31-435-000	Budget		77 1
				Street Lighting			
24-00295	2	CHARGES FOR APRIL 2024	337.97	4-01-31-430-000	Budget		78 1
				Electricity			
24-00295	3	CHARGES FOR APRIL 2024	446.28	4-01-31-430-000	Budget		79 1
				Electricity			
24-00295	4	CHARGES FOR APRIL 2024	238.16	4-01-31-430-000	Budget		80 1
				Electricity			
24-00295	5	CHARGES FOR APRIL 2024	17.77	4-01-31-430-000	Budget		81 1
				Electricity			
24-00295	6	CHARGES FOR APRIL 2024	61.20	4-01-31-430-000	Budget		82 1
				Electricity			
24-00295	7	CHARGES FOR APRIL 2024	13.39	4-01-31-430-000	Budget		83 1
				Electricity			
			1,273.66				
16466	05/02/24	01905 AT & T MOBILITY					1567
24-00286	1	FIRST NET - CALL CARDS	114.72	4-01-31-440-000	Budget		70 1
				Telephone			
16467	05/02/24	01906 ATLANTIC COUNTY MUNICIPAL JIF					1567
24-00275	1	2024 2ND QRT ASSESSMENT	15,000.00	4-01-23-210-000	Budget		50 1
				LIABILITY INSURANCE			
24-00275	2	2024 2ND QRT ASSESSMENT	15,212.00	4-01-23-215-000	Budget		51 1
				WORKER COMPENSATION INSURANCE			
			30,212.00				
16468	05/02/24	04002 BOWMAN & COMPANY LLP					1567
24-00269	1	PROFESSIONAL SERVICES RENDERED	23,600.00	4-01-20-135-000	Budget		42 1
				AUDITOR			



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Check #	Check Date	Vendor	Reconciled/Void		Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type Contract Ref Seq Acct
16468	BOWMAN & COMPANY LLP	Continued			
24-00269	2	PROFESSIONAL SERVICES RENDERED	5,700.00	4-09-55-502-028	Budget 43 1
				Professional Services	
24-00269	3	PROFESSIONAL SERVICES RENDERED	200.00	4-01-20-100-028	Budget 44 1
				GEN. ADMIN. OTHER PROFESSIONAL SERVICES	
			29,500.00		
16469	05/02/24	04003 BOB'S AUTO BODY			1567
24-00264	1	REMOVE LIGHBAR, CAGE, DECALS	960.00	4-01-26-290-034	Budget 40 1
				Fleet Maintenance	
16470	05/02/24	05202 CAPE MAY CNTY TREASURERS OFF.			1567
24-00262	1	2ND QTR COUNTY TAXES	173,611.93	4-01-55-000-000	Budget 36 1
				CAPE MAY COUNTY TAX	
24-00262	2	2ND QTR LIBRARY TAX	28,355.91	4-01-55-000-001	Budget 37 1
				CAPE MAY COUNTY LIBRARY TAX	
24-00262	3	2ND QTR OPEN SPACE TAX	8,337.77	4-01-55-000-002	Budget 38 1
				CAPE MAY COUNTY OPEN SPACE	
			210,305.61		
16471	05/02/24	05202 CAPE MAY CNTY TREASURERS OFF.			1567
24-00263	1	2ND QTR ANIMAL SHELTER AND	1,249.90	4-01-27-340-029	Budget 39 1
				Contractual Services	
16472	05/02/24	05203 C.M.C.M.U.A. WASTER WATER DIV.			1567
24-00273	1	1ST QTR 2024 MUA WASTEWATER	137,190.25	4-09-55-502-078	Budget 47 1
				Contract Services-MUA	
24-00273	2	REALLOCATION-2023 ACTUAL FLOW	53,371.00	4-09-55-502-078	Budget 48 1
				Contract Services-MUA	
			190,561.25		
16473	05/02/24	05203 C.M.C.M.U.A. WASTER WATER DIV.			1567
24-00281	1	DISPOSAL FEES FOR MARCH 2024	1,229.54	4-01-32-465-000	Budget 63 1
				SOLID WASTE DISPOSAL	
16474	05/02/24	05233 CAPE 47 LUMBER			1567
24-00237	1	LANDSCAPE GLUE FOR PARKS	44.94	4-01-26-310-030	Budget 13 1
				Materials and Supplies	
16475	05/02/24	06001 CITY OF WILDWOOD			1567
24-00236	1	GASOLINE FOR MARCH 2024	887.62	4-01-31-460-000	Budget 12 1
				Gasoline and Diesel	
16476	05/02/24	06615 COMCAST			1567
24-00296	1	CHARGS FOR APRIL 2024	343.98	4-01-31-440-000	Budget 84 1
				Telephone	
24-00296	2	CHARGS FOR APRIL 2024	90.02	4-01-31-440-000	Budget 85 1
				Telephone	
24-00296	3	CHARGS FOR APRIL 2024	94.90	4-01-31-440-000	Budget 86 1
				Telephone	
24-00296	4	CHARGS FOR APRIL 2024	113.35	4-01-31-440-000	Budget 87 1
				Telephone	

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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
16476	COMCAST	Continued					
24-00296	5	CHARGES FOR APRIL 2024	124.85	4-01-31-440-000 Telephone	Budget		88 1
			<u>767.10</u>				
16477	05/02/24	08201 DELTA DENTAL PLAN OF N.J. INC.					1567
24-00247	1	CHARGES FOR APRIL 2024	656.91	4-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget		25 1
16478	05/02/24	08216 DELL MARKETING LP					1567
24-00239	1	WIRELESS KEYBOARD, MOUSE AND	2,911.30	4-01-20-140-059 Data Processing Equipment	Budget		15 1
16479	05/02/24	10811 STEFANKIEWICZ & BELASCO LLC					1567
24-00241	1	PROFESSIONAL SERVICES RENDERED	1,456.00	4-01-20-155-027 Legal Services	Budget		17 1
24-00241	2	RESEARCH - LEXIS INV	13.60	4-01-20-155-027 Legal Services	Budget		18 1
			<u>1,469.60</u>				
16480	05/02/24	13416 CONSTELLATION NEWENERGY INC					1567
24-00282	1	CHARGES FOR APRIL 2024	312.12	4-01-31-430-000 Electricity	Budget		64 1
24-00282	2	CHARGES FOR APRIL 2024	2.95	4-01-31-430-000 Electricity	Budget		65 1
			<u>315.07</u>				
16481	05/02/24	14408 FORD MOTOR CREDIT COMPANY					1567
24-00277	1	POLICE VEHICLE LEASE	5,095.49	4-01-25-240-051 Police Vehicles	Budget		53 1
16482	05/02/24	18611 JOYCE MEDIA					1567
24-00288	1	WEB HOST FOR APRIL 2024	99.95	4-01-20-140-026 Data Processing Maintenance	Budget		71 1
24-00288	2	WEB HOURS - UPDATES	8.75	4-01-20-140-026 Data Processing Maintenance	Budget		72 1
			<u>108.70</u>				
16483	05/02/24	26801 KINDLE FORD					1567
24-00121	1	POLICE VEHICLE INSPECTION	357.75	4-01-25-240-034 Fleet Maintenance	Budget		4 1
16484	05/02/24	31220 MAX COMMUNICATIONS, INC.					1567
24-00248	1	ZYXEL 52 PORT POE SWITCH	1,739.00	4-01-20-140-059 Data Processing Equipment	Budget		26 1
24-00248	2	SERVICE CALL - LABOR	240.00	4-01-20-140-059 Data Processing Equipment	Budget		27 1
24-00280	1	CHARGES FOR APRIL 2024	703.30	4-01-31-440-000 Telephone	Budget		62 1
			<u>2,682.30</u>				



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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		
16485	05/02/24	31801 MGL PRINTING SOLUTIONS		1567
24-00158	1	TAX BILLS		7 1
		206.40	4-01-20-145-023	
			printing	
24-00158	2	ADVICE TAX BILLS		8 1
		172.00	4-01-20-145-023	
			printing	
24-00158	3	SHIPPING		9 1
		51.00	4-01-20-145-023	
			printing	
		429.40		
16486	05/02/24	39801 PITNEY BOWES GLOBAL FINANCIAL		1567
24-00261	1	POSTAGE MACHINE LEASE		35 1
		426.00	4-01-20-100-026	
			GEN. ADMIN. MAINTENANCE (MAIL)	
16487	05/02/24	48201 SOUTH JERSEY GAS COMPANY		1567
24-00283	1	CHARGES FOR APRIL 2024		66 1
		631.71	4-01-31-446-000	
			Natural Gas	
24-00283	2	CHARGES FOR APRIL 2024		67 1
		1,043.82	4-01-31-446-000	
			Natural Gas	
		1,675.53		
16488	05/02/24	49401 TAX COLL.& TREAS.ASSOC.OF N.J.		1567
24-00246	1	TCTANJ SPRING CONFERENCE		24 1
		480.00	4-01-20-100-042	
			GEN. ADMIN. EDUCATIONAL TRAINING	
24-00258	1	TCTANJ WEBINAR - APRIL 25TH		33 1
		50.00	4-01-20-100-042	
			GEN. ADMIN. EDUCATIONAL TRAINING	
		530.00		
16489	05/02/24	57602 WEST WILDWOOD BD. OF EDUCATION		1567
24-00274	1	4TH QTR SCHOOL TAX LEVY		49 1
		175,817.50	4-01-55-000-006	
			SCHOOL TAXES	
16490	05/02/24	58005 CITY OF WILDWOOD WATER UTILITY		1567
24-00278	1	CHARGS FOR 2ND QTR 2024		54 1
		37.75	4-01-31-455-000	
			WATER	
24-00278	2	CHARGS FOR 2ND QTR 2024		55 1
		37.75	4-01-31-455-000	
			WATER	
24-00278	3	CHARGS FOR 2ND QTR 2024		56 1
		3,680.00	4-01-25-265-057	
			FIRE HYDRANT SERVICE	
24-00278	4	CHARGS FOR 2ND QTR 2024		57 1
		37.75	4-01-31-455-000	
			WATER	
24-00278	5	CHARGS FOR 2ND QTR 2024		58 1
		37.75	4-01-31-455-000	
			WATER	
24-00278	6	CHARGS FOR 2ND QTR 2024		59 1
		37.75	4-01-31-455-000	
			WATER	
24-00278	7	CHARGS FOR 2ND QTR 2024		60 1
		60.85	4-01-31-455-000	
			WATER	
		3,929.60		
16491	05/02/24	60201 XEROX CORPORATION		1567
24-00260	1	CHARGES FOR APRIL 2024		34 1
		127.43	4-01-20-100-023	
			GEN. ADMIN. PRINTING	



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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
16492	05/02/24	65405 W. B. MASON					1567
24-00223	1	VARIOUS OFFICE SUPPLIES	67.69	4-01-20-100-036	Budget		10 1
				GEN. ADMIN. OFFICE SUPPLIES			
24-00240	1	VARIOUS SUPPLIES FOR CALENDARS	64.97	4-01-20-100-036	Budget		16 1
				GEN. ADMIN. OFFICE SUPPLIES			
			132.66				
16493	05/02/24	65406 STANDARD OFFICE SYSTEMS					1567
24-00243	1	CHARGES FOR APRIL 2024	205.33	4-01-20-100-023	Budget		19 1
				GEN. ADMIN. PRINTING			
24-00243	2	CHARGES FOR APRIL 2024	46.12	4-01-25-240-030	Budget		20 1
				Materials and Supplies			
			251.45				
16494	05/02/24	654195 ZW USA INC.					1567
24-00245	1	DOG WASTE BAGS - 3 CASES	509.91	4-01-26-310-083	Budget		22 1
				Grounds Maintenance			
24-00245	2	CAN LINERS	139.88	4-01-26-310-083	Budget		23 1
				Grounds Maintenance			
			649.79				
16495	05/02/24	66666 VERIZON					1567
24-00279	1	CHARGES FOR APRIL 2024	67.94	4-01-31-440-000	Budget		61 1
				Telephone			
16496	05/02/24	679002 NEW JERSEY E-ZPASS					1567
24-00292	1	TOLL CHARGES	7.20	4-01-25-240-034	Budget		74 1
				Fleet Maintenance			
16497	05/02/24	964679 GEBHARDT & KIEFER, P.C.					1567
24-00272	1	PROFESSIONAL SERVICES RENDERED	3,000.00	4-01-20-155-027	Budget		46 1
				Legal Services			
16498	05/02/24	964699 PARKER MCCAY, P.A.					1567
24-00250	1	PROFESSIONAL SERVICES RENDERED	1,293.00	4-01-20-155-027	Budget		28 1
				Legal Services			
16499	05/02/24	964703 ARCH INSURANCE COMPANY					1567
24-00290	1	NJ TEMPORARY DISABILITY INS	2,087.00	4-01-23-210-000	Budget		73 1
				LIABILITY INSURANCE			
16500	05/02/24	967717 MOTT MACDONALD LLC					1567
23-00313	4	SPECIAL PROJECT ENGINEER	1,890.00	3-01-20-100-028	Budget		1 1
				GEN. ADMIN. OTHER PROFESSIONAL SERVICES			
16501	05/02/24	967725 MUNICIPAL CAPITAL FINANCE					1567
24-00276	1	LEASE - CHEVY SILVERADO	1,030.12	4-01-26-290-063	Budget		52 1
				lease			
16502	05/02/24	967731 PINELAND CONSTRUCTION, LLC					1567
24-00251	1	DUMPSTER - P/W	250.00	4-01-26-310-083	Budget		29 1
				Grounds Maintenance			

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Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
16502	24-00252	PINELAND CONSTRUCTION, LLC 1 TRASH PICK-UP FOR APRIL 2024	10,083.33	4-01-26-305-029 Contractual-collection	Budget		30	1
			10,333.33					
16503	05/02/24 23-00566	976886 KC SIGN CO 1 CUSTOM FABRICATED SINGLESIDE	17,995.00	G-02-41-813-000 2022 - UEZ INFORMATIONAL SIGN PROJECT	Budget		1567 3	1
16504	05/02/24 24-00254	976887 ULINE, INC 1 25 FILE BOXES	52.50	4-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		1567 31	1
	24-00254	2 SHIPPING	27.75	4-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		32	1
			80.25					
16505	05/02/24 24-00271	976990 T-MOBILE USA, INC. 1 CHARGES FOR APRIL 2024	368.62	4-01-31-440-000 Telephone	Budget		1567 45	1
16506	05/02/24 24-00125	977005 INDUSTRIAL SAFETY LLC 1 28" REFLECTIVE SAFETY CONES	350.00	4-01-26-290-030 Materials and Supplies	Budget		1567 5	1
	24-00125	2 SHIPPING	15.99	4-01-26-290-030 Materials and Supplies	Budget		6	1
			365.99					
16507	05/02/24 24-00244	977007 NRTCTA 1 WEBINAR/ELAINE CROWLEY CFO	20.00	4-01-20-100-042 GEN. ADMIN. EDUCATIONAL TRAINING	Budget		1567 21	1
16508	05/02/24 24-00235	03102 BANK OF AMERICA 1 VARIOUS SUPPLIES	231.18	4-01-26-310-030 Materials and Supplies	Budget		1567 11	1
	24-00284	1 BOROUGH MEETING DUE TO	15.98	4-01-20-100-041 GEN. ADMIN. CONFERENCES & MEETINGS	Budget		68	1
	24-00285	1 SUPPLIES FOR JULY 4H PARADE	1,281.15	4-01-30-420-000 CELEBRATION OF PUBLIC EVENTS	Budget		69	1
			1,528.31					

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	47	0	709,199.48	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	47	0	709,199.48	0.00

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Check Register By Check Id

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	3-01	1,890.00	0.00	0.00	1,890.00
UTILITY FUND	3-09	2,965.00	0.00	0.00	2,965.00
Year Total:		4,855.00	0.00	0.00	4,855.00
CURRENT FUND	4-01	489,088.97	0.00	0.00	489,088.97
UTILITY FUND	4-09	197,260.51	0.00	0.00	197,260.51
Year Total:		686,349.48	0.00	0.00	686,349.48
GRANT FUND	6-02	17,995.00	0.00	0.00	17,995.00
Total of All Funds:		709,199.48	0.00	0.00	709,199.48

State of NJ  
Health Care

15,731.15

724,930.63



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BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

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Range of Checking Accts: CAPITAL to CAPITAL      Range of Check Ids: 1477 to 1477  
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
1477	05/02/24	694465 BEN SCHAFER RECREATION INC.					1568
24-00127	1	VARIOUS PLAYGROUND EQUIPMENT	46,779.07	C-04-55-920-104	Budget		1 1
				IMPROVEMENTS TO VARIOUS PLAYGROUNDS			

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>
Checks:	1	0	46,779.07		0.00
Direct Deposit:	0	0	0.00		0.00
Total:	1	0	46,779.07		0.00

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BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

Page No: 2

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL FUND	C-04	46,779.07	0.00	0.00	46,779.07
Total Of All Funds:		46,779.07	0.00	0.00	46,779.07

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BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

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Range of Checking Accts: TRUST OTHER to TRUST OTHER Range of Check Ids: 1267 to 1268  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num				
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
1267	05/02/24	10811	STEFANKIEWICZ & BELASCO LLC					1569
24-00242	1	REVIEWED ZONING BOARD	98.00	E-12-00-000-006	Budget		1	1
				H. FREDERICK 1 VENICE - ZONING APPEAL				
1268	05/02/24	964644	SURENIAN, EDWARDS & NOLAN LLC					1569
24-00249	1	PROFESSIONAL SERVICES RENDERED	1,061.83	T-12-00-000-020	Budget		2	1
				RESERVE FOR AFFORDABLE HOUSING				
24-00289	1	PROFESSIONAL SERVICES RENDERED	452.12	T-12-00-000-020	Budget		3	1
				RESERVE FOR AFFORDABLE HOUSING				
			1,513.95					

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	1,611.95	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,611.95	0.00



Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	E-12	98.00	0.00	0.00	98.00
	T-12	1,513.95	0.00	0.00	1,513.95
Total Of All Funds:		<u>1,611.95</u>	<u>0.00</u>	<u>0.00</u>	<u>1,611.95</u>

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BOROUGH OF WEST WILDWOOD  
Check Register By Check Id

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Range of Checking Accts: ANIMAL CONTROL to ANIMAL CONTROL    Range of Check Ids: 1182 to 1182  
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
1182	05/02/24	654170 STATE OF NJ DEPT OF HEALTH					1570
24-00294	1	DOG LICENSE FEES APRIL 2024	3.60	T-14-00-000-002	Budget		1 1
				DUE TO STATE OF NEW JERSEY			

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	3.60	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	3.60	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	T-14	3.60	0.00	0.00	3.60
Total of All Funds:		<u>3.60</u>	<u>0.00</u>	<u>0.00</u>	<u>3.60</u>





# *Borough of West Wildwood*

*"Small Town Charm on the Back Bay"*

*John A. Feairheller, Jr., PE*  
*Public Works Supervisor*

## **PUBLIC WORKS ACTIVITY REPORT – APRIL 2024**

### **FACILITIES MAINTENANCE**

- 21 ACTIONS CHECKING POLICE DEPARTMENT MAINTAINING AND KEEP AREA CLEAN FROM ROOF LEAK (DAILY)
- 1 ACTION OF INSTALLING SMOKE/CO DETECTORS AT BOROUGH HALL
- 3 ACTIONS PUBLIC WORKS BUILDING HOUSE KEEPING
- 1 ACTION TO IDENTIFY BOROUGH HALL HVAC EQUIPMENT AND SCHEDULE FILTER MAINTENANCE

### **STREETS & STORMWATER**

- 1 ACTION TO RESET MANHOLE GRATE
- 2 ACTIONS OF STORMWATER INLET CHECKS
- 1 OUTFALL CHECK
- ONE ACTION FOR NJDEP ANNUAL NJPDES - M4S REPORT
- 4 ACTIONS OF PICKING-UP DEBRIS AROUND ISLAND
- 2 ACTIONS TO INSTALL NO PARKING SIGNS MULTIPLE LOCATIONS

### **GROUNDS MAINTENANCE**

- 8 ACTIONS OF EQUIPMENT ASSEMBLY FOR PARKS
- 4 ACTIONS OF PICKING UP TRASH, RECYCLABLES AND MAINTAINING DOGGIE STATIONS AT PARKS
- 2 ACTIONS OF GROUND MAINTENANCE EQUIPMENT MAINTENANCE
- 5 ACTIONS OF WEED-WHACKING, GRASS CUTTING BOROUGH PROPERTIES
- 2 ACTIONS OF WEED-WHACKING, GRASS CUTTING AT BOROUGH HALL
- 5 ACTIONS OF PICKING UP YARD WASTE
- 1 ACTION OF SIDEWALK MAINTENANCE ADJACENT TO BOROUGH PROPERTY

### **OTHER**

- 10 ACTIONS OF MATERIALS ACQUISITION OF BOROUGH
- 2 ACTION DROP OFF & PICK-UP FORMER POLICE VEHICLE, 1720, AT BOB'S AUTO
- ONE ACTION SET SUPPORT POLE AT VENICE AVENUE STREET END.
- ONE ACTION SET CORDONING OFF PLAYGROUND EQUIPMENT DURING THE CURING OF FOUNDATION CEMENT.
- 12 ACTIONS OF ROUTINE P.W. VEHICLE CHECKS & MAINTENANCE
- 1 ACTION FIRE EXTINGUISHER INSPECTION

### **SANITARY SYSTEM**

- 6 ACTIONS OF PUMP STATION CHECKS
- ONE ACTION OF SANITARY LATERAL CLEANING (WATER BOTTLE FOUND AND REMOVED FROM BOROUGH SYSTEM)
- ONE ACTION TO REINSTALL SANITARY MANHOLE FRAME AND LID ALONG NORTH DRIVE.
- ONE ACTION TO LOCATE SITE OF MISSING MANHOLE
- ONE ACTION TO PROVIDE SANITARY SYSTEM INFORMATION TO PROPERTY REPRESENTATIVE.

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### **West Wildwood Borough Hall**

\* 701 West Glenwood Avenue \*

\* West Wildwood, NJ 08260 \*

\* (609) 522-4845 x 306 \* Fax (609) 522-9055 \*

*"Safety in all we do"*

May 3, 2024

## Commissioner's Report - Finance and Revenue

### Tax Collector Report

- No update this month

### Operating Budget

#### May 3 Operating Account Status

FCOA	Description	% Expended	Notes
20	General Government	35%	
21	Land-Use Administration	28%	Planning Board related costs
22	Uniform Construction Code	23%	
23	Insurance	32%	
25	Public Safety	29%	
26	Public Works	19%	
27	H&HS (Animal Control)	14%	
28	Parks and Recreation	12%	
29	Education (Fire Prevention)	38%	
30	Public Events	32%	July 4th Celebration, shred day
31	Utilities and Bulk Purchases	27%	Electric, Telephone, Fuel
32	Landfill / Solid Waste Disposal	18%	
36	Statutory Expenditures	9%	
42	Shared Services	25%	
43	Court and Public Defender	25%	
45	Debt	21%	Bonds and Bond Anticipation Notes
	<b>Total</b>	<b>25%</b>	<b>Total of all accounts</b>

### Sewer Utility

Maple Avenue reconstruction project is underway.

### Fair Share Housing Program

This is a reminder that the Borough is committed to three rehabilitation projects as part of our five-year fair housing agreement. Information is available on the [westwildwood.org](http://westwildwood.org) website.



## 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

April 1, 2024 to April 30, 2024

#### Calls for Service Breakdown:

1	Alarm
9	Assisting Other Agencies
41	Directed Patrols/Walking Beats/Community Contacts
1	Disorderly Conduct
2	Assists to Fire Department
1	Follow-up Investigations
1	Gas Leak
18	General Complaints
1	Harassment
3	Local Ordinance Violations
7	Medical Assists/Check the Well-Being
1	Motor Vehicle Stops
1	Noise Complaint
5	Open Doors
6	Other Public Service Calls
6	Parking Complaint/Violations
96	Property Checks
1	Suspicious Person/Vehicle/Activity
5	Verbal Dispute
5	Wires Down/Pole/Tress

**Total Calls for Service: 230**

**This is an abridged version of actual calls for service and does not reflect the entire month.**