

WORKSHOP

MEETING

MINUTES

APRIL 17, 2024

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

APRIL 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

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 – APRIL 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

Deputy Clerk Carl O'Hala

CFO Elaine Crowley

Engineer representatives: Anthony Chadwell, Stefanie Thonson, Lia Domico

Administrator/Clerk Donna L. Frederick

Absent:

Solicitor Lyons

Clerk reviewed possible regular meeting agenda items which include the second reading and public hearings on introduced ordinance 619(2024); introduction of Ordinance 625(2024), variable message sign board rules, regulations and fees.

Commissioners and Engineers discussed the borough building roof project bid. A lengthy discussion ensued which included costs; job scope; alternate funding sources; availability of funds and bid process. Engineers' recommendation was to reject all bids and re-bid the project. Commissioners agreed; clerk prepared and read out by title the following resolution.

Resolution 2024-045 titled "Authorizing rejection of bids for municipal building roof overlay."

Clerk called for a motion to adopt resolution.

Motion by Comm. Banning; Seconded by Comm. Segrest.

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

Resolution adopted.

Mayor asked engineers for an update on the USDA Maple Avenue project. Engineer stated the contractor is installing between 45-50 feet of pipe daily, and the ground water issue has subsided. They should be able to install 4-5 laterals a day. A discussion regarding properties having sump pumps connected to the sanitary system ensued. Comm. Segrest will compose a letter to property

owners. Comm. Banning inquired as to what the borough would be able to do and if the borough has the right to do an inspection; could the borough implement a new ordinance? Comm. Banning stated the camera work may find other locations. Mayor suggested to look at the sewer clean outs. Comm. Segrest suggested possible acoustic measurement equipment may be able to identify areas, or electric usage may show spikes.

Comm. Banning commented to find out first what the borough can or can't do legally.

Discussion ensued.

Administrator/Clerk will reach out to the solicitor to research this matter for further discussion at the workshop meeting.

Commissioners discussed the video of the sanitary sewer system and costs. Engineers stated they provided this information to the contractor on the 10th and will discuss this with the contractor at a zoom meeting later this afternoon. The video project would go through South State since it is their project.

Engineers gave updates on the following projects: playground concrete will be completed tomorrow and asphalt possible next week; J Avenue North and Neptune North bulkhead are fall projects; Maple Avenue terminus completion isn't until 2026. Poplar Avenue project is still waiting on Triad.

Discussion with engineers regarding response to bulkhead conditions inspections. Engineer stated cost could be between \$700. - \$1,000, depending on the professional that needs to be involved. Administrator asked that engineers keep a separate billing for these inspections and payment will be processed on individual purchase orders.

Mayor discussed the new digital sign and the content. Commissioners discussed that Administrator/Clerk be the person who approves the content and can change the content. Barb and Trish will be trained on the software to produce content. Comm. Segrest broke it down into two pieces, first content creating process and then scheduling. Mayor stated there are two zoom training sessions included, and recommended navigating with it first and writing down any questions. Comm. Banning suggested having pre-made content made up and approved for use, and suggested posting local photos, such as our parks. Comm. Segrest suggested engaging the community for photos.

Mayor discussed closing out of the UEZ sign project, bike racks and parking project.

Comm. Segrest talked to Church's Nursery and discussed the Neptune Park Christmas Tree, suggesting planting two trees off to the side of King Neptune, discussion ensued. Administrator suggested calling Barber's Nursery to get recommendations.

Mayor discussed security camera installation at all borough parks, planting of flowers and beach clean-up. Comm. Banning suggested asking for volunteers to help with the flower planting. Comm. Segrest suggested waiting until May for the beach clean-up.

Comm. Segrest discussed the JIF basic cyber check list, the mayor needs to sign it, then it will be filed.

Discussion of three newly hired personnel, DPW Supervisor who starts tomorrow April 18th, part-time HR/payroll-timekeeping who started April 3rd and part-time for financial assistance who will start on April 22, the part-time DPW employee is returning after Memorial Day. Comm. Banning informed the commissioners he will be conducting interviews for the PD.

Mayor opened the meeting up to the floor for public comment.

Vince DeSanto, inquired about the leaking valves stating he has called the county engineer regarding this matter. Administrator/Clerk informed him she met Mr. Church, the county engineer and physically walked all the locations of county owned storm valves. The county is aware of this matter and has assured the borough that these valves will be replaced this year. Mr. DeSanto questioned Comm. Banning regarding the hiring of two more police officers and asked if the borough is training these officers. Comm. Banning stated the borough gets re-imbursed for training expenses, it is a state statute if they leave within a certain time. Comm. Banning commented that this is a problem everywhere throughout the state and nationally and in a small community there are other issues, the borough starting salary is competitive. Comm. Banning stated he is looking at other options but right now we are hiring and recognize this is an issue. Mr. DeSanto asked if the chief should go out on the street and who would fill in the absence of people. Comm. Banning stated there would be contractual issues. Shortages would be covered by overtime and there would never be a time that the borough doesn't have police coverage. Mr. DeSanto commented that it is a problem with the whole country, in Florida they are advertising on billboards, and asked if there anyway to hold them. Comm. Banning said not legally.

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

Motion to Adjourn:

Motion by Comm. Banning; Seconded by Comm. Segrest

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

Motion Carried

Respectfully submitted,



Donna L. Frederick, RMC, Municipal Clerk

***This is a generalization of the Workshop meeting on APRIL 17, 2024, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE MAY 3, 2024, REGULAR COMMISSION MEETING***



MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING



COMMISSIONER JOSEPH D. SEGREST

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

RESOLUTION 2024-045

**AUTHORIZING REJECTION OF BIDS FOR
MUNICIPAL BUILDING ROOF OVERLAY**

WHEREAS, the Board of Commissioners, of the Borough of West Wildwood, County of Cape May, State of New Jersey received bids for the “Municipal Building Roof Overlay”, and;

WHEREAS, the apparent low-bidder was Union Roofing Contractors, Inc., with a Base Bid of Two Hundred Six Thousand, Nine Hundred Dollars and Zero Cents (\$206,900.00) and an Add Alternate Bid No. 1 of Ten Thousand Dollars and Zero Cents (\$10,000.00).

WHEREAS, said bids have been tabulated and reviewed by the Borough Engineer, and;

WHEREAS, all bids received exceeded the project budget and Engineer’s estimate, and;


WHEREAS, after said review, the Borough Engineer recommended that the bids be rejected and;

WHEREAS, after said bids are rejected, the Borough authorizes the Borough Engineer to re-advertise for bids on this project;

BE IT RESOLVED by the Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, reject bids for “Municipal Building Roof Overlay” and authorize the Borough Engineer to re-advertise for bids on this project.

	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 **Commissioners Workshop Meeting** held on **April 17, 2024**.


Donna L. Frederick, RMC
Municipal Clerk