

WORKSHOP MEETING MINUTES

June 19, 2024

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

JUNE 19, 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:

RESOLUTIONS:

2024-059 – AUTHORIZING THE APPOINTMENT OF A CHIEF FINANCIAL OFFICER

2024-060 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10:4-12(b8) PERSONNEL MATTERS

DISCUSSION:

Possible agenda items for regular meeting

Open to the Floor for Public Comment

ADJOURNMENT

OFFICIAL ACTION MAY BE TAKEN

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

ADDITIONAL AGENDA ITEM(S)
NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING – JUNE 19, 2024
9:00AM – ACTION MEETING

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

RESOLUTIONS:

2024-061- APPROVING THE RENEWAL OF A LIQUOR LICENSE FOR DEEP SEA LIQUOR, LLC

2024-062 -APPROVING THE REVISION OF THE POLICY AND PROCEDURES MANUAL SECTION III SICK LEAVE TO REMOVE THE PHRASE UP TO 50%

2024-063 – AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10-4-12(b6) PROTECTION OF PROPERTY AND PUBLIC SAFETY

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken.
WEDNESDAY – JUNE 19, 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

CFO Elaine Crowley

Engineer representatives: Anthony Chadwell, Theresa Gardner and Stefanie Thonson

Administrator/Clerk Donna L. Frederick

Clerk read out the following resolutions by title:

RESOLUTION:

2024-059 – AUTHORIZING THE APPOINTMENT OF A CHIEF FINANCIAL OFFICER

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.

2024-060 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10:4-12(b8) PERSONNEL MATTERS

Clerk asked if the commissioners wanted to go through items with the engineers first before going into closed session, they agreed, this resolution will be presented after discussion with the engineers.

ADDITION TO THE AGENDA:

Clerk read out the following resolution by title:

2024-061- APPROVING THE RENEWAL OF A LIQUOR LICENSE FOR DEEP SEA LIQUOR, LLC

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.

Engineers gave updates on the Maple Avenue project, they have talked to concerned residents, and will walk the site again. There was an error on the project in the height of the concrete poured. Engineer will talk with the residents at 635 and 633 and try to work out this matter with the residents. Engineer said to send all complaints to him to address. Discussion regarding the site cleaning and project area. Administrator and engineer will walk the site for clean up and damage. Engineer met with roof contractor from Trimco it was determined that the pour over method will not work, there are two layers on the roof and there is moisture between the layers. The roof needs to be torn off and replaced. Borough asked for a quote for the work that needs to be done. Administrator will have the HVAC contractor come back and properly mount the unit. Engineers also informed commissioners there is ice on the condensing drain in the hall, it is not a roof leak in that area. Administrator will call for repair and better insulation on that condensing line.

Engineer informed commissioners the DOT approved the final site inspection and we are waiting on paperwork and the reimbursement check for Lake-Pine Avenue Project.

Mayor discussed a combination basketball-pickleball court.

Discussion ensued regarding the Neptune Avenue bulkhead replacement project; storm drains.

Commissioners want to see the preliminary design for discussion prior to bid. There is no need for DEP permits, since the replacement in-kind.

Mayor discussed a letter received from DEP regarding a possible land acquisition through the Green Acres Program for parcels along North Drive. Solicitor will review and prepare responses to their letter. Further discussion ensued regarding parks, fields and access to that area should it be considered for this program.

Discussion regarding preparedness for the hurricane forecast. Comm. Banning commented that the OEM Coordinator informed him as of November 1st, she will be dropping this position.

Comm. Segrest discussed the improvements to the sanitary sewer system 6-7% of the manholes have been replaced, there is a state inspection on Monday.

Discussion regarding the 4th of July parade.

CFO stated the petty cash is full, the audit exit conference is this afternoon, and all major things are done, bill list will be done by the time she leaves. Comm. Banning thanked the CFO for her service. Mayor asked is the new planning board secretary comfortable. CFO stated she has all the files. Comm. Segrest asked if there were any other JIF appointments that need to be addressed. CFO said there were none, the pension needs to be done, the payroll system is ready, and she can be called if there are questions.

Clerk read the following resolution by title:

2024-060 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10:4-12(b8) PERSONNEL MATTERS

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.

After closed session ended, clerk called to a motion to reconvene the workshop meeting.

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

ADDITION TO THE AGENDA:

Clerk read out the following addition resolution by title:

2024-062 – APPROVING THE REVISION OF THE POLICY AND PROCEDURES MANUAL SECTION III SICK LEAVE TO REMOVE THE PHRASE UP TO 50%

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.

Engineer Anthony Chadwell informed the commissioners about bulkhead inspection on properties which the borough has received complaints from residents. Solicitor suggests this matter needs to be discussed in closed session. Solicitor provided the statute for the closed session. Clerk prepared Resolution 2024-063 authorizing a closed session as an addition to the agenda.

ADDITION TO THE AGENDA:

Clerk read out the following addition resolution by title:

2024-063- AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10-4-12(b6) PROTECTION OF PROPERTY AND PUBLIC SAFETY

After closed session ended, clerk called to a motion to reconvene the workshop meeting.
Motion by Comm. Banning; Second by Comm. Segrest
Roll Call Vote: Comm. Banning, yes; Comm. Segrest, yes; Mayor Ksiazek, yes.
Motion Carried.

Clerk discussed the lead paint mandate that needs to be introduced at the July meeting. Solicitor will work on drafting this ordinance


Mayor opened the meeting to the floor for public comment, hearing none, mayor closed the meeting to the floor and called for a 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 Workshop meeting on JUNE 19, 2024, and not a verbatim transcript.
THESE MINUTES WERE APPROVED AT THE JULY 5, 2024, REGULAR COMMISSION MEETING***



MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING



COMMISSIONER JOSPEH D. SEGREST

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

RESOLUTION 2024-059

**APPROVING THE APPOINTMENT OF NEIL YOUNG AS
CHIEF FINANCIAL OFFICER**

WHEREAS, every municipality is required to appoint a suitable individual to the position of Chief Financial Officer, which individual is required by law to possess certain training qualifications and to be certified by the State of New Jersey, Department of Community Affairs, Division of Local Government Services; and

WHEREAS, the current Chief Financial Officer, Elaine Crowley, is retiring effective July 1, 2024, and it is necessary and required to full the position of Chief Financial Officer (hereinafter "CFO"); and

WHEREAS, Neil Young, is currently an employee of the Borough of West Wildwood and has the necessary qualifications and certifications for the position of CFO without limitation, a certificate as a Certified Municipal Finance Officer, as required by the State of New Jersey, Department of Community Affairs, Division of Local Government Services; and


WHEREAS, Neil Young will assume the responsibilities of CFO effective July 1, 2024.

WHEREAS, the Board of Commissioners desires to appoint Neil Young to the position of Chief Financial Officer pursuant to the requirements of N.J.S.A. 40A:9-12.1 for a four (4) year term running January 1, 2024 to December 31, 2027.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey hereby appoints Neil Young as CFO.

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

I, **Donna L. Frederick, RMC, Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting** held on **June 19, 2024**.


Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2024-060

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO
N.J.S.A. 10:4-12(b8) TO DISCUSS PERSONNEL
MATTERS REGARDING EMPLOYMENT TERMS**

WHEREAS, in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-12(b8), it is permissible by resolution for the Governing Body to enter a Closed (Executive) Session to discuss matters falling within one or more of the permitted nine exemptions; and

WHEREAS, the Borough anticipates discussion of personnel matters regarding employment terms which constitutes one of the permitted exemptions; and


WHEREAS, the employee has received the required notice and opted for the matter to proceed in executive session; and

WHEREAS, the minutes of this meeting shall remain confidential until after such time as Legal Council determines that the need for confidentiality no longer exists and provided that the Matter(s) discussed can be legally disclosed.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of West Wildwood, Cape May County, New Jersey that a Closed (Executive) Session of the Governing Body shall convene to discuss the aforementioned matters.

	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, Borough Clerk**, for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Workshop Meeting held on June 19, 2024.**



Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2024-061

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the Plenary Retail Distribution License as hereinafter set forth be, and the same are, hereby granted for the period of one (1) year through June 30, 2025 unto each of the person and corporation and limited liability company recited, for the premises in West Wildwood, New Jersey, as listed below:

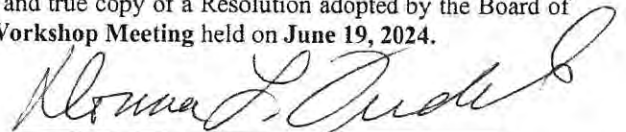
Name of Licensee and State assigned License No.	Premises Location	Type
Deep Sea Liquor Store, LLC #0513-44-003-005	654 W. Glenwood Avenue And 4 Neptune Avenue West Wildwood, NJ 08260	Plenary Retail Distribution License

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

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

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

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

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

RESOLUTION 2024-062

**APPROVING THE REVISION OF THE POLICY AND PROCEDURES MANUAL SECTION III
SICK LEAVE TO REMOVE THE PHRASE UP TO 50%**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, Cape May County, New Jersey, that the Policy and Procedures Manual, Section III shall be amended to reflect the removal of the phrase up to 50%.

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

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Donna L. Frederick, RMC
Municipal Clerk

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

RESOLUTION 2024-063

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12 (b6)
PROTECTION OF PROPERTY AND PUBLIC SAFETY**

WHEREAS, the Open Public Meeting Act (N.J.S.A. 10:4-6 et seq.) requires all meeting of the Borough of West Wildwood to be held in public, N.J.S.A., 10:4-12 (b6) set forth nine (9) types of matters that may lawfully be discussed in “Executive Session”, i.e. without public being permitted to attend, and

WHEREAS, the Commissioners of the Borough have determined that **(9) issue(s)** are permitted pursuant to section b (b6) to be discussed without public in attendance shall be discussed

(6) “Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection.”

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, State of New Jersey, does hereby pass this resolution to go into Executive Session for the above stated reasons.

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

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