

WORKSHOP MEETING MINUTES

MAY 15, 2024

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

NOTICE OF TENTATIVE AGENDA - WORKSHOP MEETING

MAY 15, 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:

2024-049 – AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10:4-12(b7) PENDING LITIGATION OR ANTICIPATED LITIGATION REFERENCING DOCKET NO. CPML-130-19

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**

ADDITIONAL AGENDA ITEM(S)

NOTICE OF TENTATIVE AGENDA - REGULAR MEETING – MAY 15, 2024

9:00AM – ACTION MEETING

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

RESOLUTIONS:

**2024-050- AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH
ENGINEERING SERVICES AND BIDDING SUPPORT IN CONNECTION WITH THE
WEST WILDWOOD MUNICIPAL BUILDING ROOF OVERLAY - REBID #2**

**2024-051 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12
(b6) ANY TACTICS AND TECHNIQUES UTILIZED IN PROTECTING THE SAFETY AND
PROPERTY OF THE PUBLIC PROVIDED THAT THEIR DISCLOSURE COULD IMPAIR SUCH
PROTECTION**

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
Official Action may be taken.
WEDNESDAY – MAY 15, 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

Administrator/Clerk Donna L. Frederick

Clerk read out the following resolution by title:

RESOLUTION:

2024-049 – AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A. 10:4-12(B7) PENDING LITIGATION OR ANTICIPATED LITIGATION REFERENCING DOCKET NO. CPLM-130-19

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.

Engineers informed commissioners on the roof re-bid. A discussion ensued regarding negotiation with contractor since it was bid two times. Solicitor stated it is not a clear case. Commissioners discussed the matter and agreed to bid it again for a third time but recommended changing the bid to have the police department as the base bid, with the hall as an alternate bid. This way at least the police department roof can be done. Bid will be advertised on May 22 and bid opening will be on June 6th at 10am, with an award at the regular meeting on June 7th. After a brief discussion it was decided to bid again.

ADDITION TO THE AGENDA:

Clerk read out the following resolution by title:

2024-050- AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH ENGINEERING SERVICES AND BIDDING SUPPORT IN CONNECTION WITH THE WEST WILDWOOD MUNICIPAL BUILDING ROOF OVERLAY - REBID #2

Clerk asked for a motion to adopt resolution.

Motion by Comm. Banning; Second by Mayor Ksiazek.

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

Resolution Adopted.

There was a discussion regarding the Maple Avenue project between the commissioners and engineers. Engineers were instructed to make sure there is an extensive clean-up prior to Memorial Day weekend. Administrator will walk the project area with the engineers to go over details and equipment should be moved off the street to the staging area. Engineers will get a cost estimate for re-mobilization if the topcoat for paving is pushed off until September.

Discussion ensued regarding the filing of the 2025 D.O.T. grant application for the South end of J Avenue. This will be a regular meeting agenda in June.

Mayor discussed paver installation costs for the playground and survey costs for the park at Venice Avenue bulkhead. Comm. Segrest inquired about the as-builts for the Venice Avenue bulkhead height. Engineer has not received them from the contractor.

Comm. Segrest discussed planting trees in the Neptune Avenue Park, and what type would be the best.

Solicitor discussed the public access for the property located at 798 North Drive. The property owners have reached out to the borough and are willing to purchase benches and fishing rod holders at a cost of \$3045.00 to satisfy the public access matter. Commissioners agree to move forward with this proposal. Clerk called for a formal vote regarding this matter.

Motion in favor by Comm. Banning; Seconded by Mayor Ksiazek – Roll Call vote: Comm. Banning, yes; Comm. Segrest yes, Mayor Ksiazek yes. Motion Carried.

Clerk will provide the borough solicitor with a copy of these minutes once adopted to provide to the authorized representative for the property at 798 North Drive.

Comm. Segrest asked the engineers to meet and review the prior to the final design of the Neptune Avenue bulkhead with the Administrator, the Supervisor of Public Works and himself in case adjustments need to be made.

Comm. Banning discussed re-visited pier point in the canal, as a matter popped up recently. A discussion ensued. Mayor Ksiazek has the file on this matter and will take it to DPW Supervisor. The key element is to make sure that the waterway remains navigable.

Comm. Segrest brought up the 2024 N.O.A.A. projections for hurricane season and asked the engineers to be aware of considerations if the bulkhead project starts this fall, to maintain integrity to the structure as construction progresses.

Engineers left the meeting at approximately 10:45am.

Mayor reported the seasonal employee from last year will be returning and the new DPW supervisor is working out very well.

Comm. Banning reported police department held interviews in the last two weeks. There are two open positions. Comm. Banning will meet with the Chief and a decision will be made next week.

Comm. Segrest reported one part-time employee resigned and is looking to determine how to move forward to support the finance department with the upcoming CFO retirement.

Mayor discussed the camera project and is working on costs for cellular modems which would result in monthly charges. Comm. Segrest suggested to start on the cameras that do not need cellular service, such as the bridge, DPW and 26th St. The main concern is the recurring costs. A discussion ensued, administrator suggested, if possible, using a contractor who has the state bid contract, since vendors are using different equipment, it is hard to compare equally.

Mayor opened the meeting to the floor for public comment. Hearing none, the mayor closed the meeting to the public.

The clerk then read out and addition to the agenda the following resolution:

ADDITION TO THE AGENDA:

2024-051 - AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12 (b6) ANY TACTICS AND TECHNIQUES UTILIZED IN PROTECTING THE SAFETY AND PROPERTY OF THE PUBLIC PROVIDED THAT THEIR DISCLOSURE COULD IMPAIR SUCH PROTECTION

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.

Having no further business, clerk called for a motion to adjourn 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.

Respectfully submitted,



Donna L. Frederick, RMC, Municipal Clerk

***This is a generalization of the Workshop meeting on MAY 15, 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 JOSPEH D. SEGREST

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

RESOLUTION 2024-049

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION MEETING PURSUANT TO N.J.S.A.
10:4-12(b7) PENDING LITIGATION OR ANTICIPATED LITIGATION
REFERENCING DOCKET NO. CPML-130-19**

WHEREAS, in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-12(b)7, 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 that may result in pending litigation or anticipated litigation referencing Docket number CPML-130-19; and

WHEREAS, the minutes of this meeting shall remain confidential until after such time as Legal Counsel 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, 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 **May 15, 2024**.



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

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

RESOLUTION 2024-050

AUTHORIZING THE BOROUGH ENGINEER TO PROCEED WITH ENGINEERING SERVICES AND BIDDING SUPPORT IN CONNECTION WITH THE WEST WILDWOOD MUNICIPAL BUILDING ROOF OVERLAY - REBID #2

WHEREAS, the Board of Commissioners has awarded, pursuant to N.J.S.A. 40A:11-4.4, a Professional Service Contract after publishing, advertisement, and request for proposals for General Engineering Services with Remington & Vernick Engineers, Inc.; and

WHEREAS the Board of Commissioners requires RVE to prepare the bid documents and provide bidding support for the West Wildwood Municipal Building Roof Overlay – Re-Bid #2; and

WHEREAS, Remington & Vernick Engineers has submitted their proposal for the preparation of the bid documents, bidding support and construction phases services for the West Wildwood Municipal Building Roof Overlay in the amount of **ONE THOUSAND NINE HUNDRED FIFTY DOLLARS and 00/100 CENTS (\$1,950.00)**; and

WHEREAS, the Chief Financial Officer of the Borough of West Wildwood has certified that there are sufficient funds available to pay the above referenced vendor, through permanent budget financing Capital account C-04-55-920-106.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the Borough Engineer be and is hereby authorized to proceed with the preparation of the bid documents, bidding support and construction phase services for the West Wildwood Municipal Building Roof Overlay in the amount of **ONE THOUSAND NINE HUNDRED FIFTY DOLLARS and 00/100 CENTS (\$1,950.00)** and authorizes the Mayor to execute said agreements.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Mathew 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 **Wednesday, May 15, 2024**.



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

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

RESOLUTION 2024-051

**AUTHORIZING A CLOSED (EXECUTIVE) SESSION PURSUANT TO N.J.S.A. 10:4-12 (b6)
ANY TACTICS AND TECHNIQUES UTILIZED IN PROTECTING THE SAFETY AND
PROPERTY OF THE PUBLIC PROVIDED THAT THEIR DISCLOSURE COULD IMPAIR
SUCH PROTECTION**

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 (b) 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 (6) to be discussed without public in attendance shall be discussed during an Executive Session to be held on May 15, 2024 @ 9:00 a.m. or there soon after, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A., 10:4-12 (b) specifically include:

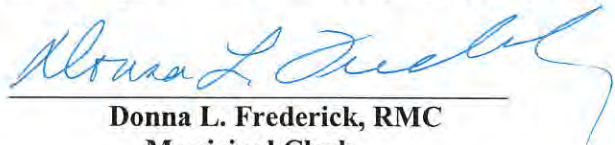
(6) “Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection.”

WHEREAS, the length of the Executive Session is estimated to be 20 minutes after which the public meeting of the Commissioner of the Borough shall reconvene;

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 **only** 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			

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 **May 15, 2024.**



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