

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
JUNE 8, 2016**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Kaithern at 7:00 PM. The Open Public Meetings Statement was read by Mayor Kaithern who then led those present in the flag salute. Mayor Pamela Kaithern, Deputy Mayor Peter Burke, and Commissioner Carol Sabo answered roll call. Also in attendance: Borough Clerk Elaine Wallace, Deputy Clerk Theresa Entead, and Solicitor Frank Corrado.

**WORK SESSION**

**ENGINEER'S REPORT:** Ray Roberts reviewed his June report (attached).

TWA Permit Application – Block 67, Lot 6: The Borough received a TWA permit application to extend the sanitary sewer to the aforementioned lot. Brian Sullivan stated he would bear all the costs to install the line and will install laterals to every lot between the end of the exiting line and his parcel. This portion of sewer was originally proposed as part of a previous USDA grant, but the Borough decided not to run it because there was an old cherry tree that it did not want to cut down. The applicant was asked to have a licensed arborist evaluate the tree, which Mr. Sullivan has stated has died. As soon as the evaluation is received by Mr. Roberts, he will provide a report on the application.

Project in connection with Bequest: The Borough is receiving an \$80,000 bequest from an estate in town. Mayor Kaithern and the representative of the estate have been discussing the types of improvements that can be done with the bequest. Several options were discussed and the estate would like the donation to be used on a new, larger bandstand in the Back Yard Park. If there is money left over, they will donate the rest to the West Cape May Elementary School. Engineer Roberts will collect literature on different types of bandstands.

Construction Office Options: Jay Dillworth joined the Board to discuss the different options available for providing construction office services. State statute prohibits hiring a third party agent as the construction official, but could enter a shared services agreement as we do now. Inspection services can be provided by a third party. Also, a technical assistant would have to be hired to handle the office and administrative work.

**OLD BUSINESS:**

NIFP Community Rating System: Nothing new to report.

Naming Street in Honor of Mayor Jack Vasser: Mayor Kaithern spoke with Lynda Towns about returning to the idea of placing a second sign on Green Street honoring former Mayor Vasser, but is still unsure of the details of the name and how they want to dedicate it.

Property Maintenance Regulations: The Board reviewed the comments made by Code Enforcement personnel. Frank Corrado will draft an ordinance to discuss at the next meeting.

**NEW BUSINESS:**

Policy and Procedures Manual Amendments: Clerk Wallace provided amendments based on the JIF's recommendations. Solicitor Corrado reviewed and approved the changes.

Support of Legislation regarding Gap Issues: Solicitor Corrado suggested the Board support this legislation to keep the court from requiring additional affordable housing for years that COAH couldn't come up with third round regulations.

Re-Appropriating \$26,367.50 for Purchase of New Tractor: The CFO went through existing bond ordinances and there was money remaining in one that could be combined with the insurance money from the totaled tractor and used to purchase a new one. An ordinance was added to the consent agenda for introduction.

**REVIEW OF REGULAR MEETING:** Mayor Kaithern reviewed the Consent Agenda and Non-Consent agenda items.

The Work Session portion of the meeting was adjourned at 7:49 PM and the Regular Meeting convened at 7:55 PM.

**CONSENT AGENDA:** On motion of Deputy Mayor Burke, seconded by Commissioner Sabo, the following Amended Consent Agenda was unanimously approved on roll call vote.

Minutes: May 25, 2016 Work Session and Regular Meeting  
May 25, 2016 Closed Session

Ordinances for Introduction and Publication: *Second Reading/Public Hearing June 22, 2016*

512-16 Amending the West Cape May Zoning Ordinance Regulating Signs

513-16 Ordinance Re-Appropriating \$26,367.50 from Ordinance 374-06 in Order to Provide for the Acquisition of a New Tractor for Public Works by the Borough of West Cape May, in the County of Cape May, New Jersey

Resolutions:

95-16 Amending 2016 Capital Budget

96-16 Amending the Employee Policy and Procedures Manual of the Borough of West Cape May

97-16 Annual Renewal of Liquor license for 2016-2017

98-16 Bill Payment

- 99-16 Withdrawn from Consideration
- 100-16 Supporting Adoption of S2254/A3821 to Clarify Municipal Affordable Housing Obligations
- 101-16 Adopting the Cape May County Multi-jurisdictional All Hazards Mitigation Plan Update

**NON-CONSENT AGENDA**

ORDINANCES FOR SECOND READING AND PUBLIC HEARING: None

COMMISSIONER REPORTS

Commissioner Sabo had no report.

Deputy Mayor Burke reminded everyone of the blood drive scheduled on July 14<sup>th</sup> from noon to 5 pm. In addition more shade trees have been delivered and are being placed at residences where people have ordered them.

Mayor Kaithern announced the farmers market will begin in two weeks. It's shaping up to be the most successful season yet, with a long waiting list for participants. The music is being coordinated by, the Exit Zero Jazz Festival organizer and local resident, Michael Kline and Lauren Vitelli, of the finance office, is once again the market organizer.

PUBLIC PORTION: no comment

There being no further business, the meeting was adjourned at 8:00 PM on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Elaine L. Wallace, RMC, CMR  
Municipal Clerk