

**MINUTES OF BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETING
MARCH 8, 2017**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Kaithern at 7:00pm. 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: Municipal Clerk Suzanne Stocker, Finance Assistant Lauren Vitelli, Solicitor Chris Gillin-Schwartz, Esquire and Engineer Ray Roberts.

ENGINEER'S REPORT

WORK SESSION

OLD BUSINESS:

NFIP Community Rating System:

Letters were sent out by Lower Township Construction Office to 15 property owners who are non-compliant. The homeowners will then communicate with Construction Official with regards to becoming compliant.

Estate of Smith – Betty Robbins Memorial – Donation of a Bandstand:

The pavilion has been ordered and will be placed on back corner of backyard park. The pavilion will be 14'x18' with no center posts, ramping around to make it ADA accessible. The pavilion will set approximately 2' off the ground with partial railings along ramps. The old pavilion to be moved and placed between police station and clerk's office.

HPC – Certified Local Government Designation:

Deputy Clerk Theresa Enteadó is scheduled to attend the HPC meeting on March 9, 2017.

Verizon Wireless Proposal:

Solicitor Gillin-Schwartz asked the Borough Commissioners to hold off on passing a resolution to allow Verizon to move forward with project. Mr. Gillin-Schwartz believes that the information can be communicated via email, indicating that West Cape May is in support of the project, but requests Verizon to provide more details on project before moving forward. Mr. Gillin-Schwartz will draft language for Mayor Kaithern to send to Verizon. Lauren indicated that JIF suggested holding off until set plans and details were provided by carrier, since once it is approved for one wireless carrier, other carriers may try to duplicate project for their services.

Satellite Television Dishes or Antennas:

Ordinance scheduled for introduction during regular meeting.

Amendments to Policies and Procedures Manual:

Ordinance scheduled for introduction during regular meeting. There will be language added to Policies and Procedures Manual relative to contribution for health insurance after retirement. The resolution to update the PPM will be presented at an upcoming meeting.

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

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

Minutes: February 22, 2017 Work Session/Regular Meeting

Ordinances for Introduction and Publication:

- 518-17 An Ordinance Amending the Building and Housing Code to Include Requirements for Grading for All Development
Adoption: March 22, 2017
- 519-17 An Ordinance Amending Chapter 2 – Administration – to Include a Provision for Overtime Compensation
Adoption: March 22, 2017
- 520-17 An Ordinance Amending the West Cape May Zoning Ordinance Regulating Satellite Television Dishes and Antennas
Adoption: April 12, 2017
- 521-17 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)
Adoption: March 22, 2017

Resolutions:

- 64-17 Agreement between the Borough of West Cape May and the CMC MUA for Submission of the 2016 Recycling Tonnage Grant
- 65-17 Reappointment of CFO and Deputy CFO
- 66-17 Introduction of the Municipal Budget for 2017
- 67-17 Bill Payment

NON-CONSENT AGENDA:

ORDINANCES FOR SECOND READING AND PUBLIC HEARING:
NONE

COMMISSIONER REPORTS:

Commissioner Sabo had nothing to report.

Deputy Mayor Burke spoke of the Shade Tree Commission's Arbor Day event planning, which will be held on April 28th at the West Cape May Elementary School. Mr. Burke also discussed the Atlantic City Electric discussion at the Shade Tree Meeting, relative to the "Blue Sky Program".

Mayor Kaithern spoke about the Sustainability Study Vulnerability Assessment with provided a preliminary report. There will be planning with the Environmental Commission to move forward with the next step. Mayor Kaithern also mentioned the Fundraiser for William J. Moore Scholarship Foundation on March 12th from 2-5pm at Willow Creek Winery.

PUBLIC PORTION:

When no one wished to speak, the meeting was adjourned at 7:41pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC
Municipal Clerk