

**MINUTES OF BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETING
FEBRUARY 22, 2017**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Kaithern at 4:00pm. 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, Deputy Clerk Theresa Entead, Solicitor Chris Gillin-Schwartz, Esquire, Engineer Ray Roberts.

WORK SESSION

OLD BUSINESS:

NFIP Community Rating System:

Nothing new to report.

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

Nothing new to report.

HPC – Certified Local Government Designation:

Nothing new to report.

Verizon Wireless Proposal:

Bill Flannigan from Tilson Technology was present to explain the proposed Verizon Wireless project.

Mr. Flannigan indicated that the project will consist of the installation of small network nodes, 2-3' in height placed on wooden utility poles and hardwired. The purpose of this project is to increase capacity to transport data, as the existing infrastructure cannot handle the current capacity. Mr. Flannigan provided photos from central New Jersey of recent installs. It was indicated that the nodes are 110v. Mr. Flannigan provided sample construction drawings to the Governing Body for review and stated that they are looking to install within 3-6 months after permits are approved for. Deputy Mayor Burke spoke personally of his experience with in coverage and spotty areas throughout the Borough.

Mayor Kaithern asked about height range, Ordinance is 35' in West Cape May – Mr. Flannigan indicated that infrastructure should fall below that height restriction, but average 38' total height. Deputy Mayor Burke indicated that Ordinance may have to be revised, or applicant would file for a Variance. Mayor Kaithern asked how many would they need and Mr. Flannigan indicated that it has not determined yet, but would be between main streets, most likely half dozen.

Solicitor Gillin-Schwartz spoke about the HPC district, as part of Broadway falls within the HPC. Solicitor Gillin-Schwartz asked Mr. Flannigan how Verizon has dealt with this in the past. Mr. Flannigan indicated that they have opted to skip through the districts that have regulations, as it may become a lengthy process and Verizon is looking to install as soon as possible. Solicitor Gillin-Schwartz referenced Princeton and working with the boards to minimize visibility, asked Mr. Flannigan if he would be willing to come back with a more definite plan of where the nodes would be placed. Mr. Flannigan expressed need for consent to make sure that municipality is on board and in order to make application. Solicitor

Gillin-Schwartz confirmed that the audit of lack in coverage could be done before Borough provided consent to Verizon to move forward with project. Mayor Kaithern suggested a consent with caveat for Verizon to come back with more details of plans. Solicitor Gillin-Schwartz expressed the need to be consistent with residents and requests relative to HPC applications.

Mr. Flannigan indicated that Verizon would be ample to providing more details of project once Resolution is in place, even if caveats are included. Pam expressed concerns with other carriers wanting to come in and mimic Verizon's project to increase coverage in the area. Solicitor Gillin-Schwartz indicated that the Borough is not against the project, but wants more concrete plans for what the project will entail.

Clerk Stocker mentioned the JIF's approval of the Resolution which was previously provided. Any changes to that language may void JIF's coverage. Solicitor Gillin-Schwartz indicated that there would be no changes to the insurance requirements in the Resolution.

Mayor Kaithern asked Solicitor Gillin-Schwartz to update Resolution to include language requiring Verizon to come back with a more detailed plan in order to move forward. The Resolution should be on the agenda for the first meeting in March.

Satellite Television Dishes or Antennas:

The Governing Body reviewed solar panel guidelines for HPC. Mayor Kaithern suggested that similar language be used relative to establishing regulations for satellite television dishes and antennas. Commissioner Sabo suggested using language indicating that they are generally discouraged, but will be reviewed on a case by case basis. Engineer Roberts asked about regulating how many can be added to a property. Mayor Kaithern asked if regulations wanted to be addressed strictly in HPC or Borough-wide. Deputy Mayor Burke indicated concerns with the carrier which may require a specific location for the antenna or dish. The Governing Body agreed to modify/clarify the Ordinance to include regulations given in the HPC solar panel section. If property falls within the HPC, the resident would have to go before the HPC board.

Building Exterior Maintenance:

The Governing Body reviewed quotes provided by Public Works Supervisor. Quote for hardie board was provided as it was the most cost effective and environmentally friendly option for the siding. Scaffolding would be provided by someone who is affiliated with the Fire House. Deputy Mayor Burke indicated that the Public Works Supervisor has ordered the plywood for the project, at his approval. The Governing Body agreed on the sage green hardie board siding with matching trim. Entire firehouse is to be done first, then if time and funds allow, move back to the municipal building.

Mayor Kaithern asked if Finance Office could help out with additional quotes for the replacement of doors for the firehouse. Documentation is needed showing that an attempt was made to receive additional quotes.

Site Plans/Grading:

Solicitor Gillin-Schwartz reviewed proposed Ordinance which he prepared and reviewed with Engineer Roberts relative to grading with single family homes. Ray indicated that fee would be about \$150 for him to review plans of resubmittals, should the original submission be rejected for incompleteness. Engineer Roberts also suggested adding an administrative

fee of \$35 in addition to the escrow fee of \$250. Solicitor Gillin-Schwartz will make changes to the Ordinance for introduction at the next meeting.

Amendments to Policies and Procedures Manual:

Commissioner Sabo discussed her input on contribution of retirement benefits. Pam will prepare language with Clerk Stocker to add to the PPM for future adoption.

Solicitor Gillin-Schwartz reviewed the proposed language change relative to overtime for specific exempt employees.

NEW BUSINESS:

NONE

2017 BUDGET DISCUSSION:

Present for this discussion were: Auditor Leon Costello, CFO Frank Donato, Deputy CFO Doris Hartman and Finance Assistant Lauren Vitelli

Auditor Costello discussed the first draft of the budget which would include a 1.8 cent tax increase. Certain increases and decreases and the reasoning for same were discussed. The Governing Body, Auditor and CFO discussed options to lower the tax increase. After discussions, the tax increase was decreased to 0.5 cents. The budget was scheduled for introduction on March 8th and adopted on April 12th.

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 8, 2017 Work Session/Regular Meeting
February 8, 2017 Closed Session

Ordinances for Introduction and Publication:

****TABLED**** 518-17 An Ordinance Amending the Building and Housing Code to Include Requirements for Grading for All Development

Resolutions:

- 56-17 Appointment of Municipal Court Judge
- 57-17 Authorizing Application to the Local Finance Board
- 58-17 Authorizing Special Events Permit – CAMACO Quilt Guild
- 59-17 Refund of Unexpended Escrow Fees – Scott Peter
- 60-17 Approving Raffle License – William J. Moore Scholarship Foundation
- 61-17 Refund of Unexpended Escrow Fees – Joseph Tornambe
- 62-17 Setting Dates of Events for Wilbraham Park 2017
- 63-17 Bill Payment

NON-CONSENT AGENDA:

ORDINANCES FOR SECOND READING AND PUBLIC HEARING:

NONE

COMMISSIONER REPORTS:

Commissioner Sabo had nothing to report.

Deputy Mayor Burke had nothing to report.

Mayor Kaithern had nothing to report.

PUBLIC PORTION:

When no one wished to speak, the meeting was adjourned at 6:33pm on motion of Deputy Mayor Burke, seconded by Commissioner Sabo.

Respectfully submitted,

Suzanne M. Stocker, RMC
Municipal Clerk