

**MINUTES OF BOARD OF COMMISSIONERS  
2017 REORGANIZATION MEETING  
WORK SESSION AND REGULAR MEETING  
JANUARY 4, 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, Deputy Clerk Theresa Entead, Engineer Raymond Roberts and Solicitor Chris Gillin-Schwartz, Esquire.

**WORK SESSION**

**OLD BUSINESS:**

NFIP Community Rating System:

Representatives from the NJDEP are meeting with the Borough Clerk and Construction Official Don Arndt, on Friday, January 6<sup>th</sup> at 10:00am.

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:

Solicitor Gillin-Schwartz spoke to the Solicitor in Ocean City who received the same Verizon Wireless proposal. It is understood that reasonable attorney fees are being granted for these projects. Verizon's purpose is to fill gaps in coverage throughout the area and to install infrastructure on existing poles. Solicitor Gillin-Schwartz indicated that the Borough can request that a representative meet with them to discuss the detailed plan for West Cape May. Engineer Roberts expressed concerns with other franchises coming in to do the same type of projects, as well as the number of antennas which are actually going to be installed. Mayor Kaithern asked Clerk Stocker to look into whether County Planning Board approval is required for poles which are in the County right-of-way and further asked Clerk Stocker to schedule a presentation with Verizon Wireless.

Satellite Television Dishes or Antennas:

Clerk Stocker provided the Governing Body with Ordinance 130-88 which includes the section of the code relative to Satellite Television Dishes or Antennas. Commissioner Sabo relayed a concern from the Zoning Official relative to residents who wish to install such infrastructure, but the current code does not permit same. Mayor Kaithern suggested that the topic be discussed at an upcoming Planning/Zoning Board meeting as well as through the Historic Preservation Commission for consideration of potential changes to the code.

Hostile Work Environment Training:

Clerk Stocker provided the options for single session or double session training with Armando Riccio, Esquire. The Governing Body decided on a single session on a Tuesday morning, when all employees could be present. Clerk Stocker will reach out to Mr. Riccio for scheduling.

**NEW BUSINESS: NONE**

**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: December 28, 2016 Work Session and Regular Meeting

Ordinances for Introduction and Publication:

516-17 || An Ordinance Amending the Property Maintenance Code

517-17 || An Ordinance Repealing Sections 3-4 and 3-5 of Chapter III of the Revised General Ordinances of the Borough of West Cape May

Resolutions:

01-17 Temporary Budget

02-17 Temporary Budget – Water/Sewer

03-17 Adopting Cash Management Plan

04-17 Dates, Time and Place of Board of Commissioners Meetings

05-17 2017 Holidays for the Borough of West Cape May

06-17 Appointing Borough Solicitor

07-17 Appointing Municipal Auditor

08-17 Appointing Bond Counsel

09-17 Appointing Risk Management Consultant

10-17 Appointing Municipal Engineer

11-17 Appointing Public Defender

12-17 Appointing Municipal Prosecutor

13-17 Professional Services Appointment – TRIAD Associates – COAH  
Administrative Agent

14-17 Professional Services Appointment – Jeffrey Surenian – COAH Counsel

15-17 Fixing Rate of Interest on Delinquent Taxes and Assessment and Fixing a Six Percent (6%) Penalty on Delinquent Taxes and Municipal Charges

16-17 Authorizing Tax Assessor to File Regular Appeals on Behalf of the Borough  
of West Cape May

17-17 Deferred School Tax Levy to West Cape May Elementary School

18-17 Deferred School Tax Levy to Lower Cape May Regional School District

19-17 Confirmation of Officials for Joint Insurance Fund and Municipal Excess  
Liability Fund

20-17 Renewal of Trailer Park License for Broadway Trailer Park

21-17 Renewal of Trailer Park License for Westwood Mobile Estates

22-17 Designation of Official Newspaper

23-17 Designation of Departments for Borough Commissioners

24-17 Designation of Official Depositories and Signatures

25-17 Appointing Class III Member of the Planning Board

26-17 Authorize Special Event Permits to the Cape May New Jersey State Film  
Festival

27-17 Appointment of Deputy Municipal Clerk

28-17 Appointing Animal Control of South Jersey – Animal Control Officers in the  
Borough of West Cape May

29-17 Authorizing the Borough of West Cape May to Maintain a Petty Cash Fund in an Amount Not to Exceed \$150.00

**NON-CONSENT AGENDA:**

ORDINANCES FOR SECOND READING AND PUBLIC HEARING: **NONE**

**COMMISSIONER REPORTS:**

Commissioner Sabo had nothing to report.

Deputy Mayor Burke mentioned the upcoming blood drive on January 26<sup>th</sup> from 12pm-5pm.

Mayor Kaithern had nothing to report.

**PUBLIC PORTION:**

When no one wished to speak and there being no further business, the meeting was adjourned at 8:10pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC  
Municipal Clerk