

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
SEPTEMBER 28, 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: Municipal Clerk Suzanne Stocker, Deputy Clerk Theresa Entead, Acting Solicitor Chris Gillin-Schwartz, Engineer Ray Roberts and Police Chief Anthony Marino.

**WORK SESSION**

**OLD BUSINESS:**

NFIP Community Rating System:

Nothing new to report.

Naming Street in Honor of Mayor Jack Vasser:

Waiting for dates to schedule street dedication.

Property Maintenance Regulations/Borough Code Amendments:

Nothing new to report. Meeting scheduled with Solicitor Corrado, Norm Roach and Mike Elias to discuss property maintenance regulations.

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

Engineer Ray Roberts discussed the difference between the pavilion and gazebo options. The Commissioners agreed with the pavilion option seems more practical for the Borough's intended use. Mr. Roberts indicated that the donor will be purchasing the pavilion and paying for the delivery, electrical and flooring. The Borough will have no involvement in the purchasing. Mayor Kaithern suggested a smaller size pavilion to eliminate the center post. Mayor Kaithern will reach out to the family to proceed with purchasing.

Shade Trees – Shade Tree Commission – Code Enforcement:

Waiting for Arborist information and proposals from the Finance Department.

Review of Properties with Municipal Liens:

Nothing new to report.

Loitering:

Commissioners decided that since this is not a current issue within the Borough, there is no need to move forward with a new Ordinance. Acting Solicitor Gillin-Schwartz indicated that it would be a rare occurrence to need such an Ordinance.

HPC – Certified Local Government Designation:

Deputy Clerk Theresa Entead discussed the process for obtaining HPC CLG designation and the current status of the application. Currently waiting on additional information and documents from the Historic Preservation Commission.

**NEW BUSINESS:**

Review of Planning/Zoning Fees: The Governing Body reviewed the comparison of fees from surrounding municipalities. Deputy Clerk/PZB Secretary Theresa Enteadó expressed the need to increase fees to cover administrative costs. Municipal Clerk Suzanne Stocker confirmed a conversation with the Borough's Finance Assistant that the Planning/Zoning budget line requires a transfer every year. Mayor Kaithern asked the Deputy Clerk to prepare a cost analysis of proposed new fees based on 2016 applications. Engineer Ray Roberts suggested adding fees for revisions by applicant and extensions of approval.

**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 8:00pm and the Regular Meeting convened at 8:02pm.

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

Minutes: August 24, 2016 Work Session and Regular Meeting

Ordinances for Introduction and Publication: None

Resolutions:

- 141-16 Authorizing the Receipt of Bids for One New Plenary Retail Consumption License for the Sale of Alcoholic Beverages in the Borough of West Cape May
- 142-16 Release of Unexpended Escrow Fees – Mary Claire Lomax
- 143-16 Release of Unexpended Escrow Fees – Paul Burgin
- 144-16 Release of Unexpended Escrow Fees – Garry G. Gilbert
- 145-16 Release of Unexpended Escrow Fees – Cheryl Mapp
- 146-16 Release of Unexpended Escrow Fees – Claudio Pawlus
- 147-16 Release of Unexpended Escrow Fees – Kenneth R. Schuster
- 148-16 Authorizing the Mayor to Sign Agreement to Retain Services of Nassau Capital Advisors, LLC
- 149-16 Authorizing Treatment Works Approval Permit Application – Mayor Subdivision of Block 50, Lots 1.01, 1.02 and 2
- 150-16 Bill Payment

**NON-CONSENT AGENDA**

ORDINANCES FOR SECOND READING AND PUBLIC HEARING: None

**COMMISSIONER REPORTS**

Commissioner Sabo asked Chief Marino about the request for the painted crosswalk at the school and indicated that the school administration was looking for comments from the Chief to provide to the County in order to move forward with the crosswalk. Chief Marino indicated that he would follow up with the school administration.

Deputy Mayor Burke had nothing to report.

Mayor Kaithern had nothing to report.

**PUBLIC PORTION - No Comments**

When no one wished to speak and there being no further business, the meeting was adjourned at 8:07pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC  
Municipal Clerk