

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
NOVEMBER 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 Burke and Commissioner Carol Sabo answered roll call. Also in attendance: Municipal Clerk Suzanne Schumann, Deputy Municipal Clerk Theresa Entead, Engineer Ray Roberts and Solicitor Chris Gillin-Schwartz.

**ENGINEER'S REPORT**

Mayor Kaithern asked Engineer Roberts about status of Burgin's Way project. Mr. Roberts is in contact with developer relative to grading requirements for the site. Mayor Kaithern expressed concern with lack of cleanliness of site and asked Mr. Roberts to follow up with developer to clean up debris and trash along site.

**WORK SESSION - OLD BUSINESS:**

NFIP Community Rating System:

Mayor Kaithern provided an update from the Borough's CRS Coordinator, Lou Belasco. Mr. Belasco has requested two items from FEMA in response to moving forward into the CRS program. Mr. Belasco will continue to provide updates, as available. Ron Gelzunas, Esquire and Scott Peter, who were sitting in the audience, provided input on the decline of property value and sales price in order for the cost to bring the property into compliant to save small percentage on flood insurance premiums.

Verizon Wireless Proposal:

Nothing new to report.

Review of Properties with Municipal Liens:

Solicitor Gillin-Schwartz indicated that he has had communications with property owners or property representatives which hold a municipal lien.

Dark Skies/Downward Facing Lights:

Nothing new to report.

Vegetation and Tree Ordinance Revisions:

*Vegetation Ordinance* – Solicitor Gillin-Schwartz reviewed changes to vegetation ordinance to make them mirror the tree ordinance. Mayor Kaithern questioned term of "alteration" on Page 4 h(2). Engineer Roberts indicated that land coverage was being considered, as vegetation is being minimalized. Mayor Kaithern believes that this refers to buildings. Commissioner Sabo indicated that all alterations to buildings on property would have to come into compliance with ordinance. Mayor Kaithern asked for clarification of the definition and Solicitor Gillin-Schwartz referred back to the wording on page one of the ordinance.

*Tree Ordinance* – The proposed changes to this Ordinance were reviewed with Wayne Hoffman of Shade Tree Commission. There were two additional changes made to the name of tree list and to add the requirement of photo for evidence for emergency tree removal. Mayor Kaithern asked for two trees to be shown on diagram on Page 5 of the Ordinance.

These two ordinances will be introduced at the November 29<sup>th</sup> meeting.

Speed Limit Signs:

Mayor Kaithern indicated that new signs have been ordered.

PRC Liquor License:

Clerk Schumann spoke of a comment which was passed along from an individual who is interested in purchasing the liquor license – which included a suggestion for later establishment hours. The Commissioners discussed their intent to keep the hours the same and to start the process of going out to bid again for the sale of the liquor license.

**WORK SESSION - NEW BUSINESS:**

Hardship Request for Street Opening – 512 Myrtle Avenue (Block 2, Lot 1.01):

The property is vacant land next to Cape May Lumber, under contract by Scott Peter for development. The property has been approved for a twin style home on the property. Mr. Peter would like to connect to water and sewer which would require opening the street which was paved within the last five (5) years. Paving was done by South Jersey Gas which is a 2” overlay according to Engineer Roberts. The Commissioners agreed to the approval of the street opening, under conditions of road repair which will be inspected by the Borough Engineer prior to fees/bonds being release. Mr. Peter’s contractor will be required to submit a new application and appropriate fees and bonds as required.

Request for Handicapped Parking Space – 405 Perry Street:

Deputy Mayor Burke briefed the Commissioners on the request for a handicapped parking space at the subject location. Engineer Roberts expressed concerns with ADA compliant sidewalks in the area in the event that this parking space is designated. Mr. Roberts and Deputy Mayor Burke decided to meet with the resident who made this request to discuss further details.

Ordinance Revisions – Parking within Lines:

Solicitor Gillin-Schwartz indicated that this should be covered as an “improper parking” violation.

Ordinance Revisions – Loitering:

The Commissioners do not believe that loitering is currently an issue in the Borough and do not see the need for any revisions to an ordinance relative to loitering.

**PUBLIC PORTION:**

**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:

October 25, 2017 – Work Session/Regular Meeting

Ordinances for Introduction and Publication:

NONE

Resolutions:

- 148-17 Authorizing the Acquisition of Ten (10) Used Air Packs from the City of Wildwood Fire Department
- 149-17 Authorizing the Participation of the Borough in the South Jersey Power Cooperative Contract with South Jersey Energy Company to Furnish and Deliver Natural Gas
- 150-17 Authorizing Special Event Permit to Cape May Community Food Closet
- 151-17 Bill Payment
- 152-17 Authorizing Hardship Condition Road Opening Permit – Garden State General Construction, Inc. / Scott Peter – 512 Myrtle Avenue; Block 2, Lot 1.01

**NON-CONSENT AGENDA**

Resolutions:

NONE

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 spoke of the plan to purchase hearing devices for public meetings in the court room and replacement of the microphones in the court room. Mayor Kaithern also reminded everyone that the next meeting is scheduled for November 29<sup>th</sup>.

**PUBLIC PORTION**

When no one else wished to speak, the meeting was adjourned at 8:22pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Schumann, RMC  
Municipal Clerk