

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
OCTOBER 12, 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 Enteadó and Acting Solicitor Chris Gillin-Schwartz.

**WORK SESSION**

**INTRODUCTION** of Kerry Kirk Pflugh, Director of the Office of Local and Government Assistance, New Jersey Department of Environmental Protection

Ms. Pflugh discussed her background within the NJDEP and her new appointment as the Director of the Office of Local and Government Assistance. Ms. Pflugh provided the Board of Commissioners with land management suggestions and observations, as well as information for no interest loans for infrastructure upgrades through the New Jersey Environmental Infrastructure Trust. Ms. Pflugh hopes to be able to assist the Borough with arranging a meeting to address concerns relative to flooding.

**ENGINEER'S REPORT**

**OLD BUSINESS:**

NFIP Community Rating System:

Nothing new to report.

Naming Street in Honor of Mayor Jack Vasser:

Nothing new to report.

Property Maintenance Regulations/Borough Code Amendments:

Nothing new to report. Meeting scheduled for October 26<sup>th</sup> with Solicitor Corrado, Norm Roach and Mike Elias to discuss property maintenance regulations.

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

Nothing new to report.

Shade Trees – Shade Tree Commission – Code Enforcement:

Waiting for Arborist information and proposals from the Finance Department.

Review of Properties with Municipal Liens:

Solicitor Gillin-Schwartz will review the properties and look into Deeds in Lieu of Foreclosure.

HPC – Certified Local Government Designation:

Deputy Clerk is waiting on additional information and documents from the Historic Preservation Commission to complete the application.

Review of Planning/Zoning Fees:

PZB Secretary reviewed the mock up prepared to compare 2016 applications with proposed new fees. The proposed new fees would generate over \$3,000 in additional revenue. The Board of Commissioners decided to move forward with the changes to the PZB fees. PZB Secretary, Theresa Enteado, was commended on her work with putting these fee schedules together. Municipal Clerk to prepare Ordinance for introduction at an upcoming meeting.

**NEW BUSINESS:**

Best Practices Inventory:

Municipal Clerk Suzanne Stocker reviewed the Best Practices Inventory worksheet which was completed by herself, along with Chief Financial Officer Frank Donato. Ms. Stocker indicated that the Borough answered with a 90%, which should not affect the amount of state aid which the Borough receives.

**REVIEW OF REGULAR MEETING:** Mayor Kaithern reviewed all agenda items.

The Work Session portion of the meeting was adjourned at 8:00pm and the Regular Meeting convened at 8:09pm.

**AGENDA**

Minutes: September 28, 2016 Work Session and Regular Meeting

**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above minutes were approved.**

Ordinances for Introduction and Publication: NONE

Resolutions:

- 151-16 Release of Unexpended Escrow Fees – Marion Luongo and Ann Butchart  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 152-16 Authorizing Release of Lien on Property  
**On motion by Commissioner Sabo, seconded by Deputy Mayor Burke, and passed on roll call, the above resolution was adopted.**
- 153-16 Authorizing Release of Lien on Property  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted. \*Mayor Kaithern Abstained**
- 154-16 Authorizing Release of Lien on Property  
**On motion by Commissioner Sabo, seconded by Deputy Mayor Burke, and passed on roll call, the above resolution was adopted.**

- 155-16 Authorizing Release of Lien on Property  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 156-16 Authorizing Release of Lien on Property  
**On motion by Commissioner Sabo, seconded by Deputy Mayor Burke, and passed on roll call, the above resolution was adopted.**
- 157-16 Establishing a “Returned Check Charge” of \$35.00  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 158-16 Recognizing Recipients of the 2016 Distinguished Citizen Award  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 159-16 Establishing Office Procedures Relative to the Annual Filing of Tax Appeals  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 160-16 Trick or Treat 2016  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 161-16 Authorizing the Mayor to Execute a Subordination of Mortgage - Block 54, Lot 10  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 162-16 Refund of Lima Bean Festival Fee – Wilson Antiques & Collectibles  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 163-16 Appointment to West Cape May Volunteer Fire Company  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**
- 164-16 Bill Payment  
**On motion by Deputy Mayor Burke, seconded by Commissioner Sabo, and passed on roll call, the above resolution was adopted.**

Ordinance for Secord Reading and Public Hearing: NONE

**COMMISSIONER REPORTS**

Commissioner Sabo welcomed Charlie Fox to the Volunteer Fire Company and reminded everyone of the Housing Celebration at the Fire House on Saturday, October 15<sup>th</sup> from 12pm-3pm.

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 8:17pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC  
Municipal Clerk