

**MINUTES OF BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETING
JANUARY 25, 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, Engineer Raymond Roberts and Solicitor Chris Gillin-Schwartz, Esquire.

WORK SESSION

OLD BUSINESS:

NFIP Community Rating System:

Representatives from the NJDEP met with the Borough Clerk, Construction Official Don Arndt and Mayor Kaithern on Friday, January 6th at 10:00am. James Watt from the DEP provided the Clerk with an excel spreadsheet for minus rated policies within the Borough. The Construction Official should be providing the Borough with weekly updates as to the status of these properties.

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:

Representatives from Verizon Wireless will be attending the Board of Commissioners meeting on February 22, 2017. Engineer Roberts spoke of height restrictions of nodes and the possible requirements for variances. Solicitor Gillin-Schwartz indicated that Verizon would have to prove a gap in coverage to proceed with the project and permitting process.

Satellite Television Dishes or Antennas:

Engineer Roberts provided the Governing Body with information from the City of Cape May relative to their restrictions on satellite antennas and dishes throughout the City and the Historic Preservation District. The Governing Body would like to further review the information and provide language at the next meeting to the Solicitor to revise the Borough's current Ordinance.

Hostile Work Environment Training:

Training has been scheduled for Tuesday, January 31st in the morning.

NEW BUSINESS:

South Jersey Gas Project Update

Engineer Roberts provided an update as to the current South Jersey Gas Project taking place in the Borough. The contractor has agreed to provide Mr. Roberts with daily updates of the work schedule. Mr. Roberts also indicated that this project will soon be reaching out to residents, as there is a need for upgrading services and meters on properties. Mayor Kaithern asked Mr. Roberts to reach out to the contract

to push the project along, so that it does not affect the seasonal businesses during the start of the season. South Jersey Gas provided the Borough with Fact Sheets about the project, which have been placed on the Borough's website.

Tax Assessor – Year End Report

Mayor Kaithern reviewed the 2016 Year End Report provided by the Borough's Tax Assessor.

COAH Update

Solicitor Gillin-Schwartz reviewed the recent COAH update and indicated that further changes are expected within the upcoming weeks after updates are reviewed by Jeffrey Surenian, Esquire, COAH Counsel for the Borough.

Sustainable Meeting Follow-Up

Mayor Kaithern briefed the Governing Body on her recent meeting with State representatives, the reference to NFIP and the Cape Island Creek property. Engineer Roberts suggested a joint meeting with the County to further discuss this topic.

Encroachment Agreement – 206 Columbia Avenue

Engineer Roberts reviewed the plans showing the encroachment at the subject property. Solicitor Gillin-Schwartz reviewed the encroachment agreement and indicated that the agreement should be filed with the County Clerk once all signatures are obtained.

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: January 4, 2017 Work Session/Regular Meeting

Ordinances for Introduction and Publication:

NONE

Resolutions:

- 30-17 Approval to Submit a Grant Application and Execute a Grant Contract with the NJDOT for the Reconstruction of Learning Avenue
- 31-17 Closed Session
- 32-17 Authorize Special Event Permit to the Cape May County Art League
- 33-17 Amending Resolution 10-17 for Professional Services Appointment of Municipal Engineer – Remington, Vernick & Walberg Engineers
- 34-17 Approving Social Affairs Permits for The Mid-Atlantic Center for the Arts and Humanities
- 35-17 Authorizing the Mayor to Sign the Emergency Operations Plan for the Borough of West Cape May and Establishing a Local Emergency Management Council Pursuant to the NJ Civilian Defense and Disaster Control Act, APP.A:9_41
- 36-17 Release of Unexpended Escrow Fees – James Sutcliffe
- 37-17 Release of Unexpended Escrow Fees – Andrew Charchalis

- 38-17 Release of Unexpended Escrow Fees – Susan Hoffman
- 39-17 Release of Unexpended Escrow Fees – Dock Mikes, Inc.
- 40-17 Release of Unexpended Escrow Fees – James Atkins
- 41-17 Release of Unexpended Escrow Fees – Jeffry M. Marr
- 42-17 Release of Unexpended Escrow Fees – Robert Klenk
- 43-17 Approving Social Affairs Permit – Cherry Tree, Inc. d/b/a Washington Inn
- 44-17 Appointing Planning Zoning Board Solicitor
- 45-17 Appointing Planning Zoning Board Engineer
- 46-17 Authorizing an Encroachment Agreement with Respect to 206 Columbia Avenue (Block 58, Lot 4)
- 47-17 Renewal of Campground License – Depot Travel Park Inc.
- 48-17 Authorizing Affordable Housing Home Rehabilitation Assistance Agreement between the Borough of West Cape May and John J. Francis, III and Martha S. Francis
- 49-17 Bill Payment

NON-CONSENT AGENDA:

ORDINANCES FOR SECOND READING AND PUBLIC HEARING:

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

Mayor Kaithern opened the public hearing. When no one wished to speak, the public hearing was closed and Commissioner Sabo made a motion, seconded by Deputy Mayor Burke, to adopt Ordinance 516-17. The motion was carried unanimously on roll call vote.

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

Mayor Kaithern opened the public hearing. When no one wished to speak, the public hearing was closed and Commissioner Sabo made a motion, seconded by Deputy Mayor Burke, to adopt Ordinance 517-17. The motion was carried unanimously on roll call vote.

COMMISSIONER REPORTS:

Commissioner Sabo had nothing to report.

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

Mayor Kaithern had nothing to report.

PUBLIC PORTION:

When no one wished to speak, the meeting was recessed into closed session at 4:56pm and reconvened at 5:38pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

The meeting was adjourned at 5:40pm on motion of Deputy Mayor Burke, seconded by Commissioner Sabo.

Respectfully submitted,

Suzanne M. Stocker, RMC
Municipal Clerk