

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
NOVEMBER 29, 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 and Solicitor Chris Gillin-Schwartz.

**WORK SESSION - OLD BUSINESS:**

NFIP Community Rating System:

Nothing new to report.

Verizon Wireless Proposal:

Nothing new to report.

Review of Properties with Municipal Liens:

Solicitor Gillin-Schwartz indicated that Old Valley Forge is not interested in a deed in lieu of foreclosure and that the owners of the Third Avenue property is going to be providing requested information to the title company to move forward. Mr. Gillin-Schwartz indicated that he will be reaching out to the individual property owners who do not have representation to find out their interest in releasing their property to the borough, in lieu of foreclosure. Mr. Gillin-Schwartz also confirmed that the deed for Block 2, Lot 5 has been recorded and the borough has received a copy of the deed.

Dark Skies/Downward Facing Lights:

Nothing new to report.

Vegetation and Tree Ordinance Revisions:

Solicitor Gillin-Schwartz reviewed the final changes to both Ordinances. Additional, minor changes to the Ordinances were made, which were typos and rewording of a sentence. The Mayor and Commissioners agreed to introduce these Ordinances, as amended.

Speed Limit Signs:

Deputy Mayor Burke advised that speed limit signs have been placed and the "Children at Play" signs will be placed soon.

PRC Liquor License:

Clerk Schumann advised that she is working on the package for the liquor license bid and expects the resolution authorizing the sale process to be on the next agenda.

Request for Handicapped Parking Space – 405 Perry Street:

Deputy Mayor Burke indicated his recent discussion with the property owner who originally submitted this request. They request is no longer being pursued.

Ordinance Revisions – Loitering:

Clerk Schumann provided more information from the Court Administrator, relative to the request for a loitering ordinance. The Board of Commissioners asked Chief Marino to follow

up with the Court Administrator to further discuss this request. Chief Marino will provide an update once available.

**WORK SESSION - NEW BUSINESS:**

Water Quality Management Planning:

Mayor Kaithern reviewed the correspondence which was received from the County of Cape May and suggested that both David Carrick and Raymond Roberts act as the Borough's liaison for this project. Clerk Schumann will notify Mr. Carrick, Mr. Roberts and the County of Cape May.

Review of Ordinance 531-17:

Solicitor Gillin-Schwartz reviewed the proposed language additions relative to contractors providing advance notice to residents who would be affected by a street repaving project. This Ordinance revision is a follow up to a discussion which was held as part of a hardship request for a street opening at the November 8, 2017 meeting.

**PUBLIC PORTION:**

Chief Marino advised the Mayor and Commissioners of correspondence and a petition he received by residents in the area of West Drive, who have concerns with speeding vehicles and increased traffic in the area of West Drive and Stevens Street. Mayor Kaithern asked that the correspondence be forwarded to her, although she believes it is a duplicate to what the Commissioners received earlier in the year. It was further indicated that the speed limit signs and children at play signs which are being installed are a result of this initial discussion which took place in mid-summer when these residents attended a meeting to address their concerns.

**REVIEW OF REGULAR MEETING:** Mayor Kaithern reviewed the Consent Agenda and Non-Consent agenda items.

In regards to Resolution 155-17, the Mayor and Commissioners decided to not request formal proposals for this position. They indicated that they wish to award this contract under the non-fair and open process and will seek proposals in a different manner. This Resolution was tabled.

In regards to Resolution 159-17, the Mayor and Commissioners decided that it was not in the best interest of the Borough of West Cape May to move forward with this proclamation, as it is from an outside organization, which does not directly affect the Borough of West Cape May.

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

Minutes:

November 8, 2017 – Work Session/Regular Meeting

Ordinances for Introduction and Publication:

- |        |  |
|--------|--|
| 529-17 | An Ordinance Amending Section 30 of the Borough Code regarding Trees                         |
| 530-17 | An Ordinance Amending Section 27-36 of the Borough Code regarding Landscaping and Vegetation |

531-17 An Ordinance Amending Section 17 of the Borough Code regarding Streets and Sidewalks – Newly Paved Streets

Resolutions:

153-17 Refund of Property Tax Overpayment – Block 42, Lot 6 (Corelogic)  
154-17 Application for FY2019 Drug Enforcement and Demand Reduction (DEDR) Grant Funds  
155-17 **\*\*TABLED\*\*** Establishing the Fair and Open Proposal Award Criteria – Municipal Prosecutor  
156-17 Authorizing Appropriation Transfers during the Last Two (2) Months of the Fiscal Year  
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158-17 Proclaiming November as Adverse Childhood Experiences Awareness Month in Cape May County  
159-17 **\*\*TABLED\*\*** Proclaiming January 21-28, 2018 as School Choice Week in the Borough of West Cape May  
160-17 Bill Payment

**NON-CONSENT AGENDA**

Resolutions:

NONE

Ordinances for Second Reading and Public Hearing:

NONE

**COMMISSIONER REPORTS**

Commissioner Sabo said that she is looking forward to the West Cape May Christmas Parade on Saturday, December 2<sup>nd</sup>.

Deputy Mayor Burke commended the Public Works employees for working on holiday décor and parade preparations.

Mayor Kaithern commended the in-house staff who help coordinate the parade and spoke of the amount of in-house work that is done to organize the parade and also thanked the police department for their manpower during the parade. Mayor Kaithern also announced that the Parade Grand Marshall will be Juanita Battle.

**PUBLIC PORTION**

When no one else wished to speak, the meeting was adjourned at 7:58pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Schumann, RMC  
Municipal Clerk