

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
JANUARY 22, 2020**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Sabo at 7:00pm. The Open Public Meetings Statement was read by Mayor Sabo who then led those present in the flag salute. Deputy Mayor Burke and Commissioner Francis answered roll call. Also in attendance: Deputy Municipal Clerk Theresa Enteadó, Engineer Raymond M. Roberts, and Solicitor Chris Gillin-Schwartz.

**WORK SESSION**  
**ENGINEER'S REPORT**  
NONE

**OLD BUSINESS**

**LOSAP:**

Mayor Sabo would like to approve the maximum amount allowed. She said about 8 or 9 of the members would currently be eligible. Deputy Mayor Burke said he was agreeable to the same. Commissioner Francis is not opposed to giving the maximum, but he would like to review the matter with the VFC members. Discussions to be continued.

**NEW BUSINESS**

**HPC Annual Report:**

Mayor Sabo read the report for the record and thanked the HPC members for their hard work.

**Designation of Public Agency Compliance Officer:**

Deputy Clerk Enteadó said there were no records of this appointment in the past. Solicitor Gillin-Schwartz said he does not recall this being done in the past either and it could be a new requirement. He said the Borough Purchasing Agent or CFO would be a good fit and suggested discussing the matter with those employees prior to the next meeting so a decision can be made. Engineer Roberts suggested it be the same individual that would handle federal eligibility.

**Burgin Lane – turn road over to the Borough:**

Paul Burgin was present for the discussion. Engineer Roberts reviewed requirements, such as an as-built survey, and a fully comprehensive landscape plan, that the applicant must submit in order to move forward. He discussed needing a fully executed agreement from the Home Owners Association (HOA) outlining their bylaws, and an actual management plan for the on-site storm water management system, executed by the HOA as well. The Borough will not be taking any responsibility for the storm water management system. Engineer Roberts said there may be other legal requirements that the borough solicitor & governing body will have. Deputy Clerk Enteadó will let Mr. Roberts know the balance of

the escrow account. Solicitor Gillin-Schwartz agreed the HOA documents must be reviewed thoroughly, he is not opposed to taking time to do so, accepting the road is a big responsibility. He advised Mr. Burgin that if the HOA documents have not yet been recorded with the County, it may be made a condition of accepting ownership of the road. It was agreed that Engineer Roberts will create a written outline of requirements, Mr. Gillin-Schwartz will review this list and make any necessary additions, and the clerk's office will deliver the list to Mr. Burgin.

Proclamation – Kindness Challenge:

The West Cape May Elementary School reached out to Mayor Sabo to proudly announce their willingness to participate in The Great Kindness Challenge. They asked if she would proclaim February 3-13, 2020 as The Great Kindness Challenge for everyone in West Cape May and beyond. Ms. Sabo read the proclamation and encouraged kindness and respect every day.

County Project Updates:

Mayor Sabo reached out to Bob Church at the County to ask for any updates available. She shared his response. Sunset Boulevard is moving forward and the round-about project plans have been advanced as far as possible. A public information meeting will likely be held this summer or early in fall season.

**PUBLIC PORTION**

No public comment.

The Work Session concluded at 7:38pm.

**REGULAR MEETING**

**CONSENT AGENDA**

On motion of Commissioner Francis, seconded by Deputy Mayor Burke, the following Consent Agenda was unanimously approved on roll call vote.

Minutes:

January 7, 2020 - Work Session and Reorganization Meeting

Ordinances for Introduction and Publication:

None

Resolutions:

- 36-20 Authorizing the Cancellation of Outstanding Taxes for Block 2, Lot 5
- 37-20 Approving Raffle Licenses – Animal Outreach of CMC
- 38-20 Approving Social Affairs Permit – Animal Outreach of CMC
- 39-20 Authorizing Agreement Between the Borough of West Cape May and the CMC MUA – Annual Recycling Tonnage Report

40-20 Bill Payment

### **NON-CONSENT AGENDA**

#### Ordinances for Second Reading and Public Hearing:

577 – 20 Amending Guidelines for Regulation of Historic Sites and Districts by the Historic Preservation Commission Regarding Decks

*Mayor Sabo opened the public hearing. When no one wished to speak, the public hearing was closed and Deputy Mayor Burke made a motion, seconded by Commissioner Francis, to adopt Ordinance 577-20. The motion was carried unanimously on roll call vote.*

#### Resolutions:

None

### **COMMISSIONER REPORTS**

Commissioner Francis wanted to remind everyone that at 6:00pm on Friday, January 24<sup>th</sup> the EC will be hosting a “movie and a pizza” night.

Deputy Mayor Burke mentioned the very successful blood drive that was held on January 16<sup>th</sup>. Goals were met and 5 of the donors were new donors.

Mayor Sabo had nothing new to report.

### **PUBLIC PORTION**

No public comment.

The meeting was adjourned at 7:43 PM on motion of Deputy Mayor Burke, seconded by Commissioner Francis, and carried by unanimous voice vote.

Respectfully submitted,

Theresa Enteadó  
Deputy Municipal Clerk