

WORK SESSION AND REGULAR MEETING

BOARD OF COMMISSIONERS

AGENDA – June 22, 2022 || 7:00pm || 732 Broadway, WCM Municipal Building

1. CALL TO ORDER || SUNSHINE STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was sent to the Cape May Star and Wave and the Atlantic City Press, posted on the bulletin board in the Municipal Building, and has remained continuously posted as the required notice under the Statute. In addition, a copy of this Notice is and has been available to the public, and is on file in the Office of the Municipal Clerk.

2. FLAG SALUTE

3. ROLL CALL

	Present	Absent
Mayor Sabo	_____	_____
Deputy Mayor Burke	_____	_____
Commissioner Kurkowski	_____	_____

4. WORK SESSION

A. OLD BUSINESS

1. Covid-19

B. NEW BUSINESS

C. PUBLIC PORTION

5. REGULAR MEETING

A. CONSENT AGENDA

1. MINUTES

June 8, 2022 – Work Session and Regular Meeting

2. ORDINANCES FOR INTRODUCTION & PUBLICATION

None

3. RESOLUTIONS

100-22 Chapter 159 – Clean Communities Grant

101-22 Chapter 159 – Alcohol Ed Rehab Fund

102-22 Approving Bill Payment

B. NON-CONSENT AGENDA

1. ORDINANCES FOR SECOND READING & PUBLIC HEARING:

614-22 An Ordinance Amending the Borough of West Cape May's Salary Ordinance (#360-06)

2. RESOLUTIONS:

None

C. COMMISSIONER REPORTS

D. PUBLIC PORTION

E. ADJOURNMENT

**MINUTES OF BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETING
June 8, 2022**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Sabo at 7:00 p.m. The Open Public Meetings Statement was read by Mayor Sabo who then led those present in the flag salute. Mayor Sabo, Deputy Mayor Burke, and Commissioner Kurkowski answered roll call. Also in attendance: Acting Municipal Clerk Theresa Enteadó, Deputy Municipal Clerk Erin Seer, Engineer Anthony Chadwell as well as Erika Lezama and Edward Simonson of Barry, Corrado & Grassi, P.C.

ENGINEER REPORT

Anthony Chadwell reviewed the monthly engineer report (attached).

OLD BUSINESS

Covid-19:

Mayor Sabo noted that the commission continues to monitor the numbers and they will continue to follow safety guidelines from the CDC and County. She encourages vaccination if possible, and consideration for others as always. Deputy Mayor Burke wanted to point out that the County recently changed how they are reporting, saying the numbers are County comparisons only now and not communities within our County.

NEW BUSINESS

No new business to discuss.

PUBLIC PORTION

Mayor Sabo opened the meeting for Public Portion.

Pamela Kaithern, 207 Stevens Street, asked the Borough Engineer to explain the I-Bank, Small System Lead Remediation for Stimpson Lane, in more detail. Mr. Chadwell explained the process, saying 16 services are to be replaced, and it is one hundred percent funded through the I-Bank. Ms. Kaithern asked when to expect construction, Mr. Chadwell said this Fall.

When no one else expressed a desire to speak, the Work Session was concluded at 7:13pm.

REGULAR MEETING

CONSENT AGENDA

Mayor Sabo opened the regular meeting.

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

Minutes:

May 25, 2022 – Work Session and Regular Meeting

Ordinances for Introduction and Publication:

614-22 An Ordinance Amending the Borough of West Cape May's Salary Ordinance (#360-06)

Resolutions:

- 95-22 Authorizing Lower Cape Alliance Submission of Application for DMHAS Youth Leadership Grant – 2023
- 96-22 A Resolution in Support of Budget Cap Relief
- 97-22 Authorizing Refund of Property Tax Overpayment 6 Congress Street, Block 31, Lot 7
- 98-22 Approving Bill Payment
- 99-22 Designated Holiday Amendment – Juneteenth

NON-CONSENT AGENDA

Ordinances:

None

Resolutions:

None

COMMISSIONER REPORTS

Commissioner Kurkowski reminded the public to continue to practice safety measures and not to let your guard down, he said people are still contracting Covid-19. He also commented on the active shooter training given to Borough employees by Chief Fashaw. He thanked the Chief for his consideration and suggestions on how to better protect Borough employees.

Commissioner Kurkowski said in honor of Worlds Oceans Day, please think of ways to keep our beaches and oceans clean. Lastly, he welcomed the public to attend the "March For Our Lives" event on June 11th at noon in Ocean City to promote better gun control.

Deputy Mayor Burke said the Cape May Nature Center, co-sponsored by the West Cape May Environmental Commission and the Cape May Environmental Commission, will be having an event on June 11th as well. He also reminded the public about the Blood Drive on July 7th from noon to 5pm in Borough Hall.

Mayor Sabo said to save the date for Tuesday June 28th, the first day of the West Cape May Farm Market in the Backyard Park; there will be food, crafts, live music, and fun for all. She said she was saddened to learn of the passing of a few members of the community. Namely, the loss of long-time resident and veteran Jack Killeen, West Cape May school teacher Mary Steady, and long-time resident Edna Allison, who was very special to many, a true pillar of the community.

PUBLIC PORTION

Mayor Sabo opened the meeting for public portion.

Paula Rosenzweig, 415 Second Avenue, wished to express her desire to have sewer installed on her block. She said many residents have been requesting to have sewer for twenty years now. She said she moved here seventeen years ago and since then her block has changed significantly.

She said where once small homes with vacant lots existed, there are now no vacant lots and very large homes. She said the large trees and their root systems make the land not suitable for septic systems. Ms. Rosenzweig said it is past time for this request to be considered by the commissioners and asked that installing sewer on her block become a top priority.

When no one further expressed a desire to speak, Mayor Sabo closed the public portion.

The meeting was adjourned at 7:28 p.m., on motion of Deputy Mayor Burke, seconded by Commissioner Kurkowski.

Respectfully submitted,

Theresa Entead
Municipal Clerk



**BOROUGH OF WEST CAPE MAY
June 8, 2022**

1. Safe Routes to Schools (SRTS) Borough of West Cape May Elementary School Pedestrian Improvement Project

- Borough has been awarded a Safe Routes to Schools grant in the amount of \$252,000.00
- Eligibility determination was granted on 1/15/2021, by NJDOT
- Bids were opened on May 24, 2022; Submitted bids are being reviewed by the NJDOT for concurrence of award
- Schedule:
 - Advertise for Bids: April 27, May 4, and May 11, 2022
 - Open Bids: May 24, 2022
 - Recommend Award to NJDOT May 25, 2022
 - NJDOT Review of Bids: May 25 – June 15, 2022
 - Project Award: June 22, 2022
 - Preconstruction Meeting/Notice to Proceed: July 6, 2022
 - Contract Completion: September 6, 2022

2. FY2020 Municipal Aid Program (Third Avenue – Sunset Blvd.)

- RVE closing out project w/ NJDOT
- In line valve on Little Myrtle failed. Contractor has replaced valve

3. FY2021 Municipal Aid Program (Third Avenue – Phase 2)

- RVE submitted Initial Payment Voucher on 5/4/2022
- Punch list has been completed
- RVE closing out project with Borough and NJDOT

4. McCullough Alley & Bayshore Drainage

- NJDEP issued Permit 03/23/2022 with expiration date 03/22/2027
- RVE working on final design
- Project to be bid in fall 2022

5. FY2022 Municipal Aid Program (Second Avenue – Broadway to Pacific Avenue)

- Borough was awarded \$185,000.00 grant
- RVE scheduling survey and preparing design schedule
- Project to be bid in summer 2022 for fall 2022 construction

6. NJDCA – Local Recreational Improvement Grant

- Application submitted May 21, 2021
- Grant offer for \$75,000.00 has been received.
- BOE has passed a resolution for Borough to handle construction services
- Final scope to be determined by BOE

7. I-Bank – Small System Lead Remediation – Stimpson Lane

- RVE/Borough submitting an application for a 100% principal forgiveness loan
- The project will include the replacement of designated water services and the associated surface improvements
- RVE/Borough has submitted the required Environmental Planning Document.
- Pre-planning I-Bank meeting held November 17 at 1:00 p.m. with Borough representatives
- RVE to develop a scope of work and opinions of probable construction cost and forward to IBank and verify eligible costs.
- IBank has determined scope of eligible construction items which includes the proposed services from the water main to the meter box, pavement repair over the trenches and the service from the meter box to the building's exterior wall and trench repair.
- RVE working on final plans and specifications to complete application
- Final submission to be made by June 24, 2022

8. Watershed Master Plan

- The “draft” Watershed Master Plan, prepared by Stockton University Coastal Research Center, dated August 24, 2021, has been received and is under review by the appropriate Borough departments/commissions.
- Mr. Belasco set up a coordination meeting with the adjacent municipalities to review report recommendations impacting adjoining municipalities.
- Mr. Belasco to set up follow up meeting with the Nature Conservancy, City of Cape May, Borough of Cape May Point and Borough of West Cape May.

9. FY2023 Municipal Aid Program Application

- NJDOT has announced the application deadline for FY2023 Municipal Aid funding
- RVE working on application for Fifth Avenue (State Street to Bayshore Road)
- Application to be submitted in SAGE by June 24, 2022

BOROUGH OF WEST CAPE MAY
COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION # 100-22

INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT
TO N.J.S.A. 40A: 4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

NOW, THEREFORE BE IT RESOLVED that the Borough of West Cape May, County of Cape May hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2022 in the sum of \$5,661.46 which item is now available as a revenue from State of New Jersey DEP, Clean Communities Program.

BE IT FURTHER RESOLVED that a like sum of \$5,661.46 be and the same is hereby appropriated under the caption of:

General Appropriations – Public & Private Programs Offset by Revenues –
State of New Jersey DEP, Clean Communities Program - \$5,661.46

BE IT FURTHER RESOLVED that a completed Certification for this Resolution be forwarded, electronically, to the Director of the Division of Local Government Services for approval.

Carol E. Sabo, Mayor

Peter C. Burke, Deputy Mayor

Daniel M. Kurkowski, Commissioner

Theresa Enteadó
Acting Municipal Clerk

	Aye	Nay	Abstain	Absent
Sabo				
Burke				
Kurkowski				

Adopted: June 22, 2022

cc: Finance
File

I hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by a majority of full membership of the Board of Commissioners of the Borough of West Cape May, County of Cape May, New Jersey, at a meeting held on June 22, 2022.

Acting Municipal Clerk

**BOROUGH OF WEST CAPE MAY
COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION # 101 -22

**INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT
TO N.J.S.A. 40A: 4-87, CHAPTER 159**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

NOW, THEREFORE BE IT RESOLVED that the Borough of West Cape May, County of Cape May hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2022 in the sum of \$315.86 which item is now available as a revenue from State of New Jersey Alcohol Education and Rehabilitation Fund.

BE IT FURTHER RESOLVED that a like sum of \$315.86 be and the same is hereby appropriated under the caption of:

General Appropriations – Public & Private Programs Offset by Revenues –
State of New Jersey/Alcohol Education and Rehabilitation Fund - \$315.86

BE IT FURTHER RESOLVED that a completed Certification for this Resolution be forwarded, electronically to the Director of the Division of Local Government Services for approval.

Carol E. Sabo, Mayor

Peter C. Burke, Deputy Mayor

Daniel M. Kurkowski, Commissioner

Theresa Enteado
Acting Municipal Clerk

	Aye	Nay	Abstain	Absent
Sabo				
Burke				
Kurkowski				

Adopted: June 22, 2022

cc: Finance
File

I hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by a majority of full membership of the Board of Commissioners of the Borough of West Cape May, County of Cape May, New Jersey, at a meeting held on June 22, 2022.

Acting Municipal Clerk

**BOROUGH OF WEST CAPE MAY
COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION #102-22

BILL PAYMENT

NOW, THEREFORE, BE IT RESOLVED, this 22nd day of June, 2022, by the Board of Commissioners of the Borough of West Cape May, governing body of the Borough of West Cape May, County of Cape May, State of New Jersey, that the bills for the Borough of West Cape May in the amount of \$69,246.46 be and are hereby authorized for payment.

Carol E. Sabo, Mayor

Peter C. Burke, Deputy Mayor

Daniel M. Kurkowski, Commissioner

Theresa Enteado
Acting Municipal Clerk

Adopted: June 22, 2022

cc: Finance

	Aye	Nay	Abstain	Absent
Sabo				
Burke				
Kurkowski				

I hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by a majority of full membership of the Board of Commissioners of the Borough of West Cape May, County of Cape May, New Jersey, at a meeting held on June 22, 2022.

Acting Municipal Clerk

BOROUGH OF WEST CAPE MAY
CAPE MAY COUNTY
STATE OF NEW JERSEY

ORDINANCE NO. 614-22

AN ORDINANCE AMENDING THE BOROUGH OF WEST CAPE MAY'S
SALARY ORDINANCE (#360-06)

WHEREAS, the Borough adopted Ordinance 360-06 establishing a schedule of salaries and wages for all employment positions in the Borough of West Cape May;

WHEREAS, the purpose of this Ordinance is to amend Ordinance No. 360-06 to change several salary ranges to reflect actual conditions within the Borough.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Borough of West Cape May as follows:

1. The averments of the preamble are incorporated herein by reference.
2. Ordinance 360-06 of the revised general ordinances of the Borough of West Cape May is hereby amended as follows (inserted language is underlined, deleted language is ~~stricken through~~):

Code Enforcement Officer	\$1,500.00	TO	\$10,000.00 <u>\$45,000.00</u>
Deputy Interlocal Court Administrator	min. wage \$1,500.00	TO	\$25.00 per hour <u>\$45,000.00</u>
Deputy Tax Collector (F/T)	\$25,000.00	TO	\$40,000.00 <u>\$45,000.00</u>
Finance Assistant	\$25,000.00	TO	\$60,000.00 <u>\$65,000.00</u>
Public Works Employee	\$17,500.00	TO	\$45,000.00 <u>\$50,000.00</u>
Zoning Officer	\$3,000.00	TO	\$45,000.00 <u>\$50,000.00</u>

3. All ordinances or parts of ordinances of the Borough of West Cape May, heretofore adopted, which are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.
4. This Ordinance shall become effective 20 days after final passage as provided by law.

Carol E. Sabo, Mayor

Peter. C. Burke, Deputy Mayor

Daniel M. Kurkowski, Commissioner

Theresa Enteadó
Acting Municipal Clerk

Introduced: June 8, 2022

First Publication: June 15, 2022

Second Reading and Adoption: June 22, 2022

Final Publication: June 29, 2022

Effective Date: July 12, 2022

I hereby certify that the foregoing is a true copy of an Ordinance duly passed and adopted by a majority of full membership of the Board of Commissioners of the Borough of West Cape May, County of Cape May, New Jersey, at a meeting held on June 22, 2022.

Acting Municipal Clerk