

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
NOVEMBER 30, 2016**

The Work Session of the Board of Commissioners of the Borough of West Cape May was called to order by Mayor Kaithern at 4:00 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 Enteado and Engineer Ray Roberts. Acting Solicitor Chris Gillin-Schwartz, Esquire arrived at 4:25pm.

**WORK SESSION**

**OLD BUSINESS:**

NFIP Community Rating System:

Municipal Clerk Suzanne Stocker expects to have some information by the next meeting.

Naming Street in Honor of Mayor Jack Vasser:

Street dedication is expected to be scheduled in the spring.

Property Maintenance Regulations/Borough Code Amendments:

Nothing new to report.

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

Mayor Kaithern indicated that the specs of the bandstand are still being finalized.

Shade Trees – Shade Tree Commission – Code Enforcement:

Acting Solicitor Chris Gillin-Schwartz reviewed the proposed ordinance to amend Shade Tree Commission procedures for tree removal applications. Mayor Kaithern indicated that the fee should be amended to \$35 per tree and spoke of goals for next year with membership changes with the Shade Tree Commission. The Governing Body suggested some minor changes. The final Ordinance is to be provided to Municipal Clerk for introduction at the next meeting.

Review of Properties with Municipal Liens:

Acting Solicitor Chris Gillin-Schwartz received prices from Shore Title (\$250) and Title Company of Jersey (\$350). No response from Mutual Title. Municipal Clerk Suzanne Stocker suggested reaching out to Victorian Abstract Agency in Cape May.

HPC – Certified Local Government Designation:

Deputy Clerk Theresa Enteado forwarded the application to HPC Chair. They will be scheduling a meeting to review and complete the application within the next couple of weeks.

**NEW BUSINESS:**

Animal Control Services for 2017:

Commissioner Sabo is going to review proposals received.

FY2017 Municipal Aid Applications:

Engineer Ray Roberts suggested three projects which should be considered for grant applications:

- Leaming Avenue: reconstruction/repaving, high traveled road
- Oak Street: currently unpaved
- Brown Street: drainage

Mr. Roberts explained that the Borough should pick two projects, one being a priority. The fee for RVE to prepare the grant application would be \$1,200.00 with a submission deadline of February 3, 2017. Mayor Kaithern asked if there could be a discount to the price since the application is a lot of repeat information from previous applications. Mr. Roberts agreed to a \$1,000.00 proposal to prepare the grant application.

Mr. Roberts further indicated that grant applications will be awarded based on criteria involving public transportation and access to schools.

The Governing Body agreed that they would like to move forward with the Leaming Avenue project. Mr. Roberts will prepare a formal proposal for acceptance at the next meeting.

Water Discussion:

Mayor Kaithern spoke of recent conversations with water expert regarding negative results in well water testing. Mayor Kaithern explained that some of the negative results could be fixed by the homeowner installing a filtration system. This could be a healthier alternative to connecting to public water, which can include high levels of chlorine and bromine.

NJDEP Grant Opportunity:

Mayor Kaithern reviewed information provided by the NJDEP regarding a current grant opportunity for Green Acres and spoke of her conversation with Rick Brown from NJDEP. It is believed that West Cape May would be a good applicant for this grant, as we have never received a Green Acres Grant and we are not Sustainable Jersey Certified. Mayor Kaithern mentioned that there is an individual who can assist the Borough with completing the grant application process. The grant information has been sent to the Environmental Committee for their review and help with the grant writing.

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

The Work Session portion of the meeting was adjourned at 4:55pm and the Regular Meeting convened at 4:58pm.

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

Minutes: November 9, 2016 Work Session and Regular Meeting

Ordinances for Introduction and Publication: None

Resolutions:

- 174-16 Requesting the Permission for the Dedication by Rider for the Borough of West Cape May/Fire Dedication Penalties Trust Fund Required By NJS 52:27D-192, et seq.
- 175-16 Designating Wilbraham Park as a Memorial Arboretum
- 176-16 Authorizing the Sale of Surplus Property No Longer Needed for Public Use on an Online Auction Website
- 177-16 Bill Payment

**NON-CONSENT AGENDA:**

ORDINANCES FOR SECOND READING AND PUBLIC HEARING: None

**COMMISSIONER REPORTS**

Commissioner Sabo had nothing to report.

Deputy Mayor Burke had nothing to report.

Mayor Kaithern presented the plaque for the Borough's Sustainable Jersey Bronze Designation and reminded everyone about the Christmas Parade on December 3<sup>rd</sup>, starting at 5:00pm.

**PUBLIC PORTION –**

When no one wished to speak and there being no further business, the meeting was adjourned at 5:03pm on motion of Commissioner Sabo, seconded by Deputy Mayor Burke.

Respectfully submitted,

Suzanne M. Stocker, RMC  
Municipal Clerk