

**MINUTES OF BOARD OF COMMISSIONERS  
REORGANIZATION MEETING  
JANUARY 3, 2018 at 7:00PM**

The Reorganization Meeting of the Board of Commissioners of the Borough of West Cape May was called to order by Borough Clerk Suzanne Schumann at 7:00pm. The Open Public Meetings Statement was read by Clerk Schumann. The Pledge of Allegiance was lead by West Cape May Cub Scout Pack 73. Those present were Carol Sabo, Peter Burke and John Francis. Also in attendance were Deputy Clerk Theresa Entead, Solicitor Chris Gillin-Schwartz and Engineer Ray Roberts.

Jeffrey Hebron sang the Star Spangled Banner, followed by Brother Al Koch giving the invocation.

Administration of Oaths of Office: Municipal Court Judge Marian Ragusa administered the Oaths of Office to Carol Sabo, Peter Burke and John Francis.

**NON-CONSENT AGENDA:**

**Resolution 01-18 Designation of Mayor and Department**

Commissioner Burke nomination and motioned Carol Sabo for the position of Mayor in charge of Revenue and Finance, Commissioner Francis seconded this motion, the above referenced resolution was adopted and unanimously approved on roll call vote.

**Resolution 02-18 Designation of Deputy Mayor and Department**

Commissioner Sabo nomination and motioned Peter Burke for the position of Deputy Mayor in charge of Public Works and Public Property, Commissioner Francis seconded this motion, the above referenced resolution was adopted and unanimously approved on roll call vote.

**Resolution 03-18 Designation of Commissioner and Department**

Commissioner Sabo nomination and motioned John Francis for the position of Commissioner in charge of Public Affairs and Public Safety, Commissioner Burke seconded this motion, the above referenced resolution was adopted and unanimously approved on roll call vote.

**Approval of Minutes from December 27, 2017**

On motion of Deputy Mayor Burke, seconded by, Commissioner Sabo, the following Consent Agenda was approved by roll call of Deputy Mayor Burke and Mayor Sabo voting in the affirmative and Commissioner Francis abstaining.

Clerk Schumann passed the gavel to the newly elected Mayor Carol Sabo to preside over the remainder of the meeting.

**REVIEW OF CONSENT AGENDA:** Mayor Sabo reviewed the Consent Agenda items.

In regards to the Proclamation read by Mayor Sabo, Deputy Mayor Burke commented and hoped that former Mayor Kaithern would have been in attendance this evening and mentioned that some of the wording in the Proclamation was also noted in the Star and Wave and was given by a resident of the community.

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

- 04-18 Designation of Departments for Borough Commissioners
- 05-18 Temporary Budget
- 06-18 Temporary Budget – Water/Sewer
- 07-18 Cash Management Plan
- 08-18 Setting the Date, Time and Place of Board of Commissioners Meetings
- 09-18 Holidays
- 10-18 Establishing Change Funds
- 11-18 Petty Cash Fund
- 12-18 Designation of Official Newspaper
- 13-18 Depositories
- 14-18 Authorizing Tax Assessor to File Regular Appeals
- 15-18 Fixing Rate of Interest on Delinquent Taxes and Assessments and Fixing a Penalty on Delinquent Taxes and Municipal Charges
- 16-18 Confirmation of Officials for the Joint Insurance Fund and Municipal Excess Liability Fund
- 17-18 Deferred School Tax Levy for Lower Cape May Regional School
- 18-18 Deferred School Tax Levy for West Cape May Elementary School
- 19-18 Renewal of Trailer Park License – Broadway Trailer Park
- 20-18 Renewal of Trailer Park License – Westwood Mobile Estates
- 21-18 Setting Dates of Events for Wilbraham Park
- 22-18 Appointment of Deputy Municipal Clerk
- 23-18 Appointing Class III Member of the Planning Zoning Board
- 24-18 Appointing Animal Control Services – Animal Control of South Jersey
- 25-18 Appointing Risk Management Consultant – Marsh & McLennan Agency
- 26-18 Professional Services Appointment – Borough Solicitor  
Barry, Corrado & Grassi, P.C.
- 27-18 Professional Services Appointment – Municipal Auditor  
Ford, Scott & Associates, LLC
- 28-18 Professional Services Appointment – Bond Counsel  
McManimon, Scotland & Baumann, LLC
- 29-18 Professional Services Appointment – Public Defender  
Michael Sorensen, Esquire
- 30-18 Professional Services Appointment – Municipal Prosecutor  
Daniel Kurkowski, Esquire
- 31-18 Professional Services Appointment – COAH Counsel  
Jeffrey R. Surenian & Associates, LLC
- 32-18 Professional Services Appointment – COAH Administrative Agent  
TRIAD Associates
- 33-18 Professional Services Appointment – COAH Planner  
Heyer, Gruel & Associates
- 34-18 Authorizing the Acquisition of Two (2) Used Fire Trucks from Oakmont Fire Company #1, Township of Havertown, Pennsylvania
- 35-18 Appointment of Emergency Management Coordinator
- 36-18 Appointment of Deputy Emergency Management Coordinators

### **COMMISSIONER REPORTS**

Deputy Mayor Burke spoke of the upcoming blood drive on January 25<sup>th</sup> where the Borough will be hosting the American Red Cross. Deputy Mayor Burke discussed the impending storm and the preparedness of the Public Works Department and Fire Company. Deputy Mayor Burke thanked everyone for attending tonight's meeting and welcomed the new Emergency Management Coordinator.

Commissioner Francis indicated that he was happy to be here to serve the community and is looking forward to working with Mayor Sabo and Deputy Mayor Burke.

Mayor Sabo thanked everyone for coming and expressed her feelings of being honored and humbled to be Mayor and hopes that she will do at least half as well as her predecessor. Mayor Sabo mentioned that she is always available if she is needed and wished everyone a happy and healthy new year.

### **PUBLIC PORTION**

Jeffrey Hebron, Cape May stated that he proud to be a part of the community and understands the importance of local government.

Before adjourning the meeting, Deputy Mayor Burke asked for a moment of silence for the men and women, home and abroad, past and present.

When no one else wished to speak and the moment of silence was over, the meeting was adjourned at 7:30pm on motion of Deputy Mayor Burke, seconded by Mayor Sabo.

Respectfully submitted,

Suzanne M. Schumann, RMC  
Municipal Clerk