

**MINUTES OF BOARD OF COMMISSIONERS  
WORK SESSION AND REGULAR MEETING  
FEBRUARY 14, 2018**

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. Mayor Carol Sabo, Deputy Mayor Burke and Commissioner Francis answered roll call. Also in attendance: Municipal Clerk Suzanne Schumann, Engineer Ray Roberts and Solicitor Chris Gillin-Schwartz.

**PRESENTATION BY STACIA SCADUTO, COMMERCIAL UTILITY CONSULTANTS, INC.**

**ENGINEER'S REPORT**

**WORK SESSION - OLD BUSINESS:**

NFIP Community Rating System:

Clerk Schumann indicated that flood insurance information has been added to the Borough's website. Clerk Schumann further indicated that she hopes to have an update on the status of the Borough's admittance into the Community Rating System by the end of March.

Deputy Mayor Burke asked about the DEP approvals which are causing runoff onto neighboring properties, specifically a property located on Fourth Avenue. Zoning Official, Norm Roach, indicated that that property is subject to submitting a Grading Plan and will be reviewed by the Borough Engineer's Office.

Verizon Wireless Proposal:

Solicitor Gillin-Schwartz indicated that he is waiting for a return call from Brock Russell, Esquire, relative to Cape May Point's status on this subject matter.

Review of Properties with Municipal Liens:

Nothing new to report.

Dark Skies - Downward Facing Lights:

Nothing new to report. Zoning Official, Norm Roach, questioned a recent PZB approval which was supposed to require downward facing lights and asked who is responsible for inspecting the project to see if such lights were installed. It was determined that although the condition may have been stated at the meeting, it was not included in the PZB Meeting Minutes or Resolution. Clerk Schumann will ask the PZB Secretary to look into this matter and amend the PZB Resolution if needed.

Water Quality Accountability:

Engineer Roberts expects to have a proposal submitted at the March meeting.

Speed Hump – Traffic Calming:

Engineer Roberts confirmed that the county does not allow speed humps on their roadways.

Treatment Works Applications – Administrative Fees:

Clerk Schumann expects to have an Ordinance introduced at the next meeting to establish an Administrative Fee for Treatment Works Applications.

PRC Liquor License:

Clerk Schumann sent out letters to about eight individuals who had previously expressed interested in the liquor license to hold a meeting to further discuss this topic on March 14.

Potential Legalization of Marijuana in New Jersey:

Commissioner Francis expressed interest in medical marijuana and the agricultural aspect. Mayor Sabo expressed the potential for economic and public health gain.

Microbreweries and Distilleries:

Mayor Sabo would like to see this topic discussed at the next Planning Zoning Board meeting for input of the PZB members. Engineer Roberts questioned what zones would allow these and Solicitor Gillin-Schwartz indicated that it would be subject to an interpretation or use variance.

Wilbraham Park Event Request:

Shade Tree Commission denied the use of Wilbraham Park for the Pop-Up Beer Garden Event.

Protection of Borough Owned Property:

Mayor Sabo asked Commissioner Francis to review the Borough owned properties with the Environmental Commission. Clerk Schumann will ask the Tax Assessor to provide a list of these properties for review.

Reconstruction of Broadway Project:

Engineer Roberts attended the January 24<sup>th</sup> meeting at the County and advised that Phases 2A and 2B (bridge) are scheduled to begin in February. Phase 1B, West Cape May, is scheduled to begin in mid-March. Engineer Roberts advised that there will always be one lane of Broadway open for public use and that there may be night paving during this project. The plan is to be completed with the West Cape May portion of the project by mid-May.

**WORK SESSION - NEW BUSINESS:**

Reconstruction of Borough Parking Lot and Lighting:

Engineer Roberts met with DPW Supervisor Greg Basile to review the need of improvements to the parking lot and lighting. The plan was split into six sections, based on priority. The current grounding is from 1970 and is an original surface which usually holds a 20 year life. Engineer Roberts discussed possibly adding 12' light poles with LED lighting and a storm drainage system, as well as indicating that although the curbing is discolored, it is in good shape. Engineer Roberts will be putting together a proposal inclusive of estimated construction costs for the Commissioners to review.

Mayor Sabo indicated that the parking lot is dangerous for driving vehicles as well as bicyclists and may become a liability with the excess traffic which comes through for events such as the Farmer's Market.

Commissioner Francis asked about paving Oak Avenue. Engineer Roberts explained that paving of public streets are usually done through a NJDOT grant, when available and approved. The current NJDOT which was submitted by the Borough was for Learning Avenue. Mr. Roberts further indicated that Oak Avenue does not have proper drainage and paving could not be done until the drainage is fixed.

Norm Roach, Zoning Officer, expressed concern with the uneven sidewalk in front of Borough Hall, where the tree is uprooted. Mr. Roach is concerned that this may be a tripping hazard, with the handicap parking spot located in this area as well as foot traffic from the Farmer's Market.

Cyber Liability:

Lauren Vitelli and Mike McLaughlin reviewed the Cyber Risk Assessment and discussed the requirements to lower the insurance deductible for Cyber Liability. Ms. Vitelli indicated that there is a 1-hour mandatory training which is done by Wes Barber and is being scheduled for March 13<sup>th</sup>. The two Cyber Policies will be adopted at the February 28<sup>th</sup> Board of Commissioners meeting.

Boat/Trailer Storage on Residential Property:

Tabled until February 28, 2018

**PUBLIC PORTION:**

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

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

Minutes:

January 24, 2018 – Reorganization Meeting

Ordinances for Introduction and Publication:

532-18 An Ordinance Repealing Sections 4-3 Of Chapter IV of the Revised General Ordinances of the Borough of West Cape May

Resolutions:

52-18 Authorizing Treatment Works Approval Permit Application for "Beach Plum Farm" – Block 72, Lots 4.02, 5 and 7.01  
53-18 Professional Services Appointment – Planning/Zoning Board Engineer – Remington & Vernick Engineers  
54-18 Professional Services Appointment – Planning/Zoning Board Solicitor – Brock D. Russell, Esquire  
55-18 Approving Social Affairs Permit – Cape May County Regular Republican Organization  
56-18 Release of Unexpended Escrow Fees – Cape Home Investments, LLC  
57-18 Release of Unexpended Escrow Fees – MECA Investments  
58-18 Authorizing an Emergency Temporary Appropriation for Local Budget  
59-18 Authorizing an Emergency Temporary Appropriation for Water/Sewer Budget  
60-18 Authorizing the Borough to Enter the Agreement for the Resale of Gasoline and Diesel Fuel as Part of a Commodity Resale System  
61-18 Bill Payment

**NON-CONSENT AGENDA**

Resolutions:  
NONE

Ordinances for Second Reading and Public Hearing:  
NONE

**COMMISSIONER REPORTS**

Commissioner Francis had nothing to report.

Deputy Mayor Burke spoke of the progress to the interior of the building which is being done in-house by the Borough's Department of Public Works.

Mayor Sabo commented on the interior project which was part of the ACMJIF's largest claim since Superstorm Sandy. Mayor Sabo expressed that this project is an "all hands on deck" project and appreciates everyone's help.

**PUBLIC PORTION**

When no one wished to speak, the meeting was adjourned at 9:08pm on motion of Deputy Mayor Burke, seconded by Mayor Sabo.

Respectfully submitted,

Suzanne M. Schumann, RMC  
Municipal Clerk