

**BOARD OF COMMISSIONERS MEETING  
SPECIAL MEETING  
AGENDA – January 12, 2023 || 2:00pm**

**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	_____	_____
Commissioner Crawford	_____	_____

**4. REGULAR MEETING**

**A. NON-CONSENT AGENDA**

**1. RESOLUTIONS**

- 33-23 Appointing Nominee to Temporarily Fill the Vacancy of the West Cape May Borough Commission
  - a. Administration of Oath
- 34-23 Re-designation of Departments for Borough Commissioners
- 35-23 Designation of Deputy Mayor

**5. PUBLIC PORTION**

**6. ADJOURNMENT**

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

**RESOLUTION #33-23**

**APPOINTING NOMINEE TO TEMPORARILY FILL THE VACANCY  
ON THE WEST CAPE MAY BOROUGH COMMISSION**

**WHEREAS**, Borough Commissioner Daniel M. Kurkowski resigned his seat on the West Cape May Borough Commission on December 20, 2023, resulting in a vacancy as of that date; and

**WHEREAS**, the Municipal Vacancy Law, at Sections N.J.S.A. 40A:16-5 and 40A:16-12, provides that the remaining members of the Borough Commission may, within 30 days of occurrence of the vacancy, temporarily fill the vacancy until a successor is elected to fill the unexpired term of the resigning Commissioner; and

**WHEREAS**, the next general election at which a successor commissioner may be elected to fill the unexpired portion of Mr. Kurkowski's term will occur on November 7, 2023, so that the temporary appointment will extend until January 1, 2024; and

**WHEREAS**, having considered the matter, the remaining members of the Borough Commission have determined that George Dick is qualified to serve as a Borough Commissioner and should serve as the temporary appointee to Mr. Kurkowski's vacated seat

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

1. The averments of the preamble are incorporated into this Resolution.
2. George Dick is hereby appointed to temporarily fill this vacancy on the West Cape May Borough Commission, pursuant to the provisions of the Municipal Vacancy Law.
3. The term of this temporary appointment shall extend until December 31, 2023, or to the Borough's 2024 reorganization.
4. A successor to fill Mr. Kurkowski's unexpired term shall be elected at the West Cape May general election, to be held on November 7, 2023. He or she, shall take office on January 1, 2024, and shall serve until December 31, 2025, the expiration date of Mr. Kurkowski's term.,

5. This Resolution shall take effect immediately, according to law.

\_\_\_\_\_  
Carol E. Sabo, Mayor

\_\_\_\_\_  
Alan Crawford, Commissioner

\_\_\_\_\_  
Theresa Entead, RMC  
Municipal Clerk

	Aye	Nay	Abstain	Absent
Sabo				
Crawford				

Adopted: January 12, 2022

cc: Borough Solicitor  
File

I hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by a majority of the 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 January 12, 2022.

\_\_\_\_\_  
Municipal Clerk

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

**RESOLUTION #34-23**

**DESIGNATION OF DEPUTY MAYOR**

**BE IT RESOLVED** by the Board of Commissioners of the Borough of West Cape May, the governing body thereof, that Alan Crawford be designated as Deputy Mayor and Vice President of the Board of Commissioners and Director of the Department of Public Affairs and Public Safety.

\_\_\_\_\_  
Carol E. Sabo, Mayor

\_\_\_\_\_  
Alan Crawford, Deputy Mayor

\_\_\_\_\_  
George Dick, Commissioner

\_\_\_\_\_  
Theresa Enteado  
Municipal Clerk

Adopted:     January 12, 2023

	Aye	Nay	Abstain	Absent
Sabo				
Crawford				
Dick				

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 January 12, 2023.

\_\_\_\_\_  
Municipal Clerk

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

RESOLUTION #35-23

**A RESOLUTION RE-DESIGNATING DEPARTMENTAL ASSIGNMENTS FOR  
BOROUGH COMMISSIONERS**

WHEREAS, the resignation of Daniel M. Kurkowski as a Borough Commissioner and the subsequent appointment of George Dick to temporarily fill that position requires that the departmental designations for the Borough Commissioners be revised; and

WHEREAS, N.J.S.A 40:72-6 provides for the re-designation of departmental assignments in this circumstance,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Cape May, the governing body thereof, as follows:

1. The executive and judicial and administrative powers, authority and duties of the Borough of West Cape May are distributed into and among several departments, and the powers and duties to be performed are determined and assigned to the appropriate departments and officers, all as hereinafter set forth.
2. **Board of Commissioners:** The Board of Commissioners shall exercise all legislative powers, functions and duties conferred upon the Borough or its officers. It shall make all order for the doing of the work, shall levy all taxes, apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims and order payment thereof. It shall make or authorize the making of all contracts. All ordinances and resolutions making or authorizing the making of contracts shall be drawn by the Borough Solicitor or approved by such officer before same is made or passed. It shall cause to be made all assessments for the cost of street improvements, sidewalks, sewers, drains and other related work, improvement and repairs which may be made by law specially assessed.

All directors of departments and officers are the agents of the Commission and all their acts shall be subject to the review and approval or revocation by the Commission subject to law. Every director or officer shall, from time to time, as required by law or ordinance or when requested by the Commission or whenever he/she shall deem it necessary for the good of the public service, report to the Commission, in writing, respecting the business of his/her department or office on matters concerned therewith.

Designation of Departments for Board of Commissioners

**Department of Public Affairs & Public Safety – Deputy Mayor Alan Crawford**

Director's Office	Environmental Commission
Municipal Court	Volunteer Fire Department
Public Defender	Dog Regulations/Animal Control
Municipal Prosecutor	Fire Official
Celebration of Public Events	Health Department (CMC Liaison)
Police Department Liaison	Public Assistance Liaison
Rescue Squad/EMS	

**Department of Revenue & Finance – Mayor Carol E. Sabo**

Director's Office	Assessment of Taxes
Liquidation Tax Title Liens	Financial Administration
Borough Auditor	MIS Liaison
Collection of Taxes	Legal
Elections	Insurance
Water & Sewer Financial Admin.	Borough Clerk
Historic Preservation Committee	Zoning & Code Enforcement
Construction Office	

**Department of Public Works & Public Property – Commissioner George Dick**

Director's Office	Recycling
Street Lighting	Public Works
Shade Tree Commission	Public Building
Roads	Borough Engineer
Parks & Playgrounds	Planning/Zoning Board Admin.
Water & Sewer Infrastructure	Trash
Counsel on Affordable Housing	Clean Communities
Emergency Management	

**BE IT FURTHER RESOLVED** that the above-mentioned Designations of Departments shall become effective immediately.

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Carol E. Sabo, Mayor

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Alan Crawford, Deputy Mayor

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George Dick, Commissioner

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Theresa Enteado  
Municipal Clerk

Adopted: January 12, 2023

cc: All Departments  
File

	Aye	Nay	Abstain	Absent
Sabo				
Crawford				
Dick				

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Municipal Clerk