

Note: Complete Meeting Appears
on 16-17 on file in
Borough Clerk's Office

July 5, 2017
Wildwood Crest, NJ

Prior to the opening of the meeting, Mr. Groon led those present in the Pledge of Allegiance to the Flag.

The meeting of the Board of Commissioners, Borough of Wildwood Crest, Cape May County, New Jersey, was held in the Municipal Court Room at 9:30 a.m. On roll call the following answered to their names:

Gould – Cabrera – Groon - YES

Mr. Groon read the following statement: In compliance with the Open Public Meeting Act, Chapter 231, P.L. 1975, the notice requirements have been satisfied as to the time, place and date of holding said meeting by posting notice on the bulletin board in the Borough Hall and by e-mailing and same to the Gazette-Leader, Herald of Cape May County and The Press on December 1, 2016.

Mr. Groon next announced the one-way in and the one-way out method of ingress and egress in case of emergency.

Mrs. Gould motioned, seconded by Mr. Cabrera, that Ordinance 1257 be placed on second and final passage by title only.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING ORDINANCE BY TITLE:
ORDINANCE NO. 1257

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER
66 – STORMWATER CONTROL – OF THE CODE OF THE
BOROUGH OF WILDWOOD CREST ADOPTED AS ORDINANCE
NO. 975 ON APRIL 6, 2005 AND AMENDING SECTION 11 -
PENALTIES ADOPTED AS ORDINANCE NO. 1024 ADOPTED ON
JANUARY 24, 2007 AND AMENDING SECTION 10-B-2 AND
SUPPLEMENTING 10-B-2.1 - EXCEPTIONS TO PROHIBITIONS

Mrs. Gould motioned, seconded by Mr. Cabrera, that a public hearing now be held on Ordinance No. 1257.

Vote: Gould - Cabrera - Groon – Yes

Dennis Travascio, 112 E. Louisville, asked what the ordinance amended. The Mayor and Administrator pointed out that after a recent inspection, there needed to be model language inserted.

Mrs. Gould then motioned, seconded by Mr. Cabrera, that the public hearing on Ordinance No. 1257 now be closed.

Vote: Gould - Cabrera - Groon – Yes

Mrs. Gould motioned, seconded by Mr. Cabrera, that Ordinance No. 1257 be passed on second and final reading and advertised according to law.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:
RESOLUTION NO. 995-17

Authorizing No Corrective Action Plan needed for 2016 Audit

WHEREAS, the 2016 Audit was received by the members of the Governing Body of the Borough of Wildwood Crest; and

WHEREAS, No Comments & Recommendations were made in the 2016 audit; and

WHEREAS, a Corrective Action Plan is not needed; and

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Wildwood Crest, County of Cape May, and State of New Jersey as follows:

1. The members of the Governing Body have acknowledged that there were No Comments & Recommendations and a Corrective Action Plan is not required as set forth in the 2016 Audit.
2. That a certified copy of this Resolution shall be forwarded to the Division of Local Government Services, Chief Financial Officer and the Municipal Auditor.

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.
Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:
RESOLUTION NO. 996-17

WHEREAS, **Joseph McKenna, 8007 New Jersey Avenue, Wildwood Crest, NJ 08260** made duplicative payment for July 2017 Chapter 78 contribution in the amount of \$600.57 included in payment via check # 1607; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Wildwood Crest, County of Cape May, New Jersey, that the Chief Financial Officer of the Borough of Wildwood Crest be and she is hereby authorized and directed to cause a refund in the amount of \$600.57 to be made to **Joseph McKenna, 8007 New Jersey Avenue, Wildwood Crest, NJ 08260** for the reasons more fully set forth above.

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.
Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:
RESOLUTION NO. 997-17

WHEREAS, bids have been received in response to advertisement of NOTICE TO BIDDERS dated June 20, 2017, and published in *The Herald of Cape May County* issue of May 3, 2017, for the following item:

WEBSITE DEVELOPMENT

WHEREAS, the Solicitor has reviewed the bids submitted and thereby provided a legal opinion recommending that the contract be awarded to the “lowest responsible bidder,” **Square 1 Design**, Brett Matthews – President, 203 Lennox Avenue, Cape May, NJ 08204, for the flat fee bid of **\$10,850.00** for Design/Creation Fee; **\$600.00** per year for web hosting fee; and **\$75.00** per hour for maintenance fee for the item described above; that said award is further conditioned upon technical review by the Technology Management Consultant, as to compliance with the bid specifications, along with the certification of availability of funds below by the Chief Financial Officer; and

WHEREAS, the legal opinion provided does specifically recommend that the contract be awarded to the above “lowest responsible bidder,” and is finally conditioned upon compliance with the Notice to Bidders, Specifications, Bid Proposal Form and all other related bid/contract documents appertaining to this award which are made a part hereof by reference as if fully set forth; and

WHEREAS, the Technology Management Consultant has reviewed the total and complete bids submitted in conjunction with the specifications and all other requirements appertaining thereto and has submitted an email dated June 21, 2017 that certified that the bid documents meet compliance and that a contract be awarded to **Square 1 Design**, Brett Matthews – President, 203 Lennox Avenue, Cape May, NJ 08204 for the flat fee bid of **\$10,850.00** for Design/Creation Fee; **\$600.00** per year for web hosting fee; and **\$75.00** per hour for maintenance fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Wildwood Crest, in the County of Cape May and State of New Jersey, as follows:

1. That the allegations of the preamble hereto are incorporated hereby in reference as if fully set forth.
2. That a contract be awarded to the successful bidder, **Square 1 Design**, Brett Matthews – President, 203 Lennox Avenue, Cape May, NJ 08204, for the flat fee bid of **\$10,850.00** for Design/Creation Fee; **\$600.00** per year for web hosting fee; and **\$75.00** per hour for maintenance fee; all of which is subject to certification below by the Chief Financial Officer as to the availability of funds.
3. That the Commissioner of Public Works and Borough Clerk be and they are hereby authorized and directed to execute and attest said contract on behalf of the Borough provided necessary funds are available.

WHEREAS, the CFO has certified the availability of funds as evidenced below by her signature,
Account Number(s) Amount Signature

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 998-17

Whereas, the Borough of Wildwood Crest desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for an amount not to exceed \$400,000 for removal of mobility barriers at various Borough street-ends in order to comply with the Americans with Disabilities Act (ADA) and will enter into a grant agreement for said grant if approved;

Be it therefore RESOLVED,

1) that the Borough of Wildwood Crest does hereby authorize the application for such a grant, and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Wildwood Crest and the New Jersey Department of Community Affairs.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement to sign the agreement, and any other documents necessary in connection therewith:

Carl H. Groon, Mayor

Patricia A. Feketics, Borough Clerk

CERTIFICATION:

I, Patricia Feketics, the Municipal Clerk of the Borough of Wildwood Crest hereby certify that at a meeting of the Borough Commissioners held on July 5, 2017 the above RESOLUTION was duly adopted.

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 999-17

Adoption of State Model Citizen Participation Plan for DCA Small Cities Program

Whereas, the Borough of Wildwood Crest is an applicant for a Department of Community Affairs Fiscal Year 2018 Small Cities Community Development Project for an amount not to exceed \$400,000 for removal of mobility barriers at various Borough street-ends in order to comply with the Americans with Disabilities Act (ADA) and will enter into a grant agreement for said grant if approved;

Whereas, that grant agreement will require the Borough of Wildwood Crest to comply with all federal regulations with respect to citizen participation; and

Whereas, the Borough of Wildwood Crest has reviewed the State Model Citizen Participation Plan prepared for Small Cities CDBG grantees;

Now, Therefore Be It Resolved that the Mayor and the Borough Commissioners of the Borough of Wildwood Crest, County of Cape May and State of New Jersey, that;

The State Model Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG is adopted by the Borough of Wildwood Crest; and

The Borough of Wildwood Crest will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

CERTIFICATION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Borough of Wildwood Crest, in the County of Cape May, at a meeting thereof held July 5, 2017.

Patricia A. Feketics, Borough Clerk

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 1000-17

Approving Public Facilities Grant Management Plan

WHEREAS, the Borough of Wildwood Crest will apply for \$400,000 in Fiscal Year 2018 CDBG funds for removal of mobility barriers at various Borough street-ends in order to comply with the Americans with Disabilities Act (ADA);

WHEREAS, the NJ Department of Community Affairs requires Wildwood Crest Borough to prepare a Grant Management Plan to define project staffing and project activities;

WHEREAS, the NJ Department of Community Affairs requires Wildwood Crest Borough to officially adopt its Grant Management Plan;

WHEREAS, the Borough has prepared a Grant Management Plan for its Fiscal Year 2018 Public Facilities project;

NOW, THEREFORE BE IT RESOLVED, that the Borough Commissioners of the Borough of Wildwood Crest adopts the Grant Management Plan prepared by Blauer Associates for the Fiscal Year 2018 Public Facilities project.

CERTIFICATION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Borough of Wildwood Crest, in the County of Cape May, at a meeting thereof held July 5, 2017.

Patricia A. Feketics, Borough Clerk

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 1001-17

Identifying Small Cities Fair Housing Officer

Whereas, the Borough of Wildwood Crest is applying for a Fiscal Year 2018 Small Cities Community Development Block Grant in an amount not to exceed \$400,000 from the New Jersey Department of Community Affairs for financial assistance for removal of mobility barriers at various Borough street-ends in order to comply with the Americans with Disabilities Act (ADA); and

Whereas, the Borough of Wildwood Crest must make efforts to affirmatively further fair housing; and

Whereas, the Borough of Wildwood Crest has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

Whereas, the Borough of Wildwood Crest has made assurances in the grant agreement that;

1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

Now, Therefore, Be It Resolved that the Municipal Clerk shall be designated as the Small Cities Program Fair Housing Compliance Officer for the Borough of Wildwood Crest; and

Be It Further Resolved that the Fair Housing Officer shall contact the US HUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his/her appointment as Fair Housing Officer and request Fair Housing Information; and

Be It Further Resolved, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Wildwood Crest; and

Be It Further Resolved, that the Borough of Wildwood Crest will publish in the local newspaper of record and post at the Borough Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

CERTIFICATION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Borough of Wildwood Crest, in the County of Cape May, at a meeting thereof held July 5, 2017.

Patricia A. Feketics, Borough Clerk

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 1002-17

WHEREAS, on June 21, 2017, COLLEEN MCDERMOTT, 621 Hoffnagle St, Philadelphia, PA 19111, applied for a Special Events Permit for the purpose of a BENCH DEDICATION MEMORIAL to be held on JULY 23, 2017, from 11:00 AM to 2:00 PM on the HEATHER RD BEACH PIER; and

WHEREAS, COLLEEN MCDERMOTT, 621 Hoffnagle St, Philadelphia, PA 19111, has supplied all documentation required under Ordinance No. 936, including the requisite Certificate of Insurance, and has further pledged to comply with all applicable rules and regulations pertaining to the conduct of said Special Event; and

WHEREAS, the application has been reviewed by the Board of Commissioners, upon verification by appropriate members of staff as to completeness of the application, scheduling compatibility, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Wildwood Crest, County of Cape May, New Jersey that the Borough Clerk be and she is hereby authorized and directed to issue a Special Events Permit to COLLEEN MCDERMOTT, 621 Hoffnagle St, Philadelphia, PA 19111 for the purpose of a BENCH DEDICATION MEMORIAL to be held on JULY 23, 2017, from 11:00 AM to 2:00 PM on the HEATHER RD BEACH PIER.

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

THE CLERK READS THE FOLLOWING RESOLUTION BY TITLE:

RESOLUTION NO. 1003-17

WHEREAS, on June 29, 2017, MAGILLA ENTERTAINMENT LLC, 42 Broadway, Suite 227, New York, NY 10004, applied for a Special Events Permit for the purpose of a TV FILM SHOOT for HGTV BEACHFRONT BARGAIN HUNT RENOVATION to be held from JULY 15 thru JULY 18, 2017 (rain date July 19-20) and other dates as deemed necessary, at VARIOUS LOCATIONS in the BOROUGH OF WILDWOOD CREST to include the BEACH and SUNSET LAKE; and

WHEREAS, COLLEEN MCDERMOTT, 621 Hoffnagle St, Philadelphia, PA 19111, has supplied all documentation required under Ordinance No. 936, including the requisite Certificate of Insurance, and has further pledged to comply with all applicable rules and regulations pertaining to the conduct of said Special Event; and

WHEREAS, the application has been reviewed by the Board of Commissioners, upon verification by appropriate members of staff as to completeness of the application, scheduling compatibility, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Wildwood Crest, County of Cape May, New Jersey that the Borough Clerk be and she is hereby authorized and directed to issue a Special Events Permit to COLLEEN MCDERMOTT, 621 Hoffnagle St, Philadelphia, PA 19111 for the purpose of a BENCH DEDICATION MEMORIAL to be held from JULY 23, 2017, from 11:00 AM to 2:00 PM on the HEATHER RD BEACH PIER.

Mrs. Gould motioned, seconded by Mr. Cabrera, that the foregoing Resolution be adopted.

Vote: Gould - Cabrera - Groon – Yes

Mrs. Gould motioned, seconded by Mr. Cabrera, that all bills properly authorized, as submitted, be paid.

Vote: Gould - Cabrera - Groon – Yes

SPECIAL PRESENTATION:

Jacqueline Hinter, Veterans Community Outreach Specialist, asked the Governing Body to consider coordinating with the VA Outreach Team for both education and support. Ms. Hinter informed the Commissioners that that are trying to reach out to all Veterans, military personnel,

family members and the community to bring awareness to the services the Department of Veterans Affairs offers and the desire to increase enrollment. She further asked if they could engage Veterans at several upcoming concerts. Commissioner Cabrera asked that Ms. Hinter coordinate with the Recreation Department as well and the Administrator indicated that Facilities & Use agreement be done without charge.

ADMINISTRATOR'S REPORT:

-Pacific Avenue

Project is now complete for the summer. Cape May County has contracted to make repairs on a few blocks of Pacific Avenue. Included in the County's add-on contract with South State Paving was to provide uniform striping from Atlanta to Rambler that integrates into our new traffic pattern. Temporary markings and striping are complete. Thermoplastic work is scheduled for the week of July 10th as there is a prohibition to work from July 3rd to the 10th in the County's contract.

-SJ GAS Projects

Phases I and II are not 100% complete. A few areas to be milled and paved will have to occur after summer in October such as the corners of Cresse, Morning Glory and Buttercup along Atlantic. This is part of Phase I contracted by SJ Gas to Kielly Construction. All other paving resulting from disturbances from SJ Gas improvements are complete. There should be few interruptions due to the service installs. SJG and ULS have abandoned the last runs of steel pipe a week ago and that will, for the most part, conclude the work for Grid #1. South Jersey Gas and ULS will be installing new services on a very limited basis throughout the summer since coordination with seasonal residents was difficult before those people moved back in for the summer season. Also, all final paving will be completed come the fall in the south end of town which is considered the Grid 1 project.

-Kayak Launch

Tom Thornton, Engineer, submitted the Sunset Lake Shore Stabilization project design to NJDEP-Division of Land Use on June 26, 2017. We have requested a pre-application meeting will be forthcoming which I will attend in Trenton along with our engineer. The pre-application meeting is designed to provide a venue for conversation between the DEP and applicant. This enables the applicant the opportunity to vet the permit and find issue before money is expended and application is formally submitted.

-Beach Signage

At the last meeting I reported that a DRAFT beach sign was presented to the governing body. Language was sent to ACMJIF to review to limit liability earlier in the month. The Assistant Director- Paul Forlenza got back to me and stated that the JIF will be coming up with model language for all municipalities. They will be working on this with the Safety Director. I have recommended that we use the beach signs we currently have for this summer and I will work with the JIF to make sure we have appropriate language in order to have signs manufactured during the winter months.

The 2 additional signs were ordered that indicate our designations as Trip Advisor Hot Spot and One of New Jersey's Top Ten Best Beaches. They will be installed at beaches as soon as they arrive.

-Beach/ Dune Project

There are no new developments to report. DEP is still working with USACE on dune alignment.

PUBLIC COMMENTARY:

The Mayor opened the floor for public commentary. Hearing nothing from the public, the Mayor opened New Business.

New Business:

There was no New Business to discuss.

Old Business:

With regard to Old Business, the Mayor indicated that the school as a potential location for emergencies and implementing a generator was too costly and to remove the topic from upcoming agenda.

The Army Corp Beach Plan and Sunset Lake / Kayak Launch were discussed in the Administrator's Report.

The floor was opened once again for public commentary. Hearing nothing further from the public regarding the Public Commentary portion, Mrs. Gould motioned, seconded by Mr. Cabrera that the meeting be adjourned. All were in favor. The time was 9:52 a.m.

Dated: July 19, 2017

Patricia A. Feketics, Borough Clerk

