

This meeting will be held via teleconference. To attend, dial 978-990-5189 and use access code 3921850. All participants will be muted during the business portions of the meeting.

During the Public Portion, the Borough Clerk will instruct anyone who wishes to speak to dial \*6 on their phone and then press 1 to confirm or 2 to cancel. Each person will be unmuted and recognized in the order in which they entered the queue.

**AGENDA  
BOROUGH OF CAPE MAY POINT  
BOARD OF COMMISSIONERS**

**REORGANIZATION MEETING – JANUARY 2, 2021 – 12:00 PM**

**MEETING CALLED TO ORDER / SUNSHINE STATEMENT**

This Special Meeting was called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was sent to the Cape May Star and Wave, the Press, the Herald, and all subscribers to the meeting notice list on December 17, 2020. In addition, the notice was posted on the Borough website and on the bulletin board in the Municipal Building and filed in the office of the Municipal Clerk on the aforementioned date. Notices online and on the bulletin board have remained continuously posted.

**FLAG SALUTE**

**STATEMENT OF ELECTION** read by Municipal Clerk

**OATHS OF OFFICE** administered by Brock Russell, Esq.

**ROLL CALL OF NEWLY ELECTED OFFICIALS**

Commissioner Busch  
Commissioner Moffatt  
Commissioner vanHeeswyk

**NOMINATIONS**

Mayor and Department  
Deputy Mayor, Department of Revenue and Finance  
Commissioner and Department  
Class III Member of Planning Board

**RESOLUTIONS**

01-21 Appointing Mayor and Deputy Mayor and Assigning Commissioners to Departments  
02-21 Appointing Class I and Class III Members of the Planning Board  
03-21 Designation of Official Depositories and Authorized Signatories  
04-21 Designation of Official Newspapers for Publication of Legal Notices

**STATEMENTS FROM THE BOARD OF COMMISSIONERS**

**PUBLIC PORTION**

**ADJOURNMENT**

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

**RESOLUTION 01-21**

**APPOINTING MAYOR AND DEPUTY MAYOR AND  
ASSIGNING COMMISSIONERS TO DEPARTMENTS**

**WHEREAS**, N.J.R.S. 40:72-4 provides that the powers and authority of the Borough shall be distributed into three departments designated as follows:

1. Department of Public Affairs and Public Safety
2. Department of Revenue and Finance
3. Department of Public Works, Parks and Public Property, and

**WHEREAS**, N.J.R.S. 40:72-6 provides that one Commissioner shall be designated to be the Director of each Department;

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

Section 1. The executive, judicial and administrative powers, authority and duties in the Borough as distributed into and among the 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.

Section 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 orders for the performance of the work or the making of construction or reconstruction of any public improvements or building. It shall levy all taxes, apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims, and order payments thereof. It shall make or authorize the making of all contracts, and all ordinances and resolutions making contracts, or authorizing the making of contracts as may be drawn or reviewed and approved by the Borough Solicitor, or approved by an appropriate officer before the same is made or passed. It shall cause to be made all assessments for the cost of street improvements, sidewalks, sewers, drains and other work, improvement and repairs which may be 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 to the approval or revocation by the Board of Commissioners. Every Director or Officer shall, from time to time, as required by law or ordinance, or when requested by the Board of Commissioners, or whenever he shall deem it necessary for the good of the public service, report to the Board of Commissioners, in writing, respecting the business of his department or office or matters concerned therewith.

The Board of Commissioners may, by resolution, assign a Director, Officer or employee, duties in respect to the business of any other department, office or employment. Such service shall be rendered without additional compensation.

**Section 3. DEPARTMENT OF PUBLIC AFFAIRS AND PUBLIC SAFETY-**

\_\_\_\_\_ shall serve as Commissioner of Public Affairs and Public Safety and as such, shall have direction over all officers and employees assigned to said department, and over all said buildings, property and apparatus; he/she shall have charge of purchases of all vehicles, apparatus and supplies for said department, or the officers and departments assigned thereto. He/she shall have direction over the officers and employees in the areas of Code Enforcement and Rental Inspections.

He/she shall negotiate the appropriate police, emergency medical system and animal control contracts and have charge of the fire property and apparatus belonging to the Borough of Cape May Point and all officers not by law or ordinance or resolution assigned to some other department are all distributed to the Department of Public Affairs and Public Safety.

**Section 4. DEPARTMENT OF REVENUE AND FINANCE**

\_\_\_\_\_ shall serve as the Commissioner of the Department of Revenue and Finance and shall have charge of and supervision and direction over all officers and employees assigned to said department. He/she shall have charge of and cause to be prepared and published all financial statements and reports required by law or ordinance or by resolution of the Board of Commissioners. He/she shall have charge of all elections conducted in the Borough.

The Commissioner of the Department of Revenue and Finance shall have charge of and supervision over all accounts and records of the Borough, and all officers, boards or departments required to keep or make accounts and records or reports.

He/she shall inspect, or cause to be inspected all records or accounts required to be kept in any of the offices or departments of the Borough and shall cause proper accounts and records to be kept and proper reports to be made. He/she shall cause to be audited at frequent intervals, the accounts of every officer or employee who does or may receive or disburse money. He/she shall have charge of the purchase, care and distribution of all supplies or other articles not otherwise provided by law. He/she shall have charge and supervision over all printing by or for the Board. He/she shall approve all bills, accounts, payrolls and claims before they are acted upon or allowed, unless otherwise provided for by law.

The Tax Assessor, Collector of Taxes, Municipal Finance Officer, Borough Treasurer, Borough Clerk, Information Technology, Planning Board, Insurance, Advertising, Codification and revising of Ordinances and preparation and revision of the Tax Map are distributed and assigned to the Department of Revenue and Finance. He/she shall

cause to be collected all taxes, assessments, franchise tax, license fees, or other moneys which may become due to the Borough. He/she shall report to the Board of Commissioners any failure to make reports or to pay moneys due to the Borough with such recommendation in relation thereto as he/she may deem proper.

He/she shall have charge of the revenue and income from properties under tax title foreclosure and any revenue derived by process of the law for collection of income and revenue from properties delinquent in the payment of taxes and other assessments; he/she shall have charge of and supervision over all properties acquired by foreclosure of tax sale certificates.

He/she shall be in charge of and supervise any purchasing agent or purchasing Board as may hereinafter be established in the Borough pursuant to the provisions of N.J.S. 40A:11-9. The Construction Code Official, Flood Plain Manager, CRS Coordinator, and all Sub-Code Officials are distributed and assigned to the Department of Revenue and Finance.

**Section 5. DEPARTMENT OF PUBLIC WORKS, PARKS AND PUBLIC PROPERTY**

\_\_\_\_\_ shall serve as the Commissioner of Public Works, Parks and Public Property and shall have supervision and direction over all officers and employees assigned to said Department, including the Office of Emergency Management. He/she shall have charge of and supervision and direction over parks, streets and alleys and the openings in and of said streets and alleys. He/she shall supervise and act as liaison with the Environmental Commission.

He/she shall remove all obstructions therefrom and take charge of all public work, the cleaning of streets and public places, the entire erection, making and reconstruction of all street improvements, sidewalks, sewers, drains and other improvements and he/she is in charge of the repair of and supervision over the removal of recyclables, garbage and trash. He/she shall report to the Board of Commissioners the estimates of the Borough Engineer which may be made from time to time of the cost of such work as the same progresses, and perform such other duties as may be provided or required by ordinance or resolution.

He/she shall have supervision over all public service utilities and all persons or corporations rendering such service to the Borough over any franchise, contract or grant made or granted by the Borough or State, and shall report to the Board of Commissioners or other public officer any failure of said person or corporation to render service or to serve the requirements or conditions of the ordinance, franchise, contract or grant under which said public utility is operated.

He/she shall have charge of all lands required for maintenance purposes and the improvement thereof. He/she shall have charge of and supervision over the lighting of all public streets and places and all persons charged with the care thereof.

Section 6. The Director of each Department shall appoint or employ such assistants and employees to such positions as may be authorized by the Board of Commissioners and provided in the Local Budget by the Board of Commissioners.

Section 7. Subject to the approval of the Board of Commissioners the Director of each Department shall make and enforce such rules and regulations as may be necessary to secure the efficient conduct of the service of his department or the business related thereto, provided that such regulations are not in contravention of any ordinance, statute and regulation of the Borough of Cape May Point and State of New Jersey.

Section 8. MAYOR AND DEPUTY MAYOR

\_\_\_\_\_ shall serve as Mayor of the Borough of Cape May Point. As Mayor he/she shall be President of the Board of Commissioners and shall preside at its meetings, have general supervision over all departments and officers in the Borough and report to the Board for its action all matters requiring the attention of the Board or any department. He/she shall exercise all duties specified or provided by law or ordinance of the Borough.

\_\_\_\_\_ shall serve as Deputy Mayor of the Borough of Cape May Point and Vice President of the Board of Commissioners and in case vacancy in the Office of Mayor, shall perform the duties of that office. In addition, the Deputy Mayor shall perform the duties of Mayor at such time as the Mayor is absent or unavailable.

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Busch						
Moffatt						
vanHeeswyk						

Certification

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 Cape May Point, County of Cape May, New Jersey, at a meeting held on January 2, 2021.

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

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

**RESOLUTION 02-21**

**APPOINTING CLASS I AND CLASS III MEMBERS OF THE PLANNING BOARD**

**BE IT RESOLVED** by the Board of Commissioners of the Borough of Cape May Point, the governing body thereof, that \_\_\_\_\_ be designated as the Class I Member of the Planning Board of the Borough of Cape May Point and said appointment shall run concurrent with the Mayor's term of office.

**BE IT FURTHER RESOLVED** that \_\_\_\_\_ be designated as the Class III Member of the Planning Board of the Borough of Cape May Point and said appointment shall be effective January 1, 2021, through December 31, 2021.

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Busch						
Moffatt						
vanHeeswyk						

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 Cape May Point, County of Cape May, New Jersey, at a meeting held on January 2, 2021.

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

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

**RESOLUTION NO. 03-21**

**DESIGNATION OF OFFICIAL DEPOSITORIES AND AUTHORIZED SIGNATORIES**

**BE IT RESOLVED** by the Commissioners of the Borough of Cape May Point, County of Cape May, State of New Jersey, that the official depositories of the Borough shall be: Crest Savings Bank and any other depository for Public Funds regulated by the Governmental Unit Depository Act.

**BE IT FURTHER RESOLVED** that the following are hereby authorized to sign checks on behalf of the Borough of Cape May Point on all accounts with financial institutions designated as Official Depositories for the funds of the Borough:

Commissioner Catherine Busch  
Commissioner Robert Moffatt  
Commissioner Anita vanHeeswyk  
Municipal Clerk Elaine L. Wallace

**BE IT FURTHER RESOLVED** that check withdrawals from Borough bank accounts require at least two (2) of the aforementioned signatories.

**IT IS FURTHER RESOLVED** that the following individuals will have the access and authorization necessary to electronically transfer funds between Borough accounts:

Chief Financial Officer James Craft  
Tax Collector Kim Stevenson

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Mullock						
vanHeeswyk						
Moffatt						

Certification

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

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

**RESOLUTION NO. 04-21**

**DESIGNATION OF THE OFFICIAL NEWSPAPERS  
FOR THE PUBLICATION OF LEGAL NOTICES**

**BE IT RESOLVED** by the Board of Commissioners of the Borough of Cape May Point, County of Cape May, State of New Jersey, that the Cape May Star & Wave is designated as the newspaper for the publication of legal notices for the Borough of Cape May Point.

**BE IT FURTHER RESOLVED** that The Press of Atlantic City and The Herald are designated as alternate official newspapers.

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Busch						
Moffatt						
vanHeeswyk						

Certification

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