

# CITY OF NORTH WILDWOOD

## NOTICE OF PROPOSED AGENDA OF COUNCIL MEETING

SEPTEMBER 20, 2022 AT 10:00 AM

This is a proposed agenda which is subject to change by Mayor and Council without further notice.

ROLL CALL.....FLAG SALUTE.....MOMENT OF SILENCE.

### PROCLAMATION:

Joseph Duncan

MINUTES: APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 6, 2022

### COMMUNICATIONS:

#### *Receive & File:*

CAPE MAY COUNTY MUA, RE: Intermediate Processing Facility Year In Review – 2020

CAPE MAY COUNTY MUA, RE: August 2022 Regional Pump Station Flow Report

TAX ASSESSOR HESLEY, RE: Olde New Jersey Avenue

MARK C. RUCCI, RE: Commend HR/Payroll Supervisor J. Axelsson for Exemplary Public Service

#### *Approve & File:*

SPECIAL EVENT, RE: AOH Irish Fall Festival, September 22-25

SPECIAL EVENT, RE: Benefit Concert for Children's Fund (Stage Request), October 16

SPECIAL EVENT, RE: Jaycees/Anglesea Irish Society Bonfire, October 22

### APPOINTMENTS:

Recreation Dept.

### REPORTS:

Various Depts.

### ORDINANCES:

Ord. 1887 (1<sup>st</sup> Reading) – Amending Chapter 178, Bulkheads

### RESOLUTIONS:

1. Refund for Overpayment of Real Estate Taxes
2. Approving Application for Coastal Resiliency Grant Program Funding – 5<sup>th</sup> Ave Boat Ramp
3. Amending Res. No. 209-22 Re: Professional Services Agreement w/ Marzulla Law Firm
4. Approving North Wildwood Beach Patrol Lifeguard Manual
5. Declaration of Emergency and Emergency Snow Removal Re: Winter Storm Keenan
6. Authorizing Advertisement for Public Bid – Various Projects
7. Approve Place-to-Place Transfer – Expansion of Premises, Surfing Pig, 231 W. 10<sup>th</sup> Ave.
8. Approving Items of Revenue & Appropriation – UEZ Funds Sound System Upgrade (\$34K)

VOUCHER LIST/FINANCE: Authorizing payment of all approved vouchers

### COUNCIL:

### PUBLIC:

### ADJOURNMENT:

Next Regular Meeting: Tuesday, October 4, 2022 @ 5:00 PM



## Cape May County Municipal Utilities Authority

1523 Route 9 North, Cape May Court House, NJ 08210

Telephone: (609) 465-9026 • Telefax: (609) 465-9025

[www.cmcMua.com](http://www.cmcMua.com)

September 13, 2022

Ms. Leslie L. Gimeno, Director  
CAPE MAY COUNTY PLANNING BOARD  
County Administration Building  
4 Moore Road  
Cape May Court House, NJ 08210

RE: Regional Pump Station Flows – August 2022

Dear Ms. Gimeno:

Enclosed please find the monthly meter and pump station flow calculation sheets for the Ocean City, Seven Mile Beach/Middle, Wildwood/Lower and Cape May Regional System.

In addition to the flow meter details that have been provided in the past flow reports, a flow summary has been added to the first page of the report. The flow summary consists of two (2) tables which provide data in the form of the flow as a percentage of the total received by the Authority. The first table groups all flow meters associated with a billing party. The second table provides the same data with reference to each location to which the billing meter is associated. The tables have been sorted to show highest to lowest percent of total flow. Future reports will contain these tables as well as an additional table for Quarter 1 combined flow percentage, Quarters 1 and 2 combined flow percentage, Quarters 1, 2, and 3 combined flow percentage and then a year-end total flow percentage table.

The Authority will continue to send out an estimated reallocation of user charges letter after the Quarter 3 flows have been issued in October/November.

Please do not hesitate to call if you have any questions about this data.

Very truly yours,

CAPE MAY COUNTY  
MUNICIPAL UTILITIES AUTHORITY

Robert E. Winder  
Operations Coordinator

REW:amm

Attachments

cc: Ms. Patty Haigh

Mr. John Feariheller

Ms. Jacquelyn Weaver, NJ American Water Company

Mr. Andrew Previti – Maser Consulting P.A.

Mr. Ralph Petrella, Jr., V.P. - Van Note Harvey Associates

Mr. James MacLaren, Operator/Consultant- NJ Turnpike Authority

Ms. Katelynn Wintz – County of Cape May

The Public Works Departments of Avalon, Middle Township, North Wildwood, Sea Isle City, Stone Harbor, West Cape May and Wildwood

The Administrators of Avalon, North Wildwood, Sea Isle City, Stone Harbor, West Wildwood and Wildwood

The CFOs of Cape May, Middle Township and Wildwood Crest

Mr. Ike Gandy, Committeeman – Township of Middle

Mr. James Norris, Committeeman – Township of Middle

Mr. Steven Mills, Superintendent, Middle Township Water & Sewer Dept.

Ms. Christine Gundersen, Finance Department – City of Ocean City

Mr. Mike Allegretto, City of Ocean City

Mr. Don Teefy, Asst. Superintendent - Water and Sewer Dept. – City of Sea Isle City

Mr. David Carrick, Supervisor – Water and Sewer Dept. – Borough of West Cape May

Mr. Michael McIntyre – City of Wildwood

Mr. Bill Staples – Sewer Utility Superintendent, Wildwood Sewer Utility

The Mayors and Clerks of:

Ocean City	Avalon	Sea Isle City
Stone Harbor	North Wildwood	Wildwood
West Wildwood	Wildwood Crest	Cape May
West Cape May	Cape May Point	Middle Township

File



# CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY REGIONAL MONTHLY FLOW SUMMARY AND DETAILS REPORT

Aug 2022

Billing Party	Million Gallons	% of Total
New Jersey American Water	122.961	26.36%
City of Wildwood	52.345	11.22%
Borough of Wildwood Crest	47.899	10.27%
Borough Avalon	47.846	10.26%
City of North Wildwood	46.766	10.03%
City of Sea Isle City	45.961	9.85%
City of Cape May	38.181	8.19%
Middle Township	28.807	6.18%
Borough of Stone Harbor	19.029	4.08%
Borough of West Wildwood	5.253	1.13%
Borough of West Cape May	4.781	1.03%
Borough of Cape May Point	2.793	0.60%
Board of County Commissioners	1.886	0.40%
Lower Township MUA	1.769	0.38%
New Jersey Turnpike Authority	0.119	0.03%
<b>Total</b>	<b>466.395</b>	<b>100.00%</b>

Location	Million Gallons	% of Total
Ocean City	122.961	26.36%
Wildwood	52.345	11.22%
Wildwood Crest	47.899	10.27%
Avalon	47.846	10.26%
North Wildwood	46.766	10.03%
Sea Isle	45.961	9.85%
Cape May City	38.181	8.19%
Stone Harbor	19.029	4.08%
Rio Grande	10.732	2.30%
Cape May Court House	10.586	2.27%
West Wildwood	5.253	1.13%
Court House South	5.205	1.12%
West Cape May	4.781	1.03%
Cape May Point	2.793	0.60%
Crest Haven	1.886	0.40%
Shawcrest	1.769	0.38%
Stone Harbor Blvd	1.313	0.28%
Avalon Manor	0.894	0.19%
Oceanview Service Area	0.119	0.03%
Harbor Bay Center	0.077	0.02%
<b>Total</b>	<b>466.395</b>	<b>100.00%</b>



CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
YEAR TO DATE SUMMARY

Aug 2022

Billing Party	YTD MG	YTD % of Total
New Jersey American Water	690.320	26.36%
City of Wildwood	289.044	11.04%
City of North Wildwood	265.876	10.15%
Borough Avalon	249.015	9.51%
City of Sea Isle City	246.377	9.41%
Borough of Wildwood Crest	222.437	8.49%
Middle Township	220.635	8.42%
City of Cape May	209.679	8.01%
Borough of Stone Harbor	98.138	3.75%
Borough of West Wildwood	44.077	1.68%
Borough of West Cape May	37.247	1.42%
Board of County Commissioners	16.887	0.64%
Borough of Cape May Point	16.113	0.62%
Lower Township MUA	12.587	0.48%
New Jersey Turnpike Authority	0.514	0.02%
<b>Total</b>	<b>2618.944</b>	<b>100.00%</b>

Location	YTD MG	YTD % of Total
Ocean City	690.320	26.36%
Wildwood	289.044	11.04%
North Wildwood	265.876	10.15%
Avalon	249.015	9.51%
Sea Isle	246.377	9.41%
Wildwood Crest	222.437	8.49%
Cape May City	209.679	8.01%
Stone Harbor	98.138	3.75%
Cape May Court House	86.270	3.29%
Rio Grande	79.953	3.05%
West Wildwood	44.077	1.68%
Court House South	40.223	1.54%
West Cape May	37.247	1.42%
Crest Haven	16.887	0.64%
Cape May Point	16.113	0.62%
Shawcrest	12.587	0.48%
Stone Harbor Blvd	7.908	0.30%
Avalon Manor	5.860	0.22%
Oceanview Service Area	0.514	0.02%
Harbor Bay Center	0.421	0.02%
<b>Total</b>	<b>2618.944</b>	<b>100.00%</b>



Report Month Aug Aug 2022  
Year 2022 AUTHORITY FLOW REPORT DETAIL FOR OCEAN CITY WTF

Date	32nd Totalizer	32nd Flow in MG	46th Totalizer	46th Flow in MG	OC WTF TOTAL FLOW in MG	32nd % of Flow	46th % of Flow
8/1/2022	1123063424	3.328	963653000	0.623	3.95	84.2%	15.8%
8/2/2022	1126391841	3.260	964276000	0.617	3.88	84.1%	15.9%
8/3/2022	1129652208	3.913	964893000	0.748	4.66	84.0%	16.0%
8/4/2022	1133565312	3.350	965641000	0.662	4.01	83.5%	16.5%
8/5/2022	1136914852	3.606	966303000	0.727	4.33	83.2%	16.8%
8/6/2022	1140520448	4.120	967030000	0.787	4.91	84.0%	16.0%
8/7/2022	1144640245	3.756	967817000	0.749	4.51	83.4%	16.6%
8/8/2022	1148396544	3.588	968566000	0.694	4.28	83.8%	16.2%
8/9/2022	1151985041	3.155	969260000	0.590	3.75	84.2%	15.8%
8/10/2022	1155140480	3.405	969850000	0.642	4.05	84.1%	15.9%
8/11/2022	1158545920	3.345	970492000	0.697	4.04	82.8%	17.2%
8/12/2022	1161890688	3.542	971189000	0.771	4.31	82.1%	17.9%
8/13/2022	1165432448	3.639	971960000	0.757	4.40	82.8%	17.2%
8/14/2022	1169071800	3.818	972717000	0.807	4.62	82.6%	17.4%
8/15/2022	1172889790	3.203	973524000	0.638	3.84	83.4%	16.6%
8/16/2022	1176092847	2.960	974162000	0.604	3.56	83.1%	16.9%
8/17/2022	1179053184	3.227	974766000	0.654	3.88	83.2%	16.8%
8/18/2022	1182280534	3.307	975420000	0.678	3.98	83.0%	17.0%
8/19/2022	1185587072	3.246	976098000	0.683	3.93	82.6%	17.4%
8/20/2022	1188833491	3.463	976781000	0.726	4.19	82.7%	17.3%
8/21/2022	1192296414	3.373	977507000	0.693	4.07	83.0%	17.0%
8/22/2022	1195669504	3.084	978200000	0.580	3.66	84.2%	15.8%
8/23/2022	1198753635	3.082	978780000	0.571	3.65	84.4%	15.6%
8/24/2022	1201835574	2.928	979351000	0.549	3.48	84.2%	15.8%
8/25/2022	1204763846	2.738	979900000	0.515	3.25	84.2%	15.8%
8/26/2022	1207501696	3.589	980415000	0.726	4.31	83.2%	16.8%
8/27/2022	1211090364	3.405	981141000	0.674	4.08	83.5%	16.5%
8/28/2022	1214494976	3.145	981815000	0.642	3.79	83.0%	17.0%
8/29/2022	1217640155	2.856	982457000	0.538	3.39	84.1%	15.9%
8/30/2022	1220496249	2.586	982995000	0.491	3.08	84.0%	16.0%
8/31/2022	1223082611	2.610	983486000	0.498	3.11	84.0%	16.0%
Min		2.586		0.491	3.077		
Max		4.120		0.807	4.907		
Avg		3.311		0.656	3.966		
Total		102.630		20.331	122.961		

Aug 2022  
Comments

AUTHORITY FLOW REPORT DETAIL FOR OCEAN CITY WTF

No comments.



Report Month Aug 2022  
 Year 2022  
 AUTHORITY FLOW REPORT DETAIL FOR CAPE MAY WTF

Date	Madison Totalizer	Madison Flow In MG	Claghorn Totalizer	Claghorn Flow In MG	West Cape May Totalizer	West Cape May Flow In MG	Coral Totalizer	Coral Flow In MG	Cape May City Flow In MG	CM WTF TOTAL FLOW In MG	Madison % of Flow	Claghorn % of Flow	West Cape May % of Flow	Cape May Point % of Flow
8/1/2022	25543563	0.903	835592402	0.479	1192282	0.165	7949782	0.094	1.217	1.476	61.2%	21.3%	11.1%	6.4%
8/2/2022	25552589	0.902	836071205	0.449	1193927	0.156	8044262	0.090	1.195	1.441	62.6%	20.3%	10.8%	6.3%
8/3/2022	25561605	0.925	836520577	0.471	1195490	0.167	8134540	0.092	1.229	1.488	62.1%	20.5%	11.2%	6.2%
8/4/2022	25570852	0.989	836992033	0.532	1197160	0.188	8226808	0.100	1.333	1.621	61.0%	21.2%	11.6%	6.2%
8/5/2022	25580742	1.028	837523946	0.550	1199039	0.209	8326630	0.117	1.375	1.696	60.6%	20.5%	12.0%	6.9%
8/6/2022	25591025	0.834	838074306	0.443	1201071	0.172	8443673	0.101	1.104	1.377	60.5%	19.7%	12.5%	7.3%
8/7/2022	25599360	0.964	838517210	0.514	1202791	0.213	8544552	0.098	1.266	1.577	61.2%	19.1%	13.5%	6.2%
8/8/2022	25609004	0.977	839031650	0.493	1204923	0.194	8642352	0.094	1.276	1.564	62.5%	19.1%	12.4%	6.0%
8/9/2022	25618774	0.836	839525041	0.478	1206864	0.186	8736076	0.088	1.129	1.403	59.6%	20.9%	13.2%	6.3%
8/10/2022	25627137	1.018	840003395	0.485	1208722	0.185	8824522	0.088	1.318	1.591	64.0%	18.9%	11.6%	5.5%
8/11/2022	25637317	1.149	840488422	0.490	1210568	0.186	8912667	0.098	1.453	1.737	66.1%	17.5%	10.7%	5.7%
8/12/2022	25648809	1.099	840978042	0.532	1212426	0.201	9011127	0.119	1.390	1.710	61.9%	19.4%	11.8%	6.9%
8/13/2022	25659395	0.918	841310371	0.458	1214440	0.169	9129799	0.082	1.206	1.457	63.0%	19.8%	11.6%	5.6%
8/14/2022	25668570	1.025	841967995	0.489	1216130	0.189	9211480	0.097	1.324	1.610	63.6%	18.6%	11.8%	6.0%
8/15/2022	25678815	0.976	842456598	0.452	1218022	0.168	9308467	0.087	1.260	1.516	64.4%	18.7%	11.1%	5.7%
8/16/2022	25688578	0.964	842909036	0.499	1219706	0.183	9395425	0.086	1.280	1.548	62.3%	20.4%	11.8%	5.5%
8/17/2022	25698220	0.984	843407732	0.413	1221532	0.154	9481014	0.081	1.243	1.478	66.6%	17.5%	10.4%	5.5%
8/18/2022	25708062	0.949	843820590	0.463	1223072	0.182	9561782	0.084	1.230	1.496	63.4%	18.8%	12.2%	5.6%
8/19/2022	25717549	0.974	844283444	0.504	1224892	0.130	9646233	0.109	1.348	1.581	61.6%	23.7%	8.2%	6.5%
8/20/2022	25727289	0.814	844787719	0.436	1226194	0.112	9749288	0.084	1.138	1.334	61.0%	24.3%	8.4%	6.3%
8/21/2022	25735428	0.894	845224081	0.468	1227315	0.122	9833091	0.090	1.241	1.452	61.6%	23.9%	8.4%	6.2%
8/22/2022	25744870	0.875	845692312	0.435	1228532	0.120	9922715	0.082	1.190	1.392	62.8%	22.6%	8.6%	5.9%
8/23/2022	25753117	0.891	846127184	0.483	1229732	0.140	10009089	0.086	1.234	1.460	61.0%	23.5%	9.8%	5.9%
8/24/2022	25762024	0.794	846610314	0.441	1231128	0.144	10091010	0.092	1.081	1.327	59.8%	22.4%	10.8%	7.0%
8/25/2022	25769959	0.903	847051710	0.438	1232565	0.129	10183364	0.068	1.212	1.409	64.1%	21.9%	9.2%	4.8%
8/26/2022	25778992	0.846	847489640	0.472	1233855	0.126	10251605	0.092	1.192	1.410	60.0%	24.5%	8.9%	6.5%
8/27/2022	25787453	0.809	847961521	0.429	1235116	0.121	10343619	0.083	1.117	1.321	61.3%	23.3%	9.1%	6.3%
8/28/2022	25795546	0.873	848390394	0.454	1236323	0.101	10426632	0.088	1.227	1.416	61.7%	25.0%	7.1%	6.2%
8/29/2022	25804280	0.767	848844788	0.377	1237335	0.081	10514434	0.072	1.064	1.216	63.1%	24.4%	6.6%	5.9%
8/30/2022	25811953	0.849	849222064	0.414	1238140	0.094	10586050	0.072	1.169	1.335	63.6%	24.0%	7.0%	5.4%
8/31/2022	25820442	0.808	849636121	0.422	1239079	0.101	10657625	0.085	1.129	1.316	61.4%	24.4%	7.7%	6.5%
Min														
Max														
Avg														
Total														

Aug 2022  
Comments

AUTHORITY FLOW REPORT DETAIL FOR CAPE MAY WTP

No comments.



Report Month Aug  
Year 2022

Aug 2022  
AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

Date	69th Totalizer	Sea Isle Flow in MG	81st Totalizer	Stone Harbor Flow in MG	89th Totalizer	39th Flow in MG	15th Totalizer	15th Flow in MG	Avalon City Flow in MG	Avalon Manor Totalizer	Avalon Manor Flow in MG	Stone Harbor Manor Totalizer	Stone Harbor Manor Flow in MG
8/1/2022	2428191	1.608	9873185	0.681	30573353	0.913	151370065	0.712	1.625	32163709	0.029	39237785	0.021
8/2/2022	2429799	1.383	9879999	0.648	30582485	0.822	151370065	0.754	1.576	32192660	0.020	39259232	0.018
8/3/2022	2431182	1.539	9886475	0.653	30590702	0.872	151370065	0.657	1.529	32212657	0.028	39277383	0.018
8/4/2022	2432721	1.616	9893005	0.624	30599426	0.830	151370065	0.694	1.524	32240157	0.030	39295064	0.015
8/5/2022	2434397	1.737	9899242	0.680	30607721	0.875	151370065	0.752	1.627	32270403	0.033	39309652	0.018
8/6/2022	2436074	2.242	9906038	0.944	30616475	2.354	151370065	0.751	3.105	32303262	0.049	39327788	0.027
8/7/2022	2438316	1.418	9915475	0.590	30640012	0.888	151370065	0.767	1.654	32351864	0.023	39354831	0.017
8/8/2022	2439734	1.483	9921378	0.669	30648891	0.847	151370065	0.724	1.572	32375070	0.026	39372210	0.018
8/9/2022	2441217	1.598	9928064	0.576	30657365	0.854	151370065	0.687	1.541	32400963	0.026	39390315	0.016
8/10/2022	2442815	1.329	9933822	0.582	30665904	0.844	151370065	0.679	1.523	32427046	0.023	39405834	0.015
8/11/2022	2444144	1.482	9939640	0.636	30674343	0.860	151370065	0.770	1.631	32450334	0.029	39420899	0.017
8/12/2022	2445626	1.829	9946000	0.613	30682947	0.855	151370065	0.698	1.553	32478944	0.037	39438014	0.015
8/13/2022	2447455	2.047	9952129	0.879	30691494	1.160	151370065	0.693	1.853	32516343	0.044	39452850	0.028
8/14/2022	2449502	1.654	9960919	0.695	30703096	0.842	151370065	0.695	1.537	32560299	0.035	39480616	0.018
8/15/2022	2451156	1.331	9967869	0.499	30711520	0.731	151370065	0.689	1.419	32595253	0.025	39498868	0.014
8/16/2022	2452487	1.422	9972858	0.606	30718829	0.795	151370065	0.713	1.508	32620256	0.027	39512768	0.017
8/17/2022	2453909	1.386	9978920	0.614	30726783	0.869	151370065	0.673	1.542	32647434	0.026	39529556	0.015
8/18/2022	2455295	1.385	9985064	0.455	30735476	0.651	151370065	0.821	1.472	32673637	0.029	39544165	0.012
8/19/2022	2456680	1.564	9989611	0.624	30741990	0.805	151370065	0.735	1.540	32702389	0.031	39556513	0.016
8/20/2022	2458244	1.954	9995850	0.872	30750037	1.114	151370065	0.704	1.818	32733830	0.037	39572895	0.025
8/21/2022	2460198	1.446	10004567	0.574	30761180	0.759	151370065	0.639	1.399	32770646	0.027	39598164	0.015
8/22/2022	2461644	1.223	10010304	0.469	30768772	0.671	151370065	0.617	1.288	32797338	0.022	39613325	0.013
8/23/2022	2462867	1.170	10014994	0.478	30775477	0.622	151370065	0.644	1.266	32819364	0.024	39626024	0.009
8/24/2022	2464037	1.093	10019774	0.573	30781693	0.690	151370065	0.618	1.308	32843192	0.019	39635024	0.016
8/25/2022	2465130	1.302	10025507	0.552	30788595	0.711	151370065	0.664	1.375	32862011	0.022	39650655	0.014
8/26/2022	2466432	1.616	10031023	0.603	30795704	0.801	151370065	0.582	1.383	32884257	0.032	39665137	0.015
8/27/2022	2468048	1.617	10037055	0.795	30803714	0.970	151370065	0.576	1.546	32916691	0.031	39680400	0.021
8/28/2022	2469665	1.540	10044403	0.556	30813418	0.729	151370065	0.493	1.221	32948116	0.025	39701249	0.014
8/29/2022	2471205	0.772	10049967	0.352	30820703	0.431	151370065	0.711	1.142		0.043	39715508	0.008
8/30/2022	2471977	1.063	10053487	0.477	30825013	0.637	151370065	0.736	1.374	32990635	0.021	39723661	0.013
8/31/2022	2473040	1.112	10058254	0.522	30831387	0.683	151370065	0.714	1.397	33011955	0.020	39736282	0.015
Min		0.772		0.352		0.431		0.493	1.142		0.019		0.008
Max		2.242		0.944		2.354		0.821	3.105		0.049		0.028
Avg		1.483		0.614		0.854		0.689	1.543		0.029		0.017
Total		45.961		19.029		26.486		21.360	47.846		0.894		0.514

Aug 2022

AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

Stone Harbor Blvd Totalizer	Stone Harbor Blvd Flow in MG	CMCH Totalizer	CMCH Flow in MG	Crest Haven Totalizer	Crest Haven Flow in MG	Burleigh Totalizer	Burleigh Flow in MG	Mayville Totalizer	Mayville Flow in MG	GSP Totalizer	GSP Flow in MG	Harbor Bay Totalizer	Harbor Bay Flow in MG
59041984	0.047	819149341	0.382	86664304	0.078	181777168	0.087	728496	0.176	4190587	0.005	342780	0.0025
59088840	0.034	819531447	0.331	86742589	0.039	181864557	0.070	728672	0.142	4195318	0.003	345250	0.0018
59122907	0.046	819862112	0.366	86761708	0.067	181934564	0.087	728814	0.170	4198636	0.005	347010	0.0024
59169260	0.038	820228286	0.342	86849201	0.080	182021534	0.093	728984	0.190	4203554	0.005	349390	0.0030
59207381	0.038	820570378	0.329	86929288	0.054	182114207	0.087	729174	0.174	4208423	0.005	352360	0.0026
	0.045	820899749	0.329	86983427	0.047	182200781	0.086	729348	0.176	4213425	0.008	354970	0.0028
	0.049	821228987	0.420	87029930	0.072	182286694	0.103	729524	0.210	4221558	0.003		0.0028
	0.043	821649300	0.363	87101771	0.068	182389615	0.092	729734	0.182	4224751	0.004	360490	0.0024
	0.048	822012525	0.266	87170057	0.042	182481268	0.072	729916	0.136	4229169	0.004	362860	0.0023
	0.043	822278339	0.451	87212133	0.105	182553098	0.115	730052	0.230	4233609	0.004	365190	0.0025
	0.045	822729555	0.316	87316761	0.050	182668036	0.074	730282	0.149	4237907	0.003	367670	0.0029
	0.046	823045094	0.321	87366568	0.042	182742238	0.081	730431	0.163	4240749	0.004	370030	0.0029
	0.044	823366041	0.322	87408596	0.063	182823531	0.079	730594	0.162	4244282	0.006	372930	0.0029
	0.050	823687806	0.320	87471141	0.049	182902362	0.078	730756	0.156	4250741	0.004	375840	0.0025
	0.038	824007441	0.446	87520370	0.064	182980035	0.104	730912	0.188	4254987	0.003	378360	0.0021
59245714	0.039	824453371	0.222	87584562	0.069	183083588	0.052	731100	0.139	4258111	0.003	380460	0.0024
59285134	0.045	824675729	0.345	87653392	0.068	183135681	0.081	731239	0.166	4260639	0.003	382840	0.0023
59330299	0.051	825020359	0.430	87721544	0.083	183216663	0.095	731405	0.202	4263177	0.003	385150	0.0029
59381735	0.038	825450732	0.293	87804165	0.038	183311992	0.070	731607	0.143	4266305	0.004		0.0029
59419707	0.039	825743687	0.310	87841743	0.063	183381778	0.072	731750	0.157	4269926	0.005	390870	0.0034
59458986	0.047	826053296	0.320	87904248	0.053	183453449	0.070	731907	0.147	4275209	0.004	394290	0.0021
59505556	0.047	826373254	0.429	87957249	0.062	183523343	0.096	732054	0.187	4278793	0.003	396430	0.0024
59553006	0.038	826801947	0.332	88019743	0.079	183619519	0.078	732241	0.158	4281305	0.003	398820	0.0029
59591470	0.031	827134366	0.296	88098949	0.070	183697757	0.075	732399	0.156	4283806	0.003	401750	0.0018
59622077	0.037	827430612	0.330	88169266	0.048	183772658	0.073	732555	0.150	4286378	0.002	403550	0.0024
59659141	0.058	827760444	0.363	88217164	0.053	183845703	0.093	732705	0.189	4288869	0.004	405990	0.0034
59717634	0.040	828122973	0.293	88269838	0.039	183938462	0.069	732894	0.147	4293198	0.004	409370	0.0024
59757477	0.040	828415788	0.329	88309192	0.051	184007148	0.081	733041	0.174	4297440	0.003	411730	0.0024
59797711	0.034	828745099	0.347	88360521	0.058	184088175	0.084	733215	0.170	4300750	0.004	414150	0.0023
59832091	0.036	829091869	0.350	88418266	0.064	184171827	0.075	733385	0.171	4304818	0.002	416460	0.0020
59868065	0.038	829441930	0.293	88482719	0.067	184246883	0.071	733556	0.145	4307104	0.003	418490	0.0018
Min	0.031		0.222		0.038		0.052		0.136		0.002		0.002
Max	0.058		0.451		0.105		0.115		0.230		0.008		0.003
Avg	0.042		0.341		0.061		0.082		0.168		0.004		0.002
Total	1.313		10.586		1.886		2.541		5.205		0.119		0.077



Aug 2022

AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

SM WTF TOTAL FLOW in MG	69th % of Flow	81st % of Flow	39th % of Flow	15th % of Flow	Avalon Manor % of Flow	Stone Harbor Manor % of Flow	Stone Harbor Blvd % of Flow	CMCH % of Flow	Crest Haven % of Flow	Burling % of Flow	Mayville % of Flow	Harbor Bay % of Flow	GSP % of Flow
4.634	34.7%	14.7%	19.7%	15.4%	0.6%	0.5%	0.6%	8.2%	1.7%	1.9%	1.9%	0.05%	0.10%
4.177	33.1%	15.5%	19.7%	18.1%	0.5%	0.4%	0.4%	7.9%	0.9%	1.7%	1.7%	0.04%	0.08%
4.406	34.9%	14.8%	19.8%	14.9%	0.6%	0.4%	0.7%	8.3%	1.5%	2.0%	1.9%	0.05%	0.11%
4.452	36.3%	14.0%	18.6%	15.6%	0.7%	0.3%	0.5%	7.7%	1.8%	2.1%	2.2%	0.07%	0.11%
4.679	37.1%	14.5%	18.7%	16.1%	0.7%	0.4%	0.4%	7.0%	1.2%	1.9%	1.9%	0.06%	0.11%
6.947	32.3%	13.6%	33.9%	10.8%	0.7%	0.4%	0.3%	4.7%	0.7%	1.2%	1.3%	0.04%	0.12%
4.443	31.9%	13.3%	20.0%	17.3%	0.5%	0.4%	0.7%	9.5%	1.6%	2.3%	2.4%	0.06%	0.07%
4.412	33.6%	15.2%	19.2%	16.4%	0.6%	0.4%	0.6%	8.2%	1.5%	2.1%	2.0%	0.05%	0.10%
4.239	37.7%	13.6%	20.1%	16.2%	0.6%	0.4%	0.8%	6.3%	1.0%	1.7%	1.5%	0.05%	0.10%
4.292	31.0%	13.6%	19.7%	15.8%	0.5%	0.4%	0.6%	10.5%	2.4%	2.7%	2.7%	0.06%	0.10%
4.342	34.1%	14.6%	19.8%	17.7%	0.7%	0.4%	0.6%	7.3%	1.1%	1.7%	1.7%	0.05%	0.07%
4.610	39.7%	13.3%	18.5%	15.1%	0.8%	0.3%	0.7%	7.0%	0.9%	1.8%	1.8%	0.06%	0.08%
5.423	37.7%	16.2%	21.4%	12.8%	0.8%	0.5%	0.3%	5.9%	1.2%	1.5%	1.5%	0.05%	0.12%
4.502	36.7%	15.4%	18.7%	15.4%	0.8%	0.4%	0.7%	7.1%	1.1%	1.7%	1.7%	0.06%	0.09%
4.015	33.1%	12.4%	18.2%	17.1%	0.6%	0.3%	0.6%	11.1%	1.6%	2.6%	2.1%	0.05%	0.08%
4.098	35.2%	15.0%	19.7%	17.6%	0.7%	0.4%	0.6%	5.5%	1.7%	1.3%	2.2%	0.06%	0.06%
4.197	33.0%	14.6%	20.7%	16.0%	0.6%	0.3%	0.7%	8.2%	1.6%	1.9%	2.0%	0.06%	0.06%
4.113	33.7%	11.1%	15.8%	20.0%	0.7%	0.3%	1.0%	10.5%	2.0%	2.3%	2.6%	0.07%	0.08%
4.277	36.6%	14.6%	18.8%	17.2%	0.7%	0.4%	0.5%	6.8%	0.9%	1.6%	1.7%	0.07%	0.08%
5.258	37.2%	16.6%	21.2%	13.4%	0.7%	0.5%	0.3%	5.9%	1.2%	1.4%	1.6%	0.07%	0.10%
4.017	36.0%	14.3%	18.9%	15.9%	0.7%	0.4%	0.8%	8.0%	1.3%	1.7%	1.9%	0.05%	0.09%
3.732	32.8%	12.6%	18.0%	16.5%	0.6%	0.3%	0.9%	11.5%	1.7%	2.6%	2.4%	0.06%	0.07%
3.551	32.9%	13.5%	17.5%	18.1%	0.7%	0.3%	0.8%	9.4%	2.2%	2.2%	2.2%	0.08%	0.07%
3.551	30.8%	16.1%	19.4%	17.4%	0.5%	0.4%	0.4%	8.3%	2.0%	2.1%	2.3%	0.05%	0.07%
3.820	34.1%	14.4%	18.6%	17.4%	0.6%	0.4%	0.6%	8.6%	1.3%	1.9%	2.0%	0.06%	0.07%
4.305	37.5%	14.0%	18.6%	13.5%	0.8%	0.4%	1.0%	8.4%	1.2%	2.2%	2.2%	0.08%	0.10%
4.455	36.3%	16.5%	21.8%	12.9%	0.7%	0.5%	0.4%	6.6%	0.9%	1.5%	1.8%	0.05%	0.10%
3.944	39.0%	14.1%	18.5%	12.5%	0.6%	0.4%	0.7%	8.4%	1.3%	2.1%	2.4%	0.06%	0.08%
2.924	26.4%	12.0%	14.7%	24.3%	1.5%	0.3%	0.9%	11.9%	2.0%	2.9%	3.0%	0.08%	0.14%
3.560	29.9%	13.4%	17.9%	20.7%	0.6%	0.4%	0.7%	9.8%	1.8%	2.1%	2.7%	0.06%	0.06%
3.600	30.9%	14.5%	19.0%	19.8%	0.6%	0.4%	0.6%	8.1%	1.9%	2.0%	2.1%	0.05%	0.08%

2.924
6.947
4.288
132.916

Aug 2022  
Comments

AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

15th Street flow meter failure 8/1 - 8/31. Daily five (5) year averages used.  
Stone Harbor Blvd Estimates for 8/5 - 8/15 pump station Scada Upgrade. Daily five (5) year averages used.

Report Month Jul  
 Year 2022  
 Jul 2022  
 AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

Date	Oak Totalizer	Oak Flow in MG	10th Totalizer	10th Flow in MG	North Wildwood Flow in MG	Neptune Totalizer	West Wildwood Flow in MG	Spicer Totalizer	Wildwood Flow in MG	Rosemary Totalizer	Wildwood Crest Flow in MG
7/1/2022	92879	0.555	92248	1.346	1.901	71880080	0.210	248726	1.803	651460	1.702
7/2/2022	93434	0.621	93594	1.556	2.177	72089816	0.241	250529	2.056	653162	1.920
7/3/2022	94055	0.668	95150	1.665	2.333	72331112	0.257	252585	2.215	655082	2.021
7/4/2022	94723	0.591	96815	1.560	2.151	72587696	0.232	254800	2.141	657103	1.928
7/5/2022	95314	0.509	98375	1.357	1.866	72819456	0.204	256941	1.929	659031	1.717
7/6/2022	95823	0.458	99732	1.177	1.635	73023824	0.187	258870	1.786	660748	1.566
7/7/2022	96281	0.497	100909	1.279	1.776	73210944	0.203	260656	1.820	662314	1.580
7/8/2022	96778	0.536	102188	1.314	1.850	73413576	0.209	262476	1.861	663894	1.651
7/9/2022	97314	0.585	103502	1.355	1.940	73622928	0.218	264337	1.848	665545	1.677
7/10/2022	97899	0.554	104857	1.408	1.962	73840560	0.215	266185	1.878	667222	1.720
7/11/2022	98453	0.464	106265	1.189	1.653	74055728	0.183	268063	1.689	668942	1.623
7/12/2022	98917	0.421	107454	1.111	1.532	74238376	0.169	269752	1.723	670565	1.596
7/13/2022	99338	0.413	108565	1.068	1.481	74407824	0.172	271475	1.663	672161	1.570
7/14/2022	99751	0.424	109633	1.099	1.523	74579336	0.174	273138	1.687	673731	1.509
7/15/2022	100175	0.482	110732	1.244	1.726	74753712	0.192	274825	1.822	675240	1.641
7/16/2022	100657	0.548	111976	1.416	1.964	74945768	0.218	276647	2.012	676881	1.721
7/17/2022	101205	0.512	113392	1.390	1.902	75163680	0.207	278659	1.954	678602	1.712
7/18/2022	101717	0.440	114782	1.184	1.624	75370528	0.168	280613	1.714	680314	1.632
7/19/2022	102157	0.380	115966	1.095	1.475	75539000	0.147	282327	1.691	681946	1.522
7/20/2022	102537	0.369	117061	1.077	1.446	75686128	0.140	284018	1.689	683468	1.536
7/21/2022	102906	0.399	118138	1.118	1.517	75826104	0.152	285707	1.697	685004	1.569
7/22/2022	103305	0.187	119256	1.236	1.423	75978392	0.174	287404	1.816	686573	1.662
7/23/2022	103492	0.789	120492	1.396	2.185	76151928	0.201	289220	1.907	688235	1.748
7/24/2022	104281	0.513	121888	1.409	1.922	76352440	0.195	291127	1.908	689983	1.721
7/25/2022	104794	0.417	123297	1.181	1.598	76547176	0.160	293035	1.712	691704	1.597
7/26/2022	105211	0.374	124478	1.057	1.431	76706728	0.142	294747	1.622	693301	1.483
7/27/2022	105585	0.389	125535	1.142	1.531	76848432	0.148	296369	1.692	694784	1.535
7/28/2022	105974	0.413	126677	1.161	1.574	76996896	0.151	298061	1.717	696319	1.547
7/29/2022	106387	0.463	127838	1.263	1.726	77147536	0.171	299778	1.756	697866	1.628
7/30/2022	106850	0.511	129101	1.361	1.872	77318256	0.194	301534	1.932	699494	1.696
7/31/2022	107361	0.494	130462	1.369	1.863	77511904	0.191	303466	1.853	701190	1.702
Min		0.187		1.057	1.423		0.140		1.622		1.483
Max		0.789		1.665	2.333		0.257		2.215		2.021
Avg		0.483		1.277	1.760		0.188		1.826		1.659
Total		14.976		39.583	54.559		5.823		56.593		51.432

Jul 2022

AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

Shawcrest Totalizer	Shawcrest Flow in MG	Rio Grande Totalizer	Rio Grande Flow in MG	WW WWTF TOTAL FLOW in MG	Oak % of Flow	10th % of Flow	Neptune % of Flow	Spicer % of Flow	Rosemary % of Flow	Shawcrest % of Flow	Rio Grande % of Flow
2074675	0.068	907478	0.363	6.047	9.2%	22.3%	3.5%	29.8%	28.1%	1.1%	6.0%
2075358	0.083	907841	0.377	6.854	9.1%	22.7%	3.5%	30.0%	28.0%	1.2%	5.5%
2076183	0.089	908218	0.384	7.299	9.2%	22.8%	3.5%	30.3%	27.7%	1.2%	5.3%
2077074	0.084	908602	0.365	6.901	8.6%	22.6%	3.4%	31.0%	27.9%	1.2%	5.3%
2077915	0.071	908967	0.368	6.156	8.3%	22.0%	3.3%	31.3%	27.9%	1.2%	6.0%
2078628	0.064	909335	0.361	5.599	8.2%	21.0%	3.3%	31.9%	28.0%	1.1%	6.4%
2079263	0.075	909696	0.366	5.820	8.5%	22.0%	3.5%	31.3%	27.1%	1.3%	6.3%
2080015	0.067	910062	0.362	6.001	8.9%	21.9%	3.5%	31.0%	27.5%	1.1%	6.0%
2080689	0.078	910424	0.353	6.114	9.6%	22.2%	3.6%	30.2%	27.4%	1.3%	5.8%
2081468	0.074	910777	0.353	6.202	8.9%	22.7%	3.5%	30.3%	27.7%	1.2%	5.7%
2082204	0.058	911130	0.337	5.543	8.4%	21.5%	3.3%	30.5%	29.3%	1.1%	6.1%
2082788	0.052	911467	0.331	5.403	7.8%	20.6%	3.1%	31.9%	29.5%	1.0%	6.1%
2083307	0.068	911798	0.355	5.308	7.8%	20.1%	3.2%	31.3%	29.6%	1.3%	6.7%
2083982	0.061	912153	0.351	5.305	8.0%	20.7%	3.3%	31.8%	28.4%	1.1%	6.6%
2084592	0.071	912504	0.358	5.810	8.3%	21.4%	3.3%	31.4%	28.2%	1.2%	6.2%
2085306	0.066	912862	0.376	6.357	8.6%	22.3%	3.4%	31.6%	27.1%	1.0%	5.9%
2085969	0.065	913238	0.363	6.202	8.3%	22.4%	3.3%	31.5%	27.6%	1.0%	5.9%
2086614	0.049	913601	0.369	5.556	7.9%	21.3%	3.0%	30.8%	29.4%	0.9%	6.6%
2087104	0.046	913970	0.354	5.235	7.3%	20.9%	2.8%	32.3%	29.1%	0.9%	6.8%
2087561	0.043	914324	0.360	5.214	7.1%	20.7%	2.7%	32.4%	29.5%	0.8%	6.9%
2087994	0.044	914684	0.363	5.342	7.5%	20.9%	2.9%	31.8%	29.4%	0.8%	6.8%
2088436	0.053	915047	0.374	5.502	3.4%	22.5%	3.2%	33.0%	30.2%	1.0%	6.8%
2088969	0.061	915421	0.379	6.480	12.2%	21.5%	3.1%	29.4%	27.0%	0.9%	5.8%
2089576	0.059	915800	0.380	6.185	8.3%	22.8%	3.1%	30.8%	27.8%	1.0%	6.1%
2090167	0.042	916180	0.356	5.465	7.6%	21.6%	2.9%	31.3%	29.2%	0.8%	6.5%
2090591	0.038	916536	0.350	5.066	7.4%	20.9%	2.8%	32.0%	29.3%	0.8%	6.9%
2090973	0.042	916886	0.344	5.292	7.4%	21.6%	2.8%	32.0%	29.0%	0.8%	6.5%
2091389	0.043	917230	0.352	5.384	7.7%	21.6%	2.8%	31.9%	28.7%	0.8%	6.5%
2091818	0.052	917582	0.372	5.704	8.1%	22.1%	3.0%	30.8%	28.5%	0.9%	6.5%
2092335	0.064	917954	0.367	6.125	8.3%	22.2%	3.2%	31.5%	27.7%	1.0%	6.0%
2092978	0.066	918321	0.369	6.044	8.2%	22.7%	3.2%	30.7%	28.2%	1.1%	6.1%

Min	0.038	0.331	5.066
Max	0.089	0.384	7.299
Avg	0.061	0.362	5.855
Total	1.896	11.212	181.515

Jul 2022  
Comments

AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

No comments.



Joseph V. Rizzuto, Executive Director



George W. Betts, Chairman  
Richard Rixey, Vice Chairman  
William G. Burns, Jr.  
Patricia A. Callinan  
Carol A. Heenan  
Zeth Matalucci  
Carol L. Saduk

## Cape May County Municipal Utilities Authority

1523 Route 9 North, Cape May Court House, NJ 08210  
Telephone: (609) 465-9026 • Telefax: (609) 465-9025  
[www.cmcmua.com](http://www.cmcmua.com)

August 18, 2022

Re: CMCMUA Intermediate Processing Facility Year in Review - 2020

Dear Mayor:

Audited financials of the Cape May County Municipal Utilities Authority ("CMCMUA" and/or "Authority") for the year 2020 were presented to the Board of Commissioners by the CMCMUA Auditor in the second quarter of 2022. The CMCMUA's audit report for 2020 could not be finalized due to a significant delay in the release of financial information, as required under GASB 75, by the State of New Jersey Division of Pension and Benefits. The audit report for 2020 concluded the operating expenses associated with processing Cape May County generated single stream recyclables at the CMCMUA's Intermediate Processing Facility ("IPF") was in excess of the revenue generated from the sale of Cape May County generated single stream recyclables. Therefore, in accordance with the *"Shared Services Agreement on Source Separation and Recycling"* between the Authority and Cape May County Municipalities, there will not be a recycling rebate for 2020. The operating expenses deficit associated with processing Cape May County generated single stream recyclables at the IPF totaled \$279,586 in 2020. IPF operating losses over the last 3 years have totaled over \$884,000, all of which have been subsidized by the CMCMUA through use of reserves.

The recycling industry and global recycling markets showed further signs of acclimating to a "new normal" throughout the first quarter of the year 2020 where end markets demanded higher quality recyclables rather than higher quantity, lower quality recyclables, while the remainder of the year was marked by the COVID-19 pandemic. A few months into the COVID-19 pandemic, the consumer industry experienced high demand for products through e-commerce. The supply of secondary raw materials obtained through the recycling industry to make cardboard boxes could not keep pace with the demand. As the supply and the demand for high-quality paper scrap to produce printing and writing paper for the educational and commercial sector waned, several paper mills in the United States decided to pivot from producing printing and writing paper to producing material for corrugated boxes for e-commerce.

An additional impact of the COVID-19 pandemic on the recycling industry was the change in the composition of the residential recycling stream. The composition of the residential recycling stream in Cape May County mimicked national trends for 2020. Cardboard tonnages increased with the rise of e-commerce and Aluminum, glass and plastic bottles tonnages increased as households consumed more food and beverages at home. Other recyclable materials remained at or near 2019 tonnages. As commodity prices for recyclables are driven by supply and demand, the global recycling markets showed positive pricing trends for certain recycling material commodities in 2020, especially in the 4<sup>th</sup> quarter, compared to 2019.

## Cape May County Municipal Utilities Authority

August 18, 2022

Page 2

In closing, please remember these simple Recycle Right guidelines which, in the long-run, make a recycling program a more successful one. **Recycle only empty, clean, and dry loose bottles, jugs, jars, and containers (without lids) and never place recyclables in plastic bags.** For additional information on how to Recycle Right, the Authority's "Waste Wizard" application is available for download on a mobile device through the CMCMUA's website, [www.cmcmua.com](http://www.cmcmua.com), or enter "CMCMUA" in the App Store or Google Play. The "Waste Wizard" application informs users of how to recycle or dispose of a waste item here in Cape May County. The Authority welcomes the opportunity to assist your community in its recycling education and promotional efforts to Recycle Right!

Please feel free to contact Lyn Crumbock, Cape May County Recycling Coordinator, or myself at (609) 465-9026 should you have questions regarding this communication or for more information on recycling in Cape May County.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Rizzuto', with a large, stylized loop at the end.

Joseph V. Rizzuto  
Executive Director

Cc: John R. Conturo P.E., Solid Waste Program Manager  
Linda Crumbock, Recycling Coordinator



## **CITY of NORTH WILDWOOD**

**901 Atlantic Avenue,  
North Wildwood, NJ 08260  
(609) 522-2030 / Fax (609) 846-9995**

**Jason W. Hesley, CTA  
Tax Assessor**

**NIC LONG  
CITY ADMINISTRATOR**

August 30, 2022

Re: Olde New Jersey Avenue

Nic:

The properties located on Olde New Jersey Avenue are listed on my tax records as North New Jersey Avenue.

The Tax Map shows the street labeled as New Jersey Avenue. The section between Second Avenue & Delaware Avenue is shown on the Tax Map as New Jersey-Spruce Avenue Connection.

In an effort to correct these inconsistencies, I have discussed with Scott Jett renaming the blocks north of Second Avenue as Olde New Jersey Avenue on my Tax Map and tax records. The street signs already show the area as such.

A City Ordinance would have to be prepared to officially designate the street as Olde New Jersey Avenue. Once this is complete, I can update the tax records and instruct Van Note Harvey to update the Tax Map.

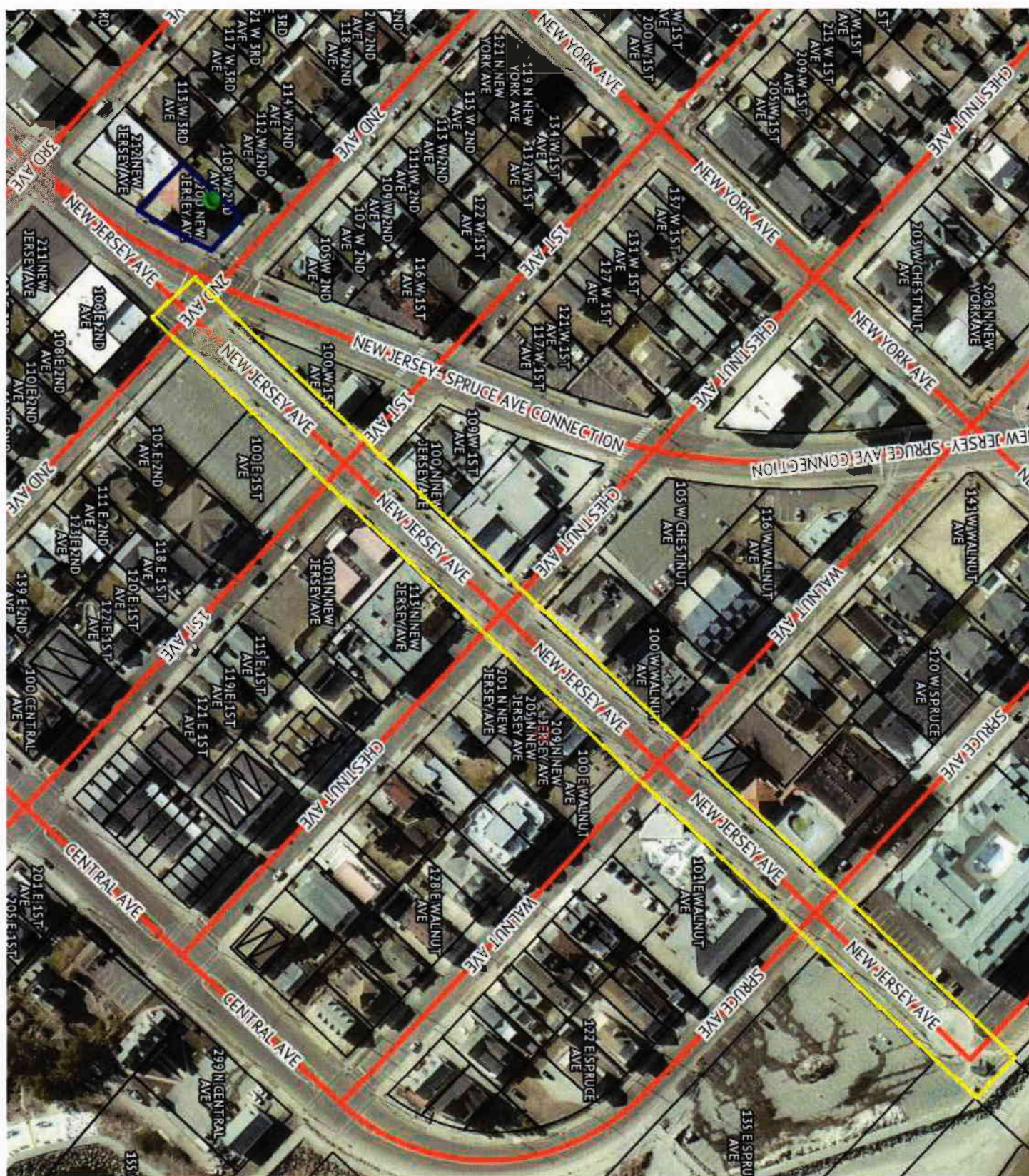
Let me know if you have any questions.

Yours truly,

  
**Jason W. Hesley, CTA**  
[jhesley@northwildwood.com](mailto:jhesley@northwildwood.com)

cc: Mayor Rosenello  
Sal Zampirri  
Scott Jett







Mark and Michelle Rucci  
1410 Atlantic Avenue  
North Wildwood, NJ 08260

September 6, 2022

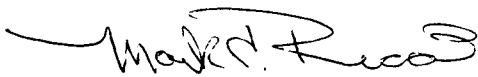
Mayor Patrick T. Rosenello and City Council  
City of North Wildwood  
901 Atlantic Avenue  
North Wildwood, NJ 08260

Dear Mayor Rosenello and Members of the North Wildwood City Council:

I write to express my gratitude for the exemplary service of one of the City of North Wildwood's employees — Ms. Jeannette Axelsson. Over the last several months, my wife and I have navigated the complicated and cumbersome processes of finalizing her retirement from Margaret Mace School, electing new healthcare plans, and submitting paperwork regarding our pensions. At times, we hit roadblocks in the process and faced questions to which we did not have answers. I reached out to Jeannette to see if she would be able to help us navigate this process. She exceeded all expectations and went above and beyond as an employee and representative of the City of North Wildwood.

Jeannette spent hours both on the phone and online liaising with the State of New Jersey to resolve all issues—never once hesitating. She helped to ease my concerns and set an example for the type of service that all City officials should aspire to provide. I thought her help to a resident was deserving of recognition by the Mayor's Office and Council. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Mark C. Rucci". The signature is fluid and cursive, with the first name "Mark" being more prominent and the last name "Rucci" following in a similar style.

Mark C. Rucci





# City of North Wildwood Special Event Application Form

Name of Event: IRISH FALL FESTIVAL

Date of Event: 9/23, 9/24, 9/25 2022 Date of Application: 8-31-22

Type of Event (check one)

- ☐ Parade / Procession ☒ Festival ☐ 1 Day ☒ multi-day ☐ Block Party ☐ Bonfire
- ☐ Craft Show ☐ 1 Day ☐ multi-day ☒ Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race
- ☐ Ceremony / Celebration / Demonstration ☐ Polar Plunge / Water Event ☐ Car Show
- ☐ Film / Photography ☐ Stage Request Only ☐ Other: \_\_\_\_\_

The City of North Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Recreation & Tourism Department. **This application must be fully completed, signed, and forwarded to the Recreation & Tourism Department 90 days in advance of the event date unless waived by the Mayor and/or governing body.**

(City Code 382-23) A "special event" is an event sponsored by an organization who desires to use portion of the public streets or other public property, or avail itself of public facilities. Such event must be sponsored by a corporation (nonprofit or for profit), authorized to do business in the State of New Jersey, a nonprofit civic association, a charitable association, a religious association or any other association of persons. Special events shall include, by way of example and not by way of limitation, such events as parades, festivals, craft fairs, art shows, athletic contests, running races, bicycle races, fund raising events and similar events of which may include entertainment.

(City Code 382-24) There shall be an application fee charged to each organization, excluding municipal operations, operating a special event in the sum of **\$25.00 for non-profit and \$50.00 for for-profit entities.**

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

## SECTION 1 – ORGANIZATION INFORMATION

- 1) Name of Organization: IRISH FALL FESTIVAL
- 2) Address of Organization: 101 West Chestnut Ave, North Wildwood NJ
- 3) Purpose of Organization: NON PROFIT / CHARITY
- 4) How many members are in your organization: 230
- 5) Is your organization tax exempt: (please circle) YES NO Is this a non-profit event (YES) NO
- 6) NJ Registered Charitable Organization#: CMC 1704 Div 1 Tax ID#: 22-3348759

## SECTION 1 – ORGANIZATION INFORMATION CONT

### 1) Organizer Contact Information:

Name of Event Chairperson / Organizer <u>Michael Maguire</u>	
Title <u>President</u>	Cell Phone <u>609522-8538</u>
Address / City / State / Zip <u>123 W. 4th Avenue, North Wildwood NJ</u>	
Email <u>MAGUIR@COMCAST.NET</u>	

Name of Event Chairperson / Organizer <u>Jerry Boyle</u>	
Title <u>TREASURER</u>	Cell Phone <u></u>
Address / City / State / Zip <u>3 MIMOSA DRIVE, NORTH CAPT MAY NJ 08204</u>	
Email <u>Boyle by the SEA @COMCAST.NET</u>	

## SECTION 2 – APPLICATION AUTHORIZATION

I, Michael Maguire, the undersigned state that I am the duly  
Name of Applicant

authorized representative of the IRISH FAIR FESTIVAL  
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

Michael Maguire  
Applicant Signature

8-24-22  
Date

### SECTION 3 – EVENT INFORMATION

1) Official Name of Event: IRISH FAIR Festival

2) Location of Event (please list city venue requirements by day/date): \_\_\_\_\_

See Attached

3) Describe Event Activities: Promote Irish History and Culture  
AND Tourism in the Wildwoods in the  
Shoulder Season

4) Will the event be held for the sole purpose of advertising any product, goods, or event: YES ☐ NO ☒

5) If yes, describe in detail: \_\_\_\_\_

6) Will alcohol be served or sold by event organizers or others: YES ☐ NO ☒

A) Do you have a ABC/Social Affairs Permit: YES ☐ NO ☐

B) Are you requesting approval for open display of alcohol: YES ☐ NO ☐

C) Designated Hours for open display of alcohol: \_\_\_\_\_

D) Designated Location of open display of alcohol: \_\_\_\_\_

E) Other Conditions: \_\_\_\_\_

**If alcohol is being sold at the event, the organizer is responsible to identify patrons of legal age to consume alcohol and provide the patron with a wristband after identification was properly checked.**

8) Rain Date or Delayed Starting Time: None

9) Schedule Details: (Include a copy of program schedule/timeline/description of events)

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day
Day of the Week (SU,M,TU,W,TH,F,SA)				
Date (MM/DD/YY)				
Set-Up (00:00AM/PM)		<u>See Attached</u>		
Event Starts (00:00 AM/PM)				
Event Ends (00:00 AM/PM)				
Clean-Up (00:00 AM/PM)				

### SECTION 3 – EVENT INFORMATION CONTINUE

10) Will the event require site to remain in place overnight, or will the site be broken down each night (partially or completely) Explain: \_\_\_\_\_

11) Describe how you plan to provide security for the event: City of North Wildwood

a) Private Security Company (name/address/contact person/phone): \_\_\_\_\_

12) If an event management company is contracted to handle the event, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Portion/s of event that the company is responsible for: \_\_\_\_\_

### ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

### SECTION 4 – INSURANCE REQUIREMENTS

1) Name of Insurance Company: United States Liability Insurance Group

Policy Number: SE 2013229

Limits of Liability: 1,000,000 - 3,000,000

Events are required to provide the City of North Wildwood with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City of North Wildwood as an "Additionally Insured."

A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.

# CERTIFICATE OF INSURANCE

---

Evidence of financial responsibility from event chairperson, organization and others with whom the City of North Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Director of Tourism and Special Events, City Administrator or City of North Wildwood Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

## I. INDIVIDUALS

### A. General Liability Limit

\$100,000

Evidence that the individual has comprehensive personal liability insurance in force is required to use any City of North Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

## II. NON-PROFIT/CHARITABLE GROUPS

### A. General Liability Limit

\$1,000,000

### B. City of North Wildwood, N.J. named as "Additional Insured" with Endorsement page(s)

C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

## III. COMMERCIAL (FOR PROFIT) GROUPS

### A. Commercial General Liability Limit

\$1,000,000

Combine Single Limit of Liability for Bodily Injury and Property Damage.

### B. City of North Wildwood, N.J. named as "Additional Insured" with Endorsement page(s)

C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.



## HOLD HARMLESS

NAME OF ORGANIZATION/USER Irish Fall Festival will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of North Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of North Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named **Facility(ies)/Equipment**, including all suits or actions of every kind or description brought against the **City of North Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)/EQUIPMENT**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**. The above **USER** shall inspect the described **FACILITY (IES) / EQUIPMENT** prior to the use of the **FACILITY(IES)/EQUIPMENT** and report any defective, hazardous or dangerous conditions found at the **FACILITY(IES)/EQUIPMENT** to an Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-2955 or (609) 522-4646, and **USER** shall immediately cease the use of the **FACILITY(IES)/EQUIPMENT** until such defective, hazardous or dangerous conditions are remedied. After the use of the **FACILITY(IES)/EQUIPMENT**, **USER** shall immediately report to the **City of North Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **FACILITY(IES) / EQUIPMENT**.

### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the **FACILITY(IES) / EQUIPMENT**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable. Where indicated, the **USER** shall be required to name the **City of North Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of North Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of North Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of North Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of North Wildwood** as an "Additional Insured" for the duration of this agreement. The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

### COVID-19

**USER** verifies and asserts that all activities conducted at the **FACILITY(IES)** shall be in full compliance with the CDC, DOH Guidelines and the State of New Jersey Governor's Executive Orders applicable to public pools, summer camps, sports leagues, and recreation programs with can be reviewed at:

[https://nj.gov/infobank/eo/056murphy/approved/eo\\_archive.html](https://nj.gov/infobank/eo/056murphy/approved/eo_archive.html)

**USER** shall be responsible for all participants or guests complying with any social distancing or masks/face covering requirements of the state or Federal government which are in effect.

Signed by an authorized representative of the **USER** and the **City of North Wildwood** on

this 6 day of September, 2022.



USER (SIGNATURE)

Michael Maguire

USER (PRINT NAME)



CITY REPRESENTATIVE

Steve Albano

CITY REPRESENTATIVE (PRINT)

## STAGE / REVIEWING STAND REQUEST

Stage Costs: ☐ Stage 20' x 24' ☐ Stage 24' x 24' ☒ Stage 24' x 24' with Banner Frame

*Chestnut and Olde New Jersey - Cost incurred By the city*  
A) Street Use - \$750.00 (Street Venues) Beach Use - \$1,000.00 (Beach Venues)

Reviewing Stand Costs: ☒ Reviewing Stand 8' x 14'

*Henfey Field Cost incurred By the city*  
B) Street Use - \$250.00 (Street Venues) Beach Use - \$500.00 (Beach Venues)

C) Lights-Electricians: There is an additional \$250 for electrical set-up

D) Call In: additional \$250 charge, if workers need to be called in to break down stage and/or secure in place due to bad weather, heavy rain, winds more than 30mph, etc.

E) Special Set-up: additional \$250 charge, if workers need to come back and set-up outside of normal working hours for the Department of Public Works.

F) Banners for banner frame must be supplied to DPW 48 hours prior to event. Organizer is responsible to collect banners following stage dismantle. Describe banners/signs in detail (please attach a photo or layout):

*Same as 2021*

G) Foul Weather, Heavy Rain, High Wind (Over 30 MPH)

This person is the sole event manager to cancel or postpone stage usage with consultation from the Director of Public Works or designee.

Coordinator: Michael Maguire Cell #: 609 522 8538

SITE PLAN SHOULD INCLUDE LOCATION, STAGE DIRECTION, ETC.

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY	4 <sup>TH</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	<i>Friday</i>	<i>Saturday</i>		
Date (MM/DD/YY)	<i>9-23-22</i>	<i>9-24-22</i>		
Delivery/Removal (00:00AM/PM)				
Set-Up (00:00AM/PM)				
Event Starts (00:00 AM/PM)				
Event Ends (00:00 AM/PM)	<i>noon</i>	<i>noon</i>		
Break-Down (00:00 AM/PM)	<i>8:30 PM</i>	<i>8:30 PM</i>		

## FESTIVAL 1 DAY OR MULTIPLE DAYS

1) Location (list any street closing): Olde New Jersey Avenue

2) Number of Non-Food Vendor Spaces: 50 Number of Food Vendor Spaces: 10

3) List of Vendors and Contact Numbers—fully updated list must be turned in one week prior to event.

**(NOTE: All vendor applications, fire permits and fees should be collected by the event organizer and distributed to appropriate department(s) at one time.**

**Food Vendors must meet the requirements of the Cape May County Board of Health)**

4) Location of Stages / Performance Areas (site plan): Chestnut and Olde New Jersey and Hontey Park (Saturday Only)

5) Type of Entertainment / Music: \_\_\_\_\_

\_\_\_\_\_ \*Attach  
a program schedule—may submit draft version—final version must be turned in 1 week prior to event

6) Are Vendor fees charged: YES NO Amount: \$ VARIOUS

7) Purpose of the fees and beneficiary: deFRAY Festival Cost

8) Special Guests (i.e., Mascot, Politician, Musician, Controversial, Actor, Actress, etc.):  
\_\_\_\_\_

9) These items are PROHIBITED in the Festival Area:

- Any Glass Bottles and Glass Containers served at festival sites
- Any type of Back Packs
- Any type of Coolers

## PUBLIC WORKS

1) Are NW trash/recycling receptacles and removal requested:

☒ YES ☐ NO  
☒ YES ☐ NO

Is the event organization ordering the Dumpsters:

Number Requested: Trash- \_\_\_\_\_ Recycling can/bottles- \_\_\_\_\_ Dumpsters- \_\_\_\_\_

*As determined By City of North Wildwood*  
VENDOR COORDINATOR PLEASE ATTACH A RECLYCYNG/TRASH PLAN

- All trash from set-up to clean-up must be removed and placed in the dumpsters provided. No stockpiling of trash behind space.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tar paper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.
- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water, and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

**Improper disposal of any material (including grey water, trash, garbage, and recyclables) – will be subject to legal action for violations under Ordinance #374-19.5.**

The information above needs to be distributed by the Event Organizer to all vendors prior to and during the event on their own stationary.

Name of person responsible for distributing information to vendors: IRISH FALL FESTIVAL

2) Do you request the use of any portable equipment from Public Works:

☒ YES ☐ NO *Committee*

(Please write an amount next to each requested item)

*As determine By City of North Wildwood*

Traffic Cones- \_\_\_\_\_ Fencing- \_\_\_\_\_ Street Barrels- \_\_\_\_\_ Eating Tables- \_\_\_\_\_

Additional Equipment Requested \_\_\_\_\_

3) Restrooms/Port-a-Pots: Will your event direct people to public restrooms-

☐ YES ☐ NO

Will your event use portable toilets/trailers-

☐ YES ☐ NO

Is the event organizer ordering toilets/trailers-

☐ YES ☐ NO

If yes, how many will be used: \_\_\_\_\_

Name of company: \_\_\_\_\_

Contact Person/Cell: \_\_\_\_\_

*Determine By City of North Wildwood*

**Note: One toilet for every 500 people is requested for events lasting over 2 hours – an appropriate number of these toilets should be handicapped accessible.**

4) Will your event have any temporary structures, fences, or fixtures:

☐ YES ☐ NO

**Anchors, pins, spikes or other materials are strictly prohibited in asphalt, boardwalk, and/or concrete to secure objects.**

If so, please describe in detail: \_\_\_\_\_

Event Organizer is required to contact the Construction office for permits. 609 522 2030 ext. 1560

The City of North Wildwood will not allow any markings and/or painting of the streets, sidewalks, boardwalks, and parking lots, except those made by approved marking devices. Call the Dept. of Public Works to arrange for an appointment with the Director of Public Works prior to the event to submit marking devices for approval. If unapproved marking devices are used, the event/organization will be charged with the cost of removing and restoring to prior to event status. In addition, this department will likely not approve this organization's future events.

Respectfully,

Doug Nordberg, Director of Public Works

# RECREATION & TOURISM DEPARTMENT

1) Do you anticipate the need for Rec/Tour Dept. staff to support your event: YES NO

If yes, how many- \_\_\_\_\_

Purpose: \_\_\_\_\_

2) Will you require the use of Recreation Dept. Facilities (Rec Center/Parks): YES NO

If yes, please describe in detail (include dates/times)- Hertey Park - Saturday  
until 2 PM

3) Will you require the use of Recreation Dept. portable equipment: YES NO

(Please write an amount next to each requested item)

Bleachers- X Coolers- FRIDAY AND Saturday - Chestnut and Old e  
Chairs (folding)- \_\_\_\_\_ Tables- \_\_\_\_\_ Chairs (ceremony)- New Jersey

Sound System (2 or 4 speakers) w/ microphone- X Podium- X Tents- \_\_\_\_\_ Signs- \_\_\_\_\_  
*circle one*

Additional Equipment- Stage

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	<u>Friday</u>	<u>Saturday</u>	
Date (MM/DD/YY)	<u>9-23-22</u>	<u>9-24-22</u>	
Equipment Requested	<u>As listed ABOVE</u>		
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

4) Does the publicity plan for this event include any of the below: YES NO  
☒ Posters ☒ Website ☒ Social Media ☐ Radio ☐ TV ☒ Newspaper/Publication ☐ Other

5) List any planned Print/Radio/TV Advertising: to be determine

Include copies of any direct mail/invitations/email/internet/posters/press releases/media kit being sent out



## BUILDINGS, GROUNDS & PARKS DEPARTMENT

1) Will any object, such as tent posts or signs be driven into the ground: YES NO  
(If yes, please consult with B.G. & P. Dept. to avoid damaging the irrigation system)

2) Will the event require the closure of any park / City area to the general public: YES NO

If yes, please describe in detail: \_\_\_\_\_

3) Will the boardwalk be used to secure any items (tents, signs or any other type of structure): YES NO

If yes, please describe in detail: \_\_\_\_\_

4) Will you have any vehicles on the boardwalk (Weight limit of 5000 lbs.): YES NO  
(Vehicles are restricted to the Tram Path only)

If yes, please describe in detail: \_\_\_\_\_

5) Will your event have any electrical needs: YES NO  
(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

Will you have any sound / lighting equipment: YES NO

Will you be using a lighting or sound contractor: YES NO

Contractor Information: NOT AVAILABLE AT THIS TIME

6) Overhead banners, banner flags and/or signs installed on City property

(Please request a banner specifications sheet with your application. All banners need City approval before being created and displayed.  
Organizer is responsible to collect banners following the event)

- a) Overhead Banners should be professionally made and measure 40 feet in length by 3 feet in width
- b) To get maximum display use; heavy duty grommets should be 16 inches apart and wind flaps cut and stitched in banner, should be constructed to last 2-4 weeks of display in the wind
- c) Banner Flags (10 poles) should be 5 feet in length by 30 inches wide (display should be 53" long)
- d) Welcome Area Billboard is 8 feet in length by 12 feet in width

7) Describe banners/signs in detail with proper wording (please attach a photo/layout): \_\_\_\_\_

to follow

8) Electrical service fees shall be paid by the vendor:

(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

- A) \$35 per event for ONE twenty-amp      \$50 per event for ONE thirty-amp  
\$75 per event for ONE fifty-amp

B) Extra circuits will be provided only if there is a surplus of circuits after all vendors who have paid for electrical service have been provided with electrical service and thereafter will be provided on a first-requested and paid/first-provided basis.

C) Any service calls to a vendor that is necessitated by an overloaded circuit will result in the vendor being assessed an additional \$70 fee, which sum is payable in the advance of the restoration of electrical service to the vendor.

# NORTH WILDWOOD BEACH PATROL

1) What location(s) of the beach/ocean will be used and for what purpose: \_\_\_\_\_

NONE

2) Do you anticipate the need for NWBP staff to support your event: YES NO

If yes, how many- \_\_\_\_\_ Purpose: \_\_\_\_\_

3) Will you require the use of NWBP Facilities, Vehicles, or Equipment: YES NO  
(If yes, please describe in detail; include dates and times)

	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested	<u>GOLF CART</u>		
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

## CITY CLERK OFFICE

1) Number of Non-Food Vendor Spaces: Estimate 50 Number of Food Vendor Spaces: 10

(Final Vendor list must be turned in 1 week prior to event date)

(Organizer is responsible for obtaining vendor permits from Clerk's office & distributing vendor permits to vendors before inspection)

Vendor Fees	1 Day	2 Day	3 Day
First Year Fee	\$ 10.00	\$ 20.00	\$ 40.00
Second Year Fee	\$ 20.00	\$ 40.00	\$ 80.00
Third & Fourth Year Fee	\$ 50.00	\$ 100.00	\$ 150.00
Fifth & Plus Year Fee	\$ 75.00	\$ 150.00	\$ 200.00

2) Will your event require bulk special event parking passes: YES NO  
**FOR 3-DAY OR MORE EVENTS ONLY**

3) If yes, how many: to be determined List dates for passes: 9-23, 9-24, 9-25  
\*Minimum 250 for out of season events and 500 for in season events; \$5 per day/per vehicle  
(Must be paid for 30 days prior to date of event) (In season is Memorial Day to Labor Day of each calendar year)

Not required by the city

# POLICE DEPARTMENT

1) Contact information of person in charge of event: ADH 609-729-0075 MIKE MAGUIRE  
JERRY BOYLE

2) Contact information of person on-site of event: MIKE MAGUIRE  
JERRY BOYLE

3) Street or sidewalk closure(s): YES NO  
Plan approved: YES NO

4) Barricade request (fencing/barrels/cones) As determine By NWPD  
Plan submitted: YES NO  
Plan approved: YES NO

5) Responsible party for barricade set-up (Federal Fencing-Atlas-Police, etc.): \_\_\_\_\_

Contact information: \_\_\_\_\_

6) Signage requested "NO PARKING", Other (describe below): \_\_\_\_\_ Post Time: \_\_\_\_\_

7) Equipment stored overnight: YES NO

Location: \_\_\_\_\_ Contact Info: \_\_\_\_\_

8) Site Plan – Detour/Traffic plan submitted: YES NO  
Police Approval: YES NO

9) Police requested or required for event: YES NO Start time: \_\_\_\_\_  
(Please write amount next to request) Finish time: \_\_\_\_\_

Officers- \_\_\_\_\_ Traffic Posts- \_\_\_\_\_ Overnight Security- \_\_\_\_\_

10) Music: YES NO Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
Location: \_\_\_\_\_

11) Alcohol being served at event: YES NO Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
State ABC Approval: YES NO  
City Approval: YES NO

12) Staging Area: YES NO  
Plan Submitted: YES NO  
Plan Approved: YES NO

13) First-Aid/EMS on site: YES NO

14) Large Events: Command Post being utilized: YES NO

Location of Command Post: \_\_\_\_\_ Phone #: \_\_\_\_\_

List of Department representatives and contact numbers:  
(Please put on a separate sheet)

## **FIRE & EMS DEPARTMENT**

---

1) Do you anticipate the need for Fire / EMS staff / equipment to support your event:      YES      NO  
*Fire Chief will determine the amount of staff and/or equipment needed for your request. attendance - \_\_\_\_\_*

3) Purpose: \_\_\_\_\_  
\_\_\_\_\_

4) Will you require the use of Fire Dept. Facilities or portable equipment:      YES      NO

5) If yes, please describe in detail, including dates and times: \_\_\_\_\_  
\_\_\_\_\_

## **CONSTRUCTION, FIRE & HOUSING DEPARTMENT**

---

1) Will there be a bonfire, open flame, lighting, cooking, extinguishing, or burning of any material: YES   NO

2) If yes, please describe in detail: \_\_\_\_\_  
\_\_\_\_\_

3) Will there be any tents used larger than 900 square feet and more than 30 feet in any direction: YES   NO

4) If yes, please describe in detail: \_\_\_\_\_  
\_\_\_\_\_

5) Permit #: \_\_\_\_\_ (Will be issued after Mayor & Council Approval)

**\*\*The number of bonfire permits are limited and based on the availability of fire personnel\*\***

a) Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

b) Type 1 Permit: PERMIT FEE - \$54.00 (non-refundable)

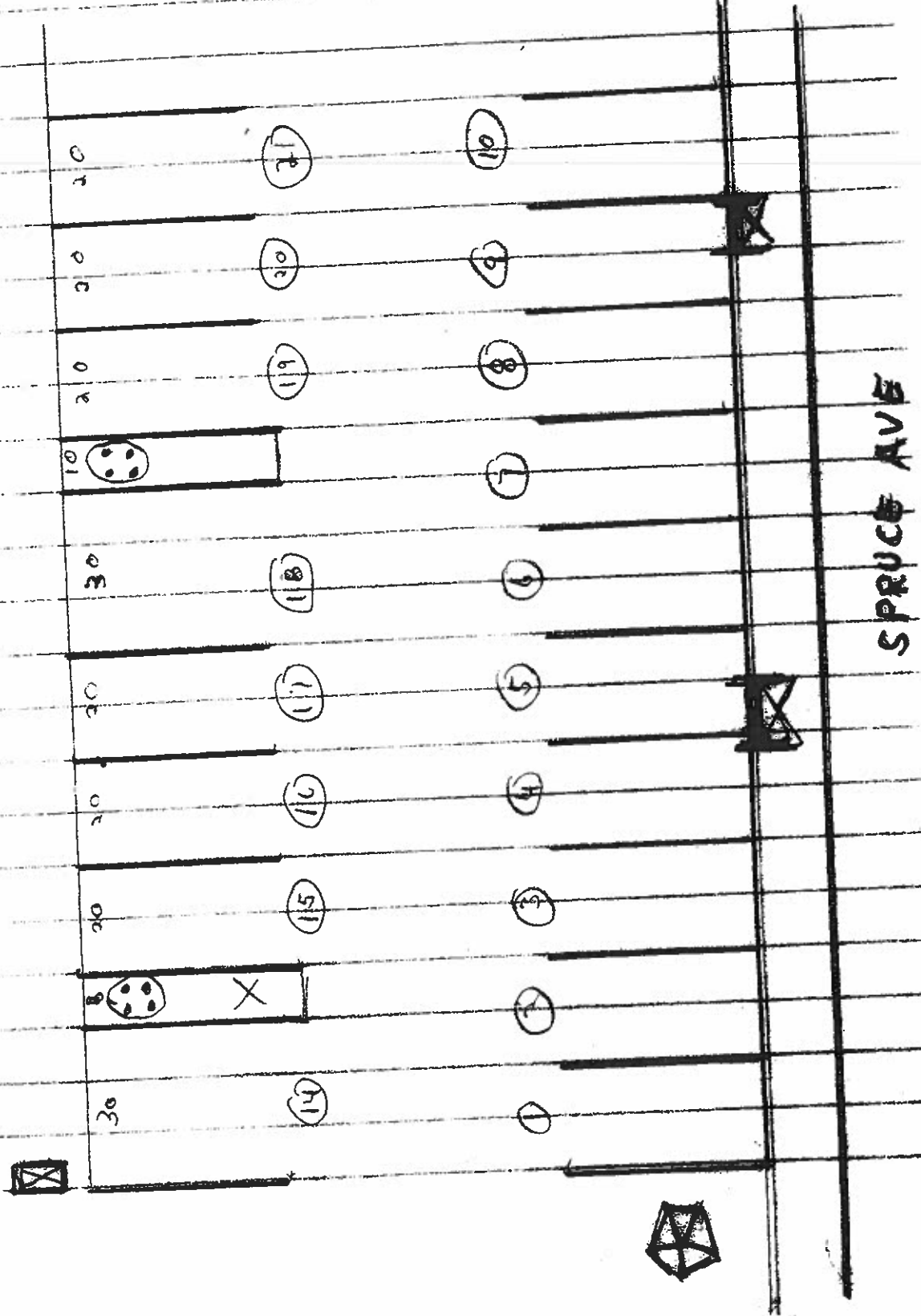
1) The use of any open flame or flame-producing device, in connection with any public gathering for purpose of entertainment, amusement, or recreation.

2) The erection, operation or maintenance of any tent or canopy that is greater than 900 square feet and more than 30 feet in any direction.

# IFF- Food Vendors 2022

First Name	Last Name	Company Name	Address	City	State	Postal Cod	Spot	Phone #
Joe	Rotoad	Hot Spot	3421 Boardwalk	Wildwood	NJ	08260-	1	6098279392
Divina	David-Tost	Gourmet Barbecue	33 Carriage Way	Millstone	NJ	08510-871	2	7329392708
Roland	Millard	Fredo's	P.O. Box 2647	Wildwood	NJ	08260	3	6096751829
Dave	Bannon	Firehouse Burgers	126 W. Hollywood	Wildwood	NJ	08260-	4	6098467716
Courtney	Romberger	Cape May Crab Cake Factory	43 Dory Ave	Cape May C.H.	NJ	08210-	5	6097415278
Tom	Fresolone	Frezys Concessions	100 Anita Drive	Manahawkin	NJ	08050	6	7326186418
Elizabeth	Jensen	The Corn Hut	1206 Central Avenue, #8	North Wildwood	NJ	08260	7	6092893919
							8	
Richard	Hans	Rib eye steak stand	323 Rt. 9	Cape May	NJ	08204	14	6096023378
EJ	Ruhl	Shore Side Catering	547 Goshen Road	Cape May Court House	NJ	08210	15	6094702070
Giovanni	Visciglia	Crust N Fire	439 Larchmont Blvd.	Mt. Laurel	NJ	08054	16	8566385744
John	Clark II	The Sausage King	24 Rose Lane	Villas	NJ	08257	17	6099721520
BRUCE	Bottomley	PET VENTS	Box 823	ABSECON	NJ	08210	18	6109456275
							19	
							20	
Dave	Bannon	Hot Dog Cart	126 W Hollywood Street	Wildwood Crest	NJ	08260		6098467716
Eric	Shenkus	Pirate Pete's	11 Jack Sloan Court	Northfield	NJ	8225 FH 1		6094258529

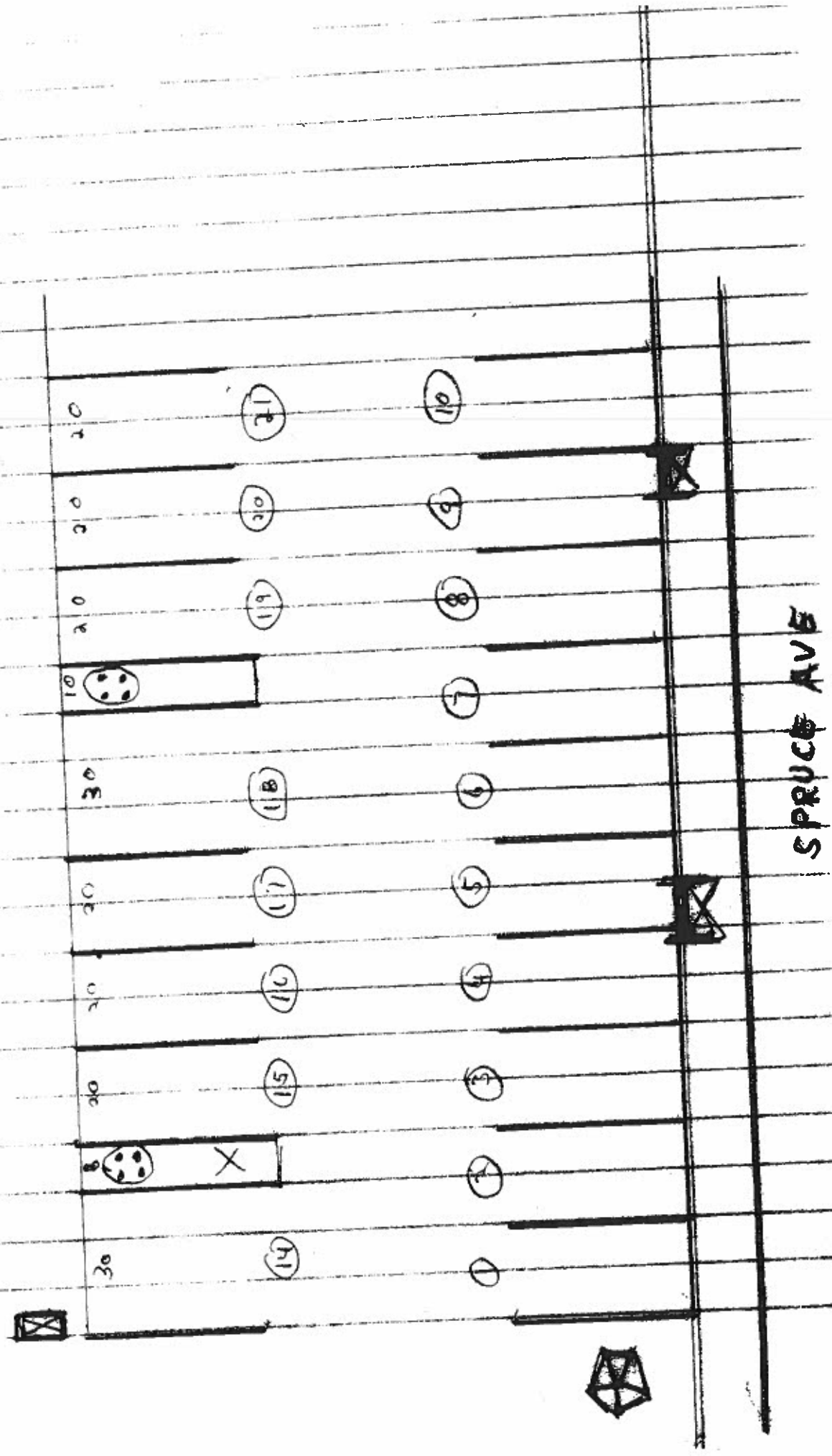
\* FENCE ROW + END OF #8 TO ENCLOSURE 145 FEET  
\* FENCE ROW SPACES 20 FEET TYPICAL



# IFF- Food Vendors 2022

First Name	Last Name	Company Name	Address	City	State	Postal Cod	Spot	Phone #
Joe	Rotoad	Hot Spot	3421 Boardwalk	Wildwood	NJ	08260-	1	6098279392
Divina	David-Tost	Gourmet Barbecue	33 Carriage Way	Millstone	NJ	08510-871	2	7329392708
Roland	Millard	Fredo's	P.O. Box 2647	Wildwood	NJ	08260	3	6096751829
Dave	Bannon	Firehouse Burgers	126 W. Hollywood	Wildwood	NJ	08260-	4	6098467716
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Toni	Fresolone	Frezys Concessions	100 Anita Drive	Manahawkin	NJ	08050	6	7326186418
Elizabeth	Jensen	The Corn Hut	1206 Central Avenue, #8	North Wildwood	NJ	08260	7	6092893919
Richard	Hans	Rib eye steak stand	323 Rt. 9	Cape May	NJ	08204	8	
EJ	Ruhl	Shore Side Catering	547 Goshen Road	CapeMayCourtHouse	NJ	08210	14	6096023378
Giovanni	Visceglia	Crust N Fire	439 Larchmont Blvd.	Mt. Laurel	NJ	08054	15	6094702070
John	Clark II	The Sausage King	24 Rose Lane	Villas	NJ	08257	16	8566385744
Brian	Wintemley	REVENUE	Box 823	Absecon	NJ	08210	17	6099721520
							18	6109456275
							19	
							20	
Dave	Bannon	Hot Dog Cart	126 W Hollywood Street	Wildwood Crest	NJ	08260		6098467716
Eric	Shenkus	Pirate Pete's	11 Jack Sloan Court	Northfield	NJ	8225 FH 1		6094258529

\* FENCE ROW - END OF #8 TO ENCLOSURE 165 FEET  
 \* FENCE ROW SPACES 20 FEET TYPICAL

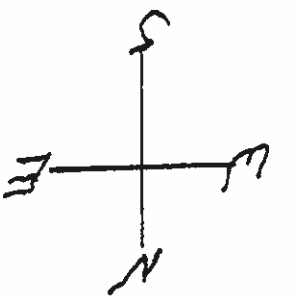




# IFF - STREET VENDORS 2022

First Name	last name	T/A	Address	City	State	Zip	2022 phone
Rachel	Berg	Posh Silver Co.	12 Forman Ave	Monroe Twp	NJ	08831-1A,	9083035178
Rachel	Berg	AgAu Jewelry	12 Forman Ave	Monroe Twp	NJ	08831-01,02	9083035178
Hollie	Ingham	American Irish Luck	213 E. Palm Road	Wildwood Crest	NJ	08260-3,	2154992890
Peter	Townsend	Peter Townsends Irish Collect	507 W North	Crown Point	IN	46307-223 06,07	2197652918
NW Lifeguards							
Linda & Jon	Gerner	Serendipity Design	730 Fox Lane	Vineland	NJ	08360-247 09,10,	8565203895
Lauren	Difelice	Jolina Boutique	1215 Belfield Avenue	Drexel Hill	PA	19026 13,	4845809844
Colleen	MacIntosh	The Sassy Apple	P O BOX 2016	Voorhees	NJ	08043, 14,	6092060506
Liza	Heck	Peaceramics & Beach Jewelry	252 Eayrestown Road	Southampton	NJ	08088 15,16	2152001500
John	Troy	Irish Goods	3138 Fordham Road	Phila	PA.	19114-380 17,18	2152921437
Eileen	Cooper	"Tis Herself"	112 Pleasant Ave	Somers Pt	NJ	08244-240 19,20	6096530291
Charles	Lord	Celtic Rings & Jewelry	19 Sterling Way	Chadds Ford	PA.	19317-941 23,24	4846122827
Charlie	Lord	Celtic Clothing Company	19 Sterling Way	Chadds Ford	PA	19137-941 25,26	4846122827
Justin	Pross	Art History 101	7045 Frankford Ave	Phila.	PA.	19135-29,	2675157167
Jane	Emmert	Hip Klips	19 W. Franklin Street	Strasburg	PA	17579 30,	7178813458
Erie	Jekunski	Eire's Irish Gift's Inc	18 Woodmont Road	Pine Brook	NJ	,07058 31,	9732197571
Eugenia	Sparks	Irish Rose LLC	20356 Blueberry Drive	Lincoln	DE	19960 32,	3025628063
Reenie	Van Buren	Back In Time Café LLC	615 Main Street	Bradley Beach	NJ.	,07720 33,	7328034161
Brian	McDowell	McDowell Enterprises	407 E. 10th Avenue, Unit 2	North Wildwood	NJ	08260, 38,39	6095177848
Kimberly	Springstein-Abt	Lady Gryphon Shop	5 Forrest Court	Swedesboro	NJ	,08085 40,	727-243-8832
Keith	Olkowski	Keith's Enterprizes	2001 Moyamensing Ave	Phila	PA	19148-251 41,42	2672541530
Maria	Pineda	New Age Clothing Handicrafts	97-09 Roosevelt Ave #106	Corona	NY	11368-43	3472882487
Sharon	McGuire	Celtic Sun	279 Dogwood Drive	Brick	NJ	08723-53	7324840789
Maureen	Kavanagh	Reflections of Ireland	10118 Wilbur St.	Phila	PA	19116-393 54,	2156733765
Phil	Pfaffman	Irish Christmas Goods	213 E. Palm Road	Wildwood Crest	NJ	8260 55,	2154234176

Pat	Fallon	Irish Imports	5647 Brick Stone Place	Hilliard	OH	43026-	58,59 60,61 62	6142071473
Norine R Keith	Tiz	Children of Ireland	101 Sawgrass Ct.	CMCH	NJ	,08210	63,	6096021871
Matthew	Lambert	New England Novelty	36 School Street	S. Easton	MA.	,02375	64,	401 323 7197
Jim	McCarraher	Beach Bum Candle Co.	7 N. Wildwood Blvd, Unit A	CMCH	NJ	,08210	65,	609 304 3290
Robert	Fenerty	Celtic Shirts	2537 E. Clearfield St	Phila	PA	19134-	66,	2154279155
	Giaquinto	Dr T-Shirt	221 Highway 71	Manasquan	NJ	08736-280	67,68 69,70 71,	7322236660
Jim	Regan	JV Vending	438 West Merchant Street	Audobon	NJ	,08106	72,73	2675635069
Leonard	Francis	Phila Vietnam Vets	9318 Marsden Street	Phila	PA	19114	74,	2675635069
Nelson	Delquadro	The Embroidery Shop	7204 Keystone St	Phila	PA	19135-140	75,76	2153331355
Emily	Custodio	Ishopirish	2525 E. Cambria Street	Philadelphia	PA	19134	77,78 79	6105000099
Barbara Colleen	Blaus McCann	Barbara's Colleen's Irish Cottage	31 Drexel Gate Drive 10118 Wilbur St.	Sicklerville Phila	NJ PA	08081-280 19116-393	80, 81,	8566291803 2156733765
Stuart Sean-Peri	Marley Taylor	Out of Ireland LLC Off The Wall Art	2810 Hampshire Road 111 W Hudson Ave	Ann Arbor Villas	MI NJ	48104- 08251-	82,83 84,85 86, 87,88	7348462025 6094081808
AOH John-Claudin- Frank Leonard	AOH Cino Durantaye Laing	NON PROFIT Celtic Bag Co. Sunflower Trading Co. PhatDragon	AOH 375 River Road P.O. Box 113 8992 Preston Road, Ste 1	Oak Hill Ellicott City Frisco	FL MD TX	32759 21041- 75034	91,92,9 94,95 96 97,98 99,	5702286011 4107501418 2149235465
Evelyn	Campbell	Monster Bows & Access LLC	103 6th Street	Clifton	NJ	,07011	100, #### 103, 104,105,	2017048981 6094710297
Jay	Gill	Creations from the Heart	116 E. Spruce Ave	N. Wildwood	NJ	08260-592	106,	6094710297



AVIGLESEA  
PUB



MCDONALDS

OCEANSIDE  
REALTY

CLABO'S

NORTH  
END ECKOS

CHAMPAGNE  
ISLAND

MOORES  
COURT



SPOTS 1A TO 22  
VENDORS

SPOTS 23 TO 46  
VENDORS

SPOTS 47 TO 68  
VENDORS

SPOTS 69 TO 90  
VENDORS

SPOTS 91 TO 104  
VENDORS



ONE NEW-JERSEY-AVE.

2<sup>ND</sup> AVE

PARKING  
LOT

KEEGAN'S

JO JO  
PIZZA

WESTY'S

FOOD  
COURT

TRAFFIC

1<sup>ST</sup> AVE

CENTRAL-AVE

CHESTNUT  
AVE

WALNUT  
AVE

SPRUCE  
AVE

# Irish Parade



Start/Staging Area

25th & Surf

North on Surf Ave to 1st Avenue

West on 1st Ave to Central Avenue

Central Avenue to Spruce & Old New Jersey Avenues - End



This map of North Wildwood, New Jersey, displays a grid of streets and various landmarks. A blue route with numbered markers 1, 2, and 3 is highlighted, starting near the beach and heading inland. The map includes a scale bar for 100 m and 500 ft.

**Streets:**

- West 1st Avenue, West 2nd Avenue, West 3rd Avenue, West 4th Avenue, West 5th Avenue, West 6th Avenue, West 7th Avenue, West 8th Avenue, West 9th Avenue, West 10th Avenue, West 11th Avenue, West 12th Avenue, West 13th Avenue, West 14th Avenue, West 15th Avenue, West 16th Avenue, West 17th Avenue
- East 1st Avenue, East 2nd Avenue, East 3rd Avenue, East 4th Avenue, East 5th Avenue, East 6th Avenue, East 7th Avenue, East 8th Avenue, East 9th Avenue, East 10th Avenue, East 11th Avenue, East 12th Avenue, East 13th Avenue, East 14th Avenue, East 15th Avenue, East 16th Avenue, East 17th Avenue
- Central Avenue, Atlantic Avenue, Ocean Avenue, Surf Avenue, John F. Kennedy Boulevard

**Landmarks and Features:**

- Bill Henney Park
- Hereford Inlet Light
- North Wildwood Seawall
- Wildwood Boardwalk
- Beach Creek

**Route Markers:**

- Marker 1: Located on John F. Kennedy Boulevard near the beach.
- Marker 2: Located on East 13th Avenue near the beach.
- Marker 3: Located on North Central Avenue near the beach.

**Scale:**

- 100 m
- 500 ft

## Steve DeHorsey

---

**From:** Casey Byrne <cbyrne@jbyrneagency.com>  
**Sent:** Monday, September 12, 2022 2:46 PM  
**To:** Steve DeHorsey  
**Subject:** RE: AOH1 Cape May Co NJ & the Irish Fall Festival - COI REQ FW: Irish Fall Festival - COI

Hi Steve,

This one is approved as well!

Thank you,

**Casey Byrne, ACSR  
President**



5200 New Jersey Ave.  
Wildwood NJ 08260  
609-522-3406 Ext. 160  
609-602-5672 Cell  
609-522-2844 Fax  
[cbyrne@jbyrneagency.com](mailto:cbyrne@jbyrneagency.com)  
[www.jbyrneagency.com](http://www.jbyrneagency.com)



**[Click HERE to check out our Agency Newsletter!](#)**

***\*\*A REFERRAL IS THE BEST COMPLIMENT\*\****



**From:** Steve DeHorsey <sdehorsey@northwildwood.com>  
**Sent:** Monday, September 12, 2022 2:48 PM  
**To:** Casey Byrne <cbyrne@jbyrneagency.com>  
**Subject:** FW: AOH1 Cape May Co NJ & the Irish Fall Festival - COI REQ FW: Irish Fall Festival - COI

Hey Casey – Is this COI approved for the Irish Festival which will occur on Olde NJ Ave on September 22-25? Thanks.

Steve DeHorsey Jr., C.P.M., R.A.

**Assistant Superintendent of Recreation - Director of Tourism**



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>J. Byrne Agency, Inc.</b> <b>5200 New Jersey Avenue</b> <b>PO Box 1409</b> <b>Wildwood, NJ 08260</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 609 522-3406</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b>														
<b>INSURED</b> <b>AOH1 Cape May Co NJ</b> <b>and the Irish Fall Festival</b> <b>101 W Chestnut Ave</b> <b>North Wildwood, NJ 08260</b>	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td><b>INSURER A : United States Liability Ins.</b></td> <td></td> </tr> <tr> <td><b>INSURER B :</b></td> <td></td> </tr> <tr> <td><b>INSURER C :</b></td> <td></td> </tr> <tr> <td><b>INSURER D :</b></td> <td></td> </tr> <tr> <td><b>INSURER E :</b></td> <td></td> </tr> <tr> <td><b>INSURER F :</b></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A : United States Liability Ins.</b>		<b>INSURER B :</b>		<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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<b>INSURER D :</b>															
<b>INSURER E :</b>															
<b>INSURER F :</b>															

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b>  <b>GEN'L AGGREGATE LIMIT APPLIES PER</b> <input type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PRO-JECT</b> <input type="checkbox"/> <b>LOC</b>	X	SE2013229	09/22/2022	09/27/2022	<b>EACH OCCURRENCE</b> <b>\$1,000,000</b> <b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> <b>\$100,000</b> <b>MED EXP (Any one person)</b> <b>\$1,000</b> <b>PERSONAL &amp; ADV INJURY</b> <b>\$1,000,000</b> <b>GENERAL AGGREGATE</b> <b>\$3,000,000</b> <b>PRODUCTS - COM/OP AGG</b> \$  <b>COMBINED SINGLE LIMIT (Ea accident)</b> \$ <b>BODILY INJURY (Per person)</b> \$ <b>BODILY INJURY (Per accident)</b> \$ <b>PROPERTY DAMAGE (Per accident)</b> \$  <b>EACH OCCURRENCE</b> \$ <b>AGGREGATE</b> \$  <b>WC STATU-TORY LIMITS</b> <input type="checkbox"/> <b>OTH-ER</b> <input type="checkbox"/> <b>E.L. EACH ACCIDENT</b> \$ <b>E.L. DISEASE - EA EMPLOYEE</b> \$ <b>E.L. DISEASE - POLICY LIMIT</b> \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>OCCUR</b> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <b>DEDUCTIBLE</b> <b>RETENTION \$</b>					
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b> <input type="checkbox"/> <b>ALL OWNED AUTOS</b> <input type="checkbox"/> <b>SCHEDULED AUTOS</b> <input type="checkbox"/> <b>HIRED AUTOS</b> <input type="checkbox"/> <b>NON-OWNED AUTOS</b>					
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</b> <input type="checkbox"/> <b>Y / N</b> <b>If yes, describe under DESCRIPTION OF OPERATIONS below</b>	N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Irish Fall Festival from 9/24/22 to 9/26/22**

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of North Wildwood</b> <b>901 Central Avenue</b> <b>North Wildwood, NJ 08260</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name of Person(s) Or Organization(s) (Additional Insured):**

Effective Date: 09/22/2022

CITY OF NORTH WILDWOOD  
901 CENTRAL AVE  
NORTH WILDWOOD, NJ 08260

**Designation of Premises (Part Leased To You):**

OLD NEW JERSEY AVENUE  
NORTH WILDWOOD, NJ 08260

**Additional Premium: \$**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II - Who is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person (s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

NEW

of Number

## POLICY DECLARATIONS

No. SE 2013229

**Mount Vernon Fire Insurance Company**  
**1190 Devon Park Drive, Wayne, Pennsylvania 19087**  
A Member Company of United States Liability Insurance Group

NAMED INSURED AND ADDRESS:

**AOH1 CAPE MAY CO NJ**  
**101 W CHESTNUT AVE**  
**NORTH WILDWOOD, NJ 08260**

This Insurance is Issued Pursuant to the New Jersey Surplus Lines Law. This policy is written by a surplus lines insurer and is not subject to the filing or approval requirements of the New Jersey Department of Banking and Insurance. Such a policy may contain conditions, limitations, exclusions and different terms than a policy issued by an insurer granted a Certificate of Authority by the New Jersey Department of Banking and Insurance. The insurer has been approved by the Department as an eligible surplus lines insurer, but the policy is not covered by the New Jersey Insurance Guaranty Fund, and only a policy of medical malpractice liability insurance as defined in N.J.S.A. 17:30D-3d or a policy of property insurance covering owner-occupied dwellings of less than four dwelling units are covered by the New Jersey Surplus Lines Guaranty Fund.

POLICY PERIOD: (MO. DAY YR.) From: 09/22/2022 To: 09/27/2022

12:01 A.M. STANDARD TIME AT YOUR  
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Corporation

BUSINESS DESCRIPTION: Special Event

NJ SLA 00952-22-00073

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE  
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.  
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	\$3,538.00
Broker Fee	\$50.00
Surplus Lines Tax	\$176.90
<b>TOTAL:</b>	<b>\$3,764.90</b>

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

**See Endorsement EOD (1/95)**Agent: J. BYRNE AGENCY, INC. (1842)  
5200 New Jersey Avenue  
Wildwood, NJ 08260

Issued: 08/11/2022 3:26 PM

By:   
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,  
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,  
COMPLETE THE ABOVE NUMBERED POLICY.



**31<sup>st</sup> Annual  
IRISH FALL FESTIVAL  
SEPTEMBER 22, 23, 24, 25, 2022**

**Thursday - 9/22/2022**

**Golf** – 8am at Cape May National Golf Club, Cape May Court House, NJ

**Friday – 9/23/2022**

**Irish Fall Festival** - 8:00am-7:00pm – Food, Vendors & Refreshments;  
12:00 pm-8:30pm- Live Outdoor Entertainment on Olde New Jersey Avenue

**Saturday – 9/24/2022**

**Irish Fall Festival** - 8:00am-7:00pm – Food, Vendors & Refreshments;  
12:00pm-10:30pm - Live Outdoor Entertainment on Olde New Jersey Avenue

**5K Run & 1 Mile Walk** – 8am at 1<sup>st</sup> and Olde New Jersey Avenue. For advanced reservations visit [Runsignup.com](https://www.runsignup.com) – Irish Jog

**Brian Riley Pipe Exhibition** – 10:00am at Bill Henfey Park (8<sup>th</sup> and Central Avenues). Come see some of the best pipe bands on the east coast

**Irish Dance Lessons** – Free - 10am-12pm; Elks Lodge, Chestnut and Olde New Jersey

**Sunday – 9/25/2022**

**Irish Fall Festival** - 8:00am-7:00pm – Food, Vendors & Refreshments on Olde New Jersey Avenue

**Catholic Mass** – St. Ann's Church (2900 Atlantic Avenue in Wildwood) at 10:30am

**Parade** – begins at 12:30pm at 20<sup>th</sup> and Surf Avenues – proceeds North on Surf to Spruce and Olde New Jersey Avenues

**IRISH FESTIVAL**  
**Pre-Event Meeting**  
**9-14-22**

**I. Application Missing Info**

1. Contact List – Emergency phone numbers & names
2. Vendor list/Fire Permits ✓
3. Recreation – Bleachers 4 or 6? *Golf - 12th*
3. Vehicles Borrowed?
- 4.

**II. General Concerns**

1. Friday (9/23) 8am-8:30pm ~ Saturday (9/24) 8am-10:30pm ~ Sunday (9/25) 8am-7pm
2. 5K Race Course – ✓
3. Parade Route – *2nd to 5th*
4. Pipe Exhibition – *bn*
5. Fencing Arrival (1,200 feet even) ✓
6. Uber/Lyft Pick Up/Drop Off ✓
7. Site Plan for Bill Henfey Park (gates) Timeline for Pipe Exhibition ✓  
- Stage, Sound System, Fencing ✓
8. Site Plan Questions

**III. Department Questions/Concerns**

1. Police ✓
2. Fire ✓
3. Public Works ✓
4. Buildings/Grounds (Electric) ✓
5. ~~Clerk~~
6. Recreation ✓

**IV. AOH Questions/Concerns**

- 1.

## Steve DeHorsey

---

**From:** Mike Maguire <magu@comcast.net>  
**Sent:** Tuesday, September 13, 2022 6:03 PM  
**To:** Steve DeHorsey  
**Subject:** RE: Irish Fall Festival - Pre-event meeting

Parade line up start at noon, the kick off is 12:30

On 09/13/2022 11:14 AM Mike Maguire <magu@comcast.net> wrote:

---

5 K race -- registration starts at 8 and the race starts at 9

Pipers exhibition starts at 10 and should be done around 1 but for sure before 2

Parade starts at noon

On 09/13/2022 11:12 AM Steve DeHorsey <sdehorsey@northwildwood.com> wrote:

Good Morning Mike – I am going through the application now. I don't have anything in there for the 5k race or the parade on Sunday or the schedule/timeline for the Pipe Exhibition. If you could bring that stuff tomorrow, that would be great. Thanks.

Steve DeHorsey Jr., C.P.M., R.A.

**Assistant Superintendent of Recreation - Director of Tourism**



**CONFIDENTIALITY NOTICE:** This email may contain privileged and confidential information intended only for the use of the individual(s) or entity(s) named above. If you are not the intended recipient you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify N.W.R.T.D. by telephone at 609.522.2955. Thank you!

# PERMIT / APPROVAL / AUTHORIZATION

Event Name: AJH Irish Fall Festival

Date(s) of Event: Thu-Sun 9/22-25/22

Mayor & Council: \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Tourism: \_\_\_\_\_

Date: \_\_\_\_\_

Application Fee waived:

☒ YES

☐ NO

Service Fees waived:

☐ YES

☒ NO

☐ Approved as submitted.

☐ Approved with the following conditions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## Office use only:

Final Date of Approval: \_\_\_\_\_ Projected Total Costs for this event: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Cost: \_\_\_\_\_ Total City Departmental Projected Costs: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date of Preliminary Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

Date of Pre-event Meeting: 9-14-22

Meeting Notes: \_\_\_\_\_

Parent sent to son  
Kyle  
Stage

### EVENT CHECKLIST

- |                                     |                    |   |
|-------------------------------------|--------------------|---|
| <input type="checkbox"/>            | _____              | Application Fee Paid  |
| <input checked="" type="checkbox"/> | <u>SAD 9-12-22</u> | Certificate of Insurance listing N.W. as Additionally Insured   |
| <input checked="" type="checkbox"/> | <u>SAD 9-12-22</u> | Additional Insured Endorsement Page(s) attached   |
| <input checked="" type="checkbox"/> | <u>SAD 9-12-22</u> | Hold Harmless completed & signed  |
| <input checked="" type="checkbox"/> | <u>SAD 9-14-22</u> | Detailed Site Plan defining the logistics of the event  |
| <input checked="" type="checkbox"/> | <u>SAD 9-14-22</u> | Vendor list submitted to Clerk's Office   |
| <input checked="" type="checkbox"/> | <u>SAD 9-12-22</u> | Copy of extra materials such as <u>schedule</u> , agenda, flyers, timeline, etc.                        |
| <input checked="" type="checkbox"/> | <u>SAD 9-14-22</u> | Additional applications (State Police-BOH-NJDOT- <u>Fire Permit</u> - <u>ABC</u> - <u>Tent Permit</u> ) |
| <input type="checkbox"/>            | <u>N/A</u>         | Special Event Parking Passes Paid   |
| <input type="checkbox"/>            | _____              | Miscellaneous   |
| <input type="checkbox"/>            | _____              | Ready to be placed on the DMS   |



# TREASURER DEPARTMENT

## BILLING

Inn's Fall Festival  
Name of Event

Thu-Sun 9/23-25/22  
Date of Event

Application Fee \$ \_\_\_\_\_

Non-Profit \$25.00

For-Profit \$50.00

Police Dept. \$ \_\_\_\_\_

Fire Dept. \$ \_\_\_\_\_

Public Works Dept. \$ \_\_\_\_\_

Buildings, Grounds, Electric-Parks \$ \_\_\_\_\_

Clerk's Office \$ \_\_\_\_\_

Construction, Fire & Housing \$ \_\_\_\_\_

Beach Patrol \$ \_\_\_\_\_

Recreation & Tourism Dept. \$ \_\_\_\_\_

Stage Rental \$ \_\_\_\_\_

Special Event Parking Passes \$ \_\_\_\_\_

Miscellaneous Costs \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_



# City of North Wildwood Special Event Application Form

Name of Event: BENEFIT CONCERT for CHILDRENS FUND

Date of Event: 10-16-22 Date of Application: 09-08-2022

Type of Event (check one)

- ☐ Parade / Procession    ☐ Festival ☐ 1Day ☐ multi-day    ☐ Block Party    ☐ Bonfire  
☐ Craft Show ☐ 1Day ☐ multi-day    ☐ Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race  
☐ Ceremony / Celebration / Demonstration    ☐ Polar Plunge / Water Event    ☐ Car Show  
☐ Film / Photography    ☒ Stage Request Only    ☐ Other: \_\_\_\_\_

The City of North Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Recreation & Tourism Department. **This application must be fully completed, signed, and forwarded to the Recreation & Tourism Department 90 days in advance of the event date unless waived by the Mayor and/or governing body.**

(City Code 382-23) A "special event" is an event sponsored by an organization who desires to use portion of the public streets or other public property, or avail itself of public facilities. Such event must be sponsored by a corporation (nonprofit or for profit), authorized to do business in the State of New Jersey, a nonprofit civic association, a charitable association, a religious association or any other association of persons. Special events shall include, by way of example and not by way of limitation, such events as parades, festivals, craft fairs, art shows, athletic contests, running races, bicycle races, fund raising events and similar events of which may include entertainment.

(City Code 382-24) There shall be an application fee charged to each organization, excluding municipal operations, operating a special event in the sum of **\$25.00 for non-profit and \$50.00 for for-profit** entities.

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

## SECTION 1 – ORGANIZATION INFORMATION

1) Name of Organization: LOWER TOWNSHIP

2) Address of Organization: 2600 BAYSHORE RD

3) Purpose of Organization: GOVERNMENT

4) How many members are in your organization: \_\_\_\_\_

5) Is your organization tax exempt: (please circle) YES NO Is this a non-profit event YES NO

6) NJ Registered Charitable Organization#: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

## SECTION 1 – ORGANIZATION INFORMATION CONT

### 1) Organizer Contact Information:

Name of Event Chairperson / Organizer	
MITCH PLENN	
Title	Cell Phone
SUPERINTENDENT OF RECREATION	609-780-7342
Address / City / State / Zip	
2600 BAYSHORE RD VILLAS, NJ 08251	
Email	
RECREATION@TOWNSHIPofLower.org	

Name of Event Chairperson / Organizer	
BRUCE FOURNIER	
Title	Cell Phone
ASSIST. SUPERINTENDENT OF RECREATION	609-425-6596
Address / City / State / Zip	
2600 BAYSHORE RD VILLAS, NJ 08251	
Email	
BFOURNIER@TOWNSHIPofLower.org	

## SECTION 2 – APPLICATION AUTHORIZATION

I, MICHAEL LAFFEY, the undersigned state that I am the duly  
Name of Applicant

authorized representative of the LOWER TOWNSHIP  
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

Michael Laffey  
Applicant Signature

9/9/22  
Date

### SECTION 3 – EVENT INFORMATION

- 1) Official Name of Event: BENEFIT CONCERT FOR CHILDRENS FUND
- 2) Location of Event (please list city venue requirements by day/date): 677 RT. 9 CAPE MAY, NJ 08204  
FREEMAN DOUGLASS PARK
- 3) Describe Event Activities: CONCERT in the park To raise money  
for Lower Twp's CHILDRENS Fund

- 4) Will the event be held for the sole purpose of advertising any product, goods, or event: YES ☒ NO
- 5) If yes, describe in detail: \_\_\_\_\_

- 6) Will alcohol be served or sold by event organizers or others: YES NO

A) Do you have a ABC/Social Affairs Permit: YES NO

B) Are you requesting approval for open display of alcohol: YES NO

C) Designated Hours for open display of alcohol: \_\_\_\_\_

D) Designated Location of open display of alcohol: \_\_\_\_\_

E) Other Conditions: \_\_\_\_\_

**If alcohol is being sold at the event, the organizer is responsible to identify patrons of legal age to consume alcohol and provide the patron with a wristband after identification was properly checked.**

- 8) Rain Date or Delayed Starting Time: \_\_\_\_\_

- 9) Schedule Details: (Include a copy of program schedule/timeline/description of events)

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day
Day of the Week (SU,M,TU,W,TH,F,SA)	SUNDAY			
Date (MM/DD/YY)	10/16/22			
Set-Up (00:00AM/PM)	10:00 AM			
Event Starts (00:00 AM/PM)	3:00 PM			
Event Ends (00:00 AM/PM)	7:00 PM			
Clean-Up (00:00 AM/PM)				

### SECTION 3 – EVENT INFORMATION CONTINUE

10) Will the event require site to remain in place overnight, or will the site be broken down each night (partially or completely) Explain: \_\_\_\_\_

11) Describe how you plan to provide security for the event: \_\_\_\_\_

a) Private Security Company (name/address/contact person/phone): \_\_\_\_\_

12) If an event management company is contracted to handle the event, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Portion/s of event that the company is responsible for: \_\_\_\_\_

### ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

### SECTION 4 – INSURANCE REQUIREMENTS

1) Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_

Events are required to provide the City of North Wildwood with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City of North Wildwood as an “Additionally Insured.”

A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.

## **CERTIFICATE OF INSURANCE**

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Evidence of financial responsibility from event chairperson, organization and others with whom the City of North Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Director of Tourism and Special Events, City Administrator or City of North Wildwood Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

### **I. INDIVIDUALS**

- A. General Liability Limit \$100,000  
Evidence that the individual has comprehensive personal liability insurance in force is required to use any City of North Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

### **II. NON-PROFIT/CHARITABLE GROUPS**

- A. General Liability Limit \$1,000,000  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

### **III. COMMERCIAL (FOR PROFIT) GROUPS**

- A. Commercial General Liability Limit \$1,000,000  
Combine Single Limit of Liability for Bodily Injury and Property Damage.  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.



## HOLD HARMLESS

NAME OF ORGANIZATION/USER LOWER TOWNSHIP will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of North Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of North Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named **Facility(ies)/Equipment**, including all suits or actions of every kind or description brought against the **City of North Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)/EQUIPMENT**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**. The above **USER** shall inspect the described **FACILITY (IES) / EQUIPMENT** prior to the use of the **FACILITY(IES)/EQUIPMENT** and report any defective, hazardous or dangerous conditions found at the **FACILITY(IES)/EQUIPMENT** to an Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-2955 or (609) 522-4646, and **USER** shall immediately cease the use of the **FACILITY(IES)/EQUIPMENT** until such defective, hazardous or dangerous conditions are remedied. After the use of the **FACILITY(IES)/EQUIPMENT**, **USER** shall immediately report to the **City of North Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **FACILITY(IES) / EQUIPMENT**.

### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the **FACILITY(IES) / EQUIPMENT**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable. Where indicated, the **USER** shall be required to name the **City of North Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of North Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of North Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of North Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of North Wildwood** as an "Additional Insured" for the duration of this agreement. The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

### COVID-19

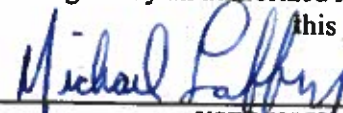
**USER** verifies and asserts that all activities conducted at the **FACILITY(IES)** shall be in full compliance with the CDC, DOH Guidelines and the State of New Jersey Governor's Executive Orders applicable to public pools, summer camps, sports leagues, and recreation programs with can be reviewed at:

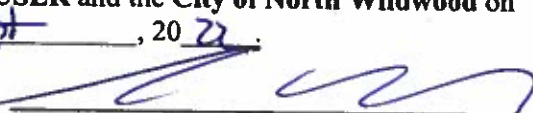
[https://nj.gov/infobank/co/056murphy/approved/co\\_archive.html](https://nj.gov/infobank/co/056murphy/approved/co_archive.html)

**USER** shall be responsible for all participants or guests complying with any social distancing or masks/face covering requirements of the state or Federal government which are in effect.

Signed by an authorized representative of the **USER** and the **City of North Wildwood** on

this 12 day of Sept, 2022.

  
\_\_\_\_\_  
USER (SIGNATURE)  
MICHAEL LAFFEY  
USER (PRINT NAME)

  
\_\_\_\_\_  
CITY REPRESENTATIVE  
Steve DeHorsy Jr.  
CITY REPRESENTATIVE (PRINT)



## STAGE / REVIEWING STAND REQUEST

Stage Costs: ☐ Stage 20' x 24' ☒ Stage 24' x 24' ☐ Stage 24' x 24' with Banner Frame

A) Street Use - \$750.00 (*Street Venues*) Beach Use - \$1,000.00 (*Beach Venues*)

Reviewing Stand Costs: ☐ Reviewing Stand 8' x 14'

B) Street Use - \$250.00 (*Street Venues*) Beach Use - \$500.00 (*Beach Venues*)

C) Lights-Electricians: There is an additional \$250 for electrical set-up

D) Call In: additional \$250 charge, if workers need to be called in to break down stage and/or secure in place due to bad weather, heavy rain, winds more than 30mph, etc.

E) Special Set-up: additional \$250 charge, if workers need to come back and set-up outside of normal working hours for the Department of Public Works.

F) Banners for banner frame must be supplied to DPW 48 hours prior to event. Organizer is responsible to collect banners following stage dismantle. Describe banners/signs in detail (*please attach a photo or layout*):

G) Foul Weather, Heavy Rain, High Wind (*Over 30 MPH*)

This person is the sole event manager to cancel or postpone stage usage with consultation from the Director of Public Works or designee.

Coordinator: MITCH PLENN Cell #: 609-780-7342

SITE PLAN SHOULD INCLUDE LOCATION, STAGE DIRECTION, ETC.

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY	4 <sup>TH</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	SUNDAY			
Date (MM/DD/YY)	10-16-22			
Delivery/Removal (00:00AM/PM)				
Set-Up (00:00AM/PM)	10:00 AM			
Event Starts (00:00 AM/PM)	3:00 PM			
Event Ends (00:00 AM/PM)	7:00 PM			
Break-Down (00:00 AM/PM)				

## Steve DeHorsey

---

**From:** Casey Byrne <cbyrne@jbyrneagency.com>  
**Sent:** Monday, September 12, 2022 2:29 PM  
**To:** Steve DeHorsey  
**Subject:** RE: Lower Twp Children's Event - Stage Rental

Hi Steve,

Yes this is approved!

Thank you,

**Casey Byrne, ACSR  
President**



5200 New Jersey Ave.  
Wildwood NJ 08260  
609-522-3406 Ext. 160  
609-602-5672 Cell  
609-522-2844 Fax  
[cbyrne@jbyrneagency.com](mailto:cbyrne@jbyrneagency.com)  
[www.jbyrneagency.com](http://www.jbyrneagency.com)



**[Click HERE to check out our Agency Newsletter!](#)**

**\*\*A REFERRAL IS THE BEST COMPLIMENT\*\***



**From:** Steve DeHorsey <sdehorsey@northwildwood.com>  
**Sent:** Monday, September 12, 2022 2:31 PM  
**To:** Casey Byrne <cbyrne@jbyrneagency.com>  
**Subject:** Lower Twp Children's Event - Stage Rental

Good Afternoon Casey – Is this COI approved for Lower Township to rent our stage on Sunday October 15? Thanks.

Steve DeHorsey Jr., C.P.M., R.A.

**Assistant Superintendent of Recreation - Director of Tourism**



Client#: 149057

MELJIF1

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

Conner Strong & Buckelew  
MEL Underwriting Unit  
PO Box 99106  
Camden, NJ 08101

CONTACT NAME: MEL Underwriting Service Centr

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL

ADDRESS: MELrequest@connerstrong.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Atlantic County Municipal JIF

INSURER B: Municipal Excess Liability JIF

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## INSURED

Township of Lower  
2600 Bayshore Road  
Villas, NJ 08251

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ATL220401-87	01/01/2022	01/01/2023	EACH OCCURRENCE \$500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		ATL220401-87	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		MEL01220187	01/01/2022	01/01/2023	EACH OCCURRENCE \$4,500,000 AGGREGATE \$4,500,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	ATL220401-87	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Use of Stage

The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of stage for a concert.

## CERTIFICATE HOLDER

City of North Wildwood  
901 Atlantic Avenue  
North Wildwood, NJ 08260

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W. Michael Trapani

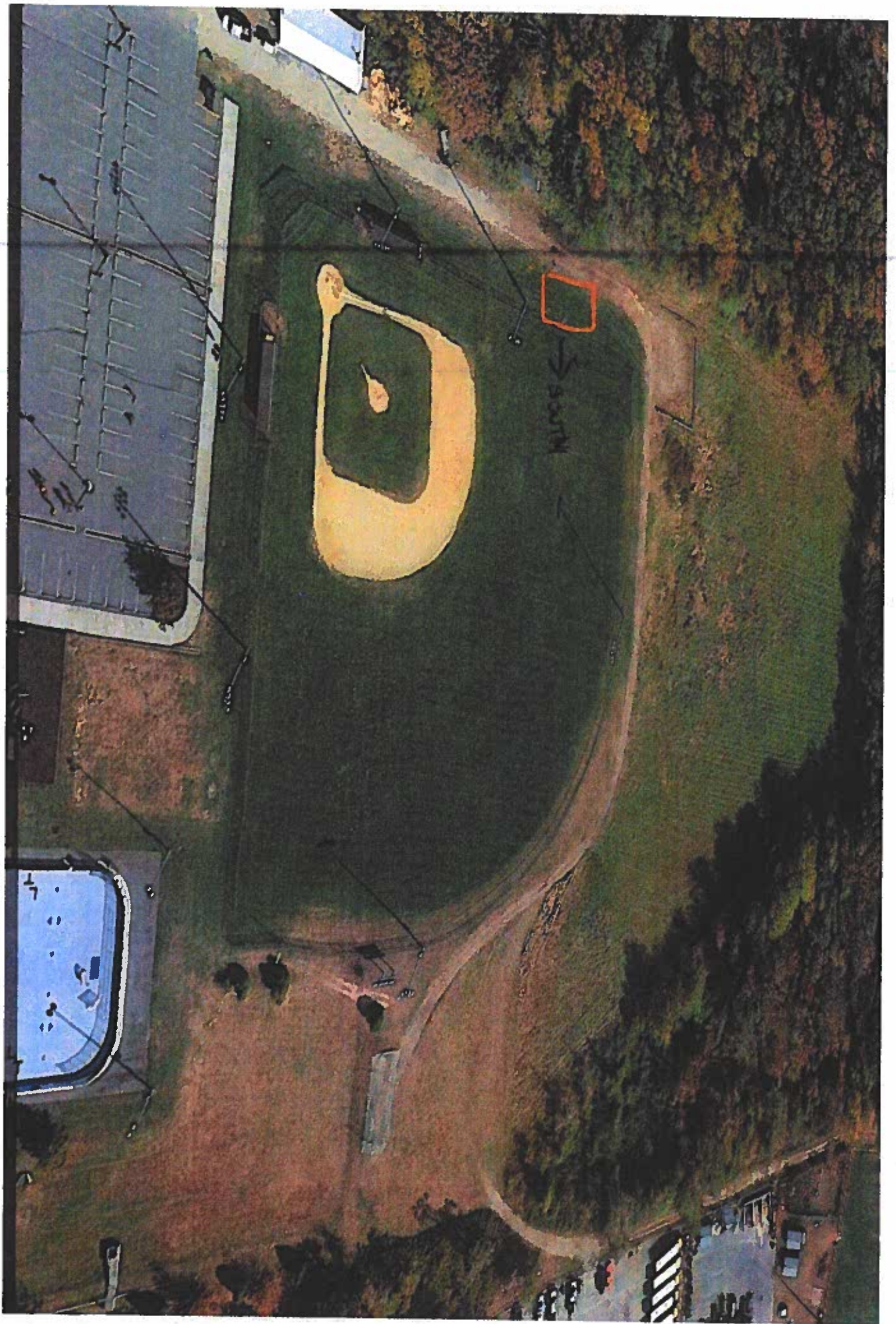
ACORD 25 (2014/01) 1 of 1  
#S3613494/M3118743

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## PERMIT / APPROVAL / AUTHORIZATION

Event Name: L.T. Benefit Concert for Children's Fund

Date(s) of Event: Sun 10-6-22

Mayor & Council: \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Tourism: \_\_\_\_\_

Date: \_\_\_\_\_

Application Fee waived:

☒ YES

☐ NO

Service Fees waived:

☐ YES

☒ NO

☐ Approved as submitted.

☐ Approved with the following conditions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Office use only:

Final Date of Approval: \_\_\_\_\_ Projected Total Costs for this event: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Cost: \_\_\_\_\_ Total City Departmental Projected Costs: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date of Preliminary Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

Date of Pre-event Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

### EVENT CHECKLIST

- ☐ VIA Application Fee Paid
- ☐ \_\_\_\_\_ Certificate of Insurance listing N.W. as Additionally Insured
- ☐ \_\_\_\_\_ Additional Insured Endorsement Page(s) attached
- ☒ SM 9-12-22 Hold Harmless completed & signed
- ☒ SM 9-12-22 Detailed Site Plan defining the logistics of the event
- ☐ N/A Vendor list submitted to Clerk's Office
- ☒ SM 9-12-22 Copy of extra materials such as schedule, agenda, flyers, timeline, etc. S. Zahner
- ☐ VIA Additional applications (State Police-BOH-NJDOT-Fire Permit-ABC-Tent Permit)
- ☐ N/A Special Event Parking Passes Paid
- ☐ \_\_\_\_\_ Miscellaneous
- ☐ \_\_\_\_\_ Ready to be placed on the DMS



# TREASURER DEPARTMENT

## BILLING

LT Benefit Concert for Orphan's Fund

Name of Event

Sun 10-16-22

Date of Event

Application Fee	\$ <u>0.00 waived</u>	Non-Profit \$25.00	For-Profit \$50.00
Police Dept.	\$ _____		
Fire Dept.	\$ _____		
Public Works Dept.	\$ _____		
Buildings, Grounds, Electric-Parks	\$ _____		
Clerk's Office	\$ _____		
Construction, Fire & Housing	\$ _____		
Beach Patrol	\$ _____		
Recreation & Tourism Dept.	\$ _____		
Stage Rental	\$ _____		
Special Event Parking Passes	\$ _____		
Miscellaneous Costs	\$ _____		
TOTAL	\$ _____		



# City of North Wildwood Special Event Application Form

Name of Event: Bonfire on the Beach

Date of Event: 10/22/22 Date of Application: 8/31/22

Type of Event (*check one*)

- ☐ Parade / Procession      ☐ Festival ☐ 1Day ☐ multi-day      ☐ Block Party      ☒ Bonfire  
☐ Craft Show ☐ 1Day ☐ multi-day      ☐ Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race  
☐ Ceremony / Celebration / Demonstration      ☐ Polar Plunge / Water Event      ☐ Car Show  
☐ Film / Photography      ☐ Stage Request Only      ☐ Other: \_\_\_\_\_

The City of North Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Recreation & Tourism Department. **This application must be fully completed, signed, and forwarded to the Recreation & Tourism Department 90 days in advance of the event date unless waived by the Mayor and/or governing body.**

(City Code 382-23) A "special event" is an event sponsored by an organization who desires to use portion of the public streets or other public property, or avail itself of public facilities. Such event must be sponsored by a corporation (nonprofit or for profit), authorized to do business in the State of New Jersey, a nonprofit civic association, a charitable association, a religious association or any other association of persons. Special events shall include, by way of example and not by way of limitation, such events as parades, festivals, craft fairs, art shows, athletic contests, running races, bicycle races, fund raising events and similar events of which may include entertainment.

(City Code 382-24) There shall be an application fee charged to each organization, excluding municipal operations, operating a special event in the sum of **\$25.00 for non-profit and \$50.00 for for-profit** entities.

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

## SECTION 1 – ORGANIZATION INFORMATION

- 1) Name of Organization: Greater Wildwood Jaycees / Anglesea Irish Society
- 2) Address of Organization: PO Box 63, Wildwood, NJ 08260
- 3) Purpose of Organization: Non-Profit / Civic
- 4) How many members are in your organization: \_\_\_\_\_
- 5) Is your organization tax exempt: (please circle) YES NO Is this a non-profit event YES NO
- 6) NJ Registered Charitable Organization#: \_\_\_\_\_ Tax ID#: 22-299184-4



## SECTION 1 – ORGANIZATION INFORMATION CONT

### 1) Organizer Contact Information:

Name of Event Chairperson / Organizer	
Jodie DiEduardo	
Title	Cell Phone
President	609-827-1314
Address / City / State / Zip	
22 Taylor Ave, North Wildwood, NJ 08260	
Email	
jodie.dieduardo@crestsavings.com	

Name of Event Chairperson / Organizer	
Title	Cell Phone
Address / City / State / Zip	
Email	

## SECTION 2 – APPLICATION AUTHORIZATION

I, Jodie DiEduardo, the undersigned state that I am the duly  
Name of Applicant

authorized representative of the Greater Wildwood Jaycees  
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

  
Applicant Signature

\_\_\_\_\_  
Date

## SECTION 3 – EVENT INFORMATION

1) Official Name of Event: Bonfire on the Beach

2) Location of Event (please list city venue requirements by day/date): 1st & Surf Avenues

North Wildwood, NJ 08260

3) Describe Event Activities: Entertainment

4) Will the event be held for the sole purpose of advertising any product, goods, or event: YES ☐ NO ☒

5) If yes, describe in detail: \_\_\_\_\_

6) Will alcohol be served or sold by event organizers or others: YES ☐ NO ☒

A) Do you have a ABC/Social Affairs Permit: YES ☐ NO ☐

B) Are you requesting approval for open display of alcohol: YES ☐ NO ☐

C) Designated Hours for open display of alcohol: \_\_\_\_\_

D) Designated Location of open display of alcohol: \_\_\_\_\_

E) Other Conditions: \_\_\_\_\_

**If alcohol is being sold at the event, the organizer is responsible to identify patrons of legal age to consume alcohol and provide the patron with a wristband after identification was properly checked.**

8) Rain Date or Delayed Starting Time: 11/5/22

9) Schedule Details: (Include a copy of program schedule/timeline/description of events)

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day
Day of the Week (SU,M,TU,W,TH,F,SA)	SA			
Date (MM/DD/YY)	10/22/22			
Set-Up (00:00AM/PM)	9:00am - 5:00pm			
Event Starts (00:00 AM/PM)	6:00pm			
Event Ends (00:00 AM/PM)	10:00pm			
Clean-Up (00:00 AM/PM)	9:00pm - 11:00pm			

### SECTION 3 – EVENT INFORMATION CONTINUE

---

10) Will the event require site to remain in place overnight, or will the site be broken down each night (partially or completely) Explain: Not an overnight event.

11) Describe how you plan to provide security for the event: Organization members

a) Private Security Company (name/address/contact person/phone): \_\_\_\_\_

12) If an event management company is contracted to handle the event, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Portion/s of event that the company is responsible for: \_\_\_\_\_

### **ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN**

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

### SECTION 4 – INSURANCE REQUIREMENTS

---

1) Name of Insurance Company: Franklin Mutual Insurance Co

Policy Number: GLP 2575959

Limits of Liability: See attached

Events are required to provide the City of North Wildwood with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City of North Wildwood as an **"Additionally Insured."**

**A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.**

## **CERTIFICATE OF INSURANCE**

---

Evidence of financial responsibility from event chairperson, organization and others with whom the City of North Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Director of Tourism and Special Events, City Administrator or City of North Wildwood Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

### **I. INDIVIDUALS**

- A. General Liability Limit \$100,000  
Evidence that the individual has personal liability insurance in force is required to use any City of North Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

### **II. NON-PROFIT/CHARITABLE GROUPS**

- A. General Liability Limit \$300,000  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

### **III. COMMERCIAL (FOR PROFIT) GROUPS**

- A. Commercial General Liability Limit \$1,000,000  
Combine Single Limit of Liability for Bodily Injury and Property Damage.  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

## HOLD HARMLESS

NAME OF ORGANIZATION/USER

Greater Wildwood Jaycees / AD

will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of North Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of North Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named Facilities / Equipment, including all suits or actions of every kind or description brought against the **City of North Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the FACILITY(IES) / EQUIPMENT, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described FACILITY (IES) / EQUIPMENT prior to the use of the FACILITY (IES) / EQUIPMENT and report any defective, hazardous or dangerous conditions found at the FACILITY (IES) / EQUIPMENT to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-2955 or (609) 522-4646, and **USER** shall immediately cease the use of the FACILITY (IES) / EQUIPMENT until such defective, hazardous or dangerous conditions are remedied. After the use of the FACILITY(IES) / EQUIPMENT, **USER** shall immediately report to the **City of North Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the FACILITY(IES) / EQUIPMENT.

### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the FACILITY(IES) / EQUIPMENT, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

Where indicated, the **USER** shall be required to name the **City of North Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of North Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of North Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of North Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of North Wildwood** as an "Additional Insured" for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **City of North Wildwood** on this 13 day of Sept, 20 22.

  
USER (SIGNATURE)

Jodie DiEduardo

USER (PRINT NAME)

  
CITY REPRESENTATIVE

Steve Delaney Tr

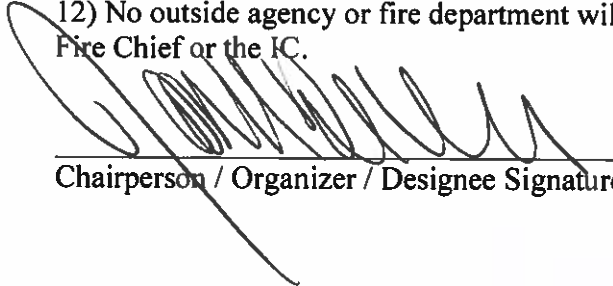
CITY REPRESENTATIVE (PRINT)

# BONFIRE EVENT

---

## *North Wildwood Fire Department Bonfire Permit Requirements:*

- 1) All requests must be reviewed by the Fire Prevention Office and then approved by the Fire Chief prior to issuing a permit. All approved bonfires are the sole responsibility of the fire department.
- 2) Bonfires may be cancelled or postponed when emergency fire department response activity has occurred on the same date of the scheduled event, which would preclude our ability to staff or supervise the event.
- 3) Bonfires will be cancelled during any period in which the State or County Fire Warden has established a ban on open burning.
- 4) The Chief will appoint a designated Incident Commander who will be the sole authority in command of the ignition and all other conditions affecting the actual fire.
- 5) Only wooden pallets (4x4) or hard wood logs such as those used for fireplaces will be used for fuel. **Larger 8x8 or double sized pallets cannot be used.** This excludes pinewood and creosote, paint or oil impregnated wood. The height of stacked fuel must not exceed 4' at any time. **The maximum amount of pallets to be used is 225 total pallets per bonfire.**
- 6) The location and preparation of the land to be used for the bonfire must be within a 500' of a working fire hydrant; be accessible to current fire department apparatus or vehicles, and free of brush, grass, or protected dunes in the immediate area. **The City may use an approved container for the location of the fire.**
- 7) Sufficient fire department personnel must be available and present for the duration of event including ignition and extinguishment.
- 8) The hosting agency must provide a liaison person to coordinate the event schedule and conditions with the Incident Commander. The liaison shall remain present and accessible to the IC for the duration of the event. The hosting agency may designate the individuals as needed so long as the information pertaining to the event is consistent.
- 9) The IC shall have any person or persons removed that act in an unsafe manner or that otherwise creates a hazard to their safety of civilian attendees or that interferes with the operation or authority of the fire department.
- 10) The fire department is responsible for the complete extinguishment of the fire. Upon the termination of the event, the event-hosting agency shall announce the termination of the event and begin disassembly of all personnel prior to beginning the extinguishment of the fire.
- 11) The Fire Chief or IC shall order immediate extinguishment of the fire at any time weather conditions, continuous disruption by attendees, unsafe acts, or circumstances that require the full mobilization of the fire department for an emergency situation.
- 12) No outside agency or fire department will be called or considered for operation without the consent of the Fire Chief or the IC.

  
Chairperson / Organizer / Designee Signature

9-13-22  
Date



## PUBLIC WORKS

- 1) Are NW trash/recycling receptacles and removal requested:  
Is the event organization ordering the Dumpsters:

☒ YES  
YES

☐ NO  
☒ NO

Number Requested: Trash- 15 Recycling can/bottles- 15 Dumpsters- \_\_\_\_\_

### VENDOR COORDINATOR PLEASE ATTACH A RECLYCYING/TRASH PLAN

- All trash from set-up to clean-up must be removed and placed in the dumpsters provided. No stockpiling of trash behind space.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tar paper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.
- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water, and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

**Improper disposal of any material (including grey water, trash, garbage, and recyclables) – will be subject to legal action for violations under Ordinance #374-19.5.**

The information above needs to be distributed by the Event Organizer to all vendors prior to and during the event on their own stationary.

Name of person responsible for distributing information to vendors: N/A

- 2) Do you request the use of any portable equipment from Public Works:  
(Please write an amount next to each requested item)

YES

☒ NO

Traffic Cones- \_\_\_\_\_ Fencing- \_\_\_\_\_ Street Barrels- \_\_\_\_\_ Eating Tables- \_\_\_\_\_

Additional Equipment Requested \_\_\_\_\_

- 3) Restrooms/Port-a-Pots: Will your event direct people to public restrooms-

YES

NO

Will your event use portable toilets/trailers-

YES

NO

Is the event organizer ordering toilets/trailers-

YES

NO

If yes, how many will be used: \_\_\_\_\_

Name of company: Will the City still have Porta Pottos on the Beach?

Contact Person/Cell: \_\_\_\_\_

**Note: One toilet for every 500 people is requested for events lasting over 2 hours – an appropriate number of these toilets should be handicapped accessible.**

- 4) Will your event have any temporary structures, fences, or fixtures:

YES

☒ NO

**Anchors, pins, spikes or other materials are strictly prohibited in asphalt, boardwalk, and/or concrete to secure objects.**

If so, please describe in detail: \_\_\_\_\_

Event Organizer is required to contact the Construction office for permits. 609 522 2030 ext. 1560

The City of North Wildwood will not allow any markings and/or painting of the streets, sidewalks, boardwalks, and parking lots, except those made by approved marking devices. Call the Dept. of Public Works to arrange for an appointment with the Director of Public Works prior to the event to submit marking devices for approval. If unapproved marking devices are used, the event/organization will be charged with the cost of removing and restoring to prior to event status. In addition, this department will likely not approve this organization's future events.

Respectfully,

Doug Nordberg, Director of Public Works



## RECREATION & TOURISM DEPARTMENT

1) Do you anticipate the need for Rec/Tour Dept. staff to support your event: YES ☒ NO

If yes, how many- \_\_\_\_\_

Purpose: \_\_\_\_\_

2) Will you require the use of Recreation Dept. Facilities (Rec Center/Parks): YES ☒ NO

If yes, please describe in detail (include dates/times)- \_\_\_\_\_

3) Will you require the use of Recreation Dept. portable equipment: YES ☒ NO

(Please write an amount next to each requested item)

Bleachers- \_\_\_\_\_ Coolers- \_\_\_\_\_ Chairs (folding)- \_\_\_\_\_ Tables- \_\_\_\_\_ Chairs (ceremony)- \_\_\_\_\_

Sound System (2 or 4 speakers) w/ microphone- \_\_\_\_\_ Podium- \_\_\_\_\_ Tents- \_\_\_\_\_ Signs- \_\_\_\_\_  
circle one

Additional Equipment- \_\_\_\_\_

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

4) Does the publicity plan for this event include any of the below: ☒ YES ☐ NO

☒ Posters ☐ Website ☒ Social Media ☒ Radio ☐ TV ☐ Newspaper/Publication ☐ Other

5) List any planned Print/Radio/TV Advertising: Display ads to be placed 2 weeks prior

**Include copies of any direct mail/invitations/email/internet/posters/press releases/media kit being sent out**

## BUILDINGS, GROUNDS & PARKS DEPARTMENT

---

1) Will any object, such as tent posts or signs be driven into the ground: YES ☒ NO  
(If yes, please consult with B.G. & P. Dept. to avoid damaging the irrigation system)

2) Will the event require the closure of any park / City area to the general public: YES ☒ NO

If yes, please describe in detail: \_\_\_\_\_

3) Will the boardwalk be used to secure any items (tents, signs or any other type of structure): YES ☒ NO

If yes, please describe in detail: \_\_\_\_\_

4) Will you have any vehicles on the boardwalk (Weight limit of 5000 lbs.): YES ☒ NO  
(Vehicles are restricted to the Tram Path only)

If yes, please describe in detail: \_\_\_\_\_

5) Will your event have any electrical needs: YES NO  
(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

Will you have any sound / lighting equipment: YES NO

Will you be using a lighting or sound contractor: YES NO

Contractor Information: \_\_\_\_\_

6) Overhead banners, banner flags and/or signs installed on City property

(Please request a banner specifications sheet with your application. All banners need City approval before being created and displayed. Organizer is responsible to collect banners following the event)

a) Overhead Banners should be professionally made and measure 40 feet in length by 3 feet in width

b) To get maximum display use; heavy duty grommets should be 16 inches apart and wind flaps cut and stitched in banner, should be constructed to last 2-4 weeks of display in the wind

c) Banner Flags (10 poles) should be 5 feet in length by 30 inches wide (display should be 53" long)

d) Welcome Area Billboard is 8 feet in length by 12 feet in width

7) Describe banners/signs in detail with proper wording (please attach a photo/layout): \_\_\_\_\_

8) Electrical service fees shall be paid by the vendor:

(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

A) \$35 per event for ONE twenty-amp \$50 per event for ONE thirty-amp  
\$75 per event for ONE fifty-amp

B) Extra circuits will be provided only if there is a surplus of circuits after all vendors who have paid for electrical service have been provided with electrical service and thereafter will be provided on a first-requested and paid/first-provided basis.

C) Any service calls to a vendor that is necessitated by an overloaded circuit will result in the vendor being assessed an additional \$70 fee, which sum is payable in the advance of the restoration of electrical service to the vendor.

## NORTH WILDWOOD BEACH PATROL

1) What location(s) of the beach/ocean will be used and for what purpose: \_\_\_\_\_

Bonfire at 1st & Surf Avenues, North Wildwood

2) Do you anticipate the need for NWBP staff to support your event: YES

**NO**

If yes, how many- \_\_\_\_\_ Purpose: \_\_\_\_\_

3) Will you require the use of NWBP Facilities, Vehicles, or Equipment: YES

**NO**

(If yes, please describe in detail, include dates and times)

	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

## CITY CLERK OFFICE

1) Number of Non-Food Vendor Spaces: \_\_\_\_\_ Number of Food Vendor Spaces: \_\_\_\_\_

(Final Vendor list must be turned in 1 week prior to event date)

(Organizer is responsible for obtaining vendor permits from Clerk's office & distributing vendor permits to vendors before inspection)

Vendor Fees	1 Day	2 Day	3 Day
First Year Fee	\$ 10.00	\$ 20.00	\$ 40.00
Second Year Fee	\$ 20.00	\$ 40.00	\$ 80.00
Third & Fourth Year Fee	\$ 50.00	\$ 100.00	\$ 150.00
Fifth & Plus Year Fee	\$ 75.00	\$ 150.00	\$ 200.00

2) Will your event require bulk special event parking passes: YES

**NO**

**FOR 3-DAY OR MORE EVENTS ONLY**

3) If yes, how many: \_\_\_\_\_ List dates for passes: \_\_\_\_\_

**\*Minimum 250 for out of season events and 500 for in season events; \$5 per day/per vehicle**

(Must be paid for 30 days prior to date of event) (In season is Memorial Day to Labor Day of each calendar year)

## POLICE DEPARTMENT

1) Contact information of person in charge of event: Jodie DiEduardo

2) Contact information of person on-site of event: Jodie DiEduardo

3) Street or sidewalk closure(s): YES ☒ NO  
Plan approved: YES NO

4) Barricade request (*fencing/barrels/cones*) YES NO  
Plan submitted: YES NO  
Plan approved: YES NO

5) Responsible party for barricade set-up (*Federal Fencing-Atlas-Police, etc.*): \_\_\_\_\_

Contact information: \_\_\_\_\_

6) Signage requested "NO PARKING", Other (*describe below*): \_\_\_\_\_ Post Time: \_\_\_\_\_

7) Equipment stored overnight: YES ☒ NO

Location: \_\_\_\_\_ Contact Info: \_\_\_\_\_

8) Site Plan – Detour/Traffic plan submitted: YES NO  
Police Approval: YES NO

9) Police requested or required for event: YES NO Start time: \_\_\_\_\_  
(*Please write amount next to request*) Finish time: \_\_\_\_\_

Officers- \_\_\_\_\_ Traffic Posts- \_\_\_\_\_ Overnight Security- \_\_\_\_\_

10) Music: ☒ YES NO Start time: 6:00 pm Finish time: 10:00 pm  
Location: \_\_\_\_\_

11) Alcohol being served at event: YES ☒ NO Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
State ABC Approval: YES NO  
City Approval: YES NO

12) Staging Area: YES ☒ NO  
Plan Submitted: YES NO  
Plan Approved: YES NO

13) First-Aid/EMS on site: ☒ YES NO

14) Large Events: Command Post being utilized: YES ☒ NO

Location of Command Post: \_\_\_\_\_ Phone #: \_\_\_\_\_

List of Department representatives and contact numbers:  
(*Please put on a separate sheet*)

## FIRE & EMS DEPARTMENT

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- 1) Do you anticipate the need for Fire / EMS staff to support your event: ☒ YES ☐ NO  
*Fire Chief will determine the amount of staff and/or equipment needed for your request.*  
Estimated Attendance - 2,500

2) Purpose: Lighting and supervising bonfire

---

- 3) Will you require the use of Fire Dept. Facilities or portable equipment: ☒ YES ☐ NO

4) If yes, please describe in detail, including dates and times: \_\_\_\_\_

---

- 5) Will there be a bonfire, open flame, lighting, cooking, extinguishing, or burning of any material: ☒ YES ☐ NO

6) If yes, please describe in detail: See application

---

- 7) Permit #: \_\_\_\_\_ (Will be issued after Mayor & Council Approval)

**\*\*The number of bonfire permits are limited and based on the availability of fire personnel\*\***

a) Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

b) Type 1 Permit: PERMIT FEE - \$54.00 (non-refundable)

1) The use of any open flame or flame-producing device, in connection with any public gathering for purpose of entertainment, amusement, or recreation.

### Food Truck / Outside Cooking Requirements

#### 1. Food Truck Vendors

- a. (1) Class "K" Fire Extinguisher with Current Year Tag
- b. (1) 2a10bc Rated Fire Extinguisher with Current Year Tag
- c. Hood System equipped with Emergency Shut Off & a Current Year Tag
- d. Generators must be permanently mounted on the vehicle and shall utilize a "Self Fueling" System
- e. All vapor-producing appliances require a Hood System

#### 2. Outside Cooking Vendors

- a. All cooking appliances/grills shall have a minimum "30lbs felt" paper underneath the appliance/grill
- b. If cooking under the tent, papers must be presented upon inspection identifying the tent as being constructed of fire resistant construction
- c. (1) 2a10bc Rated Fire Extinguisher with Current Year Tag
- d. (1) Class "K" Fire Extinguisher with Current Year Tag
- e. Generators are NOT PERMITTED
- f. All portable propane tanks shall be secured in a "Milk Crate" style crate

## FIRE APPLICATION PERMIT FEE

The uniform fire code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of the process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official." [N.J.A.C. 5:70-2.7(a)]

**\*\*PRINT CLEARLY and FILL IN ALL BLANKS\*\***

Date of Application: 8/31/22 Date of Activity: 10/22/22 Time: 6:00pm

Location of where Activity will occur: 1st & Surf Avenues, North Wildwood

Name of Applicant: Jodie DiEduardo

Address: PO Box 63 Wildwood, NJ 08260

Name of Organization: Greater Wildwood Jaycees

Phone/Fax Number: 609-729-5501 clubhouse Emergency Number: 609-827-1314 Jodie's cell

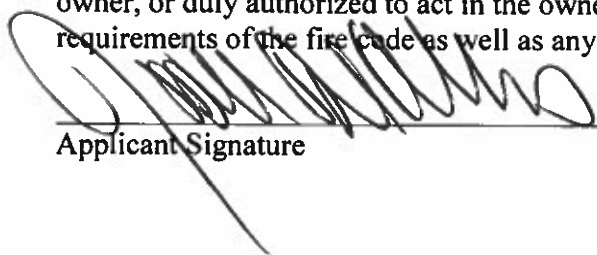
Block/Lot: \_\_\_\_\_ Registration Number: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indication location: Bonfire on the Beach

And for keeping, storage, occupancy, sale, handling, or manufacture of the following:

(State quantities for each category to be stored, or used and the method of storage or use:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Official.

  
Applicant Signature

\_\_\_\_\_  
Fire Official Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

## PERMIT / APPROVAL / AUTHORIZATION

Event Name: Bonfire on the Beach

Date(s) of Event: Sat 10-22-22

Mayor & Council: \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Tourism: \_\_\_\_\_

Date: \_\_\_\_\_

Application Fee waived: ☒ YES ☐ NO

Service Fees waived: ☐ YES ☒ NO

☐ Approved as submitted.

☐ Approved with the following conditions:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

### Office use only:

Final Date of Approval: \_\_\_\_\_ Projected Total Costs for this event: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Cost: \_\_\_\_\_ Total City Departmental Projected Costs: \_\_\_\_\_



## FOR OFFICIAL USE ONLY

Date of Preliminary Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

Date of Pre-event Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

### EVENT CHECKLIST

- |                                     |                           |   |
|-------------------------------------|---------------------------|---|
| <input type="checkbox"/>            | <u>N/A</u>                | Application Fee Paid  |
| <input checked="" type="checkbox"/> | _____                     | Certificate of Insurance listing N.W. as Additionally Insured                         |
| <input checked="" type="checkbox"/> | _____                     | Additional Insured Endorsement Page(s) attached                                       |
| <input checked="" type="checkbox"/> | <u>9-13-22</u>            | Hold Harmless completed & signed  |
| <input checked="" type="checkbox"/> | <u>SAD</u>                | Detailed Site Plan defining the logistics of the event                                |
| <input type="checkbox"/>            | _____                     | Vendor list submitted to Clerk's Office   |
| <input type="checkbox"/>            | _____                     | Copy of extra materials such as schedule, agenda, flyers, timeline, etc.              |
| <input checked="" type="checkbox"/> | <u>SAD</u> <u>9-13-22</u> | Additional applications (State Police-BOH-NJDOT- <u>Fire Permit</u> -ABC-Tent Permit) |
| <input type="checkbox"/>            | <u>N/A</u>                | Special Event Parking Passes Paid   |
| <input type="checkbox"/>            | _____                     | Miscellaneous   |
| <input type="checkbox"/>            | _____                     | Ready to be placed on the DMS   |

# TREASURER DEPARTMENT

## BILLING

Bonfire on the Beach  
Name of Event

Sat 10-22-22  
Date of Event

Application Fee	\$ <u>0.00</u>	Non-Profit \$25.00	For-Profit \$50.00
Police Dept.	\$ _____		
Fire Dept.	\$ _____		
Public Works Dept.	\$ _____		
Buildings, Grounds, Electric-Parks	\$ _____		
Clerk's Office	\$ _____		
Construction, Fire & Housing	\$ _____		
Beach Patrol	\$ _____		
Recreation & Tourism Dept.	\$ _____		
Stage Rental	\$ _____		
Special Event Parking Passes	\$ _____		
Miscellaneous Costs	\$ _____		
TOTAL	\$ _____		

# CITY OF NORTH WILDWOOD

## OFFER OF EMPLOYMENT / NEW HIRE FORM

To be completed by hiring department. Please print where applicable.

To: Personnel Department

From: Recreation Dept. Date: 9-9-22

Rick Haus Superintendent of Rec Rick Haus  
Dept. Head Name/Title Signature

Employee Name: Joe Stefaniewicz Phone: 609 827 3880

Address: 560 Magnolia Add. Phone: \_\_\_\_\_

City: West Wildwood St: NT Zip: 08260

Position/Title: Rec Aide Wntr Hire Date: 9-23-22

Status: ☐ Permanent-Full Time

☐ Permanent-Part Time

☒ Temporary Part-Time  
(Max 1040 Hours/or 11 months or less)

☐ Seasonal  
(6 months or less)

Hours of Work: 20-30 Salary: \$15.00

Council Committee (meets Wednesday prior to Council Meeting): ☐ Approved ☐ Declined

Council Meeting Date: 9-20-22 ☐ Approved ☐ Declined

Payroll Info: ☒ Re-hire ☐ New Hire

Vacation \_\_\_\_\_ Personal \_\_\_\_\_ Sick \_\_\_\_\_ Holiday \_\_\_\_\_

Direct Deposit \_\_\_\_\_

Benefits/Pension: ☐ PERS ☐ PFRS Enrollment Date: \_\_\_\_\_

Health Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Dental Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Prescription Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Life Insurance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary

Deferred Comp: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary

# EMPLOYEE NEW HIRE/REHIRE OVERVIEW CHECKLIST

## New Hire Requirements

- ☐ Offer of Employment / New Hire Form
- ☐ Copy of Application

---

## Re-Hire Requirements

- ☐ Offer of Employment New Hire Form of each prospective employee
  - Make sure under payroll information either re-hire or new hire is checked
  - **New Application**

---

## New Hire / Re-Hire Process

- Submit list of all prospective employees and titles along with above to personnel office the Wednesday prior to Council Meeting
- ☐ Physical Forms
  - Employment Physical Form remains with physician's medical file
  - Physician Verification Form (**ONLY**) is to be returned to Personnel for file
- ☐ MVR Authorization
  - If employee will be driving a City vehicle at any time a copy of driver license must be submitted.
  - If license is not from New Jersey employee must obtain the MVR from their state of residence.
- ☐ Authorization
- ☐ Confidential Employee Info Form
- ☐ Authorization for Direct Deposit Form (All new/rehire **must** have direct deposit)
  - ☐ W-4 Form
  - ☐ I9 Form (attach two forms of I D )
  - ☐ Direct Deposit
- ☐ Right to Know Pamphlet (give copy to employee)

### SEASONAL ONLY:

- ☐ Seasonal Employee Handbook (give copy to employee)

### NEW HIRES ONLY:

- ☐ Employee Complaint Policy (first page return to Personnel -- second page for employee)
- ☐ Civil Rights Guide (give to employee)
- ☐ Personnel Manual (pick up in Clerk's Office) Permanent employees only.

# CITY OF NORTH WILDWOOD

## OFFER OF EMPLOYMENT / NEW HIRE FORM

To be completed by hiring department. Please print where applicable.

To: Personnel Department

From: Recreation Dept. Date: 9-9-22

Bick Hans, Superintendent of Rec Bick M. Hans  
Dept. Head Name/Title Signature

Employee Name: Peggy Carosi Phone: 610-357-3836

Address: 900 JFK Blvd Add. Phone: \_\_\_\_\_

City: N. Wildwood St: NS Zip: 08260

Position/Title: Rec Aide Winter Hire Date: 9-23-22

Status: ☐ Permanent-Full Time

☐ Permanent-Part Time

☒ Temporary

☐ Seasonal

(Max 1040 Hours/or 11 months or less)

(6 months or less)

Hours of Work: 25-35 Salary: \$ 15.00

Council Committee (meets Wednesday prior to Council Meeting): ☐ Approved ☐ Declined

Council Meeting Date: 9/20/22 ☐ Approved ☐ Declined

Payroll Info: ☒ Re-hire ☐ New Hire

Vacation \_\_\_\_\_ Personal \_\_\_\_\_ Sick \_\_\_\_\_ Holiday \_\_\_\_\_

Direct Deposit \_\_\_\_\_

Benefits/Pension: ☐ PERS ☐ PFRS Enrollment Date: \_\_\_\_\_

Health Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Dental Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Prescription Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Life Insurance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary

Deferred Comp: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary

# EMPLOYEE NEW HIRE/REHIRE OVERVIEW CHECKLIST

## New Hire Requirements

- ☐ Offer of Employment / New Hire Form
  - ☐ Copy of Application
- 

## Re-Hire Requirements

- ☐ Offer of Employment/ New Hire Form of each prospective employee
    - Make sure under payroll information either re-hire or new hire is checked
    - **New Application**
- 

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- ☐ MVR Authorization
  - If employee will be driving a City vehicle at any time a copy of driver license must be submitted.
  - If license is not from New Jersey employee must obtain the MVR from their state of residence.
- ☐ Authorization
- ☐ Confidential Employee Info Form
- ☐ Authorization for Direct Deposit Form (All new/rehire **must** have direct deposit)
  - ☐ W-4 Form
  - ☐ I9 Form (attach two forms of I.D.)
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# CITY OF NORTH WILDWOOD

## OFFER OF EMPLOYMENT / NEW HIRE FORM

To be completed by hiring department. Please print where applicable.

To: Personnel Department

From: Recreation Dept. Date: 9-9-22

Bick Hans Superintendent Rec [Signature]  
Dept. Head Name Title Signature

Employee Name: Kortnie Davidson Phone: 484 213 4165

Address: 401 Ny Ave Add. Phone: \_\_\_\_\_

City: N. Wildwood St: \_\_\_\_\_ Zip: 08260

Position/Title: Rec Perm PT Hire Date: 9-23-22

Status: ☐ Permanent-Full Time

☒ Permanent-Part Time

☐ Temporary

☐ Seasonal

(Max 1040 Hours/or 11 months or less)

(6 months or less)

Hours of Work: 25-35 hrs Salary: \$ 15.00

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Council Meeting Date: 9-20-22 ☐ Approved ☐ Declined

Payroll Info: X Re-hire ☐ New Hire

Vacation \_\_\_\_\_ Personal \_\_\_\_\_ Sick \_\_\_\_\_ Holiday \_\_\_\_\_

Direct Deposit \_\_\_\_\_

Benefits/Pension: ☐ PERS ☐ PFRS Enrollment Date: \_\_\_\_\_

Health Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Dental Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Prescription Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Life Insurance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary

Deferred Comp: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Voluntary



# EMPLOYEE NEW HIRE/REHIRE OVERVIEW CHECKLIST

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  - If license is not from New Jersey employee must obtain the MVR from their state of residence.
- ☐ Authorization
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**CITY OF NORTH WILDWOOD**  
**COUNTY OF CAPE MAY, NEW JERSEY**

**ORDINANCE NO. 1887**

**AN ORDINANCE AMENDING CHAPTER 178, BULKHEADS, OF THE  
CODE OF THE CITY OF NORTH WILDWOOD**

**BE IT ORDAINED**, by the Council of the City of North Wildwood in the County of Cape May, State of New Jersey, as follows:

**Section One.** §178-8B of the Code of the City of North Wildwood is hereby amended so that the reference to “13.00 NAVD 1988” shall henceforth read “12.00 NAVD 1988”.

**Section Two.** If any portion of this Ordinance is determined to be invalid by a court of competent jurisdiction, that determination shall have no effect upon the remainder of this Ordinance, which shall remain valid and operable.

**Section Three.** All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same hereby are repealed.

**Section Four.** This Ordinance shall take effect immediately upon final passage and publication as provided by law.

---

Patrick T. Rosenello, Mayor

---

W. Scott Jett, City Clerk

Introduced: September 20, 2022  
Advertised: September 28, 2022  
Hearing/Final: October 18, 2022  
Advertised: October 26, 2022

# CITY OF NORTH WILDWOOD

Cape May County, New Jersey

## RESOLUTION

### REFUND FOR OVERPAYMENT OF REAL ESTATE TAXES

**WHEREAS**, the Tax Collector reports that the following persons or associations of persons have overpaid and/or paid in error real estate taxes as set forth on the schedule below.

**NOW, THEREFORE, BE IT RESOLVED** by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey that refunds be given to the following persons or associations of persons in the amounts set forth:

<u>PROPERTY</u>	<u>PAYEE</u>	<u>AMOUNT</u>
BLK 171 LOT 5 2022 QTR 3	HORIZON ABSTRACT 333 WEST BALTIMORE AVE MEDIA, PA 19063	\$835.14
TOTAL		\$835.14

**BE IT FURTHER RESOLVED** that the Tax Collector be and he is hereby authorized, empowered and directed to make the necessary corrections in his records and to see to the payment of these refunds.

OFFERED BY: \_\_\_\_\_SECONDED BY: \_\_\_\_\_  
\*\*\*\*\*

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September, 2022.

Dated: \_\_\_\_September 20, 2022\_\_\_\_\_Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

APPROVED: \_\_\_\_\_  
Patrick T. Rosenello, Mayor

<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Tolomeo				Koehler			
Rullo				Bishop			
Kane				Zampirri			
Del Conte							

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

APPROVING THE FILING OF AN APPLICATION FOR THE COASTAL  
RESILIENCY GRANT PROGRAM FUNDING THROUGH THE PRO-NJ  
GRANTOR TRUST

WHEREAS, the City of North Wildwood desires to apply to the Pro-NJ Grantor Trust for Coastal Resiliency Grant Program funding in an amount not to exceed \$500,000, for flood hazard mitigation and resiliency improvements at the 5<sup>th</sup> Avenue Boat Ramp; and

WHEREAS, the City of North Wildwood has determined that this funding will have a positive and significant impact on public safety throughout the City regarding coastal flooding; and

WHEREAS, the City of North Wildwood, without financial assistance from the Trust, would be unable to complete these critical infrastructure improvements on its own.

NOW, THEREFORE, BE IT RESOLVED, that funding for flood hazard mitigation and resiliency improvements at the 5<sup>th</sup> Avenue Boat Ramp is hereby in all respects approved and be it further resolved that the Mayor or his designee and the City Clerk are hereby authorized to execute all documents associated with the Application for Pro-NJ Grantor Trust funding through the Coastal Resiliency Grant Program.

OFFERED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

STATE OF NEW JERSEY COUNTY OF CAPE MAY  
I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September, 2022.

Dated: September 20, 2022 Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Kochler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

RESOLUTION # \_\_\_\_\_

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

AMENDING RESOLUTION NO. 209-22 – AUTHORIZING A  
PROFESSIONAL SERVICES AGREEMENT WITH MARZULLA  
LAW FOR SPECIALIZED LEGAL SERVICES

WHEREAS, on August 2, 2022, via Resolution No. 209-22, Council authorized a professional services contract with Marzulla Law of Washington, DC; and

WHEREAS, pursuant to a recommendation from the City Administrator, it has become necessary to amend said Resolution so as to revise the contract amount by removing the ‘not to exceed’ clause; and

WHEREAS, Council deems it prudent to amend Resolution No. 209-22.

NOW THEREFORE, BE IT RESOLVED, by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey as follows:

- 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length
- 2) Paragraph 2 of Resolution No. 209-22 is hereby amended to the extent that the phrase “in a Professional Services Contract amount not to exceed \$15,000, without further resolution of the City Council,” is deleted.
- 3) This Resolution shall be annexed to and made a part of Resolution No. 209-22.

OFFERED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

STATE OF NEW JERSEY COUNTY OF CAPE MAY  
I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September, 2022.

Dated: September 20, 2022 Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Kochler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

RESOLUTION # \_\_\_\_\_

**CITY OF NORTH WILDWOOD**  
**Cape May County, New Jersey**

# ADOPTION OF NORTH WILDWOOD BEACH PATROL LIFEGUARD MANUAL

**WHEREAS**, §79-8 of the Code of the City of North Wildwood states that the Beach Patrol shall be under the supervision, authority and control of the Public Safety Committee of City Council; and

**WHEREAS**, §79-9 states that the Committee shall have full power and authority to “make, amend, repeal and enforce all rules and regulations for the government, direction, management and discipline of the Beach Patrol;” and

**WHEREAS**, the North Wildwood Beach Patrol Lifeguard Manual has been developed to provide policies and procedures for the lifeguards of the City of North Wildwood in their responsibilities for the safety and well-being of the patrons who swim at the beaches of North Wildwood.

**THEREFORE, BE IT RESOLVED**, by the City of North Wildwood, County of Cape May, State of New Jersey, that:

1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.
2. The North Wildwood Beach Patrol Lifeguard Manual is hereby adopted.
3. The North Wildwood Beach Patrol Lifeguard Manual shall be annexed to and made a part of this Resolution.
4. Each member of the North Wildwood Beach Patrol shall receive a copy of said Manual and shall familiarize himself or herself with the policies and procedures contained therein.

**OFFERED BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**STATE OF NEW JERSEY** **COUNTY OF CAPE MAY**

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September, 2022.

Dated: September 20, 2022

Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick T. Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Koehler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

#



Est. 1914

# **NORTH WILDWOOD BEACH PATROL LIFEGUARD MANUAL**



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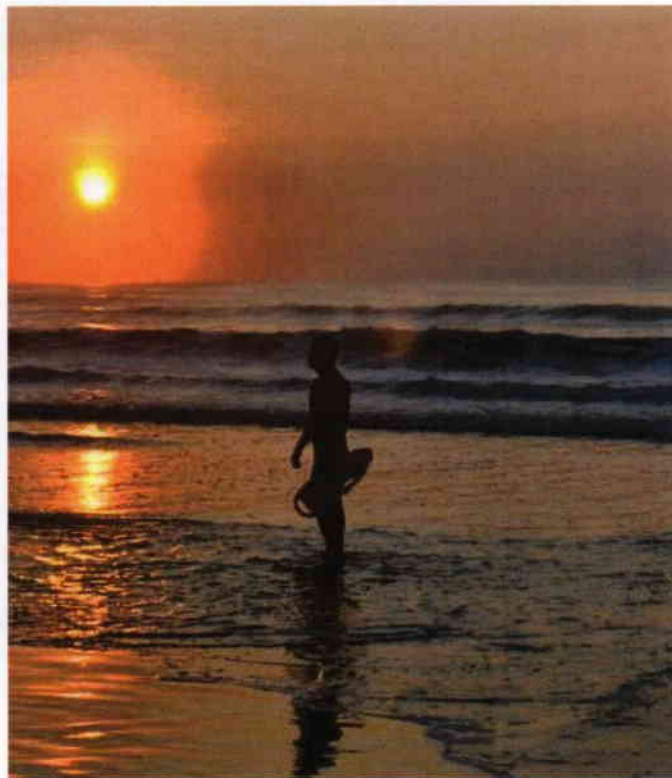
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## FOREWARD

Lifeguards are responsible for the safety and well-being of the patrons who swim at their beach. To meet this responsibility, a lifeguard needs:

1. Knowledge of rescue procedures coupled with swimming ability.
2. A thorough familiarity with lifeguard equipment and the techniques used in its application.
3. The confidence to analyze and act effectively to situations either in the water or on the beach.
4. Trained eyes so that visual control can be maintained over the area of responsibility.
5. Be physically fit, to meet the physical demands of the job.

A lifeguard also has the responsibility to help ensure that each patron has the optimum opportunity to enjoy the public facilities. The information contained within this manual is the result of years of experience, research, and practical application. It is based on common sense, and the basic components of open-water lifeguarding. The rules pertaining to the public are based on providing recreation, health, and safety for the majority. The personnel rules are not unreasonable. The rules are for the protection of the public and the lifeguards, while maintaining that degree of discipline necessary for the effective execution of a lifeguard's duties.



## INTRODUCTION

The policies, procedures, rules, and regulations which are listed and described in this manual are the result of many years of experience, application and research by many individuals and organizations. A study of the information in the manual will show that it has been formulated to provide for the safety of the public by a highly qualified, organized, trained, and experienced beach patrol.

The overall goal of the North Wildwood Beach Patrol is to continue to provide the lifeguarding services needed by continuing to maintain and improve the excellent proficiency of the beach patrol in the performance of all its duties and responsibilities. The proper use of this manual is an integral part of the process in achieving this goal.

Project coordinators:

Bill Ciavarelli, Chief, NWBP

Blase Fiorino, Sr. Lieutenant, NWBP



## SECTION 1: NWBP HISTORY AND GENERAL INFORMATION

### *NWBP History*

The North Wildwood Beach Patrol was established by Mayor Harry Hoffman in July of 1914. The first female guards were hired by the NWBP in 1986. Tom Palmer, a retired Captain and 30-year member of the North Wildwood Beach Patrol, was a guard when the first females came on-board. He has said that the girls were accepted without any problem. 1949 NWBP "The two girls, Joanne and Kim, were excellent swimmers and placed first and third in the tests, so there was no squabble because they had beaten all the guys they were working with, if anything, I'd say they had a slew of 'older brothers' to look out for them." North Wildwood has seen a steady increase in the number of women guards over the years.

Early lifeguards used a buoy that was nothing more than a tin can on a rope. The buoy then changed to a diamond shape object made from cork and canvas. As years passed it was modified to fiberglass and rubber while remaining diamond shaped. Bob Starr, a former North Wildwood lifeguard from 1946-1947, has said that a lot of guards referred to the buoy as a "triangle can" and that was all an early lifeguard had for their equipment. Tom Palmer, a lifeguard from 1965 to 1995, supports Starr's statement: "We were issued very little equipment the buoy was really it". Around 1985 the buoy gave way to the torpedo, which is made from plastic. Chief Cavalier has said "the buoy weighed about 20 pounds while the torpedo weighs only a few pounds" Though the torpedo may weigh less it carries fewer people.

Along with the equipment, lifeguard uniforms have undergone drastic changes as well. The first uniforms were one-piece tank suits made of wool. When they got wet, they stayed wet. Because wool is itchy, they caused the guards to break out in rashes. As materials changed throughout the years, so did the lifeguard uniforms. They became mesh, which was more lightweight and dried more quickly. The uniform also changed from a one-piece tank suit in the 40's to a three-piece outfit in the 60's. Tom Palmer said of the newer suits, "It came in three pieces – a tank, a shirt, and trunks. They did the job to identify the guards but still were not the nicest." Present lifeguard uniforms are quite different, although the guards still have the t-shirts known as "gray top," swim trunks, and tank top or as it's called "red top" they're also issued a full sweat suit which consists of a hooded top and sweat bottoms, long sleeve shirt, and jackets if they choose.

Lifeguarding in the early days was very different from guarding today. The pay was less and the problems different. The first lifeguards received \$50 a month for their services. Back in 1946 the pay was raised to \$22.50 a week, or \$90 a month. This was considered low pay even for the 40's. "We worked seven days from 8:30 or 9 am until 5:30 pm for \$22.50 a week, which even then was little money. We were paid poorly," Starr said. Indeed, if you look at the 59.5 hours the guards worked, the hourly rate was 38 cents. In the 60's the pay increased to \$60 a week for a six-day week and the hours were reduced to 9:30 am to 5:30 pm, the hourly rate thus became \$1.25. It wasn't until the 90's that the pay rate began to rise. "Wildwood wasn't getting a lot of guards because Ocean City and Atlantic City paid more so they had to raise our salaries to attract more guards," Palmer said. "I would say that my salary quadrupled between the time I started (1965) and the year I retired (1995)." Today guards work a five-day week with an option to work a sixth and make \$15 an hour. Patrols were also smaller in earlier years. In 1946 North Wildwood had

14 guards with one man per stand. Today it has 72 with nearly every stand (chair) seating two lifeguards.

North Wildwood began the Beschen-Callahan Memorial Lifeguard Races in 1969 to honor two of its members who died in the Vietnam War. North Wildwood also hosts the Around the Island Row.

### *General Information*

The North Wildwood Beach Patrol is responsible for providing lifeguard services for the City of North Wildwood, NJ. The area that NWBP is responsible for is approximately 1½ miles of ocean beach (2nd Avenue & JFK to 26<sup>th</sup> Street) and a small beach on an inlet (2<sup>nd</sup> Avenue & Ocean Avenue). This area is divided for organizational and operational purposes into 4 (four) sections: Inlet, North Beach, Central Beach, and South Beach. Each section has its own unique characteristics and conditions. NWBP Headquarters is located at 15<sup>th</sup> Avenue and the Beach. The building is referred to as the "Tent." This facility includes offices, first-aid room, locker rooms, garage and storage areas. Several four-wheel drive vehicles, mostly pick-up trucks, are used for transportation and patrol. In addition to the building and vehicles there are many types of specific equipment that are needed to perform the duties required.

The personnel of the beach patrol are approximately 65, including officers, supervisors, lifeguards, and medics. It is their job to use the facilities and equipment to perform the duties required.

The purpose of this manual is to provide NWBP personnel with the policies and procedures to consistently and proficiently perform the duties and responsibilities required.

## SECTION 2: PERSONNEL AND JOB DESCRIPTION

### A) Hierarchy

The Beach patrol has a distinct hierarchy of personnel.

1. Chief of the Beach Patrol
2. Captain
3. Senior Lieutenant
4. Lieutenant
5. Supervisor
6. EMT (If Medical Emergency than in Command)
7. Senior Lifeguard (5 or more years)
8. Lifeguard (2-4 years)
9. Rookie Lifeguard (1 year)

Seniority is based on the number of years working for NWBP. The following examples illustrate the basics of how seniority works. A 3-year lifeguard has seniority over a rookie lifeguard, a 7-year senior lifeguard has seniority over a 5-year senior lifeguard, a 2-year supervisor has seniority over a 1-year supervisor, a 10-year lieutenant has seniority over a 2-year lieutenant. Rank yields more seniority than years working for the beach patrol. For example: a senior lieutenant has seniority over a lieutenant through rank, a lieutenant has seniority over a supervisor through rank, and a supervisor has seniority over any lifeguard through rank. The Chief has seniority and rank over everyone on the beach patrol except in a medical emergency. In any medical emergency the Medic has seniority.

### Tent Crew

The tent crew are the officers, supervisors, and medics of the beach patrol. The tent crew officers and supervisors are the NWBP personnel that oversee the sections guarded by the NWBP. The medic oversees of all medical emergencies.

### B) Duties and Responsibilities

1. Beach Patrol Chief - The chief of the beach patrol is responsible for the administration of waterfront safety and the transmission of matters of policies and procedures from the Mayor and City Council to the beach patrol. The chief will maintain close contact with and advise the captain, senior lieutenant and lieutenants in all matters pertaining to the duties and discipline of guards. As administrative and supervisory head of the beach patrol the chief will be responsible for the professional, efficient, economical and safe operation of the beach and bathing areas, daily inspection and inventory of properties and equipment, required records, reports of use and promptness in reporting repairs or new equipment required, training, disciplining, and organizing personnel in the performance of their duties, enforcing all rules and regulations, arranging for all necessary repairs of equipment by other departments of the city, the improvement of services rendered, the assigning of personnel at the various bathing areas, supervising all beach and bathing areas, recommending and



checking beach efficiency, evaluating all personnel, calling of tent crew meetings, and the morale of lifeguards. The duties and responsibilities of the chief are not limited to those listed.

2. Captain - Next senior in command to the chief.

The Captain shall:

- Assist the chief as needed in their required duties.
- Be responsible for the general supervision of all beach patrol operations.
- Arrange for routine drilling and training of personnel.
- Supervise and advise supervisory staff personnel.
- Be responsible for the proper use and placement of beach patrol equipment.
- Be responsible for the state of repair and cleanliness of all lifesaving equipment.
- Be responsible for the consistent enforcement of "Rules and Regulations".
- Supervise and evaluate all personnel in the performance of their duties.
- Maintain appropriate and accurate records of all incidents, activities and duties performed.
- Advise the chief on matters of policy and procedure.
- Advise the chief on personnel matters.
- Advise the chief concerning personnel involved in disciplinary action.
- Advise the chief of any situations or conditions that require immediate attention.
- Supervise personnel assignments.
- The duties and responsibilities of the captain are not limited to those listed.

3. Senior Lieutenant-Next senior in command to the captain.

The Senior Lieutenant shall:

- Be responsible for the general supervision of all beach patrol operations.
- Assist the chief in required administrative duties.
- Supervise and advise subordinate supervisory staff personnel.
- Advise the chief and/or captain on matters of policy and procedure.
- Maintain accurate records of activities and duties performed.
- Be responsible for the proper application of beach patrol policies and procedures.
- Supervise and evaluate the job performance of all subordinate personnel.
- Advise the chief and/or captain concerning personnel involved in disciplinary action.
- Advise the chief and/or captain on personnel matters.
- Be responsible for the consistent enforcement of "Rules and Regulations."
- Represent the beach patrol in the capacity of liaison with the public and/or other departments or agencies.
- Assist the chief and/or captain as needed in their required duties.
- Assist other NWBP personnel, when necessary, in the proper performance of their duties and responsibilities.

- Advise the chief and/or captain of any situations or conditions that require immediate attention.
- Stay in the section to which they're assigned except in case of emergency and be "on duty" unless properly relieved.
- The duties and responsibilities of the senior lieutenant are not limited to those listed.

4. Lieutenant-Depending on seniority in position next senior in command to the senior lieutenant.

The Lieutenant shall:

- Be responsible to their superior officer and carry out within the section to which they are assigned the orders issued to them and attend all tent crew meetings.
- Stay in the section to which they're assigned, except in case of emergency and be "on duty" unless properly relieved.
- Supervise the lifeguards in the area for which they're responsible and be responsible for the enforcement of "Rules and Regulations" and for the faithful and efficient performance of duty by all lifeguards under their supervision.
- Be responsible for maintaining accurate records of all incidents, activities and duties performed daily.
- Arrange for the routine drilling of all guards under their command.
- See that their beach is properly and sufficiently equipped to render assistance in emergencies.
- Be responsible for the cleanliness and state of repair of all lifesaving equipment.
- Establish the location of lifeguard stands, boats, and if necessary, walking patrols in their section.
- Curtail, restrict, or reduce the area of bathing when washes, rip currents, other dangerous conditions or personnel considerations make it advisable to maintain maximum protection for the bathers. This type of restriction shall be communicated to the chief or captain immediately.
- Be responsible for the safety and training of lifeguards in methods, techniques, signals, and procedures for handling rescues, medical emergencies, and other troublesome situations.
- Have boat layout, rescue board layout, and/or can layout when crews or conditions warrant it.
- Evaluate all personnel under their command when required.
- See that all their personnel are familiar with correct procedures to follow in case of a major incident.
- Always prohibit body surfing, boogie boarding, or raft riding in crowded or dangerous water/surf conditions.
- Advise the chief or captain of any unusual water or beach conditions.
- The duties and responsibilities of a lieutenant are not limited to those listed.

5. Supervisor-Depending on seniority in position next senior in command to lieutenant.

The Supervisor shall:

- Assist the lieutenant or other superior officer that they're assigned with in their required duties.
- When an officer is not present a supervisor will assume supervisory duties and responsibilities, in addition to the necessary authority.
- Be responsible for the truck having all necessary equipment and supplies. A check list has been prepared for this purpose.
- Always operate the truck in a safe and efficient manner.
- Be responsible for notifying the chief or captain of any maintenance required for the truck to be in proper operational condition.
- Be responsible to the lieutenant or other superior officer that they're assigned with to carry out within their assigned duties the orders issued to them.
- Stay in the section to which they're assigned except in case of emergency and be "on duty" unless properly relieved.
- Be responsible for transporting and set-up of all necessary equipment to the proper location for daily opening procedures and returning it to the proper location and securing it for daily closing procedures.
- Wash and clean the truck each day after knockoff and secure it and all applicable equipment.
- Have valid driver's license.
- The duties and responsibilities of a supervisor are not limited to those listed.

6. Senior Lifeguard on a Stand-The duties and responsibilities listed are in addition to the duties listed for "Lifeguard."

A Senior Lifeguard shall:

- Be responsible to their superior officer and carry out within the section to which they're assigned the orders issued to them.
- Stay in the section to which they're assigned except in case of emergency and be "on duty" unless properly relieved.
- Supervise the lifeguards in the section for which they're assigned in the performance of their duties.
- See that their beach is properly and sufficiently equipped to render assistance in emergencies.
- Be responsible for the cleanliness and state of repair of all lifesaving equipment.
- See that all their personnel are familiar with certain special procedures to follow as required because of specific conditions or situations in certain beach areas.
- Advise the section officer-in-charge of any unusual water or beach conditions.
- The duties and responsibilities of a senior lifeguard on a stand are not limited to those listed.

## 7. Lifeguard

A Lifeguard shall:

- Upon arrival at assigned stand, evaluate bathing conditions.
- Set-up the stand, rescue board, and/or boat if it is assigned to that stand.
- Maintain an alert status to note bathers in distress and proceed immediately to their rescue.
- Safeguard and regulate the conduct of persons in the bathing area to prevent accidents and/or submersions.
- Perform rescues when necessary and proficiently perform CPR.
- Operate safety equipment.
- Faithfully enforce all city ordinances applicable to beach and bathing activities.
- Aid in maintaining a clean beach area.
- Stay physically fit and work-out regularly.
- Avoid lengthy conversations with the public and other distracting influences.
- Use lifesaving devices for layout, rescues, patrolling, and/or crowd control.
- Regularly practice swimming, water rescue techniques, and CPR/first aid skills.
- Be responsible for all issued equipment.
- Perform other duties as required or assigned.
- The duties and responsibilities of a lifeguard are not limited to those listed.

### C) Salary

Salary is determined by ordinance approved by the Mayor and City Council of North Wildwood. It is based on the number of years of service and level of responsibility.

### D) Promotions

Promotions are based on demonstrated ability, competence, and experience, as determined by the chief.

### E) Continuation of Employment

North Wildwood Beach Patrol personnel are offered seasonal employment. They may be rehired the following season if the following conditions are met:

1. Job performance that has been at least satisfactory the previous season(s).
2. No incidents or behavior involving disciplinary action that would warrant dismissal.

Adequate notification will be given to the employee if the conditions are not met. Even if conditions are met there is no guarantee beach patrol personal will offered re employment. It is beneficial to the beach patrol to have experienced personnel with the proper level of job performance return for as many seasons as possible, but the beach patrol should be given adequate notice of their intention to return.

*F) Rookies*

New lifeguards are selected on a competitive basis. The number hired each season is based on the total number of lifeguards needed.

All applicants must:

1. Complete the application form.
2. Complete in a satisfactory manner and time the swimming test (500 meters in a pool using the front crawl stroke only) and a mile run test.
3. Satisfactorily complete the "can-run" test.
4. Satisfactorily pass the personal interview.
5. Submit a completed physical examination form from a medical doctor.
6. Complete the required training (Rookie School) for all new lifeguards.

*G) Transfers*

New lifeguards who have previous experience on another beach patrol may be hired without having to take a formal swim test or interview. The chief will make the determinations in these cases based on recommendations, personal knowledge, or other pertinent information. In some cases, it may be required for a transfer lifeguard to attend Rookie School. Transfer lifeguards will be placed on the appropriate level on the salary scale as determined by the chief.

*H) Regulations*

1. No person other than lifeguard staff personnel will assume the duties of a lifeguard at any time.
2. No lifeguard shall accept, in any form, remunerations for services rendered while in the employ of the City of North Wildwood excepting their paycheck.
3. No form of gambling or lottery is permitted by a lifeguard while on duty.
4. No lifeguard shall render medical treatment or advice other than first aid.
5. No lifeguard shall allow any person other than a qualified physician to treat a patient under their care without the permission of the section officer-in-charge excepting where local first aid squad had been summoned, the patient will be turned over to them upon arrival.
6. No lifeguard shall dispense any first aid supplies other than in the performance of his duty.
7. No lifeguard shall use physical force on any person except in the defense of their own person or to protect another person or persons.
8. No lifeguard shall cease bathing operations without permission from the section officer-in-charge.
9. No lifeguard shall loiter in the first aid area (the medics room).
10. No lifeguard shall eat their meals in the first aid area.
11. No person other than a lifeguard may sit on a lifeguard stand at any time.
12. A lifeguard is to refrain from the use of profane language.
13. A lifeguard will be always courteous.
14. A lifeguard may not be under the influence of or consume any form of alcoholic beverage or drugs while on duty. Any violation will result in immediate dismissal.
15. A lifeguard may not make statements to any publicly or privately employed

- individual for publication without the consent of the chief.
16. A lifeguard will not participate in the salvage or retrieving of any lost article unless authorized to do so by the area officer-in-charge.
  17. A lifeguard shall not leave the beach area without permission.
  18. A lieutenant shall record at the end of each day all rescued, "snatches," first aid, or other noteworthy service rendered on the forms supplied for this purpose.
  19. A lifeguard should be prompt in dispatching all responsibilities.
  20. A lifeguard should never sit any place except on their assigned stand while on duty. This includes blankets and the beach area immediately adjacent to their stand.
  21. A lifeguard should always enforce the beach rules.
  22. A lifeguard should administer all beach rules with strict impartiality.
  23. A lifeguard has complete authority for the bathing area assigned to them; they're not to take orders from anyone except their lieutenant or other supervisor who has been given authority to do so by chain of command procedures.
  24. A lifeguard is to be clean and neat in appearance.
  25. A lifeguard must be always in proper physical condition while on duty.
  26. A lifeguard is expected to participate cooperatively in all prescribed training activities.
  27. A lifeguard shall never go on a swimming rescue alone unless help is not immediately available.
  28. A lifeguard shall never setup or knockdown a stand unless so directed by a beach officer.
  29. A supervisor shall check their first aid kit daily to maintain its supplies. Shortages shall be reported immediately.
  30. A lifeguard shall report all rescues and first aid cases of a serious nature to the section lieutenant noting what, when, who, where, and why.
  31. A lifeguard will always remain on their stand other than emergencies unless properly relieved.
  32. A lifeguard must be always on duty on a stand when there are potential bathers in the beach area during assigned guarding hours.
  33. A lifeguard shall treat their fellow employees with respect and exercise every consideration in their relationships to ensure maximum efficiency. All personnel are expected to work together as a team to accomplish this objective.
  34. A lifeguard shall not solicit food or anything else from anyone.
  35. A lifeguard must train themselves to always watch the water, particularly when conversing with their stand partner or other people asking questions.
  36. A lifeguard's conduct is a reflection on the City of North Wildwood. They're expected to conduct themselves, during duty hours and during off-duty hours, in such a manner as to not bring discredit upon themselves, fellow employees, or the North Wildwood Beach Patrol.
  37. All lifeguards must be available in any emergency as determined by the chief or the area officer-in-charge. During lunch or other breaks, they must remain

- on the alert in the vicinity of the water.
38. A lifeguard's conduct while using any social media outlet should also follow the same guidelines as their conduct during duty hours and during off-duty hours. A lifeguard should **NOT** post anything on any social media outlet that would discredit themselves, fellow employees, NWBP, or The City of North Wildwood in any manner whatsoever.
  39. No lifeguard shall sleep on the stand or the beach while on duty.

This list does not include the only rules and regulations. Throughout the manual there are rules and regulations that apply to specific situations, conditions, policy, and procedures. Personnel must adhere to those that apply.

#### *1) Disciplinary Action*

It is necessary for a beach patrol to maintain efficient and consistent job performance. Everyone must do the job they are assigned and work together as a team. To make sure that this is done a system of disciplinary action with warnings has been established so that those individuals who do not follow the rules, regulations, policy, and procedures of the beach patrol can be identified and the problem corrected. If the situation is not corrected, then the "individual will be suspended, and if necessary dismissed.

A warning system has been established to record which lifeguards consistently perform poorly, not only in unsatisfactory job performance, but in displayed attitude. Under this system, if a lifeguard receives three (3) warnings within a 10-day period or five (5) warnings over a season's time they will be dismissed.

Warnings will be given for the following:

- Failure to follow any of the stated rules and regulations
- The failure to follow any stated policies and procedures of the beach patrol
- General conduct unbecoming a guard

The following conduct will result in dismissal:

- Leaving the assigned area unprotected
- Insubordination
- Unacceptable conduct while on duty
- Possession and/or use of alcoholic beverages and/or illegal drugs while on duty
- Conviction of possession and/or use of illegal drugs
- Continuous warnings for similar offenses

#### **CELL PHONE POLICY:**

- Cell phones of any kind and electronic devices used for any form of communication are NOT permitted on the lifeguard stands during working hours.
- Discipline for violating the above protocol is as follows:
  - 1<sup>st</sup> Offense- 3 Day Suspension



- 2<sup>nd</sup> Offense- Termination

## **SECTION 3: LIFEGUARDING**

Lifeguarding entails many aspects of prevention, lifesaving, treatment, and communication. In this section you will see the classroom part of your lifeguarding. The practical part will be done during Rookie School, if you are new to lifeguarding, or, if you're a returning guard, during training sessions, drills, or daily lifeguarding days.

On a daily basis a lifeguard must have the following items: proper uniform, whistle, rescue can, pocket mask (with medical supplies), sunblock, hat/visor, sunglasses, lunch, water, and backpack (extra clothes, supplies...etc.). A lifeguard's chair must always be kept at the water's edge...in other words the front legs of the chair must be wet, whether or not the tide is dropping (outbound) or rising (inbound). No Exceptions unless otherwise directed by a Supervisor, Lieutenant, Senior Lieutenant, Captain, or the Chief! A lifeguard must know what the tide is always doing and be aware of any water issues such as: rip currents, bad shore break, hazards in the water, or strong lateral (littoral) currents. A lifeguard must always monitor their water or have a neighboring chair watch their water if they're involved in a situation with a beach patron, an emergency of any sort, or must leave their chair.

A lifeguard oversees their water unless otherwise directed by a higher-ranking lifeguard, Supervisor, Lieutenant, Captain, or the Chief. Any rules set forth by the Chief, Captain, Senior Lieutenant, Lieutenant, or Supervisor will be followed and enforced! All beach rules must be enforced with good and reasonable judgement. If you have any doubts always error on the side of caution. If you have any questions concerning a rule you must signal your immediate Supervisor or Lieutenant. If they're not available, then signal a guard from the next chair to assist. If involved in a medical emergency, you're in charge until directed by a Supervisor, Lieutenant, Senior Lieutenant, Captain, the Chief, or the EMT. Once on scene the EMT, on duty, oversees any medical emergencies.

The following sub-sections of Section 4: Lifeguarding, we will discuss many important things that will be addressed during your initial training as a lifeguard and throughout your lifeguarding years. Drills for any of the below listed procedures, protocols, or techniques can and will occur at any time during the workday.

### **A) Recognizing a Bather in Distress or Trouble:**

- ✓ Victim swimming very weakly. A competent swimmer usually has fluid, relaxed stroke and they dive or duck under the waves.
- ✓ Heading for shore but going backwards. Quickening of stroke, a wave, or a sign of panic.
- ✓ Swimmer being carried by current into obstruction (pipe – rock jetty).
- ✓ Bathers acting strangely due to alcohol, drugs, or illness.

Things to watch for while scanning:

- ✓ Poor swimmer, swimmers becoming tired, or weak
- ✓ Unattended children
- ✓ People who are knocked over by waves
- ✓ Rule violators

- ✓ Unnatural or excessive splashing with arms
- ✓ Poor swimmers going out over their heads
- ✓ People trying to enter the water with street clothes on
- ✓ People possibly under the influence of alcohol
- ✓ Body boards or boogie boards without a leash
- ✓ Drop offs or holes
- ✓ Rip currents
- ✓ Fringe of main bathing crowd
- ✓ Backwash or Drift
- ✓ Sandbars, Holes between sandbar and beach
- ✓ Hazards

**B) Lifesaving Equipment and Their Set-Up**

Lifeguards must be comfortable using any NWBP lifesaving equipment. Listed below are the lifesaving devices that a lifeguard must be able to operate efficiently on a daily basis:

- Rescue Can (Torpedo)
- Rescue (Paddle) Board
- Pocket Mask
- AED
- Swim Fins

Certain lifesaving equipment will need advanced training to operate such as:

- Lifeboat
- Wave-runner
- Competition Rescue Board

Lifeguards will be trained in using the rescue can, rescue boards, lifeboats, and wave-runners. Every lifeguard will be able to use the rescue can and rescue boards during any water emergency. Every lifeguard will spend time in our lifeboats for either rowing or boat layout. However, not every lifeguard will be able to operate the wave-runners. Only those with a license will be allowed to operate the wave-runner, however all lifeguards will spend time as a passenger on the wave-runner either for wave-runner patrol or rescue training with the wave-runner.

Lifeguard Stand (Chair), Rescue Can (Torpedo), Rescue (Paddle) Board, Lifeboat, Wave-Runner, Pocket Mask, and AED Set-Up

**1. Lifeguard Stand (Chair)**

- ✓ All lifeguard stands should have identifying avenue numbers.
- ✓ Stands should always be touching the water's edge unless otherwise directed by a member of the Tent Crew.
- ✓ Stands should never be left unmanned.
- ✓ Stands not in use should be placed in a knockdown position.
- ✓ Every stand should have a minimum of one (1) rescue can per lifeguard assigned.
- ✓ Stands should be checked for damage at the beginning and end of each day.

- ✓ Stands should never be more than 300 feet apart unless otherwise directed by a Tent Crew member.
- ✓ All damage should be reported immediately.
- ✓ A set of communication flags is to be on each stand if flags are being used. Use of flags will be determined by the Chief.
- ✓ If the stand is assigned a radio, then the radio should be on and in working condition every day.
- ✓ Every stand should have a minimum of one (1) pocket mask per lifeguard assigned.
- ✓ Articles of clothing or personnel effects should NEVER be hung or draped over stands in a manner that impedes normal operations.
- ✓ No person other than a staff lifeguard is ever allowed on a stand, except lost children. If personnel shortages warrant, then a truck should handle a lost child if only one lifeguard is on the stand.
- ✓ An umbrella is permitted to be used on each stand, but in a manner that will NOT obstruct vision or the sending or relaying of signals.

▪ *Lifeguard Chair (Stand) Section 11: References page 61.*

2. Rescue Can (Torpedo)

- ✓ Every lifeguard on duty on the beach must always have a rescue can.
- ✓ Rescue cans are to be suspended from the side of the lifeguard stand that the lifeguard is assigned to with a rope properly looped (wrapped).
- ✓ Each rescue can should be checked for damage at the beginning and end of each day.
- ✓ Damage is to be reported immediately.
- ✓ Rescue cans are not to be used as anything but flotation devices.
- ✓ All rescue cans are to be stored in a designated location at headquarters.
- ✓ No unauthorized person shall be permitted to use the rescue can at any time.

▪ *Rescue Can (Torpedo) Section 11: Reference page 61.*

3. Rescue (Paddle) Board

- ✓ Rescue (paddle) boards are placed at specific stands throughout the NWBP covered beaches. These designations will be determined by the officer-in-charge of each section.
- ✓ The rescue (paddle) board is to be placed against or through the stand such that it will not impede the lifeguards from performing their duties safely and efficiently.
- ✓ Each section will also have a rescue (paddle) board inside of the lifeboat or alongside of the lifeboat. If no lifeboat is placed in the section, then the rescue board can be placed in the bed of the section truck.
- ✓ No unauthorized person shall be permitted to use the rescue (placed) board at any time.

▪ *Paddle Board (Rescue Board) Section 11: References page 61.*

4. Lifeboat**Lifeguard Rowing Checklist**

All lifeguards will be required to complete this checklist prior to rowing singles. Lifeguards must row with a partner who has successfully completed this checklist. Once an officer completes and submits this checklist, this guard will be permitted to row singles. The lifeguard must successfully pass each category to be cleared to row singles.

I have been trained on the below tasks:

Guard Name: \_\_\_\_\_

Guard Signature: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Skill	PASS	In Need of Improvement	Comments
<b>Terminology, Equipment &amp; Set-Up/Breakdown</b> <ul style="list-style-type: none"> <li>• Bow</li> <li>• Stern</li> <li>• Positioning of Oars</li> <li>• Plug</li> <li>• Footboard Use</li> </ul>			
<b>Moving Boat Safely</b> <ul style="list-style-type: none"> <li>• Understands Safe Movement on Beach</li> <li>• Understands Safe Movement with Boat in Surf</li> </ul>			
<b>Launching Boat</b> <ul style="list-style-type: none"> <li>• Identify Safe Conditions for Launch</li> <li>• Entering boat (Doubles &amp; Singles)</li> <li>• Preliminary Strokes</li> <li>• Bow Perpendicular to Waves</li> </ul>			
<b>Rowing Stroke</b> <ul style="list-style-type: none"> <li>• Oar Positioning</li> </ul>			

<ul style="list-style-type: none"> <li>• Blades Squared and Buried</li> <li>• Equal Pressure on Both Oars</li> <li>• Finish</li> </ul>			
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- ✓ Each section will have a lifeboat assigned to their section. The only exemption to

this will be the inlet section which has the wave-runner.

- ✓ Surfboats are to be kept on the beach adjacent to lifeguard stands designated by a beach officer to ensure optimum utilization.
- ✓ The avenues that are assigned lifeboats are: 7<sup>th</sup>, 17<sup>th</sup>, and 22<sup>nd</sup>. This is subject to change based on personnel and beach conditions. This change, if needed, will be made by the Chief, Captain, or the Senior Lieutenant.
- ✓ Lifeboats shall have visible an identifying number or year.
- ✓ Lifeboats should be always kept clean.
- ✓ Lifeboats should be maintained in a "ready" position on a set of "wheels" (boat trailer) as near to waterline as possible.
- ✓ The boat should be moved in and out on the beach with the rise and fall of tide.
- ✓ Oars should be set in boat on seats with blades of bowman's oars set on top of the stern oars.
- ✓ Oar handles should be preset in position for bow rower to take reverse grasp for knee-flip of both oars simultaneously into oarlocks (thole pins).
- ✓ Oars shall be kept inside the lifeboat in a slipped position while on the beach.
- ✓ Every lifeboat shall have a life ring.
- ✓ Every lifeboat shall be equipped with 5 oars. 2 sets, 1-set for the bow rower and 1-set for the stern rower and a spare kept in the bow.
- ✓ Lifeboats may not be used except for rescue work without express permission of a beach patrol officer.
- ✓ No one shall place on or in a lifeboat any personal effects.
- ✓ Lifeboats shall never be moved without a travel or beach trailer.
- ✓ Lifeboats shall be inspected daily for damage.
- ✓ Damage shall be reported immediately to a beach patrol officer.
- ✓ Damage of a major nature shall be immediately reported to the chief.
- ✓ No unauthorized person shall be permitted in a lifeboat either on land or in the water.

▪ *Lifeboat Section 11: References page 62.*

5. Wave-Runner

- ✓ NWBP has 3 wave-runners in service.
- ✓ One is kept at the Inlet.
- ✓ Two are kept at headquarters in reserve.
- ✓ The wave-runner (s) in-service are kept near the water's edge on beach wheels or a travel trailer for ease of movement in the sand to respond to any water emergency.
- ✓ No unauthorized person shall be permitted on a wave-runner either on land or in the water.

6. Pocket Mask

- ✓ Every lifeguard is required to have a pocket mask with them while on duty.

- ✓ The pocket mask should be kept on their stand with them or taken with them any time they respond to a medical emergency.
- ✓ Every lifeguard is responsible for their own pocket mask.
- ✓ If the pocket mask is damaged or lost then the lifeguard must notify their section supervisor, officer, or the medic to secure a new pocket mask.

▪ *Pocket Mask Section 11: References page 63.*

#### 7. AED

- ✓ There are two AEDs in service at any one time.
- ✓ One is in the EMT's Vehicle.
- ✓ One is in the Inlet Truck.
- ✓ If any of the AED's are damaged, lost, or not in working order the EMT, Chief, Captain, or Senior Lieutenant should be notified immediately!

▪ *AED Section 11: References page 63.*

#### 8. Competition Rescue Board

- ✓ NWBP has three competition rescue boards that are stored in the garage.
- ✓ A lifeguard may use these boards for competition workouts or competitions.
- ✓ These boards are NOT to be used for daily lifeguarding duties.
- ✓ No unauthorized person shall be permitted on a competition rescue board either on land or in the water.

▪ *Paddle Board (Rescue Board) Section 11: References page 61.*

### C) Whistle System

The whistles used on our beach patrol are as follows: attention getter; get ready; cover up; shorts, and the call-in (long slow blast).

- ✓ The "attention getter" is used solely to get the attention of a bather, patron, or another lifeguard. It is a relaxed to moderate sounding whistle. It is not used for major emergencies!
- ✓ The "get ready" is a long sharp loud blast used to tell neighboring chairs that there is a possible emergency at your chair or another chair. It is also used to tell the other chairs to get ready to move or respond to an emergency. Sometimes things happen so quickly that there is no time for a get ready. While using this whistle the lifeguard will fully extend their arm with their hand in the stop position towards the chair they want to the signal.
- ✓ The "cover-up" is a long sharp blast like the get ready and is used to alert neighboring chairs that you are leaving your chair to respond to an emergency either at your chair, at another chair, or somewhere away from your chair. While blowing this whistle the lifeguard holds their rescue can up in the air by fully extending their arm directly over their head.
- ✓ The "shorts" are a series of short blasts used to alert all around, lifeguards and beach patrons, that they are going on a rescue or to identify a major beach emergency such as a Fast Yellow which will be discussed in sub-section's D & E.



Shorts usually occur while the lifeguard is running into the water on a rescue or when identifying the location of a specific beach emergency called a Fast Yellow.

- ✓ The “call-in” is a long slow whistle that starts out low and builds to a maximum and then fades off by its finish. It is used to get the attention of a bather who needs to be moved in or moved laterally. The lifeguard while using this whistle will stand up, usually on the top rung or two of the chair, and extend their arm to visually aid the call-in whistle to the bather.

#### D) Flag System/Hand Signal System

##### Flag System with Hand Signal System:

##### 1. SLOW YELLOW

- ✓ Yellow flag folded diagonally held stationary above head while seated.
- ✓ Accompanying whistle signal: Lifeguard non-emergency attention getter.
- ✓ Used for non-emergency situations in which a truck is needed.
  - Minor cuts or medical questions
  - Questions for truck
  - Lost children, Lost materials
  - Large Group Back Beach causing a Disturbance
  - Complaint from the Public
  - Transport
  - Report of Stolen or Lost Property
- ✓ Hand signal when away from the stand:
  - Raise can.
  - Raise free hand above head make a circular motion with index finger.

##### 2. MODERATE YELLOW

- ✓ Yellow flag fully extended, raised and held stationary above head while **STANDING**. (*Only the chair/street for the emergency STANDS*)
- ✓ Accompanying whistle signal: short blast.
- ✓ Used for serious medical situations, which call for a faster truck.
  - Fairly serious cuts.
  - Fainting
  - Shortness of Breath
- ✓ Hand signal when away from the stand:
  - Raise can.
  - Raise free hand above head with a clenched fist.

##### 3. FAST YELLOW-MEDICAL EMERGENCY

- ✓ Yellow flag fully extended waved in a figure 8 while standing on the stand.
- ✓ Accompanying whistle signal: short blast.
- ✓ Used for **severe medical emergencies**.
  - Stoppage of breathing
  - Loss of consciousness

- Severe bleeding
  - Suspected neck or spinal injury
  - Seizure
  - Heat Stroke
  - Cardiac Arrest
- ✓ Hand signal when away from the stand.
    - Raise can.
    - Wave arms back and forth overhead.
4. SLOW RED-LOCK-UP
- ✓ Red flag folded diagonally, held stationary above head while standing on stand.
  - ✓ Accompanying whistle signal: short blast.
  - ✓ Used for “lock-up” situation when individual(s) violently disobey the order of a lifeguard.
  - ✓ Hand signal when away from the stand:
    - After stepping away from involved individuals grasp wrist with opposite hand.
5. MODERATE RED-WATER SEARCH-CODE “X”

#### FROM THE WATER

- ✓ Both arms extended and raised above head, quickly moving extended arms laterally across each other (knock-off signal)
  - ✓ Accompanying whistle signal: shorts.
  - ✓ Used for situation in which a guard observes a bather slipping beneath the water and not re-surfacing.
  - ✓ Important to locate exact location of sighting.
  - ✓ One guard will remain on lifeguard chair and stand on top on chair with rescue can extended directly above their head.
6. FAST RED-RESCUE (RUN)
- ✓ Red flag fully extended waved in a figure 8 while standing on stand.
  - ✓ Accompanying whistle signal: shorts.
  - ✓ Used to direct truck to water rescue.
  - ✓ Hand signal when away from the stand:
    - Raised can accompanied by “shorts” whistle signal.

#### *E) Hand Signal System ONLY!!*

1. SLOW YELLOW
- ✓ Accompanying whistle signal: Lifeguard non-emergency attention getter.
  - ✓ Hand signal when away from the stand:
    - Raise can.

- Raise free hand above head make a circular motion with index finger.
- ✓ Used for non-emergency situations in which a truck is needed.
  - Minor cuts or medical questions
  - Questions for truck
  - Lost children, Lost materials
  - Large Group Back Beach causing a Disturbance
  - Complaint from the Public
  - Transport
  - Report of Stolen or Lost Property
- 2. MODERATE YELLOW
  - ✓ Accompanying whistle signal: short blast.
  - ✓ Hand signal when away from the stand:
    - Raise can.
    - Raise free hand above head with a clenched fist.
  - ✓ Used for serious medical situations, which call for a faster truck.
    - Fairly serious cuts
    - Fainting
    - Shortness of Breath
- 3. FAST YELLOW-MEDICAL EMERGENCY.
  - ✓ Accompanying whistle signal: short blast.
  - ✓ Hand signal when away from the stand.
    - Raise can.
    - Wave arms back and forth overhead.
  - ✓ Used for **severe medical emergencies.**
    - Stoppage of breathing
    - Loss of consciousness
    - Severe bleeding
    - Suspected neck or spinal injury
    - Seizure
    - Heat Stroke
    - Cardiac Arrest
- 4. SLOW RED-LOCK-UP
  - ✓ Accompanying whistle signal: short blast.
  - ✓ Used for "lock-up" situation when individual(s) violently disobey the order of a lifeguard.
  - ✓ Hand signal when away from the stand:
    - After stepping away from involved individuals grasp wrist with opposite hand.
- 5. MODERATE RED-WATER SEARCH-CODE "X"

### FROM THE WATER

- ✓ Both arms extended and raised above head, quickly moving extended arms laterally across each other (knock-off signal)
- ✓ Accompanying whistle signal: shorts.
- ✓ Used for situation in which a guard observes a bather slipping beneath the water and not re-surfacing.
- ✓ Important to locate exact location of sighting.

### 6. FAST RED-RESCUE (RUN)

- ✓ Accompanying whistle signal: shorts.
- ✓ Used to direct truck to water rescue.
- ✓ Hand signal when away from the stand:
  - Raised can accompanied by "shorts" whistle signal.

**Every lifeguard must have the whistle system, flag/hand signal system, and hand signal system memorized!!**

### F) Rescue Procedures & Techniques:

#### 1. Rescue (Run) using Rescue Can-1 Victim:

- ✓ All rescues will be performed by a team of 2 lifeguards. All lifeguards on the rescue will have their torpedo (can) buoys with them. These lifeguards will be the lifeguard(s) on the stand where the rescue (run) is called and 1 lifeguard from each adjacent stand.
- ✓ When a bather is observed as a potential victim the lifeguard(s) should alert the other lifeguards in the area that a rescue is developing by putting up a "Get Ready" Signal. All lifeguards that will be involved are to prepare for a rescue.
- ✓ If a rescue becomes necessary, the lifeguard(s) that call it will blow the "Cover-Up" Signal with their whistle(s) and as the lifeguard(s) calling the rescue run into the water they will blow the "Shorts Signal"
- ✓ DO NOT HESITATE TO CALL A RESCUE/IF IN DOUBT-GO!
- ✓ Grab can-buoy from stand and run on sand until directly opposite victim (you can run faster than you can swim). Enter water running until just past knee-deep water, and then use the porpoises until chest deep, and then commence swimming. Always swim with your head up looking forward being able to keep an eye on the victim.
- ✓ The point of entry into the water will be determined by prevailing conditions.
- ✓ Cover-up System for stand coverage and assistance with the rescue will be implemented with the rescue signal "Fast Red" being sent to the truck or called in over the radio.
- ✓ Lifeguards will swim as quickly as possible to the victim.
- ✓ When going through moderate to rough surf, dive under waves and cling to the bottom as they pass over (porpoising). Always keep the can-buoy in firm grasp and pull it under waves behind you. Do not throw the can up into a wave as it may wash back and injure you.
- ✓ Swim with head high and keep the victim in sight so that if the victim disappears you would know exactly in which area to dive.

- ✓ When you get within 5/6 feet of the victim -Stop-Grab can and give it to the victim(s).
- ✓ The first guard to the victim will extend and place his torpedo buoy in front of the victim and then secure the victim on the torpedo and keeping the victims face out of the water. The next guard should render whatever assistance is necessary to secure the victim on the torpedo. The second guard will also begin organizing a chain to begin swimming the victim to shore. The chain should be lengthened with each arriving guard.
- ✓ When the guards are close enough to shore it may be necessary to carry the victim, **but under no circumstances will a victim be allowed to proceed ashore unassisted** once rescue procedures are in effect.
- ✓ The officer-in-charge will determine if emergency medical procedures are needed and have them implemented.
- ✓ On major rescues the name and home address of each victim should be recorded.

## 2. Rescue (Run) using Rescue Can-2 Victims:

- ✓ The same procedures are in effect as with 1-Victim but the farthest victim or the victim in greatest need of help will be assisted first.
- ✓ Multiple victims can be placed facing each other on opposite sides of a torpedo.
- ✓ Lifeguards' adjacent stands should determine if they should enter the water to aid in the rescue based on the number of victims, recall 2 lifeguards per victim and/or severity of ocean conditions unless otherwise directed by a more senior lifeguard, supervisor, or an officer.
- ✓ In a multi-victim rescue the officer-in-charge may call for the assistance of other guards or the wave-runner to approach from the ocean side.

## 3. Rescue (Run) using a Rescue Board-1Victim or Multiple Victims:

- ✓ If your stand has a rescue board available, then the procedures are the same as in a 1 victim or multi-victim rescue using a rescue can except that one of the lifeguards assigned to the stand where the rescue (run) is occurring will take the rescue board and the other lifeguard assigned at that stand will take their rescue can.
- ✓ Lifeguard will carry rescue board out into water as far as they can until the water is too deep to run with the paddle board.
- ✓ Once at this depth the lifeguard will paddle the rescue board out to victim or victims.
- ✓ Lifeguard will approach and assist the victim in the most trouble first. The lifeguard will then approach and assist the other victims with previously assisted victims still using the rescue board for support. In some situations, it is quicker to bring additional victims to the rescue board than bringing a burdened rescue board to the other victims. If other NWBP personal are on scene, then bring victims in one at a time for safety and ease of board control. Your judgment is required in effecting multiple rescues.
- ✓ Conscious victims in a multiple rescue can hang on to the side of the rescue board.
- ✓ Unconscious victims in a multiple rescue must be put on top of the board or held on the side of the board by a lifeguard.

- ✓ When there is a multiple victim rescue additional lifeguards and equipment should respond including a line buoy.
- ✓ To proceed to shore the lifeguard can best control a rescue board with multiple victims from the rear. Conscious victims may help propel the rescue board to shore.
- ✓ Once on-scene the lifeguard will get off the board:
  - If the victim is conscious, then the lifeguard will assist the victim onto the board as in *figures RBC:1-6 pages 23-24*. At this point the lifeguard will align victim as best as possible in the center of the board and the lifeguard will get onto the board from the back of the board and will paddle the rescue board to shore.
  - If the victim is unconscious, then the lifeguard will place himself/herself on the opposite side of the rescue board then the victim while holding the victim's wrist, then turn the rescue board over towards the lifeguard onto its top side with skeg (fin) facing up. This technique will pull the victim onto the board. To finish placement the lifeguard, on the opposite side of the rescue board as the victim, while holding the victim's arm will roll the rescue board towards the lifeguard to complete the victim's placement on the rescue board as in *figures RBUC:1-7 pages 25-26*. At this point the lifeguard will align victim as best as possible in the center of the board and the lifeguard will get onto the board from the back of the board and will paddle the rescue board to shore.

RBC:1-6: Rescue Board Conscious Victim:

Figure: RBC-1



Figure: RBC-2



Figure: RBC-3



Figure: RBC-4



Figure: RBC-5



Figure: RBC-6





RBUC: 1-7: Rescue Board Unconscious Victim:

Figure: RBUC-1



Figure: RBUC-2



Figure: RBUC-3



Figure: RBUC-4



Figure: RBUC-5



Figure: RBUC-6



Figure: RBUC-7



Returning to Shore with the Victim:

- ✓ Always keep board perpendicular to waves and paddle to shore or call for line.
- ✓ Keep victim's weight and your weight back on the rescue board so, it does not nose-dive (pearl).
- ✓ Inform victim when a wave is approaching and always hold on to victim and board when the wave hits.
- ✓ It is better to miss a wave than endanger victim trying to catch a wave.
- ✓ Dismount board when you can stand and assist victim to shore.

Alternate method for returning multiple conscious victims to shore:

- ✓ Keep board parallel to shore.
- ✓ Keep victims on seaward side of board. (A large amount of weight on the seaward side will prevent it from capsizing).
- ✓ Victims and guards will kick in.
- ✓ Be careful!!

4. Reel Rescue:

- ✓ If water conditions are severe enough or dangerous enough where a wave-runner, paddle (rescue) board, or lifeboat are not safe to use then a reel may be used to aid lifeguards in returning to shore with the victim (s).
- ✓ A reel contains a large amount of rope (line) spooled and ready to be unspooled in case of emergency.
- ✓ When the truck arrives at the scene the supervisor or officer in charge will determine if the reel is needed.
- ✓ If the reel is needed, then one of the truck personnel or a senior lifeguard will swim the line to the lifeguard (s) who has the victim (s).
- ✓ The truck personnel or senior lifeguard will hook up the line to the first rescuer (s) with the victim (s) and will oversee rescue operations in the water.
- ✓ The other truck personnel or a senior lifeguard designated will stay with the truck and control the line and reel and oversee rescue operations on the beach or until a higher-ranking officer arrives and takes command.  
The person swimming the line is the only person allowed to originate the "Reel-in" signal.
- ✓ The line is to be pulled in at a steady pace to avoid pulling the victim under water. Follow the directions of the supervisory staff member in charge of the rescue on the beach.
- ✓ Lifeguards arriving on-scene, at the location of the reel, will assist by raising the line out of the water and walking towards the reel while its being reeled in. This will reduce drag on the line caused by the ocean.

5. Rescue (Run) using a Lifeboat-1 Victim or Multiple Victims:

- ✓ Getting the boat into the water - the boat should be pulled into the water by two lifeguards from the gunwales just forward of the bow oarlocks.  
When there is enough water under the boat to float the bow half, one of the lifeguards should enter the boat and assume a rowing position in the bow seat. The oars should be set in the oarlocks in a ready position, with the handles down and the blades elevated. The bow rower should not stroke until the boat is fully afloat.
- ✓ Taking the lifeboat through the surf - when the first lifeguard enters the boat and takes his position in the bow seat, the second lifeguard should go to the stern of the boat. The responsibility for the launch is his. The bow of the boat should be kept pointing directly into the oncoming wave set. If large waves are encountered on the launch, the stern rower should push down on the transom allowing the bow to rise and meet the oncoming surf. When the stern rower has pushed the boat out to approximately waist deep, they should enter



the boat from over the transom and commence rowing immediately. The bow rower shall pick up the stern rower's stroke.

- ✓ Making the Rescue - The bowman shall maintain the proper direction while the stern rower sets the rowing pace. If the victim is simply in need of a tow to shore, the stern of the boat will be swung toward them until the victim may secure a grasp. They will then be rowed in until they can stand on the bottom. If necessary, a guard from shore may assist them in leaving the water. If the victim is floundering, but still not in immediate danger, a ring buoy may be thrown to them, and they may be brought aboard. If necessary, the guard in stern seat may go overboard to assist the victim. A victim will be brought aboard at the discretion of the guards. An unconscious or greatly fatigued victim should be brought aboard over the gunwales just after mid-ships. The boat may be rolled so that the guard in the water can lift the victim over the gunwales. The guard may enter the boat and help lift the victim aboard. Resuscitation should begin immediately for an asphyxiated victim.
- ✓ Illustrations for lifeboat rescue techniques are shown in *figures LBR 1-3 below*. The technique shown below should **ONLY** be attempted by experienced and qualified personnel or as a last resort. **The more appropriate technique would be to pull the bather in the boat over the stern over the boat!**

#### Lifeboat Rescue: LBR 1-3:

Figure: LBR-1



Figure: LBR-2



Figure: LBR-3



## 6. Wave-Runner Rescue:

A member of the Tent Crew will determine use of a Wave-Runner or PWC in the following situations.

- ✓ Response to emergencies and problems reported outside the bathing area provided the bathing area is sufficiently protected
- ✓ Performing or assisting rescues in the bathing area
- ✓ Enforcement of area regulations

When inadvisable to use:

- ✓ On rescues within the surf line
- ✓ On rescues in a crowded area
- ✓ On rescues involving large surf
- ✓ White water

Conscious Victim, One Lifeguard

- ✓ Operator will instruct victim to raise one arm above his or her head.
- ✓ Operator will approach victim face to face on the side of Wave-Runner (PWC), where the victims' arm is raised, at a time when it is safe to do so. Wave-Runner (PWC) operator will decide when it is safe to approach the victim based on prevailing conditions.
- ✓ The operator while slowly moving towards the victim will grab the victim's hand and using the momentum of the Wave-Runner (PWC) will guide the victim onto the rescue sled. Instruct the victim to hold onto the handles. Illustrations shown in *figures PWC-1 and PWC-2 below*. If this method does not work, you must stop the Wave-Runner (PWC) next to the victim and attempt to pull the victim onto the rescue sled or use the rescue can.
- ✓ The victim will then be dropped off at a safe location.

PWC-1



PWC-2



Conscious victim, Two lifeguards (Operator and Rescuer).

- ✓ Operator will instruct the victim to raise one arm above his or her head.
- ✓ Operator will approach the victim on the side of the Wave-Runner (PWC), that the victims' arm is raised, at a time it is safe based on prevailing conditions.
- ✓ The operator while slowly moving towards the victim will grab the victim's hand and hand the victim back to the rescuer. The rescuer who is on the rescue sled will secure the victim to the rescue sled. Illustrations shown in *figures PWC-3 and PWC-4 below.*

PWC-3



PWC-4



- ✓ If, the above method does not work the operator and the rescuer will pull the victim onto the rescue sled or the rescuer will get the victim with the rescue can. The rescuer will then try to get the victim onto the rescue sled with the assistance of the operator. Illustrations shown in *figures PWC-5 and PWC-6 below.*

PWC-5



PWC-6





- ✓ Rescuer will then secure the victim's body to the rescue sled. Illustration shown in *figure PWC-7 below*. The operator will drop off the victim and the rescuer at a safe location.

PWC-7



#### Unconscious Victim- One Lifeguard

- ✓ Lifeguard will get as close as safely possible to unconscious victim based on the conditions.
- ✓ Lifeguard will radio or signal for assistance then leave Wave-Runner (PWC) with rescue can.
- ✓ Operator will attempt to pull victim onto Wave-Runner (PWC) or rescue sled, secure the victim and then return to shore.
- ✓ If it is not possible to get the victim onto a rescue sled, secure the victim with the rescue can and wait for assistance or proceed to the shore without the Wave-Runner (PWC). **Good judgment is required to handle this situation!**

#### Unconscious Victim-Two Lifeguards (Operator-Rescuer)

- ✓ Operator will approach victim from the side of Wave-Runner (PWC) at a time when it is safe to do so.
- ✓ Rescuer and operator will pull the victim onto the rescue sled. Rescuer will secure the victim and the operator will return to the shore.
- ✓ If necessary, the rescuer will leave Wave-Runner (PWC) with rescue can.
- ✓ Rescuer will secure victim to rescue can and bring victim to the rescue sled.
- ✓ Operator will assist placing victim on rescue sled. The victim will then be pulled onto their back and onto a rescue sled then rolled to a supine position.
- ✓ Victim will remain on back if rescue breathing or CPR needed.
- ✓ Rescuer will secure victim to rescue sled.
- ✓ Operator will bring Wave-Runner (PWC), rescuer and victim to safety.
- ✓ Victim and rescuer will be dropped off as close to shore as possible.

Rescue breathing can be started if necessary and possible on the rescue sled.

#### G) Medical Emergency Procedures

Any person sustaining an injury on the beach or in the water shall be assisted by a lifeguard, supervisor, lieutenant, senior lieutenant, captain, EMT, or the chief.



### 1. On Beach:

- ✓ The victim should be examined and if help is needed the lifeguard should give the appropriate signal to the nearest lifeguard stand.
- ✓ The lifeguard on the stand where no radio is not available shall proceed to relay the signaled message to the truck and from the truck it will be relayed to NWBP headquarters.
- ✓ The lifeguard on the stand where a radio is available shall radio the medical emergency information to the section truck and medic. If the emergency is severe enough the lifeguard should radio the medic directly.
- ✓ Necessary equipment and personnel should be transported to the scene by a truck.
- ✓ Upon arrival. the medic should be familiarized with the circumstances and to take charge of the situation.
- ✓ Any additional assistance required will be requested by supervisory staff personnel by radio to NWBP headquarters.
- ✓ All persons other than NWBP personnel or EMS personnel should be kept clear of the area.
- ✓ If the medical emergency is severe enough such as a Fast Yellow, Moderate Yellow, Code "X" (Moderate Red), or a C-Spine the water may be cleared by a senior lifeguard, supervisor, officer, captain, medic, or chief.
- ✓ Crowd control around any medical emergency is very important and should be taken care of by lifeguards on-scene that are not directly involved in the aid of the injured or sick beach patron.

### 2. In Water:

- ✓ If a lifeguard responds to a person having a medical emergency while in the water the lifeguard shall bring the person to shore as efficiently, safely, and quickly as conditions permit.
- ✓ If a responding lifeguard determines that the person being assisted during a routine rescue is having a medical emergency, then the lifeguard shall inform the nearest lifeguard on the beach using the appropriate whistle/hand signal of the medical emergency. The lifeguard shall continue to bring the victim to shore as efficiently, safely, and quickly as conditions permit.
- ✓ All lifeguards on-scene will aid and assist in the medical emergency in the capacity deemed by the initial lifeguard on-scene or at such time that a supervisor, an officer, or medic take command.
- ✓ If the medical emergency warrants a wave-runner or paddle (rescue) board shall be used to aid in the persons return to shore.
- ✓ If the medical emergency warrants the medic may arrive on-scene in the water to assist with the emergency if not then the person having the medical emergency shall be brought efficiently, safely, and quickly to the medic as conditions permit.

### 3. Non-Beach or Non-Water:

A person may suffer a medical emergency somewhere off the beach or out of the water such as: a bike path, walkway over the dune, seawall, or boardwalk.

- ✓ If a lifeguard is notified of a medical emergency in one of the above locations or witnesses the emergency from their stand then the lifeguard shall inform the section truck of the location to the reported or witnessed emergency.
- ✓ The lifeguard shall give the "cover-up" whistle to adjacent stands and respond to the emergency unless otherwise directed by a supervisor, an officer, captain, medic, or chief.
- ✓ The victim should be examined and if help is needed the lifeguard shall render any medical attention until the medic is on-scene and assumes command.

#### *H) Code "X" Procedures*

- ✓ When a lifeguard determines that there is or may be a submerged victim the "Moderate Red" signal will be sent immediately.
- ✓ All bathers will be called out of the water immediately.
- ✓ An accurate location of the submersion will be determined, and a description of the incident should be obtained.
- ✓ All lifeguards on the scene will begin the initial search procedures.
- ✓ The senior officer on the scene will oversee the operation.
- ✓ Additional personnel and equipment will be transported to the scene by trucks.
- ✓ The Medic will record the date and time of the incident and when on scene will prepare any equipment for immediate use.
- ✓ One Officer will be designated to interview and record pertinent information from the reporting witness and any other witnesses, i.e., Name & age, address, telephone, and a summary of the statement of the witness.
- ✓ All other appropriate agencies will be notified immediately.
- North Wildwood Police and North Wildwood Fire-Rescue 522-2411 or ext. 1604 on City Hall Phone system for police dispatch.
- U.S. Coast Guard (If needed) 884-1700
- Give U.S.C.G. the NWBP radio frequency for communications 155.160 Mhz.
- N.J. Marine Police (If needed) 522-0393
- Middle Twp. Police Dive Team can be contacted through police dispatch.
- Advise W.B.P. and W.C.B.P. of situation and to standby to provide mutual aid.
- ✓ Beach patrol officers will organize personnel in a search pattern.
- ✓ Each group will have a designated Senior Guard in charge. The senior officer in charge shall coordinate search procedures.
- ✓ If the area to be searched is shallow, the search will be performed by forming human chain(s) perpendicular to the shore.
- ✓ Walk the chain(s) from one perimeter of the search area, in a straight line, to the other perimeter.
- ✓ In deep water, boats (and rescue boards) shall be used.
- ✓ A land search may also be organized and conducted simultaneously with the water search.
- ✓ The search should be continued until the victim is located and rescued or until such time as the officer in charge terminates the search.

- ✓ No information concerning the search will be given to anyone except by the chief or by the senior officer-in-charge. Take precautions in the statements you transmit over the radio.
- ✓ No deep-water search shall be conducted without lifesaving equipment and consent of chief or officer-in-charge.

*1) C-Spine Procedures & Techniques:*

- ✓ Victim with possible C-Spine either on beach or in water.
  - On beach: sitting in beach chair, lying on beach, or standing on beach.
  - In water: standing in water, sitting in water, or floating in water.
- ✓ C-Spine clamps: standard clamp is applied from behind the victim and modified clamp is applied from the front of victim or from above the head.
- ✓ Send a Moderate Yellow to adjacent chairs and then blow a Cover-Up whistle to adjacent chair. Make sure the adjacent chairs acknowledge your Moderate Yellow whistle and Cover-Up whistle.
- ✓ If victim is conscious let them know that you're going to immobilize their neck as a precaution, until the medic is on-scene and can assess.
- ✓ If victim is unconscious let their family or, person who contacted you, know that you're going to immobilize their neck as a precaution until the medic is on-scene and can assess.
- ✓ Calmly explain that the immobilization technique is called a clamp and is applied from either behind them, in front of them, or from the top of the head.

1. Beach:

- If victim is standing by your chair get down off chair and once in position apply clamp until medic is on-scene.
- If victim is away from your chair get down from your chair and take rescue can to location.
  - ❖ On-scene: victim is standing at their beach blanket. Guard will apply clamp from behind victim. Once in position apply clamp until medic is on-scene.
  - ❖ On-scene: victim is lying on beach face down. Guard will clamp victim from behind. Guard will roll victim on medic's instruction. Once in position apply clamp until medic is on-scene.
  - ❖ On-scene: victim is lying on beach face up. Guard will apply clamp from the top of their head. Once in position apply and hold clamp until medic is on-scene.
  - ❖ On-scene: victim is sitting in a beach chair. Guard will apply clamp from either the front of them or top of head behind them. Once in position apply and hold clamp until medic is on-scene.
  - ❖ On-scene: victim is standing at their beach blanket. Guard will apply the clamp from behind them. Once in position apply and hold clamp until medic is on-scene.

## 2. Water:

- If victim is standing in water either near your chair or away from your chair get down off chair and apply clamp from behind them. Once in position apply and hold clamp until medic is on-scene.
- If victim is in water either sitting, face up, or face down get down from your chair and take rescue can to location.
  - ❖ On-scene: victim sitting in water. Guard will apply clamp from behind them. Once in position apply and hold clamp until medic is on-scene.
  - ❖ On-scene: victim is lying in water face down. Guard will clamp victim from behind. Guard will roll victim over so that victim is lying on Guards chest. Once in position apply clamp until medic is on-scene.
  - ❖ On-scene: victim is lying in water face up. Guard will apply clamp from the top of their head. Once in position apply and hold clamp until medic is on-scene.
- **WHEN MOVING THE VICTIM, THE GUARD/EMT WHO IS IN CHARGE OF THE NECK DETERMINES WHEN TO START MOVING THE VICTIM!!! THE MOVING OF THE VICTIM MAY BE STANDING THE VICTIM UP, ROLLING THE VICTIM ONTO A BACKBOARD, SEE-SAWING THE VICTIM TO REPOSITION, OR SLIDING THE VICTIM ON THE BOARD.**

## J) Rescue Can, Paddle (Rescue) Board, Lifeboat, or Wave-Runner Layout (Patrol)

Sometimes a lifeguard will choose to lifeguard from the water instead of the stand or beach. This can be the lifeguard's choice or by order from a senior lifeguard, supervisor, or an officer. The four types of layouts or patrol are listed and described below.

### 1. Rescue Can (Can) Layout

- When on rescue can (can) layout the lifeguard will take their rescue can and position themselves just outside of the safe bathing zone.
- A lifeguard on can layout is not in the water to converse and ride waves, they're out there to lifeguard, prevent any foreseeable problems, and keep bathers safe.

### 2. Paddle (Rescue) Board Layout/Patrol

- When on paddle (rescue) board layout the lifeguard will take the paddle (rescue) board and position themselves just outside of the safe bathing zone.
- When used for patrolling a paddle (rescue) board shall be paddled back and forth parallel to the beach just outside of the safe bathing area for bathers. Caution must be employed not to allow the paddle

(rescue) board to get caught broadside to breakers or get caught in the break (crunch) zone of the breakers.

- A lifeguard on paddle (rescue) board layout or patrol is not in the water to converse and ride waves, they're out there to lifeguard, prevent any foreseeable problems, and keep bathers safe.

### 3. Lifeboat (Boat) Layout/Patrol

- A two-person crew will take the lifeboat for lifeboat (boat) layout.
- The lifeboat shall be held in a relatively static position just outside of the safe bathing zone. The bow rower will hold the boat in position. Bow out toward waves. The stern rower will "watch" the bathers.
- When used for patrolling a lifeboat shall be rowed back and forth parallel to the beach just outside of the safe bathing area for bathers. Caution must be employed not to allow the boat to get caught broadside to breakers.
- A crew on lifeboat (boat) layout or patrol is not in the water to converse or row for a workout, they're out there to lifeguard, prevent any foreseeable problems, and keep bathers safe.

### 4. Wave-Runner Layout/Patrol

- A two-person crew will take the wave-runner for wave-runner layout.
- The wave-runner shall be held in a relatively static position just outside of the safe bathing zone. the driver will be watching bathers and the passenger will be watching for waves that can upset the wave-runner's position.
- When used for patrolling a wave-runner shall be driven back and forth parallel to the beach just outside of the safe bathing area for bathers. Caution must be employed not to allow the wave-runner to get caught broadside to breakers.
- A crew on wave-runner layout or patrol is not in the water to converse or row for a workout, they're out there to lifeguard, prevent any foreseeable problems, and keep bathers safe.

### K) Lost or Missing Person(s):

One of the most common issues that a lifeguard will deal with while on duty is lost or missing beach patrons. This will occur mostly with children but can occur with teens or adults. Usually, a caring beach patron will approach your chair and inform you that a child has been wondering around the area or may even bring the child to your chair. However, there are times that you will notice a child wondering around your section. Whichever way the child ends up in your possession it is your job to make sure the Supervisor or Lieutenant of your section is aware of the lost child. You can do this a couple of ways. Use a radio, if available on that stand, to notify the truck on your section, if no radio is available send a slow yellow signal for the truck, or if the conditions permit you can walk the child to the truck. Remember to be clear when communicating your situation. A lost child is different from a missing child! A lost child/teen/adult is

someone that you have in your possession whereas a missing child/teen/adult is someone that we are actively looking for and do NOT have in our possession. The below information is important to ascertain when you are dealing with a lost/missing person/child.

➤ **Lost Child/Teen/Adult**

Upon notification of a lost child/teen/adult, a lifeguard shall immediately obtain:

- Name, age, and complete description of the child/teen/adult to be given to the section truck
- Try to determine from the child/teen/adult the beach location of the parent/guardian or family

➤ **Missing Child/Teen/Adult**

Upon notification of a missing child/teen/adult, a lifeguard shall immediately obtain:

- Name, age, and complete description of the child/teen/adult to be given to the section truck
- The location and direction the missing child/teen/adult were last seen
- Any other pertinent information to locating the missing child/teen/adult
- The beach location of the parent or guardian. At least one adult, preferably someone the child knows, should be instructed to remain at this beach location

Remember that this lost child/teen/adult is your responsibility until you reunite them with their family or until a Supervisor, Lieutenant, Captain, and/or the Chief take him/her from you. So, you cannot return them to a friend! They must be returned to their parents or a relative if the parents are not on the beach! The child/teen/adult will most likely acknowledge the family member!

*Lost Child: If someone attempts to claim the lost child in your possession but there is reason to believe that they are not the parent or guardian the child is NOT to be released to the person in question at that time. A truck crew or beach patrol officer is to be notified immediately. The North Wildwood Police Department will also be notified. Beach patrol personnel will assist the police as needed in determining a resolution to the situation.*

**L) Inclement Weather:**

Undoubtedly a lifeguard will encounter inclement weather while on duty. It is imperative for the lifeguard to follow safety procedures during these times. Storms may cause rough surf, strong winds, heavy rains, lightning, fog, etc. A lifeguard must be prepared for all situations. Many times, possible inclement weather that may occur during the workday is discussed during role call however sometimes they arise without warning.

During days where we have rough surf, we will most likely be knee or waist deep. It is imperative to keep bathers at the designated depths!! It is always better to error on the side of safety and keep bathers tight to the shoreline during rough/storm surf.

***If the water is closed due to any of the above inclement weather scenarios it is imperative for the lifeguards to keep the water closed to everyone! If the beach is closed to any of the above inclement weather scenarios such that the conditions are not safe for the lifeguards to be on their stands, then the beach will be patrolled by the section trucks which will be manned by two NWBP personnel.*** The personnel shall be comprised of 1-Officer, Supervisor, or Senior Lifeguard and 1-Lifeguard. One truck per section unless more than one truck per section is deemed necessary.

During days where we have rough/storm surf we may prohibit the use of boogie boards or floats of any sort. The lifeguard must enforce these rules and not allow floats or boogie boards in the water!

Upon sighting lightning in the vicinity of the beach and bathing area, the supervisory staff is to order the water and beach cleared of all persons. The chief will be notified immediately. Using loudspeakers, P.A. system, voice announcement, or whistle signals, lifeguards are to urge people to seek shelter. Lifeguards are to remain on the beach until both the water and beach are clear of people. Once the water and beach are totally cleared of people then the lifeguards will be ordered to knock-off. Truck crews will patrol as needed to make certain people do not reenter the water. The beach will remain closed until the chief determines that the situation is safe.

If we clear the water due to lightning in the area but we do not knock-off, then the below procedures are to be followed:

- 1) Make sure you clear your water of all bathers and surfers.
- 2) Close your umbrella and put down your umbrella if you have it up.
- 3) Pull your chair back from the water's edge and continue until your chair is at least 20 yards dry.
- 4) Stand away from your chair until given instructions by a supervisor, an officer, or any NWBP truck.
- 5) Continue to monitor the water for bathers, surfers, or any person who may try to reenter the water.
- 6) Continue to monitor the area for more lightning.

***The above procedures are distributed and discussed during the opening days of each beach season and are revisited throughout the summer season.***

#### *Lightning Equipment:*

Headquarters is equipped with a Weather Station in the office and a lightning detector that is mounted on the office wall.

Portable lightning detectors are issued to Tent Crew members and are carried with them during the workday.

For Safety protocol our lightning detectors monitor a 10 mile radius.

#### *Special Note:*

*In cases when no lightning, has been sighted, but it is felt that a rapidly approaching electrical storm may threaten the people, the supervisory staff may close the beach before*



*the lightning is sighted. Using loudspeakers, P.A. system, voice announcement, or whistle signals, lifeguards are to urge people to seek shelter. Lifeguards are to remain on the beach until both the water and beach are clear of people. Once the water and beach are totally cleared of people then the lifeguards will be ordered to knock-off. Truck crews will patrol as needed to make certain people do not reenter the water. The beach will remain closed until the chief determines that the situation is safe.*

The wind can cause many issues on the beach and in the water. A lifeguard must be aware and cognizant of the effects of the wind. A light breeze will cause minimal or possibly no issues however the more intense the wind becomes the more issues can arise. Strong winds can cause severe drift, littoral, longshore currents, more intense rip currents, a bad shore break, wind waves, flying debris on the beach, and communication issues.

Strong winds coming out of the south or north can cause very strong littoral currents that can cause bathers to drift quickly and uncontrollably out of your water and into no swimming areas. Strong winds can cause more severe rip currents, especially winds out of the southeast.

Strong winds coming out of the west can cause a very close and dangerous shore break. This is when the wind causes the waves to hold up longer than usual, crest, and crash very close to shore in shallow water. This shore break can be synonymous with plunging breakers. This is a major cause of many neck injuries. A lifeguard must adapt their daily routines around these arising issues. Sustained wet winds can cause weaker swimmers and children on boogie boards to get pushed away from shore even though they are trying to come into shore. Always remember to keep those you deem as a risk to be overcome by the west winds closer to shore.

Strong winds can cause larger and more powerful wind waves that may cause bathers to be tossed around or even knocked under the water. A lifeguard shall be cognizant of these possibilities and be prepared to respond if they should occur.

Strong winds can cause debris to fly around the beach such as umbrellas, objects being tossed (frisbees, balls, etc.), and chairs to blow over.

Strong winds can also cause communication issues between lifeguards, lifeguards and bathers, lifeguards, and headquarters.

Fog is a very big concern during a workday and can be caused by multiple things such as a big difference in the air and water temperatures. If fog should roll in during the workday a lifeguard must adjust their protocols from the normal sunny day. Once a lifeguard loses sight of the neighboring stand(s) then fog protocol goes into effect. This means one guard, if available, from every stand must walk between each stand to ensure better coverage of the water. During these situations, we will usually go to a waist or knee deep depending on the severity of the fog.

#### M) Physical, Rescue, CPR/AED, and First Aid Training:

1. **Physical** - Each lifeguard shall be held responsible for their physical condition. The chief and/or the officer designated will set-up a program of organized group workouts and individual work-out time so that each lifeguard is provided with the time to keep in good physical condition during duty hours. Participation by all

lifeguards is mandatory. All personnel are encouraged to work-out on their own time. Swimming will be an integral part of the daily work-out program.

2. Rescue Techniques - All rescue techniques and emergency procedures will be learned completely. As much time as necessary will be spent in the acquisition and maintenance of proficiency in these skills to meet the highest standards of excellence possible. These techniques should become a matter of reflexive action. All lifeguards are subject to testing of rescue techniques.
3. CPR/AED- All North Wildwood Beach Patrol personnel are required to have valid CPR/AED certification while employed. This certification is to be from The American Heart Association. Each lifeguard shall be held responsible for all the information in the written material provided and all the information, methods and techniques presented during training sessions. The chief and/or the officer designated will set-up a program of instruction and drills of the CPR/AED skills needed for safe and efficient job performance. All lifeguards are subject to testing of the CPR/AED skills.
4. First Aid - All North Wildwood Beach Patrol personnel are required to have valid First Aid certification while employed. This certification is to be from The American Heart Association. Each lifeguard shall be held responsible for all the information in the written material provided and all the information, methods and techniques presented during training sessions. The chief and/or the officer designated will set-up a program of instruction and drills of the first aid skills needed for safe and efficient job performance. All lifeguards are subject to testing of the first aid skills.

*N) Daily Opening, Closing, and After-Hours Procedures:*

*A. Opening:*

1. Lifeguards are to report to the tent and be ready to work or workout by 9:30 A.M. for rollcall and the morning briefing. Immediately after the morning briefing all lifeguards who are setting-up will bring all necessary equipment with them and set-up their assigned stands. All other lifeguards will report for an organized work-out or training, or if appropriate, another specific assignment.
2. If a lifeguard is going to be late then they're solely responsible for notifying the Chief or Captain via phone call! If a lifeguard does NOT make it into work by 10AM with or without a late call, then they can be and most likely will be sent home (day out) unless otherwise directed by the Chief or Captain. Lifeguards that fall into this category must see either the Chief or Captain before going to their assigned stand for that day or going home (day out)!
3. Any lifeguard who has arrived after role call is considered late and must see the Chief or Captain before going to their assigned stand for that day.
4. Once the lifeguards head out to their assigned stands (chairs) the supervisors/lieutenants of the sections will make sure that all their lifeguards not on workout have set-up their stands. Once workouts have ended

supervisors/lieutenants will make sure that all guards are at their assigned stands by the designated time established by the tent crew member who monitored the workout. Lunches are taken while on the chair barring special circumstances.

**B. Closing:**

1. Beach equipment will begin to be collected approximately one-half hour before knock-off. Boats will be collected first. This procedure will be carried out under the direction of the supervisory staff.
2. Lifeguards go off-duty (knock-off) at 5:30 P.M. The clear the water signal will be sent, depending on crowd and water conditions, approximately 5:25 P.M. Once the water is totally clear of all bathers then the knock-off signal will be sent by the officer-in-charge. Bathers totally cleared from the water is an announcement that the lifeguards are now off-duty. Lifeguards will return to the tent and store all equipment as required. Knock-off will NOT be called unless the water is **totally** clear of all bathers, and we are free from any emergencies unless otherwise directed by a supervisor or an officer.

*The workday can be extended due to the crowd size and water conditions. The decision to extend our workday due to the above conditions will be made by the Chief.*

**C. After Hours Crew:**

The workday can be extended if the lifeguard is working on the after-hour's crew. The duties for the after-hour's crew will vary depending on the day. The duties will be set forth by the Chief or Captain to be followed out by the supervisor/officer or senior lifeguard in charge of the crew. The after-hour's crew will stay at headquarters and monitor the Police Radio, Fire Radio, and the phone for emergency calls regarding bathers in distress or any beach emergencies.

The after-hour's crew shall be comprised of:

- ✓ 1-Officer, Supervisor, or Senior Lifeguard (in command or until a higher-ranking officer arrives on scene)
- ✓ 2 Lifeguards

If the conditions or crowd warrant a larger crew then the Chief, Captain, or Senior Lieutenant will assign extra personnel.

The after-hour's crew is for emergency response only and not for patrolling the beach!

**Water Rescue Emergencies-Special Operations-After Hours Operations**

**1. PURPOSE**

The purpose of this guideline is to provide clearly defined procedures for all open water rescues. Performing open water rescues requires sound judgement, experience, and coordination.

**2. SCOPE**

All North Wildwood Beach Patrol Members (Response Team, NWBP Lifeguards)

### **3. STAFF**

Only qualified lifeguards should perform the rescues.

### **4. EQUIPMENT**

- ✓ Beach Patrol truck with Wave Runner (Lifejackets, Helmets, Throw Rope, & radio)
- ✓ 2 Paddle Boards
- ✓ 2 Rescue Buoys (Torpedoes. Cans)
- ✓ Reel
- ✓ AED, Oxygen, Medical Kit

### **5. PROCEDURE**

- 5.1 Emergency & Non-Emergency water incidents
- 5.2 Upon receiving notification of the possible need for a water rescue
- 5.3 Beach patrol will respond with 3 members (1 Truck with wave Runner & Rescue Equipment)

### **6. COMMUNICATION**

- 6.1 NWBP will have a total of 4 portable radios & a truck radio
- 6.2 Two Radios-Police Channel 1
- 6.3 Two Radios-Fire 3
- 6.4 Beach Patrol Response Truck-Fire 3
- 6.5 Wave Runner-Fire 3
- 6.6 Chief/Captain/Sr. Lieutenants will Monitor-Police & Fire Radios
- 6.7 Dispatch will notify NWBP personnel with "Water Rescue Tone"

### **7. OPERATIONS/PROCEDURES**

- 7.1 On arrival Incident Command (IC) will be established, a size-up completed, and accountability for the personnel operating on scene conducted.
- 7.2 All emergency responders have the responsibility of assessing the safety of the scene before attempting any type of response.
- 7.3 NWPD personnel, NWFD personnel, or other agencies are on-scene, a unified command will be established.
- 7.4 Communication to dispatch will be on NWPD Channel 1
- 7.5 Secure the reporting party or witness, if available and willing to remain on-scene
- 7.6 Attempt to identify the victim or number of victims
- 7.7 Ascertain the exact location or direction of the victim (s)
- 7.8 Mark the location (Red No Swim Flag)
- 7.9 Report all pertinent information to IC or Dispatcher
- 7.10 Command will determine, if the incident, requires a rescue or a recovery mode.

### **8. RESCUE MODE**

- 8.1 Every attempt to make a land-based rescue should be conducted by one of the following methods.

8.1.1 Verbal instructions to self-rescue

8.1.2 Whistle, PA System, and instructions to self-rescue

8.1.3 Use a Throw Rope Device-line or Rescue Buoy/Ring Buoy

8.2 While low-risk open water rescue operations are not always possible, the deployment of personnel into the water should be conducted with the least amount of risk to the rescuer as possible.

8.3 All lifeguards that will be entering the water and effectively performing an open water rescue shall have at least one rescue flotation device. **No Beach Patrol Member shall ever enter the water without a Personal Flotation Device!!**

8.4 The Response Team may initiate the rescue by entering the water, if necessary, using any and all methods they have been trained to perform while also utilizing all available equipment at their disposal. (This may include, but not limited to, rescue swimmer, paddleboards, PWC's, rowboat, etc)

8.5 Once the victim (s) have been secured in the water, proper patient care will be initiated (airway, c-spine, etc) and shall brought to shore as safely as possible. This may be done via paddler, watercraft, or rescue swimmer.

8.6 Once the victim (s) is on shore the appropriate care will be continued, patient (s) assessment concluded and any additional treatment and/or transport initiated.

Patient (s) should be transported to the nearest hospital for further evaluation due to the possibility of water entering the lungs.

8.7 NWPB, NWBP, and NWFD shall complete a detailed investigation report.

## **9. RECOVERY MODE**

9.1 Phase I - Planning

9.1.1 Obtain pertinent personal information of the missing person (s), location, and direction of the victim (s) based on the information received.

9.1.2 Incident Command will determine if additional resources are needed and if so will request resources from NWBP, NWPB, NWFD, BOAT 2-1, USCG, NJSP, WBP, ETC.

9.2 Phase II – Deployment of Personnel

9.3 Begin Code X

## **10. DEMOBILIZATION**

10.1 Command should begin termination of the incident as soon as the victim (s) has been brought ashore and turned over to EMS.

10.2 All equipment shall be secured & all Guards accounted for.

10.3 Decontamination of equipment used shall be completed as soon as possible utilizing fresh water.

## **11. DEFINITIONS**

Open Water: Any sizable natural body of water such as an ocean, bay, lake, and river.

Open Water Rescue Team: Personnel trained in the technical skill of rescuing persons from a water emergency.

NWBP: North Wildwood Beach Patrol

NWPB: North Wildwood Police Department

NWFD: North Wildwood Fire Department

PFD: Personal Flotation Device

PWC: Personal Watercraft  
 USCG: United States Coast Guard  
 NJSP: New Jersey State Police  
 EMS: Emergency Medical Services  
 Hot Zone: Area of Incident Operations

**After Hours Equipment:**

- ✓ A Truck hooked up to the Wave Runner
- ✓ At least 3 rescue cans
- ✓ At least 2 rescue (paddle) boards
- ✓ Medical Kit
- ✓ Plain Red Flag to landmark the initial Rescue Scene

**After Hours Rescue Protocol:**

After Hours 5:30 – 8:00 pm.

After hour's crew (AHC) will meet in the medic's room.

- ✓ Use both medics portables and have them on scan.
- ✓ One member of the AHC will carry portable phone with them.
- ✓ Equipment to be used:
  - Inlet truck (loaded with equipment).
  - Truck to be cleaned that night.
  - Wave Runner (PWC).
  - 2 paddle boards (on medic's truck).
  - Crew's rescue torpedoes.
  - AED.
  - Radios: 1 on NWBP, 1 on NWPD.
- ✓ When we receive a landline call:
  - Call district 2 (police), give them location of rescue-emergency.
  - Using portable channel 2 (police).
  - 2 guards respond to scene with truck-equipment.
  - 1 guard begin phone chain.
    - Captain: 610-405-7573
    - Chief: 609-780-1027
- ✓ When we receive/ or hear a call on the radio:
  - Head of crew call (Chief and Capt.).
  - After phone call respond with truck of the night.
  - 2 guards respond immediately with inlet truck.
  - Additional personal will be arriving (phone chain).
    - ❖ Lieutenant - Chief, Lieutenant Fiorino or a lifeguard will be stationed at headquarters to transport guards and take over radio communications.
    - ❖ If rescue is in wildwood or wildwood crest will be assisting and will follow their command.
- ✓ After Hours close:
  - Equipment put back (AED, paddle boards, torpedo's).

- Secure radios. make sure they are placed back in charger.
- Secure equipment sheds.
- Secure vehicles and vehicles of the night.
- Park wave-runner in garage.
- Inlet truck in front of building.
- Finish paperwork.
- Close down medic' room.
- Put away cones, do not stack any cones.
- Check all NWBP vehicles in parking lot.
- Lock building.
- Text message captain @ 8:00 pm.
- Sweep and mop tent upstairs.

#### O) Tops-Up

Tops-up is in effect every Saturday and Sunday, Memorial Day, Fourth of July, Beschen-Callahan Race Night, and Labor Day unless otherwise directed by the Chief.

When in effect tops-up is from 11AM to 4PM unless otherwise directed by the Chief.

During workday's tops-up is used to:

- ✓ Help identify lifeguards and tent crew from bathers and beach patrons during emergencies both in the water and on the beach.
- ✓ Help distinguish between lifeguards and tent crew.

During Beschen-Callahan Races tops-up is used to:

- ✓ Identify NWBP lifeguards and tent crew from the crowd and other competitors.
- ✓ Show respect for James and Michael.
- ✓ Show that NWBP is one cohesive unit.

Tent Crew will wear White Tank Tops on tops-up days.

Lifeguards wear Red Tank Tops on tops-up days.

*Tank Tops MUST be tucked in while in use!!*

#### P) Disturbances

- ✓ Any fight or similar disturbance should be quelled as soon as possible. If NWPD are not immediately available a team of at least 2 lifeguards should investigate the disturbance whenever possible.
- ✓ The lifeguard must immediately notify the section officer/supervisor via hand signal/whistle or radio.
- ✓ All persons are to be treated with as much consideration and respect as possible.
- ✓ Lifeguards may ask the persons involved to leave the beach area. If necessary, supervisory staff personnel should be summoned for assistance. Supervisory staff personnel may call the police for assistance and involvement in the situation. No



persons shall be detained except by personnel authorized to do so by New Jersey Statute.

Q) Flotation Device, Surf Fishing, Surfing Beach, and Bathing Restrictions:

Flotation Devices:

An ordinance has been approved by North Wildwood City Council that allows the use of flotation devices on a limited basis and only in designated areas. The use of flotation devices will be regulated daily by the North Wildwood Beach Patrol as determined by the chief. All appropriate personnel will be instructed as to the policy concerning flotation devices. They will also receive information detailing the advantages and disadvantages of using flotation devices, in addition to the proper use of flotation devices. To regulate the use of flotation devices properly the policy and procedures listed must be followed daily:

1. A specific area or areas will be designated daily for the use of flotation devices. Flotation devices will only be permitted if conditions indicate that necessary safety can be maintained. These determinations will be made by the chief.
2. All rules and regulations that apply to other areas of the beach will be enforced, in addition to those necessary for the safe use of flotation devices, in the designated area.
3. Only flotation devices that are considered safe to use in the area designated will be approved. The approval or disapproval will be based on the following:
  - ✓ The specific flotation device.
  - ✓ Crowd conditions.
  - ✓ Water/surf conditions.
  - ✓ Weather conditions.

The determination will be made by the chief or captain. No other flotation devices will be permitted.

Any questions concerning this policy and its procedures, and/or the types of flotation devices permitted, are to be referred to a beach patrol officer, and if necessary to the chief.

Surf Fishing:

Surf fishing is prohibited on any guarded North Wildwood Beach during work hours. If the situation and/or conditions warrant it certain areas of the beach can be designated for surf fishing only. The areas designated would not be used as bathing areas. Surf fishing would be permitted only in the areas designated. The determination concerning the designated area (s) will be made by the chief.

Surfing Beach:

The surfing beach will be designated to a specific area of the beach. This area is subject to change at any time based on conditions and personnel. The surfing beach will be marked with no swim flags at each end. The chief will make any decisions as to the area designated for the surfing beach.

Bathing:

If the situation and/or conditions warrant it certain areas can be limited and/or restricted for use. This determination will be made by the chief. This can be caused by weather, water and/or surf conditions, crowd control conditions or a personnel limitation situation. Areas involved will be clearly marked by flags (and/or other markers).

1. Flags are to be used only in the prescribed manner.
2. The flags and poles are to be always kept in an excellent state of repair.
3. The placement of flags on the beach will be determined by a beach patrol officer.
4. The flags are not to be moved at any time during the workday without the permission of a beach patrol officer.
5. Tattered flags are to be reported for repair immediately.
6. Flags are to be kept in a storage locker when not in use.
7. A flag should be placed at each end of the bathing area.

*R) Early Outs and Days Off:*

1. A lifeguard who needs to leave early (early out) for any reason must have preapproval from the Chief or the Captain! The lifeguard may ask for the early out from their supervisor or lieutenant, but the final approval must come from the Chief or Captain. Preapproval is done prior to the day in question unless the lifeguard has an emergency or situation that has unfortunately occurred late the night before or early that morning in which case the Chief or the Captain must be notified immediately upon arriving for the workday.
2. Every lifeguard will be able to choose their day (s) off based on seniority.
3. If a lifeguard should need to change their day (s) off, for any reason, they must fill out a change of day form and give it to their Supervisor, Lieutenant, Captain, or place it in the change of day bin on Chief's office door.
4. This form is a request form only! The Chief will make the decision whether the change (switch) of the day is allowed or not allowed.

*S) Beach Rules:*

1. The enforcement of all rules and regulations regarding beach and water use within the designated beach area and bathing area shall be the responsibility of the North Wildwood Beach Patrol. The rules and regulations shall be enforced by all NWBP personnel.
2. Lifeguards shall insure the adherence to all rules and regulations promulgated by law and ordinance.
3. If assistance is needed supervisory staff personnel shall be called immediately. If further assistance is required supervisory staff personnel may contact a more senior

beach patrol officer. If necessary, the appropriate agency or department will be notified by the officer-in-charge.

4. The following are rules and regulations that apply to beach and water use and set by ordinance adopted by the North Wildwood City Council.

It shall be unlawful and offensive course of conduct to violate or participate in the violation of any rule or regulation hereinafter set forth, which rules, and regulations are hereby adopted for and shall apply to the government, supervision, use and policing of the aforesaid areas during the months of May, June, July, August, and September of each year:

- ✓ To throw, bat or catch a baseball, football, basketball, softball, or engage in the playing of any game endangering the health and safety of others. This subsection shall not apply to the playing of beach tennis or reasonable playing at catch with a soft rubber or beach ball.
- ✓ To swim or bathe beyond a safe depth in the ocean, as from time to time indicated, determined, or regulated by the city lifeguards.
- ✓ To use a life belt, surfboard, canoe, boat, raft, water wings, inner tube or any floating or inflated object or device of any kind or description in the bathing area adjacent to the beach. (This section has been amended as it pertains to flotation devices. Refer to the Flotation Devices section in this manual for policies and procedures concerning their use).
- ✓ To throw, place, deposit or leave any bottles, glass, crockery, sharp or pointed article or thing, paper, refuse or debris of any kind in said areas except in the proper receptacles provided therefor on the Boardwalk and beach.
- ✓ To use said beach, Boardwalk and approaches thereto as areas for picnicking.
- ✓ All orders, directions, whistles, or other signals used by the city lifeguards and police shall immediately be obeyed.
- ✓ To consume alcoholic beverages within the areas defined as the beach, Boardwalk and approaches thereto.
- ✓ To climb upon or stand on the railings, fences, or benches to cause or likely to cause damage to same, on the Boardwalk or approaches thereto, or tamper with or handle the lifeguard's boats or other equipment used by them on the beach.
- ✓ To revel, disport or behave in a noisy and boisterous manner, emitting loud cries and other noises, to inconvenience others or otherwise disrupt and disturb the public peace and dignity within the areas defined as the beach. Boardwalk or approaches thereto.
- ✓ To loiter, assemble, band or crowd together to interfere or is likely to interfere with the ingress and egress of others at the street ends approaching the beach or within the areas defined as the beach, Boardwalk and approaches thereto.
- ✓ To act in a loud, indecent, obscene, offensive, or lascivious manner within the said defined area.
- ✓ To hawk or peddle any article, goods, wares, or merchandise within the said defined area.
- ✓ To dress, undress or change clothing for bathing or other purpose in any passenger automobile, bus, truck, or vehicle of any kind, regardless of whether

the doing thereof is in public view or can be seen by any other person or persons.

5. Another ordinance prohibits the open display of alcoholic beverages.
6. The dunes are environmentally sensitive areas and trespassing on them is prohibited.
7. The ordinances listed are not the only ordinances or statutes that can be used. They are the ones that are most specific and most often applied.  
The following are prohibited on the beach during work hours:
  - ✓ Balls or Frisbees in the water
  - ✓ People on shoulders while in the water (chicken game)
  - ✓ Fighting
  - ✓ Alcohol or drugs
  - ✓ Metal Horseshoes anywhere front beach (must move as far back beach as possible away from beach patrons)
  - ✓ Wearing pants in the water (if religious obligation is given as a reason Call Supv., LT., Capt., or Chief)
  - ✓ Wave-Runners, kayaks, or sailboats launched from the beach
  - ✓ Wave-Runners, kayaks, or sailboats brought onto the beach
  - ✓ Skim Boards
  - ✓ Loud or abusive inappropriate language
  - ✓ Loud or abusive behavior
  - ✓ Scuba diving or snorkeling
  - ✓ Surfing outside of the designated surfing areas unless otherwise directed by a supervisor, an officer, or the Chief

The following are prohibited at any time during the Summer Season:

- ✓ Fire pits or Grills
- ✓ Glass Containers
- ✓ Dogs (excluding service dogs with paperwork...Call Supv., LT., Capt., or Chief)
- ✓ Trucks (excluding NWBP vehicles or certain permitted city vehicles...Call Supv., LT., Capt., or Chief)

**T) Job Safety, Bloodborne Pathogens, Sun Protection, and Reporting Injuries:**

**Job Safety**

Job safety is a very important part of lifeguarding. If a lifeguard gets injured, then they cannot assist someone who is in distress or in need of help. Lifeguards deal with high energy, adrenaline filled emergency situations daily. A lifeguard's response to most of these situations will rely on their training and many times are very reactionary, however, a lifeguard must be mindful of the hazards that surrounded them always. Whether a lifeguard is responding to an emergency, going for a run, heading out for a swim, taking the lifeboat out to row, paddling a rescue board, or just moving some beach patrol equipment, they must think safety first! To reference

the banner that says, "Safety is No Accident." When moving any beach patrol equipment, the lifeguard must use good, sound judgement as to whether they need assistance or not. If in doubt, get help! Work safely, not carelessly!

- ✓ Always remember when lifting any equipment, no matter how light, use your legs and get assistance if needed!
  - Use proper technique for when moving or lifting a boat trailer.
  - Use proper technique for moving a lifeguard chair (stand).
  - Use proper technique for moving or lifting a wave-runner.
- Proper lifting or moving techniques is imperative to help in avoiding injury to yourself and others.
- ✓ When helping anyone who is injured and bleeding or showing any bodily fluids make sure to follow safety protocols for transfer of bodily fluids taught during CPR/First Aid. In other words, always wear your medical gloves!
- ✓ When removing debris from the ocean that has either washed up on shore or is floating where your medical gloves!!
- ✓ When responding to an emergency be aware of obstacles either on the beach, in the sand, in the water, or on a vehicle that can cause injury. Have a plan of approach as you begin your response!
- ✓ When climbing up or down your lifeguard chair (stand) a lifeguard must be aware that the rungs may be wet or have sand on them! These can cause them to become very slippery so when leaving the chair or climbing onto the chair use CAUTION!! This is a very real issue during an emergency when your adrenaline is pumping. Once a lifeguard arrives at a chair (stand) then they should slow down when climbing up the chair (stand). When leaving a chair (stand) to respond to an emergency a lifeguard should climb down slowly because if a lifeguard should fall and get hurt then they cannot respond to the emergency and therefore cannot be of assistance to those in distress.
- ✓ DO NOT JUMP OFF OF ANY LIFEGUARD EQUIPMENT! This includes lifeguard trucks, lifeboats, rescue boards, and especially lifeguard chairs (stands) when leaving for an emergency.

### Bloodborne Pathogen Exposure

Pathogens are disease-causing agents such as bacteria, viruses, and other agents that present themselves in blood and other potentially infectious materials (OPIM).

Viruses

include: Human Immunodeficiency (HIV), Hepatitis B, Hepatitis C, and others. OPIM are defined as semen, vaginal secretion, cerebrospinal fluid, synovial fluid, plural fluids, pericardial fluid, peritoneal fluid, amniotic fluid, unfixed tissues or organs, and any body fluids visibly contaminated with blood.

When a lifeguard is performing first aid, CPR, or other duties, he or she may be exposed to Bloodborne Pathogen or OPIM.

Pathogen exposure is defined as any contact with blood or OPIM of another person that may enter the body through a needle stick, open cut, sore, or mucous membranes such as eyes or oral cavities. Contact with saliva, urine, feces, vomit, or sputum visibly contaminated with blood is considered an exposure.

A. If exposure occurs:

1. Immediately wash effected area with soap and water. Antiseptic may be applied if available. The sooner the contamination is washed off, the less chance of infection.
2. Immediately notify the section officer who must direct you to the nearest hospital or medical facility for treatment. The officer will fill out proper paperwork documenting the exposure and contact appropriate personnel and offices.
3. Go to approved medical facility immediately, explain exposure, and that this is a Workman's Compensation-related injury. If approved facility is closed or approved facility information is not available, go to the nearest hospital.
4. Do not delay!!!

B. When medical care has been completed for pathogen exposure the effected lifeguard must submit the documentation from the medical provider to:

The Captain or The Chief of NWBP who will then submit the proper paperwork to the appropriate personnel and offices that they have gone through the appropriate medical testing and has been informed of any medical testing results and that they have been educated about medical conditions that can result from exposure to blood or OPIM.

C. To prevent pathogen exposure a lifeguard will be trained in bloodborne pathogen prevention and awareness via the American Heart Association course.

1. Must always use universal precautions whenever contact with body fluids is anticipated. Universal Precautions requires the employer and employee to assume that all human blood and body fluids are infectious for HIV, Hepatitis, or other Bloodborne Pathogen.
2. Must always use Personal Protective Equipment (PPE) including disposable latex free gloves and resuscitation protective device when performing first aid (Pocket Mask), CPR, or whenever contact with body fluids or blood is anticipated. Gowns, and eye protection are also available.
3. Dispose of PPE after each use and each victim. The same PPE should not be used on multiple victims.
4. Hands must be washed immediately following removal of gloves. If soap and water is not available other washing methods such as towelettes or antibacterial hand sanitizer must be used. Soap and water should be used as soon as possible. There shall be no eating, drinking, smoking, handling contact lenses, or applying cosmetics until hands are washed with soap and water.

D. Contaminated (Infected) materials, clothing, or regulated waste must be handled as followed:

1. Uniforms with any blood or body fluids from another person on them must be discarded. Do not attempt to wash or clean.

2. Non-disposable contaminated materials (backboard, etc.) must be washed with soap and water, rinsed than, sanitized with diluted bleach (12 ounces of bleach to 1 gallon of water). The bleach solution should not be rinsed but allowed to air dry.
3. To dispose of any materials completely saturated with blood or body fluids (Saturated means if the material was squeezed fluid would escape), follow the procedures below:
  - Give saturated or unsaturated material to ambulance. They have a bag for this material. The ambulance disposes of material at the hospital.
  - If an ambulance does not respond to first aid and blood saturated or unsaturated materials must be disposed of the Medic is to be notified and the materials disposed of in the proper hazardous waste bags that are carried by each truck or in the medic's room at headquarters.

E. Do not touch syringes or any medical waste found on beach or bathing area. The section supervisor or officer must be notified for disposal. Keep public away from material. The Chief or Captain will notify the proper personnel and offices.

(<http://www.nj.gov/dep/parksandforests/parks/docs/2015%20Ocean%20Lifeguard%20Manual.pdf>)

### Sun Protection

Using sun protection will help prevent skin damage and reduce the risk of cancer. The American Academy of Dermatology recommends that you avoid deliberate sunbathing, wear a wide-brimmed hat, sunglasses (polarized) and protective clothing and if you must be in the sun, use a sunscreen (sunblock) with a sun protection factor (SPF) of at least 15, even on cloudy days.

Sunscreen(sunblock) should be applied about 20 minutes before going outdoors. Even water-resistant sunscreen (sunblock) should be reapplied often, about every two hours or after swimming or strenuous activities.

**Sunburn** - Your chances of developing sunburn are greatest between 10 am and 4 pm, when the rays of the sun are strongest. It's easier to burn on a hot day, because the heat increases the effects of UV rays. If you develop a severe sunburn or begin to develop a fever, a doctor should be consulted and prescribed medicine to reduce swelling, pain, and prevent infection. Unfortunately, there is no quick cure for minor sunburn. Wet compresses, tub baths and soothing lotions may provide some relief.

**Skin Cancer** - More than 90 percent of all skin cancers occur on sun-exposed skin. The face, neck, ears, forearms, and hands are the most common places it appears. The three most common types of skin cancer are basal cell carcinoma, squamous cell carcinoma and melanoma.

- ✓ Basal cell carcinoma usually develops on the face, ears, and lips and around the mouth of fair-skinned individuals. It can start as a red patch or shiny bump that is pink, red, or white. It may be crusty or have an open sore that does not heal or heals only temporarily. This type of cancer can be cured easily if treated early.



- ✓ Squamous cell carcinoma usually appears as a scaly patch or raised, warty growth. It also has a high cure rate when found and treated early. In rare cases, if not treated, it can be deadly.
- ✓ Melanoma is the most dangerous form of skin cancer. It usually looks like a dark brown or black mole-like patch with irregular edges. Sometimes it is multicolored with shades of red, blue, or white. This type of skin cancer can occur anywhere on the body and when found early, can be cured. If ignored, it spreads throughout the body and can be fatal.

#### Tips for Sun Protection

1. Use a broad-spectrum sunscreen (sunblock) with an **SPF of at least 15** on all exposed skin, including the lips, even on cloudy days.
2. Reapply sunscreen (sunblock) frequently.
3. Wear a broad-brimmed hat and polarized sunglasses.
4. Sit in the shade whenever possible.
5. Wear protective, tightly woven clothing.
6. Remember that the peak sunlight hours are between 10 am to 4 pm.

#### Tips for Sunglasses

1. Make sure they are polarized.
2. Make sure they block out 99-100 percent of both UV-A and UV-B radiation.
3. Make sure they screen out 75-90 percent of visible light (fashion tinted lenses usually do not meet this level).
4. Darker lenses are preferred.
5. Wrap-around sunglasses, which are shaped to keep light from shining around the frames can be worth considering, particularly if you spend a lot of time outdoors in bright sunlight.

(<http://www.nj.gov/dep/parksandforests/parks/docs/2015%20Ocean%20Lifeguard%20Manual.pdf>)

#### Reporting Job Related Injuries

Reporting Job Related Injuries is very important and must be done immediately! For insurance reasons this cannot wait!!! So, if you sustain an injury while on duty then you must report it immediately to a Supervisor, Medic, Lieutenant, Captain, or the Chief. Injuries can occur at any time while on duty, whether you are following safety protocol or not. Listing all possible injuries would be too extensive however listed below are some general examples of how an injury can occur to a lifeguard while on duty.

Injuries that are reportable to NWBP Tent Crew could occur while:

- ✓ Responding to, being involved in, or assisting in any emergency for NWBP while on duty or off duty in the capacity of a first responder for NWBP
- ✓ On any NWBP workout (running, swimming, rowing, paddling, etc)
- ✓ Moving any NWBP equipment such as lifeboats, trailers, wave runners, paddle boards, rescue cans, lifeguard chairs (stands), etc
- ✓ Working around the Headquarters while doing a NWBP job or detail
- ✓ Entering or exiting any NWBP vehicles

#### U) Competition (Races):

The personnel of the North Wildwood Beach Patrol are often involved in organized competitive events, both within the beach patrol and with other beach patrols. There is an organized system of team and individual selection for races with other beach patrols and for awards presented at the annual banquet. The North Wildwood Beach Patrol hosts 2 major lifeguard competitions. The Annual Beschen-Callahan Memorial Lifeguard Races and The Annual Row Around the Island Race. A system has been established for the planning and hosting of these races and they are major activities of the NWBP each summer. There are also intra-beach races each summer for the personnel of the beach patrol with awards presented at the annual banquet. These events are important in the building of competence, proficiency, and morale in beach patrol personnel.

### **SECTION 4: EQUIPMENT POLICY, VEHICLE REGULATIONS, UNIFORM REGULATIONS, AND RESUSCITATOR REGULATIONS**

All equipment is the property of the City of North Wildwood. Equipment shall be checked before and after every use. Equipment shall be cleaned both inside and out before being parked or put away for the night.

#### Equipment Policy:

- ✓ Use - City owned equipment shall not be used in other than a prescribed manner nor shall it be used in any manner which shall constitute a hazard to any person. No piece of unauthorized equipment shall be utilized by staff members for any purpose.
- ✓ Damage or Loss - All damage of a significant nature to any piece of city-owned equipment shall be communicated to the chief immediately. No equipment shall be loaned, given, destroyed, or otherwise dispensed regardless of condition. Any unusable piece of equipment shall be reported to the chief immediately.
- ✓ Repair - Any repairs of city-owned equipment which cannot be done by beach patrol personnel shall be reported to the chief. Any repairs requiring the expenditure of monies shall be reported to the chief for disposition.

#### Truck Regulations:

- ✓ Any NWBP employee driving a beach patrol vehicle must have valid driver's license.
- ✓ Operate the truck, always, in a safe and efficient manner.
- ✓ The truck should be fully equipped, supplied and always fueled during duty hours.
- ✓ Only supervisory staff personnel may drive a beach patrol vehicle. Exceptions may be approved by a beach patrol officer only.
- ✓ All beach patrol trucks are to be maintained in proper operational condition.
- ✓ All beach patrol trucks are to be washed and cleaned after use.
- ✓ All beach patrol trucks, and their equipment must be secured when not in service.

#### Wave-Runner (PWC) Regulations:

- ✓ Wave-Runner or Personal watercraft (PWC) is a power craft operated by a lifeguard.
- ✓ A PWC is used to respond to emergencies reported off beach, assist on rescues in the bathing area and patrol.
- ✓ A Wave-Runner or PWC may only be used by lifeguards who have completed both the prescribed training program and a State of New Jersey approved boating safety course.

*Wave-Runner (PWC) Maintenance:*

- ✓ The Wave-Runner (PWC) will have all systems checked and tuned up, before the season, at midseason and as needed.
- ✓ The Wave-Runner (PWC) will be maintained daily according to requirements of PWC maintenance log.
- ✓ A lifeguard officer will be assigned for daily maintenance of Wave-Runner (PWC).
- ✓ All mechanical problems or damage must be reported to the Chief or Captain immediately so the Wave-Runner (PWC) can be repaired.
- ✓ Any damage or mechanical problems must be recorded in the Daily Report in addition to the Wave-Runner (PWC) maintenance log.

*Wave-Runner (PWC) Equipment:*

- ✓ Pocket Mask
- ✓ Fins
- ✓ Radio Bag
- ✓ Tow Rope with Clip
- ✓ Rescue Sled
- ✓ Rescue Can (Torpedo)
- ✓ Helmets & life-vests for operator and rescuers

*Launching the Wave-Runner (PWC):*

- ✓ Lifeguards must clear water and beach of patrons where Wave-Runner (PWC) is launched.
- ✓ Pre-start engine then stop engine to launch.
- ✓ Push Wave-Runner (PWC) into ocean pointing into waves at best possible time (lull). Do not start Wave-Runner (PWC) until it is floating in ocean with operator in position.
- ✓ Before the take-off of a Wave-Runner (PWC), the operator will say "clear". If it is safe, all launchers and rescuer will say clear, if it is not safe to do so respond "no".
- ✓ Operator will keep Wave-Runner (PWC) perpendicular to waves until past the surf zone.

*Landing the Wave-Runner (PWC):*

- ✓ Signal to lifeguards on appropriate stand that Wave-Runner (PWC) will be landed.
- ✓ Patrons will be cleared on the beach and in the water of the landing area.
- ✓ Guards will prepare to land Wave-Runner (PWC) in shallow water.
- ✓ Operator will bring Wave-Runner (PWC) into shore behind a wave (wave trough) perpendicular to the wave.

*Safe Operation of Wave-Runner (PWC):*

- ✓ Always use Wave-Runner (PWC) with caution. Watch for patrons.

- ✓ Never jump waves.
- ✓ Do not operate Wave-Runner (PWC) in surf zone when it is not necessary.
- ✓ In the surf zone, keep PWC at a 45 to 90 Degree angle to waves.
- ✓ For safety and effectiveness, always be aware of wind, surf, water and all 360 Degrees around you. Then adjust speed, trim and direction of the Wave-Runner (PWC).
- ✓ Travel at a speed that is safe for the prevailing conditions. Slow speeds are required when going through waves and on rescues. Remember slow is pro!
- ✓ Operator must attach safety lanyard to their wrist.

#### Quad (ATV) Regulations:

- ✓ The Quad (ATV-All Terrain Vehicle) may be utilized to maintain beach safety, assist with lost and missing persons, maintain control over areas adjacent to designated bathing area and respond to off beach rescues.
- ✓ May only be used by lifeguards who have training in ATV safety and handling.
- ✓ A lifeguard may use ATV in an emergency or when directed to do so by the Chief or Tent Crew.
- ✓ A lifeguard operating the ATV must proceed with caution at a safe speed to any emergency or other assignment.
- ✓ The Quad (ATV) is for one person only...the operator! No one is to ride on the front or back of the Quad (ATV).
- ✓ The Quad (ATV) is not for personal use or joyriding.

#### Quad (ATV) Equipment:

- ✓ Rescue Can
- ✓ Medical Kit/Oxygen
- ✓ Fins
- ✓ Radio

#### Quad (ATV) Maintenance:

- ✓ A lifeguard officer will be responsible for maintenance.
- ✓ The ATV will be tuned up and have all systems checked at the start of the season.
- ✓ This must be documented.
- ✓ The gas tank will be filled, and all fluids checked at the start of each day.
- ✓ The ATV will be washed down with fresh water at the end of the day.
- ✓ The engine will be sprayed with lubricant weekly to prevent rust and corrosion.
- ✓ All maintenance or mechanical problems must be reported to a Tent Crew member immediately. These problems must be recorded in the daily report and attended to as soon as possible.

Uniform Regulations:

- ✓ All uniform articles are to be neat and clean.
- ✓ Any loss or damage should be reported immediately to the supervisory staff.
- ✓ Whistles and lanyards should be always worn properly. This is not required during organized workouts.
- ✓ Uniform articles are not to be exchanged or loaned.
- ✓ No uniform article is to be worn by any person other than beach patrol personnel.
- ✓ Any necessary exchange or replacement should be requested through the supervisory staff.
- ✓ No articles of clothing except regulation issue are to be worn while on duty. Tank suits are not to be worn without the uniform trunks except during organized work-out periods.
- ✓ Any damage or loss of city-owned equipment because of negligence will be defrayed by the individual lifeguard at initial replacement cost.
- ✓ No uniform article is to be worn at any time except when on duty or when traveling to or from work.

Resuscitator Regulations:

- ✓ Resuscitators are to be always kept in an excellent state of repair.
- ✓ A defect noted in a resuscitator shall be communicated to the chief immediately.
- ✓ No repairs to resuscitators shall be affected by beach patrol personnel.
- ✓ No grease, oil, or other petroleum product shall be used on or around resuscitators.
- ✓ All resuscitators shall be maintained in the cases provided, therefore.
- ✓ All oxygen bottles shall be used for practice when 50 percent of their volume has been expended.
- ✓ Resuscitators shall be stored in a dry place whenever possible.
- ✓ Resuscitators shall not be used or stored near flame, fire, or excessive heat.
- ✓ Resuscitators shall be checked daily to ensure a proper state of readiness is maintained.
- ✓ Resuscitators shall be available for use 24-hours per day.

Surf Chair Regulations:

- ✓ This is a chair designed to be used by the disabled on the beach. It is not to be taken into the water. When not in use, the Surf Chair may be useful in removing injured patrons from the beach.
- ✓ The surf chairs are distributed on a first-come, first-served basis.
- ✓ The surf chairs are to stay within 3 blocks in either direction from their storage location.
- ✓ There are surf chairs stored in the inlet shed on the beach between Surf and Ocean Ave's, in the north shed on 5<sup>th</sup> Ave, and at the headquarters at 15<sup>th</sup> Ave.
- ✓ Surf chairs are available for distribution to the public by 10:00 AM daily unless otherwise directed by the Chief.
- ✓ Surf chairs are to be returned by 4:30 PM daily unless otherwise directed by Chief.
- ✓ Surf chairs must be returned immediately if the threat of inclement weather is in the area.

- ✓ Surf chairs are NOT to be taken on the street, boardwalk, bike paths, or anywhere but the beach unless otherwise directed by the Chief.
- ✓ Surf chairs are NOT to be taken into the water in such a fashion that the surf chair is in danger of floating, tipping over, or being unstable for any reason.
- ✓ Surf chairs are NOT to be left on the beach for any reason.
- ✓ Surf chairs are to be accounted for and stored prior to the end of every workday unless otherwise directed by the Chief.
- ✓ Surf chairs are NOT to be operated in a careless or dangerous way that could cause injury to the person or persons using the chair.
- ✓ Surf chairs are to be used by the person with the handicap, disability, or injury.
- ✓ For Insurance reasons surf chairs, while occupied by a beach patron, are NOT to be operated or pushed by any NWBP personnel unless otherwise directed by the Chief.
- ✓ Surf chairs should always be parked with the emergency brake in the LOCKED (ON) position.
- ✓ A child or infant should NEVER be left unattended in a surf chair.
- ✓ A handicapped, disabled, or injured person should NEVER be left unattended when the surf chair is at the water's edge.
- ✓ The maintenance or transport personnel are responsible for securing the surf chairs in the appropriate locations for the evening. This detail is not limited to those listed.
- ✓ The Inlet and North section supervisors/officers are responsible for securing their surf chairs in the appropriate locations for the evening. This detail is not limited to those listed.
- ✓ NWBP personnel who are distributing the surf chairs must advise users and attendants of the surf chairs of proper operation procedures.
- ✓ NWBP personnel who are distributing the surf chairs must advise users and attendants of the surf chairs areas of use, inclement weather protocol, and return times.

#### Swim Fins Policy:

- ✓ NWBP has multiple sets of swim fins located at the headquarters. These fins can be used by any NWBP lifeguards while on duty.
- NWBP personnel using swims fins should:*
- ✓ Inspect swim fins before and after each use.
  - ✓ Return swim fins to storage location in headquarters or in appropriate section truck.
  - ✓ If damaged or lost report it immediately to the appropriate tent crew member.
- Proper technique for use:*
- ✓ Put fins on while in water deep enough to swim in. If you must walk with fins, it is best to walk backwards.
  - ✓ Be sure to wear properly sized fins.
  - ✓ When kicking with fins, use a modified flutter kick. A modified flutter kick is a flutter kick that is deeper, slower and with more knee bend.

## SECTION 5: ASSISTANCE TO OTHER DEPARTMENTS/AGENCIES

The North Wildwood Beach Patrol is part of the public safety system and when requested it will aid other departments and/or agencies as required.

## SECTION 6: PUBLIC RELATIONS

Lifeguards are to remember that they are employed by a public service agency. Lifeguards are not to argue with any person on the beach or in the water. Lifeguards will state the rules and regulations as prescribed by beach patrol policy and procedures. Any differences of opinion will be referred to the section officer-in-charge and if necessary, through the chain of command. Use of any offensive or obscene language by a lifeguard can result in suspension or dismissal.

## SECTION 7: THE BEACH AND ITS HAZARDS

The beach is a beautiful and awesome place to work and to call your office, however, there are many issues, obstacles, or hazards that can exist. The beach can have many hazards... some hidden and some obvious. A lifeguard must be aware of their surroundings, for their safety and the safety of others. On the beach at any given moment, you can see any of the following: holes (big or small), broken glass, wood, discarded objects (umbrellas, chairs, etc.), object's that have washed ashore (sea life, buoys, floats, driftwood, etc.), and strings or ropes (from discarded objects such as kites). **If a lifeguard notices someone digging a hole, past knee deep, they can ask the patron to stop digging any further and to fill in the hole prior to leaving the beach, however it is not the responsibility of beach patrol to monitor and police holes and hole digging.** Holes in the beach are hazards when operating a beach vehicle. Please drive alert and slowly. If the hole is already submerged, you will not see it at all so be careful when entering the water! Always be aware of any holes that are around your lifeguard stand or in your lifeguarding area.

In North Wildwood, the Public Works Department rakes our beaches every morning before the workday gets started. This detail enhances our beaches and keeps them clean however, when the rakes pass over a hole dug back beach, it can almost camouflage the hole and make it very difficult to see. Since these holes are somewhat common back beach, any NWBP personnel who are permitted to operate an NWBP vehicle must be extremely careful when operating a vehicle back beach. As stated earlier, be aware of the beach and its hazards.

## SECTION 8: THE WATER AND ITS HAZARDS

The ocean is a beautiful and awesome part of our world however it is the strongest force on earth. Whether the ocean is calm or raging it has many hazards such as: rip currents, sea life, uneven bottom (holes...etc.), currents, waves, and shore break. A lifeguard must be aware of any of these possible issues for their safety and the safety of

others. Knowing your water and the water around your stand is an extremely important part of lifeguarding at a beach. A lifeguard must adapt their daily routines around these arising issues.

First let's discuss the tides. Tides are the rise and fall of sea levels caused by the combined effects of gravitational forces exerted by the Moon, Sun, and rotation of the Earth. Along the Jersey shore, as the tide rises the water will approach high tide and as the tide falls (or ebbs) the water will recede to low tide. Along the South Jersey coast, the ebb and flow of the tides can be very drastic. In North Wildwood, high tide can cover a very large amount of beach and low tide can expose a very large amount of beach. This causes the lifeguard to move their stand throughout the day. A lifeguard must be aware of the tide schedule and when Full/New Moon's occur. On a Full or New Moon, the tide changes will be more extreme. In other words, the high tides will be higher than normal high tides and the low tides will be lower than normal low tides. Therefore, a lifeguard must be prepared to drag their stand further back on the sand when the workday ends to avoid the stand getting wet by the overnight high tide.

Another tide is a Flood Tide. For obvious reasons this tide is associated with coastal flooding. This can occur because of a combination of wind with a New or Full Moon.

The following paragraphs will discuss some various hazards that can be in the water such as: rip currents and sea life. See the Glossary in Section 10 to find definitions of different currents, waves, and shore break.

1. Rip currents are powerful, channeled currents of water flowing away from shore. They typically extend from the shoreline, through the surf zone, and past the line of breaking waves. Rip currents can occur at any beach with breaking waves, including the Great Lakes.

### **When Rip Currents Form**

Rip currents can be found on many surf beaches every day. Under most tide and sea conditions the speeds are relatively slow. However, under certain wave, tide, and beach profile conditions the speeds can quickly increase to become dangerous to anyone entering the surf. The strength and speed of a rip current will likely increase as wave height and wave period increase. They are most likely to be dangerous during high surf conditions as the wave heights and wave periods increase.

### **Where Rip Currents Form**

Rip currents most typically form at low spots or breaks in sandbars, and near structures such as groins, jetties, and piers. Rip currents can be very narrow or extend in widths to hundreds of yards. The seaward pull of rip currents varies. Sometimes the rip current ends just beyond the line of breaking waves, but sometimes rip currents continue to push hundreds of yards offshore.

### **How to Identify Rip Currents**

Look for any of these clues:

- ✓ a channel of churning, choppy water
- ✓ an area having a notable difference in watercolor
- ✓ a line of foam, seaweed, or debris moving steadily seaward



- ✓ a break in the incoming wave pattern

None, one, or more of the above clues may indicate the presence of rip currents. Rip currents are often not readily or easily identifiable to the average beachgoer.

Polarized sunglasses make it easier to see the rip current clues provided above.

However, it is not always possible to identify a rip current and not the responsibility of beach patrol to identify.

*Pictures and Posters of Rip Currents in Section 11: References pages 64-65.*

***In some regions rip currents are referred to by other, incorrect terms such as rip tides and undertow. We encourage exclusive use of the correct term – rip currents. Use of other terms may confuse people and negatively impact public education efforts.***

- A) The ocean contains much sea life, some of which can cause issues for bathers. Excluding large predators which are obviously serious concerns, bathers can be injured by jellyfish, man of war's, skates, and stingrays.
- Jellyfish can cause bathers to suffer skin irritations and rashes. If a Jellyfish has washed ashore, they can also cause issues if stepped on by a bather walking along the shore. As with anything that can cause irritation or reaction to the skin, anaphylaxis is a serious concern to any bather that has been encountered a Jellyfish. The treatment used while on the beach is a 50/50 mix of water and white vinegar. The bottles that contain such a solution are usually in each section truck, the medics vehicle, and in the medic's room at headquarters. Common Jellyfish found along the Jersey Coast are *Pictured in Section 11: References page 65.*
  - A more dangerous and venomous type of sea life is a Portuguese Man of War. These are extremely dangerous and can cause severe pain and possibly anaphylaxis. Although somewhat rare along the Jersey coast, Man of Wars have made their presence known over the past few years. During the summer of 2015 an uncommon number of Man of Wars washed up on our beaches. The tentacles have translucent needles that stick into the skin and cause extreme pain. Detached tentacles and dead specimens (including those that wash up on shore) can sting just as painfully as the live organism in the water and may remain potent for hours or even days after the death of the organism or the detachment of the tentacle. If you should encounter a Man of War that has washed up on shore, under NO circumstances should you touch or try to pick it up with your bare hand. Use your toe board, call for a truck with a shovel, or if the situation requires immediate removal, then double your medical gloves and carefully remove the Man of War. Treatment for a Portuguese Man of War sting includes the application of salt water and hot water to the affected area. *Picture of a Man of War that washed up on a beach in Section 11: References page 65.*
  - Skates and Stingrays have been known to show up at any point during the summer months. The tails on both can cause issue for bathers if they should

step on the Skate or Stingray and pin it to the bottom. This will cause a defensive reaction of protection from the Skate or Stingray. They will whip their tail around and strike the bather on the foot or even the leg. The Stingray contains a more lethal barb at the end of the tail that can cause serious issue for the injured bather. *Poster/Picture of Stingray and Skate in Section 11: References page 66.* One is a poster of a Stingray being stepped on by a bather and the other is a Skate that washed up on a beach.

## **SECTION 9: TRANSPORT, FACILITIES, AND EQUIPMENT SERVICING**

The North Wildwood Beach Patrol has handicapped transport personnel. Depending on the crowds and conditions the above personnel will be on duty unless otherwise directed by the Chief, Captain, or Senior Lieutenant. The North Wildwood Beach Patrol offers handicapped, disabled, or injured beach patrons transport to and from the beach.

The duties of the transport personnel are:

- ✓ To be ready to transport handicapped, disabled, or injured beach patrons to and from the beach.
- ✓ To keep transport vehicle in operational order which includes reporting any damages, requesting needed repairs via repair forms with Chief, Captain, or Senior Lieutenant, vehicle fueled, and supplied.
- ✓ To transport only the handicapped, disabled, or injured beach patron.
- ✓ To transport the handicapped, disabled, or injured beach patron beach gear only.
- ✓ NOT to transport the family's beach gear or other family members unless approved by the Chief, Captain, or Senior Lieutenant due to special circumstances.
- ✓ To transport the handicapped, disabled, or injured beach patron to an already identified exact location.
- ✓ NOT to drive the handicapped, disabled, or injured beach patron around the beach in search of the family unless otherwise directed by the Chief, Captain, or Senior Lieutenant due to special circumstances.
- ✓ To always operate the transport vehicle in a safe and alert manner.
- ✓ To always have their radio with them and on.
- ✓ The duties and responsibilities of the transport personnel are not limited to those listed.

The roles and responsibilities for servicing facilities and equipment are:

- ✓ To repair any broken or damaged lifeguard stands (chairs).
- ✓ To repair any rescue cans broken or damaged.
- ✓ To identify and repair any equipment of NWBP within mechanical and capable reason.
- ✓ To maintain an appropriate level of order of repair, cleaning, and miscellaneous supplies of the NWBP.
- ✓ To maintain an appropriate level of cleanliness of the headquarters and its surrounding area.

- ✓ To keep maintenance vehicle in operational order which includes getting needed repairs done, vehicle fueled, and supplied.
- ✓ To always operate the maintenance vehicle in a safe and alert manner.
- ✓ To always have their phone with them and on.
- ✓ The roles and responsibilities of servicing the facilities and equipment are not limited to those listed.

## SECTION 10: GLOSSARY OF TERMS

### Lifeguarding Terminology

**Attention Getter**---The whistle used to get the attention of a bather, beach patron, or another lifeguard.

**Bow**---The front of the lifeboat.

**Call-In**---The whistle used to get the attention of a bather who is out to far.

**Cover-Up**---To man a recently vacated lifeguard stand (chair) because of an emergency. Or the whistle used to notify adjacent lifeguards stands (chairs) that a stand (chair) will be unmanned and needs to be covered.

**Day Out**---When a lifeguard loses a day (s) pay due to an infraction.

**Early Out**---When a lifeguard needs to leave work early. Chief or Captain Approval needed.

**Get Ready**---The whistle used to notify adjacent lifeguard stands (chairs) of a pending emergency or an emergency.

**Gunwales**---the sides of the lifeboat.

**Knock-Off**---The official end of the workday signified by an attention getter whistle and while waving arms back and forth overhead without rescue can.

**Layout**---Lifeguarding from the water using a specific piece of NWBP equipment such as a rescue can (torpedo), rescue (paddle) board, lifeboat, or wave-runner.

**Nose-Dive or Pearl**---When a rescue board or wave-runner pitches to far forward while coming to shore on an in-coming wave causing the board or wave-runner to nose-dive into the bottom. This could cause a pitch-pole effect which is when the wave-runner or board goes over end to end.

**Oar Locks or Oar Pins**---Locks or pins that the lifeguard's oars are set in for rowing.

**Pump and Go**---A specific type of workout involving a run, swim, run from the tent (headquarters) to the ocean and back from the ocean to the tent. A Timed event.

**Rescue (Run)**---when a lifeguard responds to a water emergency.

**Roll Call**---The attendance check at the start of the day. 9:30 AM.

**Shorts**---The whistle used to notify lifeguards and bathers that there is an emergency either in the water or on land.

**Stern**---The back of the lifeboat.

**Tent (Headquarters)**---The start and finish locations of the workday. Also, the location of the Chief's Office, Medic's Room, Male and Female Lifeguard Locker Rooms, Male and Female Lifeguard Bathrooms and Showers, and Storage Garage.

**Tops Up**---When tent crew and lifeguards must wear their white or red tanks tops.

**Torpedo (Torp)**---A Rescue can, is a lifesaving device, used by lifeguards to aid victims back to shore who are struggling in the ocean.

**Waist Deep**---This is a when lifeguards keep bathers NO deeper than their waist.

### Radio Terminology

**10-2:** Go ahead transmit or ready to receive transmission.

**10-4:** Received.

**10-7:** Out of service.

**10-8:** Back in service.

**10-19:** Returning to headquarters or at headquarters.

**10-20:** Location

### Ocean Terminology

**Backwash (undertow)**—The seaward return of the water following the uprush of the waves. Also called backrush or run down.

**Breaker**— A wave that has become so steep that the crest of the wave topples forward, moving faster than the main body of the wave.

**Breaker Zone**—The zone within which waves approaching the coastline commence breaking, typically in water depths of between 5 m and 10 m.

**Drift** --- A current parallel to the beach created by the wind, a rip feeder, or waves.

**Embayment**---The formation of a bay or a conformation resembling a bay.

### **Estuary**

- A semi-enclosed coastal body of water which has a free connection with the open sea. The seawater is usually measurably diluted with freshwater.
- The part of the river that is affected by tides.
- The zone or area of water in which freshwater and saltwater mingle and water is usually brackish due to daily mixing and layering of fresh and salt water.

**Head of a Rip**—That part of a rip current circulation typically located beyond the breakers, marked by a spreading out or fanning of the circulation. It is here where the velocity and strength of the rip current circulation begins to weaken considerably.

**Inshore Hole**---An inshore hole is a trench in the sand that runs parallel to the shoreline anywhere from one foot to fifty feet from shore. It can vary in depth and width depending on the size and direction of the surf and the long-shore current. They range from only a couple of feet wide and small enough to step over, to twenty feet wide and deep enough to fully submerge a full-grown man standing on his toes. Inshore holes are common at long stretches of sandy beach where the long-shore current can run freely for a long period of time and distance. Because inshore holes are generally close to shore, they present a significant hazard to young children and unskilled swimmers who expect it to be shallow. Inshore holes can exist in some shore-break conditions and are commonly filled with pebbles, shells, and other sharp debris.

**Inbound, rising, or incoming tide**---When the tide is coming in.

**Jetty**—On open seacoasts, a structure extending into a body of water to direct and confine the stream or tidal flow to a selected channel, or to prevent shoaling. Jetties are built at the mouth of a river or entrance to a bay to help deepen and stabilize a channel and facilitate navigation.

**Littoral Currents**—A current running parallel to the beach and generally caused by waves striking the shore at an angle.

**Longshore Current**—A current located in the surf zone, moving generally parallel to the shoreline, generated by waves breaking at an angle with the shoreline, also called the alongshore current.

**Lull** — Period of slack water between sets of waves.

**Neck of the Rip**—That part of a rip current circulation located in the surf zone, marked by a narrow band of swiftly moving, seaward flowing water. It is here where velocity of the circulation is at a maximum, and where most rip current drowning deaths occur.

**Offshore Break** — An offshore break is the breaking of waves out from the beach, at least 75 yards. This is usually caused by the wave breaking on an offshore sandbar and is most common during low tide.

**Offshore Wind** — A wind blowing from land to sea (West).

**On Shore Wind** — A wind blowing from sea to land (East).

**Outbound, falling, or dropping tide**---When the tide is receding or going out.

**Outside** — Ocean, seaward of surf line.

**Plunging Breaker** — A plunging breaker is a wave characterized by a hollow forming between the breaking water, and the main body of the wave. The top of the wave often breaks almost straight down. The top of the initial break usually contains one-third of the volume of the wave. The break is tremendously forceful, and can be very dangerous to patrons, especially when it occurs on shore during high tide. This kind of wave is created by a west wind.

**Rip Channel**—A channel cut by the seaward flow of a rip current, usually crossing a sandbar.

**Rip Current (Wash)**—A relatively small-scale surf-zone current moving away from the beach. Rip currents form as waves disperse along the beach causing water to become trapped between the beach and a sandbar or other underwater feature. The water converges into a narrow, river-like channel moving away from the shore at high speed. A rip current consists of three parts: the feeder current flowing parallel to the shore inside the breakers; the neck, where the feeder currents converge and flow through the breakers in a narrow band or "rip"; and the head, where the current widens and slackens outside the breaker line.

**Rip Tide**—Rip currents are not rip tides. A distinctly separate type of current includes both ebb and flood tidal currents that are caused by egress and ingress of the tide through inlets and the mouths of estuaries, embayment's and harbors. These currents may cause drowning deaths, but these tidal currents or jets are a separate and distinct phenomenon from rip currents. Recommended terms for this phenomenon include ebb jet or tidal jet.

**Run-Up (Sneaker Wave)**—The rush of water up a beach due to the breaking of a wave. The amount of run-up is the vertical height above stillwater level that the rush of water reaches.

**Sand bar**—An offshore ridge or mound which is submerged (at least at high tide), especially at the mouth of a river or estuary, or lying parallel to, and a short distance from, the beach.

**Set** — Series of waves.

**Shore Break** — A shore break is the breaking of waves on the immediate beach area. They are usually of a curling or dumping nature and occur most commonly during high tide. Unusually high shore breaks are not uncommon when a strong westerly wind prevails, allowing the wave to continue to build as the wind holds the face up longer than normal. They can be very dangerous to patrons, especially in the surf mat area. *See Plunging Breaker.*

**Shoreline**—The intersection of the ocean water surface with the shore or beach.

## SECTION 11: REFERENCES

Lifeguard Chair (Stand):



Rescue Cans (Torpedo's):

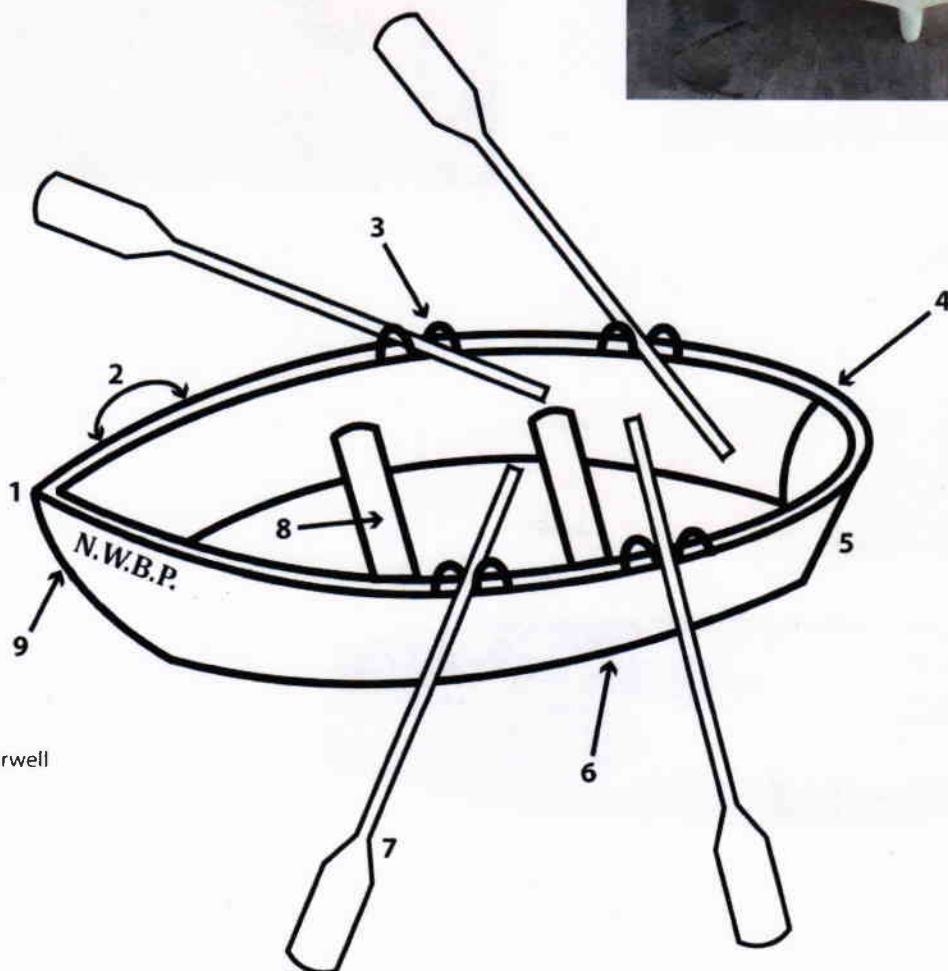


Rescue (Paddle) Boards:





Lifeboats and Lifeboat Description:



1. Bow
2. Gunwale
3. Oarlock and Oarwell
4. Stern
5. Transom
6. Chine
7. Oars
8. Thwarts
9. Stem



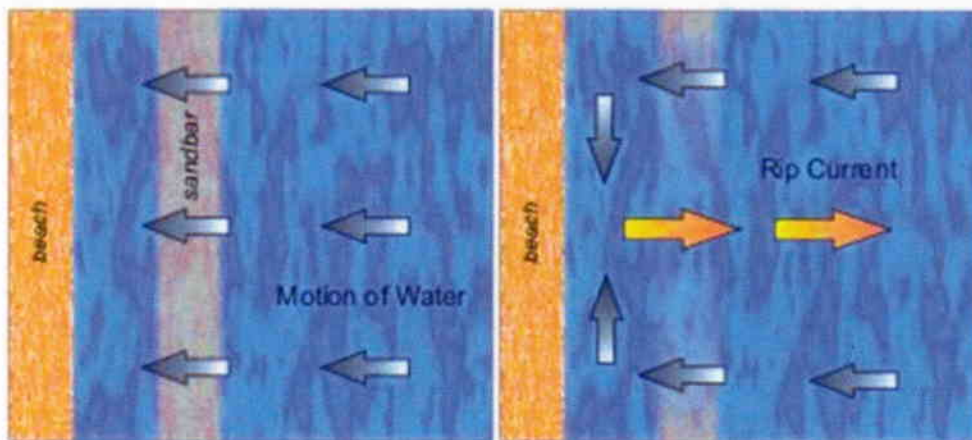
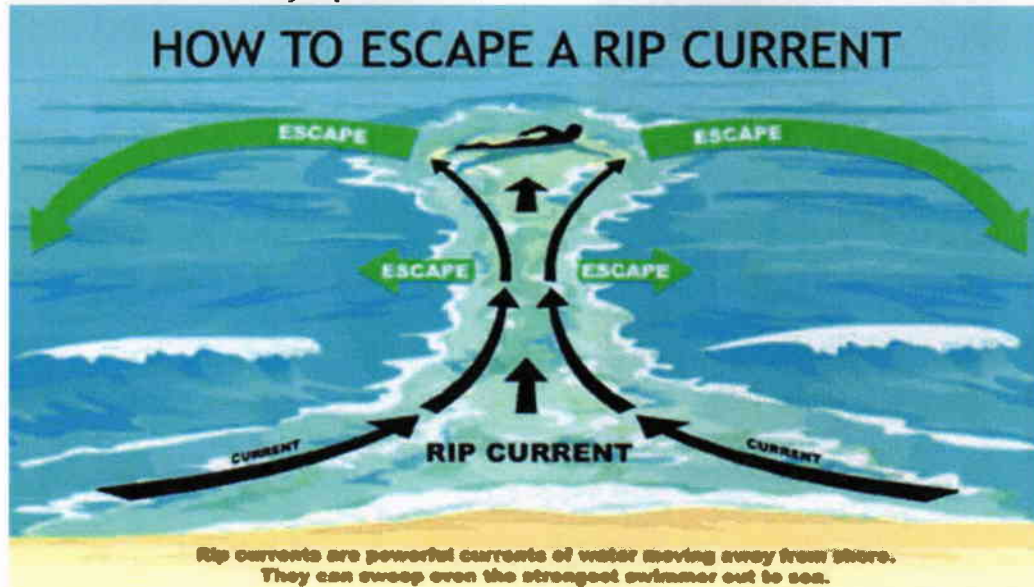
Pocket Mask:



AED:



Pictures and Posters of Rip Currents:





Common Jellyfish found along New Jersey beaches:



Man-Of-War:



Stingray Poster and Skate Picture:



**Spilling Breaker** — A spilling breaker is a long wave that breaks offshore. The break starts at the top of the wave, and continues down the front in a smooth, even fashion. A hollow is not formed between the breaking water, and the main body of the wave. These waves are the best type for surf mats, body boards, and body surfing.

**Surf Line** — Farthest distance from shore where waves begin to break.

**Surf Zone**—Area of water between the high tide level on the beach and the seaward side of breaking waves.

**Swell**—Wind-generated waves that have traveled out of their source region, usually over a considerable distance. Swell waves exhibit a more regular and longer period with flatter crests than choppy, locally generated wind waves.

**Tide**—The periodic rising and falling of the water which results from gravitational attraction of the Moon and Sun acting upon the rotating Earth.

**Wave Height**—The vertical distance between the crest and the preceding trough of a wave.

**White Caps** — Wind-blown chop that has white foam on top. White caps are caused by winds of 15 knots or more.

**Wind Waves**—Waves generated by, and directly attributable to local winds, as opposed to swell waves, which have traveled over a considerable distance and produced by winds occurring at some previous time.

## **SECTION 12: READING FOR ALL NWBP PERSONNEL**

A) Required Reading for all NWBP Personnel:

- 1) North Wildwood Beach Patrol Lifeguard Manual, 2016, Revised 2017, Revised 2018

*B) Suggested Reading for all NWBP Personnel:*

- 1) American Heart Association BLS Provider Manual CPR, 2015, ISBN: 978-1-61669-407-4
- 2) American Heart Association Heartsaver Provider Manual First Aid, 2015
- 3) Open Water Lifesaving-The USLA, 2003
- 4) American Red Cross Lifeguarding Manual, 2015, ISBN: 978-1-58480-487-1

## **SECTION 13: ADDENDA**

### **COVID POLICY SET FORTH BY THE CITY OF NORTH WILDWOOD**





## 1. POLICY

In response to the COVID-19 pandemic and the need for the City of North Wildwood to provide regular government services while protecting the health and safety of our residents, visitors, property owners, and employees, all employees shall follow the following policy restrictions, adjustments and protocols until further notice. Employees are encouraged to communicate any concerns with their department head or supervisor. COVID-19 updates are being provided frequently and are to be shared with personnel in order for all of us to navigate comfortably through this uncertain time.

## 2. DEFINITIONS

- A. **CDC (Center for Disease Control and Prevention):** The superseding public health agency on behalf of the federal government.
- B. **NJ DEPARTMENT OF HEALTH:** The City of North Wildwood's superseding public health agency on behalf of the State government.
- C. **CAPE MAY COUNTY DEPARTMENT OF HEALTH:** The City of North Wildwood's local public health authority.
- D. **CORONAVIRUS/COVID-19:** A novel virus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19) is not the same thing as the coronaviruses that commonly circulate among humans and cause mild illness, like to the common cold. The World Health Organization (WHO) officially named the disease causing the 2019 novel outbreak- coronavirus disease 2019 (abbreviated- COVID-19.)
- E. **SYMPTOMATIC PERSON:** A symptomatic person may encounter a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills might appear 2-14 days after exposure to the virus.
- F. **EXPOSED TO COVID POSITIVE PERSON** – An unvaccinated person being in close contact (within 6') with a Covid positive person for longer than 15 minutes.
- G. **TESTED POSITIVE PERSON:** A person tested and found to have the COVID-19 virus.
- H. **SOCIAL DISTANCING:** Keeping space between yourself and other people outside of your home or workspace. To practice social or physical distancing

you must stay at least 6' (about 2 arms' length) from other people, do not gather in groups, and you must stay out of crowded place and avoid mass gatherings.

- I. **CLOSE CONTACT:** Remaining within 6-feet of a person for a prolonged period, usually 15 minutes or longer.
- J. **FACE COVERING/MASK:** Cloth face covering/mask, or medical grade mask used to cover an individual's mouth and nose (N-95/KN-95).
- K. **VACCINATED PERSON:** Person that has received full vaccination status (both shots of Moderna or Pfizer or one shot of Johnson and Johnson).
- L. **WORK CREWS:** Groups of workers who must work together to complete their job task.
- M. **JOB SITES:** The area where a work crew is working. There may be multiple "job sites" containing within the same large project.
- N. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Facemasks, face shields, protective garments, rubber gloves, and any other piece of equipment used to protect an individual from the virus.
- O. **PERSONAL HYGIENE:** Frequent hand washing with soap and water, the use of hand sanitizer containing an alcohol solution, coughing into one's elbow, not touching eyes, or face.
- P. **QUARANTINE:** Isolation from people for a period of 14 days due to a person being exposed to a Covid-19 positive person (exposure defined as being within 6' of a Covid-19 positive person for a period longer than 15 minutes) or quarantining for a period of 10 days from the date of a positive test for a person that has tested positive for Covid-19. Based on CDC guidelines, no quarantine is required for those that are vaccinated and have been exposed to a Covid-19 positive person.

#### **WORKPLACE/WORKSITE OPERATIONS**

- 1. Neither City employees nor members of the public are required to wear face covering in any public buildings and/or facilities. However, the Cape May County Health Department recommends that those unvaccinated wear facemasks when in indoor public buildings/facilities, unless a medical condition would otherwise prohibit that individual from wearing a mask.
- 2. High touch areas shall be cleaned and disinfected routinely in accordance with CDC guidelines, particularly in spaces accessible to staff and the public. Following a known or potential exposure, the janitorial staff (or private contractor) will aggressively sanitize the affected building/work area twice (2X) the day of the event. Usual cleaning procedures in all other areas shall be maintained accordingly.

#### **PERSONAL PROTECTIVE EQUIPMENT**

- 1. All employees shall follow strict guidelines on "personal hygiene" as defined above, at all times.
- 2. Departments shall make sanitizing supplies available to all employees – disinfectant soap and/or hand sanitizer.



## **INFECTION, TESTING, AND ISOLATION/QUARANTINE PROCEDURES**

1. If an employee begins to exhibit any symptom(s) associated with COVID-19, he/she shall immediately notify his/her own supervisor. This requirement shall apply regardless of whether the employee is working at the time the symptoms progress.
2. Any Department Head receiving information that an employee is exhibiting potential symptoms of COVID-19 shall immediately notify the City Administrator.
3. If an unvaccinated employee is exposed to someone who has tested positive for COVID-19, **they are not to return to work** and notify their Supervisor immediately.
4. If an employee (or City volunteer) is either exposed to Covid-19 or believes to have contracted Covid-19 while on duty or in any volunteer working capacity, they are to notify the City Administrator and Claims Coordinator immediately for a potential Workers Compensation claim.
  - a. If an incident of exposure or infection is identified as workers compensation, testing requirements and any lost wages and leave are applicable to workers compensation.
5. If an employee contracts or is exposed to Covid-19 outside of regular work hours, they are to quarantine for a period of fourteen (14) days from the date of exposure; or in the case they have tested positive, ten (10) days from the date of a positive test.
  - a. An employee will be required to utilize accumulated sick leave during their quarantine unless it is designated as workers compensation.
6. The only exception from having quarantine due to exposure is either if an employee is vaccinated (if vaccinated, an employee does not have to quarantine) or if an employee has already contracted Covid-19 within 3 months of the date of exposure.

***ASPECTS OF THIS POLICY DOES NOT IMPACT POLICE, FIRE AND EMERGENCY MANAGEMENT PERSONNEL, AS THEY ARE EXEMPT FROM STATE AND FEDERAL ORDERS***

**Covid Policy: North Wildwood Beach Patrol (NWBP)**

The North Wildwood Beach Patrol will follow the above-mentioned guidelines set out by the City of North Wildwood as per the recommendations and guidelines set forth by the above-mentioned Health Organizations.

#### 2020 Covid Policy:

In addition to the above-mentioned guidelines set forth by the City of North Wildwood the North Wildwood Beach Patrol will also follow the additional policies as long said policies do not contradict, in any way, the above-mentioned guidelines set forth by the City of North Wildwood.

- Lifeguards will be supplied with sanitizing material such as:
  - Gloves for cleaning Lifeguard Chair in the morning, after personnel changes, and at the end of the day.
  - Sanitizing liquid such as a bleach-water mix or alcohol mix to sanitize lifeguard chair and rescue torpedo.
  - These materials will be available for refill or to acquire at every section truck and the headquarters.
- Each section truck will be equipped with Extra Gloves, Bleach-Water mix, Alcohol or sanitizing wipes, paper towels, and extra masks/gators.
- Lifeguards will NOT sit together on any lifeguard chair, unless absolutely necessary. Absolutely necessary would be due to an immediate water or medical emergency.
- Two-person lifeguard chair will be achieved by having two lifeguard chairs next to each-other but no closer than 3 feet of each-other with both lifeguards sitting on opposite sides of their chairs so that the avenue has a two-person lifeguarding set-up. This would ensure social distancing for both lifeguards at least 6 feet.
- Morning Rollcall shall be held outside in front of the Headquarters with all guards 6 feet or more apart and wearing gators/masks when necessary.
- The headquarters will only be populated at any one time above the normal tent crew which is considered a minimal crew when an emergency dictates' such. The tent crew shall not be within 6 feet of any other member unless an emergency dictates' such.
- NWBP personnel will maintain a proper social distancing and sanitizing routine when engaging with the public or each-other.
- During inclement weather days were as to bring the lifeguards off the beach the headquarters garage, headquarters carport, headquarters large sheds, sections sheds, and various open but covered spaces chosen along beach will be used to keep the guards in-place and out of the weather. Social distancing and gators/masks will be worn at all times, especially if distance is in question.

#### 2021 Updated Covid Policy:

In addition to the above-mentioned guidelines set forth by the City of North Wildwood the North Wildwood Beach Patrol will also follow the additional policies as long said policies do not contradict, in any way, the above-mentioned guidelines set forth by the City of North Wildwood.

- All NWBP personnel will have at their disposal any of the above-mentioned sanitizing PPE's from the 2020 NWBP Policy.
- Lifeguards will be able to sit as two-person chairs if they are vaccinated and may wear the above-mentioned PPE's, if they wish.
- Morning Roll Call shall be held in the main room of the headquarters when needed but outside Rollcalls are still in place, weather permitting.

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

DECLARING EMERGENCY SITUATION AND AUTHORIZING AN EMERGENCY CONTRACT FOR SNOW REMOVAL

WHEREAS, as a result of storms and weather conditions experienced during Winter Storm Keenan in January 2022, the City was in need of emergency snow removal and the plowing and clearing of streets; and

WHEREAS, the severity and ferocity of the storms and the extent of the resultant snow accumulation was such as could not reasonably have been foreseen; and

WHEREAS, City Administrator advised that as of result of the snow accumulation, an emergent condition that threatened the public health, safety and welfare existed thereby requiring the immediate delivery of goods and services in order that the City could effectuate the necessary removal of snow; and

WHEREAS, the City Administrator informed the Mayor and Council of the nature of the emergent conditions, the time of their occurrence and the need for an emergency snow removal contract; and

WHEREAS, the Local Public Contracts Law, at N.J.S.A. 40A:11-6, provides that "any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of service;" and

WHEREAS, by reason of the emergent conditions as aforesaid, the City Engineer solicited quotations on an emergency fencing repair contract from qualified contractors and those quotations were received by the City Engineer; and

WHEREAS, the lowest quotation was submitted by Perna Finnegan, Inc.; and

WHEREAS, the Mayor and the City Administrator have recommended that Perna Finnegan, Inc. be paid for the emergency work performed after Winter Storm Keenan in January 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey as follows:

- 1) All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.
2) A contract for emergency snow removal is authorized between the City of North Wildwood and Perna Finnegan, Inc. for a cost not to exceed \$29,194.76.
3) The appropriate officials are authorized to take all actions that are necessary and proper and are authorized to execute the necessary documents so as to provide payment to the contractor for the goods delivered and the services performed in connection with the aforementioned emergency snow removal contract.

OFFERED BY: SECONDED BY: \*\*\*\*\*

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20th day of September, 2022.

Dated: September 20, 2022 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

Table with 2 columns: Names of council members (Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, Zampirri) and their voting status (Aye, Naye, Abstain, Absent).

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

AUTHORIZING CITY CLERK TO ADVERTISE  
FOR BIDS FOR VARIOUS RENOVATION  
PROJECTS

BE IT RESOLVED by the Mayor and Council of the City of North Wildwood that the City Clerk is hereby authorized to advertise to receive bids for the following projects:

- 1. Reconstruction of 5<sup>th</sup> Avenue between New Jersey & Central Avenues
- 2. Maryland & Walnut Avenues Traffic Calming Improvements
- 3. Reconstruction of Atlantic Avenue, Phase 1 (1<sup>st</sup> to 6<sup>th</sup> Avenue)

OFFERED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

STATE OF NEW JERSEY COUNTY OF CAPE MAY  
I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September 2022.

Dated: September 20, 2022 Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick T. Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Koehler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

APPROVING PLACE-TO-PLACE TRANSFER (EXPANSION OF LICENSED PREMISES) OF PLENARY RETAIL CONSUMPTION LICENSE #0507-33-015-012 ISSUED TO THE SURFING PIG, L.L.C. t/a THE SURFING PIG

WHEREAS, N.J.A.C. 13:2-7.2(c) indicates that expansion of licensed premises “shall require a place-to-place (expansion of premises) transfer application;” and

WHEREAS, The Surfing Pig, L.L.C. (“Applicant”) has made application unto the issuing authority of the City of North Wildwood, New Jersey, for a place-to-place transfer (expansion of licensed premises) as shown on the sketch attached to the application regarding Plenary Retail Consumption License #0507-33-015-012, and the required fees and appropriate application for said transfer having been received; and

WHEREAS, said Applicant has and/or is complying with all of the statutory requirements to effect said transfer and the issuing authority having found: (1) that the premises are suitable for said purposes; (2) that the application supplied by the Applicant is complete in all respects; and (3) that the Applicant and the premises are otherwise qualified to be licensed according to statutory, regulatory and local government alcoholic beverage control laws and regulations; and

WHEREAS, Proof of Publication of the necessary advertisement of the notice of said transfer has been received; and

WHEREAS, no objections to the requested transfer have been filed with the City Clerk, and this body is of the opinion that said application for transfer should be granted.

NOW, THEREFORE, BE IT RESOLVED by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey that the place-to-place transfer (expansion of licensed premises) of Plenary Retail Consumption License #0507-33-015-012, as more particularly depicted on the sketch that accompanied the transfer application, be and the same hereby is approved for the place-to-place transfer to extend the licensed premises to include an expansion of premises located at 231 West 10th Avenue, North Wildwood, New Jersey 08260.

BE IT FURTHER RESOLVED that the effective date of the aforementioned transfer is this 20th day of September, 2022.

BE IT FURTHER RESOLVED that the City Clerk, W. Scott Jett, RMC be and he hereby is authorized, empowered and directed to endorse said license to reflect the place-to-place transfer and denote a similar endorsement on the City’s records. Further, said City Clerk shall forward a certified copy of this Resolution, together with any necessary papers and documents, as required, to the Director of the New Jersey Division of Alcoholic Beverage Control.

OFFERED BY: SECONDED BY:

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20th day of September, 2022.

Dated: September 20, 2022 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick Rosenello, Mayor

Table with 2 columns of names (Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, Zampirri) and 4 sub-columns for voting (Aye, Naye, Abstain, Absent).

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

AUTHORIZING APPROVAL OF ITEMS OF REVENUE AND  
APPROPRIATION – 2022 NJ UEZ GRANT FOR  
INFRASTRUCTURE AND REPAIR PROJECT - PURSUANT TO  
N.J.S.A. 40A: 4-87

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount; and

WHEREAS, the City of North Wildwood has received funding in the amount of \$34,097 in grant funds from the 2022 NJ UEZ for Infrastructure and Repair Project.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of North Wildwood, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2022 in the sum of \$34,097 which is now available as a revenue from:

Miscellaneous Revenues – section F:  
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Public and Private Revenues Offset with Appropriations:  
- 2022 NJ UEZ Infrastructure and Repair Project

BE IT FURTHER RESOLVED that the like sum of \$ 34,097 is hereby appropriated under the caption of:  
General Appropriations  
(A) Operations – Excluded from “CAPS”  
Public and Private Programs Offset by Revenues:  
- 2022 NJ UEZ Infrastructure and Repair Project

BE IT FURTHER RESOLVED that the City Clerk will forward one copy of this resolution to the Director of Local Government Services.

OFFERED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_  
STATE OF NEW JERSEY COUNTY OF CAPE MAY  
I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 20<sup>th</sup> day of September, 2022.

Dated: September 20, 2022 Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick T. Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Koehler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									



September 15, 2022  
11:27 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 1

Batch Id: RB1 Batch Type: C Batch Date: 09/20/22 Checking Account: CREST  
Generate Direct Deposit: N

G/L Credit: Budget G/L Credit

Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
<hr/>										
22-02150	09/12/22	01479	AT&T MOBILITY		PO BOX 6463					
		1	City Cell Phones	25.65	2-01-31-440-010		Budget	Aprv	28	1
					TELEPHONE COSTS					
				25.65						
<hr/>										
22-02110	09/06/22	01485	ADMINISTRATIVE ADVANTAGE		PO BOX 13846					
		1	August 2022 Ambulance Billing	2,071.74	2-01-20-132-099		Budget	Aprv	12	1
					AMBULANCE BILLING COSTS					
				2,071.74						
<hr/>										
22-02149	09/12/22	01685	AT & T		PO BOX 5019					
		1	Cybersecurity	1,412.98	2-01-31-440-010		Budget	Aprv	27	1
					TELEPHONE COSTS					
				1,412.98						
<hr/>										
22-02154	09/12/22	01964	AMERIFLEX		PO BOX 871655					
		1	HRA & FSA - Sept 2022	508.25	2-01-23-220-096		Budget	Aprv	31	1
					INSURANCE CONSULTANT COMMISSION					
				508.25						
<hr/>										
22-02128	09/07/22	01993	ADP LLC		PO BOX 842875					
		1	Time and Attendance	13.00	2-01-20-100-036		Budget	Aprv	21	1
					GEN ADM - OFFICE SUPPLIES					
				13.00						
<hr/>										
22-02191	01/04/22	02021	BURLEIGH STORAGE		633 SHUN PIKE					
		1	4th Quarter 2022	4,200.00	2-01-26-290-060		Budget	Aprv	79	1
					PUB WRKS- VEHICLE STORAGE & MAINTENANCE					
				4,200.00						
<hr/>										
22-02115	09/06/22	02324	BARBER CONSULTING SERVICES		32 CENTRAL AVENUE					
		1	Cloud Backup - Rec	125.00	2-01-28-370-053		Budget	Aprv	17	1
					REC CTR - OFFICE EQUIPMENT					
				125.00						
<hr/>										
22-02164	09/13/22	02719	Blaney, Donohue, Weinberg PC		2123 DUNE DRIVE, SUITE 11					
		1	Legal Services	333.50	2-01-20-155-027		Budget	Aprv	56	1
					LEGAL SERV-PROF SERVICES					
22-02187	01/04/22		4th Quarter 2022	18,750.00	2-01-20-155-027		Budget	Aprv	77	1
					LEGAL SERV-PROF SERVICES					
				19,083.50						
<hr/>										
22-02151	09/12/22	03042	CARLSEN GROUP INC, THE		SHORESCAN SOLUTIONS					
		1	ShoreScan Monthly - September	87.00	2-01-20-145-036		Budget	Aprv	29	1
					TAX COL- OFFICE SUPPL					
22-02151	09/12/22	2	ShoreScan Monthly - September	87.00	2-01-20-120-036		Budget	Aprv	30	1
					MUN CLK - OFFICE SUPPLIES					
				174.00						

September 15, 2022  
11:27 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 2

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
<b>09/20/22 03159 COASTAL LANDSCAPING</b>									
22-02139	09/08/22	1 Healthy Lawn Program Install#3	125.03	102-D N, RAILROAD AVE					
				2-01-26-310-021	Budget	Aprv	22	1	
				BLDGS & GRNDS - CONTR SVCS					
22-02181	09/14/22	1 Repair Valve clean diagram	125.00	2-01-26-310-021	Budget	Aprv	70	1	
				BLDGS & GRNDS - CONTR SVCS					
			250.03						
<b>09/20/22 03361 COMCAST</b>									
22-01235	06/08/22	1 849905013018337	177.42	P.O. BOX 70219					
				T-03-56-195-011	Budget	Aprv	3	1	
22-01235	06/08/22	2 8499050120278607	257.28	HEREFORD LIGHTHOUSE TRUST					
				1-01-26-290-036	Budget	Aprv	4	1	
22-01235	06/08/22	3 8499050130074012	9.02	PUB WKS - OFFICE SUPPLIES					
				1-01-20-100-036	Budget	Aprv	5	1	
22-01235	06/08/22	4 8499050130005552	24.10	GEN ADM - OFFICE SUPPLIES					
				2-01-25-240-036	Budget	Aprv	6	1	
22-01301	06/15/22	1 8499050130245679	166.21	POLICE - OFFICE SUPPLIES					
				2-01-25-240-036	Budget	Aprv	7	1	
22-02160	09/13/22	1 849905012 0278607	307.29	POLICE - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	36	1	
22-02160	09/13/22	2 8499-05-013-0112879	209.70	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	37	1	
22-02160	09/13/22	3 8499 05 013 0074012	27.06	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	38	1	
22-02160	09/13/22	4 8499 05 013 0005552	61.12	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	39	1	
22-02160	09/13/22	5 8499 5 013 0137710	335.53	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	40	1	
22-02160	09/13/22	6 8499 05 013 0116193	483.63	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	41	1	
22-02160	09/13/22	7 8499 05 013 0245679	172.21	PUB WKS - OFFICE SUPPLIES					
				2-01-26-290-036	Budget	Aprv	42	1	
			2,230.57	PUB WKS - OFFICE SUPPLIES					
<b>09/20/22 03383 ATLANTIC CITY ELECTRIC</b>									
22-02272	09/15/22	1 STREETS ELECTRIC	15,199.44	P.O. BOX 13610					
				2-01-31-435-010	Budget	Aprv	322	1	
22-02272	09/15/22	2 TRAFFIC ELECTRIC	1,575.22	STREET LIGHTING COSTS					
				2-01-31-436-010	Budget	Aprv	323	1	
22-02272	09/15/22	3 GENERAL ELECTRIC	24,856.57	TRAFFIC LIGHT COSTS					
				2-01-31-430-010	Budget	Aprv	324	1	
			41,631.23	ELECTRICITY COSTS					
<b>09/20/22 03497 CHARLES MARANDINO LLC</b>									
22-02146	11/04/20	2 East 7th Pay 5	30,444.11	233 MAIN AVE					
				C-04-55-818-020	Budget	Aprv	26	1	
			30,444.11	Ordinance 1818-Streets, Roads, Bulkhead					
<b>09/20/22 03669 CARDINAL DOUGHERTY SOCCER ALUM</b>									
22-02158	09/13/22	1 SOCCER HOF BANQUET AD - 1/2 PG	60.00	1338 BLEIGH AVE					
				T-03-56-190-011	Budget	Aprv	34	1	
			60.00	RECREATION CENTER					

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PO #	Enc Date	Item Description			Description				
22-02112	09/06/22	04164 DUFFY STRING BAND 1 July 4 Parade Performance	1,200.00	429 EAST 18TH AVENUE	T-03-56-200-011	Budget	Aprv	13	1
			1,200.00		TOURIST DEVELOPMENT COMMISSION				
22-02108	09/02/22	05128 ERCO CEILINGS OF SOMERS POINT 1 Install ceiling panels NWPD	1,965.00	32 n deseas dr	2-01-26-310-021	Budget	Aprv	11	1
			1,965.00		BLDGS & GRNDS - CONTR SVCS				
22-01141	05/25/22	05171 EMR POWER SYSTEMS, LLC 1 GENERATOR TRANFER SWITCH	6,489.84	P.O. BOX 1420	2-01-26-310-058	Budget	Aprv	1	1
			6,489.84		Buildings&Grounds Other Equip/Supplies				
22-02184	09/14/22	11048 K.O. SPORTS 1 BUCKET CAMP BASKETBALLS	3,150.00	2001 E. MOYAMENSING AVE	T-03-56-190-011	Budget	Aprv	72	1
					RECREATION CENTER				
22-02184	09/14/22	2 BASKETBALLS UPS CHARGE	195.00		T-03-56-190-011	Budget	Aprv	73	1
					RECREATION CENTER				
22-02184	09/14/22	3 MESH JERSEYS	156.00		T-03-56-190-011	Budget	Aprv	74	1
					RECREATION CENTER				
22-02184	09/14/22	4 MESH JERSEYS 2XL	2.00		T-03-56-190-011	Budget	Aprv	75	1
			3,503.00		RECREATION CENTER				
22-01520	07/05/22	12967 LILLISTON HONDA INC 1 Quad	12,241.50	787 N DELSEA DRIVE	2-01-25-240-053	Budget	Aprv	8	1
			12,241.50		POLICE-RENTAL/REPAIR/EQUIP				
22-02195	09/14/22	13224 M. S. BROWN JEWELERS 1	80.00	3304 PACIFIC AVENUE	2-01-25-240-096	Budget	Aprv	82	1
			80.00		POLICE- PHOTO SUPPLIES/INVEST				
22-02157	09/13/22	13949 THE LAWMOWER MAN 1 Repairs to mowers	433.92	601 A SEASHORE ROAD	2-01-26-310-021	Budget	Aprv	33	1
			433.92		BLDGS & GRNDS - CONTR SVCS				
22-02185	09/14/22	15371 PARKMOBILE LLC 1 Pakring User Fees - Aug 2022	25,373.70	ATT A/R	2-01-55-100-033	Budget	Aprv	76	1
			25,373.70		PARK MOBILE TRANSACTION FEES				
22-02199	09/14/22	16332 PIONEER MFG CO INC 1 PAINT FOR SOCCER FIELD	790.00	P.O. BOX 35311	2-01-28-370-058	Budget	Aprv	83	1
					REC CTR-OTHER EQUIP & SUPPLIES				
22-02199	09/14/22	2 S&H	10.00		2-01-28-370-058	Budget	Aprv	84	1
					REC CTR-OTHER EQUIP & SUPPLIES				

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PO #	Enc	Date Item Description			Description				
			800.00						
22-02143	09/09/22	1 16407 THE POLICE AND SHERIFFS PRESS	17.58	P.O. BOX 1489					
				2-01-25-240-036	Budget	Aprv	25	1	
			17.58	POLICE - OFFICE SUPPLIES					
22-02141	09/09/22	1 18011 V.E. RALPH & SON, INC.	169.00	P.O. BOX 633					
				2-01-25-240-058	Budget	Aprv	23	1	
			169.00	POLICE-OTHER EQUIP & SUPPLIES					
22-02270	09/15/22	1 1900060 BARBARA BOWDEN	24.27	127 W 5TH AVENUE					
		REFUND OF CASE #22-43068		2-01-55-100-015	Budget	Aprv	320	1	
			24.27	REFUND MRNA					
22-02189	01/04/22	1 190009 SHORE COUNSELING, LLC	742.62	601 south rt 9					
		4th Quarter 2022		2-01-20-100-028	Budget	Aprv	78	1	
			742.62	GEN ADM - PROF/ CONSULTANT					
22-01150	05/25/22	1 190041 RICK LARRIMORE	1,500.00	20 ALEXANDER DRIVE					
		7/21/2022		2-01-31-420-100	Budget	Aprv	2	1	
			1,500.00	CEL OF PE - ENTERTAINMENT					
22-02155	09/12/22	1 19020 Seaport Pier	3,568.98	2201 Boardwalk					
		NWBP LIFEGUARD DINNER		T-03-56-190-011	Budget	Aprv	32	1	
			3,568.98	RECREATION CENTER					
22-02121	09/07/22	1 19023 SHORE VETERINARIANS ANIMAL	120.00	po box 597					
		August 2022 Call Outs		2-01-27-340-099	Budget	Aprv	20	1	
22-02192	01/04/22	1 4th Quarter 2022	3,300.00	ANIMAL CONTROL COSTS					
				2-01-27-340-099	Budget	Aprv	80	1	
			3,420.00	ANIMAL CONTROL COSTS					
22-02161	09/13/22	1 19216 SOUTH JERSEY GAS CO	43.23	P.O. BOX 6091					
		3478040000		2-01-31-446-010	Budget	Aprv	43	1	
			61.29	NATURAL GAS COSTS					
22-02161	09/13/22	2 4338040000		2-01-31-446-010	Budget	Aprv	44	1	
			61.29	NATURAL GAS COSTS					
22-02161	09/13/22	3 2951140000		2-01-31-446-010	Budget	Aprv	45	1	
			66.75	NATURAL GAS COSTS					
22-02161	09/13/22	4 1920140000		2-01-31-446-010	Budget	Aprv	46	1	
			95.49	NATURAL GAS COSTS					
22-02161	09/13/22	5 4630140000		2-01-31-446-010	Budget	Aprv	47	1	
			176.86	NATURAL GAS COSTS					
22-02161	09/13/22	6 4338040000		2-01-31-446-010	Budget	Aprv	48	1	
				NATURAL GAS COSTS					

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22-02161	09/13/22	7 9379040000	248.67	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	49	1
22-02161	09/13/22	8 4139040000	65.75	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	50	1
22-02161	09/13/22	9 3899040000	32.11	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	51	1
22-02161	09/13/22	10 134010140000	82.97	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	52	1
22-02161	09/13/22	11 2118040000	42.68	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	53	1
22-02161	09/14/22	12 7283140000	58.37	2-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	54	1
			1,035.46					
09/20/22 19664 Stefankiewicz & Belasco LLC				111 e 17th st suite 100				
22-02159	09/13/22	1 PB Solicitor dues	350.00	2-01-21-185-028 PLANNING & ZONING- LEGAL/PROF SERVICES	Budget	Aprv	35	1
22-02178	09/13/22	1 PB Solicitor Escrow	28.00	P-22-4-1 3 ST VINCENT COURT	Project	Aprv	69	1
22-02193	01/01/22	1 4th Quarter 2022	5,000.00	2-01-21-185-028 PLANNING & ZONING- LEGAL/PROF SERVICES	Budget	Aprv	81	1
			5,378.00					
09/20/22 20250 TAYLOR OIL COMPANY				P.O. BOX 974				
22-02040	08/23/22	1 NO LEAD GAS AND DIESEL	4,863.08	2-01-31-460-010 GASOLINE COSTS	Budget	Aprv	9	1
22-02040	08/30/22	4 NO LEAD GAS AND DIESEL	3,461.33	2-01-31-460-010 GASOLINE COSTS	Budget	Aprv	10	1
			8,324.41					
09/20/22 20273 TRINITY CODE INSPECTIONS LLC				735 SHUNPIKE ROAD				
22-02120	09/07/22	1 Electrical Inspctions	4,809.00	T-03-56-150-011 UCC-THIRD PARTY	Budget	Aprv	18	1
22-02120	09/07/22	2 Plumbing Inspections	7,383.00	T-03-56-150-011 UCC-THIRD PARTY	Budget	Aprv	19	1
22-02182	09/14/22	1 2022 Pool Bonding Inspections	6,360.00	T-03-56-150-011 UCC-THIRD PARTY	Budget	Aprv	71	1
			18,552.00					
09/20/22 23225 WB MASON CO INC				P.O. BOX 981101				
22-02114	09/06/22	1 Water Coolers	4.75	2-01-20-130-036 FIN ADM - OFFICE SUPPLIES	Budget	Aprv	14	1
22-02114	09/06/22	2 Water Coolers	0.95	2-01-20-130-036 FIN ADM - OFFICE SUPPLIES	Budget	Aprv	15	1
22-02114	09/06/22	3 Water Coolers	1.90	2-01-20-130-036 FIN ADM - OFFICE SUPPLIES	Budget	Aprv	16	1
			7.60					
09/20/22 23281 CHRISTOPHER J.WINTER SR.				7 MONARCH STREET				
22-02142	09/09/22	1 NJSACOP	450.00	2-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	24	1
			450.00					

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PO #	Enc Date	Item Description		Description					
22-02163	09/13/22	09/20/22 30050 Rachel Eames 1 BUCKETS BBALL CAMP REFUND	70.00	464 Hagen Rd	T-03-56-190-011	Budget	Aprv	55	1
			70.00	RECREATION CENTER					
22-02165	09/13/22	09/20/22 30051 Sean Silvernagle 1	450.00	1 Richard Ct	2-01-25-240-093	Budget	Aprv	57	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02167	09/13/22	09/20/22 30052 Thomas Tran 1 Psych Exam Reimbursement	450.00	1746 Pheasant Hollow Lane	2-01-25-240-093	Budget	Aprv	58	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02168	09/13/22	09/20/22 30053 Thomas Ray 1 Psych Exam Reimbursement	450.00	18-3 Augusta Court	2-01-25-240-093	Budget	Aprv	59	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02169	09/13/22	09/20/22 30054 Noah Clark 1 Psych Exam Reimbursement	450.00	1901 Red Cedar St.	2-01-25-240-093	Budget	Aprv	60	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02170	09/13/22	09/20/22 30055 Brandon Knapp 1 Psych Exam Reimbursement	450.00	6 Stoneybrook Dr.	2-01-25-240-093	Budget	Aprv	61	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02171	09/13/22	09/20/22 30056 Inderpreet Singh 1 Psych Exam Reimbursement	450.00	8 Court St.	2-01-25-240-093	Budget	Aprv	62	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02172	09/13/22	09/20/22 30057 Aaron Romano 1 Psych Exam Reimbursement	450.00	3 Weatherby Rd.	2-01-25-240-093	Budget	Aprv	63	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02173	09/13/22	09/20/22 30058 Jonathan Hoffman 1 Psych Exam Reimbursement	450.00	2317 Corkery Lane	2-01-25-240-093	Budget	Aprv	64	1
			450.00	POLICE - MEDICAL EXPENSES					
22-02174	09/13/22	09/20/22 30059 Dominick Speciale 1 Psych Exam Reimbursement	450.00	855 Valley Brook Ave	2-01-25-240-093	Budget	Aprv	65	1
			450.00	POLICE - MEDICAL EXPENSES					
		09/20/22 30060 Dominic Haid		6 Saunders Lane					

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PO #	Enc Date	Item Description		Description					
22-02175	09/13/22	1 Psych Exam Reimbursement	450.00	2-01-25-240-093	Budget	Aprv	66	1	
			450.00	POLICE - MEDICAL EXPENSES					
	09/20/22	30061 Chris Johnson		115 W. Aster Road					
22-02176	09/13/22	1 Psych Exam Reimbursement	450.00	2-01-25-240-093	Budget	Aprv	67	1	
			450.00	POLICE - MEDICAL EXPENSES					
	09/20/22	30062 Mitchell Calloway		251 N. Main St. #2532					
22-02177	09/13/22	1 Psych Exam Reimbursement	450.00	2-01-25-240-093	Budget	Aprv	68	1	
			450.00	POLICE - MEDICAL EXPENSES					
	09/20/22	30063 Horizon Abstract		333 West Baltimore Ave					
22-02271	09/15/22	1 BLK 171 LOT 5	835.14	2-01-55-100-002	Budget	Aprv	321	1	
			835.14	REAL ESTATE TAX REFUNDS					
	09/20/22	02188 BANK OF AMERICA		P.O. BOX 15731					
22-02200	08/29/22	1 desc here	181.88	2-01-25-252-058	Budget	Aprv	85	1	
				EM MGT -OTHER EQUIP & SUPPLIES					
22-02201	08/24/22	1 2220808482 HELMETS	665.00	2-01-25-267-042	Budget	Aprv	86	1	
				FIRE/SFTY/BUR-EDUC & TRAINING					
22-02202	08/02/22	1 565837409980 WATER	335.16	2-01-25-265-036	Budget	Aprv	87	1	
				FIRE - OFFICE SUPPLIES					
22-02202	08/04/22	2 WATER BOTTLES FOR CONCERTS AT	7.98	2-01-28-370-036	Budget	Aprv	88	1	
				REC CTR - OFFICE SUPPLIES					
22-02203	08/15/22	1 S4379689.002 GASKETS	16.81	2-01-28-370-058	Budget	Aprv	89	1	
				REC CTR-OTHER EQUIP & SUPPLIES					
22-02203	08/22/22	2 S4384184.002 SUPPLIES	133.52	2-01-28-370-058	Budget	Aprv	90	1	
				REC CTR-OTHER EQUIP & SUPPLIES					
22-02203	08/23/22	3 S4384744.002 BRASS BUSHING AND	13.89	2-01-28-370-058	Budget	Aprv	91	1	
				REC CTR-OTHER EQUIP & SUPPLIES					
22-02203	08/25/22	4 S43862488.002 WD-40, COUPLINGS	32.82	2-01-28-370-058	Budget	Aprv	92	1	
				REC CTR-OTHER EQUIP & SUPPLIES					
22-02204	07/31/22	1 113-8339088-0432242 NOSEBLEED	13.80	2-01-28-370-058	Budget	Aprv	93	1	
				REC CTR-OTHER EQUIP & SUPPLIES					
22-02204	07/31/22	2 113-8339088-0432242 STATIONERY	19.42	2-01-28-370-036	Budget	Aprv	94	1	
				REC CTR - OFFICE SUPPLIES					
22-02204	07/30/22	3 Amazon Legal Pads	16.65	2-01-20-100-036	Budget	Aprv	95	1	
				GEN ADM - OFFICE SUPPLIES					
22-02204	07/31/22	4 113-2890109-6263436 WIRE FILE	12.99	2-01-28-370-036	Budget	Aprv	96	1	
				REC CTR - OFFICE SUPPLIES					
22-02204	07/31/22	5 111-7266741-9719435 ANTIBACTER	39.18	2-01-28-370-035	Budget	Aprv	97	1	
				REC CTR - JANITORIAL SUPPLIES					
22-02204	08/02/22	6 AMZN Mktp US - Credit	53.17	2-01-43-490-036	Budget	Aprv	98	1	
				MUN CT - OFFICE SUPPLIES					
22-02204	08/02/22	7 AMZN Mktp US - Credit	74.97	2-01-43-490-036	Budget	Aprv	99	1	
				MUN CT - OFFICE SUPPLIES					
22-02204	08/02/22	8 AMZN Mktp US - Credit	29.99	2-01-43-490-036	Budget	Aprv	100	1	
				MUN CT - OFFICE SUPPLIES					

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22-02204	08/02/22	9 AMZN Mktp US - Credit	59.98-	2-01-43-490-036	Budget	Aprv	101	1
22-02204	08/09/22	10 Inner tubes for lawnmower tire	115.20	MUN CT - OFFICE SUPPLIES 2-01-26-310-058	Budget	Aprv	102	1
22-02204	08/11/22	11 Post it Notes	44.19	Buildings&Grounds Other Equip/Supplies 2-01-20-100-036	Budget	Aprv	103	1
22-02204	08/14/22	12 Drain brush/hose pipe for BG	8.90	GEN ADM - OFFICE SUPPLIES 2-01-26-310-058	Budget	Aprv	104	1
22-02204	08/14/22	13 Elastic hose pipe/brush cleane	35.70	Buildings&Grounds Other Equip/Supplies 2-01-26-310-058	Budget	Aprv	105	1
22-02204	08/15/22	14 12 pack oil Filters B&G	45.99	Buildings&Grounds Other Equip/Supplies 2-01-26-310-058	Budget	Aprv	106	1
22-02204	08/17/22	15 112-9028786-1381068 PART FOR	16.99	Buildings&Grounds Other Equip/Supplies 2-01-28-370-058	Budget	Aprv	107	1
22-02204	08/17/22	16 112-9028786-1381068 AC/DC ADAP	11.90	REC CTR-OTHER EQUIP & SUPPLIES 2-01-28-370-036	Budget	Aprv	108	1
22-02204	08/23/22	17 112-7141188-3382663 STEEL HEX	23.17	REC CTR - OFFICE SUPPLIES 2-01-28-370-058	Budget	Aprv	109	1
22-02204	08/28/22	18 Description Here	25.95	REC CTR-OTHER EQUIP & SUPPLIES 2-01-25-240-036	Budget	Aprv	110	1
22-02204	08/27/22	19 112-6157580-3380250 HEX NUTS A	41.69	POLICE - OFFICE SUPPLIES 2-01-28-370-058	Budget	Aprv	111	1
22-02204	08/26/22	20 Description Here	38.38	REC CTR-OTHER EQUIP & SUPPLIES 2-01-25-240-036	Budget	Aprv	112	1
22-02204	08/26/22	21 Description Here	48.01	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	113	1
22-02204	08/30/22	22 Description Here	86.99	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	114	1
22-02205	08/12/22	1 92484 - Service	365.50	POLICE - OFFICE SUPPLIES 2-01-26-290-058	Budget	Aprv	115	1
22-02206	08/30/22	1 402834 - Handicap Stencil	224.88	PUB WKS - OTHER EQUIP & SUPPL 2-01-26-290-094	Budget	Aprv	116	1
22-02207	08/05/22	1 UJ3PQ4LKF AED PADS	232.00	PUB WKS-PAVING & REP OF STS 2-01-25-265-094	Budget	Aprv	117	1
22-02208	08/29/22	1 Description Here	68.61	FIRE - MEDICAL SUPPLIES 2-01-25-240-036	Budget	Aprv	118	1
22-02209	08/16/22	1 319081-319172-319186 - Repairs	8,508.72	POLICE - OFFICE SUPPLIES 2-01-26-290-027	Budget	Aprv	119	1
22-02210	08/12/22	1 CAR WASH FOR FORD ESCAPE	14.06	PUB WKS MAINT CITY FLEET UNDER 1 TON 2-01-28-370-026	Budget	Aprv	120	1
22-02211	08/03/22	1 Supplies for NWPD	120.96	REC CNTR- MAINT OF OTHER EQUIP 2-01-26-310-054	Budget	Aprv	121	1
22-02211	08/04/22	2 NWPD electrical supplies	49.60	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-054	Budget	Aprv	122	1
22-02211	08/08/22	3 Supplies for Old NJ Avenue	143.16	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-054	Budget	Aprv	123	1
22-02211	08/08/22	4 Elec.supplies for 22nd St Boar	30.02	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-054	Budget	Aprv	124	1
22-02211	08/09/22	5 Electrical supplies for 22nd B	290.32	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-054	Budget	Aprv	125	1
22-02211	08/16/22	6 Electrical supplies for 22nd &	282.10	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-054	Budget	Aprv	126	1



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22-02211	08/15/22	7 Electrical supplies for 22nd s	15.47	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	127	1
22-02211	08/15/22	8 Electrical Supplies	158.24	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	128	1
22-02211	08/15/22	9 Supplies for 22nd St Boardwalk	390.34	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	129	1
22-02211	08/22/22	10 Electric supplies for NWPD	48.43	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	130	1
22-02211	08/23/22	11 Electrical supplies for NWPD n	150.84	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	131	1
22-02211	08/25/22	12 Electrical Stock	123.27	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	132	1
22-02211	08/29/22	13 Electrical supplies for NWPD	248.00	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	133	1
22-02212	08/16/22	1 757038-00 - Rear Axle Rotor	352.22	2-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	134	1
22-02213	08/18/22	1 305752339 BASKETBALLS	616.26	2-01-28-370-065 REC CTR - REC PROGRAM EQUIP & supplies	Budget	Aprv	135	1
22-02213	08/18/22	2 305752310 BASKETBALLS AND BASK	837.24	2-01-28-370-065 REC CTR - REC PROGRAM EQUIP & supplies	Budget	Aprv	136	1
22-02213	08/05/22	3 305514503 CENTER STRAPS FOR TE	101.65	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	137	1
22-02213	08/05/22	4 917741818 KWIK LOCK NET CLIPS	35.31	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	138	1
22-02214	08/27/22	1 Comcast Billing	1,050.68	2-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	139	1
22-02214	08/27/22	2 Comcast Billing	271.30	2-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	140	1
22-02214	08/27/22	3 Comcast Billing	492.37	2-01-25-252-036 EM MGT- OFFICE SUPPLIES	Budget	Aprv	141	1
22-02214	08/27/22	4 Comcast Billing	258.26	2-01-25-252-036 EM MGT- OFFICE SUPPLIES	Budget	Aprv	142	1
22-02214	08/27/22	5 Comcast Billing	409.41	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	143	1
22-02214	08/27/22	6 Comcast Billing	1,630.96	2-01-26-290-036 PUB WKS - OFFICE SUPPLIES	Budget	Aprv	144	1
22-02214	08/10/22	7 Lighthouse	542.59	T-03-56-195-011 HEREFORD LIGHTHOUSE TRUST	Budget	Aprv	145	1
22-02215	08/19/22	1 Binder labels 2022 &23	433.24	2-01-43-490-023 MUN CT - PRINTING	Budget	Aprv	146	1
22-02216	08/04/22	1 Split rail and posts for beach	480.39	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	147	1
22-02217	08/09/22	1 66216 - Mirror	136.65	2-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	148	1
22-02218	08/11/22	1 Supplies for B&G	9.99	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	149	1
22-02219	08/24/22	1 Lighting for NWPD	30.16	2-01-26-310-054 BLDGS & GRNDS-ELEC LTG/EQUIP	Budget	Aprv	150	1
22-02220	08/11/22	1 DKH-1211103 CHEMICALS FOR SENI	164.12	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	151	1
22-02220	08/11/22	2 DKH-1211103 CREDIT FOR TAX	10.20-	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	152	1

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22-02220	08/16/22	3 DKH-1211103 CREDIT FOR RETURN	153.92-	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	153	1
22-02221	08/18/22	1 PAYPAL NJAFM - Purchase	385.00	2-01-21-185-041 PLANNING & ZONING - CONF & MEETINGS	Budget	Aprv	154	1
22-02221	08/18/22	2 PAYPAL NJAFM - Purchase	385.00	2-01-21-185-041 PLANNING & ZONING - CONF & MEETINGS	Budget	Aprv	155	1
22-02222	08/01/22	1 ESO-83561 AUGUST MONTHLY FEE	111.00	2-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	156	1
22-02223	08/12/22	1 34516+34833 - Stumps&Tree Part	56.50	2-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	157	1
22-02224	07/29/22	1 1820662 WAREWASH RINSE FOR DIS	136.90	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	158	1
22-02225	08/17/22	1 300004807 Gov Finance Officer	90.00	2-01-20-130-044 FIN ADM - PROF ASSOC DUES	Budget	Aprv	159	1
22-02225	08/17/22	2 300004808 Gov Finance Officer	90.00	2-01-20-130-044 FIN ADM - PROF ASSOC DUES	Budget	Aprv	160	1
22-02226	08/16/22	1 82758+83645 - Parts	417.51	2-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	161	1
22-02227	08/12/22	1 9356132770 - Transmission Supp	36.20	2-01-26-290-027 PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	162	1
22-02228	07/29/22	1 137352 DISH WASHING DETERBENT	155.92	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	163	1
22-02228	08/07/22	2 137352 CREDIT FOR DISH WASHING	155.92-	2-01-28-370-026 REC CNTR- MAINT OF OTHER EQUIP	Budget	Aprv	164	1
22-02229	08/01/22	1 Herald Yearly Subscription	50.00	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	165	1
22-02229	08/10/22	2 Herald Legal Ads	925.69	2-01-20-120-021 MUN CLK- LEGAL ADVERTISING	Budget	Aprv	166	1
22-02229	08/23/22	3 Herald Legal Ads	282.50	2-01-20-120-021 MUN CLK- LEGAL ADVERTISING	Budget	Aprv	167	1
22-02230	07/28/22	1 Supplies for Parks Dept.	215.21	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	168	1
22-02230	08/02/22	2 Parks Dept	27.78	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	169	1
22-02230	08/02/22	3 Supplies Parks Department	96.84	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	170	1
22-02230	08/03/22	4 Office Supplies	34.10	2-01-20-120-053 MUN CLK- OFFICE EQUIPMENT	Budget	Aprv	171	1
22-02230	08/05/22	5 H0943184661 - Bottled Water Fr	527.26	2-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	172	1
22-02230	08/04/22	6 Supplies for NWPD	162.24	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	173	1
22-02230	08/04/22	7 89113 - Supplies	111.60	2-01-26-290-055 PUB WKS-PLBING/AC/HTG EQUIP	Budget	Aprv	174	1
22-02230	08/09/22	8 77022 - Supplies	75.16	2-01-26-290-094 PUB WKS-PAVING & REP OF STS	Budget	Aprv	175	1
22-02230	08/10/22	9 Supplies for NWPD	129.00	2-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	176	1
22-02230	08/10/22	10 ROAP FOR BOAT RAMP	42.50	2-01-28-370-058 REC CTR-OTHER EQUIP & SUPPLIES	Budget	Aprv	177	1
22-02230	08/13/22	11 90199 - Supplies	259.30	2-01-26-290-094 PUB WKS-PAVING & REP OF STS	Budget	Aprv	178	1

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22-02230	08/12/22	12 Credit Home Depot	129.00-	2-01-26-310-058	Budget	Aprv	179	1
22-02230	08/11/22	13 PUMP FOR SKATE PARK	149.00	Buildings&Grounds Other Equip/Supplies 2-01-28-370-058	Budget	Aprv	180	1
22-02230	08/12/22	14 Supplies for NWPD	148.28	REC CTR-OTHER EQUIP & SUPPLIES 2-01-26-310-058	Budget	Aprv	181	1
22-02230	08/16/22	15 Supplies for boardwalk	55.92	Buildings&Grounds Other Equip/Supplies 2-01-26-310-054	Budget	Aprv	182	1
22-02230	08/18/22	16 Supplies for NWPD	38.92	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-058	Budget	Aprv	183	1
22-02230	08/19/22	17 05054 - supplies	177.78	Buildings&Grounds Other Equip/Supplies 2-01-26-290-094	Budget	Aprv	184	1
22-02230	08/22/22	18 Supplies for NWPD jail office	63.30	PUB WKS-PAVING & REP OF STS 2-01-26-310-058	Budget	Aprv	185	1
22-02230	08/22/22	19 PVC PIPE AND OTHER EQUIPMENT	49.85	Buildings&Grounds Other Equip/Supplies 2-01-28-370-065	Budget	Aprv	186	1
22-02230	08/23/22	20 20246 - Ant Bait	11.94	REC CTR - REC PROGRAM EQUIP & supplies 2-01-26-290-058	Budget	Aprv	187	1
22-02230	08/24/22	21 19584 - Supplies	154.12	PUB WKS - OTHER EQUIP & SUPPL 2-01-26-290-094	Budget	Aprv	188	1
22-02230	08/24/22	22 Supplies for NWPD	80.01	PUB WKS-PAVING & REP OF STS 2-01-26-310-058	Budget	Aprv	189	1
22-02230	08/29/22	23 Allen Park electrical supplies	8.48	Buildings&Grounds Other Equip/Supplies 2-01-26-310-054	Budget	Aprv	190	1
22-02231	08/09/22	1 Supplies hardware for Boardwal	3,627.20	BLDGS & GRNDS-ELEC LTG/EQUIP 2-01-26-310-038	Budget	Aprv	191	1
22-02232	08/11/22	1 Trash receptacle for NWPD/Cour	1,775.00	BLDGS & GRNDS-HDWRE/MINOR TOOLS 2-01-26-310-058	Budget	Aprv	192	1
22-02233	08/05/22	1 30231 - Supplies	164.14	Buildings&Grounds Other Equip/Supplies 2-01-26-290-038	Budget	Aprv	193	1
22-02234	08/17/22	1 IAAI - Purchase	145.00	PUB WKS-GEN HDWR & MINOR TOOLS 2-01-25-267-044	Budget	Aprv	194	1
22-02235	08/11/22	1 Laminator	331.04	FIRE SFTY/BUR-PROF ASSN DUES 2-01-20-120-053	Budget	Aprv	195	1
22-02236	08/19/22	1 Softball shirts	900.00	MUN CLK- OFFICE EQUIPMENT 2-01-20-100-036	Budget	Aprv	196	1
22-02236	08/15/22	2 7983 SHIRTS FOR JR. LIFEGUARDS	833.70	GEN ADM - OFFICE SUPPLIES T-03-56-190-014	Budget	Aprv	197	1
22-02237	08/12/22	1 634782 - Repair	1,021.73	REC TRUST-JUNIOR LIFEGUARDS 2-01-26-290-027	Budget	Aprv	198	1
22-02238	08/03/22	1 REFUND ON BASKETBALLS	960.00-	PUB WKS MAINT CITY FLEET UNDER 1 TON T-03-56-190-011	Budget	Aprv	199	1
22-02239	08/16/22	1 72055179 - Rentals	130.00	RECREATION CENTER 2-01-26-290-030	Budget	Aprv	200	1
22-02240	08/12/22	1 19-98682+19-99464 - Tires	2,368.30	PUB WKS CHEMICALS AND GASES 2-01-26-290-025	Budget	Aprv	201	1
22-02241	08/15/22	1 Paint for NWPD	224.20	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-310-058	Budget	Aprv	202	1
22-02241	08/22/22	2 Paint supplies for NWPD	64.05	Buildings&Grounds Other Equip/Supplies 2-01-26-310-058	Budget	Aprv	203	1
22-02242	08/23/22	1 MEDALS AND CHAMPIONSHIP CUP FO	380.00	Buildings&Grounds Other Equip/Supplies 2-01-28-380-098	Budget	Aprv	204	1
				LIFGDS - RACES, TROPHIES, ETC.				

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22-02242	08/23/22	2 NWBP AWARDS	206.00	2-01-28-380-098	Budget	Aprv	205	1	
22-02242	08/23/22	3 AWARDS FOR AROUND THE ISLAND R	320.99	2-01-28-380-098	Budget	Aprv	206	1	
22-02242	08/26/22	4 PLAQUE FOR LEW	148.00	2-01-25-265-036	Budget	Aprv	207	1	
22-02243	08/22/22	1 1704417 TURNOUT GEAR SULLIVAN	6,360.00	2-01-25-265-056	Budget	Aprv	208	1	
22-02244	08/22/22	1 83510950 - Screws	22.90	2-01-26-290-025	Budget	Aprv	209	1	
22-02245	08/09/22	1 Nov 2022 NJSLOM Conf	180.00	2-01-20-120-041	Budget	Aprv	210	1	
22-02245	08/11/22	2 NJLM Registration League Confe	180.00	2-01-20-145-041	Budget	Aprv	211	1	
22-02245	08/30/22	3 Description Here	180.00	2-01-22-195-042	Budget	Aprv	212	1	
22-02246	08/25/22	1 914570 NRPA DUES - JEAN GOLDEN	175.00	2-01-28-370-044	Budget	Aprv	213	1	
22-02246	08/25/22	2 277142 CPRP LEARNING PACK	455.00	2-01-28-370-042	Budget	Aprv	214	1	
22-02247	08/12/22	1 August 2022 - EZ Pass	100.00	2-01-26-290-058	Budget	Aprv	215	1	
22-02248	08/23/22	1 newspapers.com	74.90	2-01-20-120-021	Budget	Aprv	216	1	
22-02249	08/10/22	1 NJLM Registration	1,677.76	2-01-20-145-041	Budget	Aprv	217	1	
22-02250	08/30/22	1 143506 - Power Step	1,949.00	2-01-26-290-025	Budget	Aprv	218	1	
22-02251	08/03/22	1 00035815 - Supplies	808.38	2-01-26-290-052	Budget	Aprv	219	1	
22-02251	08/08/22	2 Refrigerator for B&G Dept.	650.00	2-01-26-310-058	Budget	Aprv	220	1	
22-02251	08/15/22	3 00036620 CLEANING PRODUCTS	154.74	2-01-28-370-035	Budget	Aprv	221	1	
22-02251	08/18/22	4 00036946 - Supplies	327.34	2-01-26-290-052	Budget	Aprv	222	1	
22-02252	08/17/22	1 31363 REPAIR TO WAVERUNNER	65.00	2-01-28-380-058	Budget	Aprv	223	1	
22-02252	08/17/22	2 MINI PUMP SET AND SLOW HARDENE	91.15	2-01-28-380-058	Budget	Aprv	224	1	
22-02252	08/26/22	3 31493 REPAIRS TO JET SKI	150.00	2-01-28-380-058	Budget	Aprv	225	1	
22-02253	08/24/22	1 441998 PULSE OXIMETER	59.95	2-01-28-380-096	Budget	Aprv	226	1	
22-02254	08/16/22	1 9-15&10-7 - Training	120.00	2-01-26-290-042	Budget	Aprv	227	1	
22-02255	08/15/22	1 desc here	760.00	2-01-20-150-028	Budget	Aprv	228	1	
22-02255	08/15/22	2 desc here	760.00	2-01-20-150-028	Budget	Aprv	229	1	
22-02255	08/15/22	3 desc here	760.00	2-01-20-150-028	Budget	Aprv	230	1	

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22-02256	08/01/22	1 01654116 AUGUST CYLINDER RENT	44.95	2-01-25-265-094	Budget	Aprv	231	1
22-02256	08/12/22	2 01650464-01654753 - Rentals	350.75	FIRE - MEDICAL SUPPLIES 2-01-26-290-030	Budget	Aprv	232	1
22-02257	08/03/22	1 MULCH FOR BILL HENFEY PARK	15.54	PUB WKS CHEMICALS AND GASES 2-01-28-370-058	Budget	Aprv	233	1
22-02258	08/12/22	1 77321-11525 - Clothing Allowan	1,071.40	REC CTR-OTHER EQUIP & SUPPLIES 2-01-26-290-043	Budget	Aprv	234	1
22-02259	07/29/22	1 Line Item Summary	80.79	PUB WKS - UNIFORM ALLOWANCE 2-01-25-240-036	Budget	Aprv	235	1
22-02259	07/29/22	2 BIC ROUND STIC XTRALIFE BA EA	4.00	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	236	1
22-02259	07/29/22	3 PILOT G2 RETRACTABLE GEL P EA	12.42	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	237	1
22-02259	07/29/22	4 TST IMPRESO NRC ROLL WHIT EA	5.61	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	238	1
22-02259	07/29/22	5 STAPLES 50816 8X DVDR DL S EA	31.63	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	239	1
22-02259	07/29/22	6 BIC WITEOUT EZ CORRECT COR EA	11.21	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	240	1
22-02259	07/29/22	7 BIC ROUND STIC XTRALIFE BA EA	4.40	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	241	1
22-02259	07/29/22	8 TICONDEROGA BEGINNERS WOOD EA	11.52	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	242	1
22-02259	07/29/22	9 STAPLES DIRECT - Purchase	80.79-	POLICE - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	243	1
22-02259	08/12/22	10 office supplies	52.22	POLICE - OFFICE SUPPLIES 2-01-20-120-036	Budget	Aprv	244	1
22-02259	08/28/22	11 Description Here	316.38	MUN CLK - OFFICE SUPPLIES 2-01-25-240-036	Budget	Aprv	245	1
22-02260	08/09/22	1 Lighthouse	261.50	POLICE - OFFICE SUPPLIES T-03-56-195-011	Budget	Aprv	246	1
22-02261	08/20/22	1 2023 Tulip Daffodil order	1,131.14	HEREFORD LIGHTHOUSE TRUST 2-01-26-310-066	Budget	Aprv	247	1
22-02262	07/31/22	1 ???? Credit - Core Deposit	18.00-	BLDGS & GRNDS LANDSCAPING 2-01-26-290-025	Budget	Aprv	248	1
22-02262	08/01/22	2 326799 - 10w30	89.85	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-290-025	Budget	Aprv	249	1
22-02262	08/01/22	3 326816 - Pre Mix & Blue Def	213.45	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-290-025	Budget	Aprv	250	1
22-02262	08/01/22	4 326798 - oil & Air Filters	110.94	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-290-025	Budget	Aprv	251	1
22-02262	08/01/22	5 326845 - 10w30	89.85	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-290-025	Budget	Aprv	252	1
22-02262	08/01/22	6 1619-326836 ABSORBENT	104.10	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-25-265-026	Budget	Aprv	253	1
22-02262	08/02/22	7 326881 - oil & Air Filters	221.88	FIRE - EQUIPMENT MAINT 2-01-26-290-025	Budget	Aprv	254	1
22-02262	08/03/22	8 326992 - Coil Spring Compress	49.99	PUB WKS-MAINT OF VEHICLES UNDER 1 TON 2-01-26-290-026	Budget	Aprv	255	1
22-02262	08/04/22	9 327040 - Sensor Rotor & Pads	1,461.04	PUB WKS-MAINT OF EQUIPT OVER 1 TON 2-01-26-290-026	Budget	Aprv	256	1
				PUB WKS-MAINT OF EQUIPT OVER 1 TON				

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22-02262	08/07/22	10 327235 -Spark Plug & Wire Set	55.04-	2-01-26-290-025	Budget	Aprv	257	1
22-02262	08/08/22	11 327267 - Cabin Air Filter	13.65	2-01-26-290-026	Budget	Aprv	258	1
22-02262	08/08/22	12 327304 - Core Deposit & Batter	150.57	2-01-26-290-025	Budget	Aprv	259	1
22-02262	08/09/22	13 327347 - Spark Plugs & Air Fil	26.70	2-01-26-290-025	Budget	Aprv	260	1
22-02262	08/13/22	14 327626 - Oil Filters	42.64	2-01-26-290-025	Budget	Aprv	261	1
22-02262	08/15/22	15 327693 - Towels	65.70	2-01-26-290-025	Budget	Aprv	262	1
22-02262	08/15/22	16 327725 - Ignition Coil	56.43	2-01-26-290-026	Budget	Aprv	263	1
22-02262	08/15/22	17 327726 - Spark Plug & wire Kit	231.98	2-01-26-290-025	Budget	Aprv	264	1
22-02262	08/15/22	18 327752 - Linkage	10.88	2-01-26-290-025	Budget	Aprv	265	1
22-02262	08/15/22	19 327697 - Spark Plug & wire Set	137.45	2-01-26-290-025	Budget	Aprv	266	1
22-02262	08/15/22	20 327730 - Fuel Injector + Conne	208.05	2-01-26-290-027	Budget	Aprv	267	1
22-02262	08/16/22	21 327787 - Shift Tube	92.50	2-01-26-290-027	Budget	Aprv	268	1
22-02262	08/16/22	22 327819 - Air Filter	45.26	2-01-26-290-026	Budget	Aprv	269	1
22-02262	08/16/22	23 327783 - Control Arm Core Depos	684.42-	2-01-26-290-025	Budget	Aprv	270	1
22-02262	08/16/22	24 327766 - solenoid	74.85	2-01-26-290-025	Budget	Aprv	271	1
22-02262	08/16/22	25 327798 - 10W40	76.60	2-01-26-290-025	Budget	Aprv	272	1
22-02262	08/17/22	26 327842 - Air Filters	104.74	2-01-26-290-025	Budget	Aprv	273	1
22-02262	08/17/22	27 327841 - Lever Pin & Shift Act	57.16	2-01-26-290-026	Budget	Aprv	274	1
22-02262	08/17/22	28 327857 - Spark Plug & wire Set	102.16	2-01-26-290-025	Budget	Aprv	275	1
22-02262	08/18/22	29 327931 - Fuel oil Mix	23.96	2-01-26-290-025	Budget	Aprv	276	1
22-02262	08/18/22	30 327946 - Spark Plugs Wire Sets	502.63-	2-01-26-290-026	Budget	Aprv	277	1
22-02262	08/18/22	31 327947 - Regulator	88.15	2-01-26-290-025	Budget	Aprv	278	1
22-02262	08/19/22	32 328041 - Air Flow Sensor	115.00	2-01-26-290-025	Budget	Aprv	279	1
22-02262	08/19/22	33 328000 - Crimson 2 GRS Cartr	45.90	2-01-26-290-025	Budget	Aprv	280	1
22-02262	08/19/22	34 328018 - Regulator - Credit	88.15-	2-01-26-290-025	Budget	Aprv	281	1
22-02262	08/19/22	35 327985 - Fuel oil Mix	35.94	2-01-26-290-025	Budget	Aprv	282	1

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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
22-02262	08/20/22	36 328064 - Supplies	432.64	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	283	1
22-02262	08/22/22	37 328105 - Fuel Filter	13.16	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	284	1
22-02262	08/22/22	38 328098 - Fuel & Air Filters	179.80	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	285	1
22-02262	08/23/22	39 328173 - Fuel Filter	59.60	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	286	1
22-02262	08/24/22	40 328240 - Marine Grease	85.20	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	287	1
22-02262	08/26/22	41 328426 - Arm Pullers	168.41	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	288	1
22-02262	08/29/22	42 328504 - Sway Bar Link	81.08	2-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	289	1
22-02263	07/29/22	1 Trash Baskets for Beach	220.77	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	290	1
22-02263	08/01/22	2 Tax Refund	13.72	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	291	1
22-02264	08/29/22	1 Monthly Pest Inspection July &	737.00	2-01-26-310-021 BLDGS & GRNDS - CONTR SVCS	Budget	Aprv	292	1
22-02265	08/02/22	1 582214529292950 -Games - Natio	46.88	2-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	293	1
22-02265	08/06/22	2 2000100-93316402 DELIVERY CHAR	7.00	2-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	294	1
22-02265	08/05/22	3 200100-93316402 WATER	26.76	2-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	295	1
22-02265	08/05/22	4 200100-93316402 DELIVERY CHARG	7.95	2-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	296	1
22-02265	08/23/22	5 462235518687483 - Batteries	21.88	2-01-26-290-038 PUB WKS-GEN HDWR & MINOR TOOLS	Budget	Aprv	297	1
22-02265	08/05/22	6 200100-93316402 CANDY FOR TRUN	32.70	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	298	1
22-02265	08/18/22	7 2000101-42137386 FISHING POLE	118.00	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	299	1
22-02265	08/20/22	8 2000101-18881 PRIZES FOR NW SU	454.68	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	300	1
22-02265	08/20/22	9 2000101-48518881 PRIZES FOR NW	193.38	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	301	1
22-02265	08/22/22	10 2000101-48518881 PRIZES FOR NW	56.97	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	302	1
22-02266	08/02/22	1 WB Mason Co - Purchase	22.35	2-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	303	1
22-02266	08/05/22	2 WB Mason Co - Purchase	75.99	2-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	304	1
22-02266	08/08/22	3 WB Mason Office Supplies	33.78	2-01-20-145-036 TAX COL- OFFICE SUPPL	Budget	Aprv	305	1
22-02266	08/11/22	4 Label Tape	26.98	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	306	1
22-02266	08/22/22	5 Coffee	65.12	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	307	1
22-02266	08/24/22	6 Water Jugs for Police Departme	44.70	2-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	308	1

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22-02266	08/24/22	7 Water and Cups	228.77	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	309	1
22-02266	08/24/22	8 Office Supplies	257.42	2-01-26-310-036 BLDGS & GRNDS- OFFICE SUPPL	Budget	Aprv	310	1
22-02266	08/24/22	9 Post It Note Holder	3.58	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	311	1
22-02266	08/26/22	10 Water Jugs - Police Department	31.29	2-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	312	1
22-02266	08/30/22	11 Water Bottles	104.85	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	313	1
22-02266	08/30/22	12 Description Here	44.70	2-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	314	1
22-02266	08/30/22	13 water	22.35	2-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	315	1
22-02267	08/19/22	1 Monthly Subscription	29.98	2-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	316	1
22-02268	08/05/22	1 265S027794022 - Clear Trash Ba	1,063.65	2-01-26-290-052 PUB WKS-JANITORIAL EQUIP	Budget	Aprv	317	1
22-02268	08/19/22	2 17162109 DISHWASHER DETERGENT	107.68	2-01-28-370-035 REC CTR - JANITORIAL SUPPLIES	Budget	Aprv	318	1
22-02269	08/17/22	1 125763 - Part	90.36	2-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	319	1
			65,471.10					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	51	324	269,283.18

There are NO errors or warnings in this listing.



Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	266.30	0.00	0.00	266.30
	2-01	209,742.89	0.00	0.00	209,742.89
	C-04	30,444.11	0.00	0.00	30,444.11
	T-03	28,801.88	0.00	0.00	28,801.88
Total Of All Funds:		<u>269,255.18</u>	<u>0.00</u>	<u>0.00</u>	<u>269,255.18</u>

Project Description	Project No.	Project Total
3 ST VINCENT COURT	P-22-4-1	28.00
Total of All Projects:		<u>28.00</u>

G/L Posting Summary

Account	Description	Debits	Credits
2-01-101-01-100-011	CASH-CURRENT FUND	2,109.90	212,119.09
2-01-192-08-000-000	ANTICIPATED REVENUES	25,373.70	0.00
2-01-194-16-000-000	MISC REVENUE NOT ANTICIPATED	24.27	0.00
2-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	185,619.68	2,109.90
2-01-203-20-000-000	APPROPRIATION RESERVES	266.30	0.00
2-01-205-55-101-002	TAX OVERPAYMENTS	<u>835.14</u>	<u>0.00</u>
	Totals for Fund 2-01 :	214,228.99	214,228.99
2-03-101-01-000-009	CASH - UCC -THIRD PARTY	0.00	18,552.00
2-03-101-01-000-012	CASH-DEVELOPER DEPOSITS	0.00	28.00
2-03-101-01-000-024	CASH - RECREATION CTR TRUST FD	960.00	8,194.67
2-03-101-01-000-026	CASH - HEREFORD LIGHTHOUSE FD	0.00	981.51
2-03-101-01-000-027	CASH-RECREATION TRUST-JR LIFEGUARDS	0.00	833.70
2-03-101-01-000-028	CASH - TOURIST DEV COMMISSION	0.00	1,200.00
2-03-286-56-854-802	RES FOR UCC - THIRD PARTY	18,552.00	0.00
2-03-286-56-856-801	RESERVE FOR DEVELOPERS DEPOSIT	28.00	0.00
2-03-286-56-862-801	RESERVE FOR RECREATION CTR	8,194.67	960.00
2-03-286-56-863-801	RESERVE FOR HEREFORD LIGHTHSE	981.51	0.00
2-03-286-56-863-804	RESERVE FOR RECREATION-JR LIFEGUARDS	833.70	0.00
2-03-286-56-864-801	RESERVE FOR TOURIST DEVLPMT	<u>1,200.00</u>	<u>0.00</u>
	Totals for Fund 2-03 :	30,749.88	30,749.88
2-04-101-01-000-000	CASH-CAPITAL FUND	0.00	30,444.11
2-04-215-55-900-000	IMPROVEMENT AUTHORIZATIONS	<u>30,444.11</u>	<u>0.00</u>
	Totals for Fund 2-04 :	30,444.11	30,444.11
	Grand Total:	<u>275,422.98</u>	<u>275,422.98</u>

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Batch Id: RB2 Batch Type: C Batch Date: 09/20/22 Checking Account: CREST  
Generate Direct Deposit: Y

G/L Credit: Budget G/L Credit

Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
Dir Dep	09/20/22	01445	ACTION UNIFORM CO.		3164 FIRE RD					
22-02144	09/09/22	1		178.00	2-01-25-240-032	Budget	Aprv	23	1	
					POLICE - CLOTHING & UNIFORMS					
22-02145	09/09/22	1		149.00	2-01-25-240-032	Budget	Aprv	24	1	
					POLICE - CLOTHING & UNIFORMS					
				327.00						
Dir Dep	09/20/22	01480	ANDREW HACKETT		64 halbe ln w					
22-02126	09/07/22	1	VOLUNTEER STIPEND AUG 2022	100.00	2-01-25-265-095	Budget	Aprv	10	1	
					Fire- Volunteer stipends					
				100.00						
Dir Dep	09/20/22	01968	ANTHONY STEFANELLI		505 E 12 AVE					
22-02137	09/08/22	1	VOLUNTEER STIPEND AUG 2022	100.00	2-01-25-265-095	Budget	Aprv	20	1	
					Fire- Volunteer stipends					
				100.00						
Dir Dep	09/20/22	02642	BASSETTI PHOTO INC		110 SOUTH AVE					
22-02196	09/14/22	1		2,747.00	2-01-25-240-096	Budget	Aprv	66	1	
					POLICE- PHOTO SUPPLIES/INVEST					
				2,747.00						
Dir Dep	09/20/22	04387	DAVE GREENLAND		412 W GLENWOOD AVE					
22-02190	01/04/22	1	4th Quarter 2022	1,500.00	2-01-26-290-026	Budget	Aprv	64	1	
					PUB WKS-MAINT OF EQUIPT OVER 1 TON					
				1,500.00						
Dir Dep	09/20/22	04506	ROBERT DAVIS		100 CENTRAL AVENUE					
22-02124	09/07/22	1	VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	8	1	
					Fire- Volunteer stipends					
				400.00						
Dir Dep	09/20/22	06281	SETH FUSCELLARO		200 EAST ROSEMARY ROAD					
22-02194	01/04/22	1	4th Quarter 2022	4,400.00	2-01-43-495-027	Budget	Aprv	65	1	
					PUB DEF - PROF SERVICES					
				4,400.00						
Dir Dep	09/20/22	06733	FOLEY CAT		2975 GALLOWAY RD					
22-02117	09/06/22	1	Track Dozer Rental	4,856.00	C-04-55-863-010	Budget	Aprv	4	1	
					ORD 1863- BUILDINGS, GROUNDS, BEACH					
				4,856.00						
Dir Dep	09/20/22	06961	FRANCIS G NOLAN		510 MULBERRY AVE					
22-02135	09/08/22	1	VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	18	1	
					Fire- Volunteer stipends					
				400.00						
Dir Dep	09/20/22	07330	RONALD GELZUNAS		7009 Park Ave					
22-02188	01/04/22	1	4th Quarter 2022	9,929.00	2-01-25-275-027	Budget	Aprv	63	1	

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Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
				9,929.00	MUNIC PROS - PROF SERVICES					
Dir Dep	09/20/22	07654	GEORGE J KAROLYI		5200 SHAWCREST					
22-02131	09/08/22	1	VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	14	1	
				400.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	08766	herbert porter		115 TEAL RD					
22-02136	09/08/22	1	VOLUNTEER STIPEND AUG 2022	100.00	2-01-25-265-095	Budget	Aprv	19	1	
				100.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	10005	James A Munda		528 E 6th Ave, Unit 2nd Fl					
22-02133	09/08/22	1	VOLUNTEER STIPEND AUG 2022	900.00	2-01-25-265-095	Budget	Aprv	16	1	
				900.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	10431	JESSICA DONAHUE		116 E HEATHER RD					
22-02197	09/14/22	1	SUNSET YOGA INSTRUCTOR	40.00	T-03-56-190-011	Budget	Aprv	67	1	
				40.00	RECREATION CENTER					
Dir Dep	09/20/22	12486	LESLIE CLINE		1801 NEW YORK AVE					
22-02123	09/07/22	1	VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	7	1	
				400.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	12724	LOWTHER SMALL ENGINE, INC.		1009 COOPERTOWN ROAD					
22-02129	09/08/22	1	Truck loader for Parks dept	11,500.00	2-01-26-310-058	Budget	Aprv	12	1	
				11,500.00	Buildings&Grounds Other Equip/Supplies					
Dir Dep	09/20/22	13023	Marzulla Law, LLC		1150 Connecticut Ave					
22-02180	09/14/22	1	Prof. Services	15,000.00	2-01-20-155-027	Budget	Aprv	29	1	
				15,000.00	LEGAL SERV-PROF SERVICES					
Dir Dep	09/20/22	13348	MICHELE BARBARO		546 KESSEL AVE					
22-02198	09/14/22	1	YOGA INSTRUCTOR	40.00	T-03-56-190-011	Budget	Aprv	68	1	
				40.00	RECREATION CENTER					
Dir Dep	09/20/22	13631	MATTHEW J MCCRORY JR		305 E 8TH AVE					
22-02132	09/08/22	1	VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	15	1	
				400.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	14121	NORTH WILDWOOD BD OF EDUCATION		1201 ATLANTIC AVENUE					
22-02183	09/14/22	1	School Tax September 2022	634,134.00	2-01-55-100-006	Budget	Aprv	30	1	
				634,134.00	LOCAL SCHOOL TAX					

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Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
Dir Dep	09/20/22	14392	NEHMAD DAVIS & GOLDSTIEN PC	4030 OCEAN HEIGHTS AVE					
22-02166	09/13/22	1 Affordable Housing	423.20	2-01-20-155-027	Budget	Aprv	28	1	
			423.20	LEGAL SERV-PROF SERVICES					
Dir Dep	09/20/22	15245	ONE CALL CONCEPTS, INC	7223 PARKWAY DRIVE					
22-02111	09/06/22	1 Regular Locates	91.52	2-01-26-290-058	Budget	Aprv	2	1	
			91.52	PUB WKS - OTHER EQUIP & SUPPL					
Dir Dep	09/20/22	16313	COMFORT NOW LLC	1188 OCEAN HEIGHTS AVENUE					
22-02147	09/12/22	1	561.25	2-01-25-240-053	Budget	Aprv	25	1	
				POLICE-RENTAL/REPAIR/EQUIP					
22-02148	09/12/22	1	1,625.00	2-01-25-240-058	Budget	Aprv	26	1	
			2,186.25	POLICE-OTHER EQUIP & SUPPLIES					
Dir Dep	09/20/22	16356	PERNA FINNEGAN, INC	1921 SHERMAN AVENUE					
22-02109	09/02/22	1 Emergency Snow Removal	29,194.76	2-01-26-310-021	Budget	Aprv	1	1	
			29,194.76	BLDGS & GRNDS - CONTR SVCS					
Dir Dep	09/20/22	17023	JOE QUATTRONE	1402 RTE 9 S Lot #93					
22-02116	09/06/22	1 Events Coordinator - 4th Qtr	4,350.00	2-01-31-420-200	Budget	Aprv	3	1	
			4,350.00	CEL OF PE - EVENTS					
Dir Dep	09/20/22	18364	RICHARD DAVIS	304 E 14TH AVR					
22-02125	09/07/22	1 VOLUNTEER STIPEND AUG 2022	200.00	2-01-25-265-095	Budget	Aprv	9	1	
			200.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	18365	ROY BURNHAM	228 E 8TH AVE					
22-02122	09/07/22	1 VOLUNTEER STIPEND AUG 2022	50.00	2-01-25-265-095	Budget	Aprv	6	1	
			50.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	18477	RYAN LEWANDOWSKI	402 E 26 ST					
22-02127	09/07/22	1 VOLUNTEER STIPEND AUG 2022	550.00	2-01-25-265-095	Budget	Aprv	11	1	
			550.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	18732	ROBERT J NOCELLA						
22-02134	09/08/22	1 VOLUNTEER STIPEND AUG 2022	50.00	2-01-25-265-095	Budget	Aprv	17	1	
			50.00	Fire- Volunteer stipends					
Dir Dep	09/20/22	19443	SHORE QUALITY CLEANING	91 CORSON TAVERN RD					
22-02138	09/08/22	1 DPW monthly office cleaning	460.00	2-01-26-310-021	Budget	Aprv	21	1	
			460.00	BLDGS & GRNDS - CONTR SVCS					

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
Dir Dep 22-02119	09/20/22 09/07/22	19673 SEA BOX INC 1 Container Rental	750.00	1 SEA BOX DRIVE C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	5	1
			750.00					
Dir Dep 22-02186	09/20/22 09/14/22	22024 VAN NOTE-HARVEY ASSOCIATES 1 Engineering Bills - September	12,833.91	211 BAYBERRY DRIVE 2-01-20-165-027 ENGINEERING SERVICES	Budget	Aprv	31	1
		2 Engineering Bills - September	139.20	P-22-7-1 500 ATLANTIC AVENUE	Project	Aprv	32	1
		3 Engineering Bills - September	319.20	P-22-7-2 802 NEW YORK AVENUE	Project	Aprv	33	1
		4 Engineering Bills - September	499.20	Z-22-2-5 3 MACE AVENUE	Project	Aprv	34	1
		5 Engineering Bills - September	2,004.00	SO 448 2018 UTIL POLE REPLACEMENT PRO	Project	Aprv	35	1
		6 Engineering Bills - September	180.00	SO 570 VERIZON:VARIOUS STREET OPENING	Project	Aprv	36	1
		7 Engineering Bills - September	90.00	SO 649 335 WEST 16TH AVENUE	Project	Aprv	37	1
		8 Engineering Bills - September	90.00	SO 648 507 WEST MULBERRY AVENUE	Project	Aprv	38	1
		9 Engineering Bills - September	1,475.00	SO 651 300 & 302 EAST 13TH AVENUE	Project	Aprv	39	1
		10 Engineering Bills - September	1,475.00	SO 652 129,131,133,135 WEST 15TH AVE	Project	Aprv	40	1
		11 Engineering Bills - September	1,462.00	SO 650 721-723-725-727 SPRUCE AVENUE	Project	Aprv	41	1
		12 Engineering Bills - September	180.00	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	42	1
		13 Engineering Bills - September	1,913.83	2-01-20-165-027 ENGINEERING SERVICES	Budget	Aprv	43	1
		14 Engineering Bills - September	1,349.50	C-04-55-826-010 ORDINANCE 1826-STORM WATER PUMP STATION	Budget	Aprv	44	1
		15 Engineering Bills - September	1,578.25	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	45	1
		16 Engineering Bills - September	9,990.00	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	46	1
		17 Engineering Bills - September	6,390.00	C-04-55-849-010 ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	Budget	Aprv	47	1
		18 Engineering Bills - September	180.00	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	48	1
		19 Engineering Bills - September	360.00	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	49	1
		20 Engineering Bills - September	925.25	C-04-55-849-010 ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	Budget	Aprv	50	1
		21 Engineering Bills - September	3,420.00	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	51	1
		22 Engineering Bills - September	1,620.00	C-04-55-849-010 ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	Budget	Aprv	52	1
		23 Engineering Bills - September	507.75	C-04-55-863-010 ORD 1863- BUILDINGS, GROUNDS, BEACH	Budget	Aprv	53	1

September 15, 2022  
11:28 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 5

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description		Description					
22-02186	09/14/22	24 Engineering Bills - September	900.00	ORD 1863- BUILDINGS, GROUNDS, BEACH	C-04-55-849-010	Budget	Aprv	54	1
22-02186	09/14/22	25 Engineering Bills - September	384.60	ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	C-04-55-849-010	Budget	Aprv	55	1
22-02186	09/14/22	26 Engineering Bills - September	384.60	ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	2-01-20-165-027	Budget	Aprv	56	1
22-02186	09/14/22	27 Engineering Bills - September	12,669.75	ENGINEERING SERVICES	C-04-55-849-010	Budget	Aprv	57	1
22-02186	09/14/22	28 Engineering Bills - September	9,187.52	ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	C-04-55-863-010	Budget	Aprv	58	1
22-02186	09/14/22	29 Engineering Bills - September	2,443.50	ORD 1863- BUILDINGS, GROUNDS, BEACH	C-04-55-863-010	Budget	Aprv	59	1
22-02186	09/14/22	30 Engineering Bills - September	720.00	ORD 1863- BUILDINGS, GROUNDS, BEACH	C-04-55-648-060	Budget	Aprv	60	1
22-02186	09/14/22	31 Engineering Bills - September	1,339.50	public works feasibility study	C-04-55-849-010	Budget	Aprv	61	1
22-02186	09/14/22	32 Engineering Bills - September	8,472.00	ORDINANCE 1849 - STREETS,ROADS,BULKHEADS	SO 412	Project	Aprv	62	1
			85,483.56	SJ GAS CO INFRAST. IMPROVEMENT					
Dir Dep	09/20/22	23055 CITY OF WILDWOOD		ATTN: FINANCE OFFICE					
22-02140	09/09/22	1 Agreement:Tax Assessor 2-4Qtrs	51,177.60	2-01-20-150-028	Budget	Aprv	22	1	
			51,177.60	ASMT OF TX - OTHER PROF/CONS					
Dir Dep	09/20/22	23110 WARWICK GROUP CONSULTANTS LLC		5425 wisconsin ave					
22-02162	09/13/22	1 Federal Consulting	4,400.00	2-01-20-155-027	Budget	Aprv	27	1	
			4,400.00	LEGAL SERV-PROF SERVICES					
Dir Dep	09/20/22	28063 WILLIAM F GREEN		306 E 13TH AVE					
22-02130	09/08/22	1 VOLUNTEER STIPEND AUG 2022	400.00	2-01-25-265-095	Budget	Aprv	13	1	
			400.00	Fire- Volunteer stipends					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Direct Deposit:	35	68	867,439.89

There are NO errors or warnings in this listing.

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	791,402.67	0.00	0.00	791,402.67
	C-04	59,751.62	0.00	0.00	59,751.62
	T-03	80.00	0.00	0.00	80.00
Total of All Funds:		851,234.29	0.00	0.00	851,234.29



Project Description	Project No.	Project Total
500 ATLANTIC AVENUE	P-22-7-1	139.20
802 NEW YORK AVENUE	P-22-7-2	319.20
SJ GAS CO INFRAST. IMPROVEMENT	SO 412	8,472.00
2018 UTIL POLE REPLACEMENT PRO	SO 448	2,004.00
VERIZON:VARIOUS STREET OPENING	SO 570	180.00
507 WEST MULBERRY AVENUE	SO 648	90.00
335 WEST 16TH AVENUE	SO 649	90.00
721-723-725-727 SPRUCE AVENUE	SO 650	1,462.00
300 & 302 EAST 13TH AVENUE	SO 651	1,475.00
129,131,133,135 WEST 15TH AVE	SO 652	1,475.00
3 MACE AVENUE	Z-22-2-5	499.20
Total Of All Projects:		<u>16,205.60</u>

G/L Posting Summary

Account	Description	Debits	Credits
2-01-101-01-100-011	CASH-CURRENT FUND	0.00	791,402.67
2-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	157,268.67	0.00
2-01-207-55-000-000	SCHOOL TAX PAYABLE	<u>634,134.00</u>	<u>0.00</u>
	Totals for Fund 2-01 :	791,402.67	791,402.67
2-03-101-01-000-012	CASH-DEVELOPER DEPOSITS	0.00	16,205.60
2-03-101-01-000-024	CASH - RECREATION CTR TRUST FD	0.00	80.00
2-03-286-56-856-801	RESERVE FOR DEVELOPERS DEPOSIT	16,205.60	0.00
2-03-286-56-862-801	RESERVE FOR RECREATION CTR	<u>80.00</u>	<u>0.00</u>
	Totals for Fund 2-03 :	16,285.60	16,285.60
2-04-101-01-000-000	CASH-CAPITAL FUND	0.00	59,751.62
2-04-215-55-900-000	IMPROVEMENT AUTHORIZATIONS	<u>59,751.62</u>	<u>0.00</u>
	Totals for Fund 2-04 :	59,751.62	59,751.62
	Grand Total:	<u>867,439.89</u>	<u>867,439.89</u>