

CITY OF NORTH WILDWOOD

NOTICE OF PROPOSED AGENDA OF COUNCIL MEETING

OCTOBER 3, 2023 AT 5:00 PM

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

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

MINUTES: APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 19, 2023

COMMUNICATIONS:

Receive & File:

CAPE MAY COUNTY HEALTH DEPT., RE: Fall 2023 Free Flu Vaccine Clinics

Approve & File:

SPECIAL EVENT, RE: Wildwood Catholic Academy Bonfire, October 6

SPECIAL EVENT, RE: Jaycees/Anglesea Irish Society Bonfire, October 21

SPECIAL EVENT, RE: Trunk or Treat Halloween Block Party, October 28

SPECIAL EVENT, RE: Five Mile Beach Half Marathon, November 4

APPOINTMENTS:

Recreation Dept.

Anglesea Volunteer Fire Company

ORDINANCES:

Ord. 1912 (2nd Reading) – Amending Chapter 118 Ambulance Fees

Ord. 1914 (2nd Reading) – Amending Chapter 138, Beaches

Ord. 1915 (2nd Reading) – Amending Chapter 418 Vehicles and Traffic

RESOLUTIONS:

1. Refund for Overpayment of Real Estate Taxes
2. Cancellation of Taxes
3. Supporting Knock Out Opioid Abuse Day
4. Approving Adoption of the 2023 Annual Update of the MJPPI Flood Insurance Program
5. Approving Memorandum of Understanding w/ NJOEM for FEMA Assistance Funding
6. Authorizing Advertisement for Public Bid – 22nd Avenue Bdwk & Beach Access Ramp
7. Authorizing Advertisement for Public Bid – Boardwalk Reconstruction Project
8. Authorizing Advertisement for Public Bid – Pump Stations
9. Authorizing Emergency Storm Sewer and Sanitary Sewer Repairs – West 23rd Avenue
10. Adopting Revisions to Personnel Manual Re: MELJIF Risk Management Program

VOUCHER LIST/FINANCE: Authorizing payment of all approved vouchers

COUNCIL:

PUBLIC:

ADJOURNMENT:

Next Regular Meeting: Tuesday, October 17, 2023 @ 10:00 a.m.

**REGULAR MEETING
SEPTEMBER 19, 2023
10:00 AM**

A regular meeting of the North Wildwood City Council was held in the morning of the above date in the City Hall. The President of Council stated, *"The meeting is now open. Adequate notice of this meeting has been provided by posting a copy of the notice of the time and place of this meeting on the City Clerk's bulletin board and by mailing a copy of the same to The Herald, The Press and Wildwood Leader on January 5, 2022."*

ROLL CALL: Present were Mayor Patrick Rosenello, President of Council Salvatore Zampirri, Margaret Bishop, David Del Conte, Kellyann Tolomeo, James Kane and Joseph Rullo. Councilman Edwin Koehler was present via telephonic conference call. Also present were City Administrator Nicholas Long, Solicitor Michael Donohue and Engineer Ralph Petrella.

MINUTES: On a motion by Kane, seconded by Bishop, that the minutes of the regular meeting of September 5, 2023 be approved. Carried.

PROCLAMATION: Hugh Coleman & William Britt of NW Dept. of Public Works

MAYOR ROSENELLO stated that North Wildwood Public Works employees Hugh Coleman and William Britt helped save Kevin Cassidy's life at the Recycling Center on August 6, 2023.

CITY CLERK JETT read the following proclamation:

Whereas, on Sunday, August 6, 2023, North Wildwood resident Kevin Cassidy was visiting the City of North Wildwood Convenience Center when he unexpectedly collapsed; and

Whereas, Hugh Coleman and William Britt, two 1st year Seasonal Laborers in the Department of Public Works, noticed Kevin's condition and immediately attended to his care; and

Whereas, as Hugh and William anticipated the arrival of North Wildwood EMTs, they administered CPR, assisting Kevin to regain consciousness; and

Whereas, five minutes after the initial incident, EMTs appeared on scene to further assist Kevin and transport him to a nearby hospital, where he underwent six hours of open heart surgery; and

Whereas, the City of North Wildwood is elated that Kevin's surgery was a success and continues his rehabilitation to this day; and

Whereas, Hugh and William exhibited exemplary bravery and concern for Kevin, and their swift and courageous actions prevented what could have been a potentially fatal outcome.

Now, Therefore, Be it Resolved, Mayor and City Council of the City of North Wildwood wish to extend accolades to Hugh Coleman and William Britt for their acts of bravery that prevented loss of life.

Be it Further Resolved, Mayor and City Council of the City of North Wildwood wish

Kevin Cassidy well as he continues along his journey towards recovery.

MAYOR ROSENELLO presented framed copies of the proclamation to Messrs. Coleman, Britt and Cassidy and pictures were taken.

**REGULAR MEETING
SEPTEMBER 19, 2023**

APPOINTMENT:

Fire Department:

MAYOR ROSENELLO presented Andrew Ludman to Council for appointment to a vacancy in the Fire Department and read the following:

Andrew was born and raised in Middle Township by his parents Andy and Lisa Ludman, and has a sister named Dakota. He is a resident of North Wildwood for the past year and a half.

In 2017 Andrew joined the Green Creek Vol. Fire Company and was promoted to Lieutenant in 2022. In 2018 he attended the Cape May County Fire Academy and in 2019, he attended training for Wildland Firefighting for the New Jersey Forest Fire Service Division C-1.

Andrew graduated from Middle Township High School in 2019, and then attended Atlantic Cape Community College and in 2021, graduated with an associate's degree in Biology. He has also graduated in 2023 with a bachelor's degree in Biology from Stockton University. Andrew joined the North Wildwood Fire Department as a part-time employee and volunteer at 15th Street in 2022.

Andrew enjoys hunting and fishing in his spare time and is grateful for the opportunity to become a Career Firefighter with North Wildwood Fire Department.

Andrew Ludman	Firefighter/EMT	Start Work Date 09/23/23
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On a motion by Rullo, seconded by Tolomeo, the roll being called with all voting in the affirmative, the above appointment was confirmed.

Firefighter Ludman was given the oath by the City Clerk and his mother Lisa pinned on his badge.

PRESIDENT OF COUNCIL ZAMPIRRI called a five minute recess and pictures were taken.

COMMUNICATIONS:

NANCY TOLAND

RE:	Thank You to North Wildwood Fire Dept.
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On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

NEW JERSEY DEP

RE:	CAFRA Permit Application, John Pettit, 1209 Hoffman Canal
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On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

CAPE MAY COUNTY MUA

RE:	August 2023 Regional Pump Station Flow Report
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On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

CAPE MAY COUNTY MUA

RE:	2024 Proposed Wastewater User Charges
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REGULAR MEETING

SEPTEMBER 19, 2023

On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

CAPE MAY COUNTY MUA

RE: 2024 Proposed Solid Waste and Recycling User Charges

On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

CAPE MAY COUNTY COUNSEL

RE: Crest Haven Nursing Home

On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

FORD-SCOTT & ASSOCIATES

RE: Report of Audit for Year Ending December 31,
2022

On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried.

SPECIAL EVENT

RE: Irish Fall Festival, September 22-24

On a motion by Tolomeo, seconded by Del Conte, that the above special events application be approved. Carried.

OWEN'S PUB

RE: Requesting Permission for Outdoor Music
within Licensed Area, September 22-24

On a motion by Tolomeo, seconded by Del Conte, that the above application be approved. Carried.

APPOINTMENT:

Recreation Department:

Margaret Carosi Recreation Aide Start Work Date 9/20/23

On a motion by Kane, seconded by Tolomeo, the above seasonal appointments be confirmed. Carried.

REPORTS:

CITY CLERK REPORT FOR AUGUST 2023:

Total monies collected for the Month:.....	\$ 47,404.60
Total monies turned over to the City Treasurer.....	\$ 34,590.10

REGISTRAR OF VITAL STATISTICS REPORT FOR AUGUST 2023:

Total monies turned over to the City Treasurer.....	\$	485.00
Totals in NW for Month: Deaths -6- Marriages -2- Births -0-		

FIRE DEPARMENT REPORT FOR JULY 2023:

Total monies turned over to the City Treasurer.....	\$ 33,041.31
Total Incidents and Inspections for the Month.....	842

POLICE DEPARTMENT REPORT FOR JULY 2023:

Total monies turned over to the City Clerk's Office.....	\$ 401.90
Total Incidents Handled by the Department for the Month.....	4,742

**REGULAR MEETING
SEPTEMBER 19, 2023**

POLICE DEPARTMENT REPORT FOR AUGUST 2023:

Total monies turned over to the City Clerk's Office.....	\$ 1,050.55
Total Incidents Handled by the Department for the Month.....	3,710

RECREATION DEPARTMENT REPORT FOR JUNE 2023:

Total monies turned over to the City Treasurer.....	\$6,500.00
Total # persons using Recreation Center.....	7,121

RECREATION DEPARTMENT REPORT FOR JULY 2023:

Total monies turned over to the City Treasurer.....	\$11,567.50
Total # persons using Recreation Center.....	11,749

CMC ANIMAL SHELTER REPORT FOR JULY 2023:

Total NW Adoptions for Month.....	1
Total Reclaims for Month.....	0

CMC ANIMAL SHELTER REPORT FOR AUGUST 2023:

Total NW Adoptions for Month.....	3
Total Reclaims for Month.....	0
Total Intakes for Month.....	0

SHORE ANIMAL CONTROL REPORT FOR AUGUST 2023:

Total NW Calls for Month.....	65
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On a motion by Kane, seconded by Tolomeo, that the above reports be received and filed as presented. Carried.

ORDINANCES:

ORDINANCE NO. 1917 - On a motion by Bishop, seconded by Rullo, that Ordinance No. 1917 be placed on its first reading. Carried.

The City Clerk read Ordinance No. 1917 by its title, known as "*An Ordinance Amending Ordinance 360, As Amended And Codified In Section 292-4 Of The Code Of The City Of North Wildwood, Pertaining To Mercantile License Fees*".

On a motion by Rullo, seconded by Tolomeo, that Ordinance No. 1917 be passed on its first reading and published according to Law, the City Clerk called the roll, all voting in the affirmative, the President of Council declared Ordinance No. 1917 passed on its first reading. A public hearing and consideration of final adoption of this ordinance will be held on Tuesday, October 17, 2023 at 10:00 AM.

ORDINANCE NO. 1918 - On a motion by Rullo, seconded by Tolomeo, that Ordinance No. 1918 be placed on its first reading. Carried.

The City Clerk read Ordinance No. 1918 by its title, known as "*An Ordinance Amending And Supplementing Section 3-50 Of The Code Of The City Of North Wildwood, Pertaining To The City Fixed Asset Inventory*".

On a motion by Rullo, seconded by Kane, that Ordinance No. 1918 be passed on its first reading and published according to Law, the City Clerk called the roll, all voting in the affirmative, the President of Council declared Ordinance No. 1918 passed on its first reading. A public hearing and consideration of final adoption of this ordinance will be held on Tuesday, October 17, 2023 at 10:00 AM.

ORDINANCE NO. 1919 - On a motion by Kane, seconded by Tolomeo, that Ordinance No. 1919 be placed on its first reading. Carried.

The City Clerk read Ordinance No. 1919 by its title, known as "*Ordinance Authorizing Various Improvements Of The City Of North Wildwood, In The County Of Cape May, New Jersey, Appropriating \$1,000,000 Therefor From Reserve To Pay Debt Service For The Financing Thereof*".

**REGULAR MEETING
SEPTEMBER 19, 2023**

On a motion by Rullo, seconded by Bishop, that Ordinance No. 1919 be passed on its first reading and published according to Law, the City Clerk called the roll, all voting in the affirmative, the President of Council declared Ordinance No. 1919 passed on its first reading. A public hearing and consideration of final adoption of this ordinance will be held on Tuesday, October 17, 2023 at 10:00 AM.

RESOLUTIONS:

195-23

RE: Refund For Overpayment Of Sewer Taxes

The above resolution was offered by Bishop, seconded by Tolomeo, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

196-23

RE: Authorizing Refund Of Dumpster Permit Fees

The above resolution was offered by Bishop, seconded by Tolomeo, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

197-23

RE: Authorization To Advertise For Qualifications
And Proposals For Various 2024 Professional
Services Contracts

The above resolution was offered by Del Conte, seconded by Kane, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

198-23

RE: Authorizing Advertisement For Requests For
Proposals – 3rd Party Plumbing And Electrical
Inspections For Construction Office

The above resolution was offered by Del Conte, seconded by Kane, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

199-23

RE: Accepting Improvements And Authorizing
Release Of Performance Guarantee

The above resolution was offered by Bishop, seconded by Kane, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

200-23

RE: Authorizing A Shared Services Agreement With
The Cape May County Municipal Utilities
Authority For Solid Waste And Recycling
Services

The above resolution was offered by Tolomeo, seconded by Kane, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted.

201-23

RE: To Certify That The Governing Body Has
Reviewed The General Comment &
Recommendation Section Of The Report Of
Audit

**REGULAR MEETING
SEPTEMBER 19, 2023**

The above resolution was offered by Bishop, seconded by Tolomeo, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted. Administrator Long stated that there was only one finding and no recommendations in the report of audit, showing that the City is following correct and accepted fiscal procedures.

202-23

RE: Authorizing The Submission And Acceptance Of
A NJDCA Boardwalk Preservation Fund Grant
For Boardwalk Reconstruction Project

The above resolution was offered by Rullo, seconded by Tolomeo, the roll being called, all voting in the affirmative, the President of Council declared the resolution duly adopted. Administrator Long stated that the City will be applying for \$35 million from the State's so-called "Murphy Fund" for the Boardwalk reconstruction project, a similar amount that the City is requesting from the Federal Government.

FINANCE/VOUCHER LIST:

On a motion by Tolomeo, seconded by Bishop, authorizing payment of all approved vouchers. Carried. Pursuant to Resolution #10-23, all bills listed below be paid and warrants drawn by the proper officers for the stated amounts.

Check #	Vendor Name	Net Amount
54965	NJ STATE HEALTH BENEFITS PRGRM	245,152.97
54966	AT&T MOBILITY	2,154.20
54967	ADMINISTRATIVE ADVANTAGE	1,220.79
54968	AMERIFLEX	532.00
54969	BARBER CONSULTING SERVICES	150.00
54970	BTS CLEANING SERVICES LLC	825.00
54971	Bankers Life and Casualty	100.44
54972	Blaney, Donohue, Weinberg PC	2,131.50
54973	CARLSEN GROUP INC, THE	95.00
54974	C.M.C.M.U.A.	56,470.69
54975	C.M.C. CHAMBER OF COMMERCE	25.00
54976	COASTAL LANDSCAPING	210.00
54977	COMCAST	757.46
54978	ATLANTIC CITY ELECTRIC	33,260.27
54979	CARDINAL DOUGHERTY SOCCER ALUM	60.00
54980	Coastal Broadcasting	200.00
54981	DEVO & ASSOCIATES	50.76
54982	ENTERPRISE FM TRUST	24,393.71
54983	FORD SCOTT & ASSOC., L.L.C.	6,000.00
54984	CAPE MAY COUNTY HERALD	601.37
54985	INST. FOR FORENSIC PSYCHOLOGY	600.00
54986	J. BYRNE AGENCY, INC.	8,867.00
54987	K.O. SPORTS	437.00
54988	PHILADELPHIA STRING BAND ASSOC	28,000.00
54989	NEW JERSEY STATE LEAGUE OF MUN	49.00
54990	NJSACOP	1,400.00
54991	NEW HORIZON COMMUNICATIONS	1,935.42
54992	ONE OFF MARKETING	1,350.00
54993	ALLEGRA MARKETING,PRINT & MAIL	545.00
54994	PARKMOBILE LLC	25,537.95
54995	V.E. RALPH & SON, INC.	80.50
54996	REGISTRAR'S ASSOC OF NJ	95.00
54997	SHORE ANIMAL CONTROL SERVICES	540.00

54998	SUNBELT RENTALS, INC	1,304.75
54999	SOUTH JERSEY GAS CO	878.09
55000	SONITROL SECURITY OF DE VALLEY	1,366.29
55001	Stefankiewicz & Belasco LLC	2,160.00
55002	Shore Fitness at 10th	1,500.00
55003	TAYLOR OIL COMPANY	18,504.62
55004	TRINITY CODE INSPECTIONS LLC	3,337.00
55005	Treasurer, State of New Jersey	447.81
55006	ULINE	115.97
55007	UNITED UNIFORMS	2,174.37
55008	VITAL COMMUNICATIONS, INC.	100.00
55009	VILLAS NAPA AUTO PARTS	2,763.30
55010	THOMSON REUTERS	235.21
55011	TED KINGSTON, INC.	200.00
55012	WEJConsulting, LLC	300.00
55013	Joshua J. Lee	27.68
55019	BANK OF AMERICA	161.82
55019	BANK OF AMERICA	509.50
55019	BANK OF AMERICA	4,343.44
55019	BANK OF AMERICA	289.00
55019	BANK OF AMERICA	1,093.61
55019	BANK OF AMERICA	39.95
55019	BANK OF AMERICA	404.00
55019	BANK OF AMERICA	1,940.31
55019	BANK OF AMERICA	194.14
55019	BANK OF AMERICA	115.40
55019	BANK OF AMERICA	1,266.03
55019	BANK OF AMERICA	155.82
55019	BANK OF AMERICA	439.85
55019	BANK OF AMERICA	2,376.00
55019	BANK OF AMERICA	564.00
55019	BANK OF AMERICA	111.00
55019	BANK OF AMERICA	403.57
55019	BANK OF AMERICA	1,100.00
55019	BANK OF AMERICA	76.10
55019	BANK OF AMERICA	169.00
55019	BANK OF AMERICA	1,279.55
55019	BANK OF AMERICA	715.00
55019	BANK OF AMERICA	50.00
55019	BANK OF AMERICA	2,529.82
55019	BANK OF AMERICA	62.96
55019	BANK OF AMERICA	175.80
55019	BANK OF AMERICA	243.63
55019	BANK OF AMERICA	206.00
55019	BANK OF AMERICA	500.00
55019	BANK OF AMERICA	550.39
55019	BANK OF AMERICA	1,651.83
55019	BANK OF AMERICA	44.98
55019	BANK OF AMERICA	1,933.87
55019	BANK OF AMERICA	1,524.42
55019	BANK OF AMERICA	29.90
55019	BANK OF AMERICA	12.85
55019	BANK OF AMERICA	30.85
55019	BANK OF AMERICA	720.00
55019	BANK OF AMERICA	79.86
55019	BANK OF AMERICA	4,124.52
55019	BANK OF AMERICA	1,262.00
55019	BANK OF AMERICA	176.63
55019	BANK OF AMERICA	203.47
55019	BANK OF AMERICA	1,351.92

55019	BANK OF AMERICA	1,763.00
55019	BANK OF AMERICA	78.30
55019	BANK OF AMERICA	39.98
55019	BANK OF AMERICA	149.00
55019	BANK OF AMERICA	5,486.00
55019	BANK OF AMERICA	634.61
55019	BANK OF AMERICA	194.97
55019	BANK OF AMERICA	196.27
55019	BANK OF AMERICA	63.70
55019	BANK OF AMERICA	57.68
55019	BANK OF AMERICA	49.06
55019	BANK OF AMERICA	1,228.20
55019	BANK OF AMERICA	45.84
55019	BANK OF AMERICA	368.50
55019	BANK OF AMERICA	932.89
55019	BANK OF AMERICA	482.43
55019	BANK OF AMERICA	31.98
55019	BANK OF AMERICA	2,344.95
55019	BANK OF AMERICA	29.86
55020	ANTHONY STEFANELLI	400.00
55021	BASSETTI PHOTO INC	3,239.00
55022	Cape May Car Wash LLC	66.00
55023	CULLEN AND DYKMAN LLP	10,891.50
55024	DAVE GREENLAND	50.00
55025	ROBERT DAVIS	100.00
55026	DIANE KENNY	100.00
55027	FRANCIS G NOLAN	400.00
55028	GEORGE J KAROLYI	400.00
55029	James A Munda	600.00
55030	W SCOTT JETT	50.00
55031	KELTEX IMPRINTED APPAREL INC	2,320.00
55032	LESLIE CLINE	400.00
55033	MATTHEW J MCCRORY JR	400.00
55034	MASTER DJ AND SOUND	2,625.00
55035	ONE CALL CONCEPTS, INC	76.50
55036	PINELAND CONSTRUCTION, LLC	73,699.17
55037	PERNA FINNEGAN, INC	6,776.96
55038	RICHARD DAVIS	400.00
55039	ROY BURNHAM	400.00
55040	RYAN LEWANDOWSKI	350.00
55041	ROBERT A MATTEUCCI	400.00
55042	Rooney LLC	1,050.00
55043	SHORE QUALITY CLEANING	460.00
55044	SEA BOX INC	750.00
55045	STARR GENERAL CONTRACTORS	14,759.25
55046	VAN NOTE-HARVEY ASSOCIATES	182,003.32
55047	DAVID CAMARADA	400.00

COUNCIL:

COUNCILMAN RULLO wished all a healthy and safe Irish Festival weekend.

CITY CLERK JETT stated that a new Historical Marker will be unveiled at Wildwood Catholic Academy on Thursday, September 28 at 11:00 AM to commemorate the 75th anniversary of the opening of the school.

PUBLIC: None.

**REGULAR MEETING
SEPTEMBER 19, 2023**

ADJOURNMENT:

On a motion by Bishop, seconded by Tolomeo, that there being no further business before Council, we do now adjourn. Carried. 10:32 AM.

APPROVED:

Patrick T. Rosenello, Mayor

ATTEST:

W. Scott Jett, City Clerk

This is a generalization of the meeting of September 19, 2023 and not a verbatim transcript.

Cape May County Department of Health



Vaccine Clinic Schedule

St. Francis Cabrini

October 15, 2023 8:00 a.m.-12:00 a.m.
114 Atlantic Ave, Ocean City, NJ 08226

Ocean City Senior Center

October 17, 2023 10:00 a.m.-11:00 a.m.
1735 Simpson Ave., Ocean City 08226

Cape May County Department of Health

October 17, 2023 2:00 p.m.-5:00 p.m.
6 Moore Road, CMCH, NJ 08210

Glenwood Ave School

October 18, 2023 3:00 p.m.-5:00 p.m.
Glenwood and New York Ave, Wildwood, NJ 08260

North Wildwood Senior Center

October 19, 2023 10:30 a.m.-11:30 a.m.
900 9th & Central Ave. North Wildwood, NJ 08260

Upper Township Health Fair

October 19, 2023 3:00 p.m.-5:00 p.m.
1790 Route 50, Tuckahoe 08270

Family Success Center

October 24, 2023 10:00 a.m.-1:00 p.m.
1046 B Route 47, Rio Grande, NJ 08242

Cape May County Department of Health

October 24, 2023 2:00 p.m.-5:00 p.m.
6 Moore Road, CMCH, NJ 08210

Lower Township Senior Center

October 26, 2023 12:30 p.m.-2:30 p.m.
2612 Bayshore Rd., Villas, NJ 08251

Lower Township Rec

October 26, 2023 3:00 p.m.-5:00 p.m.
2600 Bayshore Road, Villas, NJ 08251

Upper Township Senior Center

October 31, 2023 10:00 a.m.-11:00 a.m.
1369 Stagecoach Rd., Ocean View, NJ 08230

Dennis Township Senior Center

October 31, 2023 11:00 a.m.-12:00 p.m.
571 Petersburg Rd., Dennisville, NJ 08214

Christ Gospel Church

November 2, 2023 12:00 p.m.-1:00 p.m.
2209 US-9, Whitesboro, NJ 08252

Woodbine School

November 2, 2023 2:30 p.m.-3:45 p.m.
801 Webster St., Woodbine, NJ 08270

Cape May County Library Cape May Court House

November 17, 2023 11:00 a.m.-1:00 p.m.
30 Mechanic St., CMCH, NJ 08210

Please fill out the consent form prior to arriving. Consent form can be found by using QR code below or visit <http://capemaycountynj.gov/622/Seasonal-Influenza>



Regular and high dose while supplies last.

High dose is only offered at senior center and health department clinics while supplies last.

Vaccines are for ages 6 months and older.

For Additional Information:

Www.CMCHealth.net

English (609) 465-1187

Spanish (609) 465-6840

Like Cape May County Department of Health on Facebook



Supported by Cape May County Board of Commissioners

Departamento de Salud del Condado de Cape May

Programa de Vacunación GRATIS Contra la Gripe

St. Francis Cabrini

Octubre 15, 2023 8:00 a.m.-12:00 a.m.
114 Atlantic Ave, Ocean City, NJ 08226

Ocean City Senior Center

Octubre 17, 2023 10:00 a.m.-11:00 a.m.
1735 Simpson Ave., Ocean City 08226

Cape May County Department of Health

Octubre 17, 2023 2:00 p.m.-5:00 p.m.
6 Moore Road, CMCH, NJ 08210

Glenwood Ave School

Octubre 18, 2023 3:00 p.m.-5:00 p.m.
Glenwood and New York Ave, Wildwood, NJ 08260

North Wildwood Senior Center

Octubre 19, 2023 10:30 a.m.-11:30 a.m.
900 9th & Central Ave. North Wildwood, NJ 08260

Upper Township Health Fair

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Family Success Center

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1046 B Route 47, Rio Grande, NJ 08242

Cape May County Department of Health

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Woodbine School

Noviembre 2, 2023 2:30 p.m.-3:45 p.m.
801 Webster St., Woodbine, NJ 08270

Cape May County Library Cape May Court House

Noviembre 17, 2023 11:00 a.m.-1:00 p.m.
30 Mechanic St., CMCH, NJ 08210

Por favor, complete el formulario de consentimiento antes de llegar. El formulario de consentimiento se puede encontrar utilizando el código QR a continuación o visite <http://capemaycountynj.gov/622/Seasonal-Influenza.gov/622/Seasonal-Influenza>



Dosis regular y alta hasta que se agoten.

La dosis alta solo se ofrece en centros para personas mayores y clínicas del departamento de salud hasta que se agoten.

Las vacunas son para mayores de 6 meses en adelante.

Para Información Adicional:

Www.CMCHHealth.net

Ingles (609) 465-1187

Español (609) 465-6840

Danos un Like Cape May County Department of Health en Facebook



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City of North Wildwood Special Event Application Form

Name of Event: Wildwood Catholic Bonfire (grades 9-12)

Date of Event: Fri, Oct. 6, 2023

Date of Application: Thurs, Sept. 14, 2023

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: Wildwood Catholic Academy

2) Address of Organization: 1500 Central Ave.

3) Purpose of Organization: School / education

4) How many members are in your organization: 160 (approx)

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 Jennifer Antonicello	
Title teacher	Cell Phone 862-596-0441
Address / City / State / Zip @WCA	
Email j.antonicello@wildwoodcatholicacademy.org	

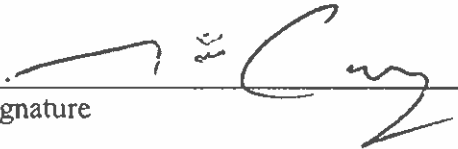
Name of Event Chairperson / Organizer Joe Cray	
Title Principal	Cell Phone
Address / City / State / Zip @WCA	
Email j.cray@wildwoodcatholicacademy.org	

SECTION 2 – APPLICATION AUTHORIZATION

I, Joe Cray, the undersigned state that I am the duly
Name of Applicant

authorized representative of the Wildwood Catholic Academy
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

9/14/23
Date

SECTION 3 – EVENT INFORMATION

1) Official Name of Event: Spirit Week Bonfire

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

3) Describe Event Activities: Bonfire, music, cornhole, snacks + pizza

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: N/A

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 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)	F			
Date (MM/DD/YY)	10/06/23			
Set Up (00:00 AM/PM)	5:30 - 6:30 pm			
Event Starts (00:00 AM/PM)	6:30 pm			
Event Ends (00:00 AM/PM)	8:30 pm			
Clean-Up (00:00 AM/PM)	8:30 - 9:00 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: N/A

11) Describe how you plan to provide security for the event: school admin + teacher chaperones

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

N/A

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

Company Name: N/A

Address: N/A 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: The National Catholic Risk Retention Group, INC.

Policy Number: 10083

Limits of Liability: 1,000,000

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 City of North Wildwood reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

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 \$500,000

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.

B. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or to use the City of North Wildwood until it has been 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.

II. NON-PROFIT/CHARITABLE GROUPS

A. General Liability Limit (Per Occurrence) \$1,000,000

B. Liquor Liability Limit (Per Occurrence) (If alcohol is present) \$1,000,000

C. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s) to read as follows:

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

D. 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.

E. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a Certificate of Insurance evidencing an Athletic Participant's Medical Policy.

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. Liquor Liability Limit (Per Occurrence) (If alcohol is present) \$1,000,000
- C. City of North Wildwood, N.J. named as **"Additional Insured"** with Endorsement page(s) to read as follows:

The City of North Wildwood
901 Atlantic Avenue
North Wildwood, NJ 08260
- D. 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.
- E. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a Certificate of Insurance evidencing an Athletic Participant's Medical Policy.

HOLD HARMLESS

NAME OF ORGANIZATION/USER WCA 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

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 14 day of Sept., 2023.


USER (SIGNATURE)

Joe Gray
USER (PRINT NAME)


CITY REPRESENTATIVE

Steve DeLong
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) All bonfires will utilize logs acquired by DPW for a fee of \$1,000. This will include up to 50 logs purchased and assembled into a pyramid shape and all clean up fees.
- 6) The location and preparation of the land to be used for the bonfire must be accessible to current fire department apparatus or vehicles, and free of brush, grass, or protected dunes in the immediate area.
- 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 order removed any person or persons 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.

Jennifer Antoniallo 
Chairperson / Organizer / Designee Signature

Joe Cray 

9/14/23
Date

PUBLIC WORKS

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

Is the event organization ordering the Dumpsters:

Number Requested: Trash- 2 Recycling can/bottles- 2

YES

YES

Dumpsters-

NO

NO

VENDOR COORDINATOR PLEASE ATTACH A RECLYING/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: U/A

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

YES

NO

(Please write an amount next to each requested item)

Traffic Cones- _____ Fencing- _____ Trash/Recycle Cans- ✓ Eating Tables- _____

Grease Drums- _____ Ash Drums- _____ Grey Water Tanks- _____ Sinks- _____

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: _____

Cleaning schedule will be _____ cleaning(s) per day or as directed NW Officials May we request port-a-potty on Site?

Name of company: _____

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- Please, if we may borrow the electricity +
long extension cord from PW.

	1 ST DAY	2 ND DAY	3 RD DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	F		
Date (MM/DD/YY)	10/6/23		
Equipment Requested			
Set-Up (00:00 AM/PM)	5:30 pm		
Break-Down (00:00 AM/PM)	8:30 pm		
Location:	2nd & Surf		

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: N/A

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

See Rec page

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): N/A

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: Beach @ 2nd & Surf

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 st DAY	2 nd DAY	3 rd 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: 0 Number of Food Vendor Spaces: 0

(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: Joe Cray
- 2) Contact information of person on-site of event: Joe Cray & Jennifer Antoniallo
862-596-0441
- 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: 8:30 pm
Location: 2nd Ave & Surf on beach
- 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: Bonfire supervision

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: Oct. 6, 2023
lighting & monitoring of bonfire

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.

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: 9/14/23 Date of Activity: 10/6/23 Time: 6:30-8:30 pm

Location of where Activity will occur: 2nd & Surf on the beach

Name of Applicant: Jennifer Antonicello & Joe Cray

Address: 1500 Central Ave

Name of Organization: Wildwood Catholic

Phone/Fax Number: 267-688-2044 (Joe) Emergency Number: 862-596-0441 (Jenn)

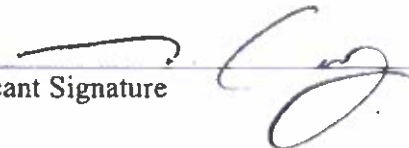
Block/Lot: _____ Registration Number: _____

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

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

Stephen DeHorsey

From: Casey Byrne <cbyrne@jbyrneagency.com>
Sent: Wednesday, September 20, 2023 1:17 PM
To: Stephen DeHorsey
Cc: Ann Devlin; W. Scott Jett
Subject: EXTERNALRE: WCA Bonfire COI

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Steve,

This is approved!

Thank you,

**Casey Byrne, ACSR
President**



5200 New Jersey Ave.
Wildwood NJ 08260
609-522-3406 Ext. 160
609-224-1672 Direct
609-522-2844 Fax
cbyrne@jbyrneagency.com
www.jbyrneagency.com



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

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



From: Stephen DeHorsey <sdehorsey@northwildwood.com>
Sent: Wednesday, September 20, 2023 1:08 PM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/28/2022

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
Porter & Curtis, LLC
225 State Road
Media, PA 19083

CONTACT NAME: Kara Neff
PHONE (A/C No. Ext):
E-MAIL: Kneff@portercurtis.com
FAX (A/C No.): 8108919874

INSURED
WILDWOOD CATHOLIC ACADEMY
1500 CENTRAL AVENUE
WILDWOOD, NJ 08260

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC	10083
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: C000223901

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	ADD'L SUBR INSD 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 GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	RRG10249-25	11/27/2022	11/27/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E.g. occurrence) \$ Incl MED EXP (Any one person) \$ Incl PERSONAL & ADV INJURY \$ Incl GENERAL AGGREGATE \$ unlimited PRODUCTS - COMPROP AGG \$ Incl
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	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 <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH. ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101 Additional Remarks Schedule, may be attached if more space is required)
The limits include applicable retentions. The certificate holder is included as an Additional Insured if required by written contract with respect to the use of the North Wildwood Recreation Facilities for various activities during this policy term.

CERTIFICATE HOLDER

CITY OF NORTH WILDWOOD
901 ATLANTIC AVENUE
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

William A. Gentry

Stephen DeHorsey

From: Ann Devlin
Sent: Thursday, September 14, 2023 10:53 AM
To: Stephen DeHorsey
Subject: FW: EXTERNALpermit for bonfire??

Ann Devlin

North Wildwood Recreation and Tourism
North Wildwood Beach Patrol
900 Central Avenue
North Wildwood, NJ 08260

W: 609-522-2955 ext. 2010
C: 609-780-7506
adevlin@northwildwood.com



From: Jennifer Antonicello <j.antonicello@wildwoodcatholicacademy.org>
Sent: Thursday, September 14, 2023 7:53 AM
To: Ann Devlin <adevlin@northwildwood.com>
Cc: Joseph Cray <j.cray@wildwoodcatholicacademy.org>
Subject: EXTERNALpermit for bonfire??

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

It's that time of year again for our Wildwood Catholic Bonfire!

May I have a permit application for use of the beach and electricity at the 2nd and Surf beach for October 6, 2023 from 6:00-8:30 pm?

Thank you kindly.
Jenn Antonicello
English teacher
Student Council Advisor
Wildwood Catholic Academy
862-596-0441

PERMIT / APPROVAL / AUTHORIZATION

Event Name: WCA Budweiser

Date(s) of Event: Fri 10-6-23

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> | <u>9-20-23</u> | Application Fee Paid |
| <input checked="" type="checkbox"/> | <u>SAD</u> | <u>9-20-23</u> | Certificate of Insurance listing N.W. as Additionally Insured |
| <input checked="" type="checkbox"/> | <u>SAD</u> | <u>9-20-23</u> | Additional Insured Endorsement Page(s) attached |
| <input checked="" type="checkbox"/> | <u>SAD</u> | <u>9-20-23</u> | Hold Harmless completed & signed |
| <input type="checkbox"/> | _____ | _____ | Detailed Site Plan defining the logistics of the event |
| <input type="checkbox"/> | <u>N/A</u> | _____ | 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>9-20-23</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

WCA Bantre

Name of Event

Fr 10-6-23

Date of Event

Application Fee

\$

0.00 *Lead 9-20-23*

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: Trunk or Treat Halloween Block Party

Date of Event: 10/28/23 Date of Application: 9/5/23

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: NW Rec. Dept.

2) Address of Organization: 900 Central Ave. N.W.

3) Purpose of Organization: _____

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 Rick Haas	
Title	Cell Phone 609-522-2955 Rec. office
Address / City / State / Zip	
Email rhaas@northwildwood.com	

Name of Event Chairperson / Organizer Liz Golden	
Title	Cell Phone
Address / City / State / Zip	
Email Lgolden@northwildwood.com	

SECTION 2 – APPLICATION AUTHORIZATION

I, **Liz Golden**, the undersigned state that I am the duly
Name of Applicant

authorized representative of the **NW Rec. Dept.**
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.

Liz Golden
Applicant Signature

9/5/23
Date

SECTION 3 – EVENT INFORMATION

- 1) Official Name of Event: Halloween Trunk or Treat Block Party
- 2) Location of Event (please list city venue requirements by day/date): Olde NJ Ave.
blw 2nd & Spruce Aves.
- 3) Describe Event Activities: celebrate Halloween in a fun/safe environment

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 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)	Sa			
Date (MM/DD/YY)	10/28/23			
Set-Up (00:00AM/PM)	4pm			
Event Starts (00:00 AM/PM)	4:30pm			
Event Ends (00:00 AM/PM)	7pm			
Clean-Up (00:00 AM/PM)	7:30pm			

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: N/A

11) Describe how you plan to provide security for the event: N/A

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: N/A

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: JIF

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.

LARGE STAGE / SMALL STAGE REQUEST

Large 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*)

Small Stage 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: _____ Cell #: _____

SITE PLAN SHOULD INCLUDE LOCATION, STAGE DIRECTION, ETC.

	1 ST DAY	2 ND DAY	3 RD DAY	4 TH DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	Sa			
Date (MM/DD/YY)	10/28/23			
Delivery/Removal (00:00AM/PM)	11am			
Set-Up (00:00AM/PM)	11am			
Event Starts (00:00 AM/PM)	4:30pm			
Event Ends (00:00 AM/PM)	7pm			
Break-Down (00:00 AM/PM)	7:30pm			

FESTIVAL 1 DAY OR MULTIPLE DAYS

1) Location (list any street closing): Please see site plan

2) Number of Non-Food Vendor Spaces: 0 Number of Food Vendor Spaces: 0

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*): between 1st & Chestnut Aves.

5) Type of Entertainment / Music: Halloween themed

*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: \$

7) Purpose of the fees and beneficiary: _____

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

magician

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:

Is the event organization ordering the Dumpsters:

Number Requested: Trash- 5 Recycling can/bottles- 4

YES

NO

YES

NO

Dumpsters- 0

VENDOR COORDINATOR PLEASE ATTACH A RECLYING/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: _____

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

YES

NO

(Please write an amount next to each requested item)

Traffic Cones- _____ Fencing- _____ Trash/Recycle Cans- _____ Eating Tables- _____

Grease Drums- _____ Ash Drums- _____ Grey Water Tanks- _____ Sinks- _____

Additional Equipment Requested Barricades for street closings

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: _____

Cleaning schedule will be _____ cleaning(s) per day or as directed NW Officials

Name of company: _____

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- ~ 6-10

Purpose: event operation

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)- 2 Tables- 2 Chairs (ceremony)- _____

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

Additional Equipment- _____

	1 ST DAY	2 ND DAY	3 RD DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	<u>Sat.</u>		
Date (MM/DD/YY)	<u>10/28/23</u>		
Equipment Requested			
Set-Up (00:00 AM/PM)	<u>4pm</u>		
Break-Down (00:00 AM/PM)	<u>7pm</u>		
Location:	<u>Old NJ Ave</u>		

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: _____

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: N/A

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 st DAY	2 nd DAY	3 rd 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: 0 Number of Food Vendor Spaces: 0

(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: Rick Haas

2) Contact information of person on-site of event: "

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.): Police & Rec. depts.

Contact information: _____

6) Signage requested "NO PARKING", Other (describe below): Post Time: 10/27/23

No Parking - Sat. 10/28/23 - 2pm - 8pm

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: 4:30pm Finish time: 7pm
Location: Older NJ Ave.

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.

☐ stage location

- Barricades \longleftrightarrow Traffic Flow

- vehicles for event



North Wildwood Recreation and Tourism
HALLOWEEN TRUNK OR TREAT

BLOCK PARTY

Saturday, October 28th
5:30pm-7pm

Vehicle Check-In 4:30pm at 1st & Olde New Jersey Aves.

Registration forms for automobiles can be picked up at the
North Wildwood Recreation Center or NW City Hall.

Registration forms are due by Friday, October 27th
Block Party will take place on Olde New Jersey Ave.

Parking available for visitors in the Municipal Lots
at 2nd & Olde New Jersey Aves. and Spruce and Olde New Jersey Aves.

**** PRIZES WILL BE AWARDED FOR BEST DECORATED VEHICLES ****

A fun, safe way for families to enjoy Halloween!!

Children will come in costume and visit each car where families will provide
treats from the trunks of their cars in a block party atmosphere.

**FOR MORE INFORMATION,
CALL 609-522-2955
OR VISIT NORTHWILDWOOD.COM**



PERMIT / APPROVAL / AUTHORIZATION

Event Name: Trunk or Treat Halloween Block Party

Date(s) of Event: Sat 10-28-23

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

- ☐ N/A *sent 9/20/23* Application Fee Paid
- ☒ JIF *9-20-23* Certificate of Insurance listing N.W. as Additionally Insured
- ☒ JIF *9-20-23* Additional Insured Endorsement Page(s) attached
- ☐ N/A Hold Harmless completed & signed
- ☒ SMD *9/20/23* Detailed Site Plan defining the logistics of the event
- ☐ N/A Vendor list submitted to Clerk's Office
- ☒ SMD *9-20-23* Copy of extra materials such as schedule, agenda, flyers, timeline, etc.
- ☐ N/A 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

Trunk or Treat Halloween Block Party
Name of Event

Sat 10/28/23
Date of Event

Application Fee	\$ <u>0.00</u> <i>new</i>	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	\$ <u>0.00</u>		



City of North Wildwood Special Event Application Form

Name of Event: Bonfire on the Beach

Date of Event: October 21, 2023

Date of Application: 8/29/23
8/14/2023 mary

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

9/24/2023
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: November 4, 2023 at 6:00pm

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

	1 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)	SA			
Date (MM/DD/YY)	10/21/23			
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 GW Dryness / ATO

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 14 day of August, 2023.

USER (SIGNATURE)

Jodie DiEduardo

USER (PRINT NAME)

CITY REPRESENTATIVE


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


Date

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 ST DAY	2 ND DAY	3 RD 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 st DAY	2 nd DAY	3 rd 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

- 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: 8/14/2023 Date of Activity: 10/21/2023 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

RECEIPT

DATE

8/23/23

No.

133212

RECEIVED FROM

Greater Wildwood Jaycees

\$25.00

☐ FOR RENT
☐ FOR

Special Events App Fee

DOLLARS

ACCOUNT	25-
PAYMENT	25-
BAL. DUE	-

☐ CASH
☒ CHECK
☐ MONEY ORDER
☐ CREDIT CARD

FROM

4748 Bonfire on the Beach

TO

BY

A. O.

3-11

GREATER WILDWOOD JAYCEES

P.O. BOX 63
WILDWOOD, NJ 08260

55 7150/2312

4748

DATE

8/22/23

PAY TO THE
ORDER OF

City of North Wildwood

\$25.-

Twenty five

XX/100

DOLLARS

Security Features
Included
Details on Back

Savings Bank

Amartundia

MEMO

Bonfire on Beach

⑆ 231271501⑆

54 100617

01 4748

Stephen DeHorsey

From: Stephen DeHorsey
Sent: Tuesday, September 12, 2023 1:02 PM
To: Doug Nordberg; Jodie DiEduardo; Bob Davis; 'Bonne O'Kane'
Cc: 'Nic Long'; W. Scott Jett
Subject: Bonfire Costs

Good Afternoon Doug – I know the bonfire events will be here soon and just want to make sure we are all on the same page. Each bonfire event organizer is paying \$1,000 flat fee for bonfire material, set-up/disposal. Is the City covering the bathrooms? Should the event organizer order their own bathrooms? I know our port-a-pot bathrooms changed this year over the summer, so is the option to use any of those available for either event? I know this has been done in the past and an event organizer asked about it. Thanks.

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

Assistant Superintendent of Recreation - Director of Tourism



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PERMIT / APPROVAL / AUTHORIZATION

Event Name:

Pyraes / DD Bunkie on the Beach

Date(s) of Event:

Sat 10-21-20

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 checked="" type="checkbox"/> | <u>SMD</u> 8-23-23 | Application Fee Paid |
| <input type="checkbox"/> | _____ | Certificate of Insurance listing N.W. as Additionally Insured |
| <input type="checkbox"/> | _____ | Additional Insured Endorsement Page(s) attached |
| <input checked="" type="checkbox"/> | <u>SMD</u> 8-23-23 | Hold Harmless completed & signed |
| <input type="checkbox"/> | _____ | Detailed Site Plan defining the logistics of the event |
| <input checked="" 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>SMD</u> 8-23-23 | 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

Jaycees / AD Brighton Beach
Name of Event

Sat 10-21-23
Date of Event

Application Fee

\$

25.00 11/8-232

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: 5 Mile Beach Half Marathon

Date of Event: 11/4/23 Date of Application: 8-2-2023

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: Fast Finishes

2) Address of Organization: 15 3rd ST

3) Purpose of Organization: Narrowsburg NY 12764

4) How many members are in your organization: 1

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#: 558865718

SECTION 1 – ORGANIZATION INFORMATION CONT

1) Organizer Contact Information:

Name of Event Chairperson / Organizer <i>Mark Hughes</i>	
Title <i>Owner</i>	Cell Phone <i>570 470 4922</i>
Address / City / State / Zip <i>15 3rd St, Narrowsburg NY 12764</i>	
Email <i>markfastfinishes@gmail.com</i>	

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

SECTION 2 – APPLICATION AUTHORIZATION

I, *Mark Hughes*, the undersigned state that I am the duly
Name of Applicant

authorized representative of the *Fast Finishes*
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.

Mark Hughes
Applicant Signature

8-2-23
Date

SECTION 3 – EVENT INFORMATION

- 1) Official Name of Event: 5 Mile Beach Half Marathon
- 2) Location of Event (please list city venue requirements by day/date): START a Sunrise at Rumble Park in Wildwood Crest, run on Boardwalk to turn around in North Wildwood
- 3) Describe Event Activities: running race

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 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)	FR	SAT		
Date (MM/DD/YY)	11-3-23	11-4-23		
Set-Up (00:00AM/PM)	4 to 8 pm	0500- noon		
Event Starts (00:00 AM/PM)		0730		
Event Ends (00:00 AM/PM)		noon		
Clean-Up (00:00 AM/PM)		noon- 2pm		

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: no

11) Describe how you plan to provide security for the event: will have security (1)

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: Event Helper - already sent to Star De

Policy Number: 3955473-172949664

Limits of Liability: 1,000,000

Hersey
8-1-23

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 City of North Wildwood reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

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 \$500,000

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.

B. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or to use the City of North Wildwood until it has been 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.

II. NON-PROFIT/CHARITABLE GROUPS

A. General Liability Limit (Per Occurrence) \$1,000,000

B. Liquor Liability Limit (Per Occurrence) (If alcohol is present) \$1,000,000

C. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s) to read as follows:

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

D. 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.

E. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a Certificate of Insurance evidencing an Athletic Participant's Medical Policy.

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. Liquor Liability Limit (Per Occurrence) (If alcohol is present) \$1,000,000
- C. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s) to read as follows:

The City of North Wildwood
901 Atlantic Avenue
North Wildwood, NJ 08260
- D. 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.
- E. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a Certificate of Insurance evidencing an Athletic Participant's Medical Policy.

HOLD HARMLESS

NAME OF ORGANIZATION/USER Mark Hughes / Fast Finishes 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

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 2 day of Aug, 2023.

Mark Hughes

USER (SIGNATURE)

Mark Hughes

USER (PRINT NAME)

[Signature]

CITY REPRESENTATIVE

Steve DeLong

CITY REPRESENTATIVE (PRINT)

WALK / RUN (1K-5K-10K) / TRIATHLON / BIKE / MARATHON / RACE

- 1) Proposed Route (include turn-by-turn directions): start at Sunrise Park, run on boardwalk
up to turnaround in N. Wildwood, please see map
- 2) List Any Street Closings (identify on site-plan): _____
- 3) Entrance Fee Charged: YES ☒ NO Amount: \$ _____
- 4) Beneficiary: EMS Department N Wildwood
- 5) Event Distance(s): half marathon, 10K and 5K
- 6) Do participants complete a registration form: ☒ YES NO
(Please include a registration form with application)
- 7) Number of Participants: 300 How many volunteers will staff the event: 15
- 8) Starting & Ending Location (identify on site-plan): Sunrise Park Wildwood Crest
- 9) Assembly & Disbanding Area (identify on site-plan): _____
- 10) Location(s) of Water Stations (identify on site-plan): mile 1.5 and 3 on
Boardwalk from start in Sunrise Park
- 11) Location of First Aid Tent (identify on site-plan): _____
- 12) Explain your First Aid / Medical Plan: _____
- 13) Special Guests (i.e., Mascot, Politician, Musician, Controversial, Actor, Actress, Media Person): _____

PUBLIC WORKS

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

YES

~~NO~~
~~NO~~

Is the event organization ordering the Dumpsters:

YES

Number Requested: Trash- _____ Recycling can/bottles- _____

Dumpsters- _____

VENDOR COORDINATOR PLEASE ATTACH A RECLYING/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: _____

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

YES

~~NO~~

(Please write an amount next to each requested item)

Traffic Cones- _____ Fencing- _____ Trash/Recycle Cans- _____ Eating Tables- _____

Grease Drums- _____ Ash Drums- _____ Grey Water Tanks- _____ Sinks- _____

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: 5

Cleaning schedule will be _____ cleaning(s) per day or as directed NW Officials

Name of company: will update

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 ST DAY	2 ND DAY	3 RD 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: _____

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

Small PA portable system

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: no

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 st DAY	2 nd DAY	3 rd 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: 0 Number of Food Vendor Spaces: 0

(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: Mark Hughes 5704704922
- 2) Contact information of person on-site of event: Mark Hughes 5704704922
- 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: _____ 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: I'd like to have EMS available from 8am
until 11am on 11-4-23 Thank you

- 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.

Stephen DeHorsey

From: Casey Byrne <cbyrne@jbyrneagency.com>
Sent: Wednesday, August 9, 2023 11:53 AM
To: Stephen DeHorsey
Cc: Ann Devlin
Subject: EXTERNALRE: 1/2 Marathon COI

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Steve,

This is approved!

Thank you,

Casey Byrne, ACSR
President



5200 New Jersey Ave.
Wildwood NJ 08260
609-522-3406 Ext. 160
609-224-1672 Direct
609-522-2844 Fax
cbyrne@jbyrneagency.com
www.jbyrneagency.com



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

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



From: Stephen DeHorsey <sdehorsey@northwildwood.com>
Sent: Wednesday, August 9, 2023 10:40 AM



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

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

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 of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

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.

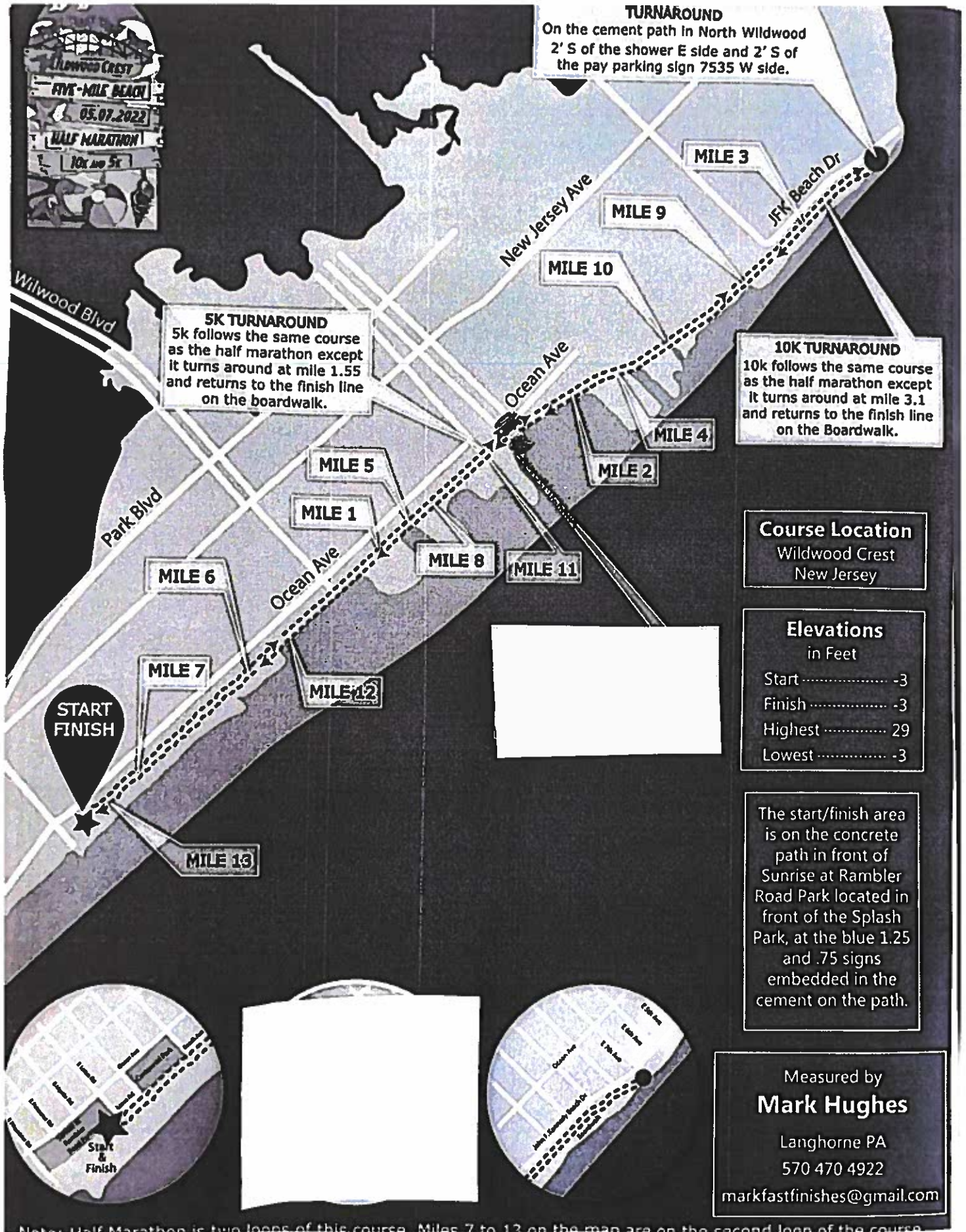
B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

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.

All other terms and conditions remain unchanged.



Site and Trash/Recycling Plan for City of North Wildwood, Wildwood and Wildwood Crest

5 Mile Beach Half Marathon

Nov 4, 2023

The running event is entirely contained on the Boardwalk in Wildwood Crest, Wildwood and North Wildwood. The runners start at the Splash Park in Wildwood Crest and run north on the Boardwalk to the turnaround in North Wildwood.

The runners complete two loops of this course.

The turnaround is located on the Boardwalk in North Wildwood, near JFK Beach Drive, just south of E 5th Avenue, at a grey light pole 28833 with parking sign 7535 on it.

The equipment we will have at the turnaround:

--signage indicating runner turnaround

--orange cones

--aluminum barricades for organizing the turnaround

--two portapotties

--a water and Gatorade station 200 feet south of the turnaround on the Boardwalk where runners can get hydration

We will set up this area by 5am on May 7, 2022. If we can set it up the day before, please let me know.

Everything will be removed by 2pm on Nov 4, 2023.

Trash/Recycling Plan

The area will have no litter or garbage left in place.

We will have dumpsters and trash cans and recycling cans on the course and at the turnaround.

All trash and recycling items will be brought to the dumpster. We will coordinate with local trash/recycling company to ensure sorting of trash and recyclables and that we have a clean course with no litter or garbage on it at the conclusion of the event.

Stephen DeHorsey

From: Mark Hughes <markfastfinishes@gmail.com>
Sent: Tuesday, August 1, 2023 12:54 PM
To: Vicky Mason; Stephen DeHorsey; Ann Devlin; adeluca@wildwoodnj.org
Subject: EXTERNAL2023 Nov 4 Half Marathon COI and Permit Process Questions
Attachments: City Of Wildwood Certificate.pdf; Burrough Of Wildwood Crest Certificate.pdf; City Of North Wildwood Certificate.pdf; CamScanner 01-08-2023 12.51.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Alicia, Vicky, and Steve,

I've attached a course map for the Nov 4, 2023, Wildwood Half Marathon.

The 5k race goes from the half marathon start, up 1.55 miles on the boardwalk and turns around to finish at the same point as the start.

The 10k race goes from the half marathon start up 3.1 miles on the boardwalk and turns around to finish at the same point as the start.

I've attached a COI form as well showing your city as an additional insured.

I have the link to the Wildwood permit application.

Vicky and Steve, can you please send me the most current permit forms (or online link if you have one set up)?

Thank you!

Mark Hughes
570 470 4922

Le jeu. 29 juin 2023 à 11:54, Mark Hughes <markfastfinishes@gmail.com> a écrit :
Hi Everybody,

I have the Certificate of Insurance available to send to you for the permit process.

Can you please send me the following information to make your city an additional insured for the event?

I'd just need: city name, address, contact person

Thank you!

Mark
570 470 4922

Le mer. 9 févr. 2022 à 14:31, Mark Hughes <markfastfinishes@gmail.com> a écrit :
Hi Vicky,

Stephen DeHorsey

From: Mark Hughes <markfastfinishes@gmail.com>
Sent: Monday, February 13, 2023 8:07 AM
To: ADeLuca@wildwoodnj.org; Stephen DeHorsey; vmason@wildwoodcrest.org
Subject: EXTERNAL2023 Five Mile Beach Half Marathon Permit Process

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Everybody,

Please let me know what forms you would like me to complete and send to you for obtaining a permit for the 2023 Five Mile Beach Half Marathon on November 4.

If it's the same forms as in 2022, I can locate them and fill them in again.

Thank you!

Mark

Steve DeHorsey

From: Mark Hughes <markfastfinishes@gmail.com>
Sent: Tuesday, November 8, 2022 2:44 PM
To: vmason@wildwoodcrest.org; adeluca@wildwoodnj.org;
sdehorsey@northwildwood.com
Subject: 2023 Wildwood Half Marathon/10k and 5k

Hi Everybody,

Thank you for the opportunity to hold the running events last weekend. The athletes loved the course (and weather!). I was very happy with the police and EMS assistance. The runners thought it was very easy to leave the boardwalk and get back onto it.

Working with you made the process of getting the race going very easy as well.

I'm thinking about the 2023 event. For me, and probably for your cities, I think keeping the date in November works better than having it very close to the tourist season in May.

I'd like to see if November 4, 2023, might be a possibility for the races.

No rush on a decision. I just wanted to start the planning process for 2023.

I appreciate you help!

Mark
570 470 4922

PERMIT / APPROVAL / AUTHORIZATION

Event Name: Five Mile Beach 1/2 Marathons

Date(s) of Event: Sat 11-4-23

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"/> | _____ | Application Fee Paid |
| X | SM 8-9-23 | Certificate of Insurance listing N.W. as Additionally Insured |
| X | SM 8-9-23 | Additional Insured Endorsement Page(s) attached |
| X | SM 8-9-23 | Hold Harmless completed & signed |
| X | SM 8-9-23 | Detailed Site Plan defining the logistics of the event |
| <input type="checkbox"/> | N/A | Vendor list submitted to Clerk's Office |
| <input type="checkbox"/> | _____ | Copy of extra materials such as schedule, agenda, flyers, timeline, etc. |
| <input type="checkbox"/> | _____ | Additional applications (State Police-BOH-NJDOT-Fire Permit-ABC-Tent Permit) |
| <input type="checkbox"/> | N/A | Special Event Parking Passes Paid |
| <input type="checkbox"/> | _____ | Miscellaneous |
| <input type="checkbox"/> | _____ | Ready to be placed on the DMS |

TREASURER DEPARTMENT

BILLING

Five Mile Beach 1/2 Marathon

Name of Event

Sat 11-4-20

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

COUNTY OF CAPE MAY, NEW JERSEY

ORDINANCE NO. 1915

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 418, VEHICLES AND TRAFFIC, 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. All of the ordinances, or portions of ordinances, that have been codified in the Code of the City of North Wildwood at §418-17 are hereby amended and supplemented by the addition of the following new loading zone:

Name of Street	Side	Location
11 th Avenue	South	Between a point 44 feet west of Surf Avenue and a point 85 feet west of Surf Avenue; shall be limited to loading zone during the months of June, July and August and only between the hours of 8:00 a.m. to 4:00 p.m.

Section Two. §418-5B, currently designated as (Reserved), is hereby amended and supplemented so as to read:

- B. Transferable permits issued pursuant to this section shall not be valid for low-speed vehicles.

Section Three. The portion of Ordinance 1623, adopted May 21, 2013, as amended by Ordinance 1860, that has been codified in the Code of the City of North Wildwood at §418-94, is hereby amended and supplemented to the extent that §418-94 shall hereafter read as follows:

- A. Any person desiring to obtain a yearly parking permit for a low-speed vehicle may do so by applying to the Office of the City Clerk of the City of North Wildwood. A parking permit for a low-speed vehicle shall be nontransferable.
- B. Transferable permits issued pursuant to §418-5A shall not be valid for low-speed vehicles.
- C. The cost of a yearly parking permit for a low-speed vehicle is hereby fixed as follows:

1. 2022: \$200.

2. 2023: \$300.

3. 2024: \$400.

Section Four. The portion of Ordinance 589, adopted July 18, 1972, that has been codified in the Code of the City of North Wildwood at §418-10 is hereby amended to the extent that the reference to “Ent Avenue” shall hereafter read “Ahepa Avenue.”

Section Five. 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 Six. 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 Seven. 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 5, 2023
Advertised:	September 13, 2023
Hearing/Adoption:	October 3, 2023
Advertised:	October 11, 2023

CITY OF NORTH WILDWOOD

COUNTY OF CAPE MAY, NEW JERSEY

ORDINANCE NO. 1914

AN ORDINANCE AMENDING CHAPTER 138, BEACHES , OF THE CODE OF THE CITY OF NORTH WILDWOOD

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

Section One. The portion of Ordinance 417, adopted May 15, 1961, that has been codified in §138-2 of the Code of the City of North Wildwood is hereby amended so as to read as follows:

§138-2. Hours of use.

It shall be unlawful during the months of May, June, July, August and September of each year for any person to walk, drive, ride, bathe, swim or otherwise be on the beach, as defined in this chapter, from 9:00 p.m. to 6:00 a.m. the following day, excepting City employees who clean the beach, during their performance of such duty, Police Department and other members in the Department of Public Safety.

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 5, 2023
Advertised: September 13, 2023
Public Hearing/Final: October 3, 2023
Advertised: October 11, 2023

**CITY OF NORTH WILDWOOD
COUNTY OF CAPE MAY, NEW JERSEY**

ORDINANCE NO. 1912

**AN ORDINANCE AMENDING CHAPTER 118, AMBULANCE AND
RESCUE SERVICES, OF THE CODE OF THE CITY OF NORTH
WILDWOOD**

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

Section One. The portion of Ordinance 1847, adopted August 3, 2021, that has been codified in §118-11 of the Code of the City of North Wildwood is hereby amended so as to read as follows:

§118-11. Payment.

In the event that the health insurance company of a taxpayer, full-time resident, employee or volunteer of the City of North Wildwood who received City ambulance services does not pay the bill in full, the City will, upon written request to the Fire Chief, accept partial payment to the extent of the insured's policy limits, including deductible and coinsurance requirements, as payment in full.

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 5, 2023
Advertised:	September 13, 2023
Public Hearing/Final:	October 3, 2023
Advertised:	October 11, 2023

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

APPROVING MEMORANDUM OF UNDERSTANDING AGREEMENT
BETWEEN CITY OF NORTH WILDWOOD AND
THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT

WHEREAS, The NJOEM, on behalf of the State of New Jersey, is the Grantee receiving funding under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, the City of North Wildwood, as an eligible Subgrantee, desires to execute a Memorandum of Understanding Agreement with NJOEM for said grant programs; and

WHEREAS, under current information provided, FEMA has determined that the Subgrantee is eligible to apply for and/or receive FEMA funding under the Public Assistance and/or Hazard Mitigation programs, subject to approval of a Project Worksheet for Public Assistance or application for a Hazard Mitigation grant; and

WHEREAS, this agreement is part of the application for Disaster Assistance and will become effective and binding upon approval of a Project Worksheet or Hazard Mitigation Grant and signature on behalf of NJOEM.

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

- a) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- b) The aforementioned Memorandum of Understanding Agreement is approved.
- c) The Mayor and City Clerk be and they hereby are authorized to execute the Memorandum of Understanding Agreement on behalf of the City of North Wildwood and, provide a copy thereof to the North Wildwood Office of Emergency Management.
- d) Said Memorandum of Understanding Agreement shall be annexed to and made a part of this Resolution.

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 3rd day of October, 2023.

Dated: October 3, 2023 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

Memorandum of Understanding (MOU) Instructions

1. The MOU consists of a 5 page document and 5 Exhibits (A-E); 13 pages total. All documents must be completed and returned to New Jersey State Police, Office of Emergency Management (NJOEM) with the appropriate signatures.
2. The MOU and Exhibits A, C and E should be filled out electronically. If you cannot fill it out electronically, please make sure to print all of the required information.
3. To complete the MOU and Exhibit A, use either the tab key or the arrow keys to move through the pages field by field. All fields must be completed prior to submission.
4. Once all required information has been entered into the fillable fields of the MOU and all Exhibits, print the entire document including all pages of the MOU as well as Exhibits A, B, C, D, and E.
5. The last page of the MOU document, before Exhibit A, requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature. The MOU also requires the signature of a witness.
6. Exhibit A (Designation of Applicant's Agent) requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature. An email address is required to obtain access to the system (all email addresses must be unique, no duplicates are allowed).
7. Exhibit C (State of New Jersey W-9 / Questionnaire) should be filled out completely and signed.
8. Exhibit E (The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions) should be filled out completely and signed.
9. **PLEASE NOTE: The same person must sign the MOU and Exhibits A & E.**
10. Once the documents are complete and signed, they must be sent to the following email address: NJEMGrantsHelp@njsp.gov

Note: If email is unavailable to you, a paper copy may be submitted to the address below. Please note that this may slow the process of obtaining access to the system as it will need to be scanned and uploaded by our staff.

New Jersey State Police
Recovery Bureau
PO Box 7068
West Trenton, NJ 08628
ATTN: LTC Christopher DeMaise

Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING

BY and BETWEEN
THE STATE OF NEW JERSEY
AND

This Memorandum of Understanding (Agreement), made and entered into between the New Jersey Office of Emergency Management, hereinafter referred to as the "NJOEM," and

officially domiciled at

hereinafter referred to as the Subgrantee relating to application for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

WHEREAS, The NJOEM, on behalf of the State of New Jersey, is the Grantee receiving funding under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, under current information provided, FEMA has determined that the Subgrantee is eligible to apply for and/or receive FEMA funding under the Public Assistance and/or Hazard Mitigation programs, subject to approval of a Project Worksheet for Public Assistance or application for a Hazard Mitigation grant;

WHEREAS, this agreement is part of the application for Disaster Assistance and will become effective and binding upon approval of a Project Worksheet or Hazard Mitigation Grant and signature on behalf of NJOEM;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

Responsibilities of the Subgrantee

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Stafford Act and all applicable FEMA regulations as provided in 44 CFR and FEMA policies that govern the Public Assistance and/or Hazard Mitigation programs and shall adhere to the application of the Stafford Act and those applicable regulations and policies and OMB Circulars A-87, A-102, A-110 and A-133 as a condition for the acceptance of and expenditure of said FEMA funding.

As a further condition for the acceptance of and expenditure of FEMA funding, the Subgrantee hereby agrees to follow all NJOEM guidelines, regulations and directives, to include but not be limited to the following:

- Use NJEMGrants.org, as applicable, to access forms and submit Requests For Reimbursement (RFR) and supporting documentation.
- Subgrantee agrees to promptly notify NJOEM and FEMA of any project that involves the following:
 - Work taking place in floodplains or wetlands
 - Improved projects that increase the size or footprint of a facility (PA Program)

Memorandum of Understanding (MOU)

- Alternate projects (PA Program
- Relocated projects
- Hazard mitigation projects affecting floodplains or wetlands, such as culvert enlargements
- Any project that changes the function of a facility
- Work affecting facilities with historic significance

Such projects have the potential to be subject to additional FEMA review as they may trigger additional Federal compliance requirements in accordance with by the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), Executive Order 11988 (Floodplain Management), Endangered Species Act (ESA) and other applicable Federal Laws.

- The Subgrantee shall assure that all project documents are made available to NJOEM, FEMA, Department of Homeland Security, Office of Inspector General (OIG) or to any other state or federal agency as determined by NJOEM, to include but not limited to: insurance policies, insurance proceeds received as a result of the disaster, and all other documentation substantiating eligible costs.
- All records, reports, documents and other material delivered or transmitted to NJOEM by the Subgrantee shall become the property of NJOEM.
- The Subgrantee shall obtain and maintain such types and extent of insurance as are reasonably available, adequate, and necessary to protect against future loss from similar hazards to the extent required under 44 CFR 206.250-206.253. This insurance must, at a minimum, be in the amount of the Federal grant award plus any non-Federal share.
- The Subgrantee is responsible for compliance with all federal and state laws, regulations and policies. The Subgrantee should pay particular attention to those regulations and policies whose non-compliance may make Subgrantee eligible for corrective action under the NJOEM. Those policies are listed in Exhibit B, attached to and made part of this MOU.
- The Subgrantee may be required to execute a separate subgrant agreement for Hazard Mitigation Grant Program projects in addition to this MOU.
- The Subgrantee agrees to monitor NJEMGrants.org for any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements.
- The undersigned, as the appointed agent of the Subgrantee hereby declares that the individual(s) named herein as the Subgrantee's agent(s) are knowledgeable of the requirements outlined herein.

The Subgrantee hereby acknowledges that failure to adhere to all applicable state and federal law, regulations, policies and directives may result in suspension and/or termination of funding /reimbursements and/or all or part of the de-obligation of previously received funding.

Responsibilities of the NJOEM

- NJOEM agrees to maintain NJEMGrants.org subject to the availability of funding.
- NJOEM shall, through the Subgrantee's assigned Disaster Recovery Specialists, review Subgrantee's Request For Reimbursements, assist Subgrantee in correcting any deficiencies, and disburse reimbursement requests to the Subgrantee as timely as possible.
- NJOEM shall communicate to the Subgrantee, in a timely manner, any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements through NJEMGrants.org, or appropriate alternate methods of communication.
- NJOEM shall provide technical assistance, advice on best practices and other education outreach programs to assist the Subgrantee in the formulation and management of its FEMA grants (see Disclaimer paragraph herein below).

Memorandum of Understanding (MOU)

Term of Agreement

This MOU shall remain in full force and effect as long as the Subgrantee has outstanding FEMA grants that have not been closed out and/or the Subgrantee receives future FEMA funding, including the record retention period. Any changes in regulations, policies or procedures applicable to disaster funding shall constitute an amendment to this Agreement.

Results of De-Obligation

The Subgrantee acknowledges that all final actions by FEMA to de-obligate funding are the financial responsibility of the Subgrantee and said amounts de-obligated shall be remitted to NJOEM by the Subgrantee immediately upon demand or in accordance with NJOEM policy.

Limitation of Liability

The Subgrantee acknowledges that this MOU is intended for the benefit of the Grantee and the Subgrantee and does not confer any rights upon any third parties. Furthermore, the Subgrantee hereby agrees to hold harmless and indemnify Grantee from any actions or claims brought on behalf of any third parties to whom services or materials are provided or who provides services or materials under any project funded by the FEMA Public Assistance and/or Hazard Mitigation programs.

Disclaimer

In its capacity as the Grantee and state fiduciary of Federal Emergency Management Agency (FEMA), and other federal grant funds, the NJOEM provides technical assistance and education outreach programs to current and potential Subgrantees (collectively referred to as "Subgrantees") of the FEMA Public Assistance and/or Hazard Mitigation programs.

Technical assistance includes the application of specific knowledge to a specific situation in order to address a specific need and as such is not a legal opinion or an endorsement of the Subgrantee's grants management practice. Education outreach programs include general programmatic grants management guidance for a Subgrantee to use in administering its own grants management program. NJOEM does not render legal opinions to Subgrantees, but rather provides information intended to assist a Subgrantee prudently manage its own grants management program by employing effective methods and sound practices to manage FEMA grants.

Technical assistance and other grants management information provided by NJOEM and adopted by the Subgrantee, does not serve as NJOEM's endorsement of the Subgrantee's grants management practice and does not relieve the Subgrantee of the responsibility of assuring that its grants management practice is in compliance with applicable laws, regulations and policies as required by the FEMA Public Assistance and/or Hazard Mitigation programs.

The Subgrantee, by its decision to participate in the FEMA Public Assistance and/or Hazard Mitigation programs, bears the ultimate responsibility for ensuring compliance with all applicable state and federal

Memorandum of Understanding (MOU)

laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by NJOEM, FEMA, or any other state and federal agencies with audit, regulatory, or enforcement authority. Throughout the grants management process, NJOEM, as the state fiduciary of this federal funding, reserves the right to demand that the Subgrantee comply with all applicable state and federal laws, regulations and policies, terminate reimbursements and take any and all other actions it deems appropriate to protect those funds for which it is responsible.

Discrimination Clause

The Subgrantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990.

The Subgrantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Subgrantee or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

Memorandum of Understanding (MOU)

Notices

All notices and other communications pertaining to this Agreement shall be in electronic format and/or writing and shall be transmitted either by e-mail, personal hand-delivery (and receipted for) or deposited in the United States Mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

New Jersey State Police Recovery
Bureau
PO Box 7068
West Trenton, NJ 08628
ATTN: LTC Christopher DeMaise

Or NJEMGrantsHelp@njsp.gov

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

WITNESSES:

State's Witness

Name:

State Coordinating Officer

Name: Christopher DeMaise

Title: Lieutenant Colonel

Telephone Number:

Date

WITNESS

SIGN HERE

Entity's Witness

Name:

Chief Elected/Appointed Official

or Chief Executive Officer

Name:

Title:

Telephone Number:

Date

Exhibit A

Designation of Applicant's Agent

Provide the information below for 1 primary and 2 alternate individuals that will be designated as agents.

Primary Agent's Name:

Title:

Telephone number:

Email Address:

Alternate Agent's Name:

Title:

Telephone number:

Email Address:

Alternate Agent's Name:

Title:

Telephone number:

Email Address:

I,
as Chief Elected or Appointed Official of the Subgrantee am authorized to execute and file an Application for Public Assistance on behalf of the Subgrantee for the purpose of obtaining certain State and Federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended). The above named agents(s) is/are authorized to represent and act on behalf of the Subgrantee in all dealings with the State of New Jersey on all matters pertaining to the management of grants and disaster assistance received from FEMA as required by this MOU.



Chief Elected/Appointed Official or

Chief Executive Officer

Name:

Title:

Telephone Number:

Date

Exhibit B

POLICIES ELIGIBLE FOR CORRECTIVE ACTION

The policies below are examples of the policies eligible for corrective action by NJOEM. They are NOT inclusive of all actions which may be subject to corrective action.

Policy	Summary of Policy
Advances	Expenses related to Project Worksheets (PW) must be within the scope of the PW
Requests For Reimbursement (RFR)	RFRs must exceed \$2,500 per submission
Compliance	Subgrantees who receive grant funds greater than \$500,000 are required to comply with OMB Circular A-133 and proactively work with NJOEM to correct any deficiencies.
Federal Funding Accountability and Transparency Act (FFATA)	It is the responsibility of the Subgrantee to provide information as requested by NJOEM to comply with the Federal Funding Accountability and Transparency Act.
Document Retention	Subgrantee must maintain original documentation throughout the life of the PW and retain the documentation for a minimum period of three years after closeout (44 CFR 13.42)
Unused Funds	Subgrantee is responsible for identifying, in a timely manner, all funds not used after the completion of a project and upon identification to immediately return those funds to NJOEM (44 CFR 206.205 and NJOEM policy)
Return of De-Obligated Funds and Interest	Subgrantee is required to return all de-obligated funds to NJOEM within 60 calendar days of notice as well as remit any interest accrued on grant funds (44 CFR 13.21)
Fraud, Waste or Abuse	Initial findings by NJOEM indicating fraud, waste or abuse may have immediate impact on funding and be reported.
Quarterly Reporting	All completed and accurate quarterly reports are due within 15 days after the end of the quarter (44 CFR 206.204)
Procurement	All procurement must be in compliance with state and federal law and regulations to include taking affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible (44 CFR 13.36)
Project Timelines	All projects are required to be completed within the milestones stated in the regulations. It is the responsibility of the Subgrantee to file a timely request for extension if so required (44 CFR 206.204)
Special Provisions	Subgrantees are required to comply with NEPA and NHPA
Insurance	Subgrantees shall comply with the obtain and maintain insurance requirements or obtain a waiver from the New Jersey Department of Banking and Insurance Commissioner (44 CFR 206.250-206.253)
Debarred and Suspended Contractors	Subgrantees shall not make any awards to debarred, suspended or otherwise ineligible contractors (44 CFR 13.36 (b) (8) and www.epls.gov)

STATE OF NEW JERSEY W-9/QUESTIONNAIRE INSTRUCTIONS

The enclosed form is required by the State of New Jersey's Comprehensive Financial System, and must be completed by vendors/payees who intend to do business with the State of New Jersey or by New Jersey State employees who are seeking reimbursement for travel or training expenses. Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at (609) 633-8183 or via email: AAIUNIT@treas.state.nj.us.

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

For questions 1-4:

If there is no preprinted data, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, and zip code, and sign and date the form under question number five.

If the form contains preprinted data and the preprinted information is correct, sign and date the form under question five.

If the form contains preprinted data and the preprinted information is not correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information and sign and date the form under question five.

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code that best describes the primary business function from the choices provided.
2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).

3. Enter the principle activity of your organization from the choices provided.
4. Enter the code that best describes your organization from the choices provided.

SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE

Mail or fax completed forms to The Office of Management and Budget (OMB):

OMB-Vendor Control Unit
PO Box 221
Trenton, NJ 08625-0221

Fax: (609) 984-5210

ACCESSING YOUR ACCOUNT INFORMATION

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, <http://www.state.nj.us> and creating a log in and password (click on the 'register' link under the 'home' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, https://www20.state.nj.us/TYM_VPI/

The online tutorial for VPI can be found at https://www20.state.nj.us/treasury/omb/TYM_VPI/docs/GettingStarted.pdf

VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

STATE OF NEW JERSEY

W-9/QUESTIONNAIRE

THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO ESTABLISH YOUR NAME, ADDRESS AND TAXPAYER ID ON STATE RECORDS. THE INFORMATION IS USED TO POPULATE AND MAINTAIN THE STATE'S VENDOR/PAYEE FILE AND MUST BE COMPLETED BEFORE PAYMENTS ARE MADE.

IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED AND RETURNED. FOR ADDITIONAL INFORMATION CALL (609) 633-8183 OR EMAIL: AAUNIT@TREAS.STATE.NJ.US

Return completed form to:
OMB VENDOR CONTROL
PO BOX 221
TRENTON, NJ 08625 or
FAX: (609) 984-5210

PART I: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

1. Name (as shown on your tax return):

Doing business as (if different than name):

2. Address line 1:

Address line 2:

3. City: State: New Jersey Zip:

If the above contains preprinted data that is incorrect, cross it out and write the correct information immediately next to it.

4. Taxpayer Identification Number (TIN) Enter your TIN below and select the type of number listed.

- ☐ SOCIAL SECURITY NUMBER
☐ EMPLOYER IDENTIFICATION NUMBER

5. Certification: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
(3) I am a U.S. citizen or other US person as defined by the IRS.

Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreported interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA, and generally payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.

Sign
Here

Signature

SIGN HERE

Date

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code from the list below that best describes your primary business function:

VENDORS

VG=VENDORS WHO SELL OR MANUFACTURE GOODS

HC=HEALTHCARE SERVICES (NON STATE AGENCIES)

VS=VENDORS WHO RENDER SERVICE OR RECEIVE RENT PAYMENTS

LG=LEGAL SERVICES

CS=CONSTRUCTION VENDORS WHO RENDER SERVICES

CG=CONSTRUCTION VENDORS WHO SELL OR MANUFACTURE GOODS

GOVERNMENT ENTITIES

AC=AUTHORITY/COMMISSION

CF=CONFIDENTIAL FUND

PC=PETTY CASH

SD=SCHOOL DISTRICT

FA=FEDERAL AGENCY

FD=FIRE DISTRICT

CM=COUNTY/MUNICIPALITY

EP=NJ STATE EMPLOYEE

SA=STATE AGENCY

WB=WELFARE BOARD

CU=STATE COLLEGE/UNIVERSITY

OTHER VENDORS

OT=OTHER VENDOR (PLEASE SPECIFY) _____

2. Primary Contact Information (ALL FIELDS ARE REQUIRED):

Name: _____ Phone: _____ Email: _____

☐ Please check here if you are interested in receiving information about payments by direct deposit.

IF YOU ARE A NJ STATE EMPLOYEE, NJ MANAGER OF A CONFIDENTIAL FUND OR PETTY CASH FUND, DO NOT ANSWER THE BALANCE OF THE QUESTIONNAIRE.

3. What is the principle activity of your organization?

☐

M=MANUFACTURING

H=HEALTH RELATED SERVICE

C=CONSTRUCTION

L=LEGAL

S=SERVICE

G=GOVERNMENT

O=OTHER (PLEASE SPECIFY) _____

4. Enter the code from the list below that best describes your organization

☐

C=CORPORATION

I=INDIVIDUAL

P=PARTNERSHIP

L= LIMITED LIABILITY COMPANY

IMPORTANT: ANSWER ALL QUESTIONS (PRINT CLEARLY OR TYPE)

Exhibit D

OMB Approval No0341-0042

ASSURANCES- CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 4240 (4-88)
Prescribed by OMB Circular A-102

Exhibit D

- II. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal Laws, Executive Orders, regulations and policies governing this program.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

FEMA PA and HM Program

2. Application Number and/or Project Name

3. Applicant Tax ID Number

4. Typed Name and Title of Authorized Representative



5. Signature

6. Date

Memorandum of Understanding (MOU) Instructions

1. The MOU consists of a 5 page document and 5 Exhibits (A-E); 13 pages total. All documents must be completed and returned to New Jersey State Police, Office of Emergency Management (NJOEM) with the appropriate signatures.
2. The MOU and Exhibits A, C and E should be filled out electronically. If you cannot fill it out electronically, please make sure to print all of the required information.
3. To complete the MOU and Exhibit A, use either the tab key or the arrow keys to move through the pages field by field. All fields must be completed prior to submission.
4. Once all required information has been entered into the fillable fields of the MOU and all Exhibits, print the entire document including all pages of the MOU as well as Exhibits A, B, C, D, and E.
5. The last page of the MOU document, before Exhibit A, requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature. The MOU also requires the signature of a witness.
6. Exhibit A (Designation of Applicant's Agent) requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature. An email address is required to obtain access to the system (all email addresses must be unique, no duplicates are allowed).
7. Exhibit C (State of New Jersey W-9 / Questionnaire) should be filled out completely and signed.
8. Exhibit E (The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions) should be filled out completely and signed.
9. **PLEASE NOTE: The same person must sign the MOU and Exhibits A & E.**
10. Once the documents are complete and signed, they must be sent to the following email address: NJEMGrantsHelp@njsp.gov

Note: If email is unavailable to you, a paper copy may be submitted to the address below. Please note that this may slow the process of obtaining access to the system as it will need to be scanned and uploaded by our staff.

New Jersey State Police
Recovery Bureau
PO Box 7068
West Trenton, NJ 08628
ATTN: LTC Christopher DeMaise

Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING

BY and BETWEEN

THE STATE OF NEW JERSEY

AND

City of North Wildwood, New Jersey

This Memorandum of Understanding (Agreement), made and entered into between the New Jersey Office of Emergency Management, hereinafter referred to as the "NJOEM," and City of North Wildwood, New Jersey

officially domiciled at 901 Atlantic Avenue, North Wildwood, NJ 08260.

hereinafter referred to as the Subgrantee relating to application for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

WHEREAS, The NJOEM, on behalf of the State of New Jersey, is the Grantee receiving funding under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, under current information provided, FEMA has determined that the Subgrantee is eligible to apply for and/or receive FEMA funding under the Public Assistance and/or Hazard Mitigation programs, subject to approval of a Project Worksheet for Public Assistance or application for a Hazard Mitigation grant;

WHEREAS, this agreement is part of the application for Disaster Assistance and will become effective and binding upon approval of a Project Worksheet or Hazard Mitigation Grant and signature on behalf of NJOEM;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

Responsibilities of the Subgrantee

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Stafford Act and all applicable FEMA regulations as provided in 44 CFR and FEMA policies that govern the Public Assistance and/or Hazard Mitigation programs and shall adhere to the application of the Stafford Act and those applicable regulations and policies and OMB Circulars A-87, A-102, A-110 and A-133 as a condition for the acceptance of and expenditure of said FEMA funding.

As a further condition for the acceptance of and expenditure of FEMA funding, the Subgrantee hereby agrees to follow all NJOEM guidelines, regulations and directives, to include but not be limited to the following:

- Use NJEMGrants.org, as applicable, to access forms and submit Requests For Reimbursement (RFR) and supporting documentation.
- Subgrantee agrees to promptly notify NJOEM and FEMA of any project that involves the following:
 - Work taking place in floodplains or wetlands
 - Improved projects that increase the size or footprint of a facility (PA Program)

Memorandum of Understanding (MOU)

- Alternate projects (PA Program)
- Relocated projects
- Hazard mitigation projects affecting floodplains or wetlands, such as culvert enlargements
- Any project that changes the function of a facility
- Work affecting facilities with historic significance

Such projects have the potential to be subject to additional FEMA review as they may trigger additional Federal compliance requirements in accordance with by the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), Executive Order 11988 (Floodplain Management), Endangered Species Act (ESA) and other applicable Federal Laws.

- The Subgrantee shall assure that all project documents are made available to NJOEM, FEMA, Department of Homeland Security, Office of Inspector General (OIG) or to any other state or federal agency as determined by NJOEM, to include but not limited to: insurance policies, insurance proceeds received as a result of the disaster, and all other documentation substantiating eligible costs.
- All records, reports, documents and other material delivered or transmitted to NJOEM by the Subgrantee shall become the property of NJOEM.
- The Subgrantee shall obtain and maintain such types and extent of insurance as are reasonably available, adequate, and necessary to protect against future loss from similar hazards to the extent required under 44 CFR 206.250-206.253. This insurance must, at a minimum, be in the amount of the Federal grant award plus any non-Federal share.
- The Subgrantee is responsible for compliance with all federal and state laws, regulations and policies. The Subgrantee should pay particular attention to those regulations and policies whose non-compliance may make Subgrantee eligible for corrective action under the NJOEM. Those policies are listed in Exhibit B, attached to and made part of this MOU.
- The Subgrantee may be required to execute a separate subgrant agreement for Hazard Mitigation Grant Program projects in addition to this MOU.
- The Subgrantee agrees to monitor NJEMGrants.org for any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements.
- The undersigned, as the appointed agent of the Subgrantee hereby declares that the individual(s) named herein as the Subgrantee's agent(s) are knowledgeable of the requirements outlined herein.

The Subgrantee hereby acknowledges that failure to adhere to all applicable state and federal law, regulations, policies and directives may result in suspension and/or termination of funding / reimbursements and/or all or part of the de-obligation of previously received funding.

Responsibilities of the NJOEM

- NJOEM agrees to maintain NJEMGrants.org subject to the availability of funding.
- NJOEM shall, through the Subgrantee's assigned Disaster Recovery Specialists, review Subgrantee's Request For Reimbursements, assist Subgrantee in correcting any deficiencies, and disburse reimbursement requests to the Subgrantee as timely as possible.
- NJOEM shall communicate to the Subgrantee, in a timely manner, any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements through NJEMGrants.org, or appropriate alternate methods of communication.
- NJOEM shall provide technical assistance, advice on best practices and other education outreach programs to assist the Subgrantee in the formulation and management of its FEMA grants (see Disclaimer paragraph herein below).

Memorandum of Understanding (MOU)

Term of Agreement

This MOU shall remain in full force and effect as long as the Subgrantee has outstanding FEMA grants that have not been closed out and/or the Subgrantee receives future FEMA funding, including the record retention period. Any changes in regulations, policies or procedures applicable to disaster funding shall constitute an amendment to this Agreement.

Results of De-Obligation

The Subgrantee acknowledges that all final actions by FEMA to de-obligate funding are the financial responsibility of the Subgrantee and said amounts de-obligated shall be remitted to NJOEM by the Subgrantee immediately upon demand or in accordance with NJOEM policy.

Limitation of Liability

The Subgrantee acknowledges that this MOU is intended for the benefit of the Grantee and the Subgrantee and does not confer any rights upon any third parties. Furthermore, the Subgrantee hereby agrees to hold harmless and indemnify Grantee from any actions or claims brought on behalf of any third parties to whom services or materials are provided or who provides services or materials under any project funded by the FEMA Public Assistance and/or Hazard Mitigation programs.

Disclaimer

In its capacity as the Grantee and state fiduciary of Federal Emergency Management Agency (FEMA), and other federal grant funds, the NJOEM provides technical assistance and education outreach programs to current and potential Subgrantees (collectively referred to as "Subgrantees") of the FEMA Public Assistance and/or Hazard Mitigation programs.

Technical assistance includes the application of specific knowledge to a specific situation in order to address a specific need and as such is not a legal opinion or an endorsement of the Subgrantee's grants management practice. Education outreach programs include general programmatic grants management guidance for a Subgrantee to use in administering its own grants management program. NJOEM does not render legal opinions to Subgrantees, but rather provides information intended to assist a Subgrantee prudently manage its own grants management program by employing effective methods and sound practices to manage FEMA grants.

Technical assistance and other grants management information provided by NJOEM and adopted by the Subgrantee, does not serve as NJOEM's endorsement of the Subgrantee's grants management practice and does not relieve the Subgrantee of the responsibility of assuring that its grants management practice is in compliance with applicable laws, regulations and policies as required by the FEMA Public Assistance and/or Hazard Mitigation programs.

The Subgrantee, by its decision to participate in the FEMA Public Assistance and/or Hazard Mitigation programs, bears the ultimate responsibility for ensuring compliance with all applicable state and federal

Memorandum of Understanding (MOU)

laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by NJOEM, FEMA, or any other state and federal agencies with audit, regulatory, or enforcement authority. Throughout the grants management process, NJOEM, as the state fiduciary of this federal funding, reserves the right to demand that the Subgrantee comply with all applicable state and federal laws, regulations and policies, terminate reimbursements and take any and all other actions it deems appropriate to protect those funds for which it is responsible.

Discrimination Clause

The Subgrantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990.

The Subgrantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Subgrantee or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

Memorandum of Understanding (MOU)

Notices

All notices and other communications pertaining to this Agreement shall be in electronic format and/or writing and shall be transmitted either by e-mail, personal hand-delivery (and receipted for) or deposited in the United States Mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

New Jersey State Police Recovery
Bureau
PO Box 7068
West Trenton, NJ 08628
ATTN: LTC Christopher DeMaise

Or

NJEMGrantsHelp@njsp.gov

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

WITNESSES:

State's Witness

Name:

State Coordinating Officer

Name: Christopher DeMaise

Title: Lieutenant Colonel

Telephone Number:

Date

Entity's Witness

Name:

Chief Elected/Appointed Official

or Chief Executive Officer

Name: Patrick Rosenello

Title: Mayor

Telephone Number: 609-522-2030

Date

Exhibit A

Designation of Applicant's Agent

Provide the information below for 1 primary and 2 alternate individuals that will be designated as agents.

Primary Agent's Name: Robert Matteucci
Title: Deputy OEM Coordinator
Telephone number: (609)522-0191
Email Address: rmatteucci@northwildwoodnjoem.org

Alternate Agent's Name: Nicholas Long
Title: City Administrator
Telephone number: 609-522-2030 x1260
Email Address: nlong@northwildwood.com

Alternate Agent's Name: Todd Burkey
Title: Chief Financial Officer
Telephone number: 609-522-2030 x1220
Email Address: tburkey@northwildwood.com

I, Patrick Rosenello

as Chief Elected or Appointed Official of the Subgrantee am authorized to execute and file an Application for Public Assistance on behalf of the Subgrantee for the purpose of obtaining certain State and Federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended). The above named agents(s) is/are authorized to represent and act on behalf of the Subgrantee in all dealings with the State of New Jersey on all matters pertaining to the management of grants and disaster assistance received from FEMA as required by this MOU.

Chief Elected/Appointed Official or
Chief Executive Officer
Name: Patrick Rosenello
Title: Mayor
Telephone Number: 609-522-2030

Date

Exhibit B

POLICIES ELIGIBLE FOR CORRECTIVE ACTION

The policies below are examples of the policies eligible for corrective action by NJOEM. They are NOT inclusive of all actions which may be subject to corrective action.

Policy	Summary of Policy
Advances	Expenses related to Project Worksheets (PW) must be within the scope of the PW
Requests For Reimbursement (RFR)	RFRs must exceed \$2,500 per submission
Compliance	Subgrantees who receive grant funds greater than \$500,000 are required to comply with OMB Circular A-133 and proactively work with NJOEM to correct any deficiencies.
Federal Funding Accountability and Transparency Act (FFATA)	It is the responsibility of the Subgrantee to provide information as requested by NJOEM to comply with the Federal Funding Accountability and Transparency Act.
Document Retention	Subgrantee must maintain original documentation throughout the life of the PW and retain the documentation for a minimum period of three years after closeout (44 CFR 13.42)
Unused Funds	Subgrantee is responsible for identifying, in a timely manner, all funds not used after the completion of a project and upon identification to immediately return those funds to NJOEM (44 CFR 206.205 and NJOEM policy)
Return of De-Obligated Funds and Interest	Subgrantee is required to return all de-obligated funds to NJOEM within 60 calendar days of notice as well as remit any interest accrued on grant funds (44 CFR 13.21)
Fraud, Waste or Abuse	Initial findings by NJOEM indicating fraud, waste or abuse may have immediate impact on funding and be reported.
Quarterly Reporting	All completed and accurate quarterly reports are due within 15 days after the end of the quarter (44 CFR 206.204)
Procurement	All procurement must be in compliance with state and federal law and regulations to include taking affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible (44 CFR 13.36)
Project Timelines	All projects are required to be completed within the milestones stated in the regulations. It is the responsibility of the Subgrantee to file a timely request for extension if so required (44 CFR 206.204)
Special Provisions	Subgrantees are required to comply with NEPA and NHPA
Insurance	Subgrantees shall comply with the obtain and maintain insurance requirements or obtain a waiver from the New Jersey Department of Banking and Insurance Commissioner (44 CFR 206.250-206.253)
Debarred and Suspended Contractors	Subgrantees shall not make any awards to debarred, suspended or otherwise ineligible contractors (44 CFR 13.36 (b) (8) and www.epls.gov)

STATE OF NEW JERSEY W-9/QUESTIONNAIRE INSTRUCTIONS

The enclosed form is required by the State of New Jersey's Comprehensive Financial System, and must be completed by vendors/payees who intend to do business with the State of New Jersey or by New Jersey State employees who are seeking reimbursement for travel or training expenses. Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at (609) 633-8183 or via email: AAIUNIT@treas.state.nj.us.

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

For questions 1-4:

If there is no preprinted data, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, and zip code, and sign and date the form under question number five.

If the form contains preprinted data and the preprinted information is correct, sign and date the form under question five.

If the form contains preprinted data and the preprinted information is not correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information and sign and date the form under question five.

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code that best describes the primary business function from the choices provided.
2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).

3. Enter the principle activity of your organization from the choices provided.
4. Enter the code that best describes your organization from the choices provided.

SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE

Mail or fax completed forms to The Office of Management and Budget (OMB):

OMB-Vendor Control Unit
PO Box 221
Trenton, NJ 08625-0221

Fax: (609) 984-5210

ACCESSING YOUR ACCOUNT INFORMATION

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, <http://www.state.nj.us> and creating a log in and password (click on the 'register' link under the 'home' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, https://www20.state.nj.us/TYM_VPI/

The online tutorial for VPI can be found at https://www20.state.nj.us/treasury/omb/TYM_VPI/docs/GettingStarted.pdf

VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

STATE OF NEW JERSEY

W-9/QUESTIONNAIRE

THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO ESTABLISH YOUR NAME, ADDRESS AND TAXPAYER ID ON STATE RECORDS. THE INFORMATION IS USED TO POPULATE AND MAINTAIN THE STATE'S VENDOR/PAYEE FILE AND MUST BE COMPLETED BEFORE PAYMENTS ARE MADE.

IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED AND RETURNED. FOR ADDITIONAL INFORMATION CALL (609) 633-8183 OR EMAIL: AATUNIT@TREAS.STATE.NJ.US

Return completed form to:
OMB VENDOR CONTROL
PO BOX 221
TRENTON, NJ 08625 or
FAX: (609) 984-5210

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

1. Name (as shown on your tax return): **City of North Wildwood, New Jersey**

Doing business as (if different than name):

2. Address line 1: **901 Atlantic Avenue**

Address line 2:

3. City: **North Wildwood** State: **New Jersey** Zip: **08260**

If the above contains preprinted data that is incorrect, cross it out and write the correct information immediately next to it.

4. Taxpayer Identification Number (TIN) Enter your TIN below and select the type of number listed.

21-6000944

☐ SOCIAL SECURITY NUMBER

☒ EMPLOYER IDENTIFICATION NUMBER

5. Certification: Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

(3) I am a U.S. citizen or other US person as defined by the IRS.

Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreported interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA, and generally payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.

Sign
Here

Signature

Date

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code from the list below that best describes your primary business function:

VENDORS

VG=VENDORS WHO SELL OR MANUFACTURE GOODS

VS=VENDORS WHO RENDER SERVICE OR RECEIVE RENT PAYMENTS

CS=CONSTRUCTION VENDORS WHO RENDER SERVICES

HC=HEALTHCARE SERVICES (NON STATE AGENCIES)

LG=LEGAL SERVICES

CG=CONSTRUCTION VENDORS WHO SELL OR MANUFACTURE GOODS

CM

GOVERNMENT ENTITIES

AC=AUTHORITY/COMMISSION

CF=CONFIDENTIAL FUND

PC=PETTY CASH

SD=SCHOOL DISTRICT

FA=FEDERAL AGENCY

FD=FIRE DISTRICT

CM=COUNTY/MUNICIPALITY

EP=NJ STATE EMPLOYEE

SA=STATE AGENCY

WB=WELFARE BOARD

CU=STATE COLLEGE/UNIVERSITY

OTHER VENDORS

OT=OTHER VENDOR (PLEASE SPECIFY) _____

2. Primary Contact Information (ALL FIELDS ARE REQUIRED):

Name: **Todd Burkey, CFO** Phone: **609-522-2030 x1220** Email: **tburkey@northwildwood.com**

☒ Please check here if you are interested in receiving information about payments by direct deposit.

IF YOU ARE A NJ STATE EMPLOYEE, NJ MANAGER OF A CONFIDENTIAL FUND OR PETTY CASH FUND, DO NOT ANSWER THE BALANCE OF THE QUESTIONNAIRE.

3. What is the principle activity of your organization?

g

M=MANUFACTURING

H=HEALTH RELATED SERVICE

C=CONSTRUCTION

L=LEGAL

S=SERVICE

G=GOVERNMENT

O=OTHER (PLEASE SPECIFY) _____

4. Enter the code from the list below that best describes your organization

C

C=CORPORATION

I=INDIVIDUAL

P=PARTNERSHIP

L= LIMITED LIABILITY COMPANY

IMPORTANT: ANSWER ALL QUESTIONS (PRINT CLEARLY OR TYPE)

Exhibit D

OMB Approval No.0341-0042

ASSURANCES- CONSTRUCTION PROGRAMS

Note. Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 4240 (4-88)
Prescribed by OMB Circular A-102

Exhibit D

- II. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal Laws, Executive Orders, regulations and policies governing this program.

Exhibit E



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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

1. Grantee Name and Address

FEMA PA and HM Program

21-6000944

2. Application Number and/or Project Name

3. Applicant Tax ID Number

Patrick Rosenello

Mayor

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

City of North Wildwood
Cape May County, New Jersey

RESOLUTION

APPROVING UPDATED FLOOD INSURANCE PROMOTION ACTIVITY
WITH THE ATLANTIC-CAPE MULTI-JURISDICTIONAL
PROGRAM FOR PUBLIC INFORMATION

WHEREAS, as an active participant in FEMA’s Community Rating System (CRS) program, the City of North Wildwood has determined that it is necessary to participate in the New Jersey Coastal Coalition’s Atlantic-Cape Multi-Jurisdictional Public Information (MJPPI), consisting of municipal officials and community stakeholders, to assist in evaluating existing public information disseminated by the City, other Municipalities and regional stakeholders regarding floodplain management, and to develop new public information needs; and

WHEREAS, the MJPPI will coordinate all of the flood-related public information in the community and the surrounding areas, both public and private; and

WHEREAS, the MJPPI requires approval by Council to adopt the 2023 Annual Update; and

WHEREAS, the City of North Wildwood will distribute a letter from the governing body to the residents in the Special Flood Hazard Zone which will include an Insurance Brochure, participate in a community outreach meeting to help promote flood insurance, distribute Insurance Brochure with all construction permits in the Special Flood Hazard Zone and work with our Insurance Stakeholders to provide technical assistance to our residents.

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

- 1. The allegations of the preamble are incorporated herein by this reference.
- 2. The City of North Wildwood hereby formally supports participation in the updated Flood Insurance Promotion CRS activity as proposed by the updated MJPPI titled “2023 Annual Update.”
- 3. All City officials, officers and employees are empowered to take such action as may be necessary or advisable in order to carry out the intent and purpose of this Resolution.

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 3rd day of October 2023.

Dated: October 3, 2023 Signed:
W. Scott Jett, City Clerk

Approved:
Patrick T. Rosenello, Mayor

Table with 10 columns: Name, Aye, Nay, Abstain, Absent, Name, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Koehler, Rullo, Bishop, Kane, Zampirri, Del Conte.

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

AUTHORIZING CITY CLERK TO ADVERTISE
FOR BIDS FOR PUMP STATIONS

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 Pump Stations.

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 3rd day of October 2023.

Dated: October 3, 2023 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

AUTHORIZING CITY CLERK TO ADVERTISE
FOR BIDS FOR BOARDWALK RECONSTRUCTION
PROJECT

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 Boardwalk Reconstruction Project.

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 3rd day of October 2023.

Dated: October 3, 2023 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

AUTHORIZING CITY CLERK TO ADVERTISE
FOR BIDS FOR 22ND AVENUE BOARDWALK &
BEACH ACCESS RAMP

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 22nd Avenue Boardwalk & Beach Access Ramp.

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 3rd day of October 2023.

Dated: October 3, 2023 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

AUTHORIZING EMERGENCY STORM SEWER REPAIRS AND
SANITARY SEWER REPAIRS
ON WEST 23RD AVENUE

WHEREAS, a portion of the storm sewer system failed on West 23rd Avenue between New York and Delaware Avenues; and

WHEREAS, the resulting problems include the failure of numerous sanitary sewer laterals in the same area; and

WHEREAS, the City Engineer and the Superintendent of the Department of Public Works do herewith declare that an emergency exists affecting the safety, health and welfare of the public.

THEREFORE BE IT RESOLVED, the Mayor and City Council do herewith declare that an emergency exists with the regard to the failure of the storm drainage system on West 23rd Avenue, which affects the public health, safety and welfare necessitating immediate repairs and that the City Engineer be directed to coordinate all necessary repairs.

BE IT FURTHER RESOLVED, in accordance with the provisions of N.J.S.A. 40A:4-46, that an emergency be and the same is hereby created, the total estimated costs for said emergency to be \$350,000; all of which is more specifically set forth in the attached detailed breakdown of costs to be supplied by the City Engineer which shall be made a part hereof by reference as if fully set forth.

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 3rd day of October, 2023.

Dated: October 3, 2023 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

Table with 10 columns: Name, Aye, Nay, Abstain, Absent, Name, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, and Zampirri.

CITY OF NORTH WILDWOOD
Cape May County, New Jersey
RESOLUTION

AUTHORIZING ADOPTION OF REVISIONS TO THE PERSONNEL POLICIES
AND PROCEDURES MANUAL

WHEREAS, it is the policy of the City of North Wildwood to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, The Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters, the New Jersey Worker’s Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the City of North Wildwood seeks to qualify for the Model 2024-2025 Employment Practices Liability (EPL) Risk Management Program of the Municipal Excess Liability Joint Insurance Fund (MEL), which program benefits the City in numerous ways, including, but not limited to, buy-down deductibles and co-insurance caps, and by appointing an Affirmative Action Officer (AAO); and

WHEREAS, Mayor and Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations, including an Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of North Wildwood that the Personnel Policies and Procedures Manual or specific sections contained therein, as attached hereto, are hereby adopted, including an Employee Handbook.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, professional services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by City employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council of the City of North Wildwood.

BE IT FURTHER RESOLVED that the appointment of Nic Long as the City’s Affirmative Action Officer (AAO) is hereby approved.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the City Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Administrator and the City’s Labor Counsel shall assist the City Administrator in the implementation of the policies and procedures in this manual.

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 3rd day of October 2023.

Dated: October 3, 2023 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									

Batch Id: RB1 Batch Type: C Batch Date: 10/03/23 Checking Account: CREST G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

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					
23-02244	10/03/23	01625 ADVANCED ENVIRO SYSTEMS		1515 HADDON AVE					
09/28/23	1	Trash Compactors - Oct 2023	1,863.00	3-01-32-465-099	Budget	Aprv	69	1	
			<u>1,863.00</u>	GARBAGE COLLECTION COSTS					
23-02209	10/03/23	01685 AT & T		PO BOX 5019					
09/22/23	1	CYBERSECURITY AUG & SEPT 2023	695.38	3-01-31-440-010	Budget	Aprv	30	1	
			<u>695.38</u>	TELEPHONE COSTS					
23-02249	10/03/23	01993 ADP, Inc.		PO BOX 842875					
09/28/23	1	Time and Attendance	239.75	3-01-20-130-028	Budget	Aprv	77	1	
			<u>239.75</u>	FIN ADM - OTHER PROF/ CONSULT					
23-02216	10/03/23	02011 BILLY BOB'S CAR WASH		901 RTE 9 SOUTH					
09/22/23	1	Detailing	719.96	3-01-25-240-029	Budget	Aprv	34	1	
			<u>719.96</u>	POLICE-CONTRACTUAL SERVICES					
23-02237	10/03/23	02021 BURLEIGH STORAGE		633 SHUN PIKE					
01/03/23	1	Off Site Storage-4th Qtr 2023	5,100.00	3-01-25-265-056	Budget	Aprv	60	1	
23-02237	01/03/23	2 Off Site Storage-4th Qtr 2023	1,275.00	3-01-26-290-060	Budget	Aprv	61	1	
			<u>6,375.00</u>	PUB WRKS- VEHICLE STORAGE & MAINTENANCE					
23-02214	10/03/23	02144 BOARDWALK BASKETBALL CLASSIC		C/O JODIE DIEDUARDO					
09/22/23	1	BBC AD Book 2023	1,000.00	T-03-56-200-011	Budget	Aprv	32	1	
			<u>1,000.00</u>	TOURIST DEVELOPMENT COMMISSION					
23-02231	10/03/23	02719 Blaney, Donohue, Weinberg PC		2123 DUNE DRIVE, SUITE 11					
01/03/23	1	City Solicitor - 4th Qtr 2023	18,750.00	3-01-20-155-027	Budget	Aprv	57	1	
			<u>18,750.00</u>	LEGAL SERV-PROF SERVICES					
23-02242	10/03/23	03348 COMCAST		PO BOX 37601					
09/28/23	1	INTERNET SEPT 2023	395.00	3-01-20-130-036	Budget	Aprv	64	1	
			<u>395.00</u>	FIN ADM - OFFICE SUPPLIES					
23-02208	10/03/23	03361 COMCAST		P.O. BOX 70219					
09/22/23	1	8499050130074012	9.51	3-01-20-100-036	Budget	Aprv	28	1	
23-02208	09/22/23	2 8499050130005552	20.02	3-01-20-100-036	Budget	Aprv	29	1	
23-02243	09/28/23	1 8499050130147107	180.89	3-01-25-240-036	Budget	Aprv	65	1	
				POLICE - OFFICE SUPPLIES					

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
23-02243	09/28/23	2 8499050130035690	214.89	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	66	1
23-02243	09/28/23	3 8499050130112879	104.85	3-01-25-252-036 EM MGT- OFFICE SUPPLIES	Budget	Aprv	67	1
23-02243	09/28/23	4 8499050130148675	2.16	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	68	1
			<u>532.32</u>					
10/03/23 040004 Capital Floors LLC				707 South Egg Harbor Road				
23-02196	09/19/23	1 RECOAT GYMNASIUM FLOOR	2,450.00	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	11	1
			<u>2,450.00</u>					
10/03/23 04091 Delta Dental of New Jersey Inc				P.O. BOX 36483				
23-02241	09/28/23	1 City Dental Ins - October 2023	8,752.12	3-01-23-220-095 DENTAL INSURANCE PREMIUMS	Budget	Aprv	63	1
			<u>8,752.12</u>					
10/03/23 05964 EXPERT AUTOMOTIVE EQUIPMENT				377 Hayes Avenue				
23-02226	09/26/23	1 Inspection & Blast Valve	550.00	3-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	54	1
23-02226	09/26/23	2 Inspection & Blast Valve	349.00	3-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	55	1
			<u>899.00</u>					
10/03/23 07009 GARDEN STATE HIGHWAY PRODUCTS				301 Riverside Drive				
23-00715	04/12/23	1 Bid Sheet 1	337.15	3-01-26-290-096 PUB WKS - STREET SIGNS	Budget	Aprv	1	1
23-00719	04/12/23	1 Bid Sheet 7	589.25	3-01-26-290-096 PUB WKS - STREET SIGNS	Budget	Aprv	2	1
			<u>926.40</u>					
10/03/23 08013 CAPE MAY COUNTY HERALD				1508 ROUTE 47 SOUTH				
23-02247	09/28/23	1 PB Legal advertising	80.88	3-01-21-185-021 PLANNING & ZONING - LEGAL ADVERTISING	Budget	Aprv	73	1
23-02247	09/28/23	2 PB Legal advertising	81.77	3-01-21-185-021 PLANNING & ZONING - LEGAL ADVERTISING	Budget	Aprv	74	1
			<u>162.65</u>					
10/03/23 10205 J. BYRNE AGENCY, INC.				5200 NEW JERSEY AVENUE				
23-02224	09/26/23	1 Policy #9904318377	5,157.00	3-01-23-210-093 INSURANCE-FLOOD/ ACCIDENT	Budget	Aprv	52	1
			<u>5,157.00</u>					
10/03/23 10747 JESCO INC				1790 ROUTE 38				
23-02221	09/22/23	1 Loader + Parts	3,012.16	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	39	1
23-02221	09/22/23	2 Loader + Parts	550.39	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	40	1
			<u>3,562.55</u>					
10/03/23 11041 KOFIL PRESERVATION				6300 Cedar Springs Road				

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
23-02225	09/26/23	1 1906 TAX DUPLICATE 50% DOWN	1,121.00 1,121.00	3-01-20-120-105 MUN CLK - CODIF. OF ORDS	Budget	Aprv	53	1
23-02218	09/22/23	10/03/23 13996 VINCENT J. MORRISON 1 9/15 special session	370.00 370.00	125 52ND STREET 3-01-43-490-028 MUN CT - OTHER PROF, CONSULT	Budget	Aprv	36	1
23-02212	09/22/23	10/03/23 14306 GEN DIGITAL, INC. 1 Monthly Subscription	76.33 76.33	60 E RIO SALADO PKWY 3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	31	1
23-01336	06/22/23	10/03/23 14747 National Highway Products, Inc 1 Reflective Sheeting	1,379.41 1,379.41	301 Riverside Drive 3-01-26-290-096 PUB WKS - STREET SIGNS	Budget	Aprv	3	1
23-01698	07/26/23	10/03/23 15964 PLANET TECHNOLOGIES, INC 1 Contract Renewal	2,956.80 2,956.80	9801 Washingtonian Blvd 3-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	4	1
23-02248	09/28/23	10/03/23 16002 PRESS OF ATLANTIC CITY 1 PB legal advertising	84.00	P.O. Box 4690 3-01-21-185-021 PLANNING & ZONING - LEGAL ADVERTISING	Budget	Aprv	75	1
23-02248	09/28/23	2 PB legal advertising	84.00 168.00	3-01-21-185-021 PLANNING & ZONING - LEGAL ADVERTISING	Budget	Aprv	76	1
23-02219	09/22/23	10/03/23 16825 Maurice A Pierce 1 9/5 Interpreter	226.24 226.24	16 Torresdale Street 3-01-43-490-028 MUN CT - OTHER PROF, CONSULT	Budget	Aprv	37	1
23-02215	09/22/23	10/03/23 17633 Quill 1 Kleenex Tissues	67.98 67.98	PO Box 37600 3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	33	1
23-02233	01/03/23	10/03/23 190009 SHORE COUNSELING, LLC 1 4th Quarter 2023 - Counseling	750.00 750.00	15 South Main Street 3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	58	1
23-02236	02/21/23	10/03/23 19023 SHORE ANIMAL CONTROL SERVICES 1 Animal Control - 4th Qtr 2023	3,900.00 3,900.00	P.O. BOX 597 3-01-27-340-099 ANIMAL CONTROL COSTS	Budget	Aprv	59	1
		10/03/23 19043 SJ Court Administrators Assoc.		1011 Cooper Street				

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					
23-02217	09/22/23	1 SJ DUES 2023 Oliver and Viall	60.00	3-01-43-490-044	Budget	Aprv	35	1	
			60.00	MUN CT - PROF ASSN DUES					
	10/03/23	19164 SOUTH JERSEY FASTENERS		428 BAYWYN ROAD					
23-02220	09/22/23	1 Supplies for Boat Ramp Project	1,417.20	3-01-26-310-038	Budget	Aprv	38	1	
			1,417.20	BLDGS & GRNDS-HDWRE/MINOR TOOLS					
	10/03/23	19216 SOUTH JERSEY GAS CO		P.O. BOX 6091					
23-02207	09/22/23	1 72831140000	42.00	3-01-31-446-010	Budget	Aprv	27	1	
			42.00	NATURAL GAS COSTS					
	10/03/23	19379 DOUG NORDBERG		PETTY CASH					
23-02197	09/19/23	1 Parkway	2.10	3-01-26-290-058	Budget	Aprv	12	1	
				PUB WKS - OTHER EQUIP & SUPPL					
23-02197	09/19/23	2 Parkway	2.10	3-01-26-290-058	Budget	Aprv	13	1	
				PUB WKS - OTHER EQUIP & SUPPL					
23-02197	09/19/23	3 Parkway	2.10	3-01-26-290-058	Budget	Aprv	14	1	
				PUB WKS - OTHER EQUIP & SUPPL					
23-02197	09/19/23	4 Parkway	4.15	3-01-26-290-058	Budget	Aprv	15	1	
				PUB WKS - OTHER EQUIP & SUPPL					
23-02197	09/19/23	5 Walmart	168.18	3-01-26-290-058	Budget	Aprv	16	1	
				PUB WKS - OTHER EQUIP & SUPPL					
23-02197	09/19/23	6 Caesars Parking	10.00	3-01-26-290-058	Budget	Aprv	17	1	
			188.63	PUB WKS - OTHER EQUIP & SUPPL					
	10/03/23	19664 Stefankiewicz & Belasco LLC		111 e 17th st suite 100					
23-02222	09/26/23	1 PB Solicitor escrow	238.00	P-23-6-3	Project	Aprv	41	1	
				234 W CHESTNUT AVENUE					
23-02222	09/26/23	2 PB Solicitor escrow	28.00	P-23-6-2	Project	Aprv	42	1	
				423 E 5TH AVENUE					
23-02222	09/26/23	3 PB Solicitor escrow	98.00	Z-23-6-1	Project	Aprv	43	1	
				234 W 18TH AVENUE					
23-02222	09/26/23	4 PB Solicitor escrow	182.00	P-22-10-4	Project	Aprv	44	1	
				203 DELAWARE AVENUE					
23-02222	09/26/23	5 PB Solicitor escrow	84.00	Z-23-8-1	Project	Aprv	45	1	
				214 E 23RD AVENUE					
23-02222	09/26/23	6 PB Solicitor escrow	98.00	Z-23-7-1	Project	Aprv	46	1	
				130 E WALNUT AVENUE					
23-02222	09/26/23	7 PB Solicitor escrow	140.00	P-23-8-2	Project	Aprv	47	1	
				801 W OHIO AVE CONDO ASSOC					
23-02222	09/26/23	8 PB Solicitor escrow	126.00	Z-23-8-3	Project	Aprv	48	1	
				101 W 21ST AVENUE					
23-02222	09/26/23	9 PB Solicitor escrow	126.00	P-23-8-4	Project	Aprv	49	1	
				308 W 19TH AVENUE					
23-02222	09/26/23	10 PB Solicitor escrow	56.00	Z-2021-1-1	Project	Aprv	50	1	
				511 E 11TH AVE					
23-02223	09/26/23	1 PB Solicitor escrow	56.00	P-2021-2-1	Project	Aprv	51	1	
				132 W 3RD AVE					

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
			1,232.00					
23-02203	10/03/23 09/20/23	19862 Shoreline, LLC 1 Return of Escrow Balance	4,312.80	11825 Paradise Drive P-22-3-2 404 SURF AVENUE	Project	Aprv	23	1
23-02205	10/03/23 09/20/23	19862 Shoreline, LLC 1 Return of Escrow Balance	710.50	P-21-9-4 1301 ATLANTIC AVE	Project	Aprv	25	1
			5,023.30					
23-02251	10/03/23 09/28/23	20101 TRIAD ASSOCIATES 1 USEDA Implementation	1,100.00	1301 WEST FOREST GROVE ROAD 3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	78	1
23-02252	10/03/23 09/28/23	1 Grnat Consultant 2023	281.25	3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	79	1
23-02253	10/03/23 09/28/23	1 SCHR Recaptured Funds TS	723.75	3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	80	1
			2,105.00					
23-02245	10/03/23 09/28/23	20250 TAYLOR OIL COMPANY 1 W462644	3,469.53	P.O. BOX 974 3-01-31-460-010 GASOLINE COSTS	Budget	Aprv	70	1
23-02245	10/03/23 09/28/23	2 W462717	3,811.13	3-01-31-460-010 GASOLINE COSTS	Budget	Aprv	71	1
23-02245	10/03/23 09/28/23	3 W442293	3,984.05	3-01-31-460-010 GASOLINE COSTS	Budget	Aprv	72	1
			11,264.71					
23-02198	10/03/23 09/20/23	20268 TDS Networks 1 New Cable in Police Dept	393.75	553 FOUNDRY RD 3-01-31-440-010 TELEPHONE COSTS	Budget	Aprv	18	1
			393.75					
23-02254	10/03/23 09/28/23	20874 Twin Rocks Water 1 Water Jugs	143.92	1985 Swarthmore Ave 3-01-20-130-036 FIN ADM - OFFICE SUPPLIES	Budget	Aprv	81	1
			143.92					
23-02240	10/03/23 09/27/23	22035 VERIZON WIRELESS 1 City Cell Phones - Sept 2023	686.18	P.O. BOX 408 3-01-31-440-010 TELEPHONE COSTS	Budget	Aprv	62	1
			686.18					
23-02206	10/03/23 09/22/23	22037 VERIZON 1 EMERGENCY 911- SEPT 2023	7.18	P.O. BOX 16801 3-01-25-252-036 EM MGT- OFFICE SUPPLIES	Budget	Aprv	26	1
			7.18					
23-02192	10/03/23 09/19/23	22054 VILLAS NAPA AUTO PARTS 1 Auto Parts & Supplies	2,154.91	GENUINE PARTS COMPANY 3-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	6	1
23-02192	10/03/23 09/19/23	2 Auto Parts & Supplies	2,154.91	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	7	1

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
23-02192	09/19/23	3 Auto Parts & Supplies	2,154.91	3-01-26-290-027 PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	8	1
23-02192	09/19/23	4 Auto Parts & Supplies	2,154.91	3-01-26-290-028 PUB WKS MAINTOF CITY FLEET OVER 1 TON	Budget	Aprv	9	1
			<u>8,619.64</u>					
23-01936	08/16/23	1 Software Gold Support	4,995.00	73 STATE STREET POLICE-CONTRACTUAL SERVICES	Budget	Aprv	5	1
			<u>4,995.00</u>					
23-02228	09/26/23	1 City Copier Lease - Sept 2023	1,592.90	P.O. Box 827598 3-01-25-240-026 POLICE - MAINT OF OTHER EQUIP	Budget	Aprv	56	1
			<u>1,592.90</u>					
23-02201	09/20/23	1 Refund of Sewer Overpayment	100.84	449 Mountain Ave 3-01-55-100-021 REFUND SEWER RENT OVERPYMTS	Budget	Aprv	21	1
			<u>100.84</u>					
23-02199	09/20/23	1 Refund of Dumpster Permit	250.00	508 W. Oak Ave 3-01-55-100-017 REFUND OF FEES & PERMITS	Budget	Aprv	19	1
			<u>250.00</u>					
23-02200	09/20/23	1 Refund of Tax Overpayment	1,593.43	2702 Croyden St 3-01-55-100-002 REAL ESTATE TAX REFUNDS	Budget	Aprv	20	1
			<u>1,593.43</u>					
23-02202	09/20/23	1 Release of Perf. Guarantee	4,478.90	228 Garden Road P-19-3-1 102 & 106 E 18TH	Project	Aprv	22	1
			<u>4,478.90</u>					
23-02204	09/20/23	1 Return of Escrow Balance	426.80	426 Pepper Road P-22-6-1 224 W 10TH AVENUE	Project	Aprv	24	1
			<u>426.80</u>					
23-02195	09/19/23	1 road Test - Ludlam & Force	1,500.00	1085 N BLACK HORSE PIKE 3-01-26-290-042 PUB WKS-EDUCATION & TRAINING	Budget	Aprv	10	1
			<u>1,500.00</u>					
checks:			<u>Count</u> 47	<u>Line Items</u> 81	<u>Amount</u> 109,617.27			

There are NO errors or warnings in this listing.

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	95,006.27	0.00	0.00	95,006.27
	T-03	3,450.00	0.00	0.00	3,450.00
Total of All Funds:		98,456.27	0.00	0.00	98,456.27

Project Description	Project No.	Project Total
102 & 106 E 18TH	P-19-3-1	4,478.90
132 W 3RD AVE	P-2021-2-1	56.00
1301 ATLANTIC AVE	P-21-9-4	710.50
203 DELAWARE AVENUE	P-22-10-4	182.00
404 SURF AVENUE	P-22-3-2	4,312.80
224 W 10TH AVENUE	P-22-6-1	426.80
423 E 5TH AVENUE	P-23-6-2	28.00
234 W CHESTNUT AVENUE	P-23-6-3	238.00
801 W OHIO AVE CONDO ASSOC	P-23-8-2	140.00
308 W 19TH AVENUE	P-23-8-4	126.00
511 E 11TH AVE	Z-2021-1-1	56.00
234 W 18TH AVENUE	Z-23-6-1	98.00
130 E WALNUT AVENUE	Z-23-7-1	98.00
214 E 23RD AVENUE	Z-23-8-1	84.00
101 W 21ST AVENUE	Z-23-8-3	126.00
Total of All Projects:		<u>11,161.00</u>

G/L Posting Summary

Account	Description	Debits	Credits
3-01-101-01-100-011	CASH-CURRENT FUND	0.00	95,006.27
3-01-192-08-000-000	ANTICIPATED REVENUES	250.00	0.00
3-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	93,062.00	0.00
3-01-205-55-101-001	SEWER OVERPAYMENTS	100.84	0.00
3-01-205-55-101-002	TAX OVERPAYMENTS	<u>1,593.43</u>	<u>0.00</u>
Totals for Fund 3-01 :		95,006.27	95,006.27
3-03-101-01-000-012	CASH-DEVELOPER DEPOSITS	0.00	11,161.00
3-03-101-01-000-024	CASH - RECREATION CTR TRUST FD	0.00	2,450.00
3-03-101-01-000-028	CASH - TOURIST DEV COMMISSION	0.00	1,000.00
3-03-286-56-856-801	RESERVE FOR DEVELOPERS DEPOSIT	11,161.00	0.00
3-03-286-56-862-801	RESERVE FOR RECREATION CTR	2,450.00	0.00
3-03-286-56-864-801	RESERVE FOR TOURIST DEVLPMT	<u>1,000.00</u>	<u>0.00</u>
Totals for Fund 3-03 :		14,611.00	14,611.00
Grand Total:		<u>109,617.27</u>	<u>109,617.27</u>

Batch Id: RB1Batch Type: CBatch Date: 09/26/23Checking Account: CRESTG/L Credit: BudgetG/L Credit

Generate Direct Deposit: N

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					
	09/26/23	19512	STATE TREASURER		DIVISION OF LOCAL GOV'T SERV.					
23-02230	09/26/23	1	WSJ RMC RENEWAL	50.00	3-01-20-120-021	Budget	Aprv	1	1	
				50.00	MUN CLK- LEGAL ADVERTISING					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
checks:	1	1	50.00

There are NO errors or warnings in this listing.

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	50.00	0.00	0.00	50.00
Total of All Funds:		<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>

G/L Posting Summary			
Account	Description	Debits	Credits
3-01-101-01-100-011	CASH-CURRENT FUND	0.00	50.00
3-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	<u>50.00</u>	<u>0.00</u>
	Grand Total:	<u>50.00</u>	<u>50.00</u>

Batch Id: RB Batch Type: C Batch Date: 09/26/23 Checking Account: CREST G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

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					
	09/26/23	19512	STATE TREASURER		DIVISION OF LOCAL GOV'T SERV.					
23-02229	09/26/23	1	JVS RMC RENEWAL	50.00	3-01-20-120-021	Budget	Aprv		1	1
				50.00	MUN CLK- LEGAL ADVERTISING					

	Count	Line Items	Amount
checks:	1	1	50.00

There are NO errors or warnings in this listing.

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	50.00	0.00	0.00	50.00
Total of All Funds:		<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>

G/L Posting Summary			
Account	Description	Debits	Credits
3-01-101-01-100-011	CASH-CURRENT FUND	0.00	50.00
3-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	<u>50.00</u>	<u>0.00</u>
	Grand Total:	<u>50.00</u>	<u>50.00</u>

Batch Id: RB2 Batch Type: C Batch Date: 10/03/23 Checking Account: CREST G/L Credit: Budget G/L Credit
Generate Direct Deposit: Y

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 23-02246	10/03/23 09/28/23	01822 ANGELA DERITIS 1 SJ Court assoc meeting	70.00 <u>70.00</u>	14 ASPEN DR 3-01-43-490-042 MUN CT- EDUCATION AND TRAINING	Budget	Aprv	13	1
Dir Dep 23-02235	10/03/23 01/03/23	04387 DAVE GREENLAND 1 Vehicle Maint. - 4th Qtr 2023	1,500.00 <u>1,500.00</u>	122 E Wildwood Ave 3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	10	1
Dir Dep 23-02232	10/03/23 01/03/23	06281 SETH FUSCELLARO 1 Public Defender - 4th Qtr 2023	4,400.00 <u>4,400.00</u>	200 EAST ROSEMARY ROAD 3-01-43-495-027 PUB DEF - PROF SERVICES	Budget	Aprv	8	1
Dir Dep 23-02194	10/03/23 09/19/23	06947 FF1 Apparatus LLC 1 Ladder 2 - Repair	2,904.78 <u>2,904.78</u>	34 Wilson Drive 3-01-26-290-028 PUB WKS MAINTOF CITY FLEET OVER 1 TON	Budget	Aprv	1	1
Dir Dep 23-02238	10/03/23 01/03/23	07330 RONALD GELZUNAS 1 Muni Prosecutor - 4th Qtr 2023	10,226.75 <u>10,226.75</u>	7009 Park Ave 3-01-25-275-027 MUNIC PROS - PROF SERVICES	Budget	Aprv	11	1
Dir Dep 23-02213	10/03/23 09/22/23	11085 KELTEX IMPRINTED APPAREL INC 1 STAFF UNIFORMS - TANK TOPS	1,421.00	428A WOODBINE OCEANVIEW RD 3-01-28-380-043 LIFEGUARDS - UNIFORMS	Budget	Aprv	4	1
23-02213	09/22/23	2 STAFF UNIFORMS - SHORTS	335.00 <u>1,756.00</u>	3-01-28-380-043 LIFEGUARDS - UNIFORMS	Budget	Aprv	5	1
Dir Dep 23-02239	10/03/23 09/27/23	14121 NORTH WILDWOOD BD OF EDUCATION 1 School Tax - September 2023	638,259.00 <u>638,259.00</u>	1201 ATLANTIC AVENUE 3-01-55-100-006 LOCAL SCHOOL TAX	Budget	Aprv	12	1
Dir Dep 23-02210	10/03/23 09/22/23	14392 NEHMAD DAVIS & GOLDSTIEN PC 1 Purchase from Hestons Lot	1,137.50	4030 OCEAN HEIGHTS AVE 3-01-20-155-027 LEGAL SERV-PROF SERVICES	Budget	Aprv	2	1
23-02211	09/22/23	1 Affordable Housing	595.00 <u>1,732.50</u>	3-01-20-155-027 LEGAL SERV-PROF SERVICES	Budget	Aprv	3	1
Dir Dep 23-02234	10/03/23 01/03/23	17023 JOE QUATTRONE 1 Events Coord. - 4th Qtr 2023	4,350.00 <u>4,350.00</u>	1402 RTE 9 S Lot #93 3-01-31-420-200 CEL OF PE - EVENTS	Budget	Aprv	9	1

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	10/03/23	23071	WILLIAMS SCOTSMAN, INC		PO BOX 91975					
23-02227	09/26/23	1	Trailer Rental - Sept 2023	4,096.00	3-01-26-315-025	FLEET MAINT - LEASE PAYMENTS	Budget	Aprv	6	1
23-02227	09/26/23	2	Trailer Rental - Sept 2023	553.30	3-01-26-315-025	FLEET MAINT - LEASE PAYMENTS	Budget	Aprv	7	1
				4,649.30						

	Count	Line Items	Amount
Direct Deposit:	10	13	669,848.33

There are NO errors or warnings in this listing.

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	669,848.33	0.00	0.00	669,848.33
Total of All Funds:		<u>669,848.33</u>	<u>0.00</u>	<u>0.00</u>	<u>669,848.33</u>

G/L Posting Summary			
Account	Description	Debits	Credits
3-01-101-01-100-011	CASH-CURRENT FUND	0.00	669,848.33
3-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	31,589.33	0.00
3-01-207-55-000-000	SCHOOL TAX PAYABLE	<u>638,259.00</u>	<u>0.00</u>
	Grand Total:	<u>669,848.33</u>	<u>669,848.33</u>